



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**APRIL 1, 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

The City complies with the Americans with Disabilities Act (ADA). If you will need special assistance at a Council meeting, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8am to 5pm Monday through Thursday. Please call at least one day prior to the meeting date to inform us of your particular needs and to determine if accommodation is possible. For sign language interpreter services at Council meetings, please request no less than four working days prior to the meeting.

AGENDA MATERIAL

Agenda material is available for review at the City Clerk's Office, Room 317 in City Hall, 1444 W. Garvey Avenue South, West Covina and at www.westcovina.org. Any writings or documents regarding any item on this agenda, not exempt from public disclosure, provided to a majority of the City Council that is distributed less than 72 hours before the meeting, will be made available for public inspection in the City Clerk's Office, Room 317 of City Hall located at 1444 W. Garvey Avenue South, West Covina, during normal business hours.

NOTICE

The City Council will regularly convene on the first and third Tuesday of the month. The West Covina Community Development Commission, West Covina Public Financing Authority and the West Covina Community Services Foundation are agencies on which the City Council serves as members. Agendas may contain items for these boards, as necessary.

**PUBLIC COMMENTS
ADDRESSING THE CITY COUNCIL**

Any person wishing to address the City Council on any matter listed on the agenda, excluding any matter set for a public hearing, or on any other matter within their jurisdiction must complete a speaker card that is provided at the entrance to the Council Chambers and submit the card to the City Clerk prior to the commencement of Oral Communications. No speaker cards will be accepted after the commencement of Oral Communications, except at the discretion of the Presiding Officer.

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. Comments are limited to three (3) minutes per speaker, unless modified by the Presiding Officer or the City Council.

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

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 meeting, including, but not limited to, speaking off topic, speaking beyond the speaker's allotted time limit, making slanderous or profane remarks or using loud, threatening, or abusive language which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the

meeting. 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. The City of West Covina will not tolerate harassment based upon a person's race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, gender, sexual orientation, or age.

RULES OF DECORUM

Excerpts from the West Covina Municipal Code and Penal Code pertaining to the Rules of Decorum will be found at the end of agenda.

AGENDA

**CITY OF WEST COVINA
CITY COUNCIL/SUCCESSOR AGENCY**

**TUESDAY APRIL 1, 2025, 7:00 PM
REGULAR MEETING**

INVOCATION

Led by Rev. Felicia R. Bagneris of Murph Chapel-St. Paul AME Church

PLEDGE OF ALLEGIANCE

Led by Councilman Cantos

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Proclamation and Presentation Recognizing April as Donate Life Month
- Proclamation and Tile Presentation Recognizing April as National Autism Month
- Presentation by Suburban Water Regarding Fire Hydrants

ORAL COMMUNICATIONS - Three (3) minutes per speaker

Please step forward to the podium and state your name and city of residence for the record when recognized by the Mayor.

CITY MANAGER'S REPORT

City Manager's report on current City projects.

CONSENT CALENDAR

All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the City Council/Community Development Commission request specific items to be removed from the Consent Calendar for separate discussion or action.

CITY MANAGER'S OFFICE

1) CONSIDERATION OF ADDITIONAL AUTHORIZATION TO CONTINUE THE MOVE WC PROGRAM

It is recommended that the City Council authorize the City Manager to continue to negotiate and execute amendments extending the terms of the Central and Voucher agreements with Uber Technologies for the Move WC program, provided that the total cost of the program does not exceed \$250,000.

2) CONSIDERATION OF INTRODUCTION OF ORDINANCE AMENDING SECTION 2-67 OF THE WEST COVINA MUNICIPAL CODE RELATING TO REMOVAL OF COMMISSIONERS

It is recommended that the City Council introduce the following ordinance:

ORDINANCE NO. 2529 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING SECTION 2-67 (APPOINTMENT, VACANCIES, AND REMOVAL) OF ARTICLE III (ADVISORY COMMISSIONS) OF CHAPTER 2 (ADMINISTRATION) OF THE WEST COVINA MUNICIPAL CODE RELATING TO REMOVAL OF COMMISSIONERS 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 DEVELOPMENT

3) CONSIDERATION OF ACCEPTANCE OF WORK AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE CORTEZ PARK SENIOR & COMMUNITY CENTER ROOF AND HVAC IMPROVEMENTS PROJECT - PROJECT NO. 24009

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

1. Accept the work performed by AC Pros, Inc. for the Cortez Park Senior & Community Center Roof and HVAC Improvements Project (Project No. 24009) with a final cost of \$1,474,242.76; and
2. Authorize the City Manager and Assistant City Clerk to execute the Notice of Completion and file the Notice of Completion with the County of Los Angeles Registrar-Recorder; and
3. Authorize the City Manager to release the retention once appropriate.

4) CONSIDERATION OF ACCEPTANCE OF WORK AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE CITYWIDE SIDEWALK, CURB AND GUTTER REPAIRS PROJECT (PROJECTS 21014 & 21015)

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

1. Accept the work performed by CJ Construction, Inc. for the Citywide Sidewalk, Curb & Gutter Repairs Project (Project No. 21014 & 21015) with a final cost of \$283,682.38;
2. Authorize the City Manager and Assistant City Clerk to execute the Notice of Completion and file the Notice of Completion with the County of Los Angeles Registrar-Recorder; and
3. Authorize the City Manager to release the retention once appropriate.

FINANCE DEPARTMENT

5) CONSIDERATION OF APPOINTMENTS TO THE CALIFORNIA JOINT POWERS AUTHORITY BOARD OF DIRECTORS

It is recommended that the City Council appoint Mayor Tony Wu as Director, and Councilmember Brian Gutierrez and Assistant Finance Director Maria-Luisa Olea as alternates to represent the City on the California Joint Powers Insurance Authority (CJPIA) Board of Directors and direct staff to submit the Certification of Director and Alternate(s) to CJPIA.

PUBLIC WORKS

6) CONSIDERATION OF INCREASING ANNUAL COMPENSATION FOR AGREEMENT WITH WEST COAST ARBORISTS, INC. FOR CITYWIDE TREE MAINTENANCE SERVICES FOR FISCAL YEAR 2024-2025

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

1. Authorize increasing the annual compensation to \$869,819 for the Maintenance Services Agreement with West Coast Arborists, Inc. for Fiscal Year 2024-2025.
2. Adopt the following resolution:

RESOLUTION NO. 2025-30 - 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 (TREE MAINTENANCE SERVICES)

END OF CONSENT CALENDAR

MAYOR/COUNCILMEMBERS REPORTS

AB 1234 Conference and Meeting Report (verbal, if any)

(In accordance with AB 1234, Councilmembers shall make a brief report or file a written report on any meeting/event/conference attended at City expense.)

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

(Per City of West Covina Standing Rules 4.f - Requests for reports, studies, or investigations that are not readily available must be placed on the City Council/Successor Agency agenda as items of business and must be approved by a majority of the City Council/Successor Agency Board.)

7) STREET SWEEPING SIGNAGE INSTALLATION UPDATE

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

8) LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) OVERVIEW

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

9) WHATS NEW IN TRAFFIC – TRAFFIC CONTROL DEVICES AND GUIDELINES

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

CITY COUNCIL COMMENTS

ADJOURNMENT

Next Tentative City Council Meeting

Regular Meeting

April 15, 2025

7:00 PM

RULES OF DECORUM

The following are excerpts from the West Covina Municipal Code:

Section 2-47. - Addressing the council.

Pursuant to the California Government Code, any person wishing to address the city council on any matter on the agenda or on any other matter within their jurisdiction, excluding any matter set for a public hearing, may do so upon first securing the recognition of the presiding officer during the time designated as "Oral Communications" on the agenda. The city council may not act on any item unless it is listed on the agenda.

Section 2-48. - Manner of addressing city council; time limit; persons addressing may be sworn.

- (a) Each person wishing to address the city council shall submit a speaker card to the city clerk prior to the commencement of the time designated for oral communications. No speaker cards will be accepted after the commencement of oral communications, except at the discretion of the presiding officer.
- (b) When called forward by the presiding officer or the city clerk, each person addressing the city council shall step up to the podium and give his or her name and city of residence in an audible tone of voice for the record.
- (c) Each person addressing the city council during oral communications shall limit his or her comments to three (3) minutes, unless the time limit is modified by the presiding officer or the city council. In order to provide all speakers the opportunity to participate in oral communications, the presiding officer or the city council may reduce the time limit to allow reasonable time for all speakers to address the city council.
- (d) All remarks shall be addressed to the city council as a body and not to any member thereof. No person, other than the city council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the city council, without the permission of the presiding officer. No question shall be asked of a council member except through the presiding officer.
- (e) The presiding officer may require any person to be sworn as a witness before addressing the city 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 California Penal Code.

Section 2-50. - Decorum—Required.

- (a) While the city council is in session, council members shall preserve order and decorum, and a council member shall neither, by conversation or otherwise, delay or disrupt the proceedings or the peace of the council nor interrupt any council 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 disrupts, disturbs, impedes, impairs, or renders infeasible 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 presiding officer that the behavior is disrupting the meeting and failure to cease the behavior may result in removal from the meeting:
 - (1) Addressing the mayor or city council without first being recognized.
 - (2) Persisting in addressing a subject or subjects, other than that before the mayor and city council.
 - (3) Repetitiously addressing the same subject.
 - (4) Failing to relinquish the podium when directed to do so.
 - (5) From the audience, interrupting or attempting to interrupt, a speaker, the presiding officer, a council member, or a staff member, or shouting or attempting to shout over a speaker, the presiding officer, a council member or a staff member.
 - (6) From the audience, engaging in disorderly, disruptive, or boisterous conduct, including, but not limited to, handclapping, stomping of feet, whistling, making noise, use of abusive, threatening or profane language or obscene gestures, yelling, obstructing the view of other audience members, or similar conduct which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting.
 - (7) As a speaker, making slanderous or profane remarks or using loud, threatening, or abusive language which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting; interrupting or attempting to interrupt the presiding officer, a council member, or a staff member; shouting over or attempting to shout over the presiding officer, a council member, or a staff member; or engaging in any other disorderly conduct which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting. Nothing in this section or any rules of the city 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.
 - (8) Engaging in behavior that constitutes use of force or a true threat of force.
- (c) It shall be unlawful to violate the provisions of this section. A person violating this section may be removed and barred from further participation at the meeting at which the violation occurs.
- (d) 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

Section 2-51. - Enforcement of decorum.

The chief of police or any member or members of the police department or other members of the city staff may be designated by the council to be sergeant-at-arms when, in the opinion of the presiding officer, the services of a sergeant-at-arms is necessary, and the sergeant-at-arms shall carry out all orders and instructions given by the presiding officer for the purpose of maintaining order and decorum in accordance with section 2-50 at the council meeting, including, but not limited to, removing and barring from further participation at the meeting any person who is willfully disrupting the orderly conduct of the meeting.

Section 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:

Section 148. Resisting public or peace officers or emergency medical technicians in discharge of their duties; Removal of weapon from person or presence of public or peace officer.

- (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.

Section 403. Disturbance of assembly or meeting other than religious or political.

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 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: April 1, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: CONSIDERATION OF ADDITIONAL AUTHORIZATION TO CONTINUE THE MOVE WC PROGRAM

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to continue to negotiate and execute amendments extending the terms of the Central and Voucher agreements with Uber Technologies for the Move WC program, provided that the total cost of the program does not exceed \$250,000.

BACKGROUND:

On September 20, 2022, the City Council approved Central and Voucher agreements with Uber to implement an "On-Demand Ride Hailing" Pilot Program for a six-month period. The Program, called Move WC, supplements the existing Dial-A-Ride service and meets the needs of those challenged with ride availability by providing an on-demand alternative. The City initially appropriated \$50,000 for the Program.

The Central and Voucher agreements were executed on October 10, 2022. The first ride was taken on December 5, 2022.

On May 16, 2023, the City Council approved the First Amendments to the Central and Voucher Agreements with Uber and authorized the City Manager to negotiate and execute future amendments provided the total cost of the program did not exceed \$100,000.

The current program parameters are:

- Eligibility for participation: all residents 55-years and over or with a physician-certified disability.
- Cost to participant per trip (one way): First \$3, plus any amount in excess of City subsidy; tips; late/cancelation fees
- Maximum City subsidy per trip (one way): \$20. Costs in excess of subsidy are paid by participant.
- Service area: Within the City limits. Up to three miles outside the City limits for medical reasons. Connections to Metrolink Stations in Baldwin Park and Covina, as well as Metro A Line Stations in Irwindale and Azusa.

DISCUSSION:

The Central and Voucher agreements, signed in October 2022, both had an initial term of six (6) months. Both agreements provide the option to extend the terms in one (1) year periods. In May 2023, the City Council approved the First Amendment to both agreements and authorized the City Manager to execute the amendments and to negotiate and execute future amendments extending the terms of the agreements until total program expenditures reach \$100,000.

As of March 25, 2025, since the launch of Move WC, 235 participants have registered and 8,347 trips have been taken. Attachment No. 1 shows additional metrics for the program. The performance indicators shown in the attachment demonstrate sustained and significant growth, as the number of trips grew from just 2 in Nov 2022 to 542 in Feb 2025, which represents a 270x increase over the course of 27 months, showing remarkable adoption and consistent expansion. While the maximum City subsidy per trip was set at \$20, the average cost to the City per trip remained under \$11 for 24 out of 28 months, making the program a cost-effective transportation alternative with the benefit of providing on-demand service.

The Year-Over-Year Trip Growth of the program is summarized below.

- **Feb 2023:** 29 trips
- **Feb 2024:** 274 trips
- **Feb 2025:** 542 trips

These trends demonstrate that Move WC has grown from a pilot-sized initiative into a core transportation service for the community by meeting a genuine mobility need, especially for residents who may lack access to traditional transportation. Further, program usage has maintained positive momentum, with no major drop-offs even after periods of high demand.

As of March 25, 2025, the total cost of the program was \$77,843. The current amendments extend through April 9, 2025. Because the program cost will exceed \$100,000 during the next one-year extension period, an increase in authorization is needed to continue the program.

Staff is requesting that the Council authorize the City Manager to continue to negotiate and execute amendments extending the terms of the agreements with Uber, provided the total cost of the program does not exceed \$250,000.

LEGAL REVIEW:

The City Attorney's Office has reviewed the staff report and will review and approve future amendments as to form prior to execution.

