CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

JUNE 17, 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 JUNE 17, 2025, 7:00 PM
REGULAR MEETING

INVOCATION
Led by Pastor Mason Okubo from Immanuel First Lutheran

PLEDGE OF ALLEGIANCE
Led by Councilmember Gutierrez

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Certificates Recognizing the Girl Scouts Gold Award Recipients
- Certificates Recognizing the South Hills School Medical Care Program
- Certificates Recognizing West Covina Police Department Offices for Life-Saving Heroics
- Presentation Highlighting the Palmview Center Open House

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 JUNE 3, 2025 CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE JUNE 3, 2025, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES.

That the Council approve the June 3, 2025, City Council/Successor Agency Regular Session Meeting Minutes and the June 3, 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 INTRODUCTION OF ORDINANCE NO. 2531 TO AMEND CHAPTER 22 OF THE WEST COVINA MUNICIPAL CODE TO MAKE CHANGES TO THE TRAFFIC COMMITTEE RULES AND ITS DUTIES

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

ORDINANCE NO. 2531 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING PROVISIONS OF CHAPTER 22 OF THE WEST COVINA MUNICIPAL CODE TO MAKE CHANGES TO THE TRAFFIC COMMITTEE AND ITS DUTIES

CITY MANAGER'S OFFICE

3) CONSIDERATION OF AGREEMENT FOR BUS SHELTER CLEANING SERVICES

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

1. Find that the City's bidding requirements and procedures are inefficient and not in the best interest of the City for the procurement of bus shelter cleaning services in accordance with Section 2-335(10) of the West Covina Municipal Code.
2. Authorize the Acting City Manager to negotiate and execute an agreement with Valley Light Center for Social Advancement for bus shelter cleaning services, for an initial term of three (3) years, with two (2) optional one (1) year extensions, in an amount not-to-exceed $113,760 annually, in a form approved by the City Attorney; and
3. Authorize the City Manager to exercise the extension options.

4) CONSIDERATION OF ANNUAL REPORT AND RESOLUTION OF INTENTION TO LEVY ASSESSMENTS FOR THE AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2025-26

It is recommended that the City Council:

1. Approve the Annual Report for Fiscal Year 2025-26 for the West Covina Auto Plaza Business Improvement District.
2. Adopt the following resolution:

RESOLUTION NO. 2025-37 - A RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AN ASSESSMENT WITHIN THE BUSINESS IMPROVEMENT AREA KNOWN AS THE WEST COVINA AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2025-26 AND SETTING THE TIME AND PLACE FOR A PUBLIC HEARING THEREON

COMMUNITY DEVELOPMENT

5) CONSIDERATION OF AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. FOR TRAFFIC SIGNAL DESIGN SERVICES FOR THE CITRUS STREET AND CAMERON AVENUE TRAFFIC SIGNAL DESIGN PROJECT - PROJECT NO. 23010

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

1. Award Request for Proposals (RFP) No. 2025-03 for Traffic Signal Design Services for the Citrus Street and Cameron Avenue Traffic Signal Design Project to Kimley-Horn and Associates, Inc.; and
2. Authorize the City Manager to negotiate and execute a Professional Services Agreement with Kimley-Horn and Associates, Inc., in an amount not to exceed $122,343.00, in such final form as approved by the City Attorney.

6) CONSIDERATION OF AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. FOR PRELIMINARY ENGINEERING PHASE SERVICES FOR SAFE ROUTES TO SCHOOL & PEDESTRIAN SAFETY PROJECT - PROJECT NO. ATPL05259(032)

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

1. Award Request for Proposals (RFP) No. 2025-04 for Preliminary Engineering Phase Services for the Safe Routes to School & Pedestrian Safety Project to Kimley-Horn and Associates, Inc.; and
2. Authorize the Acting City Manager to negotiate and execute a Professional Services Agreement with Kimley-Horn and Associates, Inc., in an amount not to exceed $183,611.37, in such final form as approved by the City Attorney.

7) CONSIDERATION OF LIST OF FISCAL YEAR 2025-2026 PROJECTS FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

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

RESOLUTION NO. 2025-41 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING A LIST OF FISCAL YEAR 2025-2026 PROJECTS FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

8) CONSIDERATION OF APPROVAL OF TRAFFIC RECOMMENDATIONS FROM THE TRAFFIC COMMITTEE MEETINGS BETWEEN FEBRUARY 2025 THROUGH MAY 2025

It is recommended that the City Council approve the Traffic Committee recommendations detailed in the staff report for traffic engineering improvements citywide from the meetings held between February 2025 through May 2025.

FINANCE DEPARTMENT

9) CONSIDERATION OF ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-26

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

RESOLUTION NO. 2025-39 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-2026

PUBLIC WORKS

10) CONSIDERATION OF SIXTH AMENDMENT TO MAINTENANCE SERVICES AGREEMENT WITH WEST COAST ARBORISTS, INC.

