CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

Updated May 5, 2025: Proclamation Recognizing Asian American, Native Hawaiian, and Pacific Islander Heritage Month

Updated May 6, 2025: Proclamation Honoring May as Military Appreciation Month

MAY 6, 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 MAY 6, 2025, 7:00 PM
REGULAR MEETING

INVOCATION
Led by Pastor Samuel Martinez of Amazing Love Ministries

PLEDGE OF ALLEGIANCE
Led by Councilwoman Diaz

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Proclamation Celebrating the 56th Annual Professional Municipal Clerks Week
- Proclamation Celebrating Small Business Week
- Proclamation Recognizing May as Asian American and Pacific Islander Heritage Month
- Proclamation Honoring May as Military Appreciation Month
- Presentation on the West Covina Explorer Program

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.

APPROVAL OF MEETING MINUTES

1) CONSIDERATION OF APPROVAL OF THE MARCH 18, APRIL 1, AND APRIL 15, 2025 CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE MARCH 4, 2025, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES.

That the Council approve the March 4, April 1, and April 15, 2025, City Council/Successor Agency Regular Session Meeting Minutes and the March 4, 2025, City Council/Successor Agency Closed Session Meeting Minutes.

ORDINANCES FOR ADOPTION - Procedural Waiver. *Waive full reading of each ordinance on the agenda and authorize the approval of each ordinance by title only.*

2) CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2530 TO AMEND SECTION 22-141 OF DIVISION 5 OF ARTICLE IV OF CHAPTER 22 OF THE WEST COVINA MUNICIPAL CODE TO MAKE CHANGES TO THE EXISTING TRUCK ROUTES

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

ORDINANCE NO. 2530 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING SECTION 22-141 OF DIVISION 5 OF ARTICLE IV OF CHAPTER 22 OF THE WEST COVINA MUNICIPAL CODE TO MAKE CHANGES TO THE EXISTING TRUCK ROUTES

CITY MANAGER'S OFFICE

3) CONSIDERATION OF COMMISSIONER APPOINTMENTS

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

4) CONSIDERATION OF NEW FIVE-YEAR GENERAL SERVICES AGREEMENT WITH COUNTY OF LOS ANGELES FOR THE PERIOD OF JULY 1, 2025 THROUGH JUNE 30, 2030

It is recommended that the City Council adopt Resolution No. 2025-36, approving the General Services Agreement with the County of Los Angeles and authorizing the Mayor to execute the agreement in such final form as approved by the City Attorney:

RESOLUTION NO. 2025-36 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE GENERAL SERVICES AGREEMENT WITH THE COUNTY OF LOS ANGELES FOR MISCELLANEOUS SERVICES TO BE PROVIDED TO THE CITY BY THE COUNTY ON AN AS-NEEDED BASIS AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT

COMMUNITY DEVELOPMENT

5) CONSIDERATION OF THE GENERAL PLAN ANNUAL PROGRESS REPORT FOR 2024

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

6) CONSIDERATION OF AGREEMENT WITH DAVID VOLZ DESIGN LANDSCAPE ARCHITECTS, INC. FOR ARCHITECTURAL DESIGN SERVICES FOR THE DEL NORTE PARK IMPROVEMENTS & DOG PARK PROJECT - PROJECT NO. 24001

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

1. Award Request for Proposals (RFP) No. 2025-01 for Architectural Design Services for the Del Norte Park Improvements and Dog Park Project to David Volz Design Landscape Architects, Inc.; and
2. Authorize the City Manager to negotiate and execute a Professional Services Agreement with David Volz Design Landscape Architects, Inc., in an amount not to exceed $215,841, in such final form as approved by the City Attorney.

FIRE DEPARTMENT

7) CONSIDERATION OF PURCHASE OF FIRE PREVENTION VEHICLES USING SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (AQMD) FUNDS

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

1. Authorize the purchase of three (3) 2025 RAM 1500 pickup trucks, with Lehr upfit package and standard West Covina Fire Department graphics, per specifications, from National Auto Fleet Group through Sourcewell Contract # 091521-NAF (expires 11/8/2025), for a total of $197,687.94, including taxes and fees, using South Coast Air Quality Management District funds.
2. Approve the following resolution:

RESOLUTION NO. 2025-23 - 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 (PURCHASE OF VEHICLES USING SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (AQMD) FUNDS)

8) CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENT WITH RINCON ENVIRONMENTAL LLC FOR LOCAL ENFORCEMENT AGENCY REGULATORY COMPLIANCE SERVICES

It is recommended that the City Council authorize the City Manager to execute the Professional Services Agreement with Rincon Environmental LLC for Local Enforcement Agency (LEA) regulatory compliance services for a term of five (5) years, commencing July 1, 2025 and ending June 30, 2030, with an annual compensation amount not to exceed $75,000, in such final form as approved by the City Attorney.

POLICE DEPARTMENT

9) CONSIDERATION OF PURCHASE OF TACTICAL BULLETPROOF VESTS FOR POLICE DEPARTMENT

It is recommended that the City Council authorize the purchase of thirty-four (34) Project 7 tactical bulletproof vests directly from Aardvark of La Verne, CA, for a total of $144,452.40, including taxes, using federal equitable sharing funds previously budgeted in Fund 117.

10) CONSIDERATION OF BUDGET AMENDMENT FOR POLICE DEPARTMENT'S COMPUTER AIDED DISPATCH & RECORDS MANAGEMENT SYSTEM (CAD-RMS) SERVICE

It is recommended that the City Council adopt the following resolution authorizing the necessary budget amendment for the Police Department's CAD-RMS service:

RESOLUTION NO. 2025-34 - 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 (WCPD CAD-RMS SERVICE)

11) CONSIDERATION OF ANNUAL MILITARY EQUIPMENT REPORT (AB 481)

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

END OF CONSENT CALENDAR

DEPARTMENTAL REGULAR MATTERS

CITY MANAGER'S OFFICE

12) EDUCATIONAL REQUIREMENTS FOR CITY JOB DESCRIPTIONS

It is recommended that the City Council provide direction.

MAYOR/COUNCILMEMBERS REPORTS

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

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

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

13) SPRING FESTIVAL 2025 EXPENDITURE AND REVENUE BREAKDOWN

It is recommended that the City Council receive and file the Spring Festival 2025 Expenditure and Revenue Breakdown.

CITY COUNCIL COMMENTS

ADJOURNMENT

Next Tentative City Council Meeting

Regular Meeting May 20, 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 ITEM NO. 1

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 6, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF THE MARCH 18, APRIL 1, AND APRIL 15, 2025 CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE MARCH 4, 2025, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES**

RECOMMENDATION:

That the Council approve the March 4, April 1, and April 15, 2025, City Council/Successor Agency Regular Session Meeting Minutes and the March 4, 2025, City Council/Successor Agency Closed Session Meeting Minutes.

BACKGROUND:

That the City Council adopt the attached minutes.

Prepared by: Lisa Sherrick, Assistant City Clerk

Attachments

Attachment No. 1 - 3/18/2025 Closed Session Minutes Draft
Attachment No. 2 - 3/18/2025 Regular Session Minutes Draft
Attachment No. 3 - 4/1/2025 Closed Session Minutes Draft
Attachment No. 4 - 4/1/2025 Regular Session Minutes Draft
Attachment No. 5 - 4/15/2025 Regular Closed Session Minutes Draft
Attachment No. 6 - 4/15/2025 Regular Session Minutes Draft

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness

CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

MARCH 18, 2025, 6:00 PM
REGULAR MEETING - CLOSED SESSION

MANAGEMENT RESOURCE CENTER 3RD FLOOR
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

DRAFT

MINUTES

CALL TO ORDER
A Regular Session Meeting was called to order by Mayor Tony Wu on Tuesday, March 18, 2025, at 6:00 p.m., in the Management Resource Center, 1444 West Garvey Avenue South, West Covina, California.

ROLL CALL
Council Members
Present: Council Members Ollie Cantos (arrived at 6:15), Rosario Diaz, Brian Gutierrez, Mayor Tony Wu

Absent: Mayor Pro Tem Lopez-Viado

City Staff: Roxanne Lerma, Assistant City Manager, Thomas Duarte, City Attorney, Maria-Luisa Olena, Assistant Finance Director, Gerardo Rojas Acting Economic Development & Housing Manager.

PUBLIC COMMENTS ON ITEMS ON THE AGENDA
Armondo Herman

CLOSED SESSION

1. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Government Code § 54956.8

Property: 811 S. Sunset Ave. (8468-016-034)
Agency Negotiator: Morales, Duarte
Negotiating Parties: Meritage Homes, LLC
Under Negotiation: Price and Terms

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS - Pursuant to Government Code § 54956.8

Property: 8474-007-941 (Plaza West Covina Property)
Agency Negotiator: Morales, Duarte
Negotiating Parties: Department of Transportation (Caltrans)
Under Negotiation: Terms of Exclusive Negotiation Agreement

3. CONFERENCE WITH LABOR NEGOTIATORS
Pursuant to Government Code § 54957.6
City Negotiators: Morales, Duarte
Employee Organizations

- Confidential Employees
- Maintenance & Crafts Employees
- Non-Sworn
- W.C. Police Officers' Association
- W.C. Firefighters' Management Assoc.
- W.C. Firefighters' Association, I.A.F.F., Local 3226
- General Employees
- Mid-Management Employees
- W.C. Police Management Association

Unrepresented Employee Group

- Department Heads

REPORTING OUT
City Attorney Thomas Duarte reported that no action was taken during the Closed Session Meeting.

DRAFT

ADJOURNMENT
A motion to adjourn the Regular Closed Meeting was made by Mayor Tony Wu, and the meeting was adjourned at 6:30p.m. The next regularly scheduled Regular Closed City Council Meeting will be held on Tuesday, April 1, 2025, at 6:00 p.m. in the Management Resource Center 3rd Floor, 1444 West Garvey Avenue South, West Covina, California.

Submitted By:

_____
Lisa Sherrick
Assistant City Clerk

_____
Tony Wu
Mayor

DRAFT

CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY
MARCH 18, 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

MINUTES

CITY OF WEST COVINA
CITY COUNCIL/SUCCESSOR AGENCY

INVOCATION
Led by Pastor Felicia R. Bagneris from Murph Chapel -St. Paul AME Church

PLEDGE OF ALLEGIANCE
Led by Councilman Gutierrez

ROLL CALL
Council Members
Present: Council Members Ollie Cantos, Rosario Diaz, Brian Gutierrez, Mayor Wu

Absent: Mayor Pro Tem Lopez-Viado

REPORTING OUT FROM CLOSED SESSION
City Attorney Thomas Durate reported that no action was taken during the Closed Session Meeting.

DRAFT

PRESENTATIONS

- Presentation by Mr. Tyler Wigglesworth, Coordinator of the Performing Arts Academy and a donation from The Chinese American Association of West Covina
- Presentation by SGCOG Regarding Measure A Funding Options

ORAL COMMUNICATIONS - Three (3) minutes per speaker
Douglas Fore
Christina Larios
Ryan Serrano
Glenn Kennedy

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

CONSENT CALENDAR
ACTION: Motion by Councilman Gutierrez and Second by Councilman Cantos, (Items 6-8 were pulled by Councilmember Gutierrez) 4-0 (Absent Lopez-Viado) to:
Approve Consent Calendar Items 1 – 5.

ACTION: Motion by Councilman Gutierrez and Second by Councilman Cantos, (Item was pulled by Councilmember Gutierrez) 4-0 (Absent Lopez-Viado) to:
Approve Consent Calendar Item 6.

ACTION: Motion by Councilman Gutierrez and Second by Councilman Cantos, (Item was pulled by Councilmember Gutierrez) 4-0 (Absent Lopez-Viado) to:
Approve Consent Calendar Item 7.

ACTION: Motion by Councilman Gutierrez and Second by Councilman Cantos, (Item was pulled by Councilmember Gutierrez) 4-0 (Absent Lopez-Viado) to:
Approve Consent Calendar Item 8.

APPROVAL OF MEETING MINUTES

1) **CONSIDERATION OF APPROVAL OF THE MARCH 4, 2025, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE MARCH 4, 2025, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES.**

Carried 4-0 to: approve the March 4, 2025, City Council/Successor Agency Regular Session Meeting Minutes and the March 4, 2025, City Council/Successor Agency Closed Session Meeting Minutes.

ORDINANCES FOR ADOPTION - Procedural Waiver. *Waive full reading of each ordinance on the agenda and authorize the approval of each ordinance by title only.*

DRAFT

2) **CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2525 (CODE AMENDMENT NO. 24-01) TO AMEND CHAPTER 26 OF THE WEST COVINA MUNICIPAL CODE TO MAKE CORRECTIONS AND INCORPORATE REQUIRED UPDATES TO COMPLY WITH STATE LAW, AND TO AMEND THE "COMMERCIAL" PORTION OF THE PLANNED COMMUNITY DEVELOPMENT NO. 1 (PCD-1) FOR THE WEST COVINA PORTION OF WOODSIDE VILLAGE TO MAKE DEVELOPMENT WITHIN THE PCD-1 ZONING CONSISTENT WITH THE CURRENT ZONING**

Carried 4-0 to: adopt the following ordinance:

ORDINANCE NO. 2525 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CODE AMENDMENT NO. 24-01, THE DEVELOPMENT CODE UPDATE CLEAN UP, AMENDING CHAPTER 26 (ZONING) OF THE WEST COVINA MUNICIPAL CODE, AND AMENDING THE COMMERCIAL PORTION OF PLANNED COMMUNITY DEVELOPMENT NO. 1 (PCD-1) FOR THE WEST COVINA PORTION OF WOODSIDE VILLAGE

CITY MANAGER'S OFFICE

3) **CONSIDERATION OF A LETTER SUPPORTING SAN GABRIEL VALLEY COUNCIL OF GOVERNMENT PROPOSAL FOR ALLOCATION OF MEASURE A - LOCAL SOLUTION FUNDS (LSF) FUNDING SCENARIO #4 WITH MODIFICATIONS**

Carried 4-0 to: authorize the Mayor to sign a letter supporting the San Gabriel Valley Council of Government's modified Scenario 4 for the allocation of Measure A Local Solutions Funds.

4) **CONSIDERATION OF MAYORAL APPOINTMENT OF CITY COUNCIL MEMBER GUTIERREZ TO SERVE ON HURST RANCH HISTORICAL FOUNDATION BOARD OF DIRECTORS**

Carried 4-0 to: adopt the following resolution:

RESOLUTION NO. 2025-24 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, CONFIRMING THE APPOINTMENT OF COUNCIL MEMBER GUTIERREZ TO THE HURST RANCH HISTORICAL FOUNDATION BOARD OF DIRECTORS

COMMUNITY DEVELOPMENT

5) **CONSIDERATION OF REQUEST FOR PROPOSALS FOR MULTI-PARK LED SIGN INSTALLATION PROJECT (PROJECT NO. C25022)**

Carried 4-0 to: take the following actions:

DRAFT

1. Reject All Bids for the Request for Proposals - LED Signage at City Community Facilities (Project No. C25022)

6) **CONSIDERATION OF AGREEMENT WITH BRIAN F. KNIGHT, ARCHITECT, INC. DBA BFK ARCHITECTURE + PLANNING FOR DESIGN SERVICES FOR CITY HALL ADA IMPROVEMENTS - PROJECT NO. 22017**

Carried 4-0 to: take the following actions:

1. Award the Request for Proposals (RFP) for design services for the City Hall ADA Improvements Project to Brian F. Knight, Architect Inc. dba BFK Architecture + Planning; and
2. Authorize the City Manager to negotiate and execute a Professional Services Agreement with Brian F. Knight, Architect Inc. dba BFK Architecture + Planning, with a maximum compensation of $233,000.00, in such final form as approved by the City Attorney.

FINANCE DEPARTMENT

7) **CONSIDERATION OF RESOLUTION REQUIRING AMENDMENT TO CITY'S PURCHASING POLICY TO REQUIRE ALL NEW EXPENDITURES RELATING TO THE HEALTH DEPARTMENT TO BE APPROVED BY THE CITY COUNCIL**

Carried 4-0 to: adopt the following resolution:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DIRECTING STAFF TO ADD LANGUAGE TO THE CITY'S PURCHASING POLICY REGARDING CITY COUNCIL APPROVAL OF ALL PROPOSED NEW EXPENDITURES RELATING TO THE ESTABLISHMENT OF THE WEST COVINA HEALTH DEPARTMENT

POLICE DEPARTMENT

8) **CONSIDERATION OF AGREEMENT TO PROVIDE SUPPLEMENTAL LAW ENFORCEMENT SERVICES TO FOOTHILL TRANSIT**

Carried 4-0 to: authorize the City Manager to execute the Supplemental Law Enforcement Services Agreement with Foothill Transit for the provision of supplemental law enforcement services by the West Covina Police Department.

END OF CONSENT CALENDAR

MAYOR/COUNCILMEMBERS REPORTS

DRAFT

9) **PENSION PREFUNDING INFORMATION**

ACTION: Motion by Councilman Cantos and Second by Councilmember Gutierrez Cantos, 4-0 (Absent Lopez-Viado) to: conduct a financial analysist laying out different investment scenarios to pursue different strategies and to see what the implications are for each, and to have a list of choices to optimize the health of the budget.

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

- Councilmember Gutierrez: Initiate and RFP for tree services by April 22nd – No Objection.
- Councilmember Gutierrez: Request a presentation by the next meeting on the cost breakdown of the Health Department and to be included in the Council packet. – No objection.
- Councilmember Gutierrez: Request Police Chief to present on the volunteer program and how the public campaign will be a part of the program – No Objection.
- Councilmember Gutierrez: Ask Mayor Wu to proclaim April 2nd as World Autism Month.
- Councilman Cantos: On Willow south of Merced, a road was repaved and then torn up sewer lines, how could this happen? – and from a process standpoint, how could that happen and who's going to pay for it? Council would like to have Transtech provide a presentation. -No objection.
- Councilman Cantos - When there is business wanting to replace an air conditioner, there is a practice of charging $2000.00 from the Planning Division. Council would like staff to look into this practice and is there an option to change the policy. – No objection

CITY COUNCIL COMMENTS

- Councilman Cantos stated that the reason he was not in attendance on March 4th was because he was a guest of Congressman Cisneros at the State of the Union.
- Councilman Cantos mentioned that he is having a District Meeting Thursday March 27th and expects staff to be in attendance.
- Councilmember Gutierrez thanked City Staff for all the good work they are doing and there is graffiti at Orangewood Park and has not been removed, the skate park remains dark. Councilmember Gutierrez also thanked the Chief of Police and Acing Fire Chief as well as SCE to for changing the light bulbs that need to be changed.

DRAFT

- Councilmember Gutierrez reported that Athens will remove the old paint at the skate park and student artist will paint murals.
- Councilman Cantos reminded staff about his Mother May I to have Athens report about SB 1383 at Council Meeting near Earth Day.

ADJOURNMENT

A motion to adjourn the Regular Meeting was made by Mayor Tony Wu, and the meeting was adjourned at 9:20p.m. The next regularly scheduled Regular City Council Meeting will be held on Tuesday, April 1, 2025, at 7:00 p.m. in the City Council Chambers, 1444 West Garvey Avenue South, West Covina, California.

Submitted By:

_____
Lisa Sherrick
Assistant City Clerk

_____
Tony Wu
Mayor

DRAFT

CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

APRIL 1, 2025, 6:00 PM
REGULAR MEETING - CLOSED SESSION

MANAGEMENT RESOURCE CENTER 3RD FLOOR
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

MINUTES

CALL TO ORDER
A Regular Session Meeting was called to order by Mayor Tony Wu on Tuesday, April 1, 2025, at 6:00 p.m., in the Management Resource Center, 1444 West Garvey Avenue South, West Covina, California.

ROLL CALL
Council Members
Present: Council Members Ollie Cantos (arrived at 6:25), Brian Gutierrez, Mayor Pro Tem Letty Lopez-Viado, Mayor Tony Wu

Absent: Councilwoman Diaz

City Staff: Paulina Morales, City Manager, Roxanne Lerma, Assistant City Manager, Thomas Duarte, City Attorney, Armineh Megrabyan, Attorney Kessel & Megrabyan, Maria-Luisa Olena, Assistant Finance Director,

DRAFT

PUBLIC COMMENTS ON ITEMS ON THE AGENDA

Armondo Herman
Mistress Transgender Queen

CLOSED SESSION

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

1.Curtis McCart v. City of West Covina, et al. (LA Superior Court Case No. 23STCV12346)

2. CONFERENCE WITH LABOR NEGOTIATORS - Pursuant to Government Code § 54957.6

City Negotiators: Morales, Duarte
Employee Organizations

- Confidential Employees
- Maintenance & Crafts Employees
- Non-Sworn
- W.C. Police Officers' Association
- W.C. Firefighters' Management Assoc.
- W.C. Firefighters' Association, I.A.F.F., Local 3226
- General Employees
- Mid-Management Employees
- W.C. Police Management Association

Unrepresented Employee Group

- Department Heads

REPORTING OUT
City Attorney Thomas Duarte reported that no action was taken during the Closed Session Meeting.

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ADJOURNMENT
A motion to adjourn the Regular Closed Meeting was made by Mayor Tony Wu, and the meeting was adjourned at 6:30p.m. The next regularly scheduled Regular

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ATTACHMENT NO. 3

Closed City Council Meeting will be held on Tuesday, April 15, 2025, at 6:00 p.m. in the Management Resource Center 3rd Floor, 1444 West Garvey Avenue South, West Covina, California.

Submitted By:

_____
Lisa Sherrick
Assistant City Clerk

_____
Tony Wu
Mayor

DRAFT

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

MINUTES

CITY OF WEST COVINA
CITY COUNCIL/SUCCESSOR AGENCY

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

PLEDGE OF ALLEGIANCE
Led by Councilman Cantos

ROLL CALL
Council Members

DRAFT

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

Absent: Councilwoman Rosario Diaz

REPORTING OUT FROM CLOSED SESSION
City Attorney Thomas Durate reported that no action was taken during the Closed Session Meeting

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
Jerri Potras
Nick Lewis
Gloria Gandara
Mario Sobalvarro
Tom Kiesche
Veronica
Robert Arnold
John Shewmaker
Christina Larios
Douglas Fore
Mr. G

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

CONSENT CALENDAR
ACTION: Motion by Mayor Pro Tem Lopez-Viado and Second by Councilmember Gutierrez, 4-0 (Absent Diaz) to: *Approve Consent Calendar Items 1,3 – 5. (Item No. 2 was pulled by Councilman Cantos and Item No. 6 was pulled by the City Manager to be brought back at a future meeting).*

ACTION: Motion by Councilman Gutierrez and Second by Mayor Pro Tem Lopez-Viado, 3-1 (Absent Diaz: No Cantos) to: *Approve Consent Calendar Item 2.*

CITY MANAGER'S OFFICE

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

Carried 3-0 to: authorize the City Manager to continue to negotiate and execute amendments extending the terms of the Central and Voucher agreements with Uber

DRAFT

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 2-7 OF THE WEST COVINA MUNICIPAL CODE RELATING TO REMOVAL OF COMMISSIONERS**

Carried 3-1 to: 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**

Carried 4-0 to: 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)**

Carried 4-0 to: 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.

DRAFT

FINANCE DEPARTMENT

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

Carried 4-0 to: 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**

This item was pulled by the City Manager for a future meeting.

END OF CONSENT CALENDAR

CITY COUNCIL REQUESTS FOR REPORTS

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 REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

- Councilmember Gutierrez: Provide a list of accomplishments from our State Lobbyist by the 2nd meeting in May. – No objection
- Councilmember Gutierrez: Staff report and presentation for the total cost of the Spring Festival, including overtime by the May 6th. Council Meeting– No objection.
- Councilmember Gutierrez: By the 2nd meeting of May invite the sanitation district to provide a presentation on the street work performed. – No Objection.

DRAFT

- Councilmember Gutierrez: Presentation on policy or recommendations with options/cost to implement tracking devices on all city vehicles except Police and Fire by the 2nd meeting in May. – No Objection
- Councilman Cantos: Explore the options/cost of requiring spaying and neutering pets in West Covina by the 2nd meeting in May. – No Objection
- Councilman Cantos: In support of accountability please provide attendance records of all commissioners within the past year including meetings that have been cancelled due to lack of quorum. – No objection
- Councilman Cantos: Requested staff to look into AI Translation for Council Meetings by the second meeting in May. – No Objection

CITY COUNCIL COMMENTS

- Councilman Gutierrez would like to invite the community to apply for Planning, Human Resource, and Community and Senior Services Commissions.
- Mayor Wu thanked staff for their hard work in regards to the Spring Festival.

ADJOURNMENT

A motion to adjourn the Regular Meeting was made by Mayor Tony Wu, and the meeting was adjourned at 7:45 p.m. The next regularly scheduled Regular Closed City Council Meeting will be held on Tuesday, April 14, 2025, at 6:00 p.m. in the Council Chambers, 1444 West Garvey Avenue South, West Covina, California.

Submitted By:

_____
Lisa Sherrick
Assistant City Clerk

_____
Tony Wu
Mayor

DRAFT

CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

APRIL 15, 2025, 6:00 PM
REGULAR MEETING - CLOSED SESSION

MANAGEMENT RESOURCE CENTER 3RD FLOOR
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

MINUTES

CALL TO ORDER
A Regular Session Meeting was called to order by Mayor Tony Wu on Tuesday, April 15, 2025, at 6:00 p.m., in the Management Resource Center, 1444 West Garvey Avenue South, West Covina, California.

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

Absent: None

City Staff: Paulina Morales, City Manager, Roxanne Lerma, Assistant City Manager, Thomas Duarte, City Attorney, Maria-Luisa Olena, Assistant Finance Director.

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PUBLIC COMMENTS ON ITEMS ON THE AGENDA
None

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Initiation of litigation pursuant to Government Code § 54956.9(d)(4)

Number of Cases: One (1)

2. PUBLIC EMPLOYEE APPOINTMENT - Pursuant to Government Code §54957(b)(1)

Title: Finance Director

3. CONFERENCE WITH LABOR NEGOTIATORS - Pursuant to Government Code § 54957.6
City Negotiators: Morales, Duarte
Employee Organizations

- Confidential Employees
- Maintenance & Crafts Employees
- Non-Sworn
- W.C. Police Officers' Association
- W.C. Firefighters' Management Assoc.
- W.C. Firefighters' Association, I.A.F.F., Local 3226
- General Employees
- Mid-Management Employees
- W.C. Police Management Association

Unrepresented Employee Group
- Department Heads

REPORTING OUT
Motion by Brian Gutierrez and a Second by Mayor Pro Tem Lopez-Viado, 5-0 vote directing staff to initiate litigation against Los Angeles County and Supervisor Solis requesting to be paid Measure A funds directly from County to City.

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ADJOURNMENT

DRAFT

A motion to adjourn the Regular Closed Meeting was made by Mayor Tony Wu, and the meeting was adjourned at 6:47p.m. The next regularly scheduled Regular Closed City Council Meeting will be held on Tuesday, May 6, 2025, at 6:00 p.m. in the Management Resource Center 3rd Floor, 1444 West Garvey Avenue South, West Covina, California.

Submitted By:

_____
Lisa Sherrick
Assistant City Clerk

_____
Tony Wu
Mayor

DRAFT

CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

APRIL 15, 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

MINUTES

CITY OF WEST COVINA
CITY COUNCIL/SUCCESSOR AGENCY

INVOCATION
Led by Pastor Kevin Yriarte from West Covina Police Department

PLEDGE OF ALLEGIANCE
Led by Mayor Pro Tem Lopez-Viado

ROLL CALL
Council Members

DRAFT

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

Absent: None

REPORTING OUT FROM CLOSED SESSION

City Attorney Thomas Durate reported that a motion was made by Brian Gutierrez and a Second by Mayor Pro Tem Lopez-Viado, 5-0 vote directing staff to initiate litigation against Los Angeles County and Supervisor Solis requesting to be paid Measure A funds directly from County to City.

PRESENTATIONS

- Certificate Celebrating West Covina Police Department Baker to Vegas Win
- Certificate Recognizing Councilwoman Rosario Diaz for Woman of the Year by Assemblywoman Rubio
- Certificate Recognizing Commissioner Sherry Fischer for Woman of the Year by Senator Rubio

ORAL COMMUNICATIONS - Three (3) minutes per speaker

Albert Ochoa
John Shewmaker
Teresa Cozad
Brian Calderon Tabatabai
Mario Sobalvarro
Christina Larios
Jim Grivich
Representative from West Covina Methodist Church

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

CONSENT CALENDAR
ACTION: Motion by Councilmember Gutierrez and Second by Mayor Wu, 3-2 (No: Cantos, Diaz) to: *Approve Consent Calendar Item 1.(Item was pulled by Councilman Cantos).*

ACTION: Motion by Councilmember Gutierrez and Second by Councilman Cantos 4-1 (No: Wu) *to reject all bids, issue a new RFP and work with Transtech to gather additional information. (Item was pulled by Councilmember Gutierrez).*

ACTION: Motion by Councilman Wu and Second Councilmember Gutierrez, 5-0 to: *Approve Consent Calendar Item 3. (Item was pulled by Councilman Wu).*

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ACTION: Motion by Councilman Cantos and Second by Councilmember Gutierrez 5-0) to: *Approve Consent Calendar Item 4. (Item was pulled by Councilman Cantos).*

ACTION: Motion by Councilmember Gutierrez and Second by Mayor Pro Tem Lopez-Viado, 5-0 to: *Approve Consent Calendar Item 5. (Item was pulled by Councilmember Gutierrez).*

ACTION: Motion by Councilman Gutierrez and Second by Mayor Pro Tem Lopez-Viado, 5-0 to: *Approve Consent Calendar Item 6. (Item was pulled by Councilmember Gutierrez).*

ORDINANCES FOR ADOPTION - Procedural Waiver. *Waive full reading of each ordinance on the agenda and authorize the approval of each ordinance by title only.*

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

Carried 3-2 to adopt 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

2) **CONSIDERATION OF CITY STAFFING OF THE ENGINEERING SERVICES DIVISION AND/OR AWARD OF PROFESSIONAL SERVICES AGREEMENT FOR CITY ENGINEERING SERVICES**

Carried 4-1 to: take the following actions:

1. Reject bids.; and
2. Issue a new RFP.: and
3. Authorize the City Manager to work with Transtech to provide additional information regarding budget and grant information.

3) **CONSIDERATION OF INTRODUCTION OF AN ORDINANCE AMENDING TRUCK ROUTES**

Carried 5-0 to introduce the following Ordinance:

DRAFT

ORDINANCE NO. 2530 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING SECTION 22-141 OF DIVISION 5 OF ARTICLE IV OF CHAPTER 22 OF THE MUNICIPAL CODE TO MAKE CHANGES TO THE EXISTING TRUCK ROUTES

FINANCE DEPARTMENT

4) **Consideration of City Hall CCTV**

Carried 4-0 to: take the following actions:

1. Find that the City's bidding requirements and procedures are inefficient and impractical for the procurement of the installation of CCTV cameras at City Hall and in Council Chambers in accordance with Section 2-335(10) of the West Covina Municipal Code.

2. Authorize the City Manager to negotiate and execute an agreement with AM-TEC Total Security, Inc. (AM-TEC Security) in an amount not to exceed $129,221.59.

3. Adopt the following resolution:

RESOLUTION NO. 2025-29 - 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 (CITY HALL CCTV IMPLEMENTATION).

FIRE DEPARTMENT

5) **CONSIDERATION OF PROFESSIONAL SERVICE AGREEMENTS FOR FIRE PREVENTION PLAN CHECK SERVICES**

Carried 5-0 to: take the following actions:

1. Authorize the City Manager to execute a Professional Services Agreement with KJ Consultants Inc. for Fire Prevention plan check and inspection services, for a term of five (5) years, in an annual amount not to exceed $40,000, in such final form as approved by the City Attorney.
2. Authorize the City Manager to execute a Professional Services Agreement with MAK Fire Protection Engineering & Consulting, Inc. for Fire Prevention plan check and inspection services, for a term of five (5) years, in an annual amount not to exceed $20,000, in such final form as approved by the City Attorney.
3. Issue an RFP for services.

PUBLIC WORKS

DRAFT

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

Carried 5-0 to: take the following actions:

1. Authorize increasing the annual compensation by $206,685.80 (the outstanding balance 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

HEARINGS

PUBLIC HEARINGS

7) **CONSIDERATION OF A MITIGATED NEGATIVE DECLARATION, PRECISE PLAN NO. 23-05, CONDITIONAL USE PERMIT NO. 23-04, AND VARIANCE NO. 24-02 AT 725/741 S. ORANGE AVENUE FOR A 42,000 SQUARE-FOOT PSYCHIATRIC/BEHAVIORAL HEALTH FACILITY ADDITION, INCLUDING REMOVAL OF 25 SIGNIFICANT TREES AND A 79 PARKING SPACE DEFICIENCY**

Those in Favor:
None

Those in Opposition:
Glenn Kennedy
Adele
Carole Reyes
Phil Moreno
Mr. Chavez
Illegible Name
Steve Moran

Those Neutral:
Steve Burns/Carpenters Union

ACTION: Motion by Councilman Gutierrez and Second by Mayor Pro Tem Lopez-Viado, 5-0 to:

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1. Open the public hearing; **and**
2. Overturn the Planning Commission's approval and deny the project by adopting the following resolutions:

RESOLUTION NO. 2025-31 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DENYING PRECISE PLAN NO. 23-05 FOR THE PROPERTY LOCATED AT 725/741 S. ORANGE AVENUE FOR THE CONSTRUCTION OF A FOUR-STORY 42,000 SQUARE-FOOT PSYCHIATRIC/BEHAVIORAL HEALTH FACILITY ADDITION AND ASSOCIATED TREE REMOVAL

RESOLUTION NO. 2025-32 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DENYING CONDITIONAL USE PERMIT NO. 23-04 FOR THE PROPERTY LOCATED AT 725/741 S. ORANGE AVENUE FOR A PSYCHIATRIC/BEHAVIORAL HEALTH FACILITY USE

RESOLUTION NO. 2025-33 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DENYING VARIANCE NO. 24-02 FOR THE PROPERTY LOCATED AT 725/741 S. ORANGE AVENUE FOR A 79-SPACE PARKING DEFICIENCY

DEPARTMENTAL MATTERS

COMMUNITY DEVELOPMENT

8) **CONSIDERATION OF AGREEMENT WITH LOS ANGELES COUNTY FOR TRAFFIC SIGNAL IMPROVEMENTS AT BADILLO STREET AND IRWINDALE AVENUE/SUNSET AVENUE (SHARED INTERSECTION WITH LOS ANGELES COUNTY) AND ADOPTION OF BUDGET AMENDMENT FOR THE PROJECT**

ACTION: Motion by Councilman Gutierrez and Second by Mayor Wu, 4-0 (absent: Diaz) to:

Carried 5-0 to deny entering into an agreement with the County of Los Angeles**.**

CITY COUNCIL REQUESTS FOR REPORTS

9) **HEALTH DEPARTMENT AGREEMENT - BUDGET OVERVIEW**
This is a receive and file the report.

MAYOR/COUNCILMEMBERS REPORTS
None

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

DRAFT

- Councilmember Gutierrez: By the month of May all city vehicles except PD, Fire, and Public Safety shall display the City Logo – No objection
- Councilmember Gutierrez – Direct the Police Chief to present on the explorer program by the next meeting with any resources the program needs to expand the program. – No objection
- Councilman Cantos – In support of business, following a model from San Diego with regards to grocery stores and places that have electronic coupons to provide a report on the feasibility to have an ordinance to offer the same savings to those who do not have access to electronic coupons. – No objection.
- Mayor Wu: Provide a presentation on the status of the Chamber – No objection.
- Councilman Cantos: Staff provide a report on walkability in places where there are no sidewalks. – No objection
- Councilmember Gutierrez – Add to the Go App category for sidewalk request – No objection

CITY COUNCIL COMMENTS

- Mayor Pro Tem Lopez-Viado thanked the residents who came out to the Council Meeting.
- Councilmember Gutierrez mentioned that Athens has assisted in pressure washing the skate park.

ADJOURNMENT

A motion to adjourn the Regular Meeting was made by Mayor Tony Wu, and the meeting was adjourned at 12:20 a.m. The next regularly scheduled Regular Closed City Council Meeting will be held on Tuesday, May 6, 2025, at 6:00 p.m. in the Council Chamber, 1444 West Garvey Avenue South, West Covina, California.

Submitted By:

_____
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: May 6, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2530 TO AMEND SECTION 22-141 OF DIVISION 5 OF ARTICLE IV OF CHAPTER 22 OF THE WEST COVINA MUNICIPAL CODE TO MAKE CHANGES TO THE EXISTING TRUCK ROUTES**

RECOMMENDATION:

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

ORDINANCE NO. 2530 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING SECTION 22-141 OF DIVISION 5 OF ARTICLE IV OF CHAPTER 22 OF THE WEST COVINA MUNICIPAL CODE TO MAKE CHANGES TO THE EXISTING TRUCK ROUTES

BACKGROUND:

On December 10, 2024, the Traffic Committee reviewed a resident request regarding concerns about large commercial trucks using East Garvey Avenue South as a cut-through between North Lark Ellen Avenue and South Azusa Avenue. Based on the review and in accordance with guidelines from the California Manual on Uniform Traffic Control Devices (CAMUTCD) and the California Vehicle Code (CVC), the Committee recommended replacing the existing delineators on Cherrywood/Garvey Avenue South and installing additional truck route signage prohibiting trucks from using Garvey Avenue South.

During the meeting, the Committee also requested a review of the existing truck routes in the City to determine whether specific segments should remain designated as truck routes. These segments include:

- South Glendora Avenue between Lakes Drive and West Covina Parkway/Valinda Avenue
- Lakes Drive between Plaza Drive and South Glendora Avenue
- Plaza Drive between Vincent Avenue and Lakes Drive
- Walnut Creek Parkway between Vincent Avenue and South Glendora Avenue

Current Truck Routes

Current truck routes are codified in Section 22-141 (Established) of Division 5 (Truck Routes) of Article IV (Operation of Vehicles) of Chapter 22 (Vehicle Regulations) of the West Covina Municipal Code (WCMC). The current truck routes currently listed in the WCMC are listed below.

- Amar Road, from Azusa Avenue to the west city limits.
- Azusa Avenue, from the northerly city limits to the southerly city limits.
- Azusa Canyon Road, from San Bernardino Road to the northerly city limits.

- Barranca Avenue, from South Garvey Avenue to the north city limits.
- California Avenue, northerly of Plaza Drive.
- Citrus Street, from South Garvey Avenue to Workman Avenue.
- Francisquito Avenue, from Glendora Avenue to the westerly city limits.
- Garvey Avenue: (1) North portions between Pacific Avenue and Sunset Avenue and between Barranca Street and the Barranca Street westbound freeway off-ramp. (2) South portions between West Covina Parkway and Glendora Avenue, between Citrus Street and the Citrus Street eastbound freeway on-ramp, and between Barranca Street and the Barranca Street eastbound freeway on-ramp.
- Glendora Avenue, from Lakes Drive to the southerly city limits.
- Grand Avenue from the San Bernardino Freeway to the northerly city limits.
- Holt Avenue, from the Holt Avenue eastbound freeway off-ramp to the easterly city limits.
- Lakes Drive. Plaza Drive.
- San Bernardino Road. State Street.
- Sunset Avenue, from Francisquito Avenue to the southerly city limits.
- Sunset Avenue, from North Garvey Avenue to West Covina Parkway.
- Valley Boulevard. Vincent Avenue, from Glendora Avenue to North Garvey Avenue.
- Walnut Creek Parkway, from Vincent Avenue to Glendora Avenue.
- West Covina Parkway, from Glendora Avenue to South Garvey Avenue.

Truck routes are designated to mitigate the adverse effects of truck traffic in residential neighborhoods while maintaining efficient commercial transportation and connectivity to freeways and adjacent jurisdictions. These routes are established by the City Council, codified in the WCMC, and signage is posted throughout the City to prevent large commercial trucks from using residential streets for transporting goods and materials. However, trucks may deviate from posted routes when necessary to make deliveries, using the shortest route to and from their destination.

The streets under review were originally designated as truck routes when the area was primarily commercial. However, with multiple developments in Downtown West Covina replacing commercial properties with residential units, the reliance on large freight deliveries has significantly decreased. As a result, the existing truck routes need to be updated to adjust certain streets within Downtown West Covina. Revising these designated truck routes would address concerns raised by residents and stakeholders by enhancing public safety, reducing noise pollution, and preserving infrastructure. Increased truck traffic through the neighborhoods near the Lakes area has led to excessive noise, safety hazards for pedestrians and cyclists, and accelerated roadway deterioration. Updating the truck route system to reflect the respective areas' current land uses would improve residents' quality of life, mitigate risks associated with heavy vehicle movement, and reduce unnecessary roadway wear and increased maintenance costs.

Changing the current designated truck routes requires the adoption of an ordinance by the City Council. Staff has prepared an ordinance that removes the following streets from the truck routes:

- California Avenue, northerly of Plaza Drive
- South Glendora Avenue between Lakes Drive and West Covina Parkway/Valinda Avenue
- Garvey Avenue North between Pacific Avenue and Sunset Avenue
- Lakes Drive
- Plaza Drive
- State Street
- Sunset Avenue, from North Garvey Avenue to West Covina Parkway
- Walnut Creek Parkway from Vincent Avenue and South Glendora Avenue

In addition, the proposed Ordinance also changes the following street segments in order to re-route trucks away from residential neighborhoods:

- Garvey Avenue South between West Covina Parkway and Glendora Avenue - replaced Glendora Avenue with Sunset Avenue

- Glendora Avenue from Lakes Drive to the southerly city limits - replaced Lakes Drive to Vincent Avenue to lead trucks to/from the freeway on and off ramps
- Vincent Avenue, from Glendora Avenue to North Garvey Avenue - replaced Garvey Avenue to the San Bernardino Freeway on and off ramps
- West Covina Parkway, from Glendora Avenue to South Garvey Avenue - replaced South Garvey Avenue to Garvey Avenue North

DISCUSSION:

The City Council introduced Ordinance No. 2530 as presented at the April 15, 2025 City Council meeting. The City Council also provided direction to install the required signage associated with the truck routes as soon as possible once the Ordinance becomes effective.

If adopted, the Ordinance will take effect on the 31st day following adoption, which is on or about June 6, 2025. Staff recommends that the City Council adopt Ordinance No. 2530.

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. Adopt Ordinance No. 2530; or
2. Provide alternative direction.

ENVIRONMENTAL REVIEW:

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.

Prepared by: Jo-Anne Burns, Deputy Community Development Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

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

Attachments

Attachment No. 1 - Ordinance No. 2530

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
A Well-Planned Community
Enhance City Image and Effectiveness
An Accessible Community

ATTACHMENT NO. 1

ORDINANCE NO. 2530

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING SECTION 22-141 OF DIVISION 5 OF ARTICLE IV OF CHAPTER 22 OF THE WEST COVINA MUNICIPAL CODE TO MAKE CHANGES TO THE EXISTING TRUCK ROUTES

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

WHEREAS, on December 10, 2024, the Traffic Committee reviewed and subsequently voted on a request to recommend that the City Council review the City's current truck routes and consider removing certain streets that can potentially lead large trucks through residential neighborhoods; and

WHEREAS, on February 18, 2025, the City Council approved the list of recommendations made by the Traffic Committee from its November 2024 to January 2025 meetings, which included the recommendation to consider revisions to the City's truck routes; and

WHEREAS, the City Council desires to amend Section 22-141 of Division 5 of Article IV of Chapter 22 of the West Covina Municipal Code to make changes to the existing truck routes; 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 above recitals are true and correct and are incorporated herein.

SECTION 2. Amendment to Section 22-141. Section 22-141 of Division 5 of Article IV of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-141. Established.

The following streets and portions of streets are hereby designated and established as truck routes, to wit:

Amar Road, from Azusa Avenue to the westerly city limits.

Azusa Avenue, from the northerly city limits to the southerly city limits.

Azusa Canyon Road, from San Bernardino Road to the northerly city limits.

Barranca Avenue, from Garvey Avenue South to the northerly city limits.

Citrus Street, from Garvey Avenue South to Workman Avenue.

Francisquito Avenue, from Glendora Avenue to the westerly city limits.

Garvey Avenue: (1) North portions between Barranca Street and the Barranca Street westbound freeway off-ramp. (2) South portions between West Covina Parkway and Sunset Avenue, between Citrus Street and the Citrus Street eastbound freeway on-ramp, and between Barranca Street and the Barranca Street eastbound freeway on-ramp.

Glendora Avenue, from Vincent Avenue to the southerly city limits.

Grand Avenue, from the San Bernardino Freeway to the northerly city limits.

Holt Avenue, from the Holt Avenue eastbound freeway off-ramp to the easterly city limits.

San Bernardino Road.

Sunset Avenue, from Francisquito Avenue to the southerly city limits.

Valley Boulevard.

Vincent Avenue, from Glendora Avenue to the San Bernardino Freeway on- and off-ramps.

West Covina Parkway, from Glendora Avenue to Garvey Avenue North.

SECTION 3. 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 4. 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 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the

decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of West Covina hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

SECTION 6. Certification. 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.

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

PASSED, APPROVED AND ADOPTED this 6th day of May, 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 Ordinance No. 2530 was introduced at a regular meeting of the City Council held on the 15th day of April, 2025, and adopted at a regular meeting of the City Council held on the 6th day of May, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick
Assistant City Clerk

AGENDA ITEM NO. 3

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 6, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF COMMISSIONER APPOINTMENTS**

RECOMMENDATION:

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

BACKGROUND:

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

DISCUSSION:

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

Pursuant to Section 2-68 of Article III of Chapter 2 of the WCMC, the terms of office of commissioners run concurrently with that of the appointed Councilmember.

There is currently one (1) vacancy on the Planning Commission, to be appointed by Councilmember Gutierrez.
There is currently one (1) vacancy on the Community and Senior Services Commission, to be appointed by Councilmember Gutierrez.

The City has advertised the vacancies and accepted applications in the manner required by law.

Councilmember Gutierrez is announcing the following appointments:

- Jose Reyes - Planning Commissioner
- Matthew Carranza - Community and Senior Services Commission

LEGAL REVIEW:

The City Attorney's Office has reviewed this report.

Prepared by: Lisa Sherrick, Assistant City Clerk
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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CITY COUNCIL GOALS & OBJECTIVES: A Creative and Active Community
A Well-Planned Community

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 6, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF NEW FIVE-YEAR GENERAL SERVICES AGREEMENT WITH COUNTY OF LOS ANGELES FOR THE PERIOD OF JULY 1, 2025 THROUGH JUNE 30, 2030**

RECOMMENDATION:

It is recommended that the City Council adopt Resolution No. 2025-36, approving the General Services Agreement with the County of Los Angeles and authorizing the Mayor to execute the agreement in such final form as approved by the City Attorney:

> **RESOLUTION NO. 2025-36 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE GENERAL SERVICES AGREEMENT WITH THE COUNTY OF LOS ANGELES FOR MISCELLANEOUS SERVICES TO BE PROVIDED TO THE CITY BY THE COUNTY ON AN AS-NEEDED BASIS AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT**

BACKGROUND:

From time to time, the City may need to utilize services provided by the County of Los Angeles (County) to ensure efficient service delivery to the community. In order for the County to provide services requested by the City, the City is required to enter into a General Services Agreement (GSA) with the County. The City's current GSA with the County was entered into on June 1, 2020, and is set to expire June 30, 2025. The County has prepared a new GSA, for the period of July 1, 2025 through June 30, 2030, for the City Council's consideration.

DISCUSSION:

Services that may be utilized on an as-needed basis include but are not limited to, such functions as predatory animal control, prosecution of City ordinances, direct assessment collection, and a variety of public work services. The services the County provides to cities throughout the County, including West Covina, are detailed in Attachment No. 3.

Staff recommends that the City Council adopt the proposed resolution approving the GSA and authorizing the Mayor to execute the agreement, in such final form as approved by the City Attorney.

LEGAL REVIEW:

The City Attorney's Office has reviewed the resolution and approved it as to form and will review and approve the final form of 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: Lisa Sherrick, Assistant City Clerk
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

As the services are provided on an as needed basis, the fiscal impact will depend on the services used by the City. The costs of the services have previously been budgeted and will be charged to the department utilizing the service.

Attachments

Attachment No. 1 -General Services Contract

Attachment No. 2 - Resolution No. 2025-36

Attachment No. 3 - Matrix of Services

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

GENERAL SERVICES AGREEMENT

THIS GENERAL SERVICES AGREEMENT ("Agreement"), dated for purposes of reference only, July 1, 2025, is made by and between the County of Los Angeles, hereinafter referred to as the "County," and the City of West Covina, hereinafter referred to as the "City."

RECITALS:

(a) The City is desirous of contracting with the County for the performance by its appropriate officers and employees of City functions.

(b) The County is agreeable to performing such services on the terms and conditions hereinafter set forth.

(c) Such contracts are authorized and provided for by the provisions of Section 56½ of the Charter of the County of Los Angeles and Section 51300, *et seq*., of the Government Code.

THEREFORE, THE PARTIES MUTUALLY AGREE AS FOLLOWS:

1. The County agrees, through its officers, agents and employees, to perform those City functions, which are hereinafter provided for.

2. The City shall pay for such services as are provided under this Agreement at rates to be determined by the County Auditor-Controller in accordance with the policies and procedures established by the Board of Supervisors.

These rates shall be readjusted by the County Auditor-Controller annually effective the first day of July of each year to reflect the cost of such service in accordance with the policies and procedures for the determination of such rates as adopted by the Board of Supervisors of County.

3. No County agent, officer or department shall perform for said City any

function not coming within the scope of the duties of such agent, officer or department in performing services for the County.

4. No service shall be performed hereunder unless the City shall have available funds previously appropriated to cover the cost thereof.

5. No function or service shall be performed hereunder by any County agent, officer or department unless such function or service shall have been requested in writing by the City on order of the City Council thereof or such officer as it may designate and approved by the Board of Supervisors of the County, or such officer as it may designate, and each such service or function shall be performed at the times and under circumstances which do not interfere with the performance of regular County operations.

6. Whenever the County and City mutually agree as to the necessity for any such County agent, officer or department to maintain administrative headquarters in the City, the City shall furnish at its own cost and expense all necessary office space, furniture, and furnishings, office supplies, janitorial service, telephone, light, water, and other utilities. In all instances where special supplies, stationery, notices, forms and the like must be issued in the name of the City, the same shall be supplied by the City at its expense.

It is expressly understood that in the event a local administrative office is maintained in the City for any such County agent, officer or department, such quarters may be used by the County agent, officer or department in connection with the performance of its duties in territory outside the City and adjacent thereto provided, however, that the performance of such outside duties shall not be at any additional cost to the City.

7. All persons employed in the performance of such services and functions for

the City shall be County agents, officers or employees, and no City employee as such shall be taken over by the County, and no person employed hereunder shall have any City pension, civil service, or other status or right.

For the purpose of performing such services and functions, and for the purpose of giving official status to the performance hereof, every County agent, officer and employee engaged in performing any such service or function shall be deemed to be an agent, officer or employee of said City while performing service for the City within the scope of this agreement.

8. The City shall not be called upon to assume any liability for the direct payment of any salary, wages or other compensation to any County personnel performing services hereunder for the City, or any liability other than that provided for in this agreement.

Except as herein otherwise specified, the City shall not be liable for compensation or indemnity to any County employee for injury or sickness arising out of his or her employment.

9. The parties hereto have executed an Assumption of Liability Agreement approved by the Board of Supervisors on December 27, 1977 and/or a Joint Indemnity Agreement approved by the Board of Supervisors on October 8, 1991. Whichever of these documents the City has signed later in time is currently in effect and hereby made a part of and incorporated into this agreement as set out in full herein. In the event that the Board of Supervisors later approves a revised Joint Indemnity Agreement and the City executes the revised agreement, the subsequent agreement as of its effective date shall supersede the agreement previously in effect between the parties hereto.

10. Each County agent, officer or department performing any service for the

City provided for herein shall keep reasonably itemized and in detail work or job records covering the cost of all services performed, including salary, wages and other compensation for labor, supervision and planning, plus overhead, the reasonable rental value of all County-owned machinery and equipment, rental paid for all rented machinery or equipment, together with the cost of an operator thereof when furnished with said machinery or equipment, the cost of all machinery and supplies furnished by the County, reasonable handling charges, and all additional items of expense incidental to the performance of such function or service.

11. All work done hereunder is subject to the limitations of the provisions of Section 23008 of the Government Code, and in accordance therewith, before any work is done or services rendered pursuant hereto, an amount equal to the cost or an amount 10% in excess of the estimated cost must be reserved by the City from its funds to ensure payment for work, services or materials provided hereunder.

12. The County shall render to the City at the close of each calendar month an itemized invoice which covers all services performed during said month, and the City shall pay County therefore within thirty (30) days after date of said invoice.

If such payment is not delivered to the County office which is described on said invoice within thirty (30) days after the date of the invoice, the County is entitled to recover interest thereon. Said interest shall be at the rate of seven (7) percent per annum or any portion thereof calculated from the last day of the month in which the services were performed.

13. Notwithstanding the provisions of Government Code Section 907, if such payment is not delivered to the County office which is described on said invoice within thirty (30) days after the date of the invoice, the County may satisfy such indebtedness,

including interest thereon, from any funds of any such City on deposit with the County without giving further notice to said City of County's intention to do so.

14. This Agreement shall become effective on the date herein-above first mentioned and shall run for a period ending June 30, 2030, and at the option of the City Council of the City, with the consent of the Board of Supervisors of County, shall be renewable thereafter for an additional period of not to exceed five (5) years.

15. In the event the City desires to renew this Agreement for said five-year period, the City Council shall not later than the last day of May 2030, notify the Board of Supervisors of County that it wishes to renew the same, whereupon the Board of Supervisors, not later than the last day of June 2030, shall notify the City Council in writing of its willingness to accept such renewal. Otherwise, such Agreement shall finally terminate at the end of the aforedescribed period.

Notwithstanding the provisions of this paragraph herein-above set forth, the County may terminate this Agreement at any time by giving thirty (30) days' prior written notice to the City. The City may terminate this Agreement as of the first day of July of any year upon thirty (30) days' prior written notice to the County.

16. This Agreement is designed to cover miscellaneous and sundry services which may be supplied by the County of Los Angeles and the various departments thereof. In the event there now exists or there is hereafter adopted a specific contract between the City and the County with respect to specific services, such contract with respect to specific services shall be controlling as to the duties and obligations of the parties anything herein to the contrary notwithstanding, unless such special contract adopts the provisions hereof by reference.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly authorized officers.

Executed this _____day of _____2025.

The City of West Covina,

By _____
Mayor

ATTEST:

City Clerk

By_____

THE COUNTY OF LOS ANGELES

By_____
Chair, Board of Supervisors

ATTEST:

EDWARD YEN
Executive Officer/Clerk
of the Board of Supervisors

By_____
Deputy

APPROVED AS TO FORM:

DAWYN R. HARRISON
County Counsel

By _____
Senior Deputy

ATTACHMENT NO. 2

RESOLUTION NO. 2025-36

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE GENERAL SERVICES AGREEMENT WITH THE COUNTY OF LOS ANGELES FOR MISCELLANEOUS SERVICES TO BE PROVIDED TO THE CITY BY THE COUNTY ON AN AS-NEEDED BASIS AND AUTHORIZING THE MAYOR TO EXECUTE THE AGREEMENT

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

WHEREAS, Section 51300 et seq. of the California Government Code authorizes the execution of contracts between counties and cities within those counties for the provision of services related to city functions by the county for the city; and

WHEREAS, the current General Services Agreement (GSA) between the City of West Covina (City) and the County of Los Angeles (County) for the provision of miscellaneous services expires on June 30, 2025; and

WHEREAS, the City Council desires to enter into a new GSA for the County's provision of miscellaneous services to the City, as requested by the City.