OPTIONS:

The City Council has the following options:

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

Prepared by: Kelly McDonald, Assistant to the City Manager

Additional Approval: Roxanne E. Lerma, Assistant City Manager

Fiscal Impact

FISCAL IMPACT:

The Move WC program is funded through Measure R Local Returns received from LA Metro.

The FY 2024-2025 Budget included \$100,000 for Move WC in Measure R Account No. 224.504.61.53.60.00.61.61200. No additional appropriation is anticipated in the current fiscal year.

Account No.	Account Name	FY2024-25 Budget	Amount Expended *	Balance
224.504.61.53.60.00.61.61200.	Other Contractual Services	\$100,000	\$34,580	\$65,420
Total		\$100,000	\$34,580	\$65,420

*Expenditures for January and February 2025, which total \$10,269, have not been posted to the City's Finance system as of the writing of this report.

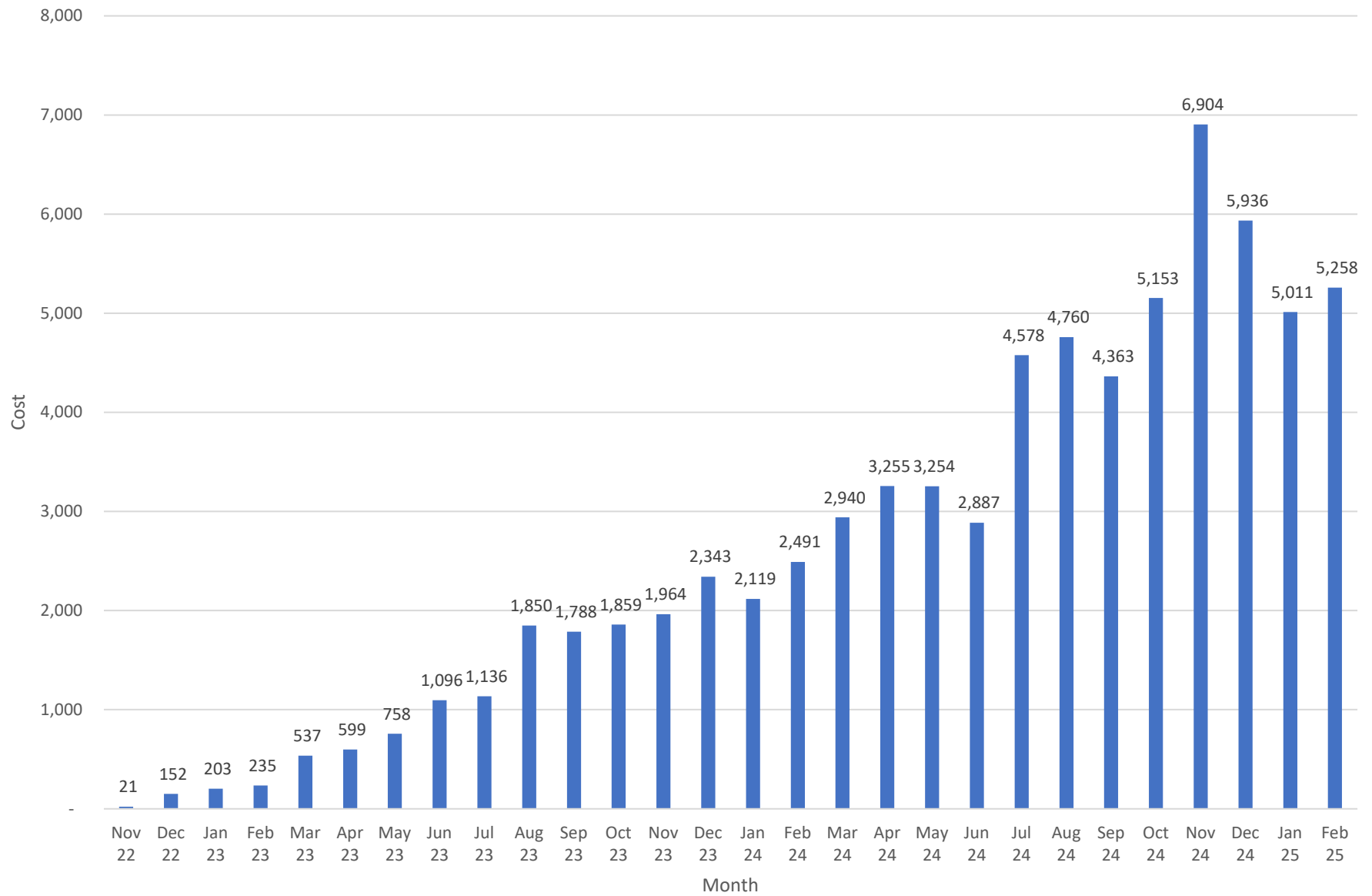
The report requests the approved authorization to extend the agreements based on the total program cost of \$100,000 to be increased to \$250,000. Using program cost data since launch, two forecast methods estimate a total cost of approximately \$380,000 at the end of the five years.

Attachments

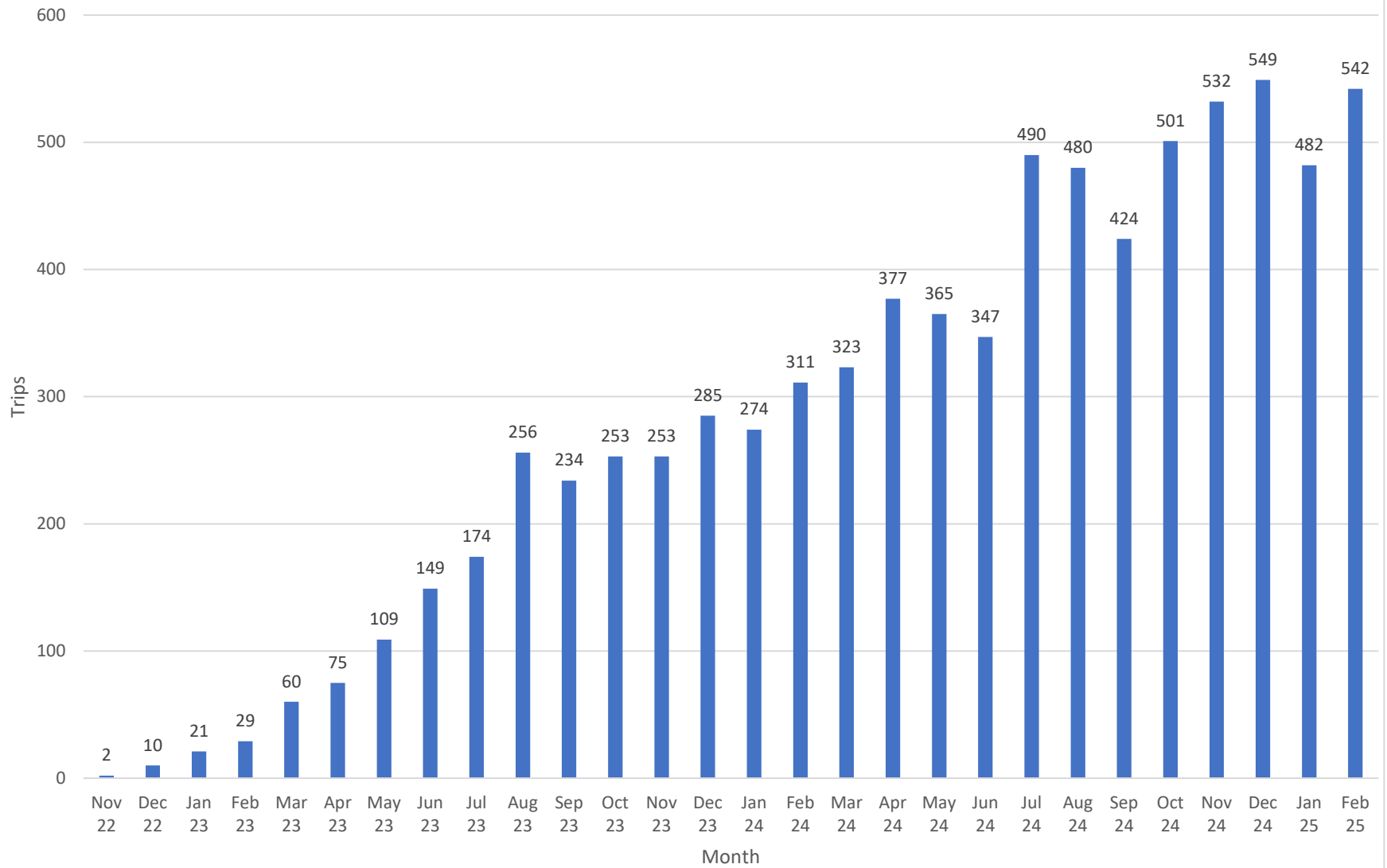
Attachment No. 1 - Move WC - Metrics

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

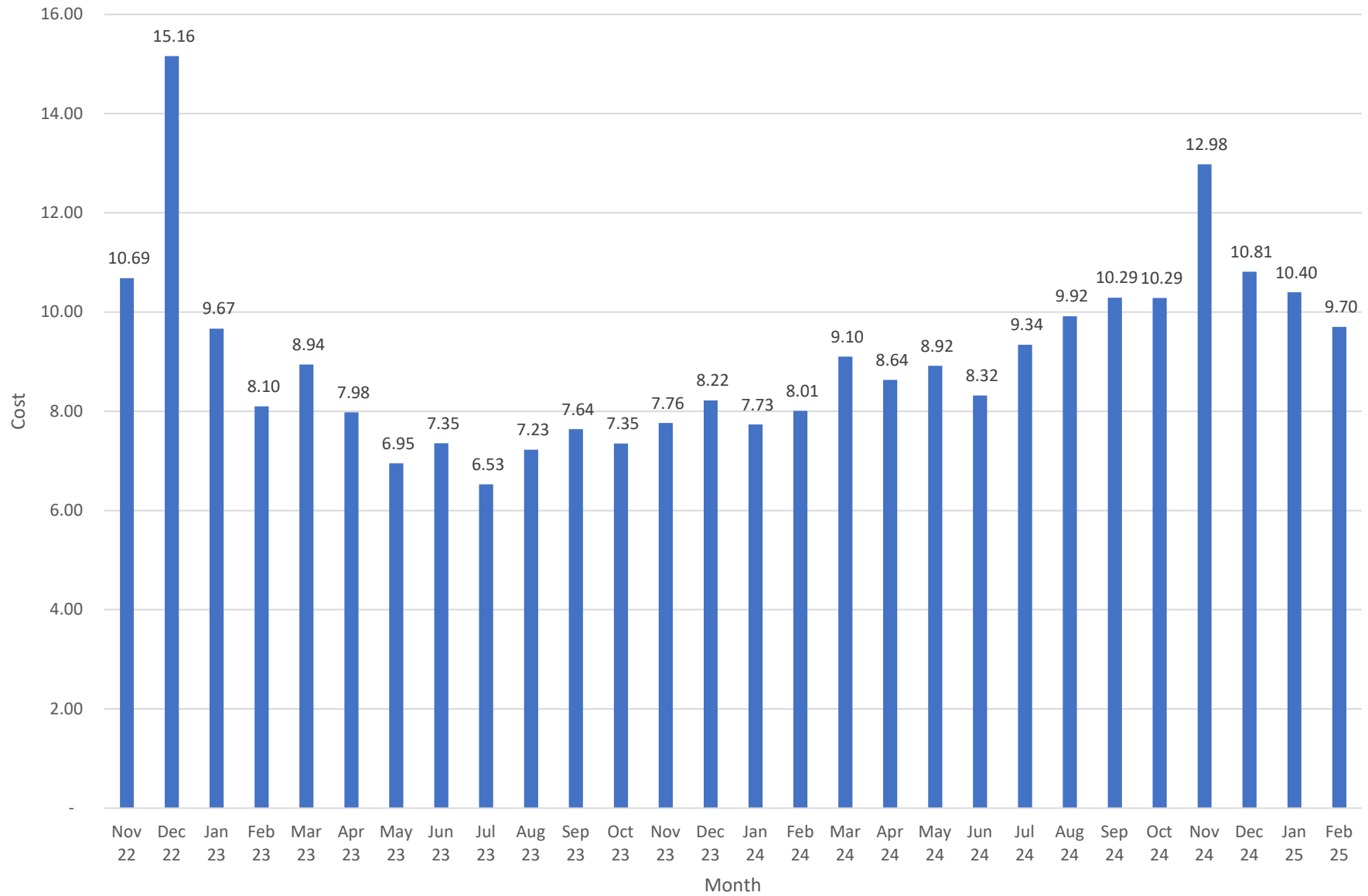
Move WC Cost by Month



Move WC Trips by Month



Move WC Average Subsidy per Trip by Month





AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: April 1, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: CONSIDERATION OF INTRODUCTION OF ORDINANCE AMENDING SECTION 2-67 OF THE WEST COVINA MUNICIPAL CODE RELATING TO REMOVAL OF COMMISSIONERS

RECOMMENDATION:

It is recommended that the City Council introduce the following ordinance:

ORDINANCE NO. 2529 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING SECTION 2-67 (APPOINTMENT, VACANCIES, AND REMOVAL) OF ARTICLE III (ADVISORY COMMISSIONS) OF CHAPTER 2 (ADMINISTRATION) OF THE WEST COVINA MUNICIPAL CODE RELATING TO REMOVAL OF COMMISSIONERS 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:

At the February 18, 2025 City Council meeting, Councilmember Gutierrez requested to amend the West Covina Municipal Code to allow four (4) Council Members to remove a Commissioner with or without cause.

DISCUSSION:

Currently, Subsection (d) – (Removal) under Section 2-67 (Appointment, Vacancies, and Removal) of Article III (Advisory Commissions) in Chapter 2 (Administration) of the West Covina Municipal Code, provides that a Commissioner may be removed either by their appointing Council Member or by an affirmative vote of four (4) Members of the City Council for “good cause,” as defined.

The proposed ordinance would amend Subsection (d) to allow a Commissioner to be removed:

- At any time by their appointing Council Member, or
- By a minimum of four (4) affirmative votes of the City Council, without a requirement to establish “good cause.”

The proposed amendment would eliminate the “good cause” standard currently required for Council-initiated removals, granting broader discretion to the City Council in matters of Commissioner removal.

The proposed changes to Subsection (d) of Section 2-67 are provided in redline format in Attachment

No. 2.