It is recommended that the City Council authorize the Acting City Manager to execute the Sixth Amendment to the Maintenance Services Agreement with West Coast Arborists, Inc. providing for a month-to-month extension of the agreement, in such final form as approved by the City Attorney.

END OF CONSENT CALENDAR

HEARINGS

PUBLIC HEARINGS

11) REPORT ON JOB VACANCIES AND RECRUITMENT AND RETENTION EFFORTS PURSUANT TO ASSEMBLY BILL 2561

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

DEPARTMENTAL REGULAR MATTERS

CITY MANAGER'S OFFICE

12) PRESENTATION ON THE WEST COVINA HEALTH DEPARTMENT

It is reccommended that the City Council receive and file the presentation.

FINANCE DEPARTMENT

13) CONSIDERATION OF FISCAL YEAR 2025-26 OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET

It is recommended that City Council approve the Fiscal Year 2025-26 Operating and Capital Improvement Plan Budget by adopting the following resolution:

RESOLUTION NO. 2025-40 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE OPERATING AND CAPITAL IMPROVEMENT PLAN BUDGET FOR THE CITY OF WEST COVINA, WEST COVINA PUBLIC FINANCING AUTHORITY, WEST COVINA HOUSING AUTHORITY, AND THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY FOR FISCAL YEAR 2025-26

MAYOR/COUNCILMEMBERS REPORTS

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

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

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

CITY COUNCIL COMMENTS

ADJOURNMENT

Next Tentative City Council Meeting

Regular Meeting July 1, 2025 7:00 PM

RULES OF DECORUM

The following are excerpts from the West Covina Municipal Code:

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

a. Each person addressing the council shall step up to the rostrum, shall give his or her name and city of residence in an audible tone of voice for the record and unless further time is granted by the council, shall limit his or her address to five (5) minutes.
b. The city council may establish a limit on the duration of oral communications.
c. All remarks shall be addressed to the council as a body and not to any member thereof. No person, other than the council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the council, without the permission of the presiding officer. No question shall be asked of a councilmember except through the presiding officer.
d. The presiding officer may require any person to be sworn as a witness before addressing the council on any subject. Any such person who, having taken an oath that he or she will testify truthfully, willfully and contrary to such oath states as true any material matter which he knows to be false may be held to answer criminally and subject to the penalty prescribed for perjury by the provisions of the Penal Code of the state.

Sec. 2-50. Decorum--Required.

a. While the council is in session, the members shall preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or disrupt the proceedings or the peace of the council nor interrupt any member while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise herein provided.
b. Members of the public shall not willfully disrupt the meeting or act in a manner that actually impairs the orderly conduct of the meeting. For the purposes of this code, “willfully disrupt” includes, but is not limited to, continuing to do any of the following after being warned by the Mayor that continuing to do so will be a violation of the law:
    a. Addressing the Mayor and City Council without first being recognized.
    b. Persisting in addressing a subject or subjects, other than that before the Mayor and City Council.
    c. Repetitiously addressing the same subject.
    d. Failing to relinquish the podium when directed to do so.
    e. From the audience, interrupting or attempting to interrupt, a speaker, the Mayor, a council member, or a staff member or shouting or attempting to shout over a speaker, the Mayor, a council member or a staff member.
    f. As a speaker, interrupting or attempting to interrupt the Mayor, a council member, or a staff member, or shouting over or attempting to shout over the Mayor, a council member, or a staff member. Nothing in this section or any rules of the council shall be construed to prohibit public criticism of the policies, procedures, programs, or services of the City or of the acts or omissions of the City Council. It shall be unlawful to violate the provisions of this Section.

If any subsection, sentence, clause, or phrase or word of this Section 2-50 is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this Section. The City Council hereby declares that it would have passed this section and each subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more subsections, sentences, clauses, phrases or words had been declared invalid or unconstitutional.

Sec. 2-52. Persons authorized to be within council area.
No person, except city officials, their representatives and members of the news media shall be permitted within the rail in front of the council chamber without the express consent of the council.

The following are excerpts from the Penal Code

148(a) (1) Every Person who willfully resists, delays, or obstructs any public officer, peace officer, or an emergency medical technician, as defined in Division 2.5 (commencing with Section 1797) of the Health and Safety code, in the discharge or attempt to discharge any duty of his or her office or employment, when no other punishment is prescribed, shall be punished by a fine not exceeding one thousand dollars ($1,000), or by imprisonment in a county jail not to exceed one year, or by both that fine and imprisonment.

403 Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 303 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.