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

SECTION 1. The City Council hereby approves the General Services Agreement between the City of West Covina and the County of Los Angeles for a term of July 1, 2025 through June 30, 2030.

SECTION 2. The City Council hereby authorizes the Mayor to execute the General Services Agreement, in such final form as approved by the City Attorney.

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

SECTION 4. The City Clerk shall provide a copy of this resolution to the County in the manner required by the County.

APPROVED AND ADOPTED this 6th day of May, 2025.

_____
Tony Wu
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

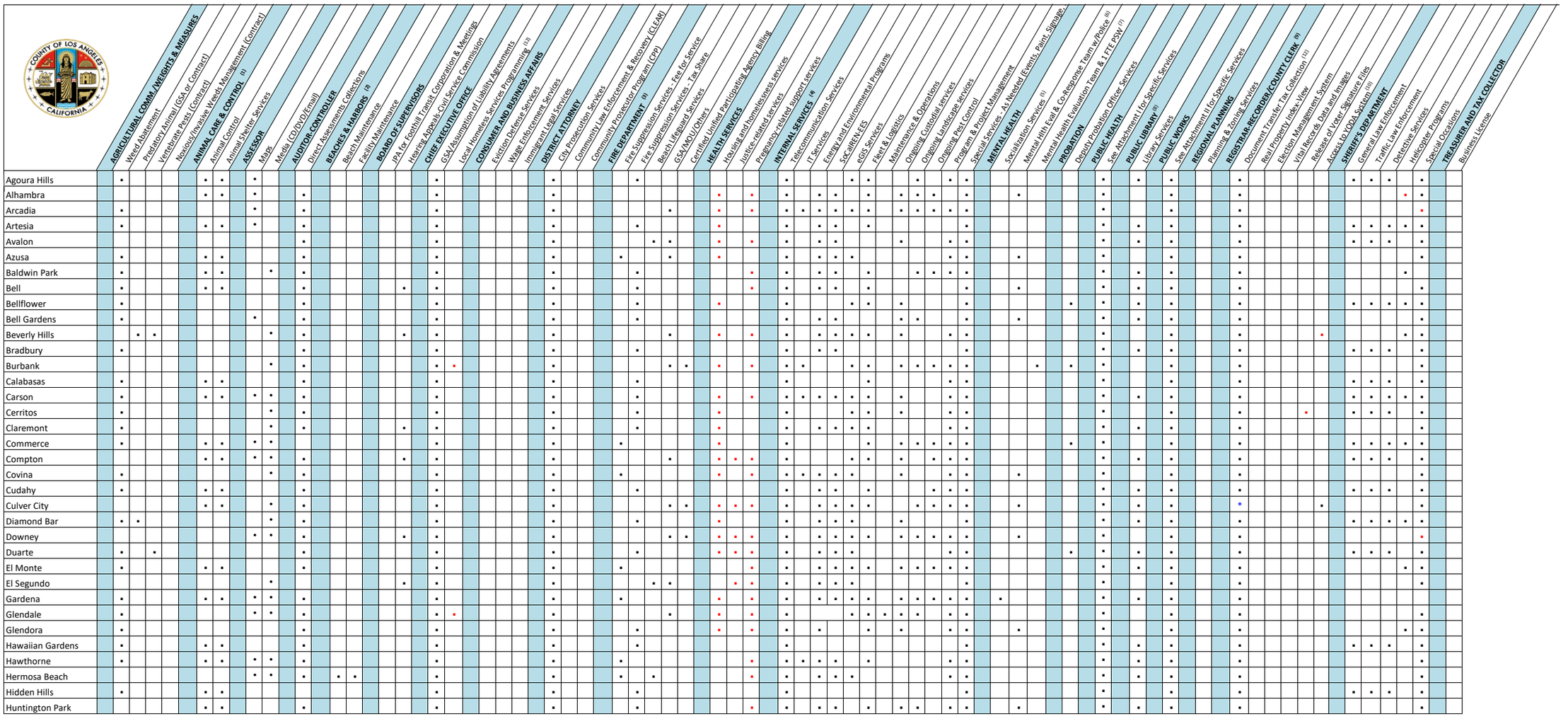
_____
Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2025-36 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 6th day of May, 2025, by the following vote of the City Council:

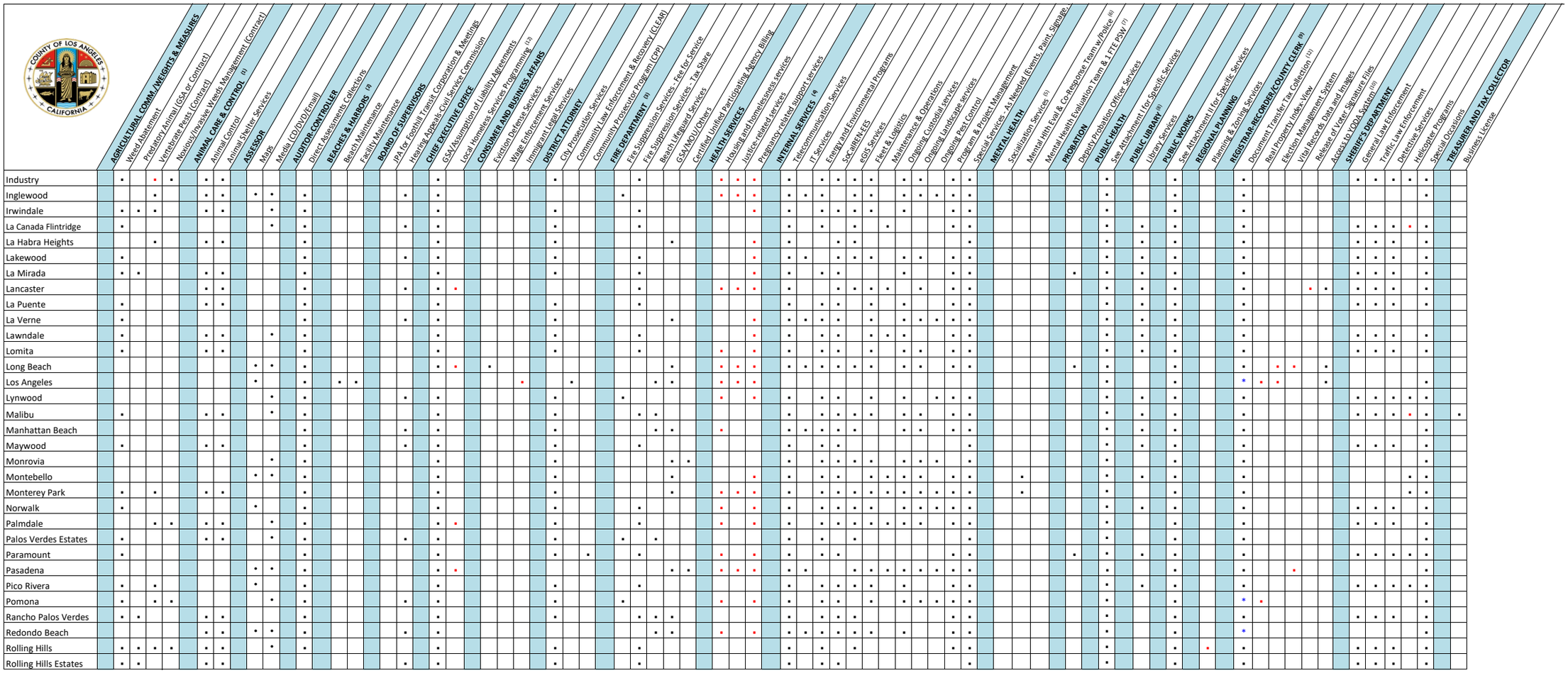
AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick
Assistant City Clerk

SERVICES PROVIDED TO CITIES BY THE COUNTY OF LOS ANGELES
(Via Agreement)



SERVICES PROVIDED TO CITIES BY THE COUNTY OF LOS ANGELES
(Via Agreement)



SERVICES PROVIDED TO CITIES BY THE COUNTY OF LOS ANGELES
(Via Agreement)

	AGRICULTURAL COMM./WEIGHTS & MEASURES	Weed Abatement	Predatory Animal (GSA or Contract)	Vertebrate Pests (Contract)	Noxious/Invasive Weeds Management (Contract)	ANIMAL CARE & CONTROL [1]	Animal Control	Animal Shelter Services	ASSESSOR	Maps	Media (CD/DVD/Email)	AUDITOR-CONTROLLER	Direct Assessments Collections	BEACHES & HARBORS [2]	Beach Maintenance	Facility Maintenance	BOARD OF SUPERVISORS	JPA for Foothill Transit Corporation & Meetings	Hearing Appeals-Civil Service Commission	CHIEF EXECUTIVE OFFICE	GSA/Assumption of Liability Agreements	Local Homeless Services Programming [12]	CONSUMER AND BUSINESS AFFAIRS	Eviction Defense Services	Wage Enforcement Services	Immigrant Legal Services	DISTRICT ATTORNEY	City Prosecution Services	Community Law Enforcement & Recovery (CLEAR)	Community Prosecutor Program (CPP)	FIRE DEPARTMENT [3]	Fire Suppression Services - Fee for Service	Fire Suppression Services - Tax Share	Beach Lifeguard Services	GSA/MOU/Others	Certified Unified Participating Agency Billing	HEALTH SERVICES	Housing and homelessness services	Justice-related services	Pregnancy-related support services	INTERNAL SERVICES [4]	Telecommunication Services	IT Services	Energy and Environmental Programs	SoCalREN-EES	eGIS Services	Fleet & Logistics	Maintenance & Operations	Ongoing Custodial Services	Ongoing Landscape services	Ongoing Pest Control	Program & Project Management	Special Services - As Needed (Events, Paint, Signage,	MENTAL HEALTH	Socialization Services [5]	Mental Hlth Eval & Co-Response Team w/Police [6]	Mental Health Evaluation Team & 1 FTE PSW [7]	PROBATION	Deputy Probation Officer Services	PUBLIC HEALTH	See Attachment I for Specific Services	PUBLIC LIBRARY [8]	Library Services	PUBLIC WORKS	See Attachment II for Specific Services	REGIONAL PLANNING	Planning & Zoning Services	REGISTRAR-RECORDER/COUNTY CLERK [9]	Document Transfer Tax Collection [12]	Real Property Index-View	Election Management System	Vital Records Data and Images	Release of Voter Signature Files	Access to YODA System [10]	SHERIFF'S DEPARTMENT	General Law Enforcement	Traffic Law Enforcement	Detective Services	Helicopter Programs	Special Occasions	TREASURER AND TAX COLLECTOR	Business License
Rosemead		▪								•											▪							▪					▪									▪		▪	▪						▪	▪	▪						▪		▪		▪		▪				▪							▪	▪	▪	▪ (red)	▪		
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San Fernando							▪	▪					▪						▪		▪	▪ (red)						▪							▪			▪ (red)	▪ (red)	▪ (red)		▪				▪	▪	▪	▪	▪	▪	▪	▪								▪		▪		▪				▪											▪		
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Torrance							▪	▪		•	•		▪								▪													▪	▪	▪		▪ (red)	▪ (red)	▪ (red)		▪	▪	▪	▪	▪	▪		▪	▪		▪	▪								▪				▪				▪											▪		
Vernon											•		▪						▪		▪							▪				▪			▪			▪ (red)		▪ (red)		▪					▪						▪			▪									▪				▪													
Walnut		▪					▪	▪					▪								▪							▪					▪					▪ (red)		▪ (red)		▪		▪	▪		▪					▪	▪								▪		▪		▪				▪							▪	▪	▪	▪	▪		
West Covina			▪				▪	▪					▪						▪		▪							▪							▪			▪ (red)		▪ (red)		▪		▪	▪	▪	▪		▪	▪	▪	▪	▪			▪					▪		▪		▪				▪										▪	▪		
West Hollywood		▪					▪	▪					▪								▪				▪ (red)			▪					▪					▪ (red)		▪ (red)		▪		▪	▪	▪	▪					▪	▪								▪		▪		▪				▪							▪	▪	▪	▪	▪		
Westlake Village		▪					▪	▪					▪								▪							▪					▪									▪		▪	▪	▪	▪						▪								▪		▪		▪				▪							▪	▪	▪		▪		▪
Whittier		▪					▪	▪					▪								▪							▪					▪					▪ (red)		▪ (red)		▪	▪	▪	▪	▪			▪	▪	▪	▪	▪								▪				▪				▪				▪ (red)							▪		
TOTAL		58	8	14	6		44	44		25	38		81		2	2		0	22		86	8		1	2	1		80	1	1		12	47	11	31	6		49	16	58		86	18	69	66	54	60	11	52	36	27	65	86		1	15	1		9		87		49		88		1		88	2	2	2	3	5		42	42	42	23	76		3

Notes: ▪ (red) A red dot indicates new services.

[1] The Department of Animal Care & Control (DACC) provides Limited Field Services to Commerce, Culver City, El Monte, Gardena, Hawthorne, Huntington Park, La Puente, Lancaster, Lawndale, Monterey Park, Palos Verdes Estates, Redondo Beach and Torrance; and Limited Sheltering to Culver City, Gardena, Hawthorne, La Puente, Lawndale, Redondo Beach and West Hollywood.

[2] The City of Los Angeles contracts with the Departments of Beaches & Harbors and Fire for maintenance and lifeguard services for four beaches located within the city through a Joint Powers Agreement (JPA) with the County.

[3] The Fire Department provides beach lifeguard services to the City of El Segundo through a contract with Chevron.

[4] The Internal Services Department (ISD) provides IT services (mainframe access) for the City of Los Angeles and the City of Long Beach. IT services (eGis services) are provided to the following cities: Arcadia, Hawthorne, Redondo Beach, Santa Monica and Torrance and radio telecommunications services (CWIRS) to all 88 cities. ISD Fleet section provides fuel to San Bernardino County's Public Works department and the City of La Puente for the LASD Sheriff Station. ISD provides Mail Services to the City Halls of the City of Los Angeles and the City of Long Beach. The ISD Operations Support unit rebuilt a vertical split case pump for the City of Glendale's Water and Power. The ISD Power Plant provides chilled water for the A/C unit and heat for the Santa Clarita Library. ISD also provides the Santa Clarita Library testing for the irrigation backflow.

[5] The Department of Mental Health (DMH) contracts with the City of Gardena to provide socialization services.

[6] DMH entered into a MOA with the Cities of Alhambra, Azusa, Bell, Bell Gardens, Covina, Culver City, Downey, Glendora, Huntington Park, Montebello, Monterey Park, Signal Hill, South Gate, Vernon, and West Covina police departments to develop mental health evaluation team and co-response models.

[7] DMH entered into a partnership through a Memorandum of Cooperative Agreement with the City of Burbank to develop a mental health evaluation team and one FTE psychiatric social worker for the provision of crisis mental health services.

[8] The LA County Library has an MOU established with four cities, including Diamond Bar, Malibu, Manhattan Beach, and West Hollywood. The dot indicates County Library services are provided to these cities.

[9] The Registrar-Recorder/County Clerk provides Document Transfer Tax Collection services to 88 cities in the County. It also provides election services to all cities through an approved City Council resolution and adopted by the Board of Supervisors.

[10] The Registrar-Recorder/County Clerk's Your Online Document Archive (YODA) is in-house electronic archive system.

[11] The Data Information Management System (DIMS) is a contracted-system that manages voter registration information.

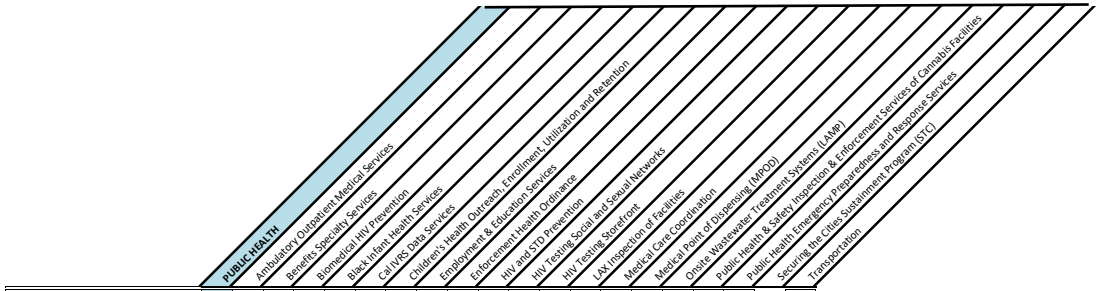
[12] A documentary transfer tax imposed in accordance with Revenue & Taxation Code sections 11911 through 11933. *Cities that have specific MOUs additional city codes to charge higher taxes so MOUs were developed to charge a per document fee for the additional processing.

Updated July 2024

Legislative Affairs & Intergovernmental Relations

ATTACHMENT I

	PUBLIC HEALTH	Ambulatory Outpatient Medical Services	Benefits Specialty Services	Biomedical HIV Prevention	Black Infant Health Services	Cal/VRS Data Services	Children's Health Outreach	Employment & Education Services	Enforcement Health Ordinance	HIV and STD Prevention	HIV Testing Social and Sexual Networks	HIV Testing Storefront	LAX Inspection of Facilities	Medical Care Coordination	Medical Point of Dispensing (MPOD)	Onsite Wastewater Treatment Systems (LAMP)	Public Health & Safety Inspection & Enforcement Services of Cannabis Facilities	Public Health Emergency Preparedness and Response Services	Securing the Cities Sustainment Program (STC)	Transportation
Agoura Hills									▪						▪	▪					
Alhambra									▪						▪						
Arcadia									▪						▪						
Artesia									▪												
Avalon									▪												
Azusa									▪												
Baldwin Park									▪												
Bell									▪						▪						
Bellflower									▪												
Bell Gardens									▪						▪						
Beverly Hills									▪						▪						
Bradbury									▪												
Burbank									▪												
Calabasas									▪												
Carson									▪						▪						
Cerritos									▪												
Claremont									▪												
Commerce									▪						▪						
Compton									▪												
Covina									▪												
Cudahy									▪												
Culver City									▪						▪						
Diamond Bar									▪												
Downey									▪						▪						
Duarte									▪							▪					
El Monte									▪												
El Segundo									▪												
Gardena									▪						▪						
Glendale									▪						▪						
Glendora									▪							▪					
Hawaiian Gardens									▪												
Hawthorne									▪												
Hermosa Beach									▪						▪						
Hidden Hills									▪							▪					
Huntington Park									▪												
Industry									▪												
Inglewood									▪						▪						
Irwindale									▪												
La Canada Flintridge									▪							▪					
La Habra Heights									▪							▪					
Lakewood									▪						▪						
La Mirada									▪												
Lancaster									▪												
La Puente									▪												
La Verne									▪												
Lawndale									▪												
Lomita									▪							▪					
Long Beach		▪	▪	▪		▪	▪			▪	▪			▪				▪			▪
Los Angeles									▪				▪		▪		▪	▪	▪		



Lynwood									•											
Malibu									•											
Manhattan Beach									•						•					
Maywood									•											
Monrovia									•						•					
Montebello									•											
Monterey Park									•											
Norwalk									•						•					
Palmdale									•							•				
Palos Verdes Estates									•							•				
Paramount									•											
Pasadena					•	•	•	•			•	•			•			•		
Pico Rivera									•						•					
Pomona									•						•					
Rancho Palos Verdes									•							•				
Redondo Beach									•											
Rolling Hills									•											
Rolling Hills Estates									•											
Rosemead									•											
San Dimas									•											
San Fernando									•						•					
San Gabriel									•											
San Marino									•											
Santa Clarita									•						•					
Santa Fe Springs									•											
Santa Monica									•						•					
Sierra Madre									•											
Signal Hill									•											
South El Monte									•						•					
South Gate									•											
South Pasadena									•											
Temple City									•											
Torrance									•						•					
Vernon																				
Walnut									•											
West Covina									•											
West Hollywood									•											
Westlake Village									•											
Whittier									•						•					
TOTAL		1	1	1	1	2	2	1	85	1	2	1	1	1	28	10	1	3	1	1

Notes: • A red dot indicates new services.

ATTACHMENT II

PUBLIC WORKS	Bridge Inspection and/or Maintenance	Building and Safety	Storm Drain Catch Basin Cleanout	Storm Drain Catch Basin Insert Maintenance	City Pump Station	Street Maintenance	Industrial Waste	Permit Issuance & Inspection (Transportation)	Consolidated Sewer Maintenance District	Safe Clean Water Program	Sewer Maintenance Contract	Street Lighting Maintenance District	Subdivision Maps: Final	Subdivision Maps: Tentative	Traffic Advisor	Traffic Operations Maintenance	Traffic Signal Maintenance	Traffic Signal Maint. - Shared Intersections	Underground Storage Tanks	Infrastructure Design and Construction	Traffic Monitoring
Agoura Hills	▪					▪		▪	▪		▪				▪	▪	▪	▪	▪		
Alhambra	▪								▪									▪	▪		
Arcadia	▪		▪						▪			▪					▪	▪	▪		
Artesia		▪				▪		▪	▪			▪						▪	▪		
Avalon																		▪	▪		
Azusa	▪								▪			▪					▪	▪	▪		
Baldwin Park	▪							▪	▪								▪	▪	▪		
Bell	▪								▪									▪	▪		
Bellflower	▪					▪		▪	▪									▪	▪		
Bell Gardens	▪					▪		▪	▪		▪	▪						▪	▪		
Beverly Hills						▪			▪								▪	▪	▪		
Bradbury	▪		▪	▪				▪	▪						▪			▪	▪		
Burbank	▪								▪			▪							▪		
Calabasas	▪					▪		▪	▪		▪						▪	▪	▪		
Carson	▪					▪	▪	▪	▪		▪	▪	▪		▪	▪	▪	▪	▪		▪
Cerritos	▪	▪				▪	▪		▪								▪	▪	▪		
Claremont	▪								▪									▪	▪		
Commerce	▪					▪	▪	▪	▪			▪	▪		▪		▪	▪	▪		
Compton	▪								▪						▪		▪	▪	▪		
Covina	▪		▪						▪			▪			▪	▪	▪	▪	▪		▪
Cudahy	▪					▪		▪	▪			▪						▪	▪		
Culver City	▪					▪			▪			▪						▪	▪		
Diamond Bar	▪		▪			▪		▪	▪		▪							▪	▪		
Downey	▪								▪									▪	▪		
Duarte			▪	▪		▪		▪	▪						▪	▪		▪	▪		▪
El Monte	▪						▪		▪									▪	▪		
El Segundo	▪						▪		▪			▪				▪	▪		▪		
Gardena	▪		▪			▪			▪			▪					▪	▪	▪		
Glendale	▪		▪						▪			▪					▪		▪		
Glendora	▪		▪					▪	▪			▪				▪	▪	▪	▪		
Hawaiian Gardens	▪		▪			▪		▪	▪								▪	▪	▪		
Hawthorne	▪								▪			▪				▪	▪	▪	▪		
Hermosa Beach									▪			▪					▪	▪	▪		
Hidden Hills								▪	▪						▪		▪	▪	▪		
Huntington Park	▪								▪			▪					▪	▪	▪		
Industry	▪	▪	▪	▪	▪	▪		▪	▪	▪				▪	▪	▪	▪	▪	▪	▪	▪
Inglewood									▪								▪	▪	▪		
Irwindale	▪	▪	▪				▪			▪	▪						▪	▪	▪		
La Canada Flintridge	▪	▪	▪	▪		▪	▪		▪	▪		▪			▪	▪	▪	▪	▪		
La Habra Heights	▪		▪						▪	▪						▪		▪	▪		
Lakewood	▪	▪					▪	▪	▪	▪			▪	▪	▪	▪	▪	▪	▪		
La Mirada	▪	▪	▪				▪	▪	▪	▪		▪	▪	▪	▪	▪	▪	▪	▪		
Lancaster	▪							▪								▪			▪		
La Puente	▪						▪			▪						▪		▪	▪		
La Verne	▪		▪				▪			▪									▪		
Lawndale		▪					▪	▪	▪	▪		▪	▪			▪	▪	▪	▪		
Lomita		▪					▪	▪	▪	▪		▪	▪	▪	▪				▪	▪	▪
Long Beach	▪							▪		▪							▪		▪		
Los Angeles										▪							▪		▪		

PUBLIC WORKS	Bridge Inspection and/or Maintenance	Building and Safety	Storm Drain Catch Basin Cleanout	Storm Drain Catch Basin Insert Maintenance	City Pump Station	Street Maintenance	Industrial Waste	Permit Issuance & Inspection (Transportation)	Consolidated Sewer Maintenance District	Safe, Clean Water Program	Sewer Maintenance Contract	Street Lighting Maintenance District	Subdivision Maps: Final	Subdivision Maps: Tentative	Traffic Advisor	Traffic Operations Maintenance	Traffic Signal Maintenance	Traffic Signal Maint. - Shared Intersections	Underground Storage Tanks	Infrastructure Design and Construction	Traffic Monitoring
Lynwood	▪								▪		▪					▪	▪	▪			
Malibu	▪							▪	▪		▪						▪	▪			
Manhattan Beach									▪			▪				▪		▪	▪	▪	▪
Maywood	▪								▪	▪							▪	▪			
Monrovia	▪		▪						▪							▪	▪	▪	▪		
Montebello	▪								▪	▪		▪			▪		▪	▪	▪		
Monterey Park	▪						▪		▪		▪						▪	▪	▪		
Norwalk	▪						▪		▪									▪	▪		
Palmdale	▪							▪							▪			▪	▪		
Palos Verdes Estates	▪							▪	▪			▪						▪	▪		
Paramount	▪						▪	▪	▪	▪		▪						▪	▪		
Pasadena	▪		▪						▪			▪					▪		▪		
Pico Rivera	▪						▪	▪	▪	▪		▪					▪	▪	▪	▪	
Pomona	▪									▪								▪	▪		
Rancho Palos Verdes							▪		▪	▪								▪	▪		
Redondo Beach	▪									▪		▪			▪	▪	▪	▪	▪		
Rolling Hills	▪	▪						▪	▪			▪	▪					▪	▪		
Rolling Hills Estates				▪		▪	▪		▪	▪		▪			▪			▪	▪		
Rosemead	▪			▪	▪		▪		▪	▪							▪	▪	▪		
San Dimas	▪						▪	▪	▪	▪		▪					▪	▪	▪		
San Fernando	▪						▪			▪									▪		
San Gabriel	▪									▪		▪					▪	▪	▪	▪	▪
San Marino	▪		▪							▪		▪					▪	▪	▪		
Santa Clarita	▪						▪		▪	▪						▪	▪	▪	▪		
Santa Fe Springs	▪	▪						▪	▪	▪		▪					▪		▪		
Santa Monica	▪									▪		▪							▪		
Sierra Madre	▪									▪		▪							▪		
Signal Hill								▪		▪		▪						▪	▪		
South El Monte			▪						▪	▪		▪						▪	▪		
South Gate	▪							▪		▪		▪					▪	▪	▪		
South Pasadena	▪		▪	▪						▪		▪						▪	▪		
Temple City	▪		▪			▪	▪		▪	▪						▪	▪	▪	▪		
Torrance	▪									▪		▪					▪		▪		
Vernon	▪									▪		▪							▪		
Walnut	▪		▪			▪	▪	▪	▪	▪		▪			▪	▪	▪	▪	▪		
West Covina	▪		▪					▪		▪						▪	▪	▪	▪		
West Hollywood			▪				▪			▪	▪		▪			▪		▪	▪		
Westlake Village	▪	▪		▪			▪		▪	▪					▪	▪		▪	▪		
Whittier	▪									▪		▪					▪	▪	▪		
TOTAL	72	12	24	8	2	5	37	21	37	85	4	16	42	6	4	21	21	49	76	88	9

Notes: ▪ A red dot indicates new services.

AGENDA ITEM NO. 5

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 6, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: CONSIDERATION OF THE GENERAL PLAN ANNUAL PROGRESS REPORT FOR 2024

RECOMMENDATION:

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

BACKGROUND:

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

Per California Government Code section 65400, all municipalities are required to provide the Governor's Office of Planning & Research (OPR) and the Department of Housing and Community Development (HCD) with separate General Plan and Housing Element annual progress reports every April. HCD provided an extension through May 15, 2025 for submission of the 2024 Housing Element annual progress report for impacted local governments within the Southern California Association of Governments (SCAG) region covering Los Angeles, Imperial, Riverside, San Bernardino, Orange, and Ventura Counties due to the fires that occurred earlier this year.

The General Plan annual progress report submitted to OPR outlines the status of the City's General Plan and progress in its implementation over the previous year's 12-month reporting period. The Housing Element is the only element that has a statutory requirement to be updated periodically. While the General Plan Update is typically managed by the Planning Division, the required elements also include policies for other Divisions/Departments, including Engineering (Circulation), Community Services (Open Space), Community and Economic Development (Housing), Fire, Police and Public Services (Safety). California Government Code section 65400 also requires an annual report be given to the legislative body regarding the status of implementing the goals of the General Plan. This report also covers the efforts made during the last year in implementing the programs of the Housing Element as well as actual building permit activity. The last Annual Report was reviewed by the City Council on April 2, 2024, reviewing the policies and actions taken in 2023. The current Annual Report provides information on policies and actions for 2024. This report will allow the City Council and community to evaluate General Plan policies and actions, as well as provide information on the Housing Element during the 2021-2029 period (6th cycle). The City is currently working with HCD to obtain certification of the Housing Element.

The City's Housing Element certification is pending the adoption of Ordinance No. 2525, which was adopted by the City Council on March 18, 2025. The adopted Ordinance was sent to HCD for confirmation.

DISCUSSION:

In the "Our Well Planned Community" chapter of the West Covina General Plan, estimates are provided for the amount of development in the City over the 20-year horizon of the General Plan. Projected growth is divided geographically, with the majority being in the Downtown district. In addition to the Downtown, the General Plan also identifies other areas in the City where growth can be accommodated. These areas are divided into three categories; districts, corridors, and neighborhood centers. Downtown is included in the Districts category. The Development Chart is included as Attachment No. 1. The chart also includes the forecasted development identified in the General Plan and the cumulative number of units and/or square footage constructed in 2024. Units and square footage constructed are reported based on the issuance of building permits, rather than certificates of occupancy to be consistent with the Housing Element reporting. This allows staff to reliably and regularly track actual development against the amount of development that was studied in the Program Environmental Impact Report (EIR) and in the General Plan. During 2024, no building permits were "finaled" for new commercial buildings in the specified areas (several permits were issued and "finaled" throughout the year for tenant improvements and minor additions, but none were for new construction).

However, the City has issued building permits for the following major project:

- Toyota Dealership at 204 N. Citrus Avenue (13,130-square-foot expansion and associated tenant improvements - permits were issued and "finaled" in 2024).

GENERAL PLAN POLICIES AND STATUS

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

- Ongoing - actions with no definitive end date
- In Progress - have been initiated but not yet completed
- Completed - have been implemented
- Not Initiated - have not been started

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

HOUSING ELEMENT

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

One of the most important aspects of the Housing Element is the requirement to plan for growth for the number and type of housing units required by the Regional Housing Needs Assessment (RHNA). The State determines the number of housing units needed in the State, then divides that total number up among regions. The Southern California region is addressed through the Southern California Association of Governments (SCAG). The number of units assigned to West Covina for the 6th Cycle was 5,346 housing units across all income categories (very low income = 1,653, low income = 850, moderate income = 865 and above moderate income = 1,978). The requirement of the City is to provide information that the zoning in the City allows for at least that many housing units to be constructed. This information

is provided in the adopted Housing Element and is part of HCD's evaluation prior to certifying a Housing Element.

Staff has completed the required HCD forms to report on the new housing construction activity and the progress on the programs included in the Housing Element. This Housing Element term is from 2021 to 2029. This information is provided in Attachment No. 3. In 2024, building permits were issued for 95 new housing units (all accessory dwelling units). This increases the number of units issued permits this term to 581 units. Staff is counting approximately 60% of accessory dwelling units towards the very low, low, and moderate income categories as allowed by the SCAG Regional Accessory Dwelling Unit Affordability Analysis.

LEGAL REVIEW:

The City Attorney's Office has reviewed this report.

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

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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.

Attachments

Attachment No. 1 - Development Chart

Attachment No. 2 - Policy Chart

Attachment No. 3 - Annual Progress Report (Housing)

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

ATTACHMENT NO. 1

As of 12/31/24

DEVELOPMENT CHART

		Previous Total	2024	Cumulative to Date
Districts	**Downtown**			
	Residential	138	0	106
	Retail	5,700	0	5,700
	Office	0	0	0
	Hotel	0	0	0
	Eastland			
	Residential	0	0	0
	Retail	2,925	0	2,925
	Office	0	0	0
	Hotel	0	0	0
	Autoplaza			
	Residential	0	0	0
	Retail	0	0	0
	Office	0	0	0
	Hotel	0	0	0
	BKK			
	Residential	0	0	0
	Retail	0	0	0
	Office	0	0	0
	Hotel	0	0	0

As of 12/31/24

		Previous Total	2024	Cumulative to Date
Corridors	**North Azusa**			
	Residential	158	0	158
	Retail	0	0	0
	Office	0	0	0
	Hotel	0	0	0
	South Glendora			
	Residential	1	0	1
	Retail	0	0	1,850
	Office	0	0	0
	Hotel	0	0	0
	Sunset			
	Residential	0	0	0
	Retail	0	0	0
	Office	117,769	0	117,769
	Hotel	0	0	0

		Previous Total	2024	Cumulative to Date
Neighborhood Centers & Other Areas	**Puente Ave**			
	Residential	0	0	0
	Retail	0	0	0
	Office	0	0	0
	Hotel	0	0	0
	Aroma Drive			
	Residential	0	0	0
	Retail	0	0	0
	Office	0	0	0
	Hotel	0	0	0
	Amar Road			
	Residential	0	0	0
	Retail	0	0	0
	Office	0	0	0
	Hotel	0	0	0
	Nogales Street			
	Residential	0	0	0
	Retail	0	0	0
	Office	0	0	0
	Hotel	0	0	0

POLICY CHART

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

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

	Section	Time Frame	Implementer	Status
A2.3a	Invest in infrastructure and improve the public realm.	Short-Term	CED/Planning/PW/CS	**Ongoing**
A2.3b	Support catalytic development.	Short-Term	PW/Planning/CED	**Ongoing**
P2.4	**Build on and grow West Covina's regional appeal.**			
A2.4	Improve connections between the three downtown neighborhoods.	Short-Term	PW/Planning	**Not Initiated**
P2.5	**Encourage transformative development in the triangle bounded by Glendora Avenue, Vincent Avenue, and Interstate 10.**			
A2.5a	Support revitalization of Glendora Avenue retail.	Immediate	CED	**Ongoing**
A2.5b	Brand the area as "West Covina's Main Street."			**Not Initiated**
P2.6	**Create a diversity of housing options.**			
A2.6a	Support higher-intensity and high-quality multifamily development in the downtown.	Ongoing	Planning/CED	**Ongoing**
A2.6b	Explore opportunities for affordable senior housing.			**Ongoing**
	Our Prosperous Community - C. Nurture Local Businesses and Attract Non-Retail Jobs			
P2.7	**Target employment based uses to downtown.**			
A2.7a	Explore health/medical campus opportunities	Short-Term	CED/Hospital	**Ongoing**
A2.7b	Attract educational institution.	Long-Term	CED	**Ongoing**
A2.7c	Attract corporate headquarters.	Ongoing	CED	**Ongoing**
P2.8	**Build economic development capacity.**			
A2.8a	Strengthen and continue to support in-house Economic Development Department.	Ongoing	CED	**Ongoing**
A2.8b	Consider establishing an Economic Development Corporation (EDC).	Short-Term	CED	**Not Initiated**
A2.8c	Establish a Business Improvement District (BID).	Mid-Term	Business Owners/CED	**Ongoing**
P2.9	**Support local businesses.**			
A2.9a	Provide incentives to encourage business/land owners to renovate and strengthen their businesses	Ongoing	CED	**Ongoing**
A2.9b	Brand and market West Covina	Immediate	CED	**Ongoing**
P2.10	**Update Economic Development Strategy periodically.**			
A2.10a	Develop economic development strategy.	Ongoing	CED	**Ongoing**
A2.10b	Update economic development strategy every five years.	Immediate	CED	**Not Initiated**
	Our Well-Planned Community			
P3.1	**Preserve existing housing stock.**			
A 3.1	Incorporate standards in the development code to preserve the existing form and character of stable residential areas and prevent encroachment of incompatible land uses and intensity.	Short-Term	Planning	**Ongoing**
P3.2	**Support vibrant, economically strong neighborhoods through education and enforce-ment of property maintenance regulations.**			
A3.2	Establish incentives to upgrade the appearance of poorly maintained or otherwise unattractive sites, and enforce existing land maintenance regulations.	Short-Term	Planning/Public Safety	**Ongoing**
P3.3	**New growth will complete, enhance, and reinforce the form and character of the unique West Covina neighborhoods, districts, and corridors.**			
A3.3	Adjust regulations for the neighborhoods, districts and corridors to reflect the nature of intended change.	Short-Term	Planning	**In Progress**

	Section	Time Frame	Implementer	Status
P3.4	**Direct new growth to downtown area and the corridors. Adapt economically underused and blighted buildings, consistent with the character of surrounding districts and neigh-borhoods, to support new uses that can be more successful. Provide opportunities for healthy living, commerce, employment, rec-reation, education, culture, entertainment, civic engagement, and socializing.**			
A3.4	· Adopt form-based codes for the Down-town area and Corridors that:	Short-Term	Planning	**Completed**
	· Utilize clear development requirements tailored to the community's vision;			**Ongoing**
	· Increase land use choices and encourage community vitality;			**Completed**
	· Foster a rich public realm, with engaging private frontages, complete streets, and access to a range of open spaces;			**Ongoing**
	· Insist on the highest standards of quality in architecture, landscaping, and urban design; and access to a range of open spaces			**Ongoing**
	• Offer predictable streamlined development review process and produce predictable outcomes.			**Ongoing**
P3.5	**Support the growth of Queen of the Valley Hospital while developing a unifying vision and code for Sunset Avenue.**			
A3.5	Partner with Queen of the Valley hospital to develop a Corridor Plan and Development Code for Sunset Avenue that accommodates future hospital growth in a contextual manner with enhancements to Sunset Avenue Corridor.	Short-Term	Planning/QVH	**Ongoing**
P3.6	**Reduce West Covina's production of green-house gas emissions and contribution to climate change, and adapt to the effects of climate change.**			
A3.6	Key land use adaptation strategies to reduce greenhouse gas emissions are:	Ongoing	Planning/PS	
	· Promoting transit-oriented infill development, and			**Ongoing**
	· Providing incentives for high-performance building and infrastructure			**Not Initiated**
	Our Accessible Community			
P4.1	**Coordinate and integrate land use, economic and transportation planning policies.**			
A 4.1	Adopt a new land-use oriented system of street classifications as described in the City-wide Thoroughfare Plan.	Immediate	Planning/PW/ Engineering	**Not Initiated**
P4.2	**Accommodate multimodal mobility, acces-sibility and safety needs when planning, designing, and implementing transportation improvements, improving access and circulation for all users of City streets.**			
A4.2a	Adopt and apply transportation system performance metrics as described in the Thoroughfares Plan.	Immediate	Planning/PW/ Engineering	**Not Initiated**
A4.2b	Review capital improvement projects to ensure that needs of non-motorized travelers are considered in planning, programming, design, reconstruction, retrofit, maintenance, construction, operations, and project development.	Ongoing		**Ongoing**
A4.2c	Accommodate the needs of all travelers through a Complete Streets approach to designing new transportation improvements. Complete streets are roadways designed to facilitate safe, comfortable, and efficient travel for all roadway users.	Ongoing		**Ongoing**

	Section	Time Frame	Implementer	Status
P4.3	**Establish protection of human life and health as the highest transportation system priorities, and seek to improve safety through the design and maintenance of streets, sidewalks, intersections and crosswalks.**			
A4.3a	Develop and implement an enforcement program to encourage safe behavior and to reduce aggressive and/or negligent behavior among drivers, bicyclists and pedestrians.	Short-Term	PD	**Not Initiated**
A4.3b	Annually review collision data, including causes, to implement ongoing improvements at the highest-risk intersections and throughput the transportation network	Ongoing	Engineering/PD	**Ongoing**
P4.4	**Allocate street space equitably among all modes.**			
A4.4a	Ensure that pedestrians, bicyclists, transit vehicles and automobiles each have space in the right-of-way that is consistent with the street's designated mobility function and land use context per street typologies and modal-priority overlays as defined in the Thoroughfares Plan.	Short-Term	Engineering	**Not Initiated**
A 4.4b	Adopt the National Association of City Trans-portation Officials (NACTO) Urban Street Design Guide and Urban Bikeway Design Guide as a supplement to the California Manual for Uniform Traffic Control Devices.			**Not Initiated**
P4.5	**Work to eliminate barriers to pedestrian and bicycle travel.**			
A4.5a	Identify gaps in the pedestrian and bicycle facilities networks and define priorities for eliminating these gaps by making needed improvements.	Short-Term	Engineering	**Ongoing**
A4.5b	Require the construction of pedestrian and bicycle facilities and amenities, where warranted, as a condition of approval of new development projects.	Ongoing	Engineering/Planning	**Ongoing**
A4.5c	Accompany installation of new bicycle facilities with educational programs for motorists, bicyclists, and pedestrians — particularly children.	Short-Term	PD	**Not Initiated**
A4.5d	Work with owners of vacant properties adjacent to public walkways to identify beautification opportunities and implement improvements such as landscaping, fencing and/or art installations.	Short-Term	Planning/CED	**Not Initiated**
A4.5e	Develop Pedestrian and Bicycle Master Plans identifying community priorities, designing improvements at a conceptual level, and identifying potential funding sources.	Short-Term	Engineering	**Completed**
A4.5f	Consider implementation of a bikeshare program.	Mid-Term	Engineering	**Not Initiated**
A 4.5g	Develop a pedestrian and bicycle path along Walnut Creek Wash between Glendora and Sunset. A pedestrian and bicycle path is recommended to take the place of the existing service vehicle access road on the north side of the Wash in the Downtown area, con-necting to the existing segment to the east, between Glendora and Azusa. The existing segment might also be improved using new signs and other wayfinding strategies and enhanced lighting for greater security.	Immediate	PW/Engineering	**Not Initiated**

	Section	Time Frame	Implementer	Status
A4.5h	Explore opportunities for a "shared street" on Toluca Avenue. In the near term, no changes are recommended to this street. However, over the longer term it might be reconfigured as part of redevelopment of adjacent parcels. One option, given the street's relatively short length and role as a way access to adjacent parcels, rather than as an important element of the larger street network, would be a shared street or "woonerf" configuration in which curbs are eliminated and the roadway is shared by all users, including pedestrians. Such designs are appropriate for low-speed environments, are proven to be safe if properly located and designed, and can greatly contribute to the urban design character of a street by branding it as unique, providing additional opportunities for placemaking and greatly improving walkability.	Mid-Term	Planning/PW/ Engineering	**Not Initiated**
P4.6	**Work with transit providers to develop high-quality facilities for transit users, including access facilities.**			
A4.6a	Explore a free or discount fare zone for transit Downtown. Existing transit service within the Downtown segment of West Covina Parkway is relatively frequent, especially during peak periods. However, existing fare policy limits the use of this service for short trips, including trips within West Covina or within the Downtown area. Notably, Foothill Transit's frequent Silver Streak service charges a $2.45 cash fare. While the City of West Covina does not set fare policy for Foothill Transit, it could work with the operator to explore options for facilitating such trips in support of new planned development.	Short-Term	CS/Foothill Transit	**Completed**
A 4.6b	Work with Foothill Transit to formalize parking for park-and-ride patrons. Similarly, the City could work with Foothill Transit and property owners to explore options for a transit com-muter parking lot or structure, either shared or dedicated. This could serve to improve access to the proposed West Covina Parkway Transit Mall, if it were built, while discouraging illegal "hide-and-ride" parking in restricted lots. Foothill staff have expressed interest in development of a parking structure for patrons in this area, potentially with a transit store and retail uses on the ground floor.	Short-Term	CED/Foothill Transit/Plaza WC	**In Progress**
A4.6c	Explore changes to Go West routes. Go West service could be improved by modifying routes and layover/recovery policy to allow for a regular, easy-to-remember "clockface" headway or frequency of every 60 minutes on the Red and Blue Lines. Currently, Red Line headway is 56 minutes, while Blue Line headway is 65 minutes. The Blue Line route may have to be shortened slightly, or other measures taken to reduce running time.	Short-Term	CS	**Completed**

	Section	Time Frame	Implementer	Status
A4.6d	Implement bus-only lanes and high-quality bus stops on West Covina Parkway between Sunset and Vincent. The segment of West Covina consists of two general-purpose lanes in each direction, plus left-turn lanes alternating with landscaped medians. Average Daily Traffic is in the 15,000 to 17,000 range, well below the maximum that can be accommo-dated in a single general-purpose lane each way, plus left-turn lanes. Transit volumes are up to 20 vehicles per hour, per direction. This level of transit service and a single lane of traffic can accommodate roughly the same number of trips. To improve reliability for the thousands of daily passengers aboard these buses and to enhance the visibility of existing transit service, the curbside general-purpose lanes should be converted to transit-only lanes. Private vehicles could continue to legally use the lanes to turn right at intersections or curb cuts, maintaining throughput in the general-purpose lanes. As part of this change, the existing 13-foot general-purpose lanes should be narrowed slightly, to pro-vide a traffic-calming effect (while still easily accommodating large trucks). The City and Foothill Transit should partner to improve the existing Silver Streak stops at California using expanded shelters, real-time arrival informa-tion displays, informational kiosks and other amenities for passengers.	Short-Term	Foothill Transit/PS/Planning	**Not Initiated**
P4.7	**Increase the efficiency, cost-effectiveness and utility of existing parking and road supply by managing demand.**			
A4.7a	Revise the municipal parking code as described in a following section of this document.	Short-Term	Planning	**Completed**
A4.7b	Improve intersections as needed to comply with performance metrics.	Short-Term	PW/Engineering	**Ongoing**
A4.7c	Partner with Caltrans to address transportation issues near the interface between State facilities and City streets.	Short-Term	Engineering/CalTrans	**Ongoing**
P4.8	**Implement "green" streetscape elements for purposes of beautification, carbon reduction and stormwater runoff management.**			
A4.8	As part of the green infrastructure plan, develop a strategy to increase the tree canopy along existing arterial streets by 25 percent.	Short-Term	PW	**Not Initiated**
P4.9	**Take into account the special mobility needs of aging populations.**			
A4.9	To complement the City's Safe Routes to School program, develop a Safe Routes for Seniors program. This program should address pedestrian conditions including pedestrian access to transit. It should be based on the senior community's identified needs, priorities and barriers to safe nonmo-torized travel. The program should include an educational component, capital improvement program, and mobility and safety training program. Senior centers and organizations should be partners in both development and implementation.	Short-Term	Engineering	**Not Initiated**
P4.10	**Improve mobility and accessibility for travelers of all incomes through a process of equitable public engagement, service delivery and capital investment.**			
A4.10a	Identify low-income and transit-dependent communities, and implement pedestrian, bicycle and transit-related improvements in these communities.	Short-Term	Planning/PS	**In Progress**
A4.10b	Improve multimodal access to schools, senior centers, social service agencies, civic institutions and other destinations used by low-income and other segments of the community.			**Completed**
P4.11	**To ensure that the City is prepared for future changes in transportation technologies and preferred modes of travel, seek to incorporate emerging mobility options such as Transportation Network Companies (TNC) and autonomous vehicles into planning and other efforts.**			

	Section	Time Frame	Implementer	Status
A411a	Understanding that increased adoption of TNCs and future introduction of autonomous vehicles may reduce parking needs, seek to limit the scale of investments in expensive parking infrastructure (parking structures). Consider investing instead in surface parking lots and on-street spaces that can be more easily repurposed for other needs.	Ongoing	Planning/PS	**Ongoing**
A4.11b	Consider ways to facilitate use of TNCs and taxis by considering their infrastructure in new development, for example by requiring TNC/ taxi loading zones in large developments.			**Not Initiated**
A4.11c	Seek out opportunities to partner with private transportation providers, for example by distributing information on local travel options on digital platforms, by providing subsidized TNC/taxi trips in lieu of fixed-route transit service, or by sharing travel data.			**Not Initiated**
P4.12	**Work to develop a safer transportation system.**			
A4.12a	Encourage development and application of strategies and actions pertaining to response and prevention of security incidents on the local and regional transportation system through improved system monitoring, rapid recovery planning,and coordination with other security agencies.	Ongoing	Engineering/Foothill Transit	**Ongoing**
A4.12b	Use SCAG GIS data to develop emergency planning and response strategies for the transportation system.	Ongoing	Engineering	**Not Initiated**
P4.13	**Synchronize traffic signals and develop operational enhancements at the I-10 Freeway interchanges to reduce traffic congestion.**			
A4.13	The City of West Covina shall seek congestion management and other available grant funding opportunities to synchronize traffic signals and develop operational enhancements at the I-10 Freeway interchanges.	Short-Term	Engineering	**Ongoing**
	Our Resilient Community - A. Circulation			
P5.1	**Promote fine-grained network of complete streets in new and redevelopment projects.**			
A5.1	Adjust development regulations and review processes to require new development and redevelopment projects to provide a fine-grained, interconnected, multimodal transportation network with a balance of motor vehicle, pedestrian, bike, and transit amenities	Short-Term	Planning/Engineering	**Ongoing**
	Our Resilient Community - B. Land Use			
P5.2	**Allocate land uses based primarily on the control of physical form, intensity, and arrangement of buildings, landscapes, and public spaces that enable land and building functions to adapt to economic, environ-mental, energy, and social changes over time.**			
A5.2	Adopt form-based codes for downtown and corridors and require applicants to comply with the standards	Short-Term	Planning	**Completed**
	Our Resilient Community - C. Public Realm			
P5.3	**Parks and other public open spaces will be connected to, informed by, and responsive to the context. Natural and landscaped parcels should also be configured for place-making and food production. Streets shall be multifunctional, multimodal, and-spatially enclosed by buildings and trees.**			
A5.3	Adjust development regulations and review processes to incorporate pedestrian scale place-making in the design of streets and open spaces.	Short-Term	Planning	**Ongoing**
	Our Resilient Community - D. Building and Landscape Form			

	Section	Time Frame	Implementer	Status
P5.4	**Buildings, lots, and blocks primarily scaled around the pedestrian and transit, creating a human-scaled spatial enclosure. Buildings should be informed by surrounding physical context, the adjacent landscapes, structures, local conditions, building traditions, and the microclimate.**			
A5.4	Adjust development regulations and review processes to require assessment and appropriate response to local context.	Short-Term	Planning	**Completed**
	Our Resilient Community - E. Transportation			
P5.5	**Implement a Complete Streets Policy for the city to ensure that the right of way will provide safe access for all users.**			
A5.5	Publish a Complete Streets Manual that provides engineering and design guidelines for different street typologies to better accommodate a mix of modes, including cars, public transportation, cyclists, and pedestrians; apply the standards in the manual to projects whenever possible.	Short-Term	PS/Engineering	**Not Initiated**
	Our Resilient Community - F. Energy			
P5.6	**Continue existing beneficial energy conservation programs, including adhering to the California Energy Code in new construction & major renovations.**			
A5.6a	Adjust development regulations and review processes to incorporate to require assessment and appropriate response to local context.	Short-Term	Engineering/Building	**Completed**
A5.6b	Apply for grant funds to purchase electric vehicles & install charging stations through one of the South Coast Air Quality Management District funding programs.	Ongoing		**Ongoing**
A5.6c	As the economy recovers and funding becomes available (through grants or bond proceeds), the City should explore energy efficiency projects such as installing solar panels for City facilities & retrofitting existing street lights.	Short-Term		**Completed**
A5.6d	Consider providing an incentive program for new buildings that exceed California Energy Code requirements by 15%.	Short-Term		**Not Initiated**
A5.6e	Provide on-going education of homeowners & businesses as to the value of energy efficiency & the need to upgrade existing structures on the regular basis.	Ongoing		**Ongoing**
	Our Resilient Community - G. Water			
P5.7	**Manage & develop safe, reliable, economical water supply for existing & planned new customers.**			
A5.7a	Reduce demand through water conservation techniques.	Ongoing	PW	**Ongoing**
A5.7b	Partner with the 8 water districts to forecast demand & determine appropriate facility needs.	Ongoing	PW/Water Agencies	**Not Initiated**
A5.7c	Set conditions of approval for each new development to ensure adequate water supply prior to occupancy.	Ongoing	Building/Engineering/ Planning	**Ongoing**
	Our Resilient Community - H. Sewer			
P5.8	**Ensure provision of adequate sewer system capacities to serve existing & planned development.**			
A5.8a	Preventing rain water from getting into sewer system.	Ongoing	PW/Engineering	**Ongoing**
A5.8b	Preserve the longevity & sound condition through evaluation & maintenance of the sewer infrastructure.			**Ongoing**
A5.8c	Pursue construction of new or replacement sewer lines consistent with the City's Sewer System Management Plan.			**Ongoing**

	Section	Time Frame	Implementer	Status
A5.8d	Pursue enlargement or extension of the sewage collection system where necessary to serve new development, with the capital costs & benefits allocated equitably & fairly between the existing users & new users.			**Ongoing**
	Our Resilient Community - I. Solid Waste			
P5.9	**Provide adequate facilities & services for the collection, transfer, recycling, & disposal of refuse.**			
A5.9	Continue to collaborate with users & service partners to identify & support programs & new techniques of solid waste disposal, such as: · recycling, · composting, · waste to energy technology, & · waste separation, to reduce the volume & toxicity of solid wastes that must be sent to landfill facilities.	Ongoing	PS	**Ongoing**
	Our Resilient Community - I. Food Production			
P5.10	**Consider incorporating community gardens as part of city parks and recreation planning, and work with local schools Hurst Ranch, and Queen of the Valley Hospital to facilitate the development, administration and operation of additional community gardens throughout the city.**			
A5.10a	Develop incentives to encourage community gardens.	Short-Term	Planning	**Not Initiated**
A5.10b	Identify eligible parcels and pursue partnerships with property owners to build community gardens.			**Not Initiated**
A5.10c	Amend Zoning Ordinances to allow Community Gardens throughout the City.			**Completed**
	Our Healthy and Safe Community - A. Active Living			
P6.1	**Promote and support transportation decisions that reduce driving and increase rates of transit use, walking, and biking.**			
A 6.1a	Review and revise street standards to promote walking, transit use, and biking.	Short-Term	PW/Engineering/ Planning	**Ongoing**
A6.1b	The development review bodies should consider active living as a development criteria and encourage: ● Where practical, locating the building near transit and a diverse mix of uses; ● Siting the building to encourage walking; and ● Securing bicycle parking, and where feasible, other cycling friendly facilities such as showers/lockers	Short-Term	Planning	**Ongoing**
P6.2	**New and renovated buildings should be designed and constructed to improve the health of the residents, workers, and visitors**	Ongoing	Ongoing	**Ongoing**
A6.2	Encourage the use of stairs between floors by designing internal staircases to be visually prominent and attractive.	Ongoing	Planning	**Ongoing**
P6.3	**Support and partner with health providers to offer active living activities and events.**			
A6.3a	Partner with Lighten UP SGV to promote health classes and events.	Short-Term	LU-SGV/CS/West Covina Health	**Ongoing**