LEGAL REVIEW:

The City Attorney's Office has reviewed the ordinance 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

Attachments

Attachment No. 1 - Ordinance No. 2529

Attachment No. 2 - Redline of Section 2-67(d)

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness

ORDINANCE NO. 2529

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING SECTION 2-67 (APPOINTMENT, VACANCIES, AND REMOVAL) OF ARTICLE III (ADVISORY COMMISSIONS) OF CHAPTER 2 (ADMINISTRATION) OF THE WEST COVINA MUNICIPAL CODE RELATING TO REMOVAL OF COMMISSIONERS 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 65101 of the California Government Code provides that a legislative body may create one or more planning commissions, each of which shall report directly to the legislative body. Section 65101 further provides that the legislative body shall specify the membership of the commission or commissions, which shall consist of at least five members, all of whom shall act in the public interest; and

WHEREAS, Section 2-66 of the West Covina Municipal Code establishes three commissions: the Community and Senior Services Commission, the Human Resources Commission, and the Planning Commission; and

WHEREAS, Section 2-67 of the West Covina Municipal Code outlines the procedures for appointments, vacancies, and removal of City Commissioners; and

WHEREAS, subsection (d) of Section 2-67 of the West Covina Municipal Code currently provides that Commissioners serve at the will of their appointing Council Member and can be removed with or without cause at any time. Subsection (d) further provides that, upon an affirmative vote of not less than four (4) Members of the City Council, any City Commissioner may be removed for good cause, as defined; and

WHEREAS, the City Council desires to amend subsection (d) of Section 2-67 to provide that City Commissioners may be removed by their appointing Council Member or by a minimum of four (4) votes of the City Council; 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 2-67. Subsection (d) of Section 2-67 of Article III of Chapter 2 of the West Covina Municipal Code shall be amended to read as follows:

(d) Removal. Notwithstanding the provisions of section 2-69, all commissioners shall serve at the pleasure of their appointing council member and the city council. A commissioner can be removed at any time by their appointing council member or by a minimum of four (4) votes of the city council. If the seat of the council member who made the appointment is vacant, the remaining council members may remove the commissioner by majority vote and fill the vacancy created as provided for in section 2-67(c).

SECTION 3. Amendment to Article III. All references in Article III of Chapter 2 of the West Covina Municipal Code to “councilmember” shall be amended to read “council member.”

SECTION 4. 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 5. 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 6. 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 7. Effective Date. This Ordinance shall take effect thirty (30) days after its final passage.

SECTION 8. 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

ATTEST

Thomas P. Duarte
City Attorney

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. 2529 was introduced at a regular meeting of the City Council held on the 1st day of April, 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

REDLINE OF REVISIONS TO SUBSECTION D OF SECTION 2-67

Sec. 2-67. - Appointment, vacancies, and removal.

...

(d) Removal. Notwithstanding the provisions of section 2-69, all commissioners shall serve at the will pleasure of their appointing council member and the city council. A commissioner and can be removed with or without cause at any time by their appointing council member or by a minimum of four (4) votes of the city council. If the seat of the council member who made the appointment is vacant, the remaining council members may remove the commissioner by majority vote and fill the vacancy created as provided for in section 2-67(c). ~~In addition, upon an affirmative vote of not less than four (4) members of the city council, any commissioner may be removed for good cause, defined as (1) being convicted of any felony; (2) being convicted of any crime of moral turpitude; (3) misuse of city property; (4) falsifying city records; or (5) a sustained written finding of harassment or discrimination against any city employee or member of the public on the basis of race, ancestry, ethnicity, national origin, religion, marital status, sex, gender, gender identity, gender expression, sexual orientation, pregnancy, disability, medical condition, military and veteran status, or any other unlawful basis.~~

~~Any commissioner removed from a commission for good cause as defined above may not be appointed to any city commission, ad hoc committee, employment with the City of West Covina (volunteer, part time, or full time) for a period of one (1) year from the date of removal.~~



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: April 1, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: CONSIDERATION OF ACCEPTANCE OF WORK AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE CORTEZ PARK SENIOR & COMMUNITY CENTER ROOF AND HVAC IMPROVEMENTS PROJECT - PROJECT NO. 24009

RECOMMENDATION:

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

1. Accept the work performed by AC Pros, Inc. for the Cortez Park Senior & Community Center Roof and HVAC Improvements Project (Project No. 24009) with a final cost of \$1,474,242.76; and
2. Authorize the City Manager and Assistant City Clerk to execute the Notice of Completion and file the Notice of Completion with the County of Los Angeles Registrar-Recorder; and
3. Authorize the City Manager to release the retention once appropriate.

BACKGROUND:

On May 7, 2024, the City Council awarded a construction services agreement totaling \$1,395,000 to AC Pros, Inc., for the Cortez Park Senior & Community Center Roof and HVAC Improvements Project (Project No. 24009). The project construction budget also included a contingency budget of \$139,500 (10% of awarded amount) for any unforeseen conditions as necessary. The total established construction budget was \$1,534,500.

The project included the removal of an existing roofing system and the installation of a new roofing system per specification on the southern building of the Cortez Park Senior & Community Center and a retrofit to the existing newer roof on the northern building. Additionally, the project included removing and replacing thirteen (13) HVAC (heating, ventilation, air conditioning) units located on both buildings.

DISCUSSION:

All required improvements were constructed in conformance with the approved plans and specifications. The work was performed within the contractually specified duration and to the City Engineer's satisfaction. Construction costs totaled \$1,474,242.76, which was within the approved construction budget. The final inspection was done by the CIP Project Manager and a Senior Inspector from Engineering.

The City retains five percent (5%) of each payment to the contractor as retention to ensure payment to subcontractors and material suppliers before final payment to the contractor. The City Council's acceptance of the project and the City's recordation of the Notice of Completion trigger timeframes within which subcontractors or material suppliers must file claims for payment if they have not been paid by the

contractor. If no claims are filed within 35 days of the filing of the Notice of Completion, the City will release retention and any remaining amount due to the contractor.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

Prepared by: Robert Ortega, CIP Project Manager

Additional Approval: Roxanne E. Lerma, Assistant City Manager

Fiscal Impact

FISCAL IMPACT:

This contract was funded under Project No. 24009 (Account No. 131.503.80.81.00.00.75.75000. and 225.503.80.81.00.00.75.75000.). The contract was completed within the approved construction estimate.

Construction Contract	\$1,395,000.00
10% Contingency	\$139,500.00
Total Construction Budget	\$1,534,500.00
Actual Expenditures	\$1,474,242.76
Under Budget	\$60,257.24

Attachments

Attachment No. 1 - Notice of Completion

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

ATTACHMENT NO. 1

RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO: City Clerk City of West Covina 1444 W. Garvey Ave. S. West Covina, CA 91790 EXEMPT FROM RECORDING FEES – GOVERNMENT CODE §§ 6103, 27383	
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SPACE ABOVE LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION (California Civil Code § 9204)

NOTICE IS HEREBY GIVEN THAT:

1. Name and Address of Owner. The City of West Covina ("City"), a municipal corporation, whose address is 1444 W. Garvey Ave. S., West Covina, CA 91790, is the fee owner of the public work of improvement described herein and of the property containing said public work of improvement.
2. Description of Public Work of Improvement. The public work of improvement is the project known as: Cortez Park Senior & Community Center Roof and HVAC Improvements Project (Project No. 24009).
3. Location of Public Work of Improvement. The public work of improvement is generally located at: Cortez Park Senior Center located at 2501 E. Cortez St., West Covina, CA 91791.
4. Award of Contract; Contractor. On May 7, 2024, the City awarded a contract to construct the public work of improvement to AC Pros, Inc., 7046 Darby Ave., Reseda, CA 91335.
5. Date of Completion. The public work of improvement was completed to the satisfaction of the City Engineer on: February 20, 2025.
6. Date of Acceptance. The City Council accepted the public work of improvement on April 1, 2025.

Paulina Morales, City Manager Date
City of West Covina

VERIFICATION

I, the undersigned, say: I am the Assistant City Clerk of the City of West Covina, the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, at West Covina, California.

Lisa Sherrick
Assistant City Clerk



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: April 1, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: CONSIDERATION OF ACCEPTANCE OF WORK AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE CITYWIDE SIDEWALK, CURB AND GUTTER REPAIRS PROJECT (PROJECTS 21014 & 21015)

RECOMMENDATION:

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

1. Accept the work performed by CJ Construction, Inc. for the Citywide Sidewalk, Curb & Gutter Repairs Project (Project No. 21014 & 21015) with a final cost of \$283,682.38;
2. Authorize the City Manager and Assistant City Clerk to execute the Notice of Completion and file the Notice of Completion with the County of Los Angeles Registrar-Recorder; and
3. Authorize the City Manager to release the retention once appropriate.

BACKGROUND:

On June 18, 2024, the City Council awarded a construction services agreement totaling \$250,258 to CJ Construction, Inc., for the Citywide Curb & Gutter Repairs Project (Projects Nos. 21014 & 21015). The project construction budget included a contingency budget of \$37,538.70 (15% of awarded amount) for any unforeseen conditions as necessary. The total established construction budget was \$287,796.70.

The project included curb and gutter repairs at 19 locations and sidewalk restoration at 25 locations throughout the City, as well as additional locations throughout our city (see attachment number 2).

DISCUSSION:

All required improvements were constructed in conformance with the approved plans and specifications. The work was performed within the contractually specified duration and to the City Engineer's satisfaction. Construction costs totaled \$283,682.38, which was within the approved construction budget. The final inspection was done by the CIP Project Manager and a Senior Inspector from Engineering.

The City retains five percent (5%) of each payment to the contractor as retention to ensure payment to subcontractors and material suppliers before final payment to the contractor. The City Council's acceptance of the project and the City's recordation of the Notice of Completion trigger timeframes within which subcontractors or material suppliers must file claims for payment if they have not been paid by the contractor. If no claims are filed within 35 days of the filing of the Notice of Completion, the City will release retention and any remaining amount due to the contractor.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

Prepared by: Jo-Anne Burns, Deputy Community Development Director

Additional Approval: Roxanne E. Lerma, Assistant City Manager

Fiscal Impact**FISCAL IMPACT:**

This contract was funded under Project No. 21014 & 21015 (Funds 235 Measure M and 128 TDA). The contract was completed within the approved construction estimate.

Construction Contract	\$250,258.00
15% Contingency	37,538.70
Total Construction Budget	287,796.70
Actual Expenditures	\$283,682.38
Under Budget	\$4,114.32

Attachments

Attachment No. 1 - Notice of Completion

Attachment No.2 - Added Changes

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

ATTACHMENT NO. 1

RECORDING REQUESTED BY AND WHEN RECORDED MAIL TO: City Clerk City of West Covina 1444 W. Garvey Ave. S. West Covina, CA 91790 EXEMPT FROM RECORDING FEES – GOVERNMENT CODE §§ 6103, 27383	
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SPACE ABOVE LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION (California Civil Code § 9204)

NOTICE IS HEREBY GIVEN THAT:

1. Name and Address of Owner. The City of West Covina ("City"), a municipal corporation, whose address is 1444 W. Garvey Ave. S., West Covina, CA 91790, is the fee owner of the public work of improvement described herein and of the property containing said public work of improvement.
2. Description of Public Work of Improvement. The public work of improvement is the project known as: Citywide Sidewalk, Curb & Gutter Repairs Project (Projects Nos. 21014 & 21015)
3. Location of Public Work of Improvement. The public work of improvement is generally located at: Multiple Locations - Citywide.
4. Award of Contract; Contractor. On June 18, 2024, the City awarded a contract to construct the public work of improvement to CJ Construction, Inc., 10142 Shoemaker Ave., Santa Fe Springs, CA 90670.
5. Date of Completion. The public work of improvement was completed to the satisfaction of the City Engineer on: February 28, 2025.
6. Date of Acceptance. The City Council accepted the public work of improvement on April 1, 2025.

Paulina Morales, City Manager Date
City of West Covina

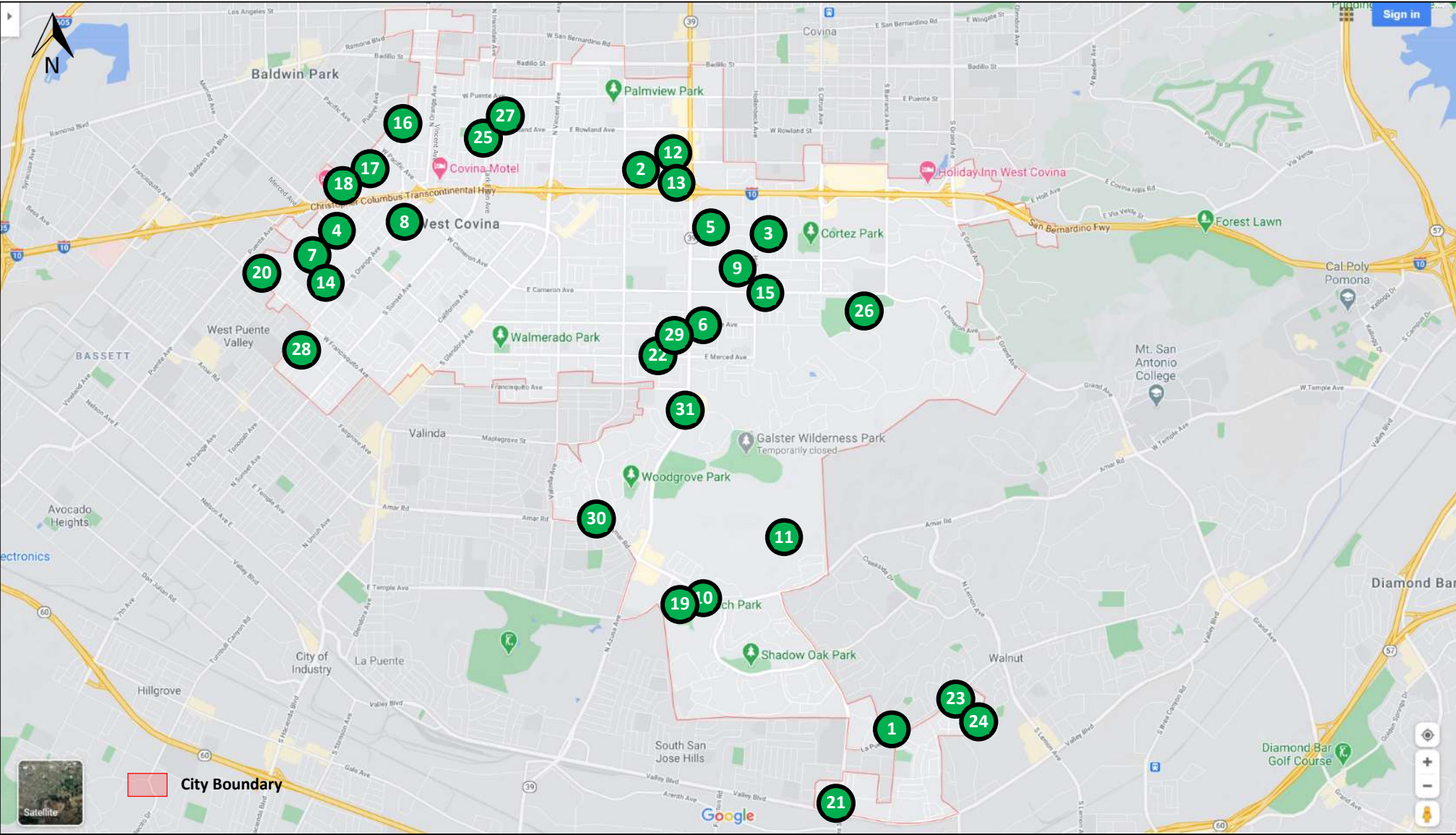
VERIFICATION

I, the undersigned, say: I am the Assistant City Clerk of the City of West Covina, the declarant of the foregoing Notice of Completion; I have read said Notice of Completion and know the contents thereof; the same is true of my own knowledge. I declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, at West Covina, California.