AGENDA ITEM NO. 1

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 17, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF THE JUNE 3, 2025 CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE JUNE 3, 2025, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES.**

RECOMMENDATION:

That the Council approve the June 3, 2025, City Council/Successor Agency Regular Session Meeting Minutes and the June 3, 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 - 6/3/2025 Closed Session Minutes Draft

Attachment No. 2 - 6/3/2025 Regular Session Minutes Draft

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness

CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

JUNE 3, 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, June 3, 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 6:07), Rosario Diaz, Mayor Pro Tem Letty Lopez-Viado, Mayor Tony Wu

Absent: Councilmember Gutierrez

City Staff: Milan Mrakich, Acting City Manager, Roxanne Lerma, Assistant City Manager, Thomas Duarte, City Attorney, Maria-Luisa Olena, Assistant Finance Director.

DRAFT

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. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION - Significant exposure to litigation pursuant to Government Code § 54956.9(d)(2)
Number of Cases: One (1)

3. CONFERENCE WITH LABOR NEGOTIATORS - Pursuant to Government Code § 54957.6
City Negotiators: Mrakich, 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 FROM CLOSED SESSION
None

DRAFT

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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 Closed City

ATTACHMENT NO. 1

Council Meeting will be held on Tuesday, June 17, 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

ATTACHMENT NO. 2

CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

JUNE 3, 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

TUESDAY JUNE 3, 2025, 7:00 PM
REGULAR MEETING

INVOCATION
Led by Chaplain Kelly Dupee of the West Covina Police Department

PLEDGE OF ALLEGIANCE
Led by Councilmember Gutierrez

DRAFT

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

Absent: Councilmember Gutierrez

REPORTING OUT FROM CLOSED SESSION
None

PRESENTATIONS

- Certificates presented to New Beginning Christian Fellowship of West Covina Honoring Good Samaritans
- Swearing in West Covina Police Department Chaplain Kevin Yriarte
- Building Division Community Update and Milestones

ORAL COMMUNICATIONS - Three (3) minutes per speaker
Jim Grivich
Christina Larios
Alix Politanoff
Michael Fortanasce
Louis Castaneda
Rafael Castellan
Samuel Martinez

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

CONSENT CALENDAR
ACTION: Motion by Councilwoman Diaz and Second by Mayor Pro Tem Lopez-Viado, 4-0 (Absent: Gutierrez) to: *Approve Consent Calendar Items 1-3.*

APPROVAL OF MEETING MINUTES

1) **CONSIDERATION OF APPROVAL OF THE MAY 20, 2025 CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE MAY 20, 2025, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES.**

Carried 4-0 to: That the Council approve the May 20, 2025, City Council/Successor Agency Regular Session Meeting Minutes and the May 20, 2025, City Council/Successor Agency Closed Session Meeting Minutes.

COMMUNITY DEVELOPMENT

DRAFT

2) **CONSIDERATION OF TRANSFER AGREEMENT WITH THE LOS ANGELES COUNTY FLOOD CONTROL DISTRICT FOR THE SAFE, CLEAN WATER PROGRAM – MUNICIPAL PROGRAM**

Carried 4-0 to: It is recommended that the City Council authorize the Acting City Manager to execute a Transfer Agreement with the Los Angeles County Flood Control District in such final form as approved by the City Attorney.

COMMUNITY SERVICES

3) **CONSIDERATION OF AGREEMENT WITH PYRO SPECTACULARS FOR CITY'S ANNUAL FOURTH OF JULY SPECTACULAR**

Carried 4-0 to: It is recommended that the City Council take the following actions:

1. Award Request for Proposal (RFP) No. 2025-11 for Firework Display/Show for the City of West Covina's Fourth of July Spectacular to Pyro Spectaculars, Inc.; and
2. Authorize the Acting City Manager to negotiate and execute an agreement with Pyro Spectaculars, Inc. for an initial term of one year with the option to extend the term for up to four one-year periods with Pyro Spectaculars, Inc., in such final form as approved by the City Attorney.

END OF CONSENT CALENDAR

DEPARTMENTAL REGULAR MATTERS

FINANCE DEPARTMENT

4) **PROPOSED FISCAL YEAR 2025-26 OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET**

Carried 4-0 to: It is recommended that City Council:

1. Receive and file the Proposed Fiscal Year 2025-26 Operating and Capital Improvement Program Budget;
2. Schedule the budget for consideration at the June 17, 2025 City Council meeting.

MAYOR/COUNCILMEMBERS REPORTS

None

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

DRAFT

- Councilmember Cantos – Agendize the establishment of a Section 115 Pension Trust building on the report that was previously provided, to address our long term pension liabilities– No objection
- Councilmember Cantos – Agendize the termination of contract with Brightview and impower the City Manager to replace them through the RFP process – No objection.
- Councilmember Cantos – Request staff to look into the options for a public safety tax. There was no second?