	Section	Time Frame	Implementer	Status
A6.3b	Support health fairs with information, health care screenings and services, and activities celebrating active living. The event should be sponsored by a range of health service partners. The health fair should have a strong focus on active living, healthy eating, and mental health.	Ongoing	Health Service Partners/West Covina Health	**Ongoing**
P6.4	**Implement a Complete Streets Policy for the city to ensure that the right of way will provide safe access for all users.**			
A6.4	Publish a Complete Streets Manual that provides engineering and design guidelines for different street typologies to better accom-modate a mix of modes, including cars, public transportation, cyclists, and pedestrians; apply the standards in the manual to projects whenever possible.	Short-Term	Engineering/Planning	**Not Initiated**
P6.5	**Seek to increase its amounts of parks and trails to support physical activity and reduce the incidence of chronic illness.**			
A 6.5	Continue to work with the local school districts to maintain and expand after school use of school facilities for playing fields, park spaces, and other activities.	Ongoing	CS/School Districts	**Not Initiated**
P6.6	**Improve bike and pedestrian safety for all ages.**			
A6.6a	Monitor and improve areas with a high incidence of pedestrian/vehicle and bicycle/vehicle collisions.	Ongoing	PD/PS	**Ongoing**
A6.6b	Partner with the local school districts to prioritize safety and roadway improvements around schools that encourage walking and biking to school.	Short-Term	Engineering/PW/School Districts	**In Progress**
	Our Healthy and Safe Community - B. Mental Health and Social Capital			
P6.7	**Preserve and strengthen social capital by supporting formal and informal social net-works in the community.**			
A 6.7	Increase access to safe, comfortable, and interesting public spaces.	Short-Term	Planning/PW	**Ongoing**
P6.8	**Increase rates of participation at community events such as adult education, senior activities, family-oriented programs, and youth activities.**			
A6.8	Increase the marketing of existing programs and events and add new programs and events to reduce the risk of social isolation.	Short-Term	CS/School Districts	**Ongoing**
P6.9	**Increase awareness about how to prevent mental illness and promote mental health.**			
A6.9	Partner with health care providers, caregivers, schools, senior center to increase access to mental health information and resources.	Short-Term	CS/Health Care Providers/School District/ West Covina Health	**Ongoing**
	Our Healthy and Safe Community - C. Healthy and Nutritious Food			
P6.10	**Increase access to health-promoting foods and beverages in West Covina.**			
A6.10a	Form partnerships with organizations such as health care facilities, schools, Hurst Ranch, Plaza West Covina, and food banks to encourage healthy foods and beverages.	Short-Term	Health Care Providers/School Districts/Plaza West Covina/Food Banks	**Ongoing**
A6.10b	Discourage the sale of less healthy foods and beverages within local government facilities, recreational areas, and near public or private schools, or at sports events.			**Ongoing**
A6.10c	Encourage property owners to make use of vacant properties as community gardens	Ongoing	Planning	**Not Initiated**
	Our Healthy and Safe Community - D. Police			
P6.11	**Provide community safety through enhanced police services.**			
	Increase public access to police services by:			

	Section	Time Frame	Implementer	Status
A 6.11a	• increasing police staffing to coincide with increasing population, development, and call for services;	Short-Term	PD	**Ongoing**
	• require the funding of new services from fees or assessments from new development.			**Completed**
A6.11b	Add bike patrol in Downtown area to prevent, intervene, and enforce activities while allowing personalized police contacts that enhance the relationship between the police depart-ment and the people it serves.	Ongoing	PD	**Completed**
A6.11c	Continue to support and expand the Neighborhood Watch program.	Ongoing	PD	**Ongoing**
A6.11d	Co-habit with the Fire Department a future public service center to increase the presence and services in the Downtown area.	Long-Term	PD/FD/Planning/ Engineering	**In Progress**
A6.11e	Provide education about specific safety concerns such as property crimes and auto-theft.	Ongoing	PD	**Ongoing**
P6.12	**Address safety during development review process.**			
A 6.12a	Incorporate Crime Prevention Through Environmental Design (CPTED) principles and best practices into zoning ordinances and development review processes for new development and major rehabilitation.	Immediate	Planning/PD	**Ongoing**
A6.12b	Develop an ordinance that restricts the location and concentration of liquor stores within 500 feet of schools and parks. Include an incentive program to facilitate the transition of liquor stores to food markets and local grocery stores.	Short-Term	Planning/PD	**Completed**
	Our Healthy and Safe Community - E. Fire			
P6.13	**Optimize firefighting and emergency response capabilities.**			
A 6.13a	Resolve extended response time problems by:	Immediate	FD	
	• increasing police staffing to coincide with increasing population, development, and call for services;			**Ongoing**
	• require the funding of new services from fees or assessments from new development.			**Completed**
A6.13b	Co-habit with the Police Department a future public service center to improve the service times in the Downtown area.	Long-Term	FD/PD	**Not Initiated**
P6.14	**Address fire-prevention during development review process.**			
A6.14	Dedicated person for fire prevention review during design, construction, inspection, and operation of development projects to ensure adequacy of fire protection, access for firefighting,water supply, and vegetation clearance.	Ongoing	FD	**Ongoing**
	Our Healthy and Safe Community - F. Natural Hazards			
P6.15	**Limit the exposure to potential natural hazards through adoption and enforcement of appropriate building standards, land use controls, and environmental review.**			
A 6.15a	Require all development to comply with the provisions of the latest California Building Code, including provisions related to design and engineering to mitigate potential impacts from seismic events, fires, and other hazards.	Ongoing	PS	**Ongoing**
A6.15b	Review Zoning Ordinance and subdivision requirements, make recommendations to the City Council and Planning Commission on the implications of the Safety Element, and make any necessary changes.	Short-Term	Planning/PS	**Ongoing**
A6.15c	Require CEQA environmental reviews to analyze and as necessary mitigate potential natural hazards on a site-specific basis	Ongoing	Planning/PS	**Ongoing**

	Section	Time Frame	Implementer	Status
A6.15d	Require Specific Plans to recognize the findings of this Safety Element as critical land use guidelines are developed for specific areas.	Ongoing	Planning/PS	**Ongoing**
P6.16	**Take actions to reduce the potential for loss of life or property in areas of high seismic risk and areas subject to landslide and lique-faction hazards.**			
A6.16	Require geological and soils engineering investigations in areas of moderate or high landslide risk, potential liquefaction and subsidence areas, and critical seismic zones such as Alquist-Priolo fault zones	Ongoing	PS	**Ongoing**
P6.17	**Take actions to reduce the potential for loss of life or property in high fire hazard areas.**			
A 6.17a	Review and evaluate proposed land uses in extreme and high fire hazard areas for their vulnerability to fire and potential ignition sources.	Short-Term	Planning/PS/FD	**Ongoing**
A6.17b	Prohibit the use of untreated shake roofs in areas of high and extreme fire hazard.	Ongoing	PS/FD	**Ongoing**
A6.17c	Adopt special inspection criteria in those areas of extreme, high, and medium fire risk during critical fire season when the sustained wind velocity exceeds 25 miles per hour.	Ongoing	PS/FD	**Not Initiated**
A6.17d	Study the adoption of rigid inspection standards for off-road vehicles (such as muffler and spark arrestor controls) and closely control the usage of off-road vehicles during periods of high fire risk (such as "Santa Ana" wind events with low humidity and strong winds).	Mid-Term	PS/FD	**Not Initiated**
A6.17e	Investigate water re-use programs in the hill-side areas to aid in fire prevention.	Mid-Term	PS/FD	**Ongoing**
A6.17f	Work with homeowners and builders constructing homes in or adjacent to high and extreme fire risk areas to make all water in privately owned swimming pools in these areas accessible to fire trucks for use in onsite fire protection. This could be accomplished through the inclusion of suitable gates and driveways in both existing and proposed homes.	Mid-Term	FD	**Ongoing**
A6.17g	Continue to support programs to reduce fire hazards from vegetation in areas of extreme to high fire risk. Such programs may take a variety of forms and would include current City weed and brush removal programs, as well as control and use of fire retardant plantings.	Ongoing	FD	**Ongoing**
P6.18	**Take actions to reduce the potential for loss of life or property in flood zones and potential dam inundation areas.**			
A 6.18a	Review and evaluate proposed land uses in flood zones for their vulnerability to potential flooding and potential exposure of life and property to damage or loss from flooding.	Short-Term	Engineering	**Ongoing**
A6.18b	Improve emergency service capabilities in areas subject to potential dam inundation in order to shorten times required for emergency evacuation and mobilization efforts. Identify manpower and equipment needs, as well as approach to notification of affected households.	Short-Term	Engineering/FD	**Ongoing**
A6.18c	Actively support efforts to inspect dams and evaluate dam safety requirements.	Short-Term	Engineering	**Ongoing**
A6.18d	Investigate siting of future critical facilities in only those areas beyond the 60-minute line that signifies the time between dam failure and inundation.	Ongoing	Engineering	**Ongoing**
A6.18e	Support or sponsor flood plain studies along Walnut Creek and other drainage areas to better equip the City to deal with flood problems.	Short-Term	Engineering	**Not Initiated**
A6.18f	Make information on flood potential available to developers, industries, and appropriate civic groups in areas affected by potential dam inundation.	Short-Term	Engineering	**Ongoing**
A6.18g	Encourage State, federal, and other governmental agencies to intensify research on flood and inundation hazards	Mid-Term	Engineering	**Not Initiated**
P6.19	**Prevent serious structural damage and func-tional impairment to critical facilities and structures,**			

	Section	Time Frame	Implementer	Status
P6.19	**especially where large numbers of people are apt to congregate at one time.**			
A6.19	Review all critical facilities (including, but not limited to, hospitals, evacuation centers, emergency services and communications facilities, high pressure natural gas lines and high capacity petroleum and electrical transmission lines) for their susceptibility to potential hazards. This review should be conducted by a structural engineer, and funding sources for this program should be sought from all available local, regional, state, and federal sources.	Short-Term	Engineering/FD	**Ongoing**
P6.20	**Engage in and support inter-agency coordination regarding emergency services and response, and critical facilities**			
A 6.20a	Encourage and participate in mutual aid agreements between the fire departments of local cities and Los Angeles County	Short-Term	FD	**Ongoing**
A6.20b	Improve power and gas line inspections and new installations through a coordinated effort between providers of electricity and natural gas and the West Covina Fire Department.	Ongoing	FD	**Ongoing**
P6.21	**Update West Covina's Natural Hazard Mitigation Plan (NHMP) on a regular basis in order to reflect changing conditions, best practices, regulatory environment, and advancements in knowledge; and to main-tain eligibility for public assistance grants.**			
A6.21a	Update West Covina's NHMP every 5 years.	Short-Term	PS/FD	**Ongoing**
A6.21b	Carry out the actions contained in NHMP.	Ongoing	PS/FD	**Ongoing**
P6.22	**Develop and disseminate educational programs, through a variety of media, to familiarize the citizens of West Covina with the Safety Element, the NHMP, and related issues.**			
A6.22a	Develop and disseminate educational programs regarding the Safety Element, the NHMP, and general safety information to organizations such as school districts, agencies serving the aged and handicapped, industries susceptible to seismic hazards, and civic groups, and encourage them to implement these programs and/or incorporate them into their own safety programs.	Short-Term	PD/Engineering	**Ongoing**
A6.22b	Coordinate with the school districts to initiate educational programs in lower grades using displays and demonstrations that would expose younger children to the nature and strength of fire, for the purpose of tempering their natural curiosity about fire with knowledge of, and a sense of respect for, its hazards.	Ongoing	PD/FD	**Ongoing**
A6.22c	Coordinate with the school districts in the City to support or sponsor exhibits and presentations in secondary school demonstrating the more involved aspects of fire dynamics, i.e. major contributing factors of fire hazards and the relationship of fire to the natural ecology. Encourage parental cooperation and assistance in overall fire education programs.	Ongoing	PD	**Ongoing**
A6.22d	Make the Safety Element and the NHMP available to builders and realtors, and encourage them to share relevant information from these documents with homebuyers and tenants.	Long-Term	PD/FD	**Ongoing**
	Our Healthy and Safe Community - G. Noise			
P6.23	**Ensure that new development is not exposed to excessive noise.**			
A 6.23a	Require new developments to reduce exterior noise levels for any usable outdoor area to the "normally acceptable" range in the City's land use/noise compatibility matrix, shown in Table 6.4 of this Noise Element.	Ongoing	Planning	**Ongoing**

	Section	Time Frame	Implementer	Status
A6.23b	Require mixed-use structures and areas to be designed to prevent transfer or noise from commercial to residential uses, and to ensure a 45 CNEL level or lower for all interior living spaces.	Ongoing	Planning	**Ongoing**
A6.23c	Require any residential component of all new buildings to comply with the requirements of the residential noise insulations standards of the most recent edition of California's building code.	Ongoing	Planning/Building	**Ongoing**
P6.24	**Ensure that new development does not expose surrounding land uses to excessive noise.**			
A 6.24	Through the environmental review process, require applicants for new development proposals to analyze potential noise impacts on nearby noise-sensitive receivers before project approval. As feasible, require appropriate noise mitigation to address any identified significant noise impacts.	Ongoing	Planning	**Ongoing**
P6.25	**Minimize noise conflicts between local noise gen-erators and sensitive receivers.**			
A6.25a	Continue to enforce the City's existing Noise Ordinance.	Ongoing	Planning/PS	**Ongoing**
A6.25b	Track noise complaints to determine areas of potential problems, and work proactively with the noise generators and the affected parties to reduce the impacts of such noise.	Ongoing	Planning/PS	**Ongoing**
P6.26	**Strive to reduce potential noise impacts in the City's own operations.**			
A6.26a	Comply with the City's Noise Ordinance and State and federal occupational health and safety noise standards in the City's own operations.	Ongoing	PS/CS/Planning	**Ongoing**
A6.26b	Purchase any equipment that produces high noise levels with all necessary and feasible noise abating equipment installed.	Ongoing	PS/CS/Planning	**Ongoing**
P6.27	**Minimize the noise impacts of transportation facilities and improvements.**			
A6.27a	Continue to encourage the enforcement of regulations such as the State Vehicle Code noise standards for automobiles, trucks, and motorcycles operating within the City.	Ongoing	PD	**Ongoing**
A6.27b	Maintain liaison with transportation agencies such as Caltrans regarding reduction of noise from existing transportation facilities.	Ongoing	PS	**Ongoing**
A6.27c	Consider, where appropriate, tools for mitigating noise impacts of transportation facilities on new and existing development. Such tools may include noise insulation for interior spaces, site design solutions, and noise barriers such as sound walls and berms. Site design solutions such as setbacks are frequently preferable to barriers, and berms are frequently preferable to sound walls, for reasons of aesthetics and potential noise reflection effects.	Ongoing	PS/Planning	**Ongoing**
A6.27d	Consider, where appropriate, the diversion of through traffic from purely residential areas.	Ongoing	PS/Planning	**Ongoing**
A6.27e	The City shall partner with adjacent cities and other jurisdictions and the private sector to seek and secure funding for railroad safety improvements, including securing rail right-of-way, and developing "Quiet Zones", grade separations, and/ or other safety projects for at-grade rail crossings at the intersection of Azusa Canyon Road and Los Angeles Street and on Fairway Drive at Valley Boulevard.	Short-Term	PS/Planning	**Ongoing**
	Our Creative Community - A. Build Capacity			
P7.1	**Provide ongoing direction, administration and financial resources to address West Covina's cultura needs.**			
A7.1a	Bring dedicated human and financial resources through grants, internship, contract positions, etc. to support implementation.	Short-Term		**Ongoing**
A7.1b	Determine the administrative structure in West Covina best suited to support cultural development.	Immediate		**Ongoing**

	Section	Time Frame	Implementer	Status
A7.1c	Identify and establish an appropriate organizational structure like a Cultural Advisory Committee or task the existing Community Services Group or Commission to work collaboratively with partners and provide direction and support for ongoing cultural development.	Immediate	CS	**Ongoing**
A7.1d	Define the financial implications and establish a budget for implementing specific initiatives.	Short-Term		**Not Initiated**
	Our Creative Community - B. Leverage West Covina's Assets for Economic Growth			
P7.2	**Leverage cultural resources to support downtown and corridor revitalization.**			
A7.2a	Reuse vacant or underutilized buildings in the downtown area and along the Corridors to provide shared space for artists or small creative cultural enterprise, or to display works of local cultural significance.	Ongoing	Planning/CS	**Ongoing**
A7.2b	Expand cultural and heritage tourism in West Covina.	Short-Term	Planning/CED	**Ongoing**
A7.2c	Engage local retailers, hotels, and restaurants to increase awareness of local cultural resources.	Ongoing		**Ongoing**
	Our Creative Community - C. Build a Robust Cultural Sector			
P7.3	**Increase public art and cultural expression throughout the community.**			
A7.3a	Continue to facilitate works of art in public spaces per the City's Arts in Public Places Program.	Short-Term	Planning/PW/ Engineering	**Ongoing**
A7.3b	Develop a map (promotional brochure) that identifies the location of all public art.	Short-Term	Planning	**Completed**
A7.3c	Sponsor and organize local art exhibits in public facilities, performances, festivals, cultural events, and forums.	Short-Term	CS/Health Care Providers/School District	**Ongoing**
A7.3d	Establish an online community-driven calendar of festivals and events to promote cultural activities.	Short-Term	CED/CS	**Ongoing**
A7.3e	Strengthen wayfinding signs to help profile cultural resources.	Mid-Term	CED/CS/Public Works	**Ongoing**
A7.3f	Build on and extend current efforts in cross promotion and marketing among cultural organizations and activities.	Short-Term	CS	**In Progress**
A7.3g	Work with the schools to integrate arts education into core curriculum.	Mid-Term	CS/School Districts	**Ongoing**
A7.3h	Identify and promote the cultural events hosted at different places of worship that are open to the public.	Mid-Term	CS	**Ongoing**
P7.4	**Expand places and spaces where cultural activities can occur.**			
A7.4a	Undertake a systematic audit of places and spaces in West Covina where cultural activities currently or potentially could take place. Make this database publicly accessible to assist cultural groups in finding potential venues for their activities.	Short-Term	CS/Planning/CED	**In Progress**
A7.4b	Meet diverse needs for performance, exhibition, and workspace.	Mid-Term	CS	**Ongoing**
A7.4c	Examine current zoning, licensing, and permitting requirements with the objective of supporting and facilitating community groups planning festivals and events.	Short-Term	Planning	**In Progress**
	Our Creative Community - D. Celebrate and Promote West Covina's Cultural Assets			
P7.5	**Provide access to cultural opportunities across the community for all residents.**			
A7.5a	Promote the cultural and artistic expressions of West Covina's underrepresented cultural groups.	Short-Term	CS	**Ongoing**
A7.5b	Consider establishing new Pan-Asian and Hispanic festivals that create a unique cultural brand for West Covina.	Short-Term	CS/CED	**Ongoing**

	Section	Time Frame	Implementer	Status
A7.5c	Continue efforts to provide free and/or afford-able cultural programming in anchor cultural institutions and through the promotion of free community festivals and events.	Ongoing	CS	**Ongoing**
A7.5d	Encourage establishment of one or more festivals or events geared to the interests of youth. Engage youth in the determination of such an event(s).	Short-Term	CS	**Ongoing**
A7.5e	Encourage the establishment of one or more festivals or events geared to the interests of seniors. Engage seniors in the determination of such an event(s).	Short-Term	CS	**Ongoing**
P7.6	**Brand and promote the four corners of Amar Road and Azusa Avenue as "Little Manila".**			
A7.6a	Create an identification and way finding sign program for the four corners.	Short-Term	Planning	**Not Initiated**
A7.6b	Encourage and support a BID.	Mid-Term	Property Owners	**Not Initiated**
A7.6c	Develop a master plan for the four corners area.	Mid-Term	Planning	**Not Initiated**
P7.7	**Assess, avoid, and mitigate potential impacts to archeological, paleontological, and tribal resources through the CEQA review process for development projects carried out within the City. Comply with existing regulations relating to Native Amer-ican resources, including California Envi-ronmental Quality Act Section 15064.5(d) and (e) and Public Resources Code §5097.98 concerning burial grounds, and Assembly Bill 52 and Senate Bill 18 for consultation with Native American tribes for development projects carried out within the City.**			
A7.7	Require development to avoid archaeological and paleontological resources, whenever possible. If complete avoidance is not possible, require development to minimize and fully mitigate the impacts to the resources. Notify California Native American tribes and organizations of proposed projects that have the potential to adversely impact cultural resources.	Ongoing	Planning	**Ongoing**
	Our Active Community - A. Variety of Open Space Types			
P8.1	**Encourage the distribution of a variety of park types and sizes throughout the City.**			
A8.1	Develop variety of new park types of different sizes and require them in new development.	Short-Term	Planning/CS	**Not Initiated**
P8.2	**Encourage the development of non-traditional park types, including green belts, linear parks, urban trails, and pocket parks.**			
A8.2a	Require dedication of land identified as linear park in conjunction with new development.	Ongoing	Planning/CS	**Not Initiated**
A8.2b	Work with the County to initiate efforts to create a linear park public trail system along the Walnut Creek.	Immediate	PS/Planning/CS	**Not Initiated**
A8.2c	Update and create new agreements for joint use of school and City recreational and park facilities.	Short-Term	CS/School Districts	**In Progress**
P8.3	**Reinforce existing joint use agreements with schools to fill in service gaps.**			
A8.3	Pursue joint use agreement with California Elementary School, Cortez Elementary School, Hollencrest Middle School, Orangewood Elementary School, Merced Elementary School, South Hills High School, and Traweek Middle School.	Short-Term	CS/School Districts	**In Progress**
	Our Active Community - B. Walk or Bike to Parks			
P8.4	**Small and frequent open spaces should be dispersed throughout the neighborhood.**			
A8.4	Develop new neighborhood parks, pocket parks, and community gardens as feasible and appropriate to meet citizen needs and require them in new development.	Ongoing	CS/Planning	**Ongoing**
	Our Active Community - C. Public Access to Open Space			
P8.5	**Develop and improve access to parks.**			

	Section	Time Frame	Implementer	Status
A8.5	Identify and eliminate barriers, safety issues along walkways, and gaps in pedestrian and bike networks, and improve bike facilities that encourage access to parks.	Ongoing	PS/CS	**Ongoing**
	Our Active Community - D. Connect Space			
P8.6	**Develop a network of open spaces.**			
A8.6a	Connect the open spaces to neighborhoods through a series of landscaped streets that provide green links to the Walnut Creek as well as stormwater drainage.	Short-Term	PW	**Not Initiated**
A8.6b	Revise zoning ordinance to require new development to connect their open spaces to the open space network.	Short-Term	Planning	**Not Initiated**
A8.6c	Educate property owners, political leaders and the community about the economic, social, and environmental benefits of open space network.	Short-Term	Planning/CS	**In Progress**
	Our Active Community - E. Safety			
P8.7	**The location and design of open spaces should take advantage of surrounding land uses.**			
A8.7	Revise the zoning ordinances to require open spaces to designed in the line of sight of adjacent land uses and activities to ensure visibility. The frontages should have active edges such as front doors and windows, or storefronts for commercial uses.	Short-Term	Planning/PD	**Ongoing**
P8.8	**Increase safety in public parks.**			
A8.8a	Provide adequate lighting; maintaining land-scaping to maximize visibility; remove grafitti as soon as possible; remove trash, debris, weeds, etc. from public areas with ongoing maintenance of those public areas; and conduct regular police patrols and provide public safety information.	Short-Term	CS/PD	**Ongoing**
A8.8b	Partner with the community through programs that activate spaces or provide more eyes on the public facility, such as neighborhood watch groups.	Ongoing	PD	**Ongoing**
A8.8c	Design facilities to be universally accessible for seniors, children and those with disabilities.	Ongoing	Planning/PS	**Ongoing**
A8.8d	Encourage developers to incorporate building and site design techniques that reduce crime, such as utilizing Crime Prevention through Environmental Design(CPTED) strategies.	Ongoing	PD/Planning	**Ongoing**
A8.8e	Provide convenient and safe on-street parking. Avoid using park site for parking.	Ongoing	CS/Planning	**Ongoing**
	Our Active Community - F. Maintenance			
P8.9	**Investigate and evaluate opportunities and incentives for other agencies, non-profits, private businesses, and user groups to par-ticipate in the maintenance and replacement costs of parks, open space, and recreational facilities.**			
A8.9a	Develop a citywide initiative to encourage “Friends of Parks” service organizations like West Covina Beautiful or San Gabriel Mountains Regional Conservancy & Community Service Group for short term clean-up projects.	Ongoing	CS/Service Orgs/Community Service Groups	**Not Initiated**
A8.9b	Continue to use the Capital Improvements Program to plan for the identification of available resources for park facility repair, upgrades, and replacements through the budget process.	Ongoing	CS/Public Works/Planning	**Ongoing**
A8.9c	Institute an impact fee for capital improvements to mitigate the impact of new development on parks and open spaces.	Immediate	Planning	**Completed**
A8.9d	Continue to search for opportunities in grants and to encourage private donations. Identify other effective funding sources for park and recreational programs, such as trusts and other fund raising activities.	Ongoing	CS	**Ongoing**
A8.9e	Promote the use of City facilities for special events, such as festivals and tournaments.	Ongoing	CS	**Ongoing**
	Our Active Community - G. Facilities and Programming			
P8.10	**Continue to monitor and provide for the needs of a changing demographic.**			

	Section	Time Frame	Implementer	Status
A8.10	If necessary, make operational and programming changes to reflect the changing preferences and needs of a diverse and aging population.	Ongoing	CS	**Ongoing**
P8.11	**Ensure equal access to facilities and programs.**			
A8.11a	Improve facilities at City Parks to respond to the requirements of special needs groups.	Ongoing	CS	**Ongoing**
A8.11b	Adjust and subsidize fees to ensure that all residents have the opportunity to participate in recreation programs.			**Ongoing**
P8.12	**Explore the feasibility of building a new community pool facility.**			
A8.12a	Identify location for a new pool based on user access and convenience, and land availability and cost.	Mid-Term	CS	**Not Initiated**
A8.12b	Update the impact fee schedule as necessary to ensure that development provides its fair share of the capital improvement needs for parks and recreation.	Immediate	Planning	**Ongoing**

ATTACHMENT NO. 3

Jurisdiction	West Covina	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Housing Element Planning Period	6th Cycle	10/15/2021 - 10/15/2029

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	4
Low	Deed Restricted	0
	Non-Deed Restricted	48
Moderate	Deed Restricted	0
	Non-Deed Restricted	3
Above Moderate		40
Total Units		**95**

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

Units by Structure Type	Entitled	Permitted	Completed
Single-family Attached	0	0	1
Single-family Detached	0	0	6
2 to 4 units per structure	0	0	0
5+ units per structure	0	0	78
Accessory Dwelling Unit	0	95	56
Mobile/Manufactured Home	0	0	0
Total	**0**	**95**	**141**

Infill Housing Developments and Infill Units Permitted	# of Projects	Units
Indicated as Infill	95	95
Not Indicated as Infill	0	0

Housing Applications Summary	
Total Housing Applications Submitted:	32
Number of Proposed Units in All Applications Received:	32
Total Housing Units Approved:	32
Total Housing Units Disapproved:	0

Use of SB 423 Streamlining Provisions - Applications	
Number of SB 423 Streamlining Applications	0
Number of SB 423 Streamlining Applications Approved	0

Units Constructed - SB 423 Streamlining Permits			
Income	Rental	Ownership	Total
Very Low	0	0	0
Low	0	0	0
Moderate	0	0	0
Above Moderate	0	0	0
Total	**0**	**0**	**0**

Streamlining Provisions Used - Permitted Units	# of Projects	Units
SB 9 (2021) - Duplex in SF Zone	0	0
SB 9 (2021) - Residential Lot Split	0	0
AB 2011 (2022)	0	0
SB 6 (2022)	0	0
SB 423 (2023)	0	0

Ministerial and Discretionary Applications	# of Applications	Units
Ministerial	32	32
Discretionary	0	0

Density Bonus Applications and Units Permitted	
Number of Applications Submitted Requesting a Density Bonus	0
Number of Units in Applications Submitted Requesting a Density Bonus	0
Number of Projects Permitted with a Density Bonus	0
Number of Units in Projects Permitted with a Density Bonus	0

Housing Element Programs Implemented and Sites Rezoned	Count
Programs Implemented	86
Sites Rezoned to Accommodate the RHNA	0

Jurisdiction	West Covina	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

Note: "+" indicates an optional field

Cells in grey contain auto-calculation formulas

Table A
Housing Development Applications Submitted

Project Identifier					Unit Types		Date Application Submitted	Proposed Units - Affordability by Household Incomes								Total Approved Units by Project	Total Disapproved Units by Project	Streamlining	Density Bonus Law Applications		Application Status	Project Type	Notes
1					2	3	4	5							6	7	8	9	10		11	12	13
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+ ADU,MH)	Tenure R=Renter O=Owner	Date Application Submitted (see instructions)	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Total PROPOSED Units by Project	Total APPROVED Units by project	Total DISAPPROVED Units by Project	Please select state streamlining provision/s the application was submitted pursuant to.	Did the housing development application seek incentives or concessions pursuant to Government Code section 65915?	Were incentives or concessions requested pursuant to Government Code section 65915 approved?	Please indicate the status of the application.	Is the project considered a ministerial project or discretionary project?	Notes*
Summary Row: Start Data Entry Below								0	8	0	14	0	1	9	32	32	0						
8467-021-003	8467-021-003	1515 S ORANGE		B22-1409	ADU	R	05/14/2024		1						1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8454-001-014	8454-001-014	432 N PHILIPS		B24-0188	ADU	R	08/08/2024		1						1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8469-005-005	8469-005-005	1302 W DEVERS		B24-0191	ADU	R	08/14/2024		1						1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8459-008-028	8459-008-028	420 N LA SENA		B24-0197	ADU	R	09/10/2024		1						1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8440-002-002	8440-002-002	1012 E ELGENIA		B24-0243	ADU	R	06/24/2024		1						1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8457-013-003	8457-013-003	313 N WALNUTHAVEN		B24-0276	ADU	R	03/27/2024		1						1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8479-014-013	8479-014-013	2442 E WALNUT CREEK		B24-0286	ADU	R	05/07/2024		1						1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8467-007-019	8467-007-019	2124 W YARNELL		B24-0352	ADU	R	04/25/2024		1						1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8492-004-003	8492-004-003	1117 S CAJON		B24-0447	ADU	R	07/16/2024				1				1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8458-002-013	8458-002-013	811 N NORA		B24-0462	ADU	R	05/02/2024				1				1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8486-023-017	8486-023-017	1705 E THACKERY		B24-0468	ADU	R	09/05/2024				1				1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8484-020-003	8484-020-003	833 S CORAL TREE		B24-0486	ADU	R	07/29/2024				1				1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8479-014-004	8479-014-004	2536 E WALNUT CREEK PKWY		B24-0495	ADU	R	07/31/2024				1				1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8441-024-011	8441-024-011	1302 E ECKERMAN		B24-0508	ADU	R	07/17/2024				1				1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8458-006-008	8458-006-008	716 N CONLON		B24-0538	ADU	R	08/13/2024				1				1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8484-012-027	8484-012-027	732 LUPIN LN		B24-0540	ADU	R	07/15/2024				1				1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8467-032-013	8467-032-013	1545 S TONOPAH		B24-0571	ADU	R	07/01/2024				1				1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8485-005-001	8485-005-001	2149 E MESITA		B24-0743	ADU	R	09/11/2024				1				1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8492-012-011	8492-012-011	2138 E MERCED		B24-0756	ADU	R	09/25/2024				1				1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8476-001-007	8476-001-007	121 S LARK ELLEN		B24-0767	ADU	R	07/09/2024				1				1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8470-027-015	8470-027-015	1328 S CALIFORNIA		B24-0831	ADU	R	08/22/2024				1				1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8492-012-008	8492-012-008	2139 E CASA GRANDE		B24-0838	ADU	R	07/29/2024				1				1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8441-026-004	8441-026-004	1226 E SWANEE		B24-0852	ADU	R	07/31/2024							1	1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8487-022-014	8487-022-014	828 E HERRING		B24-0861	ADU	R	07/30/2024							1	1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8437-027-005	8437-027-005	1823 W PALM		b24-0865	ADU	R	09/23/2024							1	1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8458-023-015	8458-023-015	1402 W WORKMAN		B24-0942	ADU	R	09/09/2024							1	1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8455-021-003	8455-021-003	1434 E IDAHOME		B24-0951	ADU	R	09/26/2024							1	1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8458-021-018	8458-021-018	327 N HOLLOW		B24-1023	ADU	R	10/03/2024							1	1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8467-035-004	8467-035-004	1501 W DELHAVEN		B24-1106	ADU	R	09/16/2024							1	1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8740-010-026	8740-010-026	1300 E HARVEST MOON		B24-1229	ADU	R	11/04/2024							1	1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8489-009-001	8489-009-001	804 E MERCED		B24-1275	ADU	R	12/16/2024							1	1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis
8741-002-024	8741-002-024	1414 S PRICEDALE		B24-1736	ADU	R	12/30/2024							1	1	1		NONE	No	N/A	Approved	Ministerial	SCAG Regional Accessory Dwelling Unit Affordability Analysis

Table A2

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

Project Identifier			Affordability by Household Incomes - Certificates of Occupancy								
			10							11	12
Current APN	Street Address	Project Name*	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Certificates of Occupancy or other forms of readiness (see instructions) Date Issued	# of Units issued Certificates of Occupancy or other forms of readiness
			0	33	0	24	0	12	72		141
8441-027-903	516 TAMARIND								5	01/03/2024	5
8441-027-903	518 TAMARIND								5	01/03/2024	5
8441-027-903	522 TAMARIND								5	02/28/2024	5
8441-027-903	520 TAMARIND								5	03/04/2024	5
8457-029-038	242 LOCKHART								6	03/05/2024	6
8457-029-038	201 LOCKHART								6	03/05/2024	6
8457-029-038	246 LOCKHART								6	03/05/2024	6
8457-029-038	200 LOCKHART								6	03/05/2024	6
8441-027-903	503 TAMARIND								6	03/25/2024	6
8441-027-903	501 TAMARIND								6	04/22/2024	6
8468-015-024	1686 CAYTON LOOP								10	06/24/2024	10
8468-015-024	1630 CAMERON							12		07/02/2024	12
8457-029-038	1018 W Workman Avenue								1	03/05/2024	1
8457-029-038	350 Lockhart Way								1	03/05/2024	1
8457-029-038	352 Lockhart Way								1	03/05/2024	1
8457-029-038	225 N Vincent Avenue								1	03/28/2024	1
8457-029-038	1008 W Workman Avenue								1	03/28/2024	1
8457-029-038	227 N Vincent Avenue								1	03/28/2024	1
8487-011-011	714 S HOLLY PL			1						02/08/2024	1
8467-001-002	2104 W LUFKIN			1						02/08/2024	1
8467-001-002	2104 W LUFKIN			1						02/08/2024	1
8487-011-011	714 S HOLLY PL			1						02/08/2024	1
8482-011-001	2602 E LARKWOOD			1						02/26/2024	1
8482-011-001	2602 E LARKWOOD			1						02/26/2024	1
8490-029-027	1643 E MICHELLE			1						02/27/2024	1
8456-019-017	143 N MAPLEWOOD			1						02/29/2024	1
8456-019-017	143 N MAPLEWOOD			1						02/29/2024	1
8466-009-007	1738 S CABANA			1						03/13/2024	1
8487-006-004	1019 E CAMERON			1						03/18/2024	1
8487-006-004	1019 E CAMERON			1						03/18/2024	1
8490-026-012	1226 S RIMSDALE			1						04/02/2024	1
8490-026-012	1226 S RIMSDALE			1						04/02/2024	1
8490-026-012	1226 S RIMSDALE			1						04/02/2024	1
8490-026-012	1226 S RIMSDALE			1						04/02/2024	1
8467-035-007	1639 S CABANA			1						04/04/2024	1
8467-035-007	1639 S CABANA			1						04/04/2024	1
8463-018-004	2228 ROCKWAY			1						04/16/2024	1
8463-018-004	2228 ROCKWAY			1						04/16/2024	1
8463-018-004	2228 ROCKWAY			1						04/16/2024	1
8463-018-004	2228 ROCKWAY			1						04/16/2024	1

8486-009-003	808 S PIMA										0
8492-016-036	2028 E LINDA VISTA										0
8477-017-017	246 S LARK ELLEN										0
8467-019-001	1407 S SANDSPRINGS										0
8487-008-139	624 S GLENDORA										0
8724-003-067	3940 S SENTOUS										0
8493-029-008	1515 HOLLENCREST										0
8457-016-004	408 N SUNSET										0
8490-032-006	1009 S GLENVIEW										0
8456-005-015	1349 E WORKMAN										0
8488-020-002	812 E GREENVILLE										0
8277-011-019	345 S GRAND										0
8277-011-019	345 S GRAND										0
8468-008-005	1813 W LEEWOOD										0
8488-008-007	1030 S SUSANA										0
8741-003-016	1414 S INDIAN SUMMER										0
8732-012-009	1938 GEMINI										0
8447-022-050	3599 E HILLHAVEN										0
8442-023-019	1444 E DANES										0
8740-011-013	1721 S AVINGTON										0
8456-006-012	1229 E WORKMAN										0
8463-012-015	1321 S SIESTA										0
8458-015-021	426 N CONLON										0
8484-031-025	2222 E ALASKA										0
8466-003-008	1747 S CONLON										0
8487-028-014	1105 E THACKERY										0
8470-017-002	1515 S CALIFORNIA										0
8486-006-031	1313 E MOBECK										0
8467-013-022	1204 S MEEKER										0
8470-025-022	945 W BAINBRIDGE										0
8470-012-017	1012 W DURNESS										0
8478-029-011	1805 E HOLLY OAK										0
8493-006-002	1313 S GLENN ALAN										0
8740-018-003	1535 DOUBLEGROVE										0
8459-015-020	346 N LELAND										0
8479-014-008	2516 E WALNUT CREEK PKW										0
8470-033-005	1308 W YARNELL										0
8463-022-015	1605 S MAYLAND										0
8467-021-013	1914 W FOSTER										0
8468-004-017	1136 S MEEKER										0
8470-010-021	1012 W SPRUCE										0
8490-025-016	1228 S GLENVIEW										0
8456-025-016	1224 E WORKMAN										0
8467-009-008	1441 S RAMA										0
8469-002-040	843 S EVANWOOD										0
8479-017-041	2242 E WALNUT CREEK PKW										0
8489-020-002	1217 S LARIMORE										0
8467-001-002	2104 W LUFKIN										0
8485-001-009	2148 E CORTEZ										0
8470-034-012	1513 S BROADMOOR										0
8732-012-013	3109 APRIL WY										0
8476-014-008	1129 E CEDARBROOK										0
8459-016-011	407 N LEELAND										0

Table A2

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

Project Identifier				Streamlining	Infill	Housing with Financial Assistance and/or Deed Restrictions		Housing without Financial Assistance or Deed Restrictions	Term of Affordability or Deed Restriction	Demolished/Destroyed Units			Density Bonus			
			13	14	15	16	17	18	19		20		21	22	23	24
Current APN	Street Address	Project Name*	How many of the units were Extremely Low Income?	Please select the state streamlining provision the project was APPROVED pursuant to. (may select multiple)	Infill Units? Y/N*	Assistance Programs for Each Development (may select multiple - see instructions)	Deed Restriction Type (may select multiple see instructions)	For units affordable without financial assistance or deed restrictions, explain how the locality determined the units were affordable (see instructions)	Term of Affordability or Deed Restriction (years) (if affordable in perpetuity enter 1000)*	Number of Demolished/Destroyed Units	Demolished or Destroyed Units	Demolished/Destroyed Units Owner or Renter	Total Density Bonus Applied to the Project (Percentage Increase in Total Allowable Units or Total Maximum Allowable Residential Gross Floor Area)	Number of Other Incentives, Concessions, Waivers, or Other Modifications Given to the Project (Excluding Parking Waivers or Parking Reductions)	List the incentives, concessions, waivers, and modifications (Excluding Parking Waivers or Parking Modifications)	Did the project receive a reduction or waiver of parking standards? (Y/N)
			20							0						
8441-027-903	516 TAMARIND		0	NONE	Y					0						
8441-027-903	518 TAMARIND		0	NONE	Y					0						
8441-027-903	522 TAMARIND		0	NONE	Y					0						
8441-027-903	520 TAMARIND		0	NONE	Y					0						
8457-029-038	242 LOCKHART		0	NONE	Y					0						
8457-029-038	201 LOCKHART		0	NONE	Y					0						
8457-029-038	246 LOCKHART		0	NONE	Y					0						
8457-029-038	200 LOCKHART		0	NONE	Y					0						
8441-027-903	503 TAMARIND		0	NONE	Y					0						
8441-027-903	501 TAMARIND		0	NONE	Y					0						
8468-015-024	1686 CAYTON LOOP		0	NONE	Y					0						
8468-015-024	1630 CAMERON		0	NONE	Y			Homebuyer's assistance program required for at least 10-15% of the units sold		0						
8457-029-038	1018 W Workman Avenue		0	NONE	Y					0						
8457-029-038	350 Lockhart Way		0	NONE	Y					0						
8457-029-038	352 Lockhart Way		0	NONE	Y					0						
8457-029-038	225 N Vincent Avenue		0	NONE	Y					0						
8457-029-038	1008 W Workman Avenue		0	NONE	Y					0						
8457-029-038	227 N Vincent Avenue		0	NONE	Y					0						
8487-011-011	714 S HOLLY PL		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8467-001-002	2104 W LUFKIN		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8467-001-002	2104 W LUFKIN		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8487-011-011	714 S HOLLY PL		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8482-011-001	2602 E LARKWOOD		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8482-011-001	2602 E LARKWOOD		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8490-029-027	1643 E MICHELLE		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8456-019-017	143 N MAPLEWOOD		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8456-019-017	143 N MAPLEWOOD		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8466-009-007	1738 S CABANA		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8487-006-004	1019 E CAMERON		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8487-006-004	1019 E CAMERON		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8490-026-012	1226 S RIMSDALE		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8490-026-012	1226 S RIMSDALE		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8490-026-012	1226 S RIMSDALE		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8490-026-012	1226 S RIMSDALE		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8467-035-007	1639 S CABANA		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8467-035-007	1639 S CABANA		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8463-018-004	2228 ROCKWAY		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8463-018-004	2228 ROCKWAY		1	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8463-018-004	2228 ROCKWAY		0	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8463-018-004	2228 ROCKWAY		0	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8722-006-006	3500 S HEDGEROW		0	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8485-001-009	2148 E CORTEZ		0	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8480-015-045	529 S BARRANCA		0	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8480-015-045	529 S BARRANCA		0	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8490-003-001	1244 S VALINDA		0	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8482-032-017	3331 E WHITEBIRCH		0	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8482-032-017	3331 E WHITEBIRCH		0	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8722-001-001	3301 E HILLTONIA		0	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8722-001-001	3301 E HILLTONIA		0	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						

8486-014-016	1333 E VINE		0	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8486-014-016	1333 E VINE		0	NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8479-009-007	201 S MOCKINGBIRD			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8479-009-007	201 S MOCKINGBIRD			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8477-008-012	111 S FERNWOOD			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8477-008-012	111 S FERNWOOD			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8455-008-017	1612 E THELBORNE			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8455-008-017	1612 E THELBORNE			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8441-013-015	1201 E PUENTE			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8441-013-015	1201 E PUENTE			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8459-019-025	238 N BROMLEY			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8456-020-016	1130 E WORKMAN			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8459-019-025	238 N BROMLEY			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8475-016-068	401 N LA BREDA			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8475-016-068	401 N LA BREDA			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8477-014-013	228 S TURNER			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8477-014-013	228 S TURNER			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8490-028-013	1247 S AZUSA			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8490-028-013	1247 S AZUSA			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8488-020-002	812 E GREENVILLE			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8488-020-002	812 E GREENVILLE			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8490-005-003	1332 E MCWOOD			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8466-007-005	1764 S TONOPAH			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8466-007-005	1764 S TONOPAH			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8490-005-003	1332 E MCWOOD			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8460-021-002	2526 W HAVENBROOK			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8487-016-008	900 S GLENDORA			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8735-015-018	2108 E LORRAINE			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8456-027-011	219 N MARDINA			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8482-017-005	3046 E EDDES			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8733-011-006	3447 PHOEBE			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8480-017-028	3118 JOY ST			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8440-035-008	632 N CHAPMAN			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8480-013-016	18 S CAMPANA FLORES			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8454-028-034	2043 E MARDINA			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8479-007-009	147 S MANZANITA			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8480-015-036	509 S BARRANCA			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8480-009-021	2729 E VANDERHOOF			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8480-009-021	2729 E VANDERHOOF			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8489-015-011	1216 S SILVERBIRCH			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8484-009-013	2532 E LARKWOOD			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8493-009-002	1308 S SOUTH HILLS DR			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8743-008-002	1108 ECLIPSE WAY			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8486-003-015	1531 E LARKWOOD			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8486-003-015	1531 E LARKWOOD			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8458-008-011	734 N FRIJO			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8482-003-033	611 S PROSPERO			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8467-030-017	1631 W RANDALL			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8277-048-001	3631 E TEMPLE WAY			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8731-006-002	2615 ERICA			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8475-016-068	767 S EVANWOOD			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8486-009-003	808 S PIMA			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							
8492-016-036	2028 E LINDA VISTA			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0							

8477-017-017	246 S LARK ELLEN			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8467-019-001	1407 S SANDSPRINGS			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8487-008-139	624 S GLENDORA			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8724-003-067	3940 S SENTOUS			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8493-029-008	1515 HOLLENCREST			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8457-016-004	408 N SUNSET			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8490-032-006	1009 S GLENVIEW			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8456-005-015	1349 E WORKMAN			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8488-020-002	812 E GREENVILLE			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8277-011-019	345 S GRAND			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8277-011-019	345 S GRAND			NONE	Y			SCAG Regional Accessory Dwelling Unit Affordability Analysis		0						
8468-008-005	1813 W LEEWOOD			NONE	Y					0						
8488-008-007	1030 S SUSANA			NONE	Y					0						
8741-003-016	1414 S INDIAN SUMMER			NONE	Y					0						
8732-012-009	1938 GEMINI			NONE	Y					0						
8447-022-050	3599 E HILLHAVEN			NONE	Y					0						
8442-023-019	1444 E DANES			NONE	Y					0						
8740-011-013	1721 S AVINGTON			NONE	Y					0						
8456-006-012	1229 E WORKMAN			NONE	Y					0						
8463-012-015	1321 S SIESTA			NONE	Y					0						
8458-015-021	426 N CONLON			NONE	Y					0						
8484-031-025	2222 E ALASKA			NONE	Y					0						
8466-003-008	1747 S CONLON			NONE	Y					0						
8487-028-014	1105 E THACKERY			NONE	Y					0						
8470-017-002	1515 S CALIFORNIA			NONE	Y					0						
8486-006-031	1313 E MOBECK			NONE	Y					0						
8467-013-022	1204 S MEEKER			NONE	Y					0						
8470-025-022	945 W BAINBRIDGE			NONE	Y					0						
8470-012-017	1012 W DURNESS			NONE	Y					0						
8478-029-011	1805 E HOLLY OAK			NONE	Y					0						
8493-006-002	1313 S GLENN ALAN			NONE	Y					0						
8740-018-003	1535 DOUBLEGROVE			NONE	Y					0						
8459-015-020	346 N LELAND			NONE	Y					0						
8479-014-008	2516 E WALNUT CREEK PKW			NONE	Y					0						
8470-033-005	1308 W YARNELL			NONE	Y					0						
8463-022-015	1605 S MAYLAND			NONE	Y					0						
8467-021-013	1914 W FOSTER			NONE	Y					0						
8468-004-017	1136 S MEEKER			NONE	Y					0						
8470-010-021	1012 W SPRUCE			NONE	Y					0						
8490-025-016	1228 S GLENVIEW			NONE	Y					0						
8456-025-016	1224 E WORKMAN			NONE	Y					0						
8467-009-008	1441 S RAMA			NONE	Y					0						
8469-002-040	843 S EVANWOOD			NONE	Y					0						
8479-017-041	2242 E WALNUT CREEK PKW			NONE	Y					0						
8489-020-002	1217 S LARIMORE			NONE	Y					0						
8467-001-002	2104 W LUFKIN			NONE	Y					0						
8485-001-009	2148 E CORTEZ			NONE	Y					0						
8470-034-012	1513 S BROADMOOR			NONE	Y					0						
8732-012-013	3109 APRIL WY			NONE	Y					0						
8476-014-008	1129 E CEDARBROOK			NONE	Y					0						
8459-016-011	407 N LEELAND			NONE	Y					0						

Table A2

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

Project Identifier					Unit Types		Affordability by Household Incomes - Completed Entitlement								
1					2	3	4							5	6
Prior APN*	Current APN	Street Address	Project Name*	Local Jurisdiction Tracking ID	Unit Category (SFA,SFD,2 to 4,5+,ADU,MH)	Tenure R=Renter O=Owner	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low-Income Deed Restricted	Low-Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Entitlement Date Approved	# of Units issued Entitlements
Summary Row: Start Data Entry Below							0	0	0	0	0	0	0		0
8441-027-903	8441-027-903	516 TAMARIND		B22-0387	5+	O							5	07/20/2021	5
8441-027-903	8441-027-903	518 TAMARIND		B22-0392	5+	O							5	07/20/2021	5
8441-027-903	8441-027-903	522 TAMARIND		B22-0393	5+	O							5	07/20/2021	5
8441-027-903	8441-027-903	520 TAMARIND		B22-0388	5+	O							5	07/20/2021	5
8457-029-038	8457-029-038	242 LOCKHART		B21-1806	5+	O							6	07/20/2021	6
8457-029-038	8457-029-038	201 LOCKHART		B21-1804	5+	O							6	07/20/2021	6
8457-029-038	8457-029-038	246 LOCKHART		B21-1803	5+	O							6	07/20/2021	6
8457-029-038	8457-029-038	200 LOCKHART		B21-1805	5+	O							6	07/20/2021	6
8441-027-903	8441-027-903	503 TAMARIND		B22-0396	5+	O							6	07/20/2021	6
8441-027-903	8441-027-903	501 TAMARIND		B22-0397	5+	O							6	07/20/2021	6
8468-015-024	8468-015-024	1686 CAYTON LOOP		B21-1725	5+	O							10	07/20/2021	10
8468-015-024	8468-015-024	1630 CAMERON		B21-1720	5+	O						12		07/20/2021	12
8457-029-038	8457-029-038	1018 W Workman Avenue		B21-1811	SFD	O							1	07/20/2021	1
8457-029-038	8457-029-038	350 Lockhart Way		B21-1830	SFD	O							1	07/20/2021	1
8457-029-038	8457-029-038	352 Lockhart Way		B21-1842	SFD	O							1	07/20/2021	1
8457-029-038	8457-029-038	225 N Vincent Avenue		B21-1810	SFD	O							1	07/20/2021	1
8457-029-038	8457-029-038	1008 W Workman Avenue		B21-1831	SFD	O							1	07/20/2021	1
8457-029-038	8457-029-038	227 N Vincent Avenue		B21-1841	SFD	O							1	07/20/2021	1
8487-011-011	8487-011-011	714 S HOLLY PL		B23-0565	ADU	R									0
8467-001-002	8467-001-002	2104 W LUFKIN		B23-0069	ADU	R									0
8467-001-002	8467-001-002	2104 W LUFKIN		B23-0069	ADU	R									0
8487-011-011	8487-011-011	714 S HOLLY PL		B23-0565	ADU	R									0
8482-011-001	8482-011-001	2602 E LARKWOOD		B23-1596	ADU	R									0
8482-011-001	8482-011-001	2602 E LARKWOOD		B23-1596	ADU	R									0
8490-029-027	8490-029-027	1643 E MICHELLE		B22-1377	ADU	R									0
8456-019-017	8456-019-017	143 N MAPLEWOOD		B23-0939	ADU	R									0
8456-019-017	8456-019-017	143 N MAPLEWOOD		B23-0939	ADU	R									0
8466-009-007	8466-009-007	1738 S CABANA		B23-0441	ADU	R									0
8487-006-004	8487-006-004	1019 E CAMERON		B23-1492	ADU	R									0
8487-006-004	8487-006-004	1019 E CAMERON		B23-1492	ADU	R									0
8490-026-012	8490-026-012	1226 S RIMSDALE		B22-0954	ADU	R									0
8490-026-012	8490-026-012	1226 S RIMSDALE		B22-0955	ADU	R									0
8490-026-012	8490-026-012	1226 S RIMSDALE		B22-0954	ADU	R									0
8490-026-012	8490-026-012	1226 S RIMSDALE		B22-0955	ADU	R									0
8467-035-007	8467-035-007	1639 S CABANA		B23-0265	ADU	R									0
8467-035-007	8467-035-007	1639 S CABANA		B23-0265	ADU	R									0
8463-018-004	8463-018-004	2228 ROCKWAY		B23-0023	ADU	R									0
8463-018-004	8463-018-004	2228 ROCKWAY		B23-0024	ADU	R									0
8463-018-004	8463-018-004	2228 ROCKWAY		B23-0023	ADU	R									0
8463-018-004	8463-018-004	2228 ROCKWAY		B23-0024	ADU	R									0
8722-006-006	8722-006-006	3500 S HEDGEROW		B22-0768	ADU	R									0
8485-001-009	8485-001-009	2148 E CORTEZ		B22-1228	ADU	R									0
8480-015-045	8480-015-045	529 S BARRANCA		B21-0030	ADU	R									0
8480-015-045	8480-015-045	529 S BARRANCA		B21-0030	ADU	R									0
8490-003-001	8490-003-001	1244 S VALINDA		B23-0513	ADU	R									0
8482-032-017	8482-032-017	3331 E WHITEBIRCH		B24-0253	ADU	R									0
8482-032-017	8482-032-017	3331 E WHITEBIRCH		B24-0253	ADU	R									0
8722-001-001	8722-001-001	3301 E HILLTONIA		B22-0653	ADU	R									0
8722-001-001	8722-001-001	3301 E HILLTONIA		B22-0653	ADU	R									0
8486-014-016	8486-014-016	1333 E VINE		B24-0136	ADU	R									0
8486-014-016	8486-014-016	1333 E VINE		B24-0136	ADU	R									0
8479-009-007	8479-009-007	201 S MOCKINGBIRD		B23-1582	ADU	R									0
8479-009-007	8479-009-007	201 S MOCKINGBIRD		B23-1582	ADU	R									0
8477-008-012	8477-008-012	111 S FERNWOOD		B22-2277	SFA	R									0
8477-008-012	8477-008-012	111 S FERNWOOD		B22-2277	ADU	R									0
8455-008-017	8455-008-017	1612 E THELBORNE		B23-1853	ADU	R									0
8455-008-017	8455-008-017	1612 E THELBORNE		B23-1853	ADU	R									0