Lisa Sherrick
Assistant City Clerk

PROJECT LOCATION MAP



PROJECT LOCATION LEGEND

- | | | | |
|--|---------------------------------------|---|---|
| 1 3925 South Ellesford Avenue | 9 2129 East Cameron Avenue | 17 232 North Ardilla Avenue | 25 1311 West Carlton Avenue |
| 2 1422 East Mardina Street
(Removed per CCO) | 10 2729 Greenleaf Drive | 18 2329 West Channing Street | 26 3055 East Eddes Street (on
Cameron Avenue) |
| 3 525 South Dancove Drive | 11 2618 East Marlana Street | 19 2639 Greenleaf Drive | 27 1212 West Eckerman Avenue |
| 4 1434 South Ardilla Avenue | 12 1723 East Idahome Street | 20 2256 West Doublegrove Street | 28 1760 South Lang Avenue |
| 5 1908 East Walnut Creek Parkway | 13 1711 East Mardina Street | 21 2640 Fenmead Street (Removed
per CCO) | 29 1142 South Azusa Avenue |
| 6 1804 East Greenville Drive | 14 1641 South Siesta Avenue | 22 Azusa Avenue between Vine
Avenue and Alaska Street | 30 North side of Amar Road between South
Azusa Avenue and South Brentwood Drive |
| 7 2208 West Alwood Street | 15 602 South Hollenbeck Street | 23 3312 Flemington Drive | 31 Azusa Ave between East Mobeck
Street and Cameron Avenue |
| 8 1814 West Mossberg Avenue | 16 603 North La Sena Avenue | 24 3320 Flemington Drive | |

 City Boundary



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: April 1, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

**SUBJECT: CONSIDERATION OF APPOINTMENTS TO THE CALIFORNIA JOINT POWERS
AUTHORITY BOARD OF DIRECTORS**

RECOMMENDATION:

It is recommended that the City Council appoint Mayor Tony Wu as Director, and Councilmember Brian Gutierrez and Assistant Finance Director Maria-Luisa Olea as alternates to represent the City on the California Joint Powers Insurance Authority (CJPIA) Board of Directors and direct staff to submit the Certification of Director and Alternate(s) to CJPIA.

BACKGROUND:

The City has been a member of the CJPIA risk management pool for the CJPIA's Excess Liability, Excess Workers' Compensation and Property Insurance Programs since May 2020.

In accordance with the Joint Powers Agreement, the CJPIA is governed by a Board of Directors that is composed of one representative Director from each member, who must be selected from the legislative body of that member. The Joint Powers Agreement also requires that each legislative body appoint at least one alternate who must be an officer or employee of the member. The alternate has the authority to attend, participate in, and vote at any meeting of the Board of Directors when the regular Director for whom he or she is an alternate is absent from such meeting. Having a Board of Directors composed of representatives from each member ensures that the interests and needs of all members are represented in its governance.

Each July, the entire Board of Directors attends an annual business meeting. At the annual meeting, the President and Vice President of the CJPIA and other members of the Executive Committee are elected, reports of the affairs of the CJPIA are considered, and any other business may be transacted which is within the powers of the Board of Directors.

Most recently, in April 2024, the City Council appointed Mayor Brian Calderon Tabatabai as Director and Mayor Pro Tem Tony Wu and Finance Director Stephanie Sikkema as alternates to represent the City.

DISCUSSION:

Each year, the CJPIA asks members to certify their designated CJPIA Director and Alternate(s) prior to the Annual Board of Directors meeting. Staff recommends the City's appointments be updated to reflect the current City Council organization. As outlined above, the City's appointment of a Director must be a member of the City Council; the alternate may be a City Council member or a staff member.

Staff recommends that the City Council appoint Mayor Tony Wu as Director and Councilmember Brian Gutierrez and Assistant Finance Director Maria Luisa Olea as alternates to represent the City, as outlined in the Certification of Director and Alternates(s) (Attachment No. 1).

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

Prepared by: Maria-Luisa, Assistant Finance Director

Additional Approval: Roxanne E. Lerma, Assistant 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 - Certification of Director and Alternate(s)

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



CERTIFICATION OF DIRECTOR AND ALTERNATE(S)

Thereby certify that as of this date, the Official Minutes and Records of the Subcommittee of the City of West Covina confirm that the following persons have been appointed to represent the City Council, in accordance with the provisions of Article 7 of the California Joint Powers Insurance Authority Joint Powers Agreement.

DIRECTOR (Board Member):

Tony Wu	Mayor	tony.wu@westcovina.org
Name	Title	email address

ALTERNATE(S) (one or more, may be Board Member or staff):

<u>Brian Gutierrez</u>	Council Member	<u>Brian.Gutierrez@westcovina.org</u>
Name	Title	email address

Maria-Luisa Olea	Assistant Finance Director	MOlea@westcovina.org
Name	Title	email address

Name	Title	email address
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Name	Title	email address
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Name	Title	email address
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Signature _____

City of West Covina
Agency (please print agency name)

Date _____



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: April 1, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: CONSIDERATION OF INCREASING ANNUAL COMPENSATION FOR AGREEMENT WITH WEST COAST ARBORISTS, INC. FOR CITYWIDE TREE MAINTENANCE SERVICES FOR FISCAL YEAR 2024-2025

RECOMMENDATION:

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

1. Authorize increasing the annual compensation to \$869,819 for the Maintenance Services Agreement with West Coast Arborists, Inc. for Fiscal Year 2024-2025.
2. Adopt the following resolution:

RESOLUTION NO. 2025-30 - 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 (TREE MAINTENANCE SERVICES)

BACKGROUND:

The Public Works Department is responsible for the maintenance of City-owned facilities and public infrastructure. One component of these maintenance responsibilities is establishing and managing an efficient and cost-effective tree maintenance program. Implementing an annual tree maintenance program is critical to ensuring the proper upkeep and maintenance of the City's urban forest. These regular maintenance services vary in scope and frequency depending on the size, species and condition of trees.

The City is currently on a five-year tree trim cycle within the Citywide Maintenance District (Fund 188). Prior to July 2024, the Landscape & Maintenance Districts (LMD's) 1, 2, 4, 6 and 7 tree maintenance is done on an emergency or as-needed basis. As of July 2, 2024, the City Council approved placing the LMD's (Funds 181-187) on a 5-year tree trimming cycle.

West Coast Arborists, Inc. (WCA) has been providing tree maintenance services to the City of West Covina since 1997. In 2020, the City issued a Request for Proposals for tree trimming services. On July 7, 2020, the City Council approved the agreement with WCA for a three (3) year term with two (2) one (1) year extensions not exceeding \$485,000 annually. In January 2021, the City and WCA amended the agreement to revise the scope of services and increase WCA's compensation for the 2020-2021 Fiscal Year. In August 2022, the City and WCA amended Section 2.1 of the agreement to remove the maximum compensation amount and provide that WCA would be paid in accordance with the approved fee schedule. On December 20, 2022, City Council approved the Third Amendment to the Maintenance

Services Agreement, allowing a four percent (4%) cost adjustment and increased the annual maximum compensation from \$485,000 to \$985,000 for Fiscal Year 2022-2023 only.

DISCUSSION:

The current agreement for tree maintenance services was originally approved at an annual compensation amount of \$504,400 for Fiscal Year 2024–2025. Since that time, change orders totaling \$81,200 have been processed, bringing the revised agreement amount to \$585,600. These changes were executed within the City Manager's authority under the 20% contingency.

Staff is now requesting an increase of \$284,218, which would bring the total contract amount to \$869,818 for Fiscal Year 2024–2025. This additional funding is necessary due to:

- **High-Risk Trees -**

A significant increase in the removal of high-risk trees was required this fiscal year due to widespread tree decline and aging throughout the City. These high-risk trees were identified through grid inspections conducted by West Coast Arborists, observations by City staff, and service requests submitted by residents that were confirmed to need removal. A total of 300 of the 1,327 high-risk trees identified have been removed this year.

- **Windstorm Emergency (January 2025) -**

Severe weather conditions in January 2025 required an immediate response to tree-related hazards, including fallen trees/branches and compromised branches. A total of 84 trees/branches were addressed.

- **Bark Beetle Infestation -**

The City is actively removing declining eucalyptus trees that have been severely impacted by bark beetle infestations—a statewide issue in California. Immediate removal is necessary to prevent the spread of the infestation to healthy trees. To date, 100 of the 1,556 identified eucalyptus trees have been removed as part of this ongoing mitigation effort.

Approving the requested funding increase will provide the City with the ability to:

- Enhance the overall appearance of neighborhoods and public spaces.
- Reduce liability exposure related to tree damage and falling limbs.
- Mitigate fire and property risks by removing hazardous trees.

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

Additional Approval: Roxanne E. Lerma, Assistant City Manager

Fiscal Impact

FISCAL IMPACT:

The annual compensation for the agreement was initially \$504,400 for FY 2024-25. There were change orders processed in the amount of \$81,200 that were under the 25% additional work provision for the agreement, increasing the total to \$585,600. Pursuant to staff's recommendation, WCA's compensation is requested to be increased to a total of \$869,819 for FY 2024-25 only. The requested increased amount will be used to address high-risk tree removals, overgrown tree trimming and deferred compromised tree trimming and/or removals needed within the City.

The fiscal impact of this request is \$869,819 to West Coast Arborists. There is sufficient funding for the initial annual amount and formerly requested increase to \$585,600. Additional funds of \$284,219 are requested. There is sufficient funding available in the Maintenance District Funds.

Account Number	Account Description	Current Budget	Proposed Amendment	Amended Budget
110.503.61.52.63.00.61.61300.	General Fund - (for Park Maintenance)	759,074	54,145	813,219
188.503.61.52.62.00.61.61300.	Citywide Maintenance District	499,100	61,404	560,504
182.503.61.52.64.00.61.61300.	Landscape Maintenance District 2	274,420	16,029	290,449
184.503.61.52.64.00.61.61300.	Landscape Maintenance District 4	638,400	152,641	791,041
	TOTAL	\$2,170,994	\$284,219	\$2,455,213

Attachments

Att 1 Resolution WCA Ex A Budget Amendment

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Achieve Fiscal Sustainability and Financial Stability
A Creative and Active Community
A Well-Planned Community
Enhance City Image and Effectiveness

RESOLUTION NO. 2025-30

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 (TREE MAINTENANCE SERVICES)

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. 2025-30, 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 1st day of April, 2025.

Tony Wu
Mayor

APPROVED AS TO FORM

ATTEST

Thomas P. Duarte
City Attorney

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2025-30 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 1st day of April, 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. 2025-13
West Coast Arborist Budget Increase

Fund Name (Fund No.)	Current Budget	Proposed Amendment	Amended Budget
General Fund (110)			
Revenue	94,459,637		94,459,637
Expenditures	95,142,883	54,145	95,197,028
General Fund (110) Total	-683,246	-54,145	-737,391
Maintenance District #2 (182)			
Revenue	276,700		276,700
Expenditures	514,678	16,029	530,707
Maintenance District #2 (182) Total	-237,978	-16,029	-254,007
Maintenance District #4 (184)			
Revenue	1,064,720		1,064,720
Expenditures	1,479,669	152,641	1,632,310
Maintenance District #4 (184) Total	-414,949	-152,641	-567,590
Citywide Maintenance District (188)			
Revenue	1,918,310		1,918,310
Expenditures	2,306,293	61,404	2,367,697
Citywide Maintenance District (188) Total	-387,983	-61,404	-449,387
EXPENDITURE TOTAL INCREASE		284,219	



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: April 1, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: STREET SWEEPING SIGNAGE INSTALLATION UPDATE

RECOMMENDATION:

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

BACKGROUND:

At the March 4, 2025, City Council meeting, Mayor Wu requested an update on the status of the street sweeping signage installation project as well as background on how location and materials were selected.

DISCUSSION:

Attached please find the PowerPoint presentation

OPTIONS:

Receive and file.

Prepared by: Robert Ortega Cip Project Manager

Attachments

Attachment No. 1- PowerPoint Presentation

CITY COUNCIL MEETING APRIL 1, 2025

STREET SWEEPING SIGNAGE INSTALLATION UPDATE

Engineering Division

BACKGROUND:

Community Meetings –

The city held community meetings (June 12, 2023; June 17, 2023; June 26, 2023; and October 19, 2023) to gather resident feedback on proposed changes to the current street sweeping program.

Weekly Street Sweeping Program Approval –

On December 5, 2023, the City Council of West Covina approved a citywide weekly street sweeping program

Staff prepared maps and counts on where signage should be installed based on feedback from Nationwide Environmental Services (NES). Information from this field review was used to prepare the project Notice Inviting Bids.

Award of Contract for Signage –

On October 15, 2024 City Council awarded the project to Square Signs LLC as well as approved staff to order signage and mounting equipment.

Start of Signage Installation –

On February 19, 2025 installation was commenced.