8441-013-015	8441-013-015	1201 E PUENTE		B21-0172	ADU	R										0
8441-013-015	8441-013-015	1201 E PUENTE		B21-0172	ADU	R										0
8459-019-025	8459-019-025	238 N BROMLEY		B23-1586	ADU	R										0
8456-020-016	8456-020-016	1130 E WORKMAN		B22-2072	ADU	R										0
8459-019-025	8459-019-025	238 N BROMLEY		B23-1586	ADU	R										0
8475-016-068	8475-016-068	401 N LA BREDA		B23-1091	ADU	R										0
8475-016-068	8475-016-068	401 N LA BREDA		B23-1091	ADU	R										0
8477-014-013	8477-014-013	228 S TURNER		B24-0196	ADU	R										0
8477-014-013	8477-014-013	228 S TURNER		B24-0196	ADU	R										0
8490-028-013	8490-028-013	1247 S AZUSA		B23-1820	ADU	R										0
8490-028-013	8490-028-013	1247 S AZUSA		B23-1820	ADU	R										0
8488-020-002	8488-020-002	812 E GREENVILLE		B24-0659	ADU	R										0
8488-020-002	8488-020-002	812 E GREENVILLE		B24-0659	ADU	R										0
8490-005-003	8490-005-003	1332 E MCWOOD		B22-0550	ADU	R										0
8466-007-005	8466-007-005	1764 S TONOPAH		B21-1007	ADU	R										0
8466-007-005	8466-007-005	1764 S TONOPAH		B21-1007	ADU	R										0
8490-005-003	8490-005-003	1332 E MCWOOD		B22-0550	ADU	R										0
8460-021-002	8460-021-002	2526 W HAVENBROOK		B22-1495	ADU	R										0
8487-016-008	8487-016-008	900 S GLENDORA		B22-1987	ADU	R										0
8735-015-018	8735-015-018	2108 E LORRAINE		B23-2005	ADU	R										0
8456-027-011	8456-027-011	219 N MARDINA		B22-1923	ADU	R										0
8482-017-005	8482-017-005	3046 E EDDES		B23-1872	ADU	R										0
8733-011-006	8733-011-006	3447 PHOEBE		B23-1371	ADU	R										0
8480-017-028	8480-017-028	3118 JOY ST		B23-1498	ADU	R										0
8440-035-008	8440-035-008	632 N CHAPMAN		B23-2057	ADU	R										0
8480-013-016	8480-013-016	18 S CAMPANA FLORES		B23-1293	ADU	R										0
8454-028-034	8454-028-034	2043 E MARDINA		B23-0911	ADU	R										0
8479-007-009	8479-007-009	147 S MANZANITA		B23-1622	ADU	R										0
8480-015-036	8480-015-036	509 S BARRANCA		B22-1050	ADU	R										0
8480-009-021	8480-009-021	2729 E VANDERHOOF		B23-0501	ADU	R										0
8480-009-021	8480-009-021	2729 E VANDERHOOF		B23-0502	ADU	R										0
8489-015-011	8489-015-011	1216 S SILVERBIRCH		B23-2144	ADU	R										0
8484-009-013	8484-009-013	2532 E LARKWOOD		B23-0193	ADU	R										0
8493-009-002	8493-009-002	1308 S SOUTH HILLS DR		B23-1870	ADU	R										0
8743-008-002	8743-008-002	1108 ECLIPSE WAY		B23-0546	ADU	R										0
8486-003-015	8486-003-015	1531 E LARKWOOD		B22-0573	ADU	R										0
8486-003-015	8486-003-015	1531 E LARKWOOD		B24-0092	ADU	R										0
8458-008-011	8458-008-011	734 N FRIJO		B23-1609	ADU	R										0
8482-003-033	8482-003-033	611 S PROSPERO		B23-1172	ADU	R										0
8467-030-017	8467-030-017	1631 W RANDALL		B23-1733	ADU	R										0
8277-048-001	8277-048-001	3631 E TEMPLE WAY		B23-1034	ADU	R										0
8731-006-002	8731-006-002	2615 ERICA		B24-0199	ADU	R										0
8475-016-068	8475-016-068	767 S EVANWOOD		B23-1070	ADU	R										0
8486-009-003	8486-009-003	808 S PIMA		B24-0142	ADU	R										0
8492-016-036	8492-016-036	2028 E LINDA VISTA		B24-0170	ADU	R										0
8477-017-017	8477-017-017	246 S LARK ELLEN		B24-0048	ADU	R										0
8467-019-001	8467-019-001	1407 S SANDSPRINGS		B23-1301	ADU	R										0
8487-008-139	8487-008-139	624 S GLENDORA		B23-1519	ADU	R										0
8724-003-067	8724-003-067	3940 S SENTOUS		B23-0617	ADU	R										0
8493-029-008	8493-029-008	1515 HOLLENCREST		B22-2565	ADU	R										0
8457-016-004	8457-016-004	408 N SUNSET		B24-0353	ADU	R										0
8490-032-006	8490-032-006	1009 S GLENVIEW		B24-0175	ADU	R										0
8456-005-015	8456-005-015	1349 E WORKMAN		B24-0312	ADU	R										0
8488-020-002	8488-020-002	812 E GREENVILLE		B24-0659	ADU	R										0
8277-011-019	8277-011-019	345 S GRAND		B23-1885	ADU	R										0
8277-011-019	8277-011-019	345 S GRAND		B23-1886	ADU	R										0
8468-008-005	8468-008-005	1813 W LEEWOOD		B22-1304	ADU	R										0
8488-008-007	8488-008-007	1030 S SUSANA		B24-0128	ADU	R										0
8741-003-016	8741-003-016	1414 S INDIAN SUMMER		B24-0168	ADU	R										0
8732-012-009	8732-012-009	1938 GEMINI		B23-1557	ADU	R										0
8447-022-050	8447-022-050	3599 E HILLHAVEN		B24-0633	ADU	R										0
8442-023-019	8442-023-019	1444 E DANES		B24-0820	ADU	R										0
8740-011-013	8740-011-013	1721 S AVINGTON		B23-1365	ADU	R										0
8456-006-012	8456-006-012	1229 E WORKMAN		B22-2606	ADU	R										0
8463-012-015	8463-012-015	1321 S SIESTA		B24-0172	ADU	R										0
8458-015-021	8458-015-021	426 N CONLON		B24-0452	ADU	R										0
8484-031-025	8484-031-025	2222 E ALASKA		B24-0518	ADU	R										0
8466-003-008	8466-003-008	1747 S CONLON		B24-0116	ADU	R										0
8487-028-014	8487-028-014	1105 E THACKERY		B24-0881	ADU	R										0
8470-017-002	8470-017-002	1515 S CALIFORNIA		B24-0314	ADU	R										0
8486-006-031	8486-006-031	1313 E MOBECK		B23-1812	ADU	R										0
8467-013-022	8467-013-022	1204 S MEEKER		B24-0789	ADU	R										0
8470-025-022	8470-025-022	945 W BAINBRIDGE		B24-0497	ADU	R										0
8470-012-017	8470-012-017	1012 W DURNESS		B24-1129	ADU	R										0
8478-029-011	8478-029-011	1805 E HOLLY OAK		B24-1437	ADU	R										0
8493-006-002	8493-006-002	1313 S GLENN ALAN		B24-0934	ADU	R										0
8740-018-003	8740-018-003	1535 DOUBLEGROVE		B24-1102	ADU	R										0
8459-015-020	8459-015-020	346 N LELAND		B23-0043	ADU	R										0
8479-014-008	8479-014-008	2516 E WALNUT CREEK PKW		B24-1016	ADU	R										0
8470-033-005	8470-033-005	1308 W YARNELL		B24-0946	ADU	R										0

8463-022-015	8463-022-015	1605 S MAYLAND		B24-1315	ADU	R									0
8467-021-013	8467-021-013	1914 W FOSTER		B24-1047	ADU	R									0
8468-004-017	8468-004-017	1136 S MEEKER		B24-1177	ADU	R									0
8470-010-021	8470-010-021	1012 W SPRUCE		B24-1018	ADU	R									0
8490-025-016	8490-025-016	1228 S GLENVIEW		B24-0954	ADU	R									0
8456-025-016	8456-025-016	1224 E WORKMAN		B24-1280	ADU	R									0
8467-009-008	8467-009-008	1441 S RAMA		B23-1619	ADU	R									0
8469-002-040	8469-002-040	843 S EVANWOOD		B24-0827	ADU	R									0
8479-017-041	8479-017-041	2242 E WALNUT CREEK PKW		B24-1444	ADU	R									0
8489-020-002	8489-020-002	1217 S LARIMORE		B24-1530	ADU	R									0
8467-001-002	8467-001-002	2104 W LUFKIN		B24-1507	ADU	R									0
8485-001-009	8485-001-009	2148 E CORTEZ		B24-1522	ADU	R									0
8470-034-012	8470-034-012	1513 S BROADMOOR		B24-1480	ADU	R									0
8732-012-013	8732-012-013	3109 APRIL WY		B24-0157	ADU	R									0
8476-014-008	8476-014-008	1129 E CEDARBROOK		B24-1639	ADU	R									0
8459-016-011	8459-016-011	407 N LEELAND		B24-1712	ADU	R									0

Table A2

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

Project Identifier			Affordability by Household Incomes - Building Permits								
			7							8	9
Current APN	Street Address	Project Name+	Very Low-Income Deed Restricted	Very Low-Income Non Deed Restricted	Low- Income Deed Restricted	Low- Income Non Deed Restricted	Moderate-Income Deed Restricted	Moderate-Income Non Deed Restricted	Above Moderate-Income	Building Permits Date Issued	# of Units Issued Building Permits
			0	4	0	48	0	3	40		95
8441-027-903	516 TAMARIND								5	03/02/2023	5
8441-027-903	518 TAMARIND								5	03/02/2023	5
8441-027-903	522 TAMARIND								5	03/02/2023	5
8441-027-903	520 TAMARIND								5	03/02/2023	5
8457-029-038	242 LOCKHART								6	12/13/2022	6
8457-029-038	201 LOCKHART								6	12/13/2022	6
8457-029-038	246 LOCKHART								6	01/31/2023	6
8457-029-038	200 LOCKHART								6	02/14/2023	6
8441-027-903	503 TAMARIND								6	03/02/2023	6
8441-027-903	501 TAMARIND								6	06/16/2022	6
8468-015-024	1686 CAYTON LOOP								10	06/27/2023	10
8468-015-024	1630 CAMERON							12		06/16/2022	12
8457-029-038	1018 W Workman Avenue								1	06/19/2022	1
8457-029-038	350 Lockhart Way								1	06/19/2022	1
8457-029-038	352 Lockhart Way								1	06/19/2022	1
8457-029-038	225 N Vincent Avenue								1	06/29/2022	1
8457-029-038	1008 W Workman Avenue								1	06/29/2022	1
8457-029-038	227 N Vincent Avenue								1	06/29/2022	1
8487-011-011	714 S HOLLY PL			1						08/10/2023	1
8467-001-002	2104 W LUFKIN			1						07/18/2023	1
8467-001-002	2104 W LUFKIN			1						07/18/2023	1
8487-011-011	714 S HOLLY PL			1						08/10/2023	1
8482-011-001	2602 E LARKWOOD			1						10/17/2023	1
8482-011-001	2602 E LARKWOOD			1						10/17/2023	1
8490-029-027	1643 E MICHELLE			1						10/24/2022	1
8456-019-017	143 N MAPLEWOOD			1						09/28/2023	1
8456-019-017	143 N MAPLEWOOD			1						09/28/2023	1
8466-009-007	1738 S CABANA			1						06/08/2023	1
8487-006-004	1019 E CAMERON			1						10/12/2023	1
8487-006-004	1019 E CAMERON			1						10/12/2023	1
8490-026-012	1226 S RIMSDALE			1						04/27/2023	1
8490-026-012	1226 S RIMSDALE			1						04/27/2023	1
8490-026-012	1226 S RIMSDALE			1						04/27/2023	1
8490-026-012	1226 S RIMSDALE			1						04/27/2023	1
8467-035-007	1639 S CABANA			1						05/10/2023	1
8467-035-007	1639 S CABANA			1						05/10/2023	1
8463-018-004	2228 ROCKWAY			1						03/28/2023	1
8463-018-004	2228 ROCKWAY			1						03/28/2023	1
8463-018-004	2228 ROCKWAY			1						03/28/2023	1
8463-018-004	2228 ROCKWAY			1						03/28/2023	1
8722-006-006	3500 S HEDGEROW			1						10/03/2022	1

8485-001-009	2148 E CORTEZ			1						09/12/2022	1
8480-015-045	529 S BARRANCA			1						05/05/2021	1
8480-015-045	529 S BARRANCA			1						05/05/2021	1
8490-003-001	1244 S VALINDA			1						09/05/2023	1
8482-032-017	3331 E WHITEBIRCH			1						04/23/2024	1
8482-032-017	3331 E WHITEBIRCH			1						04/23/2024	1
8722-001-001	3301 E HILLTONIA			1						10/26/2023	1
8722-001-001	3301 E HILLTONIA			1						10/26/2023	1
8486-014-016	1333 E VINE			1						03/27/2024	1
8486-014-016	1333 E VINE			1						03/27/2024	1
8479-009-007	201 S MOCKINGBIRD					1				02/12/2024	1
8479-009-007	201 S MOCKINGBIRD					1				02/12/2024	1
8477-008-012	111 S FERNWOOD					1				08/29/2023	1
8477-008-012	111 S FERNWOOD					1				08/29/2023	1
8455-008-017	1612 E THELBORNE					1				01/10/2024	1
8455-008-017	1612 E THELBORNE					1				01/10/2024	1
8441-013-015	1201 E PUENTE					1				06/07/2022	1
8441-013-015	1201 E PUENTE					1				06/07/2022	1
8459-019-025	238 N BROMLEY					1				01/08/2024	1
8456-020-016	1130 E WORKMAN					1				04/08/2024	1
8459-019-025	238 N BROMLEY					1				01/08/2024	1
8475-016-068	401 N LA BREDA					1				10/26/2023	1
8475-016-068	401 N LA BREDA					1				10/26/2023	1
8477-014-013	228 S TURNER					1				06/26/2024	1
8477-014-013	228 S TURNER					1				06/26/2024	1
8490-028-013	1247 S AZUSA					1				01/17/2024	1
8490-028-013	1247 S AZUSA					1				01/17/2024	1
8488-020-002	812 E GREENVILLE					1				07/02/2024	1
8488-020-002	812 E GREENVILLE					1				07/02/2024	1
8490-005-003	1332 E MCWOOD					1				10/24/2022	1
8466-007-005	1764 S TONOPAH					1				12/13/2023	1
8466-007-005	1764 S TONOPAH					1				12/13/2023	1
8490-005-003	1332 E MCWOOD					1				10/24/2022	1
8460-021-002	2526 W HAVENBROOK					1				11/08/2022	1
8487-016-008	900 S GLENDORA					1				01/02/2024	1
8735-015-018	2108 E LORRAINE					1				01/03/2024	1
8456-027-011	219 N MARDINA					1				01/03/2024	1
8482-017-005	3046 E EDDES					1				01/09/2024	1
8733-011-006	3447 PHOEBE					1				01/10/2024	1
8480-017-028	3118 JOY ST					1				01/18/2024	1
8440-035-008	632 N CHAPMAN					1				01/22/2024	1
8480-013-016	18 S CAMPANA FLORES					1				01/31/2024	1
8454-028-034	2043 E MARDINA					1				02/01/2024	1
8479-007-009	147 S MANZANITA					1				02/01/2024	1
8480-015-036	509 S BARRANCA					1				02/07/2024	1
8480-009-021	2729 E VANDERHOOF					1				02/08/2024	1
8480-009-021	2729 E VANDERHOOF					1				02/08/2024	1
8489-015-011	1216 S SILVERBIRCH					1				02/13/2024	1
8484-009-013	2532 E LARKWOOD					1				02/27/2024	1
8493-009-002	1308 S SOUTH HILLS DR					1				03/04/2024	1
8743-008-002	1108 ECLIPSE WAY					1				03/05/2024	1
8486-003-015	1531 E LARKWOOD					1				03/05/2024	1
8486-003-015	1531 E LARKWOOD					1				03/05/2024	1
8458-008-011	734 N FRIJO					1				03/18/2024	1
8482-003-033	611 S PROSPERO					1				03/19/2024	1
8467-030-017	1631 W RANDALL					1				04/08/2024	1
8277-048-001	3631 E TEMPLE WAY					1				04/17/2024	1
8731-006-002	2615 ERICA					1				04/17/2024	1
8475-016-068	767 S EVANWOOD					1				04/22/2024	1
8486-009-003	808 S PIMA					1				04/23/2024	1
8492-016-036	2028 E LINDA VISTA					1				05/07/2024	1

8477-017-017	246 S LARK ELLEN					1				05/14/2024	1
8467-019-001	1407 S SANDSPRINGS					1				05/16/2024	1
8487-008-139	624 S GLENDORA					1				05/16/2024	1
8724-003-067	3940 S SENTOUS					1				05/21/2024	1
8493-029-008	1515 HOLLENCREST					1				06/03/2024	1
8457-016-004	408 N SUNSET					1				06/10/2024	1
8490-032-006	1009 S GLENVIEW					1				06/17/2024	1
8456-005-015	1349 E WORKMAN					1				06/25/2024	1
8488-020-002	812 E GREENVILLE							1		07/02/2024	1
8277-011-019	345 S GRAND							1		07/11/2024	1
8277-011-019	345 S GRAND							1		07/11/2024	1
8468-008-005	1813 W LEEWOOD								1	07/18/2024	1
8488-008-007	1030 S SUSANA								1	07/18/2024	1
8741-003-016	1414 S INDIAN SUMMER								1	07/29/2024	1
8732-012-009	1938 GEMINI								1	07/31/2024	1
8447-022-050	3599 E HILLHAVEN								1	08/01/2024	1
8442-023-019	1444 E DANES								1	08/01/2024	1
8740-011-013	1721 S AVINGTON								1	08/08/2024	1
8456-006-012	1229 E WORKMAN								1	08/08/2024	1
8463-012-015	1321 S SIESTA								1	08/08/2024	1
8458-015-021	426 N CONLON								1	08/13/2024	1
8484-031-025	2222 E ALASKA								1	08/13/2024	1
8466-003-008	1747 S CONLON								1	08/20/2024	1
8487-028-014	1105 E THACKERY								1	08/20/2024	1
8470-017-002	1515 S CALIFORNIA								1	08/21/2024	1
8486-006-031	1313 E MOBECK								1	09/04/2024	1
8467-013-022	1204 S MEEKER								1	09/09/2024	1
8470-025-022	945 W BAINBRIDGE								1	09/18/2024	1
8470-012-017	1012 W DURNESS								1	10/01/2024	1
8478-029-011	1805 E HOLLY OAK								1	10/02/2024	1
8493-006-002	1313 S GLENN ALAN								1	10/08/2024	1
8740-018-003	1535 DOUBLEGROVE								1	10/10/2024	1
8459-015-020	346 N LELAND								1	10/17/2024	1
8479-014-008	2516 E WALNUT CREEK PKW								1	10/23/2024	1
8470-033-005	1308 W YARNELL								1	10/24/2024	1
8463-022-015	1605 S MAYLAND								1	10/30/2024	1
8467-021-013	1914 W FOSTER								1	11/04/2024	1
8468-004-017	1136 S MEEKER								1	11/04/2024	1
8470-010-021	1012 W SPRUCE								1	11/06/2024	1
8490-025-016	1228 S GLENVIEW								1	11/18/2024	1
8456-025-016	1224 E WORKMAN								1	11/18/2024	1
8467-009-008	1441 S RAMA								1	11/20/2024	1
8469-002-040	843 S EVANWOOD								1	12/03/2024	1
8479-017-041	2242 E WALNUT CREEK PKW								1	12/04/2024	1
8489-020-002	1217 S LARIMORE								1	12/04/2024	1
8467-001-002	2104 W LUFKIN								1	12/10/2024	1
8485-001-009	2148 E CORTEZ								1	12/10/2024	1
8470-034-012	1513 S BROADMOOR								1	12/11/2024	1
8732-012-013	3109 APRIL WY								1	12/18/2024	1
8476-014-008	1129 E CEDARBROOK								1	12/19/2024	1
8459-016-011	407 N LEELAND								1	12/19/2024	1

Jurisdiction	West Covina	
Reporting Year	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

This table is auto-populated once you enter your jurisdiction name and current year data. Past year information comes from previous APRs.

Please contact HCD if your data is different than the material supplied here

Table B
Regional Housing Needs Allocation Progress
Permitted Units Issued by Affordability

Income Level		1 RHNA Allocation by Income Level	Projection Period - 06/30/2021-10/14/2021	2 2021	2022	2023	2024	2025	2026	2027	2028	2029	3 Total Units to Date (all years)	4 Total Remaining RHNA by Income Level
Very Low	Deed Restricted	1,653	-	-	-	-	-	-	-	-	-	-	24	1,629
	Non-Deed Restricted		5	1	14	-	4	-	-	-	-	-		
Low	Deed Restricted	850	-	-	-	-	-	-	-	-	-	-	122	728
	Non-Deed Restricted		13	2	54	5	48	-	-	-	-	-		
Moderate	Deed Restricted	865	-	-	-	-	-	-	-	-	-	-	90	775
	Non-Deed Restricted		2	-	78	7	3	-	-	-	-	-		
Above Moderate		1,978	4	7	185	109	40	-	-	-	-	-	345	1,633
Total RHNA		5,346											581	4,765
Total Units			24	10	331	121	95	-	-	-	-	-		

Progress toward extremely low-income housing need, as determined pursuant to Government Code 65583(a)(1).

	5 Extremely low-Income Need		2021	2022	2023	2024	2025	2026	2027	2028	2029	6 Total Units to Date	7 Total Units Remaining
Extremely Low-Income Units*	827		-	-	-	-	-	-	-	-	-	-	827

ANNUAL ELEMENT PROGRESS REPORT

Housing Element Implementation

Jurisdiction	West Covina		
Reporting Year	2024	(Jan. 1 - Dec. 31)	

Table D

Program Implementation Status pursuant to GC Section 65583

Housing Programs Progress Report

Describe progress of all programs including local efforts to remove governmental constraints to the maintenance, improvement, and development of housing as identified in the housing element.

1	2	3	4
Name of Program	**Objective**	**Timeframe in H.E**	**Status of Program Implementation**
Housing Preservation	Assess rehabilitation needs in the identified priority areas in the city and apply for capital funding to address needs.	December 2025 to assess; apply/look for funding by June 2026	The City continues to investigate and look for new funding sources.
	Provide zero percent interest loans for minor home repairs of 15 households per year during the 2021-2029 planning period for a total of 120 households during the planning period.	Ongoing	Administering loans from previously implemented HPP program. Funding came from CDBG and Low/Moderate Housing Funds. In 2024, the City provided 12 loans to West Covina homeowners.
	Provide home repair program information with notice of violations. Provide information at all community centers and libraries and at public events, prioritizing areas of identified need. Hold at least one workshop or pop-up booth annually in identified neighborhoods of need, for a total of four events during the planning period.	Ongoing	The City's Public Safety Officer's (Code Enforcement) continuosly provides home repair information to property owners when applicable. In 2024, City staff provided information within booths at approximately five city events (Moon Festival, Spring Festival, Summer Concert Series) that were well attended by residents throughout the City, including individuals from identified neighborhoods.
	Partner with community-based organizations to disseminate housing information and resources in various community locations, such as City Hall, libraries, and community centers. Include informational materials about the HPP. Conduct community workshops and post information onto the City's website and the City's newsletter, Discover West Covina.	Ongoing	The City continuosly provides housing information at City Hall, other City facilities, and the library. In addition, housing information is posted on the City's website and is often featured in Discover West Covina. https://www.westcovina.org/departments/community-development/community-and-economic-development/housing
	Assist in the reduction of lead-based paint hazards. Set aside HOME Access and ARPA Home Repair and Weatherization Program funds to abate Lead Based Paint Hazards.	Ongoing	funds. The City utilizes CDBG and HPP funds to assist with home repairs and lead base

Monitor and Preserve Affordable Housing	Annually review Risk Assessment report published by the California Housing Partnership Corporation. At least three years prior to expiration of the regulatory agreement for at-risk units, meet with existing owner of property to discuss required actions under California law and seek solutions that allow for the preservation of the 96 at-risk regulated affordable housing units set to expire by 2033. Provide follow-up with owners of existing at-risk affordable housing one year and six months prior to conversion if property owner fails to respond. Seek and apply for federal and state grants to provide funding to ensure continued affordability for at-risk units. Annually identify funding opportunities.	Ongoing	Monitoring compliance of six affordable housing projects in the City, including Heritage Park, Lark Ellen Village, Mauna Loa Apartments, The Promenade, Senior Villas I and Senior Villas II. The City continues to monitor the status of existing affordable units within the City. There are 687 affordable units within the City. https://www.westcovina.org/departments/community-development/community-and-economic-development/housing/affordable-housing-developments
	At least 18 months prior to the expiration of the regulatory agreement for at-risk units, ensure that tenants understand their rights to remain in the units and that they receive information and referrals to resources. Coordinate with qualified entities on an ongoing basis.	Ongoing	The City is monitoring the expiration of regulatory agreements for at-risks units. The City provides information and refers individuals to different organizations that are able to assist with housing related resources. https://www.westcovina.org/departments/community-development/community-and-economic-development/housing/affordable-housing-developments
	Annually collect reporting by consultant(s) and review data. If warranted, recommend adoption of a local ordinance by December 2026.	Ongoing	The City actively monitors housing laws. The City adopted Ordinance No. 2525 on February 11, 2025 as required by the Department of Housing and Community Development to be incompliance with State Housing laws and the adopted Housing Element
	By December 2025, prepare needs analysis with goals and expected outcomes for program. If a need is determined, apply for public funding (e.g., HUD, State HCD) or allocate existing affordable housing funding (i.e., CDBG, HOME) for loan or grant resources that support this action biennially, beginning no later than December 2027, and provide outreach to at least five local property owners/managers by the end of the planning period	In progress	The City actively and continiously seeks/looks for funding sources/grants in order to address this program.
	Meet annually with Los Angeles Field Office HUD office to discuss expiring affordability terms.	In progress	In progress
	Annually review the Mobile Home Rent Control Ordinance and make any necessary changes to enhance its effectiveness	In progress	City staff actively monitors the Development Code and will process any necessary changes.

Energy-Efficient Design	Create a toolkit that connects property owners, including multi-family property owners, to funding to support energy and water efficiency upgrades by January 2026. Conduct outreach to at least 50 property owners annually beginning January 2027.	In progress	In progress
	By January 2025, create an infrastructure project priority checklist and apply to updates of all transportation and infrastructure plans.	On going	The City annually prepares a Capital Improvement Program list for projects that the City is planning on undertaking for the fiscal year. The City has received and is actively seeking funds for transportation and infrastucture improvements.
	Beginning in 2025, hold at least four outreach events (workshops or pop-up events) during the planning period in identified priority neighborhoods.	On going	In 2024, City staff provided information within booths at approximately five city events (Moon Festival, Spring Festival, Summer Concert Series) that were well attended by residents throughout the City, including individuals from identified neighborhoods.
	Mail literature on resources for energy and water efficiency programs to all households at least once per year.	Ongoing	The City will utilize the Discover West Covina, which is sent out to households throughout the City, to provide information on resources for energy and water efficiency.
Code Enforcement	On an ongoing basis, provide homeowners and property owners information on the City's HPP program when issuing code violations. Assist 10 households with rehabilitation assistance through the HPP program.	Ongoing	The City's Public Safety Officer's (Code Enforcement) continuosly provides home repair information to property owners when applicable. In 2024, City staff provided information within booths at approximately five city events (Moon Festival, Spring Festival, Summer Concert Series) that were well attended by residents throughout the City, including individuals from identified neighborhoods. In 2024, the City provided 12 loans to West Covina homeowners.
	Continue to provide annual harassment trainings from the California Joint Powers Insurance Authority during the 6th Cycle Housing Element planning period to improve capacity of Code Enforcement Division staff to work with diverse communities, in a culturally competent manner with a focus on problem solving and with connections to social and economic support services.	Ongoing	The City's Public Safety Officer's (Code Enforcement) continuosly receives harassment training and participates in other training opportunities through California JPIA.
Acquisition and Rehabilitation	Hold at least one stakeholder forum with pri	Completed	City staff actively reached out to private and non-profit housing developers and housing stakeholders to solicit input on housing element programs, available sites, and funding opportunities.

	Establish a list of established and potential housing purchasers by December 2024. Contact potential purchasers of at-risk units to discuss affordability preservation at least one year prior to the expiration of at-risk units. Hold at least one stakeholder forum with private and non-profit housing developers to solicit input on available units and funding opportunities by June 2025.	In progress	In progress
Support Production of Affordable Housing	The City will maintain information on opportunity sites on its website on an ongoing basis and will hold a focus group session with local CHDOs at least once annually beginning in 2024 to identify existing and potential incentives, sites, development needs (e.g. infrastructure, funding) and opportunities for affordable housing development. Maintain current information on the development process, potential fee reductions, and density bonus on the City's website and publish informational bulletin by August 2024, and communicate available incentives to developers during development opportunity meetings. Facilitate the development of 3,548 affordable housing units during the planning period.	Ongoing	The City maintains development opportunity site information and general development information on the City's website and consistently communicates information to developers, including housing and density bonus information.
	Create informational materials about the CalHFA program at City Hall, on the City's website, in the City's newsletter (Discover West Covina) and in other public place to increase awareness. Contact at least one qualified, bona fide developer per year throughout the planning period to promote the use of CalHFA funds.	Ongoing	Informational material on CalHFA and other housing resources are posted on the City's website. https://www.westcovina.org/departments/community-development/community-and-economic-development/housing/affordable-housing-developments
	Report on identified surplus land in Housing Element Annual Progress reports. Annually, assess the list of surplus sites and solicit development via a competitive RFP process or other forms of partnership such as land lease agreements.	Ongoing	Surplus land information is included on Table H of this report
	Adopt written policies and procedures for the Utilities Department pursuant to Government Code Section 65589.7 by February 2024.	Completed	The City of West Covina does not own nor operate any public utility companies.

	Develop marketing materials advertising the density bonus by June 2024. Make them available to interested developers in public places and on the City's website. Contact at least one qualified, bona fide developer per year throughout the planning period to promote the use of the City's density bonus program	Ongoing	The City maintains density bonus and other housing information on the City's website. Staff has spoken to at least one housing developer about potentially utilizing density bonus in 2024.
	By January 2025, adopt incentives to encou	Completed	The City has adopted Ordinance No. 2525 in February 2025, which allows for administrative approval of certain lot splits (tentative parcel maps and SB-9).
	By January 2026, complete a review of development activity related to large RHNA sites and revise RHNA calculations, potentially including identifying alternative sites with appropriate zoning (by June 2026), if the sites are found to be infeasible for development in the planning period.	Ongoing	Currently, all sites identified are considered feasible for potential development of housing. The City continously tracks development activity.
Tenant Protections and Support	Collaborate with LACADA and promote the Section 8 voucher program to landlords and residents with the goal of increasing the number of vouchers used. Focus outreach on Census Tract 4062.01, identified as an area with high concentration of lower-income households and multifamily/rental housing.	Ongoing	The City used $250,000 to fund the Los Angeles Centers for Alcohol and Drug Abuse (LA CADA). LA CADA provides a two-person team, five days per week to conduct homeless outreach, assessment, and connection to services. The Baldwin Park Housing authority administer's the City's Section 8 program. The Baldwin Park Housing Authority maintains the City's waiting list and connects residents to housing when units become available. This program provides rental assistance to eligible extremely low and very low-income individuals/families, seniors, and persons with disabilities. Individuals can receive a voucher that covers a portion of their rent, making housing more affordable. The Baldwin Park Housing Authority also offers support services to help families find suitable housing and maintain their tenancy. https://www.westcovina.org/residents/homeless-solutions-for-west-covina
	Connect affordable housing developers to Project-Based Section 8 vouchers when they are available to their developments in West Covina	Ongoing	The City will connect affordable housing developers to the Baldwin Park Housing Authority, when affordable housing is included within a development. Construction of multifamily housing incorporating affordable units in the City has not been proposed within this review period.
	In collaboration with LACDA, provide education to property owners and managers to expand awareness of the Housing Choice Voucher program to increase acceptance of tenant-based Housing Choice Vouchers and to facilitate mobility and provide choices for lower-income households throughout the city. Identify and address challenges that property owners/managers have with existing or prospective Section 8 voucher	On going	The Baldwin Park Housing Authority administer's the City's Section 8 program. This program provides rental assistance to eligible extremely low and very low-income individuals/families, seniors, and persons with disabilities. Individuals can receive a voucher that covers a portion of their rent, making housing more affordable. The Baldwin Park Housing Authority also offers support services to help families find suitable housing and maintain their tenancy. The program also provides education and information to property owners regarding Section 8.

	In consultation with fair housing service providers and community-based organizations, assess if additional protections are needed, by January 2026. If warranted, recommend adoption of a local tenant protection ordinance to City Council by December 2026.	In progress	In progress
	Prepare needs assessment report on the development of a rental assistance program to fill any gaps between Section 8 assistance and rent, or to aid those who may not qualify for Section 8 but need one-time emergency assistance, to provide relief to tenants to avoid the displacement in vulnerable communities. Report will compare similar programs in other cities and feasibility of funding sources, including HOME and CDBG.	In progress	In progress
Review and Update the Development Review Process	Monitor average processing times for new housing projects and use data on processing times and applications to track review times and trends in citywide development and affordable housing developments. Assess the existing permit application and review process to streamline development projects where possible, prioritizing multi-family and affordable housing development.	On going	The City strives on processing applications as quickly as possible. The City constantly re-evaluates the application process in order to increase efficiency.
	Offer free Pre-Application Review process for development applicants.	On going	The City currently offers free informal pre-application review, where potential applicants can visit the counter and/or email plans to receive fee informal pre-application review and comments.
	Review the City's permit process to ensure compliance with AB 2011 which allows for ministerial, by-right approval for affordable housing on commercially zoned lands, and allows such approvals for mixed-income housing along commercial corridors, as long as the projects meet specified affordability, labor, and environmental criteria.	Completed	The City has adopted Ordinance No. 2525 in February 2025 and has adopted objective design standards for multifamily housing development which allows for administrative/ministerial approval of affordable housing.
	Seek opportunities to streamline the CEQA review process by utilizing exemptions or tiering, particularly for infill development, consistent with State law.	Ongoing	The City utilizes CEQA exemptions for infill development in compliance with State law

	Monitor regulations, ordinances, processing procedures, and residential development impact and permit fees to assess impacts on housing development.	Ongoing	The City actively monitors housing laws, the Development/Zoning Code, and processing procedures as it relates to residential development fees and the fees' impact on housing development.
	Amend the Zoning Code to revise the parking requirements for Multi-family dwellings, to remove distinctions between "multi-family dwelling" and "multi-family, mixed use" and utilize the same parking standards based on unit size as multi-family, mixed use development.	Completed	The City has adopted Ordinance No. 2525 in February 2025, which removed distinctions between multifamily dwellings, including utilizing the same parking standards.
	Amend the Zoning Code to reduce the minimum lot sizes in MF-8, MF-15, and MF-20 zones to 20,000 square feet.	Completed	The City has adopted Ordinance No. 2525 in February 2025, which reduced the minimum lot sizes for multifamily residential zones to 20,000 square feet.
Accessory Dwelling Units	Monitor ADU production and affordability levels on an annual basis to ensure that they are satisfying the construction targets adopted to meet RHNA obligations. Encourage the development of ADUs throughout the city, but target outreach in the southern and eastern areas of the city, where household incomes are typically higher, there is less available land for development, and greater access to opportunity. Monitor review times for ADU and JADU permit applications and streamline permit review. The City will implement additional actions to promote the construction of ADUs depending on the severity of the gap.	On going	The City consistently monitors ADU production and encourages the development of ADUs. ADUs and JADUs are reviewed on a streamlined manner. The City provides information on the website regarding ADU development and has promoted ADUs/JADUs in the City's Discover West Covina newsletter.
	Develop a virtual 15-minute ADU permit meeting for applicants to streamline the permit process.	In progress	In progress
	Assist and educate homeowners by posting pre-approved ADU/JADU Standard Plans in English and Spanish on the City's website by January 2025.	On going	The City is available to receive applications for proposed pre-approvals for ADU/JADU standard plans. We have not received any application submittals. Once pre-approved standard plans are available, the City will be posting the plans on the City's website.

	Update City website by January 2024 to provide link to California Housing Finance Agency (CHFA) ADU program that provides $40,000 in grant for predevelopment costs to income-eligible property owners.	Completed	Informational material on CHFA and other housing resources are posted on the City's website. Currently, the latest round of ADU funding has been fully allocated. Once more funds become available, the City will post a direct link to the ADU program. https://www.westcovina.org/departments/community-development/community-and-economic-development/housing/affordable-housing-developments
Fair Housing	Partner with the Housing Rights Center to provide fair housing services and education.	On going	The City partners with the Housing Rights Center and has provided them with $10,000 in CDBG funds. The Housing Rights Center provides fair housing and education services to West Covina residents.
	Hold at least four informational events during the planning period to disseminate informational materials or provide training to residents.	On going	In 2024, City staff provided information within booths at approximately five city events (Moon Festival, Spring Festival, Summer Concert Series) that were well attended by residents throughout the City.
	For the City's affordable housing programs (e.g., Home Improvement Loan Program) create a Fair Housing Marketing Plan and review every two years to ensure compliance.	On going	The City consistently promotes the afforable housing programs through the City's website, at City events, articles/ads written in the Discover West Covina newsletter, and through information provided by Public Safety (Code Enforcement) officers directly to property owners who may be in need. https://www.westcovina.org/departments/community-development/community-and-economic-development/housing/affordable-housing-developments
	Annually conduct and publish third party review of city or regional HMDA data to identify areas of need regarding fair access to lending.	Not Initiated	Not Initiated
	Consult with the Housing Rights Center to review methodology for a Fair Housing Audit	On going	The City partners with the Housing Rights Center. The Housing Rights Center administers the City's fair housing programs and provides fair housing and education services to West Covina residents.
	Updated website content with updated information on fair housing services and programs by January 2025.	Completed	The City's website is updated with fair housing program/service information. https://www.westcovina.org/departments/community-development/community-and-economic-development/housing/affordable-housing-developments
	Conduct a presentation every two years at the Center about services available through the County CDC, Housing Rights Center, and the City.	In progress	In progress
	Partner with three new schools or community-based organizations during the planning period to disseminate materials and provide trainings to residents.	On going	The City partners with the Housing Rights Center. The Housing Rights Center administers the City's fair housing programs and provides fair housing and education services to West Covina residents.

	Provide housing resources and financial planning seminars to at least 50 residents annually.	On going	The Housing Rights Center holds housing seminars for West Covina residents at least twice a year.
	Increase participation in homeownership education and outreach programs by minority and/or low- and moderate-income residents by 25 percent by 2028.	In progress	In progress
Housing for Persons with Special Needs	In the northern part of the city, particularly Census Tract 4062.02 where rates of households with a disability are highest, facilitate the development of housing for persons with disabilities (including developmental disabilities) through incentives including streamlined processing and providing resources and assistance for affordable housing development.	On going	The City has adopted Ordinance No. 2525 in February 2025 and has adopted objective design standards for multifamily residential development which allows for a streamlined administrative process for certain residential developments throughout the City, including the northern part of the City.
	Work with the Los Angeles County Development Authority to implement an outreach program informing residents of the housing and services available for persons with developmental disabilities. The City shall make information available on the City website and at the San Gabriel Pomona Regional Center. (SB 812; Ashburn, 2010)	On going	The Baldwin Park Housing Authority administer's the City's Section 8 program. This program provides rental assistance to eligible extremely low and very low-income individuals/families, seniors, and persons with disabilities. Individuals can receive a voucher that covers a portion of their rent, making housing more affordable. The Baldwin Park Housing Authority also offers support services to help families find suitable housing and maintain their tenancy. This program and other housing program information are available on the City's website. https://www.westcovina.org/departments/community-development/community-and-economic-development/housing/affordable-housing-developments
	Continue to promote the HPP program to provide loans to qualified households to offset the cost remodeling existing homes to accommodate household members with disabilities.	On going	Informational material on the HPP and other housing resources are posted on the City's website. https://www.westcovina.org/departments/community-development/community-and-economic-development/housing/affordable-housing-developments
	Review the Reasonable Accommodations Ordinance and revise findings to be based on objective standards rather than impacts on surrounding uses and provide a link to its Reasonable Accommodations policy on the Housing page of the City website. Remove the application fee for reasonable accommodation requests.	On going	The City has standards in the Municipal Code for reasonable accommodation. The City has received and approved one reasonable accomodation application/request in 2022. No request was made in 2023. The City will work on modifying the required findings.

	Facilitate the development of alternative housing models suited to the housing needs of seniors and persons with disabilities such as housing co-operatives, Single-Room Occupancy (SROs), dormitories, tiny homes, and collective home ownership models in more areas of the city, including religious sites and publicly owned land. Stakeholder outreach shall include discussions with for-profit and non-profit housing developers. Focus on the northern part of the city, particularly Census Tract 4062.02, where rates of households with a disability are highest.	On going	The City has adopted Ordinance No. 2519 in February 2024 and has adopted objective design standards for multifamily residential development which allows for a streamlined administrative process for certain residential developments throughout the City and includes standards for the development of alternative housing models.
	Prepare a list of assistance programs and services by December 2024. Disseminate information online through email and social media and in hardcopy format at least once every two years at all public centers. Update the City's website with housing program information by January 2025. Hold at least five workshops or pop-up events that inform residents about fair housing resources and housing programs during the planning period.	Completed/On going	In 2024, City staff provided information within booths at approximately five city events (Moon Festival, Spring Festival, Summer Concert Series) that were well attended by residents throughout the City. The City's website is updated with housing program information. https://www.westcovina.org/departments/community-development/community-and-economic-development/housing/affordable-housing-developments
	Develop marketing materials by December 2025 to educate seniors on housing resources and distribute at the Senior Center.	On going	The City has marketing materials available to educate seniors on housing resources posted on the City's website, addition to information published within Discover West Covina. Copies of Discover West Covina are available at the Senior Center. The City will also distribute separate marketing materials made available at the Senior Center. https://www.westcovina.org/departments/community-development/community-and-economic-development/housing/affordable-housing-developments
	Establish a housing match system that connects seniors to roommates to supplement rent and offer assistance with household chores.	On going	The City contributes to the funding of a social worker through the YWCA to assist seniors with housing placement.
	Amend the zoning code to permit group homes for seven or more persons with disabilities or seniors (regardless of licensing) in all zones allowing residential uses, subject to the requirements of residential uses in the same zone, as required by Government Code, § 65583, subd. (c)(3).	Completed	The City has adopted Ordinance No. 2519 in February 2024 which allows for group homes in compliance with State law.

Homeless Assistance and Housing	Pursue federal, state, and regional funds for homeless service providers that operate temporary, permanent, and emergency shelters in the city that assist persons experiencing homelessness and at risk of becoming homeless. Consult with local community-based organizations and stakeholders to inform the design and development of homeless services, programming and needs assessments.	Not Initiated	Not Initiated
	Annually provide summary information on objectives and outcomes of City-funded services. Assess level of service and funding availability and coordinate with service providers to identify actions to address needs of residents experiencing homelessness. Create new or revised metrics and timelines.	On going	The City used $250,000 to fund the Los Angeles Centers for Alcohol and Drug Abuse (LA CADA). LA CADA provides a two-person team, five days per week to conduct homeless outreach, assessment, and connection to services. https://www.westcovina.org/residents/homeless-solutions-for-west-covina
	Support the rehabilitation or the development of at least 100 units of housing affordable to extremely low-income households and persons at risk of becoming homeless (including tiny homes, SRO units, micro units, co-housing units, or other alternative housing types) during the planning period. Make information on permit processing incentives available online	On going	The City has adopted Ordinance No. 2519 in February 2024 and has adopted objective design standards for multifamily residential development which allows for a streamlined administrative process for certain residential developments throughout the City and includes standards for the development of alternative housing models.
	Develop program by January 2025. Reach out to at least 10 property owners or managers by January 2026 with the goal of coordinating housing for at least 10 formerly homeless individuals and households during the planning period.	On going	The City used $250,000 to fund the Los Angeles Centers for Alcohol and Drug Abuse (LA CADA). LA CADA provides a two-person team, five days per week to conduct homeless outreach, assessment, and connection to services. https://www.westcovina.org/residents/homeless-solutions-for-west-covina
	Support the acquisition or rehabilitation for the purposes of Permanent Supportive Housing with wraparound services for persons experiencing chronic homelessness, serving at least 50 extremely low-income residents during the planning period.	Not Initiated	Not Initiated

	Assist at least a combination of 10 foster youth with transitional housing, or non-foster youth (under 18 years old) experiencing homelessness with accessing shelter, supportive services, and/or employment opportunities during the planning period by December 2029.	On going	The City used $250,000 to fund the Los Angeles Centers for Alcohol and Drug Abuse (LA CADA). LA CADA provides a two-person team, five days per week to conduct homeless outreach, assessment, and connection to services. https://www.westcovina.org/residents/homeless-solutions-for-west-covina
	Amend the Zoning Code to reduce the off-street parking requirements for emergency shelters to accommodate only sufficient parking to accommodate all staff working in the emergency shelter, provided that the standards do not require more parking for emergency shelters than other residential or commercial uses within the same zone	Completed	The City has adopted Ordinance No. 2525 in February 2025 as required by the Department of Housing and Community Development. Ordinance No. 2525 reduces the off-street parking requirements for emergency shelters to accommodate only sufficient parking to accommodate all staff working in the emergency shelter, provided that the standards do not require more parking for emergency shelters than other residential or commercial uses within the same zone.
Community and Economic Development	By 2028, as part of the Consolidated Plan update process, develop and adopt a comprehensive, long-term community development strategy and/or program priority strategy for lower-resource areas. During the planning period, increase TCAC opportunity scores from Areas of High Segregation and Poverty and Low Resource to Moderate Resource.	Not Initiated	Not Initiated
	Implement two projects and four events in Census Tract 4062.01 and other lower - resource areas during the planning period.	On going	In 2024, City staff provided information within booths at approximately five city events (Moon Festival, Spring Festival, Summer Concert Series) that were well attended by residents throughout the City.
	Conduct four educational workshops, campaigns, or outreach events to expand awareness of home and accessibility rehabilitation programs by the end of the planning period. Outreach efforts will be focused on areas with older housing stock and higher concentrations of residents living with a disability, primarily those north of I-10.	On going	In 2024, City staff provided information within booths at approximately five city events (Moon Festival, Spring Festival, Summer Concert Series) that were well attended by residents throughout the City.

	Prepare a transit needs study by 2027 and implement actions by 2028.	On going	On November 2024, the City launched an on-demand transportation services (Go West Covina) in partnership with Via Transportation. The new services offers more flexible alternatives to the standard bus routes. The City will monitor the new program.
	Annually collaborate with the Public Services Department to evaluate and report on the effectiveness of the long-term development strategy (Action 4.4-a), the City's CIP program, and use of CDBG funding in meeting the needs of underserved communities.	On going	The City's Public Works, Community Services, and Engineering Divisions annually collaborates in discussing the CIP program to meet the needs of the community, including underserved areas.
	Annually work with a consultant to assess and monitor pollution burden in each census tract, using tools such as CalEnviroScreen and TCAC opportunity mapping, and identify major sources of pollution. Develop a pollution burden reduction strategy for northern and western areas of West Covina by 2027 with metrics and timelines. Increase the TCAC environmental opportunity score by at least 0.3 points over the planning period.	Not Initiated	Not Initiated
	Create a marketing brochure. Meet annually with employment organizations and coordinate to host an employment resources table at existing events in Downtown West Covina, such as the annual Spring Festival, Moon Festival, and Christmas Parade/Santa's Village with the first event held by the end of the 2024-2025 Fiscal Year. Increase the TCAC economic opportunity score in the Downtown area by at least 0.3 points over the planning period.	In progress	In progress

Ensure Adequate Sites to Accommodate the RHNA	Completion of No Net Loss procedures by July 2024. Ongoing annual reporting via annual progress report. Beginning in August 2024, semi-annually review the list of Planned, Approved, and Pending projects and, if projects are not proceeding as anticipated (e.g., entitlements are set to expire, permit applications are not submitted or withdrawn, and/or construction is delayed such that certificates of occupancy will not foreseeably be granted by the end of the planning period), identify sites appropriate for development that can accommodate the specified number of units appropriate for low-income, moderate-income, or above moderate-income households. Annually report on progress of Planned, Approved, and Pending projects and any substituted sites in Annual Progress Report throughout the planning period.	On going	The City continuosly provides the required information in the annual progress report.
	Draft an annual memo on the City's remaining housing capacity. Ensure sufficient capacity for the development of 1,653 very low-income units, 850 low-income units, 865 moderate-income units, and 1,978 above moderate-income units during the planning period.	On going	The City's housing capacity has indicated within the Housing Element has not changed. Existing under-utilized mixed-use/commercial properties listed in the inventory remains unchanged without new development.

	Ensure the four City-owned properties are made available through the Surplus Land Act. Maintain a list of publicly owned properties with potential for residential development. The City will conduct studies of each site to determine the most efficient use for housing and determine incentives to mitigate constraints to affordable housing development and encourage the development of at least 155 units on City-owned sites in the planning period. To the extent feasible, the City will pursue projects that include housing for lower-income households and those with special needs such as seniors and persons with disabilities. If residential development on publicly owned parcels does not appear feasible at the capacities listed in the Site Inventory, the City will identify alternative sites to accommodate the shortfall.	On going	The City ensures that the Surplus Land act is complied with. The City has made properties available through this process. The City is currently accepting proposals for the development of the City yard and has actively been communicating with housing developers regarding the potential redevelopment of the City yard.
	In 2025, the City will evaluate all development in the mixed-use zones to better determine how often development has a residential component and make adjustments, as necessary, to maintain adequate sites throughout the planning period within one year. Adjustments may include modifying capacity assumptions, identify additional sites, providing additional incentives or rezoning.	In progress	In progress
Encourage Lot Consolidation and Infill	The City will annually review the Zoning Code, and update if necessary, to remove potential constraints to achieving highest possible densities beginning in 2024.	On going	The City actively monitors housing laws and the Development/Zoning Code. The City adopted Ordinance No. 2525 on February 11, 2025 as required by the Department of Housing and Community Development to be incompliance with State Housing laws and the adopted Housing Element
	Offer interdepartmental pre-development consultation for multifamily housing developments with lot consolidation and annually report on applications throughout the 2021-2029 planning period.	On going	The City continuosly provides the required information in the annual progress report.

	By January 2025, implement lot consolidation incentives to facilitate residential or mixed-use development. Review by December 31, 2026 and if necessary, modify the program to provide additional incentives to encourage lot consolidation.	On going	The City adopted Ordinance No. 2525 on February 2024 as required by the Department of Housing and Community Development to be incompliance with State Housing laws and the adopted Housing Element. Ordinance No. 2525 includes administrative and/or by-right approvals for certain residential development.
	Develop promotional brochures for display at the planning counter, Publish information on City website by January 2025.	On going	The City maintains informational handouts at the Planning Counter and the City's website. https://www.westcovina.org/departments/community-development/planning-division/handouts-and-guidelines
	Conduct outreach to property owners of sites in the Site Inventory that include parking lots for sites with opportunities for lower and moderate-income unit development.	In progress	In progress
	Provide technical assistance to at least 10 property owners of commercial developments with parking lots that desire to develop residential uses by January 2029.	In progress	In progress
	By January 2027, hold discussions with at least three commercial property owners or managers of shopping centers to identify changes to the City's development standards that would increase flexibility for residential development. If any changes are identified, amend the City's Municipal Code and/or Zoning Code by January 2028.	Completed	The City has adopted Ordinance No. 2519 in February 2024 and has adopted objective design standards for multifamily residential development which allows for a streamlined administrative process for certain residential developments throughout the City and includes standards for the development of alternative housing models. During the Development Code update, staff and the City's consultants reached out to commercial property owners throughout the City for input.

Jurisdiction	West Covina	
Reporting Period	2024	(Jan. 1 - Dec. 31)

NOTE: This table must contain an invenory of ALL surplus/excess lands the reporting jurisdiction owns

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

ANNUAL ELEMENT PROGRESS REPORT
Housing Element Implementation

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

Table H
Locally Owned Surplus Sites

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

Jurisdiction	West Covina	
Reporting Period	2024	(Jan. 1 - Dec. 31)
Planning Period	6th Cycle	10/15/2021 - 10/15/2029

ANNUAL ELEMENT PROGRESS REPORT

Table K
Tenent Preference Policy

Local governments are required to inform HCD about any local tenant preference ordinance the local government maintains when the jurisdiction submits their annual progress report on housing approvals and production, per Government Code 7061 (SB 649, 2022, Cortese). Effective January 1, 2023, local governments adopting a tenant preference are required to create a webpage on their internet website containing authorizing local ordinance and supporting materials, no more than 90 days after the ordinance becomes operational.

Does the Jurisdiction have a local tenant preference policy?	No
If the jurisdiction has a local tenant preference policy, provide a link to the jurisdiction's webpage containing authorizing local ordinance and supporting materials.	
Notes	

Jurisdiction	West Covina	
Reporting Year	2024	(Jan. 1 - Dec. 31)

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

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

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

Task	$ Amount Awarded	$ Cumulative Reimbursement Requested	Task Status	Other Funding	Notes
Development Code and Housing Element Update	$500,000.00	$471,702.52	Completed	None	Invoiced tasks include: advertisement, website creation, research, 5 community meetings, subcommittee meetings, drafting/adoption of objective design standards for multifamily development, drafting new development code, public outreach, 4 public hearings

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

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

Building Permits Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	4
Low	Deed Restricted	0
	Non-Deed Restricted	48
Moderate	Deed Restricted	0
	Non-Deed Restricted	3
Above Moderate		40
Total Units		95

Certificate of Occupancy Issued by Affordability Summary		
Income Level		Current Year
Very Low	Deed Restricted	0
	Non-Deed Restricted	33
Low	Deed Restricted	0
	Non-Deed Restricted	24
Moderate	Deed Restricted	0
	Non-Deed Restricted	12
Above Moderate		72
Total Units		141

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 6, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF AGREEMENT WITH DAVID VOLZ DESIGN LANDSCAPE ARCHITECTS, INC. FOR ARCHITECTURAL DESIGN SERVICES FOR THE DEL NORTE PARK IMPROVEMENTS & DOG PARK PROJECT - PROJECT NO. 24001**

RECOMMENDATION:

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

1. Award Request for Proposals (RFP) No. 2025-01 for Architectural Design Services for the Del Norte Park Improvements and Dog Park Project to David Volz Design Landscape Architects, Inc.; and
2. Authorize the City Manager to negotiate and execute a Professional Services Agreement with David Volz Design Landscape Architects, Inc., in an amount not to exceed $215,841, in such final form as approved by the City Attorney.

BACKGROUND:

In accordance with the City's objective to improve the City Parks, the Del Norte Park Improvements & Dog Park was initiated to update facilities to current standards, improve maintenance capabilities, provide access to clean, modern, and functional restrooms, and offer a state-of-the-art dog park for community enjoyment. The proposed park improvements include:

1. **Dog park upgrade and renovation** - expanding and separating the existing area into 3 sections to allow for regular maintenance, replacing existing fences with new predator-resistant 6-foot-high fencing, installation of new concrete paving, installation of new equipment and facilities, such as: pet receptacle waste stations, dog/people drinking fountains, benches, trash receptacles, dog play equipment, and area lighting; and
2. **Restroom improvements** - including upgrading the facilities (toilets, sinks, hand dryers etc), ADA improvements, exterior siding.

DISCUSSION:

In 2021, Transtech Engineers Inc. prepared conceptual drawings showing potential footprints for expansion of the existing dog park at Del Norte Park to explore the feasibility of the potential expansion of the dog park. These conceptual drawings showed the potential to provide a total of four gated sections to allow for the routine maintenance of the dog park while keeping spaces open for residents to utilize. The drawings showed the size options of the dog park within the existing footprint and the potential expansion of the footprint, but are not engineered plans that could be used for construction.