-
- (B) New Pole Concrete
 (BL) New Pole Concrete (Large)
 (C) Streetlight
 (CL) Streetlight Large
 (DL) Remove and Replace (Large)
- The aerial map displays several project locations labeled with codes and icons:
- AL-0054**: New Pole Concrete (Large) (BL icon)
 - B-0027**: New Pole Concrete (B icon)
 - A-0156**: New Pole Concrete (Large) (BL icon)
 - A-0143**: New Pole Concrete (Large) (BL icon)
 - A-0144**: New Pole Concrete (Large) (BL icon)
 - A-0149**: New Pole Concrete (Large) (BL icon)
 - A-0146**: New Pole Concrete (Large) (BL icon)
 - B-0035**: New Pole Concrete (B icon)
 - B-0036**: New Pole Concrete (B icon)
 - B-0034**: New Pole Concrete (B icon)
 - A-0148**: New Pole Concrete (Large) (BL icon)
 - A-0147**: New Pole Concrete (Large) (BL icon)
 - C-0048**: Streetlight Large (CL icon)
 - A-0145**: New Pole Concrete (Large) (BL icon)
 - C-0047**: Streetlight (C icon)
 - A-0165**: New Pole Concrete (Large) (BL icon)
 - A-0168**: New Pole Concrete (Large) (BL icon)
 - B-0028**: New Pole Concrete (B icon)
 - AL-0053**: New Pole Concrete (Large) (BL icon)
 - A-0155**: New Pole Concrete (Large) (BL icon)
- Streets shown include S Garden Ave, S Cedar Ave, S Elm Ave, S Oak Ave, S Pine Ave, S Birch Ave, S Willow Ave, S Maple Ave, S Cherry Ave, S Walnut Ave, S Hickory Ave, S Ash Ave, S Spruce Ave, S Fir Ave, S Cypress Ave, S Palm Ave, S Olive Ave, S Peach Ave, S Plum Ave, S Apple Ave, S Pear Ave, S Grape Ave, S Lemon Ave, S Lime Ave, S Orange Ave, S Tangerine Ave, S Citrus Ave, S Mango Ave, S Papaya Ave, S Guava Ave, S Kiwi Ave, S Strawberry Ave, S Raspberry Ave, S Blueberry Ave, S Blackberry Ave, S Elderberry Ave, S Mulberry Ave, S Fig Ave, S Jujube Ave, S Persimmon Ave, S Date Ave, S Fig Ave, S Olive Ave, S Pecan Ave, S Chestnut Ave, S Hazelnut Ave, S Almond Ave, S Pistachio Ave, S Cashew Ave, S Macadamia Ave, S Coconut Ave, S Pineapple Ave, S Banana Ave, S Mango Ave, S Papaya Ave, S Guava Ave, S Kiwi Ave, S Strawberry Ave, S Raspberry Ave, S Blueberry Ave, S Blackberry Ave, S Elderberry Ave, S Mulberry Ave, S Fig Ave, S Jujube Ave, S Persimmon Ave, S Date Ave.

[illegible]

Maps provided by NES

Sign Locations

MATERIALS ORDERED

No Parking Signs

12" x 18"

18" x 24"

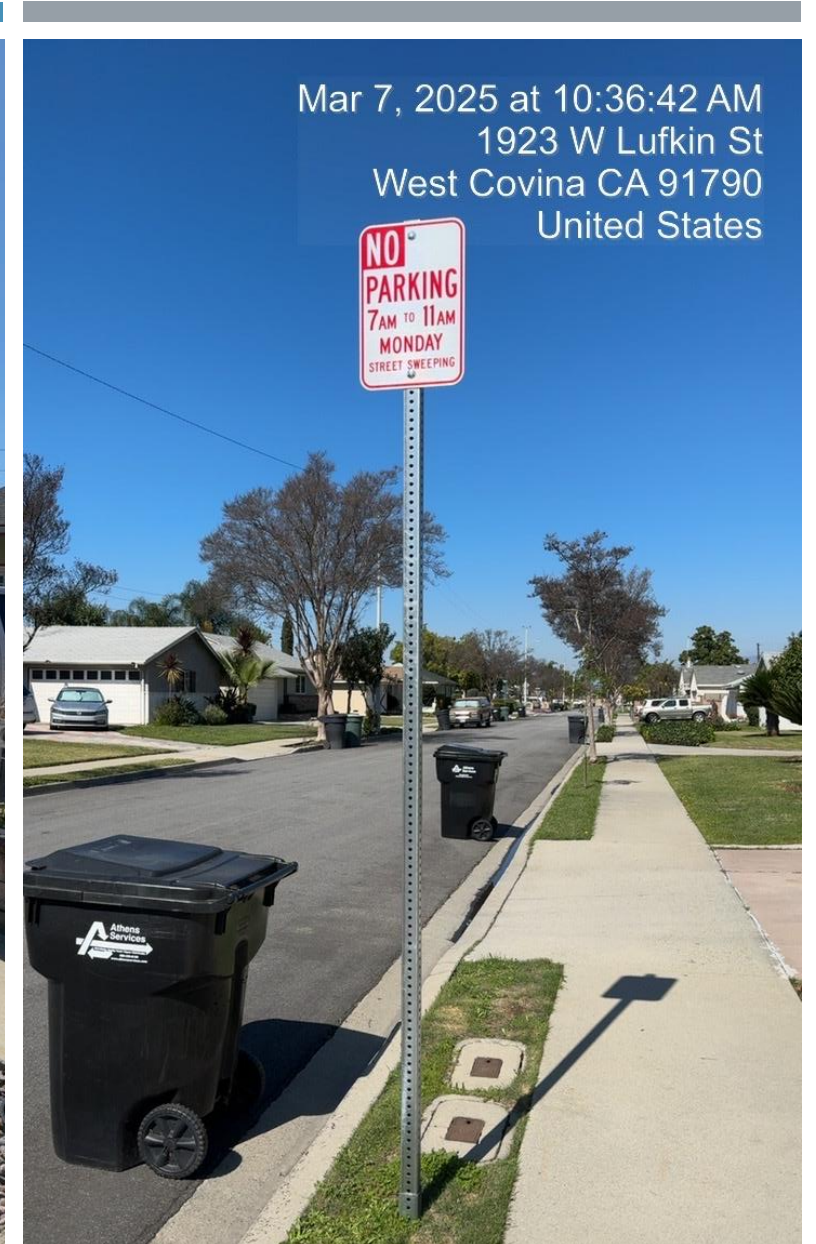
2" square perforated telespar poles

Surface mount anchor for poles

Mounting equipment

Equipment for mounting on
telespar poles

Equipment for mounting on
existing street lights



Number of signs ordered

Monday:

• 7AM-11AM	Larger – 133	Smaller – 361
• 10AM-2PM	Larger – 100	Smaller – 360
• 1PM-4PM	Larger – 88	Smaller - 249

Tuesday:

• 7AM-11AM	Larger – 105	Smaller – 284
• 10AM-2PM	Larger – 122	Smaller – 446
• 1PM-4PM	Larger – 58	Smaller - 49

Wednesday:

• 7AM-11AM	Larger – 225	Smaller – 300
• 10AM-2PM	Larger – 181	Smaller – 398
• 1PM-4PM	Larger – 96	Smaller - 285

Thursday:

• 7AM-11AM	Larger – 113	Smaller – 237
• 10AM-2PM	Larger – 168	Smaller – 387
• 1PM-4PM	Larger – 68	Smaller - 146

Friday:

• 7AM-11AM	Larger – 27	Smaller – 62
• 10AM-2PM	Larger – 39	Smaller – 42
• 1PM-4PM	Larger – 25	Smaller - 41

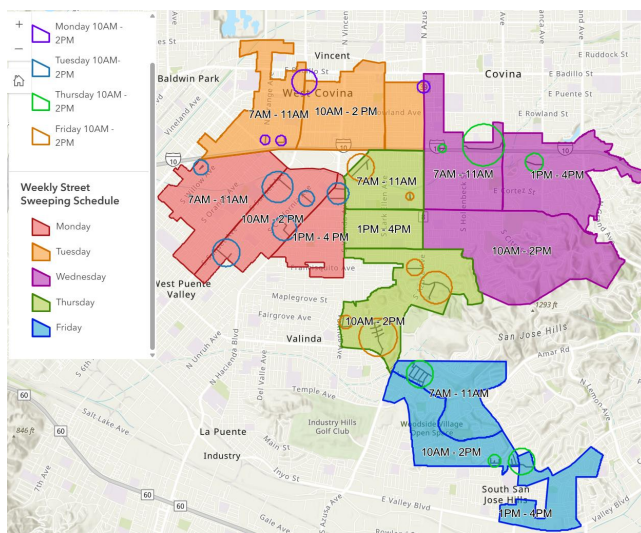
Larger Total – 1,548

Smaller Total – 3,647

Overall Total – 5,195

PROJECTED CONSTRUCTION SCHEDULE

***SUBJECT TO CHANGE DUE TO WEATHER**



	Start	End
MONDAY 7- AM – 11AM	2.19	2.25
MONDAY 10- AM – 2PM	2.26	3.03
MONDAY 1- PM – 4PM	3.04	3.06
TUESDAY 7- AM – 11AM	3.07	3.12
TUESDAY 10- AM – 2PM	3.13	3.28
TUESDAY 1- PM – 4PM	3.20	3.28
WEDNESDAY 7- AM – 11AM	3.31	4.07
WEDNESDAY 10- AM – 2PM	4.08	4.14
WEDNESDAY 1- PM – 4PM	4.15	4.15
THURSDAY 7- AM – 11AM	4.15	4.18
THURSDAY 10- AM – 2PM	4.21	4.25
THURSDAY 1- PM – 4PM	4.28	4.18
FRIDAY 7- AM – 11AM	4.21	4.29
FRIDAY 10- AM – 2PM	4.30	5.02
FRIDAY 1- PM – 4PM	5.05	5.09

Feb 24, 2025 at 11:56:46 AM
1950 S Lang Ave
West Covina CA 91790
United States



Inspections

Daily inspections of new installed signs

WHEN CONCERNS ARE RECEIVED



Staff receive a phone call, email, or are verbally notified of concern about placement



Staff visit the site to investigate concern



Location of sign is evaluated to ensure it is placed per guidelines and if it is installed between properties if possible.



If sign is not installed within guidelines or placed directly in front of front door/windows and can be moved resident is notified and contractor moves sign



If sign is installed within guidelines and not in front of door/windows or cannot be moved resident is notified.

Thank you
&
Questions



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: April 1, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) OVERVIEW

RECOMMENDATION:

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

BACKGROUND:

At the March 4, 2025, City Council meeting, Councilmember Gutierrez requested an update on the Highway Safety Improvement Program (HSIP) Cycle 12.

DISCUSSION:

Attached please find the PowerPoint presentation

OPTIONS:

Receive and file.

Prepared by: Michael Lloyd, City Engineer/Okan Demirci, PE, QSD/P

Attachments

Attachment No. 1- PowerPoint Presentation

CITY COUNCIL MEETING APRIL 1, 2025

LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) OVERVIEW

Engineering Division

LOCAL HIGHWAY SAFETY IMPROVEMENT PROGRAM (HSIP) OVERVIEW



The purpose of the HSIP program is to achieve a significant reduction in traffic fatalities and serious injuries on all public roads, including non-State-owned public roads and roads on tribal land.



Applicants must be a city, a county, or a tribal government federally recognized within the State of California.



The HSIP Program provides agency with state and federal funds to assist in projects which will improve the safety of local roads within the state.

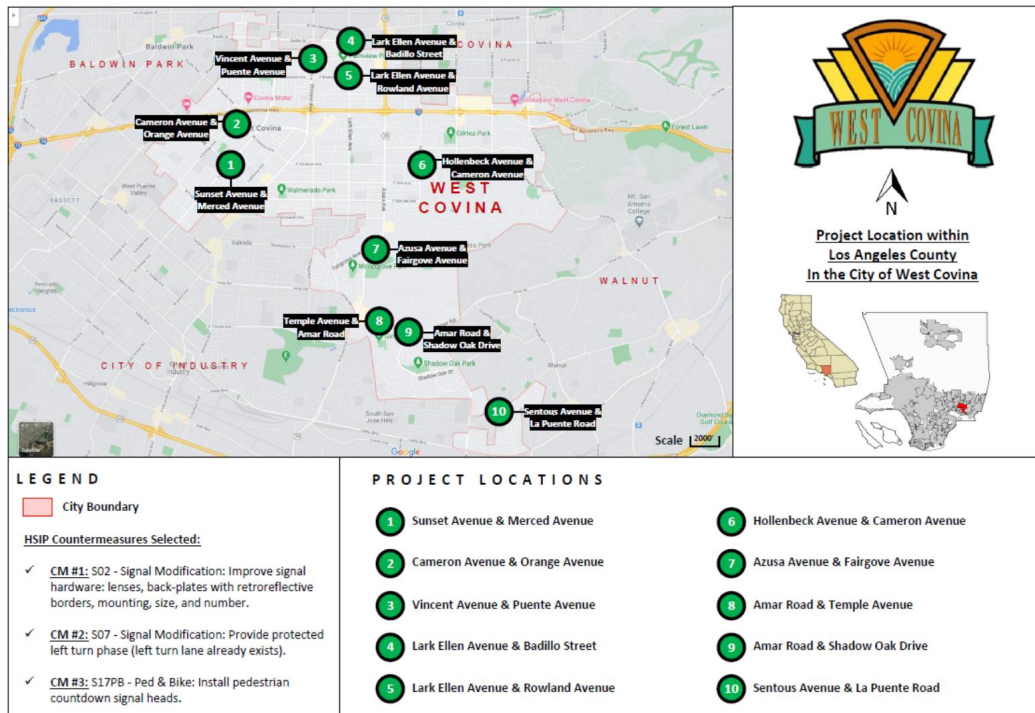


HSIP funds are eligible for work on any public road or publicly owned bicycle or pedestrian pathway or trail that improves the safety for its users.



In order to apply for the HSIP funds, an agency must have completed their LRSP or an equivalent of the LRSP, such as Systemic Safety Analysis Report (SSAR) or Vision Zero Action Plan.