At the time, the City made the decision to pause planned improvements to the park due to emerging

developments with the adjacent Del Norte school site. The City had been informed that the school property was in the process of being sold to a housing developer. Given that the existing dog park sits directly along the shared property line with the school site, City staff determined it would be fiscally and strategically prudent to hold off on investing in design work that might not align with the future development. Since then, the City has been actively engaging with the developer to review proposed plans and explore opportunities for a more cohesive and integrated design that benefits both the park and the surrounding area. Additionally, the City was in the early stages of initiating a comprehensive Parks and Recreation Master Plan, which aims to assess and prioritize recreation needs citywide. Delaying the park improvements also allowed the City to take a broader, more thoughtful approach to long-term park planning. As of April 2025, the City has commenced the Park and Recreation Master Plan initiative, having held the first community meeting in April, with the final report anticipated to be completed Fall 2025.

On December 17, 2025, Councilmember Gutierrez made a request for staff to issue an RFP for the Del Norte Park Improvements & Dog Park improvements and bring it back for City Council consideration.

On February 24, 2025, City staff issued a Request for Proposals (RFP) for architectural services related to planned improvements at Del Norte Park and the Dog Park. The goal of the RFP was to obtain construction-ready plans to support the upcoming upgrades. The scope of work outlined in the RFP included several enhancements to the Dog Park, such as expanding the area and dividing it into three sections to support regular maintenance. Additional improvements include replacing the existing fence with a new 6-foot predator-resistant fence with coyote rollers, installing secure gates, new concrete paving, upgraded amenities (including pet waste stations, dual-purpose drinking fountains for dogs and people, benches, trash receptacles, and dog play equipment), and area lighting. Restroom upgrades were also part of the scope, including ADA-compliant improvements, new fixtures (toilets, sinks, hand dryers), and exterior enhancements such as updated roofing, fascia boards, and roof eaves.

The RFP closed on March 13, 2025, and the City received the following seven (7) proposals:

DESIGN FIRM	FEE PROPOSED
Architerra Design Group	$129,105
Hirsch & Associates Inc.	$133,130
David Volz Design Landscape Architects, Inc.	$215,841
RHA Landscape Architects Planners, Inc.	$216,750
MIG Inc.	$260,310
IDS Group	$228,610
RJM Design Group Inc.	$235,125

The process of selecting the most qualified firm to prepare the Del Norte Park and Dog Park designs began with careful evaluation of all proposals received, based on the criteria and evaluation point system outlined in the RFP by staff which is shown on the table below. The review panel of City staff included the Deputy Community Development Director, the Deputy Community Services Director and CIP Project Manager.

EVALUATION CRITERIA	MAX POINTS
Completeness of the SOQs and compliance with the required RFP format	5
Project understanding, scope and approach to develop the project efficiently.	20
Experience and qualifications of key staff	20

Similar project experience, including familiarity with State and Federal procedures	20
Effectiveness of Project Schedule showing how the proposer will be able to complete the design within the required time duration	20
Fees proposed to complete the design within the required duration	15
Total Points	100

From the review of the proposals, the following average scores were reached for each of the design firms:

DESIGN FIRM	AVERAGE SCORE
Architerra Design Group	87
Hirsch & Associates Inc.	84
David Volz Design Landscape Architects, Inc.	90.3
RHA Landscape Architects Planners, Inc.	89.3
MIG Inc.	86
IDS Group	85.7
RJM Design Group Inc.	90

Based on the average scores rated by the review panel, staff recommends that the City Council approve a Professional Services Agreement (PSA) for the Del Norte Park and Dog Park Improvements design project to David Volz Design Landscape Architects, Inc. for a total amount of $215,841 and authorize the City Manager to execute the agreement in such final form as approved by the City Attorney.

Project Timeline
If approved, the design is anticipated to commence in Summer 2025 and to be completed within 12 months.

LEGAL REVIEW:

The City Attorney's Office has reviewed the draft agreement and approved it as to form and will review and approve the final form of the agreement prior to execution.

OPTIONS:

The City Council has the following options:

1. Approve Staff's recommendation; or
2. Reject the proposals and direct staff to repost the RFP; or
3. Provide alternative direction.

Prepared by: Robert Ortega, CIP Project Manager
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

The CIP Project No. C24001-Del Norte Park Improvement and Dog Park was budgeted with $1.3 million project. There is sufficient funding in Fund 170-PDF Del Norte for the architectural services proposed.

While there is currently $1.3 million in allocated funding available for park improvements. With the City's Parks & Recreation Master Plan anticipated to be completed in the Fall of 2025, one option for consideration is to hold these funds in reserve. Doing so could allow the City to leverage the funding as matching dollars for future grant opportunities, supporting the implementation of priorities identified in the Master Plan. This approach may enhance the City's ability to secure additional external resources and deliver comprehensive improvements to parks and recreational facilities citywide.

Attachments

Attachment No.1 - DVD Proposal

Attachment No. 2 - Draft Professional Services Agreement

CITY COUNCIL GOALS & OBJECTIVES: A Creative and Active Community
A Well-Planned Community

PROPOSAL

To Provide Professional Landscape Architectural Design Services for

CITY OF WEST COVINA

DEL NORTE PARK IMPROVEMENTS AND DOG PARK



MARCH 13, 2025

Designing landscapes that create community

David Volz Design
Landscape Architects and Park Planners

March 13, 2025

David Volz Design

Designing landscapes that create community...

Leveraging location-based technologies to create a smarter world

Jazmin Hernandez
Purchasing Manager
City of West Covina
1444 W. Garvey Avenue
West Covina, CA 91790

RE: PROPOSAL TO PROVIDE PROFESSIONAL LANDSCAPE ARCHITECTURE DESIGN SERVICES FOR DEL NORTE PARK IMPROVEMENTS & DOG PARK

Dear Ms. Hernandez,

The City of West Covina Is ready to forge ahead with Dog Park and Architectural Improvements at Del Norte Park. David Volz Design is an award-winning design firm and have provided Conceptual Design, and Construction Documents for dozens of municipal dog parks. DVD has been commissioned to design and deliver hundreds of park and facilities. BOA, our trusted architect is currently working with us to provide restroom improvements to parks in Torrance, Diamond Bar, and Santa Ana. We have identified in this proposal several recent and ongoing projects for you to consider. As you review our expertise and experience, please consider the unique and proven benefits of the David Volz Design team.

EXPERIENCE ON SIMILAR PROJECTS – David Volz Design (DVD) has been commissioned on hundreds of park projects including two dozen dog parks. This work has resulted in accolades from community groups and industry design awards. The dog parks we have been working on recently include: Cathedral City's Downtown Dog Park, MacKenzie Park dog Park in Laguna Hills, Fullerton's Brea Dam Dog Park, and three Dog Park feasibility studies and for Walnut. We are also currently working with Santa Ana bring a 3 acres dog park their community.

QUALIFICATIONS – The DVD team, including our trusted core of creative design professionals, has successfully delivered many of Southern California's finest park facilities. Our team members are well-versed in community outreach and have an excellent track record of delivering fun and exciting recreational opportunities and play spaces. Our staff are dog owners and are very passionate about their canine companions. We have crafter dog parks that feature doggy birthday pavilions, unique dog sculptures, and fun dog exercise / play equipment. DVD will provide the creative flair that makes our parks special places for play and recreation.

RESPONSE TO THE PROJECT CHALLENGES – The design expertise required for the planning and design at this park property is matched by the DVD offerings in this proposal. Our team has reviewed the park site and have identified development and circulation opportunities.

Park planning is our passion, and we will provide outstanding service at this important commission. My firm and I look forward to working with you and your staff on this exciting playground renovation project. I have read, understood and agreed to all statements in the request for proposal and acknowledge receipt of addendums.

Very truly yours,

DAVID VOLZ DESIGN

Eric Sterling, R.L.A. # 5463

Corporate Office
151 Kalmus Drive, Suite M8
Costa Mesa, CA 92626
714.641.1300

Coachella Valley Office
78060 Calle Estado
La Quinta, CA 92253
760.580.5165

San Jose Office
84 W Santa Clara Street, Suite 700
San Jose, CA 95113
669.444.0461

San Diego Office
4660 La Jolla Village Dr, Suite 100 #1834
San Diego, CA 92122
858.2471222

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Certifications
Letters of Recommendation

Fee Proposal (Separate)

Fee Proposal
Hourly Rate Schedule



FIRM PROFILE

David Volz Design (DVD) is committed to the creative design of outstanding public spaces. We develop landscapes, parks, sports fields, and streetscapes to meet the specific needs of their communities. DVD designs special environments for those who seek recreation in a beautiful setting: wonderful natural environments for those who are simply looking for respite, and for those who pursue recreation and competitive athletic endeavors on the playing field. Our firm capitalizes on what the site and nature has to offer. For all of our commissions, we work to enhance the site's use, working within environmentally sound parameters while taking full advantage of the site and its surroundings to best service the community's needs.



We provides a wide range of services to our public agency clients: site planning, budgeting and preparation of construction documents are the mainstays of the services we provide. Public facilities and landscape improvements we have designed are evident in communities throughout Southern California. We have successfully delivered award-winning public landscape important projects in all over California

We strive to stay on top of the constantly changing world of the construction industry and its pricing. We regularly analyze what is happening with projects during estimating and bidding process to ensure that we are as close as possible to our clients' budget. We have been very successful in tracking costs.

Our company understands the importance of protecting the environment, protecting our resources and the health of future generations. **DVD is proud to be a LEED Accredited and a Qualified Stormwater Designer QSD company.** We understand the commitment we have to the public to deliver quality projects that offer a high return for the public funds invested; projects that can be maintained and deliver a lifetime of service to the communities they are built for.

Our team will be easy to work with, creative, and responsive. We live by our mission statement to "create community" through our designs. Together our firm will be a pro-active knowledgeable resource for your city staff.

PLANNING & DESIGNING

Demonstration gardens, mitigation & restoration
Nature parks, interpretive gardens & wilderness camps
Streetscape development & redevelopment
Community, Neighborhood & mini-parks
Facility master plans & feasibility studies
School fields & campus planning
Irrigation renovation & redesign
Design guidelines & standards
Sports parks & stadiums
Grant applications & GIS

Founded in 1997
27 years in business
S-Corporation-CA
Never filed for bankruptcy
Wholly-owned Business
17 employees
David Volz RLA #2375
Gary Vasquez RLA #3883
Eric Sterling RLA #5463
Luis Pedraza RLA #6782
Shaun Johnson RLA #6413
Clayton Franklin RLA#6909
LEED Accredited
SBE

"DVD continues to build its reputation on creativity and service in the design of outstanding public spaces. We create high quality public spaces for our clients' communities and neighborhoods. We work with public agencies and the people they serve to develop innovative landscapes of outstanding beauty."

Contact Person:
Eric Sterling, President, RLA,
714-641-1300
esterling@dvolzdesign.com

Like us on Facebook!
Follow us on Instagram!
@davidvolzdesign

www.dvolzdesign.com

DOWNTOWN DOG PARK

The Cathedral City Downtown Dog Park, a thoughtfully designed 1.38-acre site that will serve both the local community and visitors. This project is centered on maximizing the full potential of the site while ensuring a seamless and enjoyable experience for dog owners, their pets, and other parkgoers.

A well-planned controlled double-gate entry system will enhance safety and security, allowing pet owners to transition their dogs into the park without risk of unintended exits. The design will incorporate designated zones for different canine temperaments, ensuring a comfortable and positive environment for both docile dogs and more active, larger breeds.

Beyond its role as a premier dog-friendly space, this park represents an opportunity for multi-functional outdoor recreation. Recognizing the growing popularity of pickleball, we are exploring the integration of a small pickleball-focused area within the park. This addition would create a dynamic, multi-use environment that caters to a broader audience while maintaining the park's primary function as a space for dog exercise and socialization.

The project will also feature special amenities designed to enhance the experience for all users. Shaded seating areas, pet-friendly water stations, and thoughtfully designed landscaping will contribute to a comfortable and inviting atmosphere. By blending practicality with innovation, we aim to create a vibrant community hub that maximizes the full utilization of the site, serving as both a welcoming dog park and an active recreational space for the surrounding neighborhood.



Client: City of Cathedral City

Reference:
Andres Perez
Assistant Civil Engineer
adperez@cathedralcity.gov
(760) 770-0349

Key Elements:
- Two fenced dog areas
- Pickleball courts
- Shade structure
- Monument entry signage
- Retention basin
- Restroom
- Security system

Services provided:
- Community Outreach
- Concept Plan
- Design Development
- Construction Documents
- Bidding Assistance
- Construction Period Services

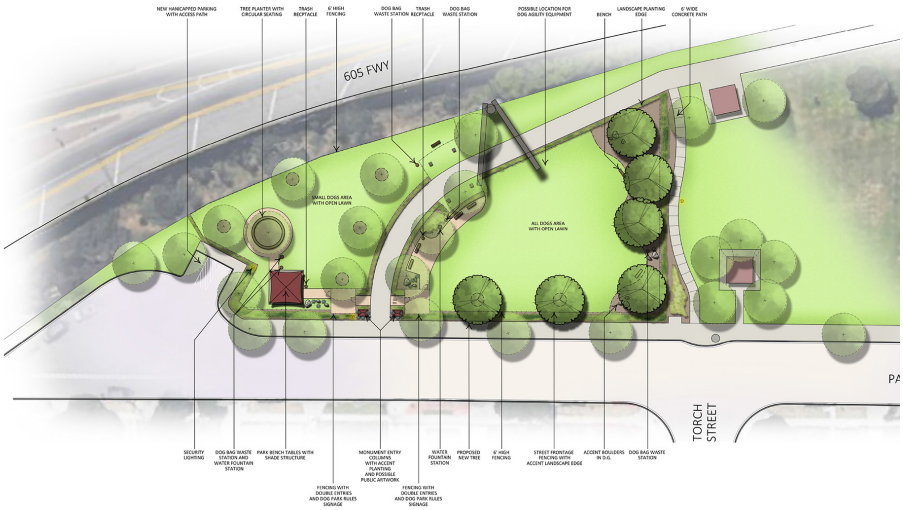
Acreage: 1.38 acres

Start Date: August 2023
Completion Date: TBD
Design Cost: $375,797
Construction Cost: TBD

Project Manager: Luis Pedraza
Staff: Jonathan Aguirre, Xitlali Casarrubias

BARNES DOG PARK CONCEPT

There is a wide variety of recreational opportunities offer to the citizens of Baldwin Park, yet there is no municipal facility where dog owners can allow their four-footed friends to run. A city-wide search for an appropriate site identified the underutilized south end of Barnes Park. The 2.6-acre park is situated between the 605 Fwy corridor and the residential neighborhood along Patritti Avenue. The dog park addition envisions of this multi-faceted park would include a 30,600 square feet enclosed area for our four-footed friends. The Dog Park would include: two off leash play areas for small dogs and one for all dogs with waste stations, drinking fountains, dog bone benches, perimeter fencing with gated entries, and monumentation art signage. The improved park will provide a safe environment for our canine friends and their two-legged companions to explore and play. The Dog Park will be shaded with existing trees, as well as newly planted trees, landscape area will be planted to buffer the dog play spaces from the current picnic structures. The gateway marker at the neighborhood dog park entryway will double as a public art piece for this envisioned dog oasis.



Client:
City of Baldwin Park

Reference:
Manuel Carrillo Jr.
Director of Recreation & Community Services
(626) 813-5269
MCarrillo@baldwinparkca.gov

Key Elements:
- Open lawn space
- Dog agility equipment
- Entry Monument
- Walking & Jogging trail
- Dog bag/Waste Station
- Water fountain Station
- Shaded bench areas
- Security lighting

Services provided:
- Grant Application Assistance
- Concept Plan

Size: 30,600 sq.ft.
Start Date: April 2018
Completion Date: Under Construction
Design Cost: $4,500
Construction Estimate: $686,000

Staff:
David Volz, Gary Vasquez, Luis Pedraza, Paul Cassar





DOG PARK
AT CENTENNIAL PARK

The DVD design team worked closely with the City to develop a design for the City's first dog park at Centennial Park. A large vacant area of the park next to existing sports fields and a lake was selected as the prime location for this new dog park. A workshop was held with the community where extensive feedback was collected and synthesized by the design team. There was an incredible opportunity in this space to create a destination for dogs and their human companions and potentially be the largest dog park facility in Orange County spanning over 4 acres. To better interpret and visualize the communities' grand ideas for this park, a 3D model was developed. This allowed the team to showcase the complex and unique design in 10 detailed perspective renderings. The design includes a large dog area, a small dog area, an area for older dogs or dogs with disabilities, a new restroom and wash station, and a water play area specifically designed for dogs. The design also incorporates a dry stream bed and a perimeter walkway around the park. The extensive feedback was to include an outdoor plaza for unique opportunities for events and gatherings. Lastly, an additional parking area was included along with decorative entry monument columns, artistic dog pedestal sculptures, and a focal piece sculpture that would act as a landmark for this grand dog park.

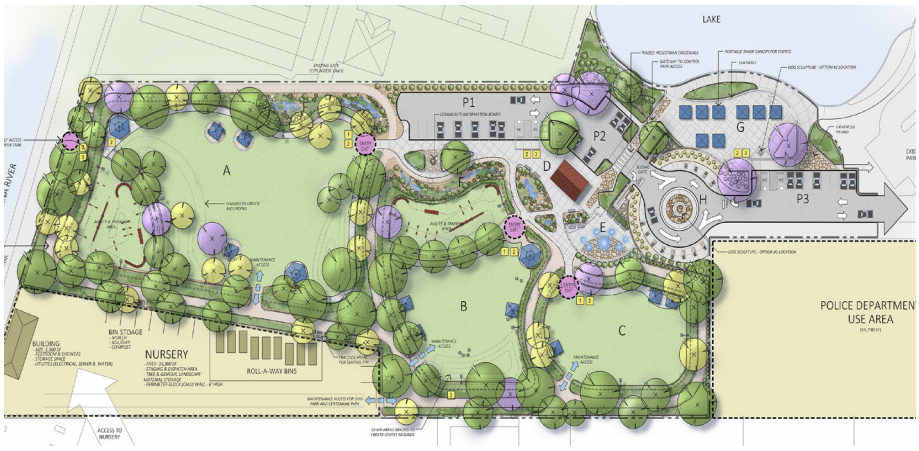
Client: City of Santa Ana
Reference: Sean Thomas, PE
(714) 647-5655
SThomas5@santa-ana.org

Key Elements:
- Dog agility & exercise equipment
- Entry Monument
- Event space
- Dog wash station
- Dog drinking station
- All dogs & small dogs areas

Services provided:
Concept Plan
Community Outreach

Size: 4 acres
Start Date: Nov 2021
Completion Date: Oct 2022
Design Cost: $46,966
Construction Estimate: $6 mil

DVD Project Manger:
Luis Pedraza
Staff: Gary Vasquez, Eric Sterling, Michelle Maldonado









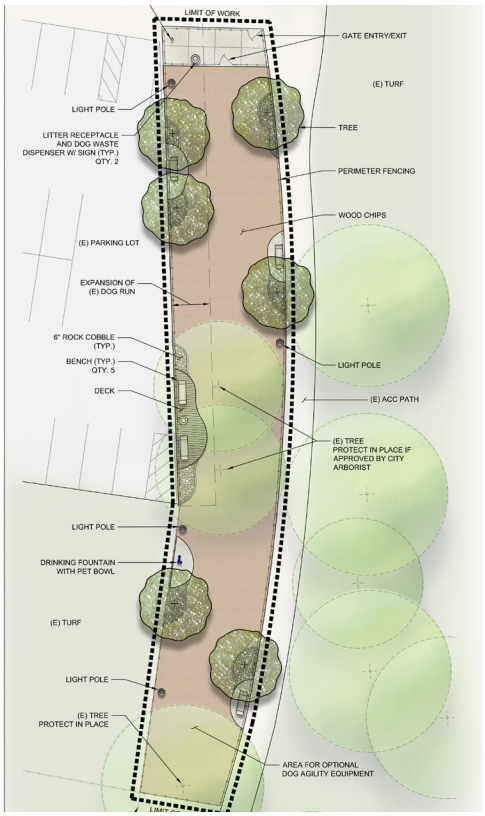
POLLIWOG DOG PARK RUN

David Volz Design is enhancing Polliwog Dog Park Run by expanding the play area and introducing thoughtful design elements that prioritize both functionality and aesthetics. The project will add 1,350 square feet of additional green space, giving dogs more room to run, play, and socialize in a comfortable and engaging environment.

To create a visually appealing and well-integrated space, curved planting beds filled with round decorative rock cobble will be strategically placed along the fencing, softening the park's edges and adding natural beauty to the space. These elements will not only enhance the overall aesthetics but also contribute to a more inviting and cohesive park environment.

For pet owners, benches will be placed near the trees and along the sidelines, offering shaded spots to relax while their dogs enjoy off-leash play. This careful placement ensures that seating does not interfere with open play areas, allowing dogs ample room to move freely.

Through these improvements, creating a more spacious, comfortable, and visually appealing dog park that enhances the experience for both pets and their owners. By thoughtfully incorporating additional green space, natural design elements, and practical amenities, Polliwog Dog Park Run will continue to be a well-loved community destination for years to come.



Client: City of Manhattan Beach

Reference:
Mark Leyman
Parks and Recreation Director
(310) 802-5402
mleyman@manhattanbeach.gov

Key Elements:
- Dog agility equipment
- Pet rinse station
- Gate entry
- Perimeter fencing

Services provided:
- Concept Design

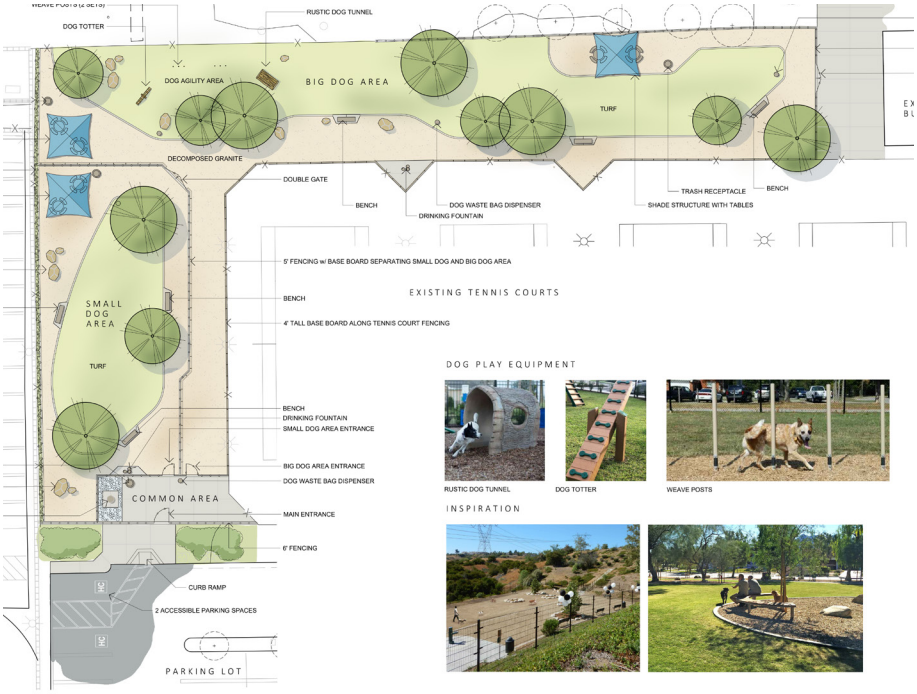
Size: 1,350 SF
Start Date: November 2023
Completion Date: June 2024
Design Cost: $17,535

DVD Project Manager:
Bryant Avalos
Staff: Luis Pedraza, Michelle Maldando, Xitlali Casarrubias

DOG PARK
AT GARVEY PARK

The DVD designed team worked closely with the city to develop a design for a dog park at Garvey Park. A seldom used area of the park next to existing tennis courts (and adjacent parking area) was selected as the prime location for a new dog park that dog lovers and owners will be able to bring their pups. The design includes a new large dog and small dog areas with main shaded gathering spaces. These gathering areas are uniquely designed for socializing of pups and owners alike with picnic tables, decomposed granite surfacing, trash receptacles, decorative rock accents and shade structures. Both dog areas also include secure entry points (double entry vestibules), large gates for maintenance access, unique dog agility equipment to provide a variety of activities, pet stations equipped with dog waste bag dispensers and trash receptacle, and large open areas where dogs can freely run and play.

The design also includes a small common area with dog wash station and new accessible parking spaces from the existing parking lot. New paving is added where universal access is necessary while keeping impervious paving to a minimum. The design primarily uses decomposed granite and turf grass for most of the park. Flowering vines will be installed on the western edge of the park to screen the existing block wall and parking lot. The dog park will have a wide variety of dog agility equipment that will keep pups and their owners on their feet including tunnels, up and over platforms, hoops, and weaving posts. Care will be taken to select equipment that uses materials that are both sustainable and long lasting.



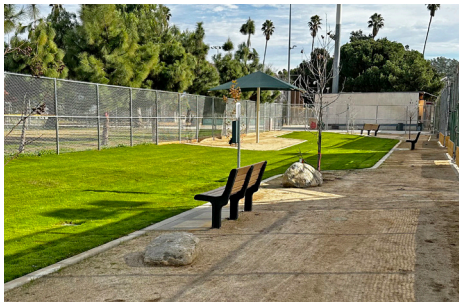
Client: City of Rosemead
Reference: Tom Boecking
Director of Parks & Recreation
(626) 569-2161
TBoecking@cityofrosemead.org

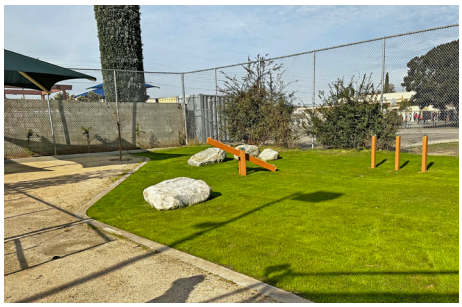
Key Elements:
- Open lawn space
- Dog agility & exercise equipment
- Entry Monument
- Dog wash station
- Dog drinking station
- All dogs & small dogs areas

Services provided:
- Concept Plan
- Constuction Documents
- Construction Period Services

Size: 0.5 acre
Start Date: Nov 2020
Completion Date: Jan 2023
Design Cost: $137,950
Construction Estimate: $550,000

DVD Project Manger:
Luis Pedraza
Staff: David Volz, Gary Vasquez
Subconsultants: DMS Consultants, LAE Associates





ORGANIZATIONAL CHART

Our creative designers have the background and expertise to deliver outstanding landscape architecture services for your city's project. The DVD key team members are experienced and talented professionals and they will be supported by a team of licensed landscape architects, several very capable designers, sub consultants, and support staff.

Our design approach, from design development through construction document development, includes strong quality control techniques as well as several quality control measures. For example, our team will have a senior staff landscape architect assigned to specifically provide quality control oversight. This experience landscape architect will be involved in regular in-house design review of project drawings, specifications and budget estimate. He will provide input, and advice to the project administrator. This effort, together with our other quality control measures, will focus on providing the city with a design which is accurate and constructable.

Delivering projects within our client's expectations, budgets and time frame is our top priority. We will establish milestones for deliverables and set precise schedules for meetings and reviews. Our senior management will review all submittals prior to issuance. We will provide recommendations based upon experience and expertise for the betterment of any project assigned to DVD. These same senior DVD professionals will remain the primary contact for the City throughout the project.

PROJECT MANAGER - **Gary Vasquez** will provide design oversight of this project and be the design professional-of-record for the construction documents. Coordination of our large team of professionals will be the responsibility of DVD's project manager, Luis Pedraza. Luis has extensive team leadership experience, he will be an active and engaged manager for this project. He will coordinate and lead design development meetings. Keeping in regular touch with the city project team, updating schedules and filing project progress reports, with action items, as the design is developed.

David Volz Design looks forward to a long relationship with your city. We are committed to delivering high quality services, designs, reports, documents, and support to the city

City of West Covina
Del Norte Park Improvements

DAVID VOLZ DESIGN
LANDSCAPE ARCHITECTS, INC

Eric Sterling, RLA #5463
Principal in charge

Gary Vasquez, RLA #3883
Director of design

Kevin Volz, GISP
Director of GIS

Luis Pedraza, RLA #6782
Landscape Architect

Shaun Johnson, RLA #6413
Landscape Architect

Clayton Franklin, RLA #6909
Landscape Architect

Bryce Frost
Landscape Designer

Bryant Avalos
Landscape Designer

Angela Lee
Landscape Designer

Michelle Maldonado
Project Designer

Xitlali Casarrubias
Project Designer

Jonathan Aguirre
Project Designer

Lisa Namekawa
Project Designer

NV5
Civil Engineer

David Niknafs, P.E.
Project Manager / Senior Civil Engineer

VELA
Electrical Engineer

Sam Vela, P.E.
Senior Electrical Engineer

Roy Morales, P.E.
Project Manager / Senior Electrical Designer

BOA
Architectural Services

Edward "Lok" Ng, AIA
Senior Architect



ERIC STERLING
PRINCIPAL IN CHARGE

Mr. Sterling is a highly experienced landscape architect with 27+ years of experience in the field. He is returning to DVD after a 9-year absence exploring worldly projects. Throughout his career, he has worked on a variety of projects for public agencies, including recreational parks, streetscapes, school sites, and city design guidelines. He has also worked on multiple projects for Disney parks, including many award-winning designs. One of Mr. Sterling's strengths is his attention to detail, which has proven invaluable in his work with playground design, the latest construction practices and materials, and ADA accessibility concerns.

He is a key member of the DVD team, responsible for coordinating the design development plans and carrying them through to construction drawings. He is known for his ability to collaborate effectively with a variety of clients, architects, engineers, and designers, and for his successful project management from beginning to end. Mr. Sterling's responsibilities include ensuring adherence to established project schedules and cost agreements, as well as monitoring production to deliver the highest quality products to clients.

He works closely with staff, clients, and agencies to create successful products, and he is especially skilled in working with contractors during construction to ensure that projects are completed successfully. Mr. Sterling is also responsible for plan checking to ensure the successful completion and delivery of projects. Overall, Mr. Sterling brings a wealth of experience and expertise to DVD, and his ability to manage projects effectively from beginning to end, along with his attention to detail, make him an invaluable asset to the team.

EDUCATION
BS, Landscape Architecture, 2001, California State Polytechnic University, Pomona

REGISTRATION: Landscape Architect, California, #5463

SKILLS
Adobe Creative Suite, Sketch up, AutoCAD, Microsoft Office

YEARS WITH DVD: 2005-2012 & March 2021 - present

ROLE: Works extensively on the development process from inception through master plan development, construction document preparation, contract administration, and on-site inspection. He managed the project to ensure adherence to established project budgets, and schedules.

RECENT PROJECT EXPEREINCE

COSTA MESA SANITARY HEADQUARTERS
Client: Costa Mesa Sanitary District
A turf removal/water conservation project to provide a boldly vibrant landscape design which incorporates native landscape. These outreach programs include waste reduction, composting and mulching as well as water saving irrigation practices and landscape material selection.

WOLFSON PARK EXPANSION
Client: City of Rancho Mirage
Working hand-in-hand with the city to deliver a design that meets the communities' expectations, the overall design needed to fit within the parks' existing Victorian style while accommodating new program features.

REFLECTION PARK
Client: City of Desert Hot Springs
The new program includes ADA upgrades, benches, boulders and cobble, new native landscape and irrigation, a reflective monument sign, and a grid of California Fan Palms. The Park will utilize energy efficient night lighting and no turf grass.

WHITAKER ELEMENTARY SCHOOL PARK
Client: City of Buena Park
An initial opportunity to provide some dedicated park facilities at Whitaker School has blossomed into a full of fledged "new" park across three acres of school yard. Through a series of community outreach workshops a plan has emerged with several exciting and unique elements.



GARY VASQUEZ, RLA

DIRECTOR OF DESIGN

Mr. Vasquez is a highly experienced and award-winning senior design leader with 30+ years of experience in designing multi-faceted projects throughout California. He is a valuable member of the DVD team providing creative design solutions to any challenges or opportunities that arise. Over the years, Mr. Vasquez has provided high-quality project management on many of DVD's most successful and highly acclaimed park projects. He is known for his ability to deliver innovative and unique designs that meet and exceed client expectations.

One of Mr. Vasquez's key strengths is his ability to successfully integrate public input into his design projects. He is a key figure in DVD's community outreach program, and he works tirelessly to ensure that the community's ideas and input are incorporated into the master plan. This dedication to community input has led to numerous successful projects and has helped to establish DVD as a leader in the design industry. Mr. Vasquez's expertise in concept development and project planning is complemented by his broad knowledge of construction detailing, planting and irrigation design. This approach to project delivery ensures that every aspect of the design is carefully considered, resulting in high-quality project outcomes.

Overall, Mr. Vasquez's many years of experience, his awardwinning design abilities, and his dedication to community input make him an invaluable member of the DVD team.

EDUCATION

- MLA, Landscape Architecture, 1989
  California State Polytechnic University, Pomona
- BS, Ornamental Horticulture, 1986
  California State Polytechnic University, San Luis Obispo

REGISTRATION

Landscape Architect, California, #3883, 1992

ACCOMPLISHMENTS

Design of the Year Award, APA 2010

SKILLS

AutoCAD, Adobe Photoshop, Microsoft Office

YEARS WITH DVD: 1997 - present

ROLE: Works extensively on the development process from inception through master plan development, construction document preparation, contract administration, and on-site inspection. He managed the project to ensure adherence to established project budgets, and schedules.

RECENT PROJECT EXPERIENCE

RICK GOMEZ PARK
Client: City of Buena Park
The project started as a small "greening" project at the end of the 8th Street cul-de-sac. Rick Gomez, a beloved long-time coach and youth advocate in Buena Park was memorialized through the theme and detailing of the park and playlot.

STANTON CENTRAL PARK
Client: City of Stanton
Stanton Central Park is the city's largest recreational open space encompassing 11.5 acres with features encouraging activity and exercise for a city whose citizen's never had a community park. Attentive design work was aided by the voiced needs of the community, making this truly a "people's park."

FREMONT PARK
Client: City of Glendale
The park's ambiance and the many gathering spaces within the park will be enhanced by new synthetic turf soccer fields, community center, play spaces, picnic grounds, ball courts, and new lighting.

SANTA ANA SPLASH PADS
Client: City of Santa Ana
The City of Santa Ana has the opportunity to reimagine a portion of six existing parks and plan for new splash pads. This is precious parkland for the neighborhoods surrounding these parks each is unique and the DVD team is ready to develop specialized designed for each site.



LUIS PEDRAZA
LANDSCAPE ARCHITECT

Luis is a highly skilled graphic designer with more than 8 years of experience working on various projects for agencies and design companies, including print advertisement and landscape design. His extensive experience and expertise in concept development, graphic illustration techniques, and project planning have led to his success in delivering high-quality design solutions for clients. In addition to his design work, Luis has a passion for community outreach and addressing issues of park poverty in under-served areas.

Luis is skilled in managing and directing professional staff in a dynamic atmosphere, making him an effective leader and team player. He has excellent communication skills, both written and verbal, and is adept at analyzing project objectives and working closely with clients, architects, and engineers to provide a solid foundation for successful project completion. His ability to communicate a vision from both the client and his own innovative stylings is exceptional. Luis's communication skills and visual perception make him capable of creating projects that convey a unique and engaging vision for clients. His passion for design and community outreach, coupled with his years of experience and expertise, make him a valuable asset to any design team.

EDUCATION
- MLA. Landscape Architecture, California State Polytechnic University, Pomona, 2017
- Certificate in Ornamental Horticulture, 2011, Orange Coast College, Costa Mesa, Ca
- BA, Graphic Design, 2009, California State University, Fullerton, Ca

REGISTRATION
Landscape Architect, California, #6782, 2022

ACCOMPLISHMENTS
- Student Merit Award ASLA, SoCal Chapter, 2017
- "Quality of Life", Merit Award ASLA, SoCal Chapter, 2016

SKILLS:
Adobe Creative Suite, Sketch up, AutoCAD, Bilingual - Spanish/English, HTML, CSS, Microsoft Office

YEARS WITH DVD: 2013 - present

ROLE: Works extensively on the development process from inception through master plan development, construction document preparation, contract administration, and on-site inspection. He managed the project to ensure adherence to established project budgets, and schedules.

RECENT PROJECT EXPERIENCE

JACK HAMMET PARK
Client: City of Costa Mesa
Improvements including new walkways, parking lot expansion, water facilities and control structures relocation, and a new pedestrian connection will be designed.

LINCOLN AVENUE MEDIANS
Client: City of Cypress
The lawn and aging irrigation system along this important thoroughfare will be redesigned to a bold and exciting streetscape with a water saving plant palette and a low maintenance irrigation system.

CIRCLE PARK
Client: City of South Gate
This park will be fully refurbished with new open play fields, community center, play spaces, picnic grounds and ball courts to provide a wonderful greenspace and needed recreational opportunities for the neighborhood.

TURF MEDIAN REPLACEMENT
Client: City of Norwalk
This EEMP grant funded project included the removal of turf and replaced with low water use and drought tolerant plantings within medians and side panels.

BERKSHIRE & GREVELIA PARKS
Client: City of South Pasadena
The Berkshire and Grevelia lots have been purchased and the neighborhood has given initial ideas for the conversion of these properties to pocket parks. DVD designed life back to the exciting park facilities that the neighbors envisioned for their community.



BRYANT AVALOS
LANDSCAPE DESIGNER

Bryant Avalos is the newest addition to David Volz Design's team of landscape designers, bringing with him a wealth of experience in design development, construction documents, and irrigation design. With a keen eye for detail and a passion for creating beautiful, functional outdoor spaces, Bryant is a valuable asset to the firm.

Bryant's experience in design development includes working closely with clients to understand their needs and preferences, and then translating those ideas into functional and aesthetically pleasing designs. He is skilled in using the latest design software and techniques to create detailed plans and visualizations that accurately represent the final product.

In addition to his design skills, Bryant is also well-versed in the technical aspects of landscape design. He has a strong background in creating construction documents, including specifications and drawings, that provide contractors with the information they need to bring a project to life. Bryant's expertise in irrigation design also ensures that projects are designed with water efficiency in mind, minimizing waste and helping to conserve resources.

Overall, Bryant's experience and skills make him a valuable member of the David Volz Design team. His ability to bring together creative design concepts and technical expertise helps to ensure that every project is completed to the highest standards of quality and functionality.

EDUCATION
BS, Landscape Architecture and Enviornmental Planning, University State Utah, 2016

SKILLS
AutoCAD, Microsoft Office, Adobe Creative Suite, Sketch up, Irrigation Design, GIS

YEARS WITH DVD: May 2023 - present

AVAILABILITY: 40%

ROLE: Responsible for analyzing data from our community input charrette process to help form a common goal of what the community desires, prepares landscape architectural plans, specifications, and cost estimates on a multitude of projects, plan checking to ensure consistent update of plan details from client requests.

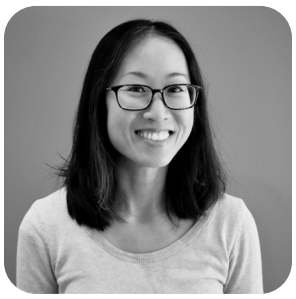
PROJECT EXPERIENCE

AROVISTA PARK MODERNIZATION
Client: City of Brea
The goal is to create an all inclusive destination park to improve emotional, social, physical, and mental health and where they can explore, discover, relax, and play in a safe and uniquely fun environment.

COSTA MESA SANITARY HEADQUARTERS
Client: Costa Mesa Sanitary District
A turf removal/water conservation project to provide a boldly vibrant native landscape design.

SANTA ANA SPLASH PADS
Client: City of Santa Ana
The City of Santa Ana has the opportunity to reimagine a portion of six existing parks and plan for new splash pads. This is precious parkland for the neighborhoods surrounding these parks each is unique and the DVD team is ready to develop specialized designed for each site

WOLFSON PARK EXPANSION
Client: City of Rancho Mirage
Working hand-in-hand with the city to deliver a design that meets the communities' expectations, the overall design needed to fit within the parks' existing Victorian style while accommodating new program features.



ANGELA LEE
LANDSCAPE DESIGNER

Ms. Angela Lee is an experienced Landscape Designer who is returning to DVD after a 5-year absence due to relocation out of state. With a well-rounded skill set, she has experience in various aspects of the public landscapes design process, including conceptual planning, planting design, irrigation design, and community presentation techniques. Angela has an in-depth knowledge of drafting construction documents and understands precisely what information contractors will need. With her computer graphic skills, writing and composition, and an aptitude for tackling challenging tasks, she can complete duties in a timely and efficient manner.

In addition to her design and construction process expertise, Angela has a unique talent for analyzing data from community input charrettes to help form a common goal of what the community desires. Her ability to communicate the design vision and goals to the community is a crucial component of her work. As a returning member of the DVD team, Angela is eager to utilize her skills and experience to contribute to the success of the organization. She is passionate about creating landscapes that are both functional and visually stunning and strives to exceed client expectations. Her commitment to excellence, coupled with her years of experience, make her an invaluable asset to the team.

"Our environments deserve thoughtful and attentive design, since our surroundings can do so much in how we behave and feel. I appreciate the goal of this office to design public spaces where people can enjoy spending their time, connect with nature, and take pride in their communities."

EDUCATION

- MLA, Landscape Architecture, 2010, University of Michigan, MI
- BS, Cinema-Television Critical Studies, 2003, University of Southern California, CA

SKILLS

AutoCAD, Microsoft Office, Adobe Creative Suite, Sketch up, GIS

ACCOMPLISHMENTS

- Landscape Architecture Faculty Award, University of Michigan

YEARS WITH DVD: 2013 - 2016 & October 2021 - present
AVAILABILITY: 40%

ROLE: Responsible for analyzing data from our community input charrette process to help form a common goal of what the community desires, prepares landscape architectural plans, specifications, and cost estimates on a multitude of projects, plan checking to ensure consistent update of plan details from client requests.

RECENT PROJECT EXPERIENCE

WAYFINDING SIGNAGE
Client: City of Gardena
GIS was leveraged to visualize and analyze traffic patterns (road speeds, intersections, Average Daily Traffic (ADT), bike routes, ADA design standards, etc.) and city boundary/ zoning information.

WHITE OAK RIDGE
Client: City of Orange
The phased landscape renovation of White Oak Ridge will follow a landscape precedent previously established on Trails End Lane. The new landscape will utilize water saving plants and water efficient irrigation.

BERKSHIRE & GREVELIA PARKS
Client: City of South Pasadena
The Berkshire and Grevelia lots have been purchased and the neighborhood has given initial ideas for the conversion of these properties to pocket parks. DVD designed life back to the exciting park facilities that the neighbors envisioned for their community.

CITY-WIDE STREET MEDIAN REVITALIZATION PROJECT
Client: City of Cypress
The lawn and aging irrigation system along this important thoroughfare will be redesigned to a bold and exciting streetscape with a water saving plant palette and a low



JONATHAN AGUIRRE
LANDSCAPE DESIGNER

Jonathan's tenure in the landscape architectural field has profoundly shaped his professional identity, instilling in his qualities of dedication, loyalty, ambition, and unwavering determination. This journey has been marked by a relentless pursuit of new skills and capabilities, driven by a perpetual eagerness to enhance his professional growth.

As a result of his experiences, Jonathan has become a valuable asset to our team, contributing significantly to our collective success. His proficiency extends across a spectrum of tasks, demonstrating his ability to adeptly handle the production and drafting of various elements in landscape architecture.

The multifaceted nature of his role has allowed him to integrate seamlessly into different aspects of our team's endeavors, showcasing his versatility and adaptability. Jonathan's commitment to continuous improvement, coupled with his hands-on experience in producing high-quality deliverables, reinforces his dedication to the field and the success of DVD's collaborative efforts.

EDUCATION
- BS. Landscape Architecture, California State Polytechnic University, Pomona, 2021

SKILLS
AutoCAD, Microsoft Office, Adobe Creative Suite, Sketch up, GIS

YEARS WITH DVD: November 2023 - present

ROLE: Responsible for analyzing data from our community input charrette process to help form a common goal of what the community desires, prepares landscape architectural plans, specifications, and cost estimates on a multitude of projects, plan checking to ensure consistent update of plan details from client requests.

RECENT PROJECT EXPERIENCE

WHITAKER ELEMENTARY SCHOOL PARK
Client: City of Buena Park
An initial opportunity to provide some dedicated park facilities at Whitaker School has blossomed into a full of fledged "new" park across three acres of school yard. Through a series of community outreach workshops a plan has emerged with several exciting and unique elements.

REFLECTION PARK
Client: City of Desert Hot Springs
The new program includes ADA upgrades, benches, boulders and cobble, new native landscape and irrigation, a reflective monument sign, and a grid of California Fan Palms. The Park will utilize energy efficient night lighting and no turf grass.

CMSD HEADQUARTERS TURF REDUCTION
Client: Costa Mesa Sanitary District
The headquarters has undergone a remarkable transformation, replacing its traditional turf with a sustainable and visually striking rock garden. This new landscape design features an array of native plants, carefully selected to thrive in the local climate while promoting biodiversity.

JURUPA AVENUE MEDIANS
Client: City of Fontana
We will consider the already developed street medians and the right-of-way along the project corridor to include the aesthetics of the unique neighborhood characteristics.



MICHELLE MALDONADO

PROJECT DESIGNER

As a recent graduate from the landscape architecture program at Berkeley, Ms. Maldonado brings a strong design background. With her knowledge of AutoCAD and SketchUp, as well as her attention to detail and ability to work well in a team, she is well-suited to assist with the design and planning of various landscape projects, conduct research and gather data, and prepare cost estimates and project schedules. Her strong communication skills will also be an asset when it comes to client meetings and presentations. She has a great sense of responsibility, and she is eager to learn and grow in the field.

EDUCATION

BS, Landscape Architecture, University of California, Berkley, 2022

SKILLS

AutoCAD, Rhino, Microsoft Office, Adobe Creative Suite, Sketch up, GIS

YEARS WITH DVD: May 2022 - present



XITLALI CASARUBBIAS

PROJECT DESIGNER

Ms. Cassarubbias has a strong focus on community engagement and creating designs that are versatile and provide a range of services. By engaging with the community to understand their wants and needs, she aims to create designs that add meaning and value to the space. Her motivation and team-oriented approach will make her an asset to any team and will ensure the success of any project she works on. Her ability to balance the technical and creative aspects of landscape architecture are valuable skills, and her approach to engaging the community in her designs will bring a unique perspective to the team and projects.

EDUCATION

BS, Landscape Architecture, University of California, Berkley, 2021

SKILLS

AutoCAD, Rhino, Microsoft Office, Adobe Creative Suite, Sketch up, GIS

YEARS WITH DVD: June 2022 - present

ROLE: Assist with the design and planning of landscape projects, including site analysis, conceptual design, and construction documents, Conduct research and gather data on site conditions, materials, and regulations, Participate in client meetings and prepare graphics for presentations.

RECENT PROJECT EXPERIENCE

AROVISTA PARK MODERNIZATION
Client: City of Brea
The goal is to create an all inclusive destination park to improve emotional, social, physical, and mental health and where they can explore, discover, relax, and play in a safe and uniquely fun environment.

COSTA MESA SANITARY HEADQUARTERS
Client: Costa Mesa Sanitary District
A turf removal/water conservation project to provide a boldly vibrant native landscape design.

SANTA ANA SPLASH PADS
Client: City of Santa Ana
The City of Santa Ana has the opportunity to re-imagine a portion of six existing parks and plan for new splash pads.

PICKLEBALL COURTS @ MIKE WARD COMMUNITY PARK
Client: City of Irvine
This facility upgrade will include a 8-court layout, electrical upgrades and lighting, shade, player and spectator seating, and other amenities.

JURUPA AVENUE MEDIANS
Client: City of Fontana
We will consider the already developed street medians and the right-of-way along the project corridor to include the aesthetics of the unique neighborhood characteristics.

NV5

DAVID NIKNAFS, PE
Project Manager/Lead Engineer

Mr. Niknafs has more than 30 years of civil engineering experience in the public and private sectors working on various capital improvement projects and has extensive experience working as a project manager and senior engineer. He has managed numerous public works and development projects, including roadways, bridges, drainage, sewer, water, underground utilities, building facilities and related infrastructure improvement projects.

He is in charge of providing overall project direction to the project technical team and providing resource allocation; preparing and administering budgets; preparing and monitoring project schedules; managing production of preliminary design and final design; preparing various detailed technical reports; providing oversight and performing quality control; managing and monitoring construction activities; establishing, coordinating and maintaining working relationships with owners, developers, and other agencies.

EDUCATION
M.S. Civil Engineering
B.S. Civil Engineering

LICENSES
CA Civil Engineering No. 42697

AFFILIATIONS
American Public Works Association (APWA)
American Society of Civil Engineers (ASCE)
Transportation & Development Institute

NV5 is a provider of engineering and consulting services to public and private sectors, offering solutions through five business verticals: Construction Quality Assurance, Infrastructure, Energy, Program Management, and Environmental. With offices located throughout the United States and the resources for worldwide delivery, NV5 helps clients develop, construct, and operate a wide variety of projects.

Our offices are our link to the communities we serve. NV5 plans, designs, builds, tests, and certifies the infrastructure that connects our communities. We take pride in helping our clients build cost-effective, sustainable projects that serve the needs of the communities where we live and work.

PROJECT EXPERIENCE

Jim Gilliam Park Improvements
CITY OF LOS ANGELES | LOS ANGELES, CA

Project Manager. As a subconsultant to David Volz Design, Mr. Niknafs led the team providing surveying and professional engineering design services for the Jim Gilliam Park Playground Improvements project. Services provided included: obtaining and reviewing all available information pertinent to the project, such as the existing water, sewer, and storm drain improvement plans from the City, utility agencies and/or other agencies having jurisdiction over this project to determine size and points of connection; conducting a field survey and providing design survey information as needed; preparing preliminary and final plans; managing and coordinating permit processing through the City of Los Angeles; preparation of final design improvement plans; and conducting meetings during the preliminary and final design.

Jack Hammett Sports Complex
CITY OF COSTA MESA | COSTA MESA, CA

Project Manager. Mr. Niknafs is managing the engineering design services at Jack Hammett Sports Complex (home of the L.A. Chargers Summer Training Camp) to upgrade two natural turf soccer fields to synthetic turf fields that will include a subdrain system, ADA-compliant access walks, bleachers, and shade structures. The design also will examine the current parking circulation and capacity and make recommendations for parking lot improvements for current and future needs. The design also will include a potable water

VELA ENGINEERING

Vela Engineering is an electrical engineering firm that prides itself with creating unique solutions tailored to every project's individual needs. The firm was created with the intent on providing detailed attention to every project starting from the initial planning stages to the complete construction document design. Every project is more than just a deadline for us. We focus on the small details that benefit everyone who will spend a considerate amount of time in one of our facilities.

We offer a diversified range of practical experience in governmental, healthcare, educational, and private building sectors. With years of experience in both public and private sectors, we have developed the tools and skills necessary to bring your project to a successful completion. From highly technical BIM design to CAD 2D design, we have the tools necessary to coordinate and contribute to any project regardless of the drafting standards.

Together, we approach your project and its difficult challenges using smart designs and efficient solutions tailored to your environmental concerns, long term needs, and practical constructability

SAM VELA, PE
Principal Electrical Engineer
Sam has been an electrical engineer and project manager since 2006, with experience spanning municipal, educational, industrial, and aviation projects. His expertise includes low voltage (600V) and medium voltage (13kV) electrical infrastructures, arc flash studies, and designing UPS integrations, generator systems, and campus-wide redundancy. Sam is also well-versed in low voltage systems, including fire alarms, security, data, and A/V systems. His meticulous approach ensures seamless integration of building security features, focusing on functionality, cost, and user needs. His dual experience in consulting and contracting provides a comprehensive understanding of design and construction processes.

ROY MORALES
Electrical Department Head, Associate
Roy has relationships with many of the local agencies after providing years of reliable design and service to this clientele. His experience includes design for buildings, sports fields, street lighting, and solar photovoltaic systems. Roy brought an expertise in electrical applications, including parks and street projects, along with municipal projects such as essential service facilities, community buildings, government operations facilities, and aviation buildings. Roy is a proven team leader, both in how he runs his teams internally, and how he runs his project teams when working with clients.

CHRISTINA LOPEZ
Electrical Project Manager
Christina has extensive experience in electrical engineering, specializing in technology design. Her expertise includes fiber communication systems, copper cabling, intrusion systems, access control, surveillance, fire alarms, nurse call, and audiovisual systems. She has successfully worked on educational, military, industrial, and large commercial projects, focusing on quality control and peer review for all low voltage designs. Christina is skilled in coordinating with low voltage contractors, ensuring client needs are met while minimizing change orders and construction errors. Her professionalism and expertise make her a sought-after technology consultant for clients seeking seamless project integration.

BOA ARCHITECTURE

BOA is a 7-person architectural firm, located in West Long Beach just 60 minutes from your office, that has been in continuous business for 59 years, with a competitive advantage in Public Works architectural modernization projects including: building additions, renovation/ retrofit, tenant improvements (TI); façade improvement projects, and building systems modernization. Although we have completed new construction projects, this is our industry niche and competitive advantage. We have completed over 2,000 Public Works architectural projects for over 80 local public entities. We have unique expertise in Parks/ Recreation Facilities, Fire Stations, Security-Workplace Safety Improvements, Community Centers, ADA Compliance, and Civic Center Facilities. We have unique expertise in restroom design as we have recently designed more than 50 park restrooms for the cities of Long Beach, Torrance, Bellflower, Cypress, Carson, Redondo Beach, Huntington Beach, Montebello, Tustin, and Los Angeles. We renovated 10 beach restrooms, and we have completed 4 pre-fabricated park restroom projects for the City of Long Beach. We can compete favorably with just about any other firm on these building types. Our staff expertise and production systems are geared for these types of architectural modernization and often "messy" renovation projects. We have completed the design of over 300 Parks/Recreation projects, over 60 Community Centers, over 50 fire stations, 20 libraries, over 400 ADA Compliance renovation projects, and 15 civic centers.

We are a small firm that prides itself on personalized service by the principal and architectural staff. BOA's philosophy demands that the principal be intimately involved in every phase of your project. As a result, Edward Lok Ng, licensed architect, will be the Principal-in-Charge and the Project Manager for this project. This will allow high-level decisions to be made quickly and efficiently on your project.
BOA is also a firm that fosters an exceptional working atmosphere for its staff. As a result, high quality work is achieved for all of its clients. BOA's employees are highly skilled long-term staff and are always encouraged to become better architects and better project managers with continuing education and advanced certification.

EDWARD "LOK" NG, AIA, LEED AP

President, Senior Project Manager and Designer

EDUCATION:

- Bachelor of Architecture, University of Hawaii, 1981

REGISTRATION:

- Licensed Architect, C-16840, State of CA, 1986
- LEED Accredited Professional, 2009

Edward Lok Ng has been a member of BOA since 1982. Principal and Director of Design, Mr. Ng has over 38 years of experience in all phases of the design process. He has personally designed and managed over 500 municipal facility projects and completed design work for over 30 parks for local cities. He is very familiar with Expediting architectural project for the City of Gardena as he designed the renovation improvement for Gardena Fire Station 158, Feasibility Study for the historic Gardena Chase Bank building, which is owned by the City. He leads a talented team of designers and consultants to ensure that design solutions effectively meet the clients' and users' needs while adhering to client schedules and budget constraints. He has been the Project Manager and Designer for numerous projects within civic/public buildings, the Parks and Recreation facilities, city hall, Fire Station facilities, Police facilities, and ADA retrofit/transition plan projects. This experience coupled with Mr. Ng's dedication and commitment to sustainability and design excellence has led to numerous honors and repeat clients for BOA. Finally, Mr. Ng has personally designed numerous parks and recreation facilities and public parks, including the Cities of: Carson, Bellflower, Cypress, Hawthorne, Irvine, Huntington Beach, Torrance, Tustin, State of California, and many others.

A certified plan review consultant to California's Division of the State Architect, Mr. Lok Ng has completed DSA-sponsored training as an Access Compliance Plan Reviewer and Accessibility Surveyor. As a member of the City of Long Beach Disabled Access Appeals Board since 1994 and the Design Review Board for the City of Downey since 1989, he has reviewed applications and appeals for a broad range of commercial and municipal design projects. He is also LEED, AP Certified and has design several LEED Certified projects, which will be a great asset for the sustainability design.

UNDERSTANDING & APPROACH

Del Norte Park will receive improvements to the dog park area and existing restroom. The dog park will be expanded and separated into three areas to allow for maintenance rotations. This will allow for adequate time allowing maintenance to re-establish turf. Improvements will also include new fencing with predator resistant rollers, new gated entry, new paving, and new site furnishings and dog play equipment. Improvements will include area lighting upgrades. Restroom improvements will include the assessment and upgrade of existing features such as toilets, sinks, and hand dryers, as well as ADA improvements. Exterior improvements will include assessments and upgrades to the roof, facia boards, and roof eves. All improvements will be located in the area of the existing restroom and dog park which occupy about 1.2 acres of the existing park. The City's desire is to pursue an expedited schedule of six months from the City's notice to proceed. The existing budget as stated in the RFP is $1.2 Million, and includes soft costs and hard costs for the restroom and three fenced dog areas. The project is considered a maintenance upgrade and new proposed impervious paving will be well below 5,000 square feet. Environmental for the project is anticipated to be a categorical exemption.

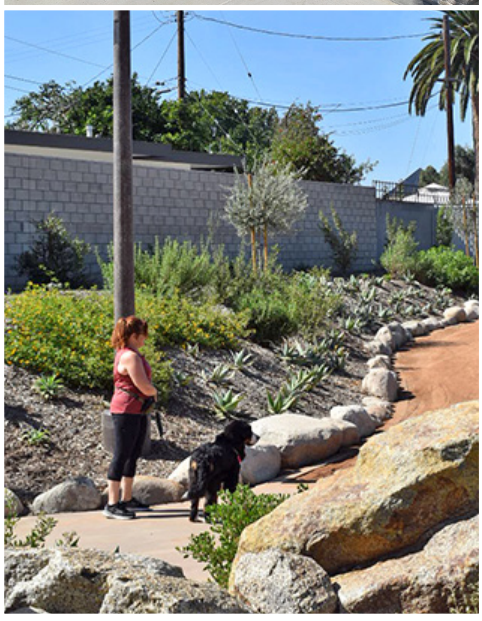
DVD team is ready to address all the park development opportunities and to create a great destination facility for canines and their caregivers. Upon notice to proceed, we will direct NV5, our trusted civil team to survey the site. While NV5 focuses on the Preliminary Engineering Tasks, the DVD team will provide a colored Preliminary Plan outlining the location of the dog areas and proposed improvements, site furnishings, and doggy playground. The Preliminary plan will be prepared over aerial imagery and if available park as-built plans. This process will allow us to expedite delivery, starting the design effort before the survey is complete. The Preliminary Plan will be accompanied by an opinion of probable cost and relevant character imagery.

Upon delivery of the survey from NV5, the design team will refine plans in anticipation of the 30% plans to confirm layout and finalize proposed site furnishings, doggy play equipment, light fixtures, and restroom improvements. After the 30% submittal and layout refinements, the design will be finalized and the team will focus on civil engineering including grading, erosion control, and structural design for the fence if needed. It is anticipated that the 30% plan will be reviewed in Bluebeam in a virtual meeting, or in-person with City Staff including Maintenance leadership. This will allow the design team to expedite the deliver of subsequent submittals with material confirmations. Our team will provide an optional Environmental service to provide a letter for the categorical









exemption.

To meet the City's schedule, 60%, 90%, and Final plans will be reviewed in virtual meetings with Bluebeam page turns, allowing our team to engage you and your staff providing design resolution and assign action items. Final submittals will be on 24 x 36 or 30 x 42 size sheets unless indicated otherwise. Architectural plans will be prepared in AutoCAD or Revit. Civil, Landscape, and Electrical Plans will be prepared in AutoCAD. Plans will be submitted by PDF. Civil, landscape and irrigation specifications will be provided in a "green book" format referring the latest version of the accepted by the City. Architectural, doggy play equipment, site furnishings, and electrical are not covered in the "green book" and will be included in an appendix with a CSI format referencing Part 1 of the green book.

Estimates will be prepared in an Excel format, Bid for and Special Provision Payment items will be prepared in a Word format. Plan check comments will be tracked in an Excel matrix. The front end of the specifications will be prepared by the City.

The DVD team will provide bidding assistance including attending one pre-bid meeting and responding to bidders questions. The DVD team will provide Construction Period Services including responding to RFI, reviewing submittals, attending site meetings at significant milestones, and preparing Record Drawings from the contractor's as-built notations.









SUSTAINABILITY & LOW IMPACT DESIGN

David Volz Design is committed to delivering public landscapes that are sustainable and beautiful. We embrace the principles of design that encourage stewardship of our resources, respect for the environment and creative sustainable practices. Through our affiliation with LEED's, we identify and quantify the sustainability of our designs. Our team has extensive experience with Public Works Agencies delivering storm water management practices that mimic natural hydrological cycles. We implement integrated management practices into every project.

Low Impact Design development (LID) is an alternative site design strategy that uses natural and engineered infiltration and storage to control storm water where it is generated. Projects under LIDs design are uniquely site specific in their effort to reduce runoff and volume, reduce pollutants and fertilizers, and maintain pre-development surface temperatures. All of which are problematic for conventional storm water management. Key goals include reducing downstream flooding, erosion, and scour from natural waterways. Benefits of LID practices include cost saving over expensive infrastructure. Utilizing bio-swales and sunken lawns allow for the discernment and infiltration of runoff. Bio-swales offer opportunities for biodiversity utilizing native plant material that can remedy the degradation of native habitats. Additionally, LID aesthetics can enhance and beautify the built environment and landscapes by use of pervious pavers and alternative natural paving materials.

A beautiful and sustainable landscape starts with a clear understanding of the client's requirements, the site and environs and a creative approach to the design process. Water efficiencies, energy use reductions, waste reduction, recycled content and localized material's sourcing can all be quantified and are an integral part of our design. Resource conservation through the use and specification of recycled and reused materials and identification of locally sourced goods are important sustainability issues. Water resources are conserved through our thoughtful low water use planting schemes, precise irrigation layout and control systems, as well as, stormwater capture, cleaning and reuse. For pollution prevention, stormwater recycling plans are embraced and integral to our designs. On-site water detention, bio filtration, permeable pavement, and many other measures are creatively incorporated into the landscapes we design.

David Volz Design is dedicated to the opportunity and challenge of creating unique spaces and special places that draw inspiration from the environs and the community. David Volz Design believes the very definition of sustainability speaks of environments that are well used and enjoyed, and maintainable over time. We at DVD believe that the ultimate measure of sustainability of any public space has to be high use and enjoyment over the long term.

Low Impact Design Benefits

- Reduce runoff/reduce flooding
- Reduce pollutants & fertilizer
- Reduce sediment runoff & scour
- Improved infiltration ground water recharge
- Cost savings over conventional design
- Biodiversity in the urban habitat
- Streamlined design functionability
- Aesthetics

Low Impact Design IMPs
Non-Structural:

- Reduced impervious areas
- Disconnect from conventional storm water systems
- Reduce disturbed areas of development
- Minimize grading/reduce construction impacts
- Preserve natural drainage and vegetation

Structural:

- Bioretention including vegetated swales and bio-swales
- Permeable pavements
- Green roofs
- Cisterns / Recycling


Storm Water Retention & Cleaning

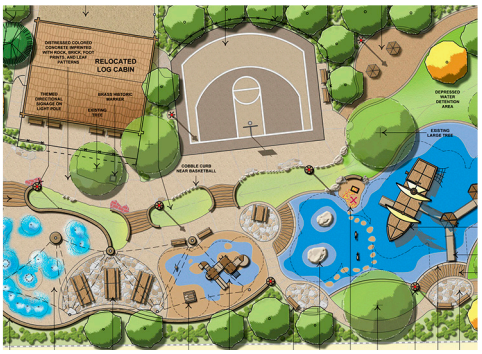
GRAPHICS & RENDERINGS

WHAT IF A VISUALIZATION OF AN IDEA COULD BRING CLARITY TO THE DESIGN INTENT? COULD ALLOW FOR ENLIGHTENED CONSIDERATION AND UNDERSTANDING?

The David Volz Design studio has a robust graphic design component, and skilled professionals adept at delivering graphics and images, including immersive 3-dimensional fly throughs that communicate our design ideas before moving ahead with the project's engineering.

Communication is the key to understanding. The photo-realistic renderings, computer-generated 3D models, and images of the project style, detailing, form, and function provide a clear understanding of the project concepts. Our creative and innovative designs are beautifully rendered for review and consideration of civic leaders, our collaborative partners, and the general public. Our visualizations have resulted in great feedback and design considerations, great "Now I Get It" moments, and enthusiastic approvals of concepts, ideas, and projects.

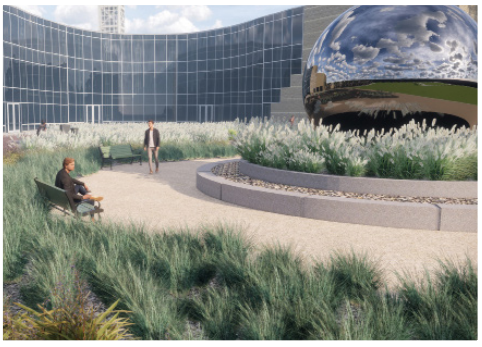
The DVD team has proven capabilities for the graphic presentation of the ideas and the layout for review of the park's conceptual layout. We will prepare artist renderings, 3D fly through videos and photo realistic pictures to describe the many elements we plan to include in this development. We will ready all our renderings for social media posting and for use in city communications.











SCOPE OF SERVICES

TASK 1 - PROJECT MANAGEMENT

1.01 Initial kickoff meeting with city project staff
- a. Review project criteria and program objectives
- b. Review procedures and design schedule
- c. Critical /High priority scope

1.02 Project Design Schedule
- a. Provide baseline and monthly updates
- b. Include submittals, meetings and milestones

1.03 Data Gathering and Analysis
- a. Collect available data and maps
- b. Review site plans and documents
- c. Review initial opportunities
  - Identify opportunities and constraints
  - Identify surrounding uses and connections
- d. Mobile Field Data Collection Application to locate and protect, if necessary
  - Existing trees including species, health, and size
  - Existing irrigation valve boxes
  - Existing utility boxes Identify opportunities and constraints

1.04 Project Management
- a. Schedule and lead bi-weekly coordination and progress meetings with the City.
- b. Conduct and demonstrate effective quality assurance and quality control measures
  - Review of all notes and design calculations, along with design drawings and specifications, by an appropriate reviewer independent of the Project design team prior to each design submittal (30%, 60%, 90% and Final)
  - Constructability and operational review of the design submittals.
- c. Notify the City of any out-of-scope work items and obtain City approval prior to proceeding, no exception

DELIVERABLES

Project schedule
Meeting agendas and summaries
Geotechnical report
Site Survey

TASK 2 – PRELIMINARY ENGINEERING

2.01 Review input received from city project team
- a. Identify opportunities and program for potential park facilities

2.02 Preliminary Engineering & Architectural Coordination
- a. Civil Engineering (see attached CIVIL proposal for detailed scope)
  - Geotechnical services
  - Site topographic survey
- b. Architectural Services (see attached ARCH proposal for detailed scope)

2.03 Prepare Environmental letter (optional)

2.04 Prepare preliminary plan (1)
- a. Develop design for park improvements
- b. Study B&W sketch alternatives
- c. Refine and consolidate ideas
- d. Color-rendered Preliminary Plan graphic
- e. Style pictures depicting ideas for improvements
- f. Plant palette exhibit

2.05 Initial Opinion of probable cost

2.06 Finalize Preliminary plan (1)
- a. Refine/revise preliminary concept plan per comments
- b. Program review and verification
- c. Confirm outside agencies requirements
- d. Color-rendered final plan view graphic
- e. Update estimate of probable cost

DELIVERABLES
Preliminary concept plans (1)
Final concept plans (1)
Estimate of probable cost

TASK 3 - CONSTRUCTION DOCUMENTS

3.01 Design Development - Resource Log / Construction Material Schedule
- a. Provide specifications for, color, text, graphics, materials and construction
- Catalog cuts
- Product literature
- Schedule of components, materials, finishes, custom features, and any related elements
- b. Revise and update per City comments at each construction document submittal (30%, 60%, 90% and Final)

3.02 Prepare Construction Drawings
- a. Demolition plans
- b. Erosion Control plan
- c. Site construction plan, schedule and details
- d. Grading plans with horizontal control
- e. Utility plans
- f. Planting plan and details
- g. Irrigation modification plan and details
- h. Architectural plan for restroom improvements with details
- i. Electrical plan and details (see attached DWE proposal for detailed scope)
- j. Site structural details (if needed)

3.03 Technical specifications

3.04 Engineer's Estimate

3.05 Submittals at 30%, 60%, 90% and Final
- a. Review comments made by the City and/or plan check comments at each submittal
- b. Revise plans, estimate and specifications per comments at each submittal
- c. Submit package as PDF to City

DELIVERABLES
Development Design / Construction Material Schedule
Construction documents package (30, 60%, 90% & Final submittals)
Technical specifications
Engineer's Estimate

TASK 4 - BIDDING ASSISTANCE

4.01 Bidding Assistance
- a. Attend pre-bid meeting
- b. Provide answers to pertinent pre-bid questions
- c. Assist the city in evaluation of bids

TASK 5 - CONSTRUCTION PERIOD SERVICES

5.01 Construction Assistance
- a. Attend pre-construction meeting
- b. Respond to project Requests for Information (RFI's) and Submittals
  - Rejection of work
  - Substitutions
  - Final color and product selections
- c. Participate in construction progress meetings
- d. Site visits at each milestone
- e. Prepare meeting summaries
- f. Final punch walk and report

5.02 As-built Drawings (optional)

DELIVERABLES
RFI & Submittal responses
Site visits
Meeting summaries
As-Built Drawings

PROJECT SCHEDULE

Scope of Services	MONTH 1				MONTH 2				MONTH 3				MONTH 4				MONTH 5				MONTH 6			
	WK 1	WK 2	WK 3	WK 4	WK 5	WK 6	WK 7	WK 8	WK 9	WK 10	WK 11	WK 12	WK 13	WK 14	WK 15	WK 16	WK 17	WK 18	WK 19	WK 20	WK 21	WK 22	WK 23	WK 24
Task 1 - Project Management																								
Task 2 - Preliminary Engineering																								
Task 3 - Construction Documents														60%					90%				Final	
Task 4 - Bidding Assistance																								
Task 5 - Construction Period Services																							As-Needed	

Work effort Milestone City review

SAM.GOV EXCLUSIONS

SAM.GOV®

Exclusion Search Results 0 Total Results

Filter by:

Keyword (ALL)
"david volz design" "david volz" "david volz design landscape architect"

Status
Active

NON - COLLUSION DECLARATION

NON-COLLUSION DECLARATION TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

The undersigned declares:
I am the President of David Volz Design, the party making the foregoing bid.

The bid is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation. The bid is genuine and not collusive or sham. The bidder has not directly or indirectly induced or solicited any other bidder to put in a false or sham bid. The bidder has not directly or indirectly colluded, conspired, connived, or agreed with any bidder or anyone else to put in a sham bid, or to refrain from bidding. The bidder has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the bid price of the bidder or any other bidder, or to fix any overhead, profit, or cost element of the bid price, or of that of any other bidder. All statements contained in the bid are true. The bidder has not, directly or indirectly, submitted his or her bid price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, to effectuate a collusive or sham bid, and has not paid, and will not pay, any person or entity for such purpose.

Any person executing this declaration on behalf of a bidder that is a corporation, partnership, joint venture, limited liability company, limited liability partnership, or any other entity, hereby represents that he or she has full power to execute, and does execute, this declaration on behalf of the bidder.

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on March 13, 2025 [date], at Costa Mesa, CA [city, state].

Firm David Volz Design

(Signature)

Eric Sterling President

(Print Name & Title)

PLEASE SEE NOTARY ATTACHMENT

Street 151 Kalmus Dr., Suite M8

City Costa Mesa State CA Zip 92626

NON - COLLUSION DECLARATION

ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of ORANGE)

On 13 MARCH 2025 before me, SUZANNE M. HAYS; NOTARY PUBLIC
(insert name and title of the officer)

personally appeared -----ERIC STERLING-----,
who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

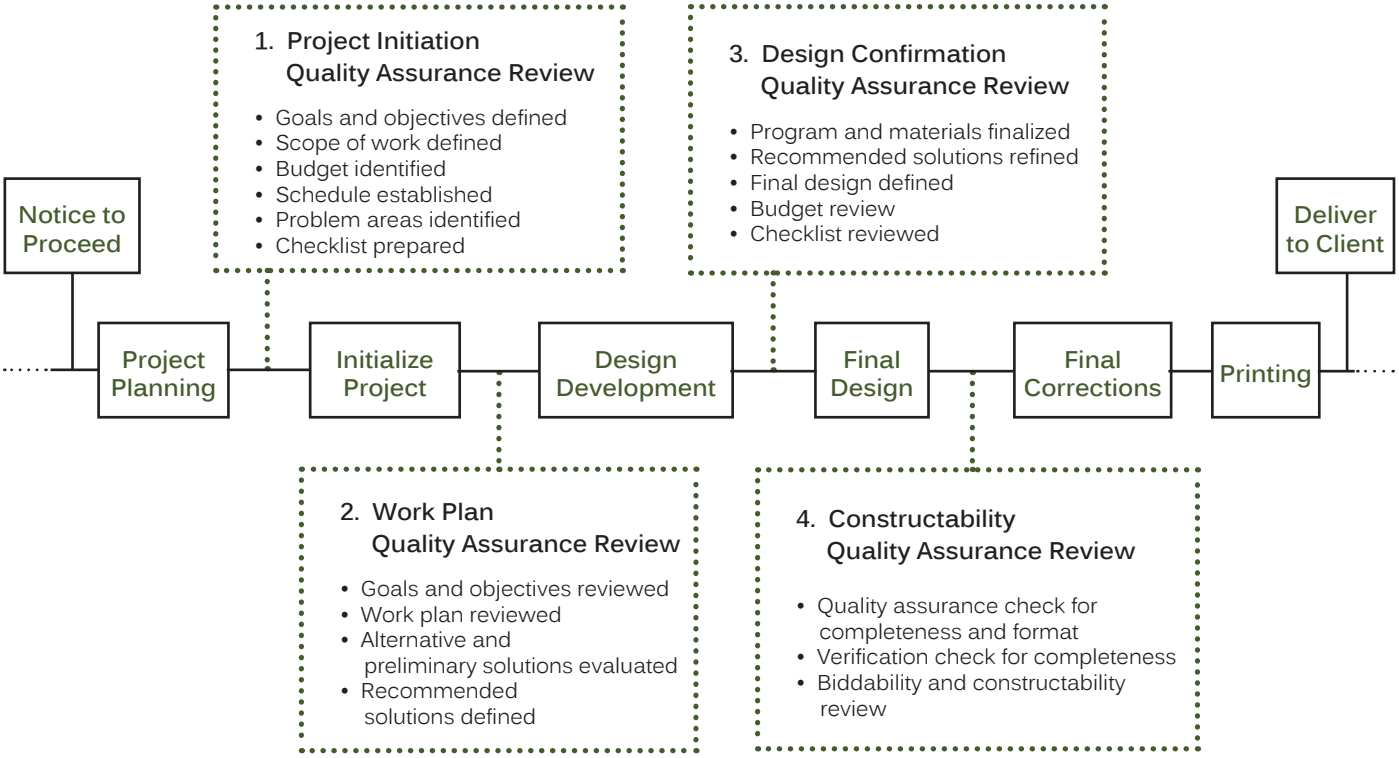
SUZANNE M. HAYS
Notary Public - California
Orange County
Commission # 2394856
My Comm. Expires Feb 24, 2026

Signature _____ (Seal)

QUALITY CONTROL

DVD has an established quality control and assurance program that we undertake for all our design services, and for this project. The Principal-in-Charge will be responsible for implementation of these Quality Control measures. The primary elements include:

- Verification that required deliverables and documents noted in the Scope of Work are provided.
- A Peer Review will be conducted by our senior professional staff to solicit critical comments and verify correctness.
- Retention of documents with highlighted markings and red-line comments, and verification that required revisions are incorporated into the updated documents.
- Continual assessment and tracking of project schedule and budget against baseline data.
- A complete construction review for constructability and biddability of the complete PS&E package will be assigned to experienced professionals on staff prior to final submittal to our client.



WHY CHOOSE DAVID VOLZ DESIGN?

Creative Designers of Public Spaces	Cost Controls and Quality of Design with Rich Detailing	Online Public Outreach Expertise Community Inspired Park Design	Award Winning Park and Sports Field Design	Experience in Delivery of Projects

APPENDIX

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 02/24/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Tina Cowie	
Cornerstone Specialty Insurance Services, Inc. 14252 Culver Drive, A299 Irvine CA 92604	PHONE (A/C, No, Ext): (714) 731-7700	FAX (A/C, No): (714) 731-7750
	E-MAIL ADDRESS: tina@cornerstonespecialty.com	

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : RLI Insurance Company	13056
INSURER B : Travelers Casualty & Surety Co. of America	31194
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
DAVID VOLZ DESIGN LANDSCAPE ARCHITECTURE, INC.
151 Kalmus Drive, Ste. M-8
Costa Mesa CA 92626

COVERAGES **CERTIFICATE NUMBER:** 25/26 COVERAGES **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR [X] ADDT'L INSURED/P & NC [X] BLANKET WVR OF SUBRO GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:			PSB0001408	03/14/2025	03/14/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG 	$ 2,000,000 $ 1,000,000 $ 10,000 $ INCLUDED $ 4,000,000 $ 4,000,000 $
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [X] HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			PSB0001408	03/14/2025	03/14/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) 	$ 2,000,000 $ $ $ $
	[ ] UMBRELLA LIAB [ ] OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $						EACH OCCURRENCE AGGREGATE 	$ $ $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: Y (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		PSW0001346	03/14/2025	03/14/2026	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
B	Professional Liability Claims Made			108013639	03/14/2025	03/14/2026	Each Claim Annual Aggregate	$2,000,000 $2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Evidence of coverage in force. Contractual insurance requirements will be addressed at the time the contract is awarded.

CERTIFICATE HOLDER

FOR PROPOSAL PURPOSES ONLY PLEASE CONTACT
CORNERSTONE SPECIALTY
TO VERIFY COVERAGE IN FORCE

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Tina Cowie

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SMALL BUSINESS

To verify most current certification status go to: https://www.caleprocure.ca.gov

DGS
CALIFORNIA DEPARTMENT OF GENERAL SERVICES

Office of Small Business & DVBE Services

Certification ID: 25194

Legal Business Name:
David Volz Design Landscape Architects, Inc.

Doing Business As (DBA) Name 1:
David Volz Design

Doing Business As (DBA) Name 2:

Address:
151 Kalmus Drive
M-8
Costa Mesa
CA 92626

Email Address:
astafford@dvolzdesign.com

Business Web Page:

Business Phone Number:
714/641-1300

Business Fax Number:

Business Types:
Service

Certification Type	Status	From	To
SB(Micro)	Approved	10/15/2024	10/31/2026
SB-PW	Approved	10/15/2024	10/31/2026

DIR

Contractor Information

Legal Entity Name
DAVID VOLZ DESIGN LANDSCAPE ARCHITECTS, INC.
Legal Entity Type
Corporation
Status
Active
Registration Number
1000031128
Registration effective date
07/06/23
Registration expiration date
06/30/26
Mailing Address
151 KALMUS DRIVE, M-8 COSTA MESA 92626 CA U...
Physical Address
151 KALMUS DRIVE, M-8 COSTA MESA 92626 CA U...
Email Address
jgraham@dvolzdesign.com
Trade Name/DBA
DAVID VOLZ DESIGN
License Number (s)
Other:LA 2375
Other:LA 3883
Other:LA 4657

Registration History

Effective Date	Expiration Date
07/03/18	06/30/19
06/01/17	06/30/18
07/06/16	06/30/17
10/21/15	06/30/16
03/04/20	06/30/20
10/27/20	06/30/21
07/01/21	06/30/22
07/01/22	06/30/23
07/06/23	06/30/26

Legal Entity Information

Corporation Entity Number: 43248202
Federal Employment Identification Number: 330835124
President Name: David Volz
Vice President Name:
Treasurer Name:
Secretary Name:
CEO Name:

Agency for Service:
Agent of Service Name: Jamie Graham
Agent of Service Mailing Address: 151 Kalmus Drive, M8 Costa Mesa 9262

LEED

GBCI

GREEN BUILDING CERTIFICATION INSTITUTE

HEREBY CERTIFIES THAT

David Volz

HAS ACHIEVED THE DESIGNATION OF

LEED® ACCREDITED PROFESSIONAL

BY DEMONSTRATING THE KNOWLEDGE OF GREEN BUILDING PRACTICE REQUIRED FOR SUCCESSFUL IMPLEMENTATION OF THE LEADERSHIP IN ENERGY AND ENVIRONMENTAL DESIGN (LEED®) GREEN BUILDING RATING SYSTEM™.

LEED AP™

Rebecca L. Flora
Chairman

March 28, 2008
Date Issued

S. Richard Fedrizzi, President and CEO

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QSD/P

CERTIFICATE OF TRAINING

CALIFORNIA CONSTRUCTION GENERAL PERMIT

QUALIFIED SWPPP DEVELOPER (QSD)
AND
QUALIFIED SWPPP PRACTITIONER (QSP)

David Volz

Jul 20, 2021 - Jul 22, 2023

Certificate # 01176

CASQA
CALIFORNIA STORMWATER QUALITY ASSOCIATION

California Stormwater Quality Association and
California Construction General Permit Training Team

City of BUENA PARK

COMMUNITY SERVICES DEPARTMENT
JIM BOX, DIRECTOR

February 6, 2023

RE: Recommendation in Support of David Volz Design Landscape Architects, Inc.

To Whom It May Concern:

David Volz Design has provided high-quality design and consulting services to the City of Buena Park for many years. They have provided park planning, leadership at public outreach meetings, creative park design, developed construction documents, and construction period services on several park projects.

Two notable projects the City of Buena Park is exceptionally proud of is the Rick Gomez Park and most recently, the Whitaker School Park. The projects include a high level of design and a team of sub-consultants under David Volz Designs' contract. David Volz Design team welcomed community input at outreach gatherings to design creative, interactive play areas and inviting, green spaces.

David Volz Design has always provided the City of Buena Park with high-quality professional service for these projects and many others. I highly recommend David Volz Design to your agency.

Sincerely,

Jim Box
Director of Community Services
City of Buena Park
(714) 562-3850
JBox@Buenapark.com

6650 Beach Boulevard | P.O. Box 5009 | Buena I

"David Volz Design has always provided the City of Buena Park with high-quality professional services for these projects and many others."

GARDEN GROVE

CITY OF GARDEN GROVE

Steve Jones
Mayor
George S. Brietigam
Mayor Pro Tem - District 1
John R. O'Neill
Council Member - District 2
Cindy Ngoc Tran
Council Member - District 3
Joe DoVinh
Council Member - District 4
Stephanie Klopfenstein
Council Member - District 5
Kim Bernice Nguyen
Council Member - District 6

February 2, 2023

RE: Recommendation in Support of David Volz Design Landscape Architects, Inc.

To Whom It May Concern:

David Volz Design has provided high quality design and consulting services to the City of Garden Grove for many years. They have provided park planning, provided leadership at public outreach meetings, provided creative park design, developed construction documents and provided construction period services on several park projects.

One notable project is the Woodbury Park Revitalization Project, which includes a high level of design and a team of sub-consultants under David Volz Designs' contract. This project is a Prop 68 grant award that will allow a complete renovation, of an under used park, to be brought back to life for an underserved community. DVD has done an outstanding job of meshing the needs of the community with the design request of the Parks and Rec Commission and staff.

DVD has always provided the City of Garden Grove with high quality professional service for these projects and many others. I highly recommend David Volz Design to your agency.

Sincerely,

John Montanchez
Community Services Director
(714) 741-5214
johnmo@ggcity.org

"... a high level of design and a team of sub-consultants under David Volz Designs' contract."

CITY of CYPRESS
5275 Orange Avenue, Cypress, California 90630
Phone 714-229-6700 www.cypressca.org

February 7, 2023

RE: Recommendation in Support of David Volz Design Landscape Architects

To Whom It May Concern:

The City of Cypress has collaborated with David Volz Design on several important park development and landscape projects. The recently completed city-wide Median Restoration Project, an APWA award-winning project, restored the landscaped medians and parkways throughout the City with new drought-tolerant landscaping and drip-irrigation systems, providing for a cohesive design aesthetic throughout the city, while also conserving water in light of the recent droughts. DVD and their team provided exceptional service throughout the project and prepared high quality construction documents.

I would highly recommend to any agency the firm of David Volz Design. My contact information is listed below. Please contact me for further comments in support of this firm.

Sincerely,

Nick Mangkalakiri, P.E.
City Engineer
nmangkal@cypressca.org.

"DVD and their team provided exceptional service throughout the project and prepared high quality construction documents."

CITY OF DINUBA
Together, A Better Community
CALIFORNIA • 1906

OFFICE OF THE CITY MANAGER
405 E. El Monte Avenue
Dinuba, CA 93618
P: (559) 591-5930
F: (559) 591-4246
lpatlan@dinuba.ca.gov

August 21, 2019

Re: Recommendation in Support of David Volz Design Landscape Architects, Inc.

To Whom It May Concern,

The City of Dinuba has commissioned David Volz Design to provide services on several park design projects. These services have included community-based design process, presentations to commissions and council and creative solutions that have addressed many community needs. Our recently completed Roosevelt Paseo is an outstanding DVD designed pedestrian pathway. The paseo has received accolades from the community and nearby elementary school served by the pathway.

Should additional information be required, please call me at the city number. I recommend David Volz Design to any agency looking for creative and professional landscape architectural services.

Sincerely,

Luis Patlan
City Manager
lpatlan@dinuba.ca.gov

"I recommend David Volz Design to any agency looking for creative and professional landscape architectural services."

LETTER OF RECOMMENDATIONS

14717 BURIN AVENUE • LAWNDALE, CALIFORNIA 90260 • (310) 973-3200 • FAX (310)

September 4, 2019

RE: Recommendation in Support of David Volz Design Landscape Architects, Inc.

To Whom It May Concern:

The City of Lawndale has collaborated with David Volz Design on two important park development projects in the city, including the recently completed Hogan Park renovation and expansion project, which included expansion of an existing park, street closure, utility relocation and provision of play areas for children aged 5 to 12 years old.

In addition, David Volz Design also collaborated with the City of Lawndale on Charles B. Hopper Park, a new one acre park designed and built on a former California Department of Transportation property within the City of Lawndale.

DVD's team welcomed community input at a number of outreach gatherings to design creative and interactive play areas and inviting green spaces for both projects.

I would highly recommend David Volz Design to any agency. My contact information is listed below. Please contact me for further comments in support of this firm.

Sincerely,

Mike Estes
Director of Community Services
City of Lawndale
(310) 973-3272
mestes@lawndalecity.org

"DVD's team welcomed community input at a number of outreach gatherings to design creative and interactive play areas and inviting green spaces for both projects."

CENTENNIAL

Steve Costley
Director of Parks & Recreation

City of South Gate
Parks & Recreation Department

WWW.CITYOFSOUTHGATE.ORG

Parks Make Life Better!

February 1, 2023

RE: Recommendation in Support of David Volz Design Landscape Architects, Inc.

To Whom It May Concern:

David Volz and his team at David Volz Design have provided superior service to the City of South Gate on a variety of projects to improve our parks over the last twelve years. From Master Planning and Community Outreach to whole park renovations, providing creative, sustainable and usable designs that enhance our community and excite our park goers, David Volz Design has consistently met all expectations.

Please feel free to contact me if you have any specific questions or would like additional information. We have had nothing but the best experiences with DVD and would enthusiastically recommend them to anyone looking for a top-quality landscape design firm for you public project.

Sincerely,

Steve Costley,
Director of Parks & Recreation
323-563-5494
scostley@sogate.org

"From Master Planning and Community Outreach to providing creative, sustainable and usable designs that enhance our community and excite our park goers, David Volz Design has consistently met all expectations."

CITY OF NORWALK
A Connected Community

February 9, 2023

RE: Recommendation in Support of David Volz Design Landscape Architects, Inc.

To Whom It May Concern:

The City of Norwalk has collaborated with David Volz Design on several important park development projects. The recently completed concept design for Hermosillo Park was submitted to the State of California for a Proposition 68 grant, and the City has been awarded $8.5 million to build a new community center, park amenities, parking lot, lighting and landscaping. DVD and their team were instrumental in the success of securing the grant for this project. The design was creative and utilized the entire park site to provide a variety of areas for sports, leisure and community gatherings.

I would highly recommend to any agency the firm of David Volz Design. My contact information is listed below. Please contact me for further comments in support of this firm.

Sincerely,

Christine Roberto
Public Services Manager
croberto@norwalkca.gov
(562) 929-5708

"DVD and their team were instrumental in the success of securing the grant for this project."

PARAMOUNT
The City

September 17, 2019

TOM HANSEN
Mayor
DARYL HOFMEYER
Vice Mayor
LAURIE GUILLEN
Councilmember
PEGGY LEMONS
Councilmember
BRENDA OLMOS
Councilmember

RE: Recommendation in Support of David Volz Design, Landscape Architects, Inc.

To Whom It May Concern:

The City of Paramount collaborated with David Volz Design on several important park development projects, including recently completed conceptual park design documents for three of our parks, as well as a conceptual design for proposed park amenities utilizing Southern California Edison (SCE)'s right of way land.

The DVD's team welcomed community input at outreach gatherings to design creative, interactive play areas, and inviting green spaces.

DVD has always provided the City of Paramount with high quality professional service and I would highly recommend David Volz Design to any agency. My contact information is listed below. Please contact me for further comments in support of this firm at 562-220-2100.

CITY OF PARAMOUNT

Adriana Figueroa
Public Works Director

"DVD has always provided the City of Paramount with high quality professional service and I would highly recommend David Volz Design to any agency."

DVD

Stanton

August 26, 2019

David J. Shawver, *Mayor*
Rigoberto A. Ramirez, *Mayor Pro Tem*
Carol Warren, *Council Member*
Gary Taylor, *Council Member*
Hong Alyce Van, *Council Member*
Jared Hildenbrand, *City Manager*

RE: Recommendation in Support of David Volz Design Landscape Architects, Inc.

To Whom It May Concern:

The City of Stanton has commissioned David Volz Design to provide services on several park design projects. These services have included community-based design process, presentations to commissions and council and creative solutions that have addressed many community needs. Stanton Central Park is an outstanding DVD designed park. The park has received accolades from the community and design awards from APWA and California Park and Recreation Society. DVD also designed Harry M. Dotson Park which also received design awards from APWA.

Should additional information be required, please call me at the city number. I recommend David Volz Design to any agency looking for creative and professional landscape architectural services.

Sincerely,

Allan Rigg
Director of Public Works
(714) 379-9222 ext. 203

"Stanton Central park is an outstanding DVD designed park. The park has received accolades from the community and design awards from APWA and California Park and Recreation Society. DVD also designed Harry M. Dotson Park which also received awards from APWA."

CITY OF SAN MATEO
Parks and Recreation Department

PARKS & RECREATION

330 WEST 20TH AVENUE
SAN MATEO, CALIFORNIA 94403-1388
TELEPHONE: (650) 522-7400
FAX: (650) 522-7401

August 2, 2017

To whom it may Concern,

The City of San Mateo is currently working with David Volz Design to provide preliminary design documents for our Borel Park site. They have developed two very creative and innovative design concepts for our newest neighborhood park. We selected David Volz Design because they have created many award winning unique park designs for other public agencies. Most of their park and public agency projects are very well thought out and incorporate history, culture, and art to support a strong theme. All of the components of the design such as site furnishings, paving materials, and the plant selection all work together to support the design concept. David Volz Design does a great job creating attractive and functional public spaces with high recreation value.

Having worked with David Volz Design on several projects at different agencies, I have always found them easy to work with professional and the public appreciates the skills and commitment. I strongly recommend David Volz Design to any public agency seeking creative and professional landscape architectural services.

Greg Meek
Park Planning Administrator
(650) 522-7544
gmeek@cityofsanmateo.org

"We selected David Volz Design because they have created many award winning unique park designs for other public agencies. "

MAYOR
Vicente Sarmiento
MAYOR PRO TEM
Phil Bacerra
COUNCILMEMBERS
Johnathan Ryan Hernandez
Jessie Lopez
Nelida Mendoza
David Penaloza
Thai Viet Phan

CITY OF SANTA ANA
PUBLIC WORKS AGENCY
20 Civic Center Plaza • P.O. Box 1988
Santa Ana, California 92702
www.santa-ana.org

CITY MANAGER
Kristine Ridge
CITY ATTORNEY
Sonia R. Carvalho
CLERK OF THE COUNCIL

February 3, 2023

RE: Recommendation of David Volz Design Landscape Architects, Inc.

To Whom It May Concern:

David Volz Design has provided high quality design and consulting services to the City of Santa Ana for many years. They have provided park planning, provided leadership at public outreach meetings, provided creative park design, developed construction documents and provided construction period services on several park projects.

Most notably is the recent Santiago Park Gas House Area Development project, of which David and his team have been a part of from the very beginning. They provided concept design, led community outreach efforts, developed contract documents and are now providing construction support. The project will be completed this spring and is an award winner. We are very excited and are appreciative of the great working relationship we had together, and the expertise they brought to the table.

DVD has always provided the City of Santa Ana with high quality professional service for these projects and many others. I highly recommend David Volz Design to your agency.

Sincerely,

Suzi Furjanic
Associate Park Planner
sfurjanic@santa-ana.org

SANTA ANA CITY COUNCIL

te Sarmiento	Phil Bacerra	Thai Viet Phan	Nelida Mendoza	Jessie Lopez	Johnathan Ryan Hernandez	David Penaloza
Mayor	Mayor Pro Tem, Ward 4	Ward 1	Ward 2	Ward 3	Ward 5	Ward 6
vs@santa-ana.org	pbacerra@santa-ana.org	tphan@santa-ana.org	nmendoza@santa-ana.org	jessielopez@santa-ana.org	jryanhernandez@santa-ana.org	dpenaloza@santa-a

"DVD has always provided the City of Santa Ana with high quality professional services for these project and many others."

David Volz Design
Landscape Architects and Park Planners

March 13, 2025

Jazmin Hernandez
Purchasing Manager
City of West Covina
1444 W. Garvey Avenue
West Covina, CA 91790

RE: PROPOSAL TO PROVIDE PROFESSIONAL LANDSCAPE ARCHITECTURE DESIGN SERVICES FOR DEL NORTE PARK IMPROVEMENTS & DOG PARK

Dear Ms. Hernandez,

We are looking forward to working with the City of West Covina. Our team of professionals has what it takes—expertise, enthusiasm, and exceptional service—to plan, design, and see to the successful completion of your projects.

Thank you for your consideration.

Very truly yours,

DAVID VOLZ DESIGN

Eric Sterling, R.L.A. # 5463

FEE PROPOSAL

We have the knowledge and expertise to creatively take this project from start to finish, from design development through final, construction engineering and construction. We have provided similar services on hundreds of communities defining projects for cities throughout Southern California. We have a very creative team and our desire to be your City's design partner will be evidenced in our energy and enthusiasm every step of the way.

Scope of Services		PR $230	LA $160	PD $120	AD $110	Total Hrs	Fee
Task 1 -	Project Management		40		6	46	$ 7,060
Task 2 -	Preliminary Engineering	4	60	20	4	88	$ 13,360
Task 3 -	Construction Documents	16	120	160	12	308	$ 43,400
Task 4 -	Bidding Assistance	8	8		4	20	$ 3,560
Task 5 -	Construction Assistance	16	60	16	10	102	$ 16,300
		44	**288**	**196**	**36**	**564**	**$ 83,680**

NV5 Civil Engineering	$	84,180
BOA Architectural Services	$	33,350
VELA Electrical Engineering	$	9,631
Reimbursable expenses, printing, copying, postage, etc.	$	5,000

TOTAL PROPOSED DESIGN FEE $ 215,841

ASSUMPTIONS

1. Only services specifically noted in the scope of services are included in the fee schedule. Services such as construction survey, utility potholing, etc. are not included. Community Outreach is not included in our scope of work. DVD has provided this service for many of our dog parks and can offer this service if needed for an additional fee. Water Quality is not anticipated as the proposed paving would be well below the 5,000 square foot limit.

2. See the subconsultant proposals attached for proposed services and additional excluded services.

3. Addition to the above the services and fees will be required if construction exceeds the **twelve consecutive calendar months**. Construction period service will require more fees if construction exceed the length of construction previously mentioned.

4. The following project expenses will be billed at cost plus 15% administrative fee in addition to the professional fees listed above:
   - Printing, copying, scanning, graphic, photography and reproduction services
   - Delivery, shipping and courier charges
   - Subconsultant fees and expenses
   - Agency fees, permits, plan check and inspection fees

5. The reimbursable allowance will only be billed as-needed.

6. Payments are due within **30 days** from invoice date.

HOURLY RATES SCHEDULE

Principals	$230/hr
Director of Design	$200/hr
Senior Landscape Architects	$175/hr
Director of GIS	$165/hr
Landscape Architect	$160/hr
Plan Check	$160/hr
Senior Landscape Designer	$155/hr
Senior GIS Analyst	$155/hr
Landscape Designer	$140/hr
GIS Analyst	$140/hr
Project Designer/CADD Technicians I, II, III	$110, 120, 130/hr
GIS Technicians I, II, III	$110, 120, 130/hr
Administration	$110/hr



March 12, 2025

David Volz Design
Attn: Eric Sterling
151 Kalmus Drive, Suite M8
Costa Mesa, CA 92626

RE: Del Norte Park Improvements & Dog Park, City of West Covina

Dear Mr. Sterling,

NV5 is pleased to submit this proposal to provide Civil Engineering Services for the City of West Covina Del Norte Park Improvements & Dog Park (project).

SCOPE OF SERVICES

NV5 has reviewed the request for civil engineering services received from David Volz Design (DVD) for the project. We have reviewed the RFP to make ourselves familiar with the project goals and requirements. This groundwork provides a comprehensive understanding of key issues anticipated for the requested professional services and will enable our team to promptly and efficiently execute the civil engineering services, which include topographic survey, geotechnical investigation, grading plans, and design support services during construction for the project. We have a thorough understanding of the requested professional services and project requirements.

MEETINGS & COORDINATION

We will attend a kick-off/conference call meeting with DVD and coordinate all design activities. We will conduct meetings/conference calls with DVD as required to review the current work progress and project schedule (a total of three (3) virtual meetings/conference calls are allocated).

TOPOGRAPHIC SURVEY

We will provide a topographic survey including the following:

- **Project Research & Setup**
  NV5 will research survey mapping control of record within the project area. NV5 shall provide necessary project and survey crew coordination and office support to dispatch survey crews with necessary support data. Please note that no boundary survey or preliminary title report has been requested nor anticipated for this project.
- **Horizontal and Vertical Control:**
  NV5 will establish project horizontal control based on the California coordinate System of 1983 (NAD 83), Zone VI and from Orange County Surveyors GPS Monuments. The Vertical Datum shall be the North American Vertical Datum of 1988 (NAVD 88) per found Orange County benchmarks at or near the project site.
- **Topography:**
  NV5 will obtain ground specific locations and elevations within the defined mapping limits. The survey will include existing grass area, walkways, the restroom building, and visible above-ground utilities.
- **Compile Topographic Survey Map:**
  NV5 will prepare a Topographic Survey Map based on our proposed scope of work and mapping limits. Deliverables will be a Version 2018 AutoCAD Civil3D file along with a PDF exhibit of the work area. Mapping will be in conformance with 2021 Minimum Standards for ALTA\NSPS Land Title Surveys, with a plotting scale of 1"= 20' and equivalent vertical accuracy for 0.5' contours intervals.

GEOTECHNICAL INVESTIGATION

The purpose of the geotechnical investigation will be to evaluate the subsurface soil conditions and to provide recommendations, from a geotechnical standpoint, regarding construction of the proposed improvements. NV5's proposed scope of services will include the following:

- Review of geotechnical maps and documents pertaining to the site and vicinity.
- Field reconnaissance of the site to mark out proposed exploration locations and notification of Underground Service Alerts.
- Field investigation of the near-subsurface materials by advancing three (3) exploration borings at selected areas of the site. Each of the borings will be drilled to a depth of approximately 10 feet with a standard truck-mounted hollow stem auger drill rig and will be logged and sampled by a geologist from NV5. Subsequent to logging and sampling, the borings will be backfilled with drill cuttings.
- Appropriate laboratory testing of representative samples of the soils encountered to evaluate their pertinent geotechnical engineering characteristics. Laboratory tests may include in-situ density and moisture content, expansion index, and corrosion testing.
- One (1) of the borings will be developed for percolation testing to a depth of approximately 10 feet to evaluate infiltration characteristics of the on-site soils for stormwater infiltration purposes.
- Evaluate the accumulated information and develop conclusions and recommendations addressing the geotechnical aspects of the project.
- Preparation of a report summarizing the results of the limited geotechnical investigation and presenting recommendations, from a geotechnical standpoint, regarding the design and construction of the proposed project.

PRELIMINARY GRADING PLANS

We will coordinate and obtain the final concept plan and site plan from DVD. We will utilize the concept plan, site plan, and the survey base plan to prepare grading plans for the proposed dog park. We will coordinate with DVD and submit the preliminary grading plans for review.

FINAL GRADING PLANS

Upon receipt of the review comments from DVD, we will prepare final grading plans. The plans will show the features associated with civil design including grading improvements. The plans will be prepared at 1" = 40' scale. We will coordinate, and upon completion, submit the final grading plans.

SPECIFICATIONS

We will prepare Technical Provisions associated with the civil design portion of the project. We will submit the Technical Provisions for review.

COST ESTIMATE

We will prepare construction quantities and cost estimates for the items associated with the civil design portion of the project.

BIDDING & CONSTRUCTION SUPPORT

We will provide Bidding & Construction Support including the following:

1. We will respond to Requests for Information (RFIs) during the project advertisement period, and log questions and responses.
2. Prepare project addenda at the direction of the City (assume two (2)).
3. Attend the pre-construction meeting, job walk, and job-site meetings over the course of the construction schedule (assume two (2) meetings).
4. Provide responses to the Contractor's RFIs about the plans and specifications forwarded to the Consultant by the City. This task also includes conferring with the City's Construction Manager regarding the RFIs as appropriate.
5. Provide responses and approvals to the Contractor's submittals for materials and shop drawings forwarded to the Consultant by the City or the Construction Manager.

PREPARE RECORD DRAWINGS (AS-BUILTS)

We will provide Record Drawings/As-Builts associated with Civil Plans.

1. Within 20 days following the completion and acceptance of the project, we will furnish the City with a set of revised original drawings showing as-built conditions. The as-built plans shall be prepared based on as-built information provided by the City's Construction Manager and the Contractor.

Exemptions & Exclusions:

(1) Electrical, Mechanical, and Structural Engineering design services.

(2) Environmental and WQMP services.

(3) Permit application submittals and fees required for the project.

FEE

We will provide the above-listed services for a Total Fee of **$73,200**. The fee breakdown is shown on the attached page.

NV5 looks forward to the opportunity to work with DVD and help you achieve the project's goals and objectives. If you need further information, I may be reached by phone at (949) 545-3600, or electronically at david.niknafs@nv5.com. Thank you for your time and consideration.

Sincerely,

NV5, Inc.

David Niknafs, PE
Director of Transportation

Jeffrey M. Cooper, PE
EVP, COO

FEE PROPOSAL		
Professional Civil Engineering Services Del Norte Park Improvements & Dog Park City of West Covina		
	Description	**Fee**
1	Meetings & Coordination	$2,240
2	Obtain and Review Available Information/Record Drawings	$920
3	Topographic Survey	$8,700
4	Geotechnical Investigation	$21,000
5	Preliminary Grading Plans	$26,360
6	Final Grading Plans	$6,160
7	Specifications/Technical Provisions	$2,200
8	Cost Estimate	$2,600
9	Bidding and Construction Support	$1,840
10	Prepare Record Drawings (As-Builts)	$1,180
	TOTAL FEE	**$73,200**

The method of compensation will be based on time and materials. The estimated hours are listed for each task and the actual hours may vary. The total compensation for the services and work rendered will not exceed the total fee.

If additional services outside of the scope included herein are requested, such services will be performed on a time and materials basis in addition to the estimated fee.

VELA ENGINEERING

298 Tennessee Street
Redlands, CA 92373
T-(909) 281-8100

March 11, 2025

Proposal Number: 21056

David Volz Design
151 Kalmus Drive, Suite M8
Costa Mesa, CA 92626

Attn: Eric Sterling

Subject: Del Norte Park

The following proposal is based on information and plans received to date. Additions or modifications may require an adjustment to the total fee. If accepted, this proposal will become the contract for services rendered.

Project Scope: Scope of work is to include the following tasks:

- Design of new security lighting for Dog Park
- Reuse existing main electrical service and provide new circuits as required
- Replace existing lighting controls with new code compliant

Provided By Client: The following is a list of information and/or requirements which shall be provided to in order to complete the project:

1) Project street address

2) Computer drawings files in AutoCad 2018 or later (including site and floor plans), and associated support files (ie: linetype, font, script, x-reference and title block) as well as drawing and plotting criteria

3) Equipment schedules or approved equipment to be used in design

Services Included: The following is the list of services which shall be provided on the project:

1) (1) Site visit to confirm existing conditions
2) (3) Virtual conference calls
3) Professional Engineers stamp and signature
4) Division 26 specifications in 8-1/2x11 CSI format or plan sheet
5) Response to Plan Check Comments
6) Engineers Estimate of Construction Cost

7) Electrical:
    a. Single line diagram
    b. Panel Schedules
    c. Load calculations
    d. Voltage drop calcs
    e. Site lighting and power layout
    f. Site photometrics
    g. Schedule of lighting fixtures
    h. Outdoor Title 24 Forms
    i. Electrical details
8) Construction Administration
    a. Response to Bid RFI's
    b. Revisions to bidding documents based on RFI's
    c. Response to RFI's
    d. Review and respond to Submittals
    e. (1) Punch walk with Final Punch List
    f. Preparation of Asbuilts per contractor redlines

Services Excluded: The following is a list of services and/or information not included on the subject project, but could be provided on an additional service basis:

1. Any item not listed under the "Services Included" items shall be considered as "Excluded" and not part of overall Scope of Work
2. Design of Solar PV/BESS Systems (Construction Drawings)
3. Load recordings of existing panels or switchgear
4. EV charger layout and circuiting
5. Structural Pole Base Calculations
6. Asbuilts from Contractor Redlines
7. ARC Flash, Coordination or Fault Studies
8. Design or construction commissioning services
9. LEED documentation
10. Low Voltage/Security/Access Control/Fire Alarm/PA System Design
11. Verifying locations of existing underground utilities
12. Detail Cost Estimate
13. Background generation
14. Attendance at bid job walks
15. Dry Utility Coordination such as Electrical, Fiber, Telephone, CATV and Gas

Fee: Vela Engineering proposes to provide electrical engineering services as outlined above for the sum of **$7,175.00.**

Fee breakdown as followed:

-	Electrical	$5,375.00
-	Construction Administration	$1,800.00
	Total	$7,175.00

Additional Line Items Not Included in Fee:

Structural Pole Base Calcs for Security Lights $1,200.00 ____ Initial if Acceptable

We truly appreciate the opportunity to work with you on this project.

Respectfully,

Roy Morales

Principal

Accepted By:_____

Signature:_____

Date:_____

Client Project Number:_____

Terms and Conditions

The following terms and conditions will govern all services performed under this project and are hereby incorporated into this proposal.

1. Payment: All fees and other charges will be billed to Client monthly and will be due and payable no later than 30 days after the date of invoice. In addition to all other remedies, Vela Engineering may withhold delivery of services, reports, documents or other deliverables if Client fails to pay an invoice when due. Payment to Vela Engineering will not be withheld, postponed or made contingent on the construction, completion or success of the project or upon receipt by the Client of project funds, offsetting reimbursements, or credits from other parties.
2. Additional Services: Any services not explicitly described as being performed by Vela Engineering or its subconsultants are excluded. If agreed to in writing by Client and Vela Engineering, Vela Engineering will provide additional services. Client will pay Vela Engineering for such additional services in accordance with Vela Engineering's current fee schedule or as otherwise agreed upon by Client and Vela Engineering in writing. These terms and conditions will apply to all additional services provided by Vela Engineering. Vela Engineering's liability shall be limited to the extent of the additional fee for the specific additional services added.
3. Independent Contractor: the relationship of Vela Engineering to Client shall at all times be that of an independent contractor. Vela Engineering shall not be liable for the acts of the Client or its agents in performing work.
4. Professional Standards: subject to all conditions set forth herein, Vela Engineering will only be liable for breaching its obligation to perform its services to the level of competency maintained by other practicing engineering professionals in the same or similar community performing the same services at the same time as they were performed by Vela Engineering. Vela Engineering makes no warranties, either express or implied.
5. Schedule: Vela Engineering will perform its services with reasonable diligence consistent with sound professional practice as ordinarily provided by engineers practicing in the same or similar locality under the same or similar circumstances. Client will require its other consultants and contractors to incorporate into their schedule's reasonable periods of time for Vela Engineering to perform its services and will require that they coordinate their services with Vela Engineering's services. Client is aware that many factors outside of Vela Engineering's control may affect Vela Engineering's ability to timely perform and complete its services and Client agrees that Vela Engineering is not responsible for damages arising directly or indirectly from any delays, including but not limited to liquated damages.
6. Termination for Convenience: Either Vela Engineering or Client may terminate this agreement at any time with or without cause upon giving the other party seven (7) calendar days prior written notice. Client will pay Vela Engineering for all services rendered and all costs incurred up to the date of termination.
7. Indemnification: subject to all provisions of this agreement and the fullest extent permitted by law, Client shall indemnify, hold harmless, reimburse and defend (with counsel of Vela Engineering's choice) Vela Engineering, its employees, officers, directors and agents from, for and against all actual or alleged claims, losses, damages, costs and expenses arising from or related to the work, the project, or this agreement (with the sole exception that Client will have no duty to indemnify Vela Engineering from claims or losses to the extent those claims or losses are caused by the fault or negligence of Vela Engineering or its employees as adjudicated by a court of competent jurisdiction). Under no circumstances shall Vela Engineering be liable for any actual or alleged claims, losses, damages, cost and expenses arising from or related to the work, fault or negligence of its sub consultants.

8. No Third-Party Beneficiaries: Vela Engineering's responsibilities under this agreement run only to the Client.
9. Limitation of Liability: Client agrees that, in recognition of the relative risks and benefits of the project, Vela Engineering's aggregate join, several and individual liability, whether for breach of contract, breach of warranty, negligence, professional malpractice, strict liability or otherwise will be limited to an amount no greater than $1,000,000 or Vela Engineering's fee, whichever amount is lesser. This provision will survive termination or expiration of this agreement.
10. Waiver of Consequential Damages: neither Vela Engineering nor any of its officers, directors, employees or agents will be liable for any indirect, punitive, consequential, liquidated, or exemplary damages of any nature, including but not limited to fines, penalties or lost profits, whether said claim is based upon contract, warranty, tort indemnity or any other theory of law, and the Client expressly waives all rights and remedies with respect to the same.