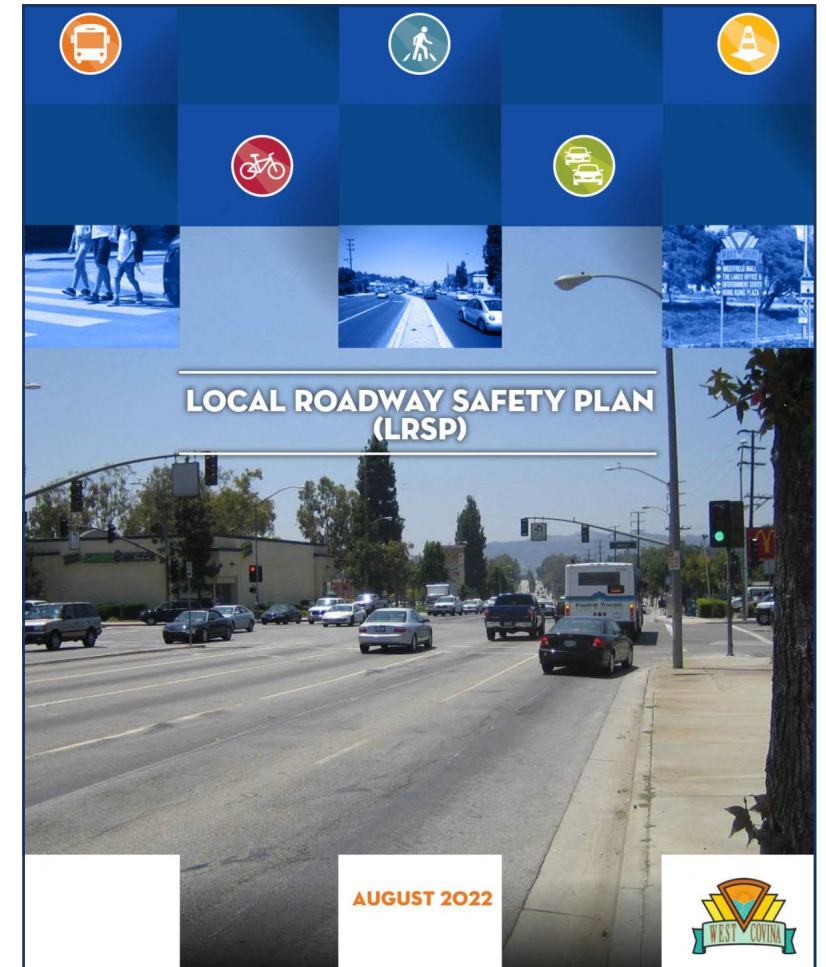
HSIP CYCLE 10 UPDATE



- \$3,184,700.00 of state funds awarded with no local match required.
- Project is to install various traffic signal improvements for traffic and pedestrian
- Current status – Under construction. Potholing and plan finalization in progress to order long lead time material.
- Expected completion: Late 2026

PRECURSOR TO HSIP CYCLE 12 SUBMITTAL – LOCAL ROAD SAFETY PLAN (LRSP)

- The City's Local Road Safety Plan (LRSP) was adopted on September 6, 2022 by resolution No. 2022-91.
- The LRSP is a planning document that includes recommendations of applicable counter measures based on collision types throughout the City.
- HSIP application is submitted in line with recommendations from the LRSP.
- An adopted LRSP (or equivalent) is required to be eligible to submit for HSIP funding.



BACKGROUND OF HSIP CYCLE 12:

Caltrans put out a call for projects for the HSIP Cycle 12.

Engineering staff reviewed guidelines of the HSIP Cycle 12 program and collected data including crash statistics, existing roadway conditions, and review of potential improvements to complete the application for Cycle 12 in accordance with recommendations provided from the adopted LRSP.

HSIP Cycle 12 application was compiled, reviewed by City Staff, and submitted on September 9, 2024.

In HSIP Cycle 12 Call-for-Projects, 330 applications from 165 local public agencies, requesting \$398.8 million of HSIP funds, have been received. 288 projects, totaling \$299.6 million in HSIP funds, were selected for funding by Caltrans.

HSIP Cycle 12 selected projects, including the City of West Covina's project, were notified of award on February 26, 2025.

Project Map

City was awarded **\$4,733,190** of federal funds. The City will need to match \$525,910 for an estimated project cost of \$5,259,100.

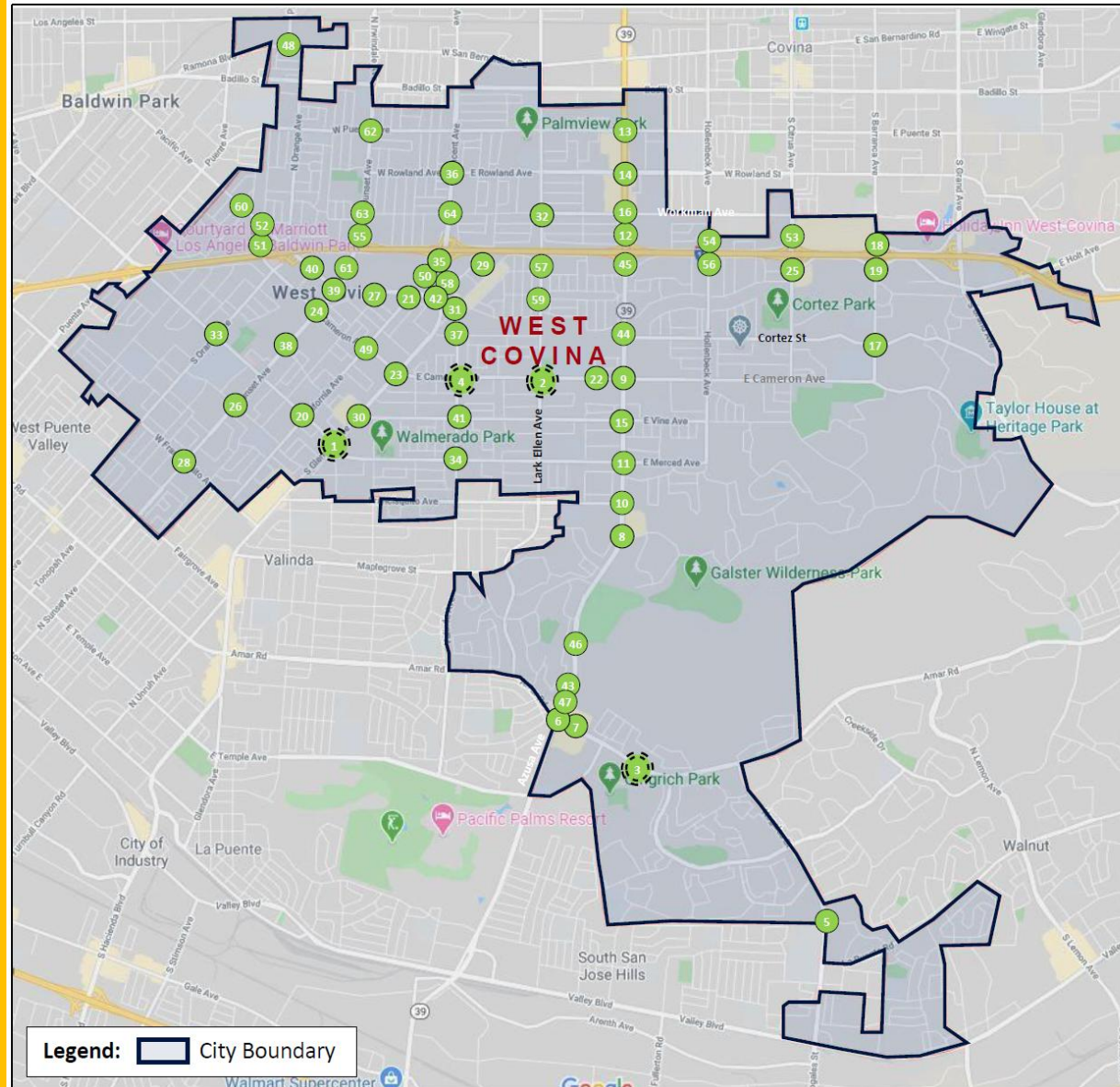
60 locations

- Including improvements of signal hardware and installation of leading pedestrian intervals.

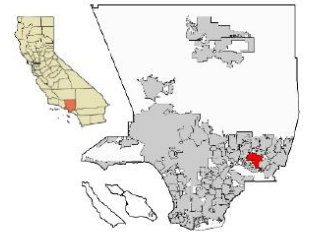
4 locations

- Implementation of protected left turn phasing in 2 directions.

The City of West Covina was awarded the **11th highest** amount of funds out of 283 awarded agencies.



**Project Location within
Los Angeles County
In the City of West Covina**



LEGEND:

Locations with all three countermeasures (SI02, SI06, SI22PB):  (**4 Intersections**)

Locations with two countermeasures (SI02 & SI22PB):  (**60 Intersections**)

Countermeasures:

CM SI02 – Improvements in Signal Hardware

CM SI06 – Protected left turn phase (left turn lane already exists)

CM SI22PB – Leading Pedestrian Interval (LPI)

FINAL HSIP CYCLE 12 SUBMITTED PROJECT VALUES

Total Project Cost

\$5,259,100

HSIP Funds Requested

\$4,733,190

Max. FRR

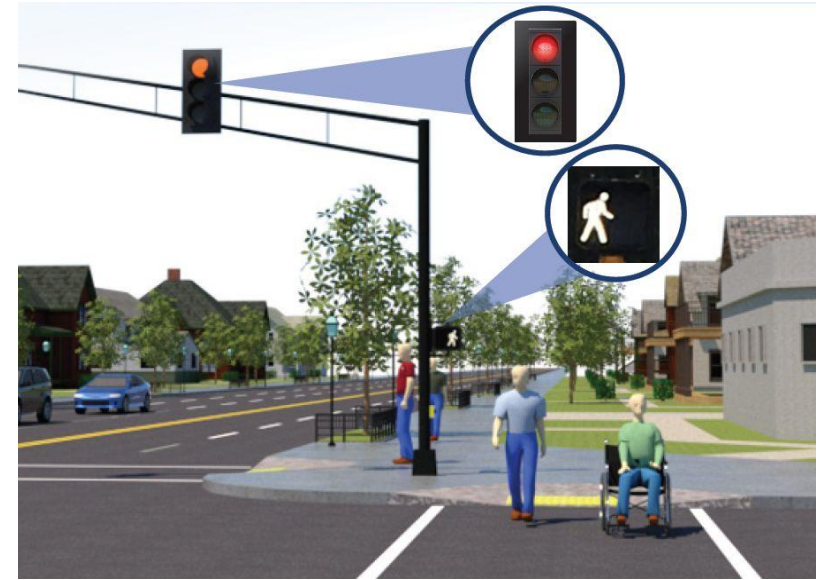
90%

Total Expected Benefit

96,849,878

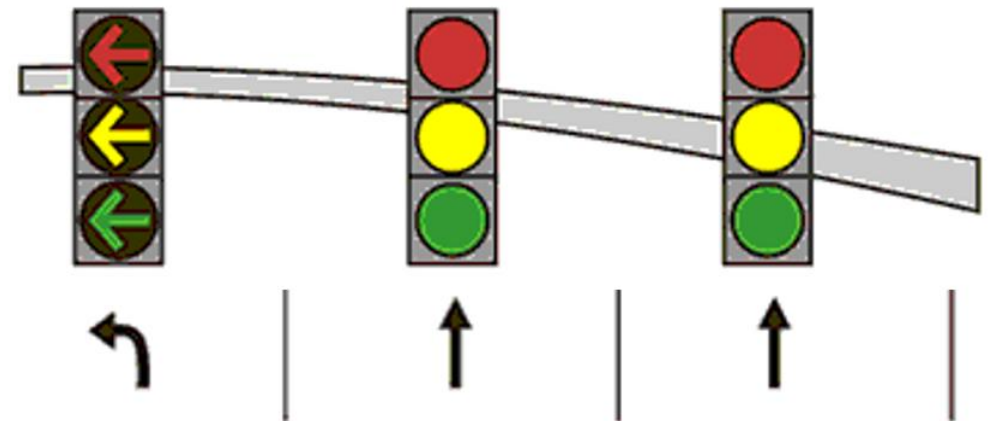
Benefit Cost Ratio (BCR)

18.42



GRANT SCOPE

- Three types of countermeasures included in HSIP Cycle 12.
 - Improvements of signal hardware
 - Installation of leading pedestrian intervals.
 - implementation of protected left turn phasing in 2 directions.



NEXT STEPS

Awarded funds are federal and managed by Caltrans. Funding is on a reimbursement basis, and the City cannot proceed without required Caltrans approval.

Request for Proposals for preliminary engineering (design) and the selected designer will be approved by City Council.

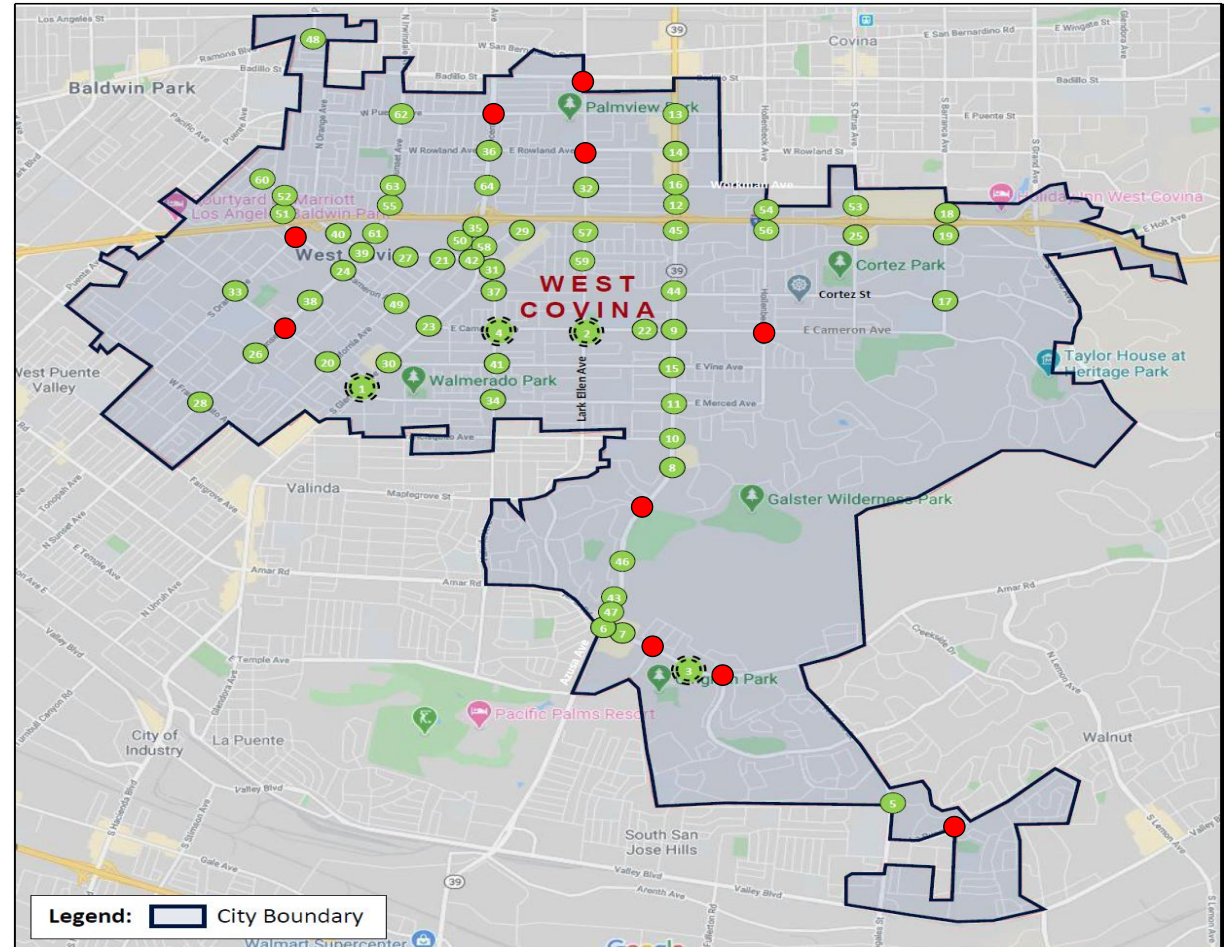
Staff will coordinate with Caltrans for construction phase approval.