CITY OF WEST COVINA
PROFESSIONAL SERVICES AGREEMENT
WITH
DAVID VOLZ DESIGN LANDSCAPE ARCHITECTS, INC.
FOR
ARCHITECTURAL DESIGN SERVICES FOR DEL NORTE PARK IMPROVEMENTS AND DOG PARK PROJECT

THIS PROFESSIONAL SERVICES AGREEMENT is made and entered into as of May 6, 2025 ("Effective Date"), by and between the CITY OF WEST COVINA, a municipal corporation ("City"), and DAVID VOLZ DESIGN LANDSCAPE ARCHITECTS, INC., a California corporation ("Consultant").

RECITALS

A. City proposes to utilize the services of Consultant as an independent contractor to City to provide architectural design services for the Del Norte Park Improvements and Dog Park Project, as more fully described herein; and

B. Consultant represents that it has that degree of specialized expertise contemplated within California Government Code Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated; and

C. City and Consultant desire to contract for the specific services described in Exhibits "A" and "B" and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. No official or employee of City has a financial interest, within the provisions of Sections 1090-1092 of the California Government Code, in the subject matter of this Agreement; and

E. Consultant responded to the City's Request for Proposals No. 2025-01 dated February 24, 2025, incorporated via this reference as if fully set forth herein, and Consultant's response to the Request for Proposals was a material inducement to the City ultimately entering into this Agreement.

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

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the professional services described in the Scope of Services, attached hereto as Exhibit "A," and Consultant's Proposal, attached hereto as Exhibit "B," both incorporated herein.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound

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professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement. Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. City officers and employees shall not be liable at law or in equity for any claims or damages occurring as a result of failure of the Consultant to comply with this section.

1.3. Performance to Satisfaction of City. Consultant agrees to perform all the work to the reasonable satisfaction of the City. Evaluations of the work will be conducted by the City Manager or his or her designee. If the quality of work is not satisfactory, City in its discretion has the right to:

(a) Meet with Consultant to review the quality of the work and resolve the matters of concern;

(b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or

(c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement.

1.5. Non-Discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decisionmaking, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status, except as permitted pursuant to Section 12940 of the California Government Code.

1.6. Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.7. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

1.8. Public Records Act Disclosure. Consultant has been advised and is aware that this

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Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 7920.000 *et seq*.). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in California Government Code Section 7924.510, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the court.

2.0. COMPENSATION AND BILLING

2.1. Compensation. City agrees to pay Consultant in accordance with the fee schedule set forth in Exhibit "B." Consultant's total compensation shall not exceed Two Hundred Fifteen Thousand Eight Hundred Forty-One Dollars ($215,841.00).

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in the Consultant's Proposal unless the City, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable. Should the City request in writing additional services that increase the Scope of Services, an additional fee based upon the Consultant's standard hourly rates shall be paid to the Consultant for such additional services.

2.3. Method of Billing. Consultant may submit invoices to the City for approval on a progress basis, but no more often than once a month. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City for inspection and/or audit at mutually convenient times from the Effective Date until three (3) years after the termination or expiration of this Agreement.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. Unless otherwise agreed to by the parties, the professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Said services shall be performed in strict compliance with the Project Schedule approved by City as set forth in Exhibit B. The Project Schedule may be amended by mutual agreement of the parties. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of

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performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party. If a delay beyond the control of the Consultant is encountered, a time extension may be mutually agreed upon in writing by the City and the Consultant. The Consultant shall present documentation satisfactory to the City to substantiate any request for a time extension.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on the Effective Date and continue until Consultant completes the Scope of Services and submits all deliverables set forth in Exhibit B to the City's satisfaction, unless previously terminated as provided herein.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing at least fifteen (15) days prior written notice to Consultant. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City. If the City suspends, terminates or abandons a portion of this Agreement such suspension, termination or abandonment shall not make void or invalidate the remainder of this Agreement.

If the Consultant defaults in the performance of any of the terms or conditions of this Agreement, it shall have ten (10) days after service upon it of written notice of such default in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled to at law, in equity, or under this Agreement.

The City also shall have the right, notwithstanding any other provisions of this Agreement, to terminate this Agreement, at its option and without prejudice to any other remedy to which it may be entitled to at law, in equity, or under this Agreement, immediately upon service of written notice of termination on the Consultant, if the latter should:

(a) Be adjudged bankrupt;

(b) Become insolvent or have a receiver of its assets or property appointed because of insolvency;

(c) Make a general assignment for the benefit of creditors;

(d) Default in the performance of any obligation or payment of any indebtedness under this Agreement;

(e) Suffer any judgment against it to remain unsatisfied or unbonded of record for thirty (30) days or longer; or

(f) Institute or suffer to be instituted any procedures for reorganization or rearrangement of its affairs.

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4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the effective date of the City's written notice of termination, within forty-five (45) days after the effective date of the notice of termination or the final invoice of the Consultant, whichever occurs last. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the City within ten (10) days of the effective date of the notice of termination, at no cost to City.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company authorized to do business in California, with a current A.M. Best's rating of no less than A:VII, and approved by City:

(a) Commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than Two Million Dollars ($2,000,000.00) per occurrence, Four Million Dollars ($4,000,000.00) general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

(b) Automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with work to be performed under this Agreement, including coverage for any owned, hired, non-owned, or rented vehicles, in an amount not less than One Million Dollars ($1,000,000.00) combined single limit for each accident.

(c) Workers' compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than One Million Dollars ($1,000,000.00) per accident for bodily injury or disease. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers for losses arising from work performed by Consultant for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

By execution of this Agreement, the Consultant certifies as follows:

I am aware of, and will comply with, Section 3700 of the California Labor Code, requiring every employer to be insured against liability

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of Workers' Compensation or to undertake self-insurance before commencing any of the work.

The Consultant shall also comply with Section 3800 of the California Labor Code by securing, paying for and maintaining in full force and effect for the duration of this Agreement, complete Workers' Compensation Insurance, and shall furnish a Certificate of Insurance to the City before execution of this Agreement by the City. The City, its officers and employees shall not be responsible for any claims in law or equity occasioned by failure of the consultant to comply with this section.

(d) Professional liability (errors & omissions) insurance that covers the services to be performed in connection with this Agreement, in the minimum amount of One Million Dollars ($1,000,000.00) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the Effective Date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

If the Consultant maintains higher limits or has broader coverage than the minimums shown above, the City requires and shall be entitled to all coverage, and to the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

5.2. Endorsements. The insurance policies are to contain, or be endorsed to contain, the following provisions:

(a) Additional Insureds: The City of West Covina 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 Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant.

(b) Notice of Cancelation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

(c) Primary Coverage: The Consultant's insurance coverage shall be primary insurance as respects the City of West Covina, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of West Covina shall be excess and not contributing with the insurance provided by this policy.

(d) Waiver of Subrogation: Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of

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whether or not the City has received a waiver of subrogation endorsement from the insurer.

(e) Coverage Not Affected: Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of West Covina, its officers, officials, agents, employees, and volunteers.

(f) Coverage Applies Separately: The Consultant'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.

5.3. Deductible or Self Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. The City may require the Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

5.4. Certificates of Insurance. Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

5.5. Non-limiting. Nothing in this Section shall be construed as limiting in any way the indemnification provision contained in this Agreement.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification.

6.2. Representatives. The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Key Personnel. It is the intent of both parties to this Agreement that Consultant shall make available the professional services of Eric Sterling, who shall coordinate directly with City. Any substitution of key personnel must be approved in advance in writing by City's Representative.

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6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, Email or by U.S. mail. If by U.S. mail, it shall be addressed as set forth below and placed in a sealed envelope, postage prepaid, and deposited in the United States Postal Service. Such communication shall be deemed served or delivered: (a) at the time of delivery if such communication is sent by personal delivery; (b) one (1) business day after the Email is sent if such communication is sent by Email, provided that no delivery failure notification has been received; and (c) 72 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:	IF TO CITY:
David Volz Design	City of West Covina
151 Kalmus Drive, Suite M8	1444 West Garvey Ave. South
Costa Mesa, CA 92626	West Covina, CA 91790
Email: esterling@dvolzdesign.com	Email: rortega@westcovina.org
Attn: Eric Sterling	Attn: Robert Ortega

6.5. Attorneys' Fees. If litigation is brought by any party in connection with this Agreement against another party, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.6. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Los Angeles County, California.

6.7. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.8. Indemnification and Hold Harmless.

(a) General Indemnification. Other than in the performance of design professional services, and to the fullest extent permitted by law, Consultant agrees to defend, with counsel of City's choosing, indemnify, and hold harmless the City, its elected and appointed officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, demands, actions, suits or other legal proceedings brought against the City, its elected and appointed officials, officers, agents and employees arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this

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Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, and shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected and appointed officials, officers, agents and employees based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

(b) Indemnification for Design Professional Services. To the fullest extent permitted by law, Consultant agrees to defend, with counsel of City's choosing, indemnify, and hold harmless the City, its elected and appointed officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, demands, actions, suits or other legal proceedings brought against the City, its elected and appointed officials, officers, agents and employees arising out of, pertaining to, or relating to the negligence, recklessness, or willful misconduct of the Consultant, its employees, and/or authorized subcontractors, in the performance of design professional services under this Agreement by a "design professional," as such term is defined in California Civil Code section 2782.8(c). The defense obligation provided for hereunder shall apply without any advance showing of negligence, recklessness or willful misconduct of the Consultant, its employees, and/or authorized subcontractors, and shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, recklessness, or willful misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected and appointed officials, officers, agents and employees based upon such negligence, recklessness, or willful misconduct, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. In no event shall the cost to defend charged to Consultant exceed Consultant's proportionate percentage of fault. However, notwithstanding the previous sentence, in the event one or more defendants is unable to pay its share of defense costs due to bankruptcy or dissolution of the business, Consultant shall meet and confer with other parties regarding unpaid defense costs. This provision shall supersede and replace all other

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indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

6.9. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.10. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.11. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to

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Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other related items as requested by City or its authorized representative, at no additional cost to the City. Consultant or Consultant's agents shall execute such documents as may be necessary from time to time to confirm City's ownership of the copyright in such documents.

6.13. Electronic Safeguards. Consultant shall identify reasonably foreseeable internal and external risks to the privacy and security of personal information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. Consultant shall regularly assess the sufficiency of any safeguards and information security awareness training in place to control reasonably foreseeable internal and external risks, and evaluate and adjust those safeguards in light of the assessment.

6.14. Economic Interest Statement. Consultant hereby acknowledges that pursuant to California Government Code Section 87300 and the Conflict of Interest Code adopted by City, Consultant is designated in said Conflict of Interest Code and is therefore required to file an Economic Interest Statement (Form 700) with the City Clerk, for each employee providing advice under this Agreement, prior to the commencement of work, unless waived by the City Manager.

6.15. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act of 1974 (California Government Code Section 81000, *et seq*.) and California Government Code Sections 1090-1092. Consultant covenants that none of Consultant's officers or principals have any interest in, or shall acquire any interest, directly or indirectly, which will conflict in any manner or degree with the performance of the services hereunder, including in any manner in violation of the Political Reform Act. Consultant further covenants that in the performance of this Agreement, no person having such interest shall be used by Consultant as an officer, employee, agent, or subconsultant. Consultant further covenants that Consultant has not contracted with nor is performing any services, directly or indirectly, with any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City and further covenants and agrees that Consultant and/or its subconsultants shall provide no service or enter into any agreement or agreements with a/any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City prior to the completion of the work under this Agreement.

6.16. Prohibited Employment. Consultant will not employ any regular employee of City while this Agreement is in effect.

6.17. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

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6.18. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.19. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.20. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.21. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement and have had an adequate opportunity to review each and every provision of the Agreement and submit the same to counsel or other consultants for review and comment. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.22. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

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

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

6.25. Counterparts and Electronic Signatures. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and may be executed by electronic signatures. All counterparts shall be construed together and shall constitute one agreement. Delivery of an executed counterpart of this Agreement by a .pdf data file or other scanned executed counterpart by email shall be equally as effective as delivery of a manually executed counterpart of this Agreement. Each duplicate and counterpart shall be equally admissible in evidence, and each shall fully bind each party who has executed it. The parties

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waive all right to challenge the admissibility or authenticity of this Agreement in a court of law based solely on the absence of an original signature.

6.26. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

6.27. Taxpayer Identification Number. Consultant shall provide City with a complete Request for Taxpayer Identification Number and Certification, Form W9, as issued by the Internal Revenue Service.

[SIGNATURE PAGE FOLLOWS.]

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

CITY OF WEST COVINA,
A municipal corporation

_____ Date: _____
Paulina Morales
City Manager

CONSULTANT

_____ Date: _____
Eric Sterling
President

ATTEST:

_____
Lisa Sherrick
Assistant City Clerk

APPROVED AS TO FORM:

_____
Thomas P. Duarte
City Attorney

APPROVED AS TO INSURANCE:

_____
Maria-Luisa Olea
Risk Management

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EXHIBIT A

SCOPE OF SERVICES

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SCOPE OF SERVICES

The proposed project involves providing Architectural Design Engineering Services for the Del Norte Park Improvements & Dog Park. Description includes dog park improvements (Figure B) including expanding the area and separating into 3 sections to allow for regular maintenance, replace existing fence with new predator resistant 6' fencing including coyote rollers, new security gates, new concrete paving, new equipment and facilities such as pet receptacle waste station, dog/people drinking fountains, benches, trash receptacles, dog play equipment, and area lighting; restroom improvements (Figure C) including upgrading the facilities (toilets, sinks, hand dryers etc), ADA improvements, new exterior materials such as roof, fascia boards, roof eaves, etc.

The City's total budget for the project including construction (hard cost) and soft cost is approximately $1.2 million.

The existing Del Norte Park is located at 1500 W. Rowland Avenue, at the southwest corner of Sunset Avenue and Rowland Avenue. See Figure A below.



Figure A – Del Norte Park, 1500 W. Rowland Ave

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Figure B – Del Norte Park Existing Dog Park



Figure C – Del Norte Park Existing Restroom

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The primary objective of the project is to have the selected engineering consultant to provide a complete PS&E (plans, specifications and estimates) approved by all involved jurisdictional and regulatory agencies and is ready for construction bidding for the improvements outlined in this RFP and attached documents.

The scope of work generally includes:

Task 1. Project Management

a. Attend a pre-design (kick-off) meeting with City staff after the award of contract to conduct introductions, discuss scope of work, information needed from various City departments, overall schedule and the implementation process.

b. Coordinate bi-weekly progress conference calls with City staff to update the City of the project progress, and schedule status. This is also a time for the Consultant to ask any questions to the City or bring up any design issues encountered.

c. Coordinate meetings to review the preliminary design, 60%, 90% and 100% submittals with City staff.

d. Provide a detailed project schedule with continuous updates, and executive summary of project status to be submitted with each monthly invoice.

e. Maintain continuous awareness of the status of each task as it proceeds and make provisions to expedite and resolve any difficulties that may impede progress.

Task 2. Utility Coordination

a. The Consultant shall ensure the final design is compatible with all utilities within the project area whether they are protected in place, removed, installed, relocated, adjusted, or otherwise modified. This includes contacting each affected agency should be incorporated into the construction schedule, if necessary.

b. Coordinate with the affected utility companies within the project limits, and any applicable agencies, as necessary, and notify the utility company/agency of the project. Maintain a utility contact matrix documenting contacts, coordination, etc. with utility companies.

c. Perform all necessary research to establish the precise location of all utilities. All utilities (including overhead) must be identified and shown on the plans.

d. The preliminary and finals plans are to be sent to all affected utility companies.

Task 3. Preliminary Engineering

a. Environmental. The project is assumed to be a categorical exemption.

b. Right-of-Way. All work is assumed to be within existing public ROW. The Consultant shall perform research on available right-of-way maps, assessor parcel maps, and easement information within the project limits. Based on this information, existing ROW information shall be shown on the plans. If any TCEs (Temporary Construction Easements) are necessary, the Consultant shall show them on the plans. The City will obtain TCEs from adjacent property owners.

c. Review base data documents including as-built improvement plans, utility information, survey information, and other available record data.

d. Conduct necessary field surveys to assess existing conditions of the project area, including the above mentioned structures, areas and facilities to assess existing conditions and identify any necessary upgrades.

e. Develop preliminary design.

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f. Prepare preliminary cost estimate (Identify special conditions that might create conflicts or change orders during construction and identify how to resolve these issues.

g. Prepare Technical Specifications.

Task 4. Plans, Specifications & Estimate

a. Plans, Specifications and Estimate (PS&E) shall be provided at levels of completion of approximately 60%, 90% and 100%.

b. The City will provide review comments at the 60%, and 90% design phases.

c. It is expected 100% plans will be complete and include comments and input from all stakeholders and appropriate City staff.

d. Specifications shall be furnished using the latest edition of Microsoft Word for Windows. The Consultant shall prepare the Specifications per City requirements and utilizing the Standard Specifications for Public Works Construction ("Greenbook").

e. Estimate shall be prepared in spreadsheet format using Microsoft Excel.

f. The Consultant shall create a comment matrix to verify all City comments are addressed with each submittal.

Task 5. Bidding and Construction Support

a. Respond to Requests for Information (RFIs) during the project advertisement period, and log questions and responses.

b. Prepare project addenda at the direction of the City (assume 2).

c. Attend the pre-construction meeting, job walk, and job-site meetings over the course of the construction schedule (assume 12 meetings).

d. Provide responses to the Contractor's RFIs about the plans and specifications forwarded to the Consultant by the City. This task also includes conferring with the City's Construction Manager regarding the RFIs as appropriate.

e. Provide responses and approvals to the Contractor's submittals for materials and shop drawings forwarded to the Consultant by the City or the Construction Manager.

Task 6. Prepare Record Drawings (As-Builts)

a. Within 20 days following the completion and acceptance of the project, furnish the City with a complete set of revised original drawings showing as-built conditions. The as-

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built plans shall be prepared based on as-built information provided by the City's Construction Manager and the Contractor.

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EXHIBIT B

CONSULTANT'S PROPOSAL

[TO BE INSERTED FOLLOWING CITY COUNCIL APPROVAL]

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AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 6, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF PURCHASE OF FIRE PREVENTION VEHICLES USING SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (AQMD) FUNDS**

RECOMMENDATION:

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

1. Authorize the purchase of three (3) 2025 RAM 1500 pickup trucks, with Lehr upfit package and standard West Covina Fire Department graphics, per specifications, from National Auto Fleet Group through Sourcewell Contract # 091521-NAF (expires 11/8/2025), for a total of $197,687.94, including taxes and fees, using South Coast Air Quality Management District funds.
2. Approve the following resolution:

RESOLUTION NO. 2025-23 - 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 (PURCHASE OF VEHICLES USING SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (AQMD) FUNDS)

BACKGROUND:

The Fire Department is responsible for the maintenance and operations of the City's Fire Prevention Bureau vehicles, which includes all vehicles to support the fire inspectors and the miscellaneous logistical needs of the Fire Department.

The City of West Covina receives funds from the State Department of Motor Vehicles through the South Coast Air Quality Management District (AQMD). The funds are provided annually for the purpose of improving air quality through eligible emission reduction programs. Over the past few years, these funds as well as other funding sources have been used by the Fleet Services Division to replace older vehicles in the City's fleet with newer vehicles. AQMD funds are specifically designated to purchase low-emission vehicles that meet the requirements for the use of funds.

DISCUSSION:

The Fire Department is continuing the process of replacing older vehicles using AQMD funds with environmentally clean cars that will be used throughout the City. A list of current Fire Department vehicles (Attachment No. 4) identifies the year, make, model, and vehicle use. The proposed three (3) 2025 RAM 1500 pickup trucks will replace vehicles in the fleet that are no longer operational while others are beyond the end of their life cycle. The three vehicles to be replaced are listed below.

- F-25 - 2007 Ford Hybrid Escape (not operational)
- F-6 - 2003 Ford Crown Victoria (not operational)
- F-9 - 2003 Ford Crown Victoria (well beyond end-of-life cycle with 200,577 miles)

The vehicles will be utilized by fire inspectors, fire investigators, and other Fire Department staff in their daily duties. Ram Pickup trucks (or similar full-sized pickups) are often preferred over smaller cars for fire prevention vehicles due to several practical and operational advantages that align with the diverse needs of fire departments. Their large bed space allows for the transport of essential equipment such as traffic cones, barricades, signage, inspection tools, and fire investigation gear. These beds can be outfitted with toolboxes, Tonneau covers, or slide-out trays to keep equipment organized and secure. Additionally, the cargo area can accommodate fire extinguishers, hazmat gear, and larger educational props used for community outreach and fire safety education. Fire Prevention personnel frequently inspect construction sites, access rural or undeveloped areas, and respond to scenes requiring off-road capabilities. RAM trucks are well-suited for these tasks, offering four-wheel-drive capability for navigating rough terrain and higher ground clearance to handle uneven or unpaved roads, making them a more versatile and reliable choice for fire prevention operations.

Pursuant to Section 2-335(6) of the West Covina Municipal Code, purchases made through a cooperative purchasing agreement or program are exempt from the informal and formal competitive procurement requirements of the Municipal Code provided certain requirements are met. As required by Section 2-335(6), the Purchasing Officer has determined that the purchase is in the best interest of the City; is to the City's economic advantage, and that the agreement was competitively awarded using a process that complies with policies, rules, and regulations as approved by the Purchasing Officer.

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: Mike Browne, Acting Fire Chief

Fiscal Impact

FISCAL IMPACT:

The estimated purchase of two vehicles was included in the FY 2024-25 Budget. The Fire Department has available funds of $60,000 budgeted in Fund 119- Air Quality Improvement Fund to purchase one vehicle. The Fire Department is requesting to purchase three vehicles, and therefore, is seeking approval of a $137,700 budget amendment. Funding is available from the South Coast Air Quality Management District (AQMD) fund, which currently has an available fund balance of over $300,000. Should this be approved by the City Council, the Fire Department will have $197,687.94 available in Fund 119-Air Quality Improvement Fund to purchase the three vehicles. The Fire Department obtained approval from AQMD to ensure the vehicles are eligible for purchase with AQMD funds. Included with this item is a budget amendment requesting to appropriate these funds.

Fund Name	Account No.	Budget*	Budget Increase	Budget
119 AQMD	119.503.80.88.00.00.71.71700.	$225,000	$137,700	$362,700

* Pending approval of attached resolution and budget amendment.

Attachments

Attachment No. 1_National Auto Fleet Group_Quote

Attachment No. 2_Grafix_Quote

Attachment No. 3 - Resolution No. 2025-23

Attachment No. 4 - Master Vehicle List by F#s and Station Assignment

National Auto Fleet Group
A Division of Chevrolet of Watsonville
490 Auto Center Drive, Watsonville, CA 95076
[855} 289-6572 •(831) 480-8497 Fax
FleetiiilNati on aIAuto Fl eetG ro up.com

2/26/2025
3/3/2025 Re-Configured

Quote ID: **31359 R1**

Order Cut Off Date: **TBA**

Mr Mike Hambel
City of West Covina Fire Department
1444 W GARVEY AVES
WEST COVINA, California, 91790

Dear Mike Hambel,

National Auto Fleet Group is pleased to quote the following vehicle(s) for your consideration.
Three (3) New/Unused (2025 Ram 1500 (DT6L91) Tradesman 4x4 Crew Cab 6'4" Box, Lehr Upfit QT 52122) and delivered to your specified location, each for

	One Unit (MSRP)	One Unit	Total % Savings	Extended Unit"s (3)	Total Savings
Contract Price	$54,350.00	$47,611.00	12.399 %	$142,833.00	$20,217.00
Lehr Upfit QT 52122		$9,054.29		$27,162.87	
2 Additional Key(s}		$600.00		$1,800.00	
Tax (9.5000 %)		$5,440.20		$16,320.60	
Tire fee		$8.75		$26.25	
Transportation		$300.00		$900.00	
Total		$63,014.24		$189,042.72	

- per the attached specifications.

This vehicle(s) is available under the **Sourcewell Contract 091521-NAF.** Please reference this Contract number on all purchase orders to National Auto Fleet Group. Payment terms are Net 20 days after receipt of vehicle.

Thank you in advance for your consideration. Should you have any questions, please do not hesitate to call.

Sincerely,

Kevin Buzzard
Account Manager
Email: buzzard5150@gmail.com
Office: (626) 457-5590
Fax: (831) 480-8497

CHEVROLET Ford -lllNISSAN TOYOTA GMC.

Sales Quote

Page: 1

1260 N Jefferson *St* Anaheim, CA 92807-1612
Phone: 714-988-4830 Fax: 714-414-0244

Quote Number: 52122
Document Date: 2/21/2025
Terms: Net30
Payment Method:

Sell To: National Auto Fleet Group
Kevin Buzzard
490 Auto Center Drive
Watsonville, CA 95076
Phone:855-289-6572

Ship To: National Auto Fleet Group
490 Auto Center Drive
Watsonville, CA 95076
USA
Phone: 855-289-6572

Ship Via
Tax !dent. Type Legal Entity

Customer ID 53588
SalesPerson Blake Montero

Vehide Information:

PRICES ARE VALID FOR 30 DAYS FROM DATE OF QUOTE UNLESS OTHERWISE SPECIFIED

Item No.	Description	Quantity	Unit Price	Total Price
	2025 Ram 1500WestCovina Fire			
	Front Equipment			
TLI3KC	Whelen, ION T-Series TRIO - Red/Amber/White Monted on Front Grill	2	149.00	298.00
SA315P	Whelen Siren Speaker 100W	1	199.99	199.99
SAK9	Whelen Speaker Bracket Universal Swivel	1	37.10	37.10
L	Front Eulpment labor Charges	4	140.00	560.00
	Roof Equipment			
	Customer Supplied Antenna and cable			
L	Roof Equipment Labor Charges	1	140.00	140.00
	In Cab Equipment Front & Rear			
BW51UF6P	Whelen, WCX Duo XLP 6 Lt Inner Edge Lightbar Passenger Side RAM 1500	1	819.00	819.00
C399K3	Whelen, OBDII Cable Canport Kit Dodge	1		
C399	Whelen Cencom Core WCX Remote Siren & Control Center	1	1,079.00	1,079.00
CCTI5	Whelen Core WCX Hand-Held Control Head	1		
MMSU-1	Mag Mic Magnetic Mic Kit	1	39.95	39.95
WX2240F	Whelen, 42" 2250 WCX Super LED, Traffic Advisor Mounted inside Rear Window Amber/White	1	1.00425	1,00425
	Customer Supplied Radio			
L	labor Charge.s	13	140.00	1.820.00
	Rear Equipment			
NPN	Roll-N-lock M-Series Tonneau Cover LG207M	1	1,789.00	1,789.00
TU3KC	Whelen. ION T-Series TRIO - Red/Amber/White Mounted on Rear Tailgate	2	149.00	298.00

Sales Quote

1260 N Jefferson St Anaheim, CA 92807-1612
Phone: 714-988-4830 Fax: 714-414-0244

Quote Number. 52122
Document Date: 2/21/2025
Terms: Net30
Payment Method:

Sell To: National Auto Fleet Group
Kevin Buzzard
490 Auto Center Drive
Watsonville, CA 95076
Phone:855-289-6572

Ship To: National Auto Fleet Group
490 Auto Center Drive
Watsonville, CA 95076
USA
Phone: **855-289-6572**

Ship Via
Tax Ident. Type Legal Entity

Customer ID 53588
SalesPerson Blake Montero

Vehicle Information:

PRICES ARE VALID FOR 30 DAYS FROM DATE OF QUOTE UNLESS OTHERWISE SPECIFIED

Item No.	Description	Quantity	Unit Price	Total Price
L	Labor Charges	5	140.00	700.00
WH1	Small Wire Harness	1	175.00	175.00
INSTALL	Install Materials	1	95.00	95.00

Agency Approval

Name: _____

Auth. Signature: _____

Amount Subject to Sales Tax
0

Amount Exempt from Sales Tax
9,05429

Sub-Total	9,054.29
Total Tax	0.00
CC Proc. Fee	0.00
Total:	9,054.29

PLEASE READ: No returns without approval and an RMA# will be accepted. All shortages, damage. or return claims must be made within 10 days of invoice date. NO EXCTPTIONS. A copy of the invoice and RMA paperwork must be shipped with returns. All return orders or cancellations are subject to a 25% restocking fee plus freight. Any change orders made 60 days prior to the installation date may be subject to a production delay and pricing changes. PRICES ARE SUBJECT TO CHANGE WITHOUT NOTICE.

2025 Fleet/Non-Retail Ram 1500 Tradesman 4x4 Crew Cab 6'4" Box

WINDOW STICKER

2025 Ram 1500 Tradesman 4x4 Crew Cab 6'4" Box

CODE	MODEL	MSRP
DT6L91	2025 Ram 1500 Tradesman 4x4 Crew Cab 6'4" Box	$50,015.00
	OPTIONS	
EFH	Engine: 3.0L 16 Hurricane SO Twin Turbo ESS, (STD)	$0.00
DFR	Transmission: 8-Speed Automatic (8HP75), (STD)	$0.00
WBF	Wheels: 18" x 7.5" Steel Painted, (STD)	$0.00
TCP	Tires: LT275/65R18C OWL On/Off Road	$245.00
PR4	Flame Red Clearcoat	$0.00
TXX8	Diesel Gray/Black, Heavy Duty Vinyl 40/20/40 Split Bench Seat	$0.00
DMD	3.55 Rear Axle Ratio, (STD)	$0.00
ADB	Protection Group, -inc: Transfer Case Skid Plate, Steering Gear Skid Plate, Front Suspension Skid Plate, Fuel Tank Skid Plate, Tow Hooks	$395.00
DSA	Anti-Spin Differential Rear Axle	$495.00
XHC	Trailer Brake Control	$295.00
MDA	Front License Plate Bracket	$0.00
MRU	MOPAR Black Tubular Side Steps	$695.00
CKJ	Black Vinyl Floor Covering	$0.00
CLF	MOPAR Front & Rear Rubber Floor Mats	$215.00
21A	Quick Order Package 21A Tradesman, -inc: Engine: 3.0L 16 Hurricane SO Twin Turbo ESS, Transmission: 8-Speed Automatic (8HP75)	$0.00

Please note selected options override standard equipment

SUBTOTAL	**$52,355.00**
Advert/ Adjustments	$0.00
Manufacturer Destination Charge	$1,995.00
TOTAL PRICE	**$54,350.00**

Est City: 17 MPG
Est Highway: 24 MPG
Est Highway Cruising Range: 792.00 mi

Any performance-related calculations are offered solely as guidelines. Actual unit performance will depend on your operating conditions.

ATTACHMENT NO. 2

Estimate

6382	
2/28/2025	

GRAFIX SYSTEMS
FIRE - POLICE - FLEET
www.grafixsystems.com

Decals • Wraps • Fleet Graphics • Banners • Striping
Interior Signs • Exterior Signs

11670 Seaboard Cir. Stanton, CA. 90680
714.903.9080 • 714.903-9085 (FAX)

Name / Address	Ship To
West Covina Fire Department 1444 West Garvey Ave. Suite 205 West Covina, CA 91790	

P.O. No.	Terms	Rep	Project
x 3 Dodge trucks	Due on receipt		

Item	Description	Qty	Cost	Total
Custom Graph.	20" X 63" 3M Diamond prism conspicuity tape red and yellow 3M Par# RFL 983-71 Yellow, 4M Part# RFL 983-72 RED.	3	468.22	1,404.66T
Decals	10" Fire Dept. Door Seal gold leaf with digital printing	6	286.66	1,719.96T
Graphics	17.9" 28.22" " WEST COVINA FIRE ARCHED in engine turn gold with non reflective black shadow - DOORS	6	118.00	708.00T
Graphics	15.25 x 8" 16 Ga STEEL PLATE covered in Red vinyl mounted with 3M permeate double sided tape	6	126.88	761.28T
Completed Sgn	magnetic sign to fit with info " info TBD"	6	68.00	408.00T
Graphics	14" Tall - WCV, White reflective - ROOF	3	136.60	409.80T
Labor	Install all graphics	24	115.00	2,760.00
	3 Trucks			

This quote is valid for 30 days.

Subtotal	$8,171.70
Sales Tax (8.75%)	$473.52
Total	$8,645.22

Approval Signature _____

ATTACHMENT NO. 3

RESOLUTION NO. 2025-23

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 (PURCHASE OF VEHICLES USING SOUTH COAST AIR QUALITY MANAGEMENT DISTRICT (AQMD) FUNDS)

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. 2025-16, 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 6th day of May, 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. 2025-23 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 6th day of May, 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. 2025-16
Fire Trucks (AQMD)

Fund Name (Fund No.)	Current Budget	Proposed Amendment	Amended Budget
Measure M Fund (119)			
Revenue	144,100		144,100
Expenditures	226,400	137,700	364,100
Measure M Fund (235) Total	**-82,300**	**-137,700**	**-220,000**
EXPENDITURE TOTAL INCREASE		**137,700**	

ATTACHMENT NO. 4

West Covina Fire Department

F#	LOCATION	YEAR	MAKE/MODEL	CALL SIGN	LICENSE #	VIN	VEHICLE USE
F-1	City Hall	2022	Chevy Tahoe	CH12	8WJJ781	1GNSKPKD2NR174772	Fire Chief
F-3	City Hall	2003	Ford Expedition	RSVP	1155011	1FMPU15L43LB27716	Staff
F-6	City Hall	2003	Crown Victoria	S121	2FAHP71W	2FAHP71W35X115779	Prevention
F-7	City Hall	2003	Ford Expedition	INV121	8WRE498	2FAFP73W73X127600	Fire Investigation
F-9	City Hall	2003	Ford Crown	S122	1121236	2FAFP71W53X154250	Prevention
F-25	City Hall	2007	Hybrid Explorer	P123	1263310	1FMYU49H07KC05223	Prevention
F-26	City Hall	2019	RAM 1500	SAF12	1582750	1C6RR7TT1KS716982	Wildland Utility
F-27	City Hall	2019	RAM 1500	U124	1582749	1C6RR7TT5KS716984	Wildland Utility
F-28	City Hall	2019	RAM 1500	U125	1582748	1C6RR7TT5KS727211	Wildland Utility
F-2	Station 122	2001	Ford Excursion		1086218	1FMNU40S01EC08267	Reserve Command
F-4	Station 122	2017	ARROW XT		1495691	4P1BCAGF4HA017624	Reserve Quint
F-5	Station 121	2000	Amer. LaFrance	USAR121	1261912	4S7AT4097YC034706	Out of Service Truck
F-8	Station 122	2022	Arrow XT	Quint 122	1651731	4P1BCAGF0PA025914	Quint
F-10	Station 122	2018	RAM 3500	BC12	1557553	3C63R3DL3JG401104	Commnand Vehicle
F-11	Station 124	2002	International	E3124	1119328	1HTSDADR52H538826	Wildland Engine
F-13	Station 121	2017	Arrow XT	Engine 121	1495590	4P1BAAGF3HA017393	Engine
F-14	Station 124	2017	Arrow XT	Engine 124	1495589	4P1BAAGF3HA017394	Engine
F-15	Station 123	2023	Arrow XT	Engine 123	1646083	4P1BAAGF3PA026027	Engine
F-16	Station 125	2023	Arrow XT	Engine 125	1647199	4P1BAAGF5PA026028	Engine
F-17	Station 123	2008	Ford E250	U123	1212140	1FMNE11W58DA42759	Passenger Van
F-18	Station 122	2002	Freightliner FL70	AU122	1253744	1FVABTBS52HJ64464	Air/Light Unit
F-19	Station 122	2002	Ford F350	U122	1125210	1FDWW36F92EA82222	Stake Bed Utility
F-20	Station 122	2002	Saulsbury Spartan		1261907	4S7AT419X2C040702	Engine
F-21	Station 125	2002	Saulsbury Spartan		1253746	4S7AT41912C040703	Engine
F-22	Station 124	2002	Saulsbury Spartan		1253745	4S7AT41902X041471	Engine
F-23	Station 125	2004	Saulsbury Spartan		1261911	4S7AT2F994C046278	Engine
F-24	Station 123	2006	Pierce		1235258	4P1CA01F76A005705	Engine
F-30	Station 121	2023	Dodge Medix	RA121	1625027	3C7WRKBL9NG427704	Ambulance
F-31	Station 122	2023	Dodge Medix	RA122	1679020	3C7WRKBL7PG514312	Ambulance
F-32	Station 124	2023	Dodge Medix	RA124	1679021	3C7WRKBL7PG514309	Ambulance
F-33	Station 121	2023	Dodge Leader			3C7WRKBL8PG620042	Ambulance
F-35	Station 123	2014	Dodge 4500		1416747	3C7WRKCL7EG208948	Ambulance
F-36	Station 121	2014	Dodge 4500		1416746	3C7WRKCL7EG208949	Ambulance
F-37	Station 122	2016	Dodge 3500		1549916	3C7WRSBL7GG124195	Ambulance
F-38	Station 124	2023	Dodge Leader			3C7WRKBL2PG638987	Ambulance

Mike Browne

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 6, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENT WITH RINCON ENVIRONMENTAL LLC FOR LOCAL ENFORCEMENT AGENCY REGULATORY COMPLIANCE SERVICES**

RECOMMENDATION:

It is recommended that the City Council authorize the City Manager to execute the Professional Services Agreement with Rincon Environmental LLC for Local Enforcement Agency (LEA) regulatory compliance services for a term of five (5) years, commencing July 1, 2025 and ending June 30, 2030, with an annual compensation amount not to exceed $75,000, in such final form as approved by the City Attorney.

BACKGROUND:

On April 7, 1992, the City Council adopted Resolution No. 8807, creating a Waste Management Enforcement Agency (WMEA) and designating the City as the Local Enforcement Agency (LEA). On July 29, 1992, the California Integrated Waste Management Board (predecessor agency to the Department of Resources Recycling and Recovery - CalRecycle) approved the City of West Covina Enforcement Program Plan and the City's designation as the LEA.

On March 4, 2020, retained the services of Rincon Environmental LLC ("Rincon") and its President, Steve Samaniego, as the new LEA Consultant. Steve Samaniego is a Registered Environmental Health Specialist as mandated by State law. Mr. Samaniego is also a former City employee who previously served as LEA and helped oversee post-closure maintenance at the BKK landfill. He has over 20 years of knowledge regarding BKK.

On October 20, 2020, the City Council adopted Resolution No. 2020-104, confirming a Waste Management Enforcement Agency (WMEA) as a division of the Fire Department and designating the WMEA as the Local Enforcement Agency (LEA) for the City. On the same date, the City Council authorized the City Manager to negotiate and execute a Professional Services Agreement with Rincon for LEA services. The Agreement had an initial term through June 30, 2022. The City and Rincon amended the Agreement to provide for three (3) one-year extension options, and subsequently exercised each extension option. The Agreement will expire on June 30, 2025.

DISCUSSION:

Protecting public safety is one of the City's major goals. Regulatory compliance and positive intergovernmental relations are essential and integral parts in achieving that goal.

In order to ensure continued compliance with State regulations, staff recommends the City Council authorize the City Manager to execute a new Professional Services Agreement with Rincon with a term of five (5) years and a maximum annual compensation of $75,000.

Pursuant to Section 2-335(1) of the West Covina Municipal Code, a procurement for professional services is exempt from the informal and formal competitive bidding requirements of the Municipal Code. Section 2-327 of the West Covina Municipal Code defines "professional services" as "services that involve the exercise of professional discretion and independent judgment based on an advanced or specialized knowledge, expertise or training gained by formal studies or experience. Such services include, but are not limited to, those provided by accountants, appraisers, architects, attorneys, auditors, economic and financial advisors, election consultants, engineers, environmental consultants, information services consultants, instructors, insurance advisors, land use consultants, plan checkers, physicians, public relations consultants, surveyors, and other specialized consultants."

Rincon's services meet the definition of a professional service. Therefore, the procurement is exempt from competitive bidding requirements.

Staff recommends that the City Council authorize the City Manager to execute the Professional Services Agreement with Rincon, in such final form as approved by the City Attorney.

LEGAL REVIEW:

The City Attorney's Office has reviewed and approved the draft Professional Services Agreement as to form and will approve the Agreement as to final form prior to execution.

OPTIONS:

The City Council has the following options:

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

Prepared by: Mike Browne, Acting Fire Chief
Additional Approval: Roxanne E. Lerma, Assistant City Manager

---

Fiscal Impact

FISCAL IMPACT:

The funds to pay for Rincon Environmental LLC's services are available through the General Fund (Account No. 145.503.32.72.12.00.61.61200)

Attachments

Attachment No. 1 - Professional Services Agreement

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

CITY OF WEST COVINA
PROFESSIONAL SERVICES AGREEMENT
WITH
RINCON ENVIRONMENTAL LLC
FOR
LOCAL ENFORCEMENT AGENCY REGULATORY COMPLIANCE SERVICES

THIS PROFESSIONAL SERVICES AGREEMENT is made and entered into as of July 1, 2025 ("Effective Date"), by and between the CITY OF WEST COVINA, a municipal corporation ("City"), and RINCON ENVIRONMENTAL LLC, a California limited liability company ("Consultant").

RECITALS

A. City proposes to utilize the services of Consultant as an independent contractor to City to provide advice to the Waste Management Enforcement Agency (WMEA) as a Local Enforcement Agency (LEA) as a division of the Fire Department, as more fully described herein; and

B. Consultant represents that it has that degree of specialized expertise contemplated within the provisions of the California Public Resources Code and 14 CCR, Division 7, Chapter 5, Article 2.2, and is certified as a Registered Environmental Health Specialist and holds all necessary licenses to practice and perform the services herein contemplated; and

C. City and Consultant desire to contract for the specific services described herein and desire to set forth their rights, duties and liabilities in connection with the services to be performed; and

D. No official or employee of City has a financial interest, within the provisions of Sections 1090-1092 of the California Government Code, in the subject matter of this Agreement.

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

DRAFT

1.0. SERVICES PROVIDED BY CONSULTANT

1.1. Scope of Services. Consultant shall provide the following professional services upon request:

(a) Provide professional expertise to the WMEA as the LEA as a division of the Fire Department.

(b) Assist the LEA in ensuring the Class III Landfill is in compliance with CalRecycle Solid Waste Landfill regulations.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound

professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement. Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. City officers and employees shall not be liable at law or in equity for any claims or damages occurring as a result of failure of the Consultant to comply with this section.

1.3. Performance to Satisfaction of City. Consultant agrees to perform all the work to the reasonable satisfaction of the WMEA as the LEA as a division of the Fire Department in its independent capacity. Evaluations of the work will be conducted by the Fire Chief or his or her designee. If the quality of work is not satisfactory, the Fire Chief in his/her discretion has the right to:

(a) Meet with Consultant to review the quality of the work and resolve the matters of concern;

(b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or

(c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Consultant warrants that it shall perform the services required by this Agreement in compliance with all applicable Federal and California employment laws, including, but not limited to, those laws related to minimum hours and wages; occupational health and safety; fair employment and employment practices; workers' compensation; and all other Federal, State and local laws and ordinances applicable to the services required under this Agreement.

1.5. Non-Discrimination. In performing this Agreement, Consultant shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive health decisionmaking, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status, except as permitted pursuant to Section 12940 of the California Government Code.

1.6. Non-Exclusive Agreement. Consultant acknowledges that City may enter into agreements with other consultants for services similar to the services that are subject to this Agreement or may have its own employees perform services similar to those services contemplated by this Agreement.

1.7. Confidentiality. Employees of Consultant in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Consultant covenants that all data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without written authorization by City. City shall grant such authorization if disclosure is required by law. All City data shall be returned to City upon the termination of this Agreement. Consultant's covenant under this Section shall survive the termination of this Agreement.

1.8. Public Records Act Disclosure. Consultant has been advised and is aware that this

DRAFT

Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required by the California Public Records Act (California Government Code Section 7920.000 *et seq*.). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in California Government Code Section 7924.510, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the court.

2.0. COMPENSATION AND BILLING

2.1. Compensation. City agrees to pay Consultant at a rate of One Hundred Ninety Dollars ($190.00) per hour. Consultant's annual compensation shall not exceed Seventy-Five Thousand Dollars ($75,000.00).

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the Scope of Services specified herein unless the City, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable. Should the City request in writing additional services that increase the Scope of Services, an additional fee based upon the Consultant's standard hourly rates shall be paid to the Consultant for such additional services.

2.3. Method of Billing. Consultant may submit invoices to the City for approval on a progress basis, but no more often than once a month. Said invoice shall be based on the total of all Consultant's services which have been completed to City's sole satisfaction. City shall pay Consultant's invoice within forty-five (45) days from the date City receives said invoice. Each invoice shall describe in detail the services performed, the date of performance, and the associated time for completion. Any additional services approved and performed pursuant to this Agreement shall be designated as "Additional Services" and shall identify the number of the authorized change order, where applicable, on all invoices.

2.4. Records and Audits. Records of Consultant's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City for inspection and/or audit at mutually convenient times from the Effective Date until three (3) years after the termination or expiration of this Agreement.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. Unless otherwise agreed to by the parties, the professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a

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party. If a delay beyond the control of the Consultant is encountered, a time extension may be mutually agreed upon in writing by the City and the Consultant. The Consultant shall present documentation satisfactory to the City to substantiate any request for a time extension.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of five (5) years, ending on June 30, 2030, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing at least fifteen (15) days prior written notice to Consultant. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City. If the City suspends, terminates or abandons a portion of this Agreement such suspension, termination or abandonment shall not make void or invalidate the remainder of this Agreement.

If the Consultant defaults in the performance of any of the terms or conditions of this Agreement, it shall have ten (10) days after service upon it of written notice of such default in which to cure the default by rendering a satisfactory performance. In the event that the Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled to at law, in equity, or under this Agreement.

The City also shall have the right, notwithstanding any other provisions of this Agreement, to terminate this Agreement, at its option and without prejudice to any other remedy to which it may be entitled to at law, in equity, or under this Agreement, immediately upon service of written notice of termination on the Consultant, if the latter should:

(a) Be adjudged bankrupt;

(b) Become insolvent or have a receiver of its assets or property appointed because of insolvency;

(c) Make a general assignment for the benefit of creditors;

(d) Default in the performance of any obligation or payment of any indebtedness under this Agreement;

(e) Suffer any judgment against it to remain unsatisfied or unbonded of record for thirty (30) days or longer; or

(f) Institute or suffer to be instituted any procedures for reorganization or rearrangement of its affairs.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the effective date of the City's written notice of termination, within forty-five (45) days after the effective date of the notice of termination or the final invoice of the Consultant, whichever occurs

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last. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement shall be delivered to the City within ten (10) days of the effective date of the notice of termination, at no cost to City.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company authorized to do business in California, with a current A.M. Best's rating of no less than A:VII, and approved by City:

(a) Commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than Two Million Dollars ($2,000,000.00) per occurrence, Four Million Dollars ($4,000,000.00) general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

(b) Automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with work to be performed under this Agreement, including coverage for any owned, hired, non-owned, or rented vehicles, in an amount not less than One Million Dollars ($1,000,000.00) combined single limit for each accident.

(c) Workers' compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than One Million Dollars ($1,000,000.00) per accident for bodily injury or disease. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers for losses arising from work performed by Consultant for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

By execution of this Agreement, the Consultant certifies as follows:

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

The Consultant shall also comply with Section 3800 of the California Labor Code by securing, paying for and maintaining in full force and effect for the duration of this Agreement, complete Workers' Compensation Insurance, and shall furnish a Certificate of Insurance to the City before execution of this Agreement by the City. The City, its officers and employees shall not

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be responsible for any claims in law or equity occasioned by failure of the consultant to comply with this section.

(d) Professional liability (errors & omissions) insurance that covers the services to be performed in connection with this Agreement, in the minimum amount of One Million Dollars ($1,000,000.00) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the Effective Date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

If the Consultant maintains higher limits or has broader coverage than the minimums shown above, the City requires and shall be entitled to all coverage, and to the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

5.2. Endorsements. The insurance policies are to contain, or be endorsed to contain, the following provisions:

(a) Additional Insureds: The City of West Covina 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 Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant.

(b) Notice of Cancelation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

(c) Primary Coverage: The Consultant's insurance coverage shall be primary insurance as respects the City of West Covina, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of West Covina shall be excess and not contributing with the insurance provided by this policy.

(d) Waiver of Subrogation: Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

(e) Coverage Not Affected: Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of West Covina, its officers, officials, agents, employees, and volunteers.

(f) Coverage Applies Separately: The Consultant'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.

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5.3. Deductible or Self Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. The City may require the Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

5.4. Certificates of Insurance. Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

5.5. Non-limiting. Nothing in this Section shall be construed as limiting in any way the indemnification provision contained in this Agreement.

6.0. GENERAL PROVISIONS

6.1. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification.

6.2. Representatives. The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Key Personnel. It is the intent of both parties to this Agreement that Consultant shall make available the professional services of Steven Samaniego, who shall coordinate directly with the WMEA. Any substitution of key personnel must be approved in advance in writing by City's Representative.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, Email or by U.S. mail. If by U.S. mail, it shall be addressed as set forth below and placed in a sealed envelope, postage prepaid, and deposited in the United States Postal Service. Such communication shall be deemed served or delivered: (a) at the time of delivery if such communication is sent by personal delivery; (b) one (1) business day after the Email is sent if such communication is sent by Email, provided that no delivery failure notification has been received; and (c) 72 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

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IF TO CONSULTANT:	IF TO CITY:
Rincon Environmental LLC	City of West Covina
22505 Lark Spring Terrace	1444 West Garvey Ave. South
Diamond Bar, CA 91765	West Covina, CA 91790
Email: stevesamaniego@gmail.com	Email: mbrowne@westcovina.org
Attn: Steve Samaniego	Attn: Fire Chief

6.5. Attorneys' Fees. If litigation is brought by any party in connection with this Agreement against another party, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.6. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Los Angeles County, California.

6.7. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.8. Indemnification and Hold Harmless. Consultant agrees to defend, with counsel of City's choosing, indemnify, hold free and harmless the City, its elected and appointed officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, demands, actions, suits or other legal proceedings brought against the City, its elected and appointed officials, officers, agents and employees arising out of the performance of the Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Consultant, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected and appointed officials, officers, agents and employees based upon the work performed by the Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications, which shall be of no force and effect.

6.9. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent.

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Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.10. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.11. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other related items as requested by City or its authorized representative, at no additional

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cost to the City. Consultant or Consultant's agents shall execute such documents as may be necessary from time to time to confirm City's ownership of the copyright in such documents.

6.13. Electronic Safeguards. Consultant shall identify reasonably foreseeable internal and external risks to the privacy and security of personal information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. Consultant shall regularly assess the sufficiency of any safeguards and information security awareness training in place to control reasonably foreseeable internal and external risks, and evaluate and adjust those safeguards in light of the assessment.

6.14. Economic Interest Statement. Consultant hereby acknowledges that pursuant to California Government Code Section 87300 and the Conflict of Interest Code adopted by City, Consultant is designated in said Conflict of Interest Code and is therefore required to file an Economic Interest Statement (Form 700) with the City Clerk, for each employee providing advice under this Agreement, prior to the commencement of work, unless waived by the City Manager.

6.15. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this agreement, including, but not limited to, the Political Reform Act of 1974 (California Government Code Section 81000, *et seq*.) and California Government Code Sections 1090-1092. Consultant covenants that none of Consultant's officers or principals have any interest in, or shall acquire any interest, directly or indirectly, which will conflict in any manner or degree with the performance of the services hereunder, including in any manner in violation of the Political Reform Act. Consultant further covenants that in the performance of this Agreement, no person having such interest shall be used by Consultant as an officer, employee, agent, or subconsultant. Consultant further covenants that Consultant has not contracted with nor is performing any services, directly or indirectly, with any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City and further covenants and agrees that Consultant and/or its subconsultants shall provide no service or enter into any agreement or agreements with a/any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City prior to the completion of the work under this Agreement.

6.16. Prohibited Employment. Consultant will not employ any regular employee of City while this Agreement is in effect.

6.17. Order of Precedence. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

6.18. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.19. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.20. Headings. Paragraphs and subparagraph headings contained in this Agreement

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are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.21. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement and have had an adequate opportunity to review each and every provision of the Agreement and submit the same to counsel or other consultants for review and comment. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.22. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

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

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

6.25. Counterparts and Electronic Signatures. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and may be executed by electronic signatures. All counterparts shall be construed together and shall constitute one agreement. Delivery of an executed counterpart of this Agreement by a .pdf data file or other scanned executed counterpart by email shall be equally as effective as delivery of a manually executed counterpart of this Agreement. Each duplicate and counterpart shall be equally admissible in evidence, and each shall fully bind each party who has executed it. The parties waive all right to challenge the admissibility or authenticity of this Agreement in a court of law based solely on the absence of an original signature.

6.26. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

6.27. Taxpayer Identification Number. Consultant shall provide City with a complete Request for Taxpayer Identification Number and Certification, Form W9, as issued by the Internal Revenue Service.

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

CITY OF WEST COVINA,
A municipal corporation

_____ Date: _____
Paulina Morales
City Manager

CONSULTANT

_____ Date: _____
Steven Samaniego
President

ATTEST:

_____
Lisa Sherrick
Assistant City Clerk

APPROVED AS TO FORM:

_____
Thomas P. Duarte
City Attorney

APPROVED AS TO INSURANCE:

_____
Maria-Luisa Olea
Risk Management

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AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 6, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF PURCHASE OF TACTICAL BULLETPROOF VESTS FOR POLICE DEPARTMENT**

RECOMMENDATION:

It is recommended that the City Council authorize the purchase of thirty-four (34) Project 7 tactical bulletproof vests directly from Aardvark of La Verne, CA, for a total of $144,452.40, including taxes, using federal equitable sharing funds previously budgeted in Fund 117.

BACKGROUND:

Tactical bullet-resistant vests are specialized personal armor items specifically designed with enhanced protection for police officers on Special Weapons and Tactics (SWAT) teams and similar special assignments. Tactical vests differ significantly from standard patrol officer undergarment ballistic vests in both design and function. While a patrol officer's vest is typically a lightweight, concealable soft armor intended to protect against common handgun threats, tactical vests are external (non-concealable) armor systems built to withstand higher-threat environments commonly encountered during SWAT operations.

Virtually all of the specialized tactical vests currently utilized by the Police Officers on West Covina's Special Enforcement Team (SET) and SWAT Team are older than five years, and due for replacement. Supplying SWAT and SET Officers with new tactical vests is a vital officer safety need.

DISCUSSION:

West Covina's SWAT Officers tested multiple tactical vests on the market, and found that the Project 7 SPR2 vest system produced by Aardvark offered the best coverage, adaptability, mobility, and comfort. The Project 7 SPR2 is a modular, external armor system built to withstand higher-threat environments, integrating both soft and hard armor components, and offering scalable protection against rifle rounds and fragmentation threats commonly encountered during SWAT operations. The SPR2 also features a load-bearing design that supports mission-specific gear utilized by the West Covina SWAT Team, such as breaching tools, communication systems, and medical kits, allowing operators to carry equipment efficiently while maintaining mobility. In contrast, patrol vests are not designed to accommodate this level of load or modularity. The SPR2's advanced ergonomic construction, increased coverage, and adaptability to high-risk tactical missions make it far more robust than the basic ballistic protection worn by patrol officers on routine duty, and meet the exact needs of the SWAT and SET Teams.

Aardvark, the manufacturer of these tactical vests, submitted a quotation to the West Covina Police

Department for 34 Project 7 SPR2 tactical vests, including carriers, ballistic panel inserts, and tax, along with a sole source letter—see Attachment No. 1. Aardvark's quotation includes federal General Services Administration (GSA) contract pricing—however, the sole source nature of these tactical vests is paramount. Pursuant to Section 2-335(3) of the West Covina Municipal Code, a procurement of items that are available from only (1) source, or only one (1) source is able to supply a commodity or service within the timeframe or under the terms and conditions which meet the needs of the City, is exempt from the informal and formal competitive procurement requirements of the Municipal Code.

Staff recommends that the City Council authorize this purchase directly from Aardvark, totaling $144,452.40, using equitable sharing funds previously budgeted in Fund 117 for this purpose. Aardvark has an active registration at Sam.gov, which is a requirement for purchases of this size made using federal equitable sharing funds. A direct purchase authorized by the City Council will ensure that these vital officer safety items, replacing expired vests, are delivered to West Covina's SWAT and SET Teams as soon as possible.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

Prepared by: Alex B. Houston, Police Administrative Services Manager
Additional Approval: Tony Cortina, Chief of Police
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

The purchase of these specialized tactical bulletproof vests will constitute no cost to the General Fund. Federal Equitable Sharing funds were previously budgeted for this purchase in Fund 117.

Attachments

Attachment No. 1 - Aardvark GSA quote & sole source letter

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety

AARDVARK
1935 PUDDINGSTONE DR
LA VERNE, CA 91750

ATTACHMENT NO. 1

FED TAX ID: 95-4451904
DUNS #: 861004349
SAM UEI: DGSKHRKYPDK9

West Covina Police Department
1444 West Garvey Ave
West Covina CA 91790
United States

Quotation: S00916

Quotation Date:
01/09/2025

Expiration:
06/01/2025

Salesperson:
Brittany Baeza

DESCRIPTION	ROUTE	QUANTITY	UNIT PRICE	TOTAL
(GSA) [P7Q-SPR2-UL3A] Project 7/SPR2/Complete Platform/Ultralight 3A Ballistics (Specify Color, Size)		34.00 Units	1090.00	$ 37,060.00
(GSA) [P7Q-ACC-AB-UL3A] Project 7/Abdominal Protector/Complete with Ultralight 3A Ballistics(Specify Color)		68.00 Units	200.00	$ 13,600.00
(GSA) [P7Q-ACC-UA-UL3A] Project 7/Upper Arm/Complete with Ultralight 3A Ballistics (Specify Color)		34.00 Units	485.00	$ 16,490.00
(GSA) [P7Q-UPGRADE-FLEX] P7 Platform, Flex System Upgrade - Includes 2 6X6 Flex2 Panels		34.00 Units	100.00	$ 3,400.00
(GSA) [P7Q-IDPSET] Project 7 ID Patch Set(Front 2x6, Back 3x8, Upper Arms 2x6)		34.00 Units	60.00	$ 2,040.00
(GSA) [P7-PS-LT-SET-OF-5-MC] P7 Lightweight Pouch Set (Five)		34.00 Units	325.00	$ 11,050.00
(GSA) [P7-RP-3+-SA-LW-LG] Project 7/Rifle Plate/Level 3+ PE Stand Alone/Lightweight/SAPI Large		68.00 Units	710.00	$ 48,280.00

Untaxed Amount	$ 131,920.00
Taxes	$ 12,532.40
Total	$ 144,452.40

*
Delivery 150 Days ARO
*
Please contact Brittany Baeza at 909-451-6102 or bbaeza@aardvarktactical.com if you would like to place this order. Thank

You!

GSA Contract #GS-07F-141DA for Items marked as GSA, All other items are open market.

Payment terms: 30 Days

AARDVARK

January 1, 2025

To whom it may concern,

Please allow this letter to confirm that PROJECT 7 are sole source products made exclusively by and sold exclusively for AARDVARK. PROJECT 7 represents a fusion of proprietary and/or patented technologies and a combination of materials that is not available in any other product or from any other source. PROJECT 7 is designed to work as a single integrated system which ensures that all components (vests, arm protectors, plates, helmets, battle belts, packs, shields, pouches etc.) work together seamlessly and completely to ensure the safety of the tactical operator.

PROJECT 7 armor has the following technology partners included in our armor systems which are unique to Project 7: Safariland, Protech Armor, Blue Force Gear, HSGI, Wilcox, Ops- Core, Honeywell, Dupont, First Spear and SAATI. The patented (or patent pending) technologies in PROJECT 7 include: Three-Piece Cummerbund (3PC), Replaceable Elastic, Blue Force Gear Ultracomp, and First Spear Tubes.

Please do not hesitate to contact us if you have any further questions.

AARDVARK
Brittany Baeza
Account Management Supervisor
909-451-6102

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 6, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF BUDGET AMENDMENT FOR POLICE DEPARTMENT'S COMPUTER AIDED DISPATCH & RECORDS MANAGEMENT SYSTEM (CAD-RMS) SERVICE**

RECOMMENDATION:

It is recommended that the City Council adopt the following resolution authorizing the necessary budget amendment for the Police Department's CAD-RMS service:

RESOLUTION NO. 2025-34 - 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 (WCPD CAD-RMS SERVICE)

BACKGROUND:

Beginning with development efforts that started in the 1980s, the West Covina Police Department developed its own Computer Aided Dispatch and Records Management System (CAD-RMS). CAD is an active, real-time computerized communications tool, connecting Dispatchers to Police Officers in the field through their Mobile Data Computers (MDCs). RMS records, stores, and tracks information for organized documentation and reporting. CAD-RMS is an essential tool for law enforcement operations.

While larger law enforcement agencies typically purchased expensive and intricate products from large CAD-RMS companies, West Covina's CAD-RMS and related support services were eventually marketed and sold to other small and mid-sized law enforcement agencies. This became the West Covina Service Group (WCSG), an Enterprise Fund created in 1995. In the years that followed, WCSG grew and eventually supplied CAD-RMS and support services to about 20 client agencies. However, as CAD-RMS technology evolved and more years passed, WCSG clients increasingly moved to private CAD-RMS companies, with their state-of-the-art products, support, and development. WCSG's system was built on old computer language and a computer mainframe infrastructure that eventually became completely obsolete, and West Covina had to finally transition to a modern CAD-RMS system, partnering with a contemporary CAD-RMS company.

In 2018, Police Department staff researched CAD-RMS systems and services in the current marketplace. After seeing multiple CAD-RMS systems in action, weighing their strengths and weaknesses, and evaluating the experiences of other police departments, West Covina settled on the CAD-RMS products offered by Mark43 as the best fit for our needs. In September 2018, the City Council authorized a new multi-year CAD-RMS partnership with Mark43. In 2019, the City and Mark43 completed and signed a seven-year Software License and Services Agreement, covering April 2019 to

April 2026. This agreement brought Mark43's state-of-the-art CAD-RMS to West Covina for a one-time nominal cost of $2,000. Then, through additional agreements that quickly followed, several other law enforcement agencies that were previous WCSG clients joined this Mark43 CAD-RMS partnership. Under this arrangement, funding for all partner agencies flowed through West Covina, and for six years, West Covina used Mark43's CAD-RMS almost for free (except for the one-time $2,000 payment)—this saved the City just over a million dollars over the past six years.

DISCUSSION:

Now, the City must pay for this year's Mark43 CAD-RMS service for the Police Department at a rate of $70.00 per month per sworn officer for the CAD application and $70.00 per month per sworn officer for the RMS application, totaling $168,000. Partial funding for this is already budgeted in Fund 153 (Public Safety Augmentation), and additional funding is available in the fund balances of Fund 153 and Fund 155 (State Supplemental Law Enforcement Services Allocation). The proposed resolution includes a budget amendment (see Attachment No. 1) that will appropriate the available funding and enable this year's $168,000 payment to Mark43.

In the next fiscal year, Police Department staff will work on a new multi-year agreement for CAD-RMS services. Funding for this essential item has been requested in the FY 2025-26 budget.

LEGAL REVIEW:

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

Prepared by: Alex B. Houston, Police Administrative Services Manager
Additional Approval: Tony Cortina, Chief of Police
Additional Approval: Maria-Luisa Olea, Acting Finance Director

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Fiscal Impact

FISCAL IMPACT:

Funding is available in Funds 153 and 155 for this year's $168,000 payment to Mark43 for Police CAD-RMS service. $103,500 has been budgeted in Fiscal Year 2024-25 from Public Safety Augmentation Fund (PSAF) Fund 153. The budget increase of $64,500 is required for approval. The proposed resolution includes a budget amendment (see Attachment No. 1) that will appropriate the funds to enable this year's $168,000 payment to Mark43. There is available funding in police special revenues funds; there is no impact to the City's General Fund.

Fund Name	Account No.	Budget	Budget Increase	Revised Budget
153 Public Safety Augmentation Fund (PSAF)	153.502.31.10.00.00.71.71600.	$207,000	$15,000	$285,000
155 COPS Fund	155.502.31.10.00.00.71.71600.	$0	$49,500	$49,500

Attachments

Attachment No. 1 - Resolution No. 2025-34 (Budget Amendmnet)

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety

ATTACHMENT NO. 1

RESOLUTION NO. 2025-34

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 (WCPD CAD-RMS SERVICE)

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. 2025-18, 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 6th day of May, 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. 2025-34 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 6th day of May, 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. 2025-18
WCPD CAD-RMS Budget Increase

Fund Name (Fund No.)	Current Budget	Proposed Amendment	Amended Budget
Public Safety Augmentation Fund (153-PSAF)			
Revenue	872,400		872,400
Expenditures	1,151,855	15,000	1,166,855
PSAF (153) Total	**(279,455)**	**(15,000)**	**(294,455)**
COPS/Supplemental Law Enforcement Services Fund (155-COPS)			
Revenue	293,200		293,200
Expenditures	290,583	49,500	340,083
COPS (155) Total	**2,617**	**(49,500)**	**(46,883)**
EXPENDITURE TOTAL INCREASE		**64,500**	

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 6, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **CONSIDERATION OF ANNUAL MILITARY EQUIPMENT REPORT (AB 481)**

RECOMMENDATION:

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

BACKGROUND:

On September 30, 2021, Assembly Bill 481 ("AB 481") was signed into law, which relates to the use of "military equipment" by law enforcement agencies in California. AB 481 seeks to provide transparency, oversight, and an opportunity for meaningful public input on decisions regarding whether and how military equipment is funded, acquired, and used by law enforcement agencies. AB 481, codified at California Government Code sections 7070 through 7075, requires a law enforcement agency to obtain authorization from its governing body by the adoption of a military equipment use policy by ordinance, approving the use of military equipment.

The term “military equipment,” as used in AB 481, does not necessarily indicate equipment has been used by the military. Pursuant to AB 481, items deemed to be “military equipment” include, but are not limited to, unmanned aerial or ground vehicles, armored vehicles, command and control vehicles, less lethal shotguns, less lethal 40mm projectile launchers, and flashbangs. Other items deemed to be “military equipment” by AB 481 include foundational equipment such as rifles, which allow peace officers to address lethal threats from a greater distance and with greater precision.

According to AB 481, the military equipment use policy must be adopted at a regular meeting of the City Council. On May 17, 2022, the City Council adopted Ordinance No. 2497, adopting a Military Equipment Policy (“Policy”) governing the use of items that are deemed “military equipment” under AB 481. The Policy was effective as of June 17, 2022. On September 5, 2023, the City Council adopted Ordinance No. 2516, amending the Policy to amend the military equipment inventory list.

Once adopted, AB 481 requires an annual review and renewal of the ordinance, annual reporting on the military equipment identified in the Policy, and an annual community engagement meeting regarding the annual report. AB 481 requires that the annual military equipment report include the following information for the immediately preceding calendar year for each type of military equipment:

1. A summary of how the military equipment was used and the purpose of its use.
2. A summary of any complaints or concerns received concerning the military equipment.
3. The results of any internal audits, any information about violations of the military equipment use

policy, and any actions taken in response.
4. The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing expenses, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.
5. The quantity possessed for each type of military equipment.
6. If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

DISCUSSION:

The Police Department has prepared an annual report (Attachment No. 1) per AB 481 and the Policy. Under AB 481 and the Policy, the Police Department will host a community engagement meeting on May 27, 2025, at 5:00 p.m. in the West Covina Council Chambers to discuss the report and respond to questions from the public regarding the funding, acquisition, or use of military equipment.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

Prepared by: Keith Freeman, Lieutenant
Additional Approval: Tony Cortina, Chief of Police

Fiscal Impact

FISCAL IMPACT:

There is no fiscal impact associated with the annual report.

Attachments

Attachment No. 1 - Annual Report

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety

West Covina Police Department
Annual Military Equipment Report
2024

Assembly Bill 481 ("AB 481"), codified at Sections 7070 through 7075 of the California Government Code, relates to the use of "military equipment" by law enforcement agencies in California. AB 481 provides an expansive definition of "military equipment" that includes many items law enforcement agencies use, deploy, and obtain regularly. AB 481 requires law enforcement agencies to obtain approval from their governing bodies of military equipment use policies before purchasing, raising funds for, or acquiring military equipment. AB 481 seeks to provide transparency, oversight, and an opportunity for meaningful public input on decisions regarding whether and how military equipment is funded, acquired, and used by law enforcement agencies. The military equipment use policy must be approved via ordinance and reviewed and renewed by the governing body annually. AB 481 also requires the law enforcement agency to submit an annual report on the equipment identified in the military equipment use policy and conduct a community engagement meeting within 30 days of submitting and publicly releasing the annual report.

On May 17, 2022, the City Council adopted Ordinance No. 2497, adopting a Military Equipment Policy ("Policy") governing the use of items that are deemed "military equipment" under AB 481. The Policy was effective as of June 17, 2022. On September 5, 2023, the City Council adopted Ordinance No. 2516, amending the Policy to amend the military equipment inventory list. On October 15, 2024, the City Council adopted Resolution No. 24-65, renewing the Policy.

AB 481 requires that the annual military equipment report include the following information for the preceding calendar year for each type of military equipment:

(1) A summary of how the military equipment was used and the purpose of its use.
(2) A summary of any complaints or concerns received concerning the military equipment.
(3) The results of any internal audits, any information about violations of the military equipment use policy, and any actions taken in response.
(4) The total annual cost for each type of military equipment, including acquisition, personnel, training, transportation, maintenance, storage, upgrade, and other ongoing expenses, and from what source funds will be provided for the military equipment in the calendar year following submission of the annual military equipment report.
(5) The quantity possessed for each type of military equipment.
(6) If the law enforcement agency intends to acquire additional military equipment in the next year, the quantity sought for each type of military equipment.

This annual Military Equipment Report ("Annual Report") has been prepared in accordance with the requirements outlined in California Government Code section 7072. The West Covina Police Department will host a community engagement meeting on May 27, 2025, at 5:00 p.m. in the West Covina Council Chambers to discuss the Annual Report and respond to questions from the public regarding the funding, acquisition, or use of military equipment.

The following constitutes the West Covina Police Department's Annual Report, which covers the period of January 1, 2024 through December 31, 2024.

2024 Military Equipment Use, Amount of Usage, and Annual Cost:

Item	Military Equipment Use	Amount of Usage	2024 Annual Expenditures	Source of Funds for 2024
UAS	a) Field Deployment b) Training Session	a) 8 b) 10	$6,329.00 to replace sUAS batteries and micro SD memory cards.	Federal Asset Sharing
Robots	a) Field Deployment b) Training Session	a) 0 b) 0	$0 (miscellaneous parts and battery)	General Fund
Armored Vehicle MRAP	a) Not used	a) N/A	$0 (maintenance and storage)	General Fund
Armored Vehicle Peacekeeper	a) Field Deployment b) Training Session	a) 0 b) 0	$0 (maintenance and storage)	General Fund
Armored Vehicle Bearcat	a) Field Deployment b) Training Session	a) 7 b) 11	$236.06 (maintenance and storage)	General Fund
Mobile Command Post	a) Field Deployment b) Training Session c) Dispatch Center	a) 8 b) 6 c) 0	$851.32 (maintenance)	General Fund
Breaching Apparatus (Shotguns and Ammunition)	a) Field Deployment b) Training Session	a) 2 b) 0	$0 (maintenance and ammunition)	General Fund
Firearms of .50 Caliber and Ammunition	a) Field Deployment b) Training Session	a) 0 b) 0	$0 (maintenance and ammunition)	General Fund
Specialized Firearms (Colt M4)	a) Field Deployment b) Training Session	a) 0 b) 15	$0 (maintenance)	General Fund
Specialized Firearms (AR-10)	a) Field Deployment b) Training Session	a) 0 b) 0	$0 (maintenance and ammunition)	General Fund
Specialized Firearms (Colt M4 Commando)	a) Field Deployment b) Training Session	a) 0 b) 19	$0 (maintenance)	General Fund
Specialized Firearms (MPX)	a) Field Deployment b) Training Session	a) 0 b) 11	$0 (maintenance)	General Fund
Specialized Firearms (MP5)	a) Field Deployment b) Training Session	a) 0 b) 2	$0 (maintenance)	General Fund
Diversionary Device (Flashbang)	a) Field Deployment b) Training Session	a) 6 b) 10	$3,356.93 (inventory replacement)	General Fund
Chemical Agents	a) Field Deployment b) Training Session	a) 0 b) 3	$0 (inventory replacement)	General Fund
Chemical Agent Launchers	a) Field Deployment b) Training Session	a) 0 b) 1	$0 (maintenance and ammunition)	General Fund
40mm Launchers and Munitions	a) Field Deployment b) Training Session	a) 4 b) 2	$0 (maintenance and ammunition)	General Fund
Bean Bag Launchers	a) Field Deployment b) Training Session	a) 2 b) 4	$0 (maintenance and ammunition)	General Fund

Complaints or Concerns:

No complaints or concerns were reported regarding the use of the equipment in 2024. Complaints and/or concerns can be sent to militaryequipment@wcpd.org.

The Department's current Military Equipment Policy is located on the Police Department's website at https://www.wcpd.org/resources/.

Internal Audit:

The Department conducted an internal audit and determined there were no violations of the Military Equipment Policy.

Acquisition Plans for Next Year:

In the next year, if funding is available, the Department intends to acquire one (1) additional drone and one (1) additional armored vehicle.

Approved Military Equipment:

The list of the West Covina Police Department's approved military equipment, including the quantities of each type of equipment, is attached hereto as Exhibit "A."

EXHIBIT A

APPROVED WEST COVINA POLICE DEPARTMENT MILITARY EQUIPMENT

1. **Unmanned Aircraft System (UAS):** An unmanned aircraft and the associated equipment necessary to control it remotely.

   Description, quantity, and capabilities

   a. DJI MAVIC MATRICE 210 | Quantity: 4 | UAS weighing approximately 13.5 lbs., approximately 30 minutes of flight time, and attachments including FLIR camera, spotlight, optical zoom camera, and ability to record video.
   b. DJI SPARK | Quantity: 3 | UAS with a single-color camera, weighs approximately 0.6 lbs., approximately 15-20 minutes of flight time, and has video recording capabilities.
   c. DJI PHANTOM 4 Pro | Quantity: 2 | UAS that weighs approximately 3 lbs., has approximately 30 minutes of flight time, and is capable of video recording.
   d. DJI Matrice 30T | Quantity: 4 | UAS weighing approximately 8.3 lbs., approximately 40 minutes of flight time, and attachments including thermal and optical zoom camera, spotlight, speaker, and ability to record video.
   e. DJI Mavic | Quantity: 2 | UAS weighing approximately 1.6 lbs., approximately 46 minutes of flight time, and attachments optical zoom camera, speaker, and ability to record video.
   f. DJI Mini 3 | Quantity: 3 | UAS weighing approximately 0.55 lbs., approximately 34 minutes of flight time.
   g. DJI Avata | Quantity: 6 | UAS weighing approximately 0.90 lbs., approximately 18 minutes of flight time.

2. **Unmanned, Remotely Piloted Ground Vehicles (Robots):** A remotely controlled unmanned machine that operates on the ground to enhance the safety of the community and officers.

   Description, quantity, and capabilities

   a. iRobot PacBot Model BB2590 | Quantity: 3 | The PacBot is a heavy-duty battery-powered robot. It has a stair-climbing ability and an arm capable of lifting several pounds. The PacBot is also equipped with a camera to provide the operator with a live video and audio feed.
   b. iRobot PacBot PCC | Quantity: 3 | The PacBot PCC is a suitcase-style monitor and controller that the operator uses to operate the iRobot PacBot robot. The suitcase is rugged and robust and utilizes 110 volts to operate.

3. **Armored Vehicle:** Commercially produced wheeled armored personnel vehicles utilized for law enforcement.

   Description, quantity, and capabilities

   a. 2012 BAE Systems Tactical Vehicle Systems Mine Resistant Ambush Protected (MRAP) Vehicle | Quantity: 1 | The Mine Resistant Ambush Protected Vehicle is an armored vehicle that seats ten personnel with an open floor plan that allows for rescue of down personnel. It can stop various projectiles, which provides greater safety to citizens and officers beyond the protection level of shield and personal body armor. Provides greater levels of survivability and mobility to navigate challenging and unpredictable environments. Greater survivability is achieved through an enhanced monolithic floor, a strengthened chassis frame, and highly effective blast-absorbing seats.
   b. Cadillac Gage Commando Ranger, Peacekeeper | Quantity: 1 | The Peacekeeper is an armored vehicle that seats eight personnel and has an open floor plan that allows for the rescue of down personnel. It

can stop various projectiles, which provides greater safety to citizens and officers beyond the protection level of shields and personal body armor.

c. Lenco Bearcat, G2 | Quantity: 1 | The Bearcat is an armored vehicle that seats 10 to 12 personnel. Its open floor plan allows for the rescue of down personnel. It can stop various projectiles, which provides greater safety to citizens and officers beyond the protection level of shields and personal body armor.

4. **Command and Control Vehicles:** The mobile command post (MCP) is used as a mobile office during extended events. It provides shelter, access to Department computer systems, dispatch communication consoles, radio communications, and restroom facilities.

   Description, quantity, and capabilities

   2014 Mobile Specialty Vehicles (custom-built, using a Lone Star chassis) 40 LS Lone Star | Quantity: 1 | A Class A RV outfitted with radio communications, computers, computer-aided dispatch (CAD) capabilities, monitors, and restroom to function as a mobile office for members of the department during department-approved functions.

5. **Breaching Apparatuses Explosive in Nature:** Tools used to conduct an explosive breach.

   Description, quantity, and capabilities

   a. Remington Model 870 BRS Breaching 12 Gauge, 11-Inch Stand-Off Barrel | Quantity: 4 | This weapon allows for breachers to safely utilize shotgun breaching round to destroy deadbolts, locks, and hinges. The breaching stand-off device attached to the end of the barrel allows for favorable placement of the gun into the correct position and vents gases to prevent overpressure.
   b. Mossberg 590 12 Gauge Shotgun with an Affixed 18.5" Security Breaching Barrel | Quantity: 3 | This weapon allows for breachers to safely utilize shotgun breaching round to destroy deadbolts, locks, and hinges. The breaching stand-off device attached to the end of the barrel allows for favorable placement of the gun into the correct position and vents gases to prevent overpressure.
   c. Royal Arms Tesar-2 Black Cap 425 Grain Copper Frangible Breaching Round | Quantity: Approximately 100 | The round is fired from a breaching shotgun and is used to destroy deadbolts, locks, and hinges.
   d. Royal Arms Tesar-4 Yellow Cap 750 Grain Copper Frangible Breaching Round | Quantity: Approximately 100 | The round is fired from a breaching shotgun and is used to destroy deadbolts, locks, and hinges.

6. **Firearms of .50 Caliber and Ammunition:** A .50 caliber bolt-action rifle is defined as a centerfire rifle that can fire a .50 BMG cartridge and is not already an assault weapon or a machinegun as defined by Penal Code section 16880. A ".50 BMG cartridge" means a cartridge that is designed and intended to be fired from a centerfire rifle and that meets all of the following criteria: It has an overall length of 5.54 inches from the base to the tip of the bullet, the bullet diameter for the cartridge is from .510 to, and including, .511 inch, the case base diameter for the cartridge is from .800 inch to, and including, .804 inch, and the cartridge case length is 3.91 inches. (Penal Code §§ 30525, 30530.)

   Description, quantity, and capabilities

   a. McMillian TAC-50 Bolt Action Sniper Rifle | Quantity: 1 | The McMillan TAC-50 is a manually operated, rotary bolt-action rifle. The large bolt has dual front locking lugs, and its body has spiral flutes to reduce weight. The heavy match-grade barrel is also fluted to dissipate heat quickly and reduce overall weight. It is fitted with an effective muzzle brake to reduce recoil. The rifle is fed from detachable box magazines, holding five rounds each. The stock is made from fiberglass by McMillan Stocks and is designed to be used from a bipod only. The buttstock is adjustable for the length of pull with rubber

spacers and can be removed for compact storage. The rifle has no open sights; it can be used with various telescopic or night sights. The rifle can also be used to hit subjects that are hiding behind cover and walls, as its powerful ammunition can penetrate through bricks and concrete.

b. Hornady .50 Caliber BMG 750 Grain A-Max Ammunition Cartridge | Quantity: Approximately 1,500 | Loaded to exacting specifications to provide pinpoint accuracy. Each cartridge has either Hornady® A-MAX® bullets, high-performance boat tail hollow points, or the new, radically superior ELD® Match bullets. Stringent quality control ensures proper bullet seating, consistent charges and pressures, optimal velocity, consistent overall length, and repeatable accuracy.

7. Specialized Firearms and Ammunition: Firearms fired from shoulder level, with a long spirally grooved barrel intended to make bullets spin and thereby increase accuracy over a long distance.

Description, quantity, and capabilities

a. Colt M4 Carbine 5.56MM Rifle, Model: LE6920MPS B | Quantity: Approximately 90 | The carbine rifle is a firearm capable of accurately stopping an armed subject at various distances. The carbine rifle is a lightweight, air-cooled, gas-operated, magazine-fed, shoulder-fired weapon designed for semi-automatic & selective fire. The projectile can penetrate soft body armor worn by armed subjects.

b. DPMS Panther Arms AR-10 .308 Caliber Rifle, Model: LR-308 | Quantity: 4 | The DPMS with a 16" customized barrel, AR-10, is a precision style rifle. The firearm is chambered in .308 Winchester/7.62 NATO Rifle and has a 16" customized precision barrel. The magazine holds 20 rounds of ammunition, and the rifle has a collapsible stock. This rifle is primarily used in an overwatch capacity to protect the community and SPD SWAT Team members during significant events and critical incidents. The projectile can penetrate soft body armor worn by armed subjects.

c. Federal Cartridge .308 Winchester Tactical Bonded Tip 168 Grain Duty Ammunition Cartridge | Quantity: Approximately 12,000 | The Tactical Bonded Rifle Ammunition is a Federal product made exclusively for law enforcement. It achieves accuracy and terminal performance unmatched by any other ammunition. It is designed to defeat the toughest barriers with minimal deflection or deviation for the most intense situations.

d. Colt 5.56MM, M4 Commando Carbine Lower Receiver with Daniel Defense MK18 Upper Receiver Group | Quantity: Approximately 40 | The carbine rifle is a firearm capable of accurately stopping an armed subject at various distances. The carbine rifle is a lightweight, air-cooled, gas-operated, magazine-fed, shoulder-fired weapon designed for semi-automatic and selective fire. The projectile can penetrate soft body armor worn by armed subjects.

e. Sig Sauer MPX Suppressed 9MM Sub-gun | Quantity: Approximately 30 | The MPX is a firearm capable of accurately stopping an armed subject at various distances. It is compact and designed to match firepower while also being able to clear enclosed or close combat spaces.

f. Heckler & Koch MP5 9MM Sub-gun | Quantity: Approximately 30 | The MP5 is a firearm capable of accurately stopping an armed subject at various distances. It is compact and designed to match firepower while also having the capability to clear enclosed or close combat spaces.

8. Diversionary Devices (Flashbangs): A diversionary device is ideal for distracting dangerous suspects during assaults, hostage rescue, room entry, or other high-risk arrest/search warrant situations.

Description, quantity, and capabilities

a. Defense Technology Low Roll Reloadable Flashbang (#8933) with 12-Gram Reload (#8901) | Quantity: Approximately 60 | The Low Roll Reloadable Flashbang is an explosive device that produces a flash of light and a sudden, loud noise intended to temporarily stun, distract, and disperse people. It is thrown

by hand or projected, producing 175 dB of sound output at 5 feet and 6-8 million candelas for ten milliseconds.

b. Combined Tactical Systems, 7290m Mini Flashbang | Quantity: Approximately 70 | The 7290M Flashbang is an explosive device that produces a flash of light and a sudden, loud noise intended to temporarily stun, distract, and disperse people. It produces 175db of sound output and 6-8 million candelas of light.
c. Combined Tactical Systems, 7290-9 Flashbang | Quantity: Approximately 70 | The 7290-9 Flashbang is an explosive device that produces a flash of light and a sudden, loud noise intended to temporarily stun, distract, and disperse people.

9. Chemical Agents: Canisters that contain chemical agents (such as CS (2-chlorobenzalmalononitrile), OC (Oleoresin Capsicum), and CN (Chloroacetophenone)) that are released when deployed.

Description, quantity, and capabilities

a. Defense Technology Pocket Tactical Grenade, CS, #1016 | Quantity: Approximately 50 | The Pocket Tactical Grenade is a small, lightweight, easily carried device that provides a medium volume of a chemical agent (CS) or smoke for specific situations. It was designed with the tactical team in mind for distraction, concealment, rescue, or signaling. The pocket grenade is not explicitly intended as a crowd management device; however, it can be used in chemical configurations with larger smoke canisters to "piggyback" chemical agents into a predominately smoke environment.
b. Defense Technology Pocket Tactical Grenade, Saf-Smoke, #1017 | Quantity: Approximately 30 | The Pocket Tactical Grenade is a small, lightweight, easily carried device that provides a medium volume of a chemical agent or smoke for specific situations. It was designed with the tactical team in mind for distraction, concealment, rescue, or signaling. The pocket grenade is not explicitly intended as a crowd management device; however, it can be used in chemical configurations with larger smoke canisters to "piggyback" chemical agents into a predominately smoke environment.
c. Defense Technology Spede-Heat Continuous Discharge Chemical Grenade, CS, #1072 | Quantity: Approximately 30 | The Spede-Heat™ Grenade is explicitly designed for outdoor use in crowd control situations. It is a high-volume continuous burn device that expels its CS payload from a single source in approximately 20 - 40 seconds.
d. Defense Technology Large Style Maximum Smoke, #1073, | Quantity: Approximately 50 | The Large Style Maximum Smoke Grenade is designed specifically for outdoor crowd management situations. It is a high-volume, slow-burning device that deploys large quantities of grey-white-colored smoke for approximately 1.5 to 2 minutes. It can be utilized as a carrying agent (multiplier) for smaller OC, CN, or CS munitions or for concealing the movement of agency personnel. It may also be used as a distraction to focus attention away from other activities.
e. Defense Technology Maximum HC Smoke Military-Style Canister, #1083, | Quantity: Approximately 30 | The Military-Style Maximum Smoke Grenade comes from the Defense Technology® #3 smoke grenade. It is a slow-burning, high-volume, continuous-discharge grenade designed for outdoor crowd management. Emits grey-white smoke only for approximately 1.5 to 2 minutes.
f. Defense Technology Stinger CS Rubber Ball Grenade, #1088 | Quantity: Approximately 50 | The Stinger® Grenade is a combination of a Less Lethal Impact Munitions and a Distraction Device® that may incorporate optional CS or OC laden powder if desired. The Stinger® Grenade is a maximum effect device as it delivers up to four stimuli for psychological and physiological effect: rubber pellets, light, sound, and an optional chemical agent or OC. The blast is sufficient to project the rubber balls and optional chemical agent in a 50-foot radius. The Stinger® Grenade is most widely used as a crowd management tool by law enforcement and corrections in indoor and outdoor operations. It may be

hand-thrown or launched in the crowd's general direction as a pain compliance, distraction, and disorientation device for crowd management. It may be deployed for ground or aerial bursts at the operator's discretion. It is generally reserved as the last selection when chemical agents and less lethal impact munitions have not resolved the disorder or routed the crowd.

g. Defense Technology Han-Ball Rubber Ball Grenade, CS, #1092 | Quantity: Approximately 40 | The Han-Ball™ Rubber Ball Grenade is a fast-burning, high-volume continuous discharge grenade available in OC, CN, CS, and Saf-Smoke™. Designed specifically for outdoor use in crowd management situations. It is excellent for rapidly delivering a chemical agent or smoke in quickly changing tactical situations.
h. Defense Technology Han-Ball Grenade, Saf-Smoke, #1093 | Quantity: Approximately 40 | The Han-Ball™ Rubber Ball Grenade is a fast-burning, high-volume continuous discharge grenade available in OC, CN, CS, and Saf-Smoke™. It is excellent for rapidly delivering a chemical agent or smoke in quickly changing tactical situations. Hand throw or launch use only. Launching of grenades will provide deploying officers with additional standoff distances. This grenade offers coverage for large outdoor areas. In the Saf-Smoke™ configuration, it can be utilized for concealing the movement of agency personnel. It may also be used as a distraction to focus attention away from other activities.
i. Defense Technology OC Aerosol Grenade Fogger, 1 OZ., #56814 | Quantity: Approximately 40 | The Aerosol Grenade Fogger is a non-pyrotechnic that contains no chlorofluorocarbons (CFCs), is not a fire hazard, and requires minimal decontamination. It is designed for law enforcement use in tactical indoor operations. The purpose of the Aerosol Grenade Fogger is to minimize the risks to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects. The 1.3% Major Capsaicinoids provide sufficient effects in confined areas of up to 6,000 cubic feet, such as attics, crawl spaces, garages, and interior rooms.
j. Defense Technology OC Aerosol Grenade Fogger, 6 OZ., #56854 | Quantity: Approximately 40 | The Aerosol Grenade Fogger is a non-pyrotechnic that contains no CFCs, is not a fire hazard, and requires minimal decontamination. It is designed for law enforcement use in tactical indoor operations. The purpose of the Aerosol Grenade Fogger is to minimize the risks to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects. The 1.3% Major Capsaicinoids provide sufficient effects in confined areas of up to 25,000 cubic feet, such as attics, crawl spaces, garages, and interior rooms.
k. Combined Tactical Systems (CTS) 5230B CS Baffled Canister Grenade, Pyro, Low Flame | Quantity: Approximately 100 | Pyrotechnic grenade designed for indoor/outdoor use delivering a maximum amount of irritant smoke throughout multiple rooms with minimal risk of fire.
l. Combined Tactical Systems (CTS) 6340 OC Vapor Grenade | Quantity: Approximately 30 | This unique grenade delivers an invisible OC vapor and renders an intense respiratory effect to a non-compliant subject. The CTS 6340 has a 1-5 second discharge time and discharges OC vapor through three emission ports.
m. Defense Technology First Defense 1.3% MK-9 Stream, Gel, or Foam OC Aerosol, #56895, 56591, 56891, 56792 | Quantity: Approximately 12 | The MK-9 features an easy to use trigger handle, is intended for use in crowd management, and will deliver 14 short bursts of OC at an effective range of 18-20 ft. This 1.3% MC OC aerosol product utilizes a stream delivery method, providing a target-specific, robust, and concentrated stream for greater standoff.
n. Defense Technology 1.3% MK-46V Stream OC Aerosol, #43046 | Quantity: Approximately 6 | The MK-46 features a trigger handle, is intended for use in crowd management, and will deliver 26 short bursts of OC at an effective range of 25-30 ft. This 1.3% MC OC aerosol product utilizes a stream delivery method, providing a target-specific, robust, and concentrated stream for greater standoff.

10. **Chemical Agent Launcher:** Cups that attach to 12-gauge less-lethal shotguns allow officers to launch canisters of chemical agents or smoke.

    Description, quantity, and capabilities

    a. Combined Tactical Systems (CTS) LC5 Launching Cup | Quantity: | Quantity: Approximately 6 | The CTS LC5 Launching Cup is designed for the 5200 series chemical agent grenades. The cup can be attached to virtually any 12-gauge shotgun, and it launches cartridges for crowd management or as a diversionary device.
    b. Defense Technology 12-Gauge Muzzle Bang/Launching Cartridge, #1210 | Quantity: Approximately 200 | The 12-Gauge Muzzle Bang Launching Cartridge incorporates an opaque shell and utilizes black powder as the propellant. The 12-gauge Muzzle Bang Launching Cartridge is designed to be launched from a launching cup and produces 170 dB of sound output. It is intended to be aimed at the floor or wall at a 45-degree angle. It is used as a crowd management tool by law enforcement and corrections in crowd control situations as a means of warning, intimidation, or diversion. It may be deployed in the air over crowds or to the side to dissuade movement in a given direction. It may also be deployed to the far side of buildings to divert attention away from an approach or entry.

11. **Specialty Impact Munitions (SIMs):** 40mm Launchers and Munitions: These devices are considered less lethal and are used to gain compliance from an individual who is violently or actively resisting. Such a device is intended to mitigate serious injuries to officers, the subject, and other individuals.

    Description, quantity, and capabilities

    a. 40MM LMT™ Tactical Single Launcher I425, Expandable Stock | Quantity: Approximately 45 | The 40LMT is a tactical single-shot launcher that features an expandable Rogers Super Stock and an adjustable Integrated Front Grip (IFG) with light rail. The ambidextrous Lateral Sling Mount (LSM) and QD mounting systems allow both a single and two-point sling attachment. The 40LMT will fire standard 40mm less-lethal ammunition up to 4.8 inches in cartridge length.
    b. Penn Armas 40MM Multi-Shot, Pump Advance Launcher - 5” Cylinder | Quantity: Approximately 8 | A 40mm pump-action advance magazine drum launcher with a fixed stock and combo rail. It has a six-shot capacity 5” cylinder and a 10.75” rifled barrel. The PGL-65 features include a Double-action trigger, trigger lock push button, and hammerlock safeties.
    c. Defense Technology 40MM eXact iMpact™ Sponge Round: #6325 | Quantity: Approximately 1,000 | The 40 mm exact iMpact™ Sponge Round is a “point-of-aim, point-of-impact” direct fire round that is most commonly used by tactical teams in situations where maximum deliverable energy is desired for the incapacitation of an aggressive, non-compliant subject. The 40 mm exact iMpact™ Sponge Round is intended for direct fire deployment. These areas provide sufficient pain stimulus while significantly reducing serious or life-threatening injuries. The 40 mm exact iMpact™ Sponge Round can also be deployed in crowd control situations to protect the riot line, cover or enhance chemical munitions, or target specific agitators and organizers of the crowd. It is primarily a psychological deterrent and physiological distraction when used in this fashion. It is a pain compliance device that gets the crowd or subject moving or keeps them at a designated distance.
    d. Defense Technology 40MM eXact iMpact™ LE 40MM Extended Range Sponge Round: #6325LE | Quantity: Approximately 200 | The eXact iMpact™ 40 mm Sponge Round is a point-of-aim, point-of-impact direct-fire round. This lightweight, high-speed projectile consists of a plastic body and sponge nose. It can be launched at a greater distance to provide further separation from officers and used for crowd control, patrol, and tactical applications.

e. Defense Technology 40MM Direct Impact® OC Round: #6320 | Quantity: Approximately 1,000 | A less lethal 40 mm lightweight plastic and crushable foam projectile fired from a single or multi-round purpose-built 40 mm grenade launcher with a rifled barrel at 295 feet per second (FPS). The 39-gram crushable foam projectile delivers 120 ft./lbs of energy upon impact in addition to the dispersion of 5 grams of OC irritant. The 40 mm Direct Impact OC round provides accurate and effective performance when fired from the approved distance of not less than five (5) feet and as far as 120 feet from the target.
f. Defense Technology 40MM Direct Impact® OC Adjustable Range Round: #6320A | Quantity: Approximately 150 | The 40mm Direct Impact® Adjustable Range Round consists of a plastic body and a crushable foam nose that contains a powder payload. This payload includes an OC powder. The crushable foam nose dissipates energy upon impact while releasing the powder payload. The projectile design has a unique user-adjustable patented gas-bleed feature, which adjusts kinetic energy for two design points addressing close-in and extended-range engagements. In the opened position, the standard range velocity allows for engagements of 1.5 – 40 meters. In the closed position, the extended range velocity allows for engagements of 40 – 70 meters.
g. Defense Technology 40MM Direct Impact® CS Round: #6322 | Quantity: Approximately 1,000 | A less lethal 40 mm lightweight plastic and crushable foam projectile fired from a single or multi-round purpose-built 40 mm grenade launcher with a rifled barrel at 295 feet per second (FPS). The 39-gram crushable foam projectile delivers 120 ft./lbs of energy upon impact and 5 grams of CS irritant dispersion. The 40MM Direct Impact CS round provides accurate and effective performance when fired from the approved distance of not less than five (5) feet and as far as 120 feet from the target.
h. Defense Technology Direct Impact® 40MM Adjustable Range Round, CS Marking: #6322A | Quantity: Approximately 150 | The 40mm Direct Impact® Adjustable Range Round consists of a plastic body and a crushable foam nose that contains a powder payload. This payload is a marking and CS powder. The crushable foam nose dissipates energy upon impact while releasing the powder payload. The projectile design has a unique user-adjustable patented gas-bleed feature, which adjusts kinetic energy for two design points addressing close-in and extended-range engagements. In the opened position, the standard range velocity allows for engagements of 1.5 – 40 meters. In the closed position, the extended range velocity allows for engagements of 40 – 70 meters.
i. Defense Technology Ferret 40MM CS Liquid Barricade Penetrator Round, #2262 | Quantity: Approximately 500 | The Ferret® 40mm Round is non-burning and suitable for indoor use. Used primarily by tactical teams, it is designed to penetrate barriers, such as windows, hollow core doors, wallboards, and thin plywood. Upon impacting the barrier, the nose cone ruptures and instantaneously delivers a small chemical payload inside a structure or vehicle. In a tactical deployment situation, the 40mm Ferret is primarily used to dislodge barricaded subjects from confined areas. Its purpose is to minimize the risks to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects.
j. Defense Technology Ferret 40MM CS Powder Barricade Round, #2292 | Quantity: Approximately 500 | The Ferret® 40 mm Barricade Penetrating Round is filled with a CS powder chemical agent. It is a frangible projectile that is spin-stabilized utilizing barrel rifling. It is non-burning and designed to penetrate barriers. Primarily used to dislodge barricaded subjects, it can also be used for area denial. It is primarily used by tactical teams and is designed to penetrate barriers, such as windows, hollow core doors, wallboards, and thin plywood. Upon impact, the nose ruptures and instantaneously delivers the agent payload inside a structure or vehicle.

12. **Specialty Impact Munitions (SIMs):** 12 Gauge "Bean Bag" Launchers and Munitions: These devices are considered less lethal and are used to gain compliance from an individual violently or actively resisting. Such a device is intended to mitigate serious injuries to officers, the subject, and other individuals.

    Description, quantity, and capabilities

    a. Mossberg 590 12-Gauge Shotgun (Standard Department-issued with color marking to signify its use as less-lethal) | Quantity: Approximately 40 | The Mossberg 590 Less Lethal Shotgun is used to deploy the 12-Gauge Drag Stabilized Round up to 75 feet. The weapon system's range helps maintain space between officers and an individual, reducing the threat's immediacy, which is a principle of de-escalation.
    b. Defense Technology 12-Gauge Drag Stabilized Round, #3027 | Quantity: Approximately 1,500 | The Drag Stabilized™ 12-Gauge Round is a translucent 12-Gauge shell loaded with a 40-Gram tear-shaped bag made from a cotton and ballistic material blend and filled with #9 shot. This design utilizes four stabilizing tails and utilizes smokeless powder as the propellant. This round has a velocity of 270fps with a maximum effective range of 75 feet.

AGENDA ITEM NO. 12

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 6, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **EDUCATIONAL REQUIREMENTS FOR CITY JOB DESCRIPTIONS**

RECOMMENDATION:

It is recommended that the City Council provide direction.

BACKGROUND:

At the February 18, 2025, City Council meeting, Councilmember Gutierrez requested staff to evaluate City job descriptions focusing on Department Heads and City Manager and remove college degree requirements.

DISCUSSION:

This report provides an analysis of current practices, legal and professional considerations, a survey of comparable cities, best practices, and outlines the process required should the City Council wish to move forward with changes to educational requirements.

Current Practice:

Currently, the City of West Covina has educational standards for various classifications. These requirements are consistent with professional practices in municipal government. The City currently requires, at a minimum, a Bachelor's Degree for all executive-level classifications, ranging from Deputy Department Heads to the City Manager with a Master’s degree being desired. The only exception to this requirement is the Code Enforcement Director classification. The Police Chief position does require the individual to be P.O.S.T certified. In addition, a Bachelor's degree is required for many entry-level professional positions, such as Economic Development Specialist and Planning Assistant.

Comparable Agency Review:

Staff conducted a survey of surrounding and similarly sized jurisdictions, including the City of Covina, City of Diamond Bar, City of El Monte, City of Glendora, City of Pomona and City of Whittier. Findings indicate:

- All surveyed cities require, at a minimum, a Bachelor's Degree for department director-level positions, with a Masters degrees preferred.
- Some cities include flexible language allowing a combination of education and experience to substitute for formal degrees.
- No surveyed city of comparable size and stature to West Covina eliminated Bachelor's degree requirements for department heads or the City Manager position.

Typical Job Description Language in Comparable Cities:
"Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, graduation from an accredited college or university with a degree in a related field and four years of professional experience, including one year in a supervisory capacity."

Professional Standards and Associations:

Professional associations highlighted industry norms:

- International City/County Management Association (ICMA): Recommends a Master's Degree in Public Administration for credentialed managers; if holding only a Bachelor's degree, a minimum of nine years of experience is recommended; and if less than a Bachelor's degree, fifteen years of experience.
- Government Finance Officers Association (GFOA): a Bachelor's degree in finance or related field is generally required.
- Society for Human Resource Management (SHRM): Recommends a Bachelor's degree with one year of relevant experience; if no degree, three years of experience.
- Public Sector HR Association (PSHRA-SCP) and the International Public Management Association for Human Resources: Establishes the minimum educational standards for a Bachelor's degree for Human Resources Directors.

Best Practices for Requiring Degrees for Executive-Level Positions:

- Requiring at least a Bachelor's degree ensures a foundational level of education critical to managing complex municipal operations.
- Educational requirements help attract qualified, professional candidates and enhance the City's reputation and competitiveness.
- Degree requirements serve as a risk management tool by demonstrating that leadership positions are held by individuals meeting established professional benchmarks.
- Educational achievement often correlates with critical thinking, leadership, and communication skills necessary for executive-level decision-making.
- Flexibility in experience may be considered, but elimination of degree requirements could reduce the attractiveness of the City to high-caliber candidates.

Additional Considerations:

- Eliminating Bachelor's degree requirements for department heads would be highly unusual among cities of West Covina's size.
- Doing so may set a precedent contrary to best practices and could impact the City's reputation, competitiveness, and risk management efforts.
- Flexible qualification language, as seen in comparable agencies, could achieve broader applicant pools without entirely removing degree requirements.

Required Process for Changes:

If the City Council directs staff to proceed with modifications to educational requirements in job descriptions, the following steps are required:

1. Draft Revised Job Descriptions: Staff would prepare proposed revisions to the affected classifications.
2. Notice to Employee Organizations: Pursuant to West Covina Municipal Code Section 2-224, any proposed change affecting terms and conditions of employment must be provided to each recognized employee organization whose members are affected. The notice will:
    1. Be mailed by the City Clerk or Secretary of the Human Resources Board.

2. Specify the time and place where representatives of each recognized employee organization will have the opportunity to be heard.
3. Meet and Confer (as Needed): Depending on the selected positions, notifications would need to be made to the appropriate employee organization(s). City Manager and Department Heads are not part of an employee bargaining organization, therefore notification wouldn't be required. If changes are proposed to any position below a Department Head, it would require notification to the proper employee organization(s).
4. City Council Action: Final changes would be subject to City Council approval after compliance with applicable notification and consultation requirements.

OPTIONS:

The City Council has the following options:

1. **Maintain Current Requirements:** Continue requiring at minimum a Bachelor's degree for department head (except the Code Enforcement Director) and City Manager positions with a desire for a Masters degree.
2. **Remove Educational Requirement:** Modify job descriptions to allow "any combination of education and experience" favoring but not requiring a degree.
    - The following is sample language that can be added to the job description: "Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to, graduation from an accredited college or university with a degree in a related field and *four* years of professional experience, including *two* year in a supervisory capacity."
    - Staff would need direction confirming the following:
        - Positions to be Changed - What City positions would be included: City Manager, Department Heads, Deputy Directors, Management positions, all the way to entry-level positions that currently require a Bachelors degree.
        - Number of Years in Professional and Management/supervisory capacity for each postion - The progression, if any, on the number of years required, professional experience in the city government /in the field and number of years in a management/supervisory capacity.
            - For example: Department Head job descriptions currently require a range of 3 - 15 years of professional experience. Some job descriptions specify the position that experience must be held in prior to the Department Head; Others include a required number of years in a management/supervisory capacity, ranging from 3 -10 years.
            - Deputy Director's required professional experience ranges from 4 -6 years with 2-3 years serving in a management/supervisory capacity.
        - Staff would need direction on Membership or Certification requirements or preference for the positions.
3. **Evaluate on a Case-by-Case Basis:** Allow Council to consider degree waivers at time of appointment under specific circumstances.

Prepared by: Paulina Morales, City Manager

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 6, 2025

TO: Mayor and City Council

FROM: Paulina Morales, City Manager

SUBJECT: **SPRING FESTIVAL 2025 EXPENDITURE AND REVENUE BREAKDOWN**

RECOMMENDATION:

It is recommended that the City Council receive and file the Spring Festival 2025 Expenditure and Revenue Breakdown.

BACKGROUND:

At the April 1, 2025, City Council meeting, Councilmember Brian Gutierrez submitted a "Mother May I" request directing staff to provide a detailed breakdown of expenditures related to the 2025 Spring Festival.

DISCUSSION:

The West Covina Spring Festival 2025 was held over a two-day period in Historic Downtown West Covina and successfully welcomed, with an estimated attendance of over 10,000 people. The event was held on Saturday, March 29, 2025, from 11:00 am to 10:00 pm, and on Sunday, March 30, 2025, from 11:00 am to 9:00 pm. A soft opening of the carnival component was offered on Friday, March 28, 2025, from 5:00 pm to 8:00 pm. Now in its third year, the Spring Festival has become an annual tradition. This highly anticipated seasonal celebration featured:

- Live music from local bands and a DJ
- Community talent performances
- A Family Fun Zone with jumpers, crafts, a train ride, face painting, balloon twisting, rock climbing wall and more
- Non-food booths including retail vendors
- Food vendors
- West Covina Health
- Carnival

The festival activated the downtown area, boosted local engagement, and highlighted West Covina's commitment to inclusive, family-friendly programming.

In response, this report presents a comprehensive summary of vendor and service-related expenses, including overtime staffing costs and part-time staff costs incurred as part of the event.

The West Covina Spring Festival utilizes staff from a number of city departments in order to run a successful event. The tables below reflect the costs associated by department with the exception of the

Public Safety (Code Enforcement) staff costs, as these had not been calculated at the time of this report.

Overtime Costs

DEPARTMENT	OVERTIME SALARIES
Police	$8,325.17
Public Works	$12,209.49
Fire	$1,753.70
Community Services	$7,670.03
TOTAL OVERTIME SALARIES	$29,958.39

Part-Time Salaries

DEPARTMENT	PART-TIME SALARIES
Police	$1,065.00
Community Services	$12,377.50
TOTAL PART-TIME SALARIES	$13,442.50

The two-day Spring Festival provides a fun, entertaining, safe, and family-friendly atmosphere for the community. As such, the Community Services Department relies on the rental of equipment, contract services, the purchasing of supplies, and the payment to the Los Angeles County Health Department for permits to produce a successful event. The table below itemizes these expenses.

Expenditures- Equipment/Supplies/Contract Services/LA County Permits

VENDOR	ITEMS/SERVICES PURCHASED	$ AMOUNT
JA Event Production	Sound/Stage/Ramp/Lighting	$16,000.00
Ace Band	Sunday Band	$2,450.00
Fun Express	Crafts	$1,225.06
Face Paint Fairy	Face Painting	$3,600.00
Modern Twist	Balloon Twisting	$3,600.00
The Trackless Train-Fiesta Fantastic	Train Rides	$2,600.00
DJ Phil	DJ Services	$3,425.00
Amazon	Giveaways	$1,000.00
Imagen	Fans	$1,034.77
PODS	Storage	$333.60
FlashPants	Saturday Band	$4,200.00
Fun Express	Crafts	$1,225.06
Bubblemania	Bubble Play Area	$1,730.00
LA County Health Department	Community Organizer + Beer Garden TFF	$542.00
United Site Services	Restroom, Sink, Handwashing, Service Fee	$5,655.56
The Sauce	Graphics	$750.00
The Sauce	Street Banner, Stickers, Magnet	$3,104.40
AGT Films	Photography	$2,870.00

Amazon	Decorations	$750.00
Winners Party Supplies	Balloons / Helium Refill	$779.35
Curo Managed Print Production	Regular Banners	$218.45
Lion Dancers	Performances	$500.00
Curo Managed Print Production	Stage Banner	$909.56
Curo Managed Print Production	A-Frames	$1,668.08
Curo Managed Print Production	A-Frames- Schedule Signage	$330.75
D&J's, C&R, Patty Meets Bun	Staff Food: Code Enforcement, CSD, Fire, PD, Maintenance	$5,080.90
BeDazzle	Seating Area/Changing Tent/Lighting	$5,660.00
BRAPGA Security	Overnight Security	$2,142.80
Cucamonga Jumpers	Jumpers & Generators	$2,747.32
Dolphin	Event Fencing and Equipment	$2,297.30
Herc Rentals	Light Towers	$1,932.72
Jolly Bouncers	Rock Wall	$4,930.40
Brightview	S. Glendora Ave. Event Area Cleaning	$3,264.00
Smart N Final	Snacks/Refreshments - Staff & Band	$73.36
Vons	Snacks/Refreshments - Staff & Band	$314.74
Walmart	Snacks/Refreshments- Staff & Band	$195.85
Walmart	Giveaways/Water	$168.75
Cal State Site Services	Restroom, Handwashing, Service Fee	$626.34
TOTAL EXPENDENTURES		**$89,936.12**

In order to recover some of the costs associated with the West Covina Spring Festival, fees were collected. These fees include vendor fees, Kidz Zone activity fees, and fees collected from the sale of carnival ride wristbands. The table below itemizes the fees collected from the event.

Fees Collected

SOURCE	DESCRIPTION	$ AMOUNT
Food Vendors	Food Vendor Booth Fees	$3,534.00
Non-Vendors	Retail and Informational Vendors	$4,600.00
Kid Zone	Face Painting & Balloon Twisting	$1,576.00
Carnival	Carnival Wristband Sales	$3,905.00
TOTAL REVENUE:		**$13,615.00**

Expenditures for the 2025 Spring Festival totaled $133,337.10. This includes $89,936.12 associated with the purchase of equipment, supplies, contract services and Los Angeles County Health Department permits, along with $29,958.39 in overtime costs and $13,442.50 in part-time salaries. A total of $13,615.00 was collected in fees. The table below provides a summary of the expenditures and fees collected (with the exception of part-time public safety employees).

Expenditures vs Fees Collected

CATEGORY	AMOUNT
Total Expenditures	$133,317.01
Total Amount of Fees Collected	$13,615.00
Net Cost	**$119,702.01**

OPTIONS:

Receive and file this report.

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

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