Staff will solicit construction bids and the lowest responsive/responsible bid will be brought to City Council for contract award.

Initial construction will begin and long lead time materials will be ordered.

OVERLAY MAP OF BOTH HSIP 10 & 12

-  HSIP Cycle 10
-  HSIP Cycle 12



Thank you
&
Questions



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: April 1, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: WHATS NEW IN TRAFFIC – TRAFFIC CONTROL DEVICES AND GUIDELINES

RECOMMENDATION:

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

BACKGROUND:

At the March 4, 2025, City Council meeting, Councilmember Gutierrez requested an update on new and alternative traffic control devices. As a part of the presentation, new guidelines found in the California Manual on Uniform Traffic Control Devices (CA MUTCD) and California Vehicle Code (CVC) were explored, as well as new laws that affect the traffic community and how measures can be recommended and implemented.

DISCUSSION:

Attached please find the PowerPoint presentation

OPTIONS:

Receive and file

Prepared by: Michael Lloyd, City Engineer / Jana Robbins, City Director of Traffic Engineering

Attachments

Attachment No. 1- PowerPoint Presentation

CITY COUNCIL MEETING APRIL 1, 2025

WHAT'S NEW IN TRAFFIC – TRAFFIC CONTROL DEVICES AND GUIDELINES

ENGINEERING DIVISION

OVERVIEW

TRAFFIC CONTROL DEVICES

CITIZEN TRAFFIC REQUESTS

NEW STATE LAWS

TRAFFIC CONTROL DEVICES

- The U.S. Secretary of Transportation, under authority granted by the Highway Safety Act of 1966, decreed that traffic control devices on all public streets and highways open to public travel (and privately owned and maintained roads or commercial establishments, if the particular city or county enacts an ordinance or resolution to this effect), in accordance with 23 U.S.C. 109(d) and 402(a) in each State shall be in substantial conformance with the Standards issued or endorsed by the FHWA. California follows the California Manual on Uniform Traffic Control Devices (CAMUTCD) and the California Vehicle Code (CVC).
- Traffic control devices notify road users of regulations and provide warning and guidance needed for the uniform and efficient operation of all elements of the traffic stream in a manner intended to minimize the occurrences of crashes.
- Uniformity of devices simplifies the task of the road user because it aids in recognition and understanding, thereby reducing perception/reaction time. Uniformity assists road users, law enforcement officers, and traffic courts by giving everyone the same interpretation. Uniformity assists public highway officials through efficiency in manufacture, installation, maintenance, and administration. Uniformity means treating similar situations in a similar way.



LARGER STOP SIGNS WITH RED REFLECTIVE STRIPS



- Larger Stop signs with red reflective strips: Larger sizes can be utilized for enhanced visibility. Red retroreflective strips added to the signposts are recommended.

Pros

- Low cost.
- Can usually be added to an existing signpost.

Cons

- Additional cost and maintenance.

FLASHING LED STOP SIGNS

- Flashing LED Stop Signs: Flashing LEDs are added to Stop Signs to enhance visibility, particularly in low-visibility conditions.



Pros

- Studies show increased Stop Sign compliance.
- Improved visibility in certain conditions.
- Low to moderate maintenance.

Cons

- Nighttime flashing in residential neighborhoods may impact adjacent homeowners.



STRIPING OF WHITE EDGE LINES/SIDE STRIPES

- Striping of white edge lines/side stripes: Drivers tend to feel more comfortable driving at higher speeds when wider lanes have fewer obstructions. Narrowing travel lanes reduces a driver's field of view and creates a psychological effect that encourages drivers to decrease their speed to stay within their lane. Edge lines and lane-narrowing techniques should be strategically applied to influence driver behavior without altering the physical infrastructure.

Pros

- Enhancing pedestrian and cyclist safety.
- Better delineation of parking lane when parking is allowed.
- Low-cost safety measures.
- Traffic calming.
- Enhanced nighttime visibility.

Cons

- Increased maintenance of painted lines.
- Limited effectiveness without additional measures.



ELECTRONIC SPEED FEEDBACK SIGNS



- Electronic Speed Feedback Signs: These dynamic signs display real-time speed feedback to drivers. Needs to conform to CAMUTCD standards.

Pros

- Improves speed limit sign awareness and conformance.
- Alert drivers of excessive speeding.
- It helps reduce speeds near high-activity zones, including schools.

Cons

- Additional enforcement may be necessary to increase compliance.
- Proliferation may reduce effectiveness.
- It is not easily moved.

FLASHING BEACONS OR RRFB AT PEDESTRIAN CROSSINGS

- Flashing Beacons or RRFB at Pedestrian Crossings: Flashing Beacons or Rectangular Rapid Flashing Beacons (RRFB), paired with applicable pedestrian warning signs, improve visibility and warning to motorists at unsignalized pedestrian crossings.

Pros

- Increased driver yielding compliance.
- Enhanced visibility for pedestrians.
- Pedestrian activated.
- Flexibility in application.

Cons

- Overuse and complacency.
- Unnecessary activation of the warning device.



HAWK/OVERHEAD PEDESTRIAN SIGNAL

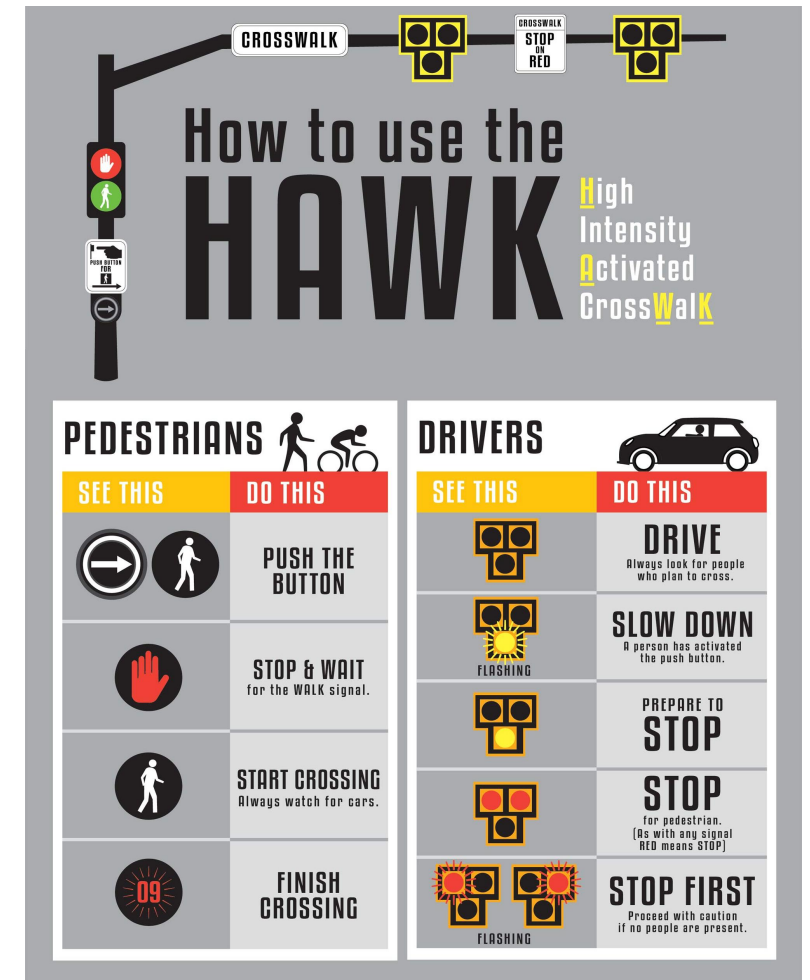
- **HAWK/OVERHEAD PEDESTRIAN SIGNAL:** Used to enhance pedestrian crossings at mid-block locations and uncontrolled intersections, HAWK (High-Intensity Activated Crosswalk) signals enhance pedestrian safety by requiring drivers to stop when activated.

Pros

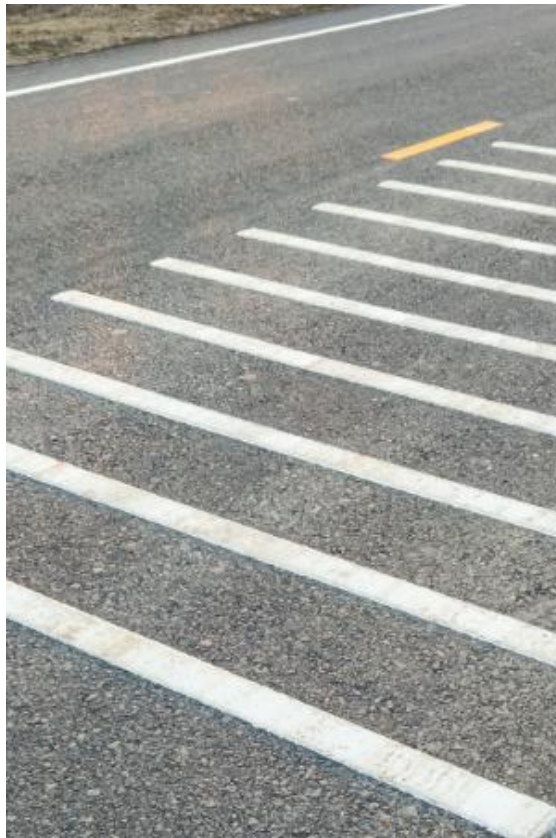
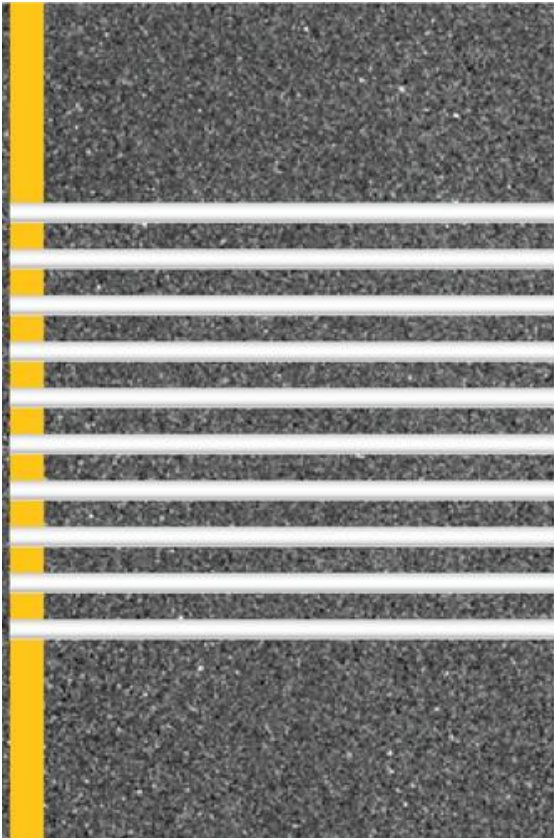
- Enhances pedestrian safety by providing a controlled crossing.
- Reduces pedestrian wait times compared to traditional signals.
- Enhances driver compliance with the pedestrian right-of-way.

Cons

- It may cause driver confusion if the driver is unfamiliar with the operation.
- Requires pedestrian activation, potentially leading to non-use.
- Higher cost compared to standard crosswalk markings.



TRANSVERSE RUMBLE STRIPS/DOTS



- Rumble Strips/Dots: Used to alert drivers to changing road conditions, rumble strips provide auditory and tactile feedback to reduce speed.

Pros

- Speed may be reduced in a localized area.
- Raises motorists' awareness of a roadway feature or upcoming traffic control device such as a traffic signal, stop sign, crosswalk sign, etc.

Cons

- Creates noise and vibration to neighboring land uses.
- Bicycle/motorcycles may have difficulty crossing rumble strips.

SPEED HUMPS/CUSHIONS

- Speed Humps are wave-shaped paved humps in the street. The height of the speed hump determines how fast it may be navigated without causing discomfort to the driver or damage to the vehicle. Discomfort increases as speed over the hump increases. Typically speed humps are placed in a series rather than singularly.
- Speed Cushions are a type of speed hump that include wheel cutouts to allow large vehicles to pass unaffected while reducing passenger car speeds. They can be offset to allow unimpeded passage by emergency vehicles and are typically used on key emergency response routes. Same as Speed Humps, Speed Cushions extend across the entire width of the street with a longitudinal gap provided to allow wide-wheelbase vehicles to avoid going over the hump. There is set criteria for streets to be eligible for speed humps/cushions. Criteria includes: local street designation, relatively flat street, one lane in each direction, 25 mph speed limit, petition for neighborhood to be in agreement.

Pros

- Reduced vehicle speeds in the vicinity of the hump. Typically used in a series at 300' to 500' spacing.
- Self-enforcing.

Cons

- They create some noise, especially in adjacent homes.
- If not correctly designed, drivers may skirt around to avoid impact.
- May impact drainage.
- Drivers may speed up between humps.
- It requires signage and pavement markings to add to visual impacts.





TRAFFIC DIVISION | CITIZEN REQUEST



Identification of Traffic Problem

The City takes all requests about traffic concerns on City streets seriously. Each request that is received from the Traffic Department will go through an initial administrative review to determine next steps. Next steps could include contacting the West Covina Police Department for spot enforcement or placement of their speed trailer for speeding concerns to requesting code enforcement review for on-street parking complaints. Each resident will be contacted via email to acknowledge receipt of their Citizen Request Application. Due to the volume of citizen requests and the amount of funds required for traffic improvements, each request will go through a progressive approach that goes from less restrictive measures like education and enforcement to more restrictive and costly measures such as signing, striping and changes to the flow of traffic.

City staff will make an initial determination of whether the street(s) requested is eligible for further consideration based on guidance from the California Manual on Uniform Traffic Control Devices (CAMUTCD), California Vehicle Code (CVC), and engineering judgement.



Primary Contact Information

Name: _____ Email Address: _____

Street Address: _____ Phone Number: _____



Location of Concern:

Please describe in detail the area of concern: _____

CITIZEN TRAFFIC REQUESTS

ABOUT THE CITYRESIDENTSBUSINESSESDepartmentsWHAT'S NEW

Community Development

Community Development
Applications, Permits, and Forms

+ Planning Division

+ Building Division

+ Engineering Division

Departments »

Welcome to the Community Development Department

Print

Feedback

Share & B

The Community Development Department is dedicated to providing high quality services to the residents, businesses, and property owners of West Covina. The Community Development Department is organized into the following divisions:

Planning Division

Building Division

Engineering Division

Please contact our staff with any questions or to determine how we can assist you.

Contact the Community Development Department

West Covina City Hall
Community Development Department
1444 West Garvey Avenue South
2nd Floor
West Covina, CA 91790

NAVIGATING THE CITY WEBSITE TO MAKE A CITIZEN TRAFFIC REQUEST



ABOUT THE CITY

Community Development
Applications, Permits, and Forms

+ Planning Division

+ Building Division

- Engineering Division

- ADA Transition Plan
- Highway Safety Improvements
Program (HSIP) Cycle 10
- Engineering and Traffic Survey
- Landscape Maintenance District
- Parking Restrictions
- Pavement Management Plan
- Sewer System Management Plan
- SoCal Water Smart - Rebates
- Stormwater Pollution Prevention
- Street Address Change Review
- Traffic Committee Meeting
agenda
- Traffic Calming-Related Request**
- Water Utilities Emergency
Numbers
- California Coastal Cleanup Day

RESIDENTS

BUSINESSES

DEPARTMENTS

WHAT'S NEW

HOW DO I...

Q

Departments » Community Development » Engineering Division »

Traffic Calming-Related Request

Font Size:  Share & Bookmark  Feedback  Print 

For any traffic-related request, please submit the form(s) to traffic@transtech.org. Below, please find the forms and guidelines:

- Forms
 - [Traffic Request Form](#)
- Traffic Request Guidelines
 - [General Guidelines](#)
 - Guidelines for specific types of request:
 - [Crosswalks](#)
 - [Curb Markings and Parking](#)
 - [School Crossing Guards](#)
 - [Speed Humps](#)
 - [Stop Signs](#)
 - [Traffic Signals](#)

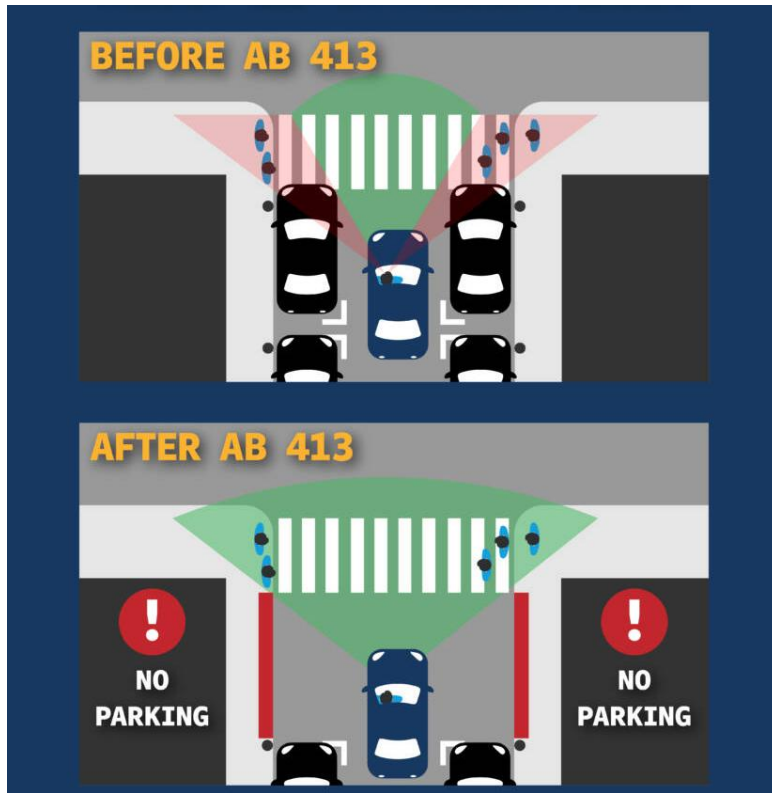
Below are the Traffic Request review process:

Steps

- Step A** - Resident(s) inform(s) the City regarding a concern about traffic on their City streets by submitting a Citizen Request Application Form.
- Step B** - Administrative Review which would include an evaluation of existing conditions, three (3) years of collision and determination of eligibility of the street for further study. The resident will be notified of the findings from the Administrative Review.
- Step C** - After Level 1 measures have been implemented, the City may recommend the location be a candidate for Level 2 Traffic Measures. This step would include the collection of additional data such as speed and volume data collection, pedestrian counts, and field observations, as appropriate.
- Step D** - Level 3 measures will be only considered for streets that have already implemented Level 2 technique(s). Since Level 3 measures require significant costs to the City, funds need to be identified before these measures go forward.

NAVIGATING
THE CITY
WEBSITE TO
MAKE A
CITIZEN
TRAFFIC
REQUEST

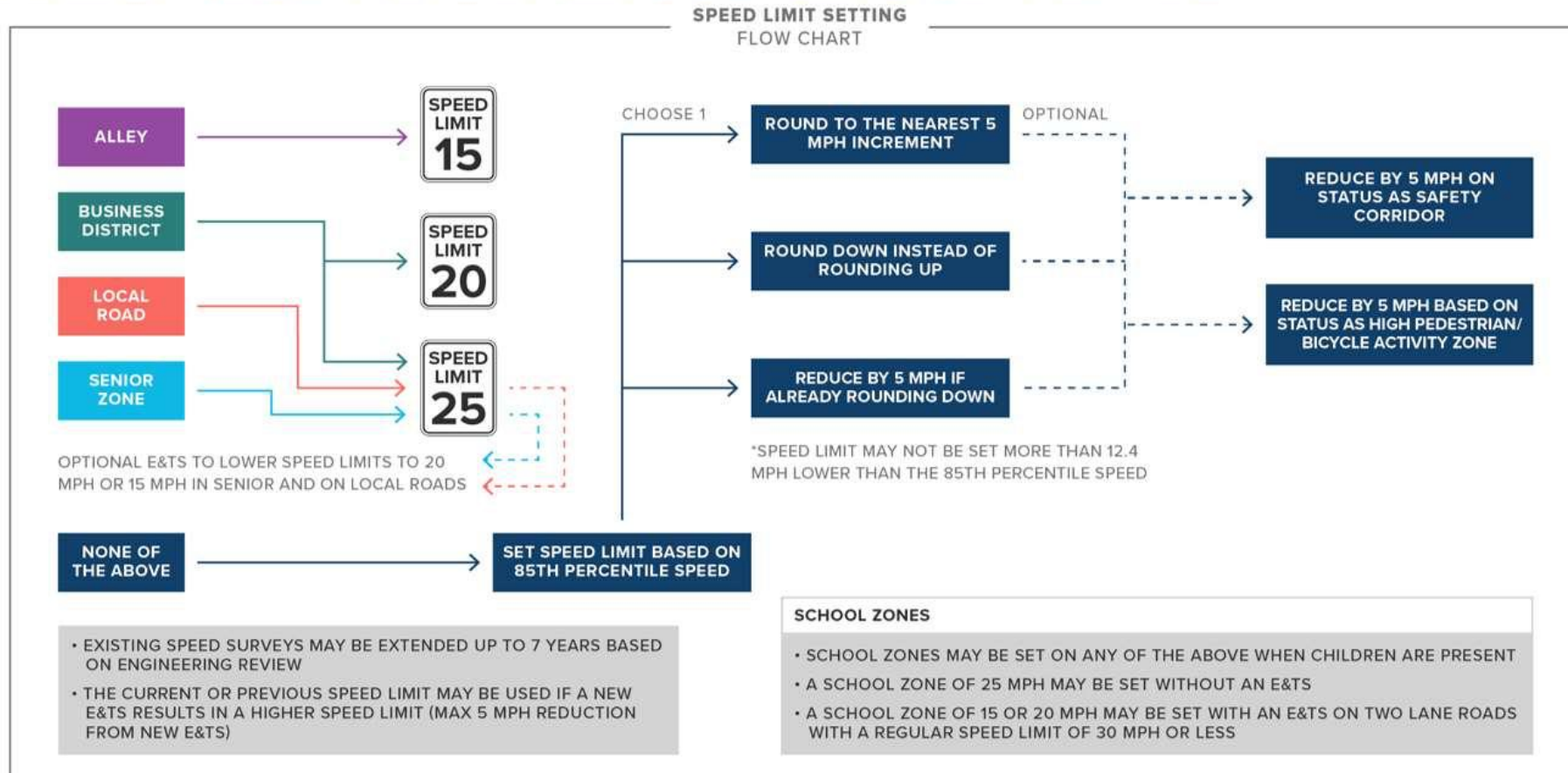
AB 413



- This bill prohibits the stopping, standing, or parking of a vehicle within 20 feet of the vehicle approach side of any unmarked or marked crosswalk or 15 feet of any crosswalk where a curb extension is present, as specified.
- CVC Section 22500 of the California Vehicle Code has also been amended to include this new State mandate.
 - A person shall not stop, park, or leave standing any vehicle whether attended or unattended, except when necessary to avoid conflict with other traffic or in compliance with the directions of a peace officer or official traffic control device, in any of the following places:
 - (n) (I) (A) Within 20 feet of the vehicle approach side of any marked or unmarked crosswalk or within 15 feet of any crosswalk where a curb extension is present.

AB 43 FLOWCHART

Amended Allowances under AB 43



CHANGES TO CALIFORNIA VEHICLE CODE SECTION 627



- (b) An engineering and traffic survey shall include, among other requirements deemed necessary by the department, consideration of all of the following:
 - (2) Safety of bicyclists and pedestrians, with increased consideration for vulnerable pedestrian groups including children, seniors, persons with disabilities, users of personal assistive mobility devices, and the unhoused.

CHANGES TO CVC SECTION 22358.7



- (a) If a local authority, after completing an engineering and traffic survey, finds that the speed limit is still more than is reasonable or safe, the local authority may, by ordinance, determine and declare a prima facie speed limit that has been reduced an additional five miles per hour for either of the following reasons:
 - The portion of highway has been designated as a safety corridor. A local authority shall not deem more than one-fifth of their streets as safety corridors.
 - (2) The portion of highway is adjacent to any land or facility that generates high concentrations of bicyclists or pedestrians, especially those from vulnerable groups such as children, seniors, persons with disabilities, and the unhoused.
- (b) (1) As used in this section, “safety corridor” shall be defined by the Department of Transportation in the California Manual on Uniform Traffic Control Devices. In making this determination, the department shall consider highways that have the highest number of serious injuries and fatalities based on collision data that may be derived from, but not limited to, the Statewide Integrated Traffic Records System.

CHANGES TO CVC SECTION 40802



- (II) If an engineering and traffic survey was conducted more than seven years prior to the date of the alleged violation, and a registered engineer evaluates the section of the highway and determines that no significant changes in roadway or traffic conditions have occurred, including, but not limited to, changes in adjoining property or land use, roadway width, or traffic volume, 14 years.

ADDITION TO CAMUTCD SECTION 2B.13

Table 2B-106(CA). Requirements to determine Land or Facility that Generates High Concentrations of Bicyclists or Pedestrians

Category	Generator
Land Use	Employment centers
	Presence of retail
	Parks, multi-use trails, and recreational destinations
	Schools/universities
	Senior Centers
	Cultural areas, entertainment space areas, or areas of community significance
	Religious facilities
	Health/medical facilities
Transit Factors	Transit stops
	Transit Oriented Developments/Transit Priority Areas
Presence of Pedestrian/Bicyclist Infrastructure	Sidewalk presence
	Crosswalk presence
	Bikeway presence
	Nearby signalized intersections on four-way intersections
	Presence of micromobility devices such as bicycles or scooters
Demographic Factors	Presence of vulnerable groups including children, seniors, persons with disabilities, users of personal assistive mobility devices, and the unhoused
	MPO/RTPA or locally defined disadvantaged community status
	Presence of students (all levels)
Local Data	Need identified in a safety analysis such as a road safety audit or formalized planning document such as a local road safety plan

- States and local agencies should conduct engineering studies at least once every 5, 7 or 14 years, in compliance with CVC Section 40802 to reevaluate non-statutory speed limits on segments of their roadways that have undergone significant changes since the last review, such as the addition or elimination of parking or driveways, changes in the number of travel lanes, changes in the configuration of bicycle lanes, changes in traffic control signal coordination, or significant changes in traffic volumes.
- Additional 5 mph speed reduction on local agency roadways for safety corridor designation (CVC Section 22358.7(a)(1)) or adjacent to land or facility generating high concentrations of bicyclists and pedestrians (CVC Section 22358.7(a)(2)).
- The total reduction in the speed limit using the nearest 5 mph increment (CVC Section 22358.6(a)), rounding up (CVC Section 22358.6(c)), rounding down and using 5 mph speed reduction (CVC Section 22358.6(b)), additional 5 mph speed reduction for safety corridor designation (CVC Section 22358.7(a)(1)) or adjacent to land or facility generating high concentrations of bicyclists and pedestrians (CVC Section 22358.7(a)(2)), this speed reduction shall not exceed 12.4 mph from the 85th-percentile speed.
- Safety Corridors: shall be defined as a roadway segment within an overall roadway network where the highest number of serious injury and fatality crashes occur. Safety corridors shall represent a prioritized subset of the overall roadway network within an authority's responsibilities and shall not exceed one-fifth of the overall roadway network.

Thank you
&
Questions