CITY COUNCIL COMMENTS

- Councilmember Cantos voiced his appreciation to Police Chief Cortina for offering individual visits in addition to a central location, regarding National Night Out.
- Mayor Wu thanked everyone who attended the Memorial Day event.
- Acting City Manager and the Council thanked Police, Fire and Public Work staff who assisted with the processional of Officer Riveros.

ADJOURNMENT

A motion to adjourn the Regular Meeting was made by Mayor Tony Wu, and the meeting was adjourned at 10:35 p.m. The next regularly scheduled Regular Closed City Council Meeting will be held on Tuesday, June 16, 2025, at 7:00 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 STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 17, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF INTRODUCTION OF ORDINANCE NO. 2531 TO AMEND CHAPTER 22 OF THE WEST COVINA MUNICIPAL CODE TO MAKE CHANGES TO THE TRAFFIC COMMITTEE RULES AND ITS DUTIES**

RECOMMENDATION:

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

ORDINANCE NO. 2531 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING PROVISIONS OF CHAPTER 22 OF THE WEST COVINA MUNICIPAL CODE TO MAKE CHANGES TO THE TRAFFIC COMMITTEE AND ITS DUTIES

BACKGROUND:

On December 17, 2024, the City Council requested that staff review and update the composition of the Traffic Committee as well as the Traffic Committee's rules and bylaws. The Traffic Committee was established on July 10, 1972, when the City Council adopted Ordinance No. 1199. This ordinance is codified in Division 4 (Traffic Committee) of Article 2 (Administration) of Chapter 22 (Traffic Regulations) of the West Covina Municipal Code (WCMC). Pursuant to Division 4, the Traffic Committee was created to serve in an advisory capacity to the City Council. Pursuant to Section 22-46 of Division 4, the committee consists of the City Traffic Engineer, the Chief of Police (or, at their discretion, the Chief of the Traffic Division as a representative), and the City Engineer.

Current Operations

The Traffic Committee meets on the second Tuesday of each month at 3 PM. During these meetings, Traffic Engineering staff present traffic studies and recommendations in response to resident requests. Items approved by the Traffic Committee are subsequently forwarded to the City Council for final review and approval before implementation.

DISCUSSION:

Based on staff's review of the current WCMC provisions, staff is recommending the changes set forth below.

Traffic Committee Composition (WCMC Section 22-46)

In order to eliminate the appearance of potential conflicts of interest, the Traffic Engineer and City Engineer positions are proposed to be removed as voting members because both positions are held by a third-party consultant and are responsible for the preparation of all reports and presentations for the Traffic Committee's consideration, while the Police Chief (or Police Department representative) is proposed to be removed because the Police Department is responsible for enforcing traffic laws. It is recommended that the traffic committee voting members be changed to City employees holding the following positions:

- Community Development Director or designee
- Capital Improvement Program (CIP) Project Manager
- Finance Director or designee
- Public Works Director or designee
- A representative from the Maintenance Division as designated by the Public Works Director

Traffic Committee Duties (WCMC 22-47)

Currently, there is no WCMC provision that expressly outlines the duties of the Traffic Committee. A new Section 22-27 is proposed, outlining the duties of the Traffic Committee as follows:

- Receive requests from residents for improving traffic conditions in the City.
- Provide recommendations to the city council regarding ways and means for improving traffic conditions in the City.
- Provide recommendations regarding the installation of traffic signs, signals and devices.
- Perform such other duties as may be set forth in Chapter 22 or directed by the City Council.

Time, Location and Conduct of Meetings (WCMC 22-48)

Currently, the time, location, and procedural requirements for Traffic Committee meetings are not codified in the WCMC. A new Section 22-48 is proposed, which provides that:

- The Traffic Committee shall meet at the time and location established by resolution of the City Council.
- The Traffic Committee shall conduct its meetings in accordance with rules and procedures established by resolution of the City Council. The resolution establishing the time, location, and rules and procedures for Traffic Committee meetings will be presented to the City Council during the second reading and adoption of the attached proposed ordinance.

Additional Revisions to Chapter 22

Additional changes are proposed throughout Chapter 22 to clarify who is responsible for specified actions that are currently delegated to the Traffic Committee.

Items Reviewed by the Traffic Committee

Business items that the Traffic Committee reviews are based on written citizen concerns filed with the Engineering Division. The written concerns are reviewed by Engineering staff to determine if the concerns are related to maintenance issues (faded delineations of street, replacement of existing signs needed, faded red paint on curb, et cetera), if there is a traffic safety concern that could be addressed through increased enforcement, or if further studies are necessary to determine what (if any) is needed to address the concern. If the concerns are maintenance issues, the Maintenance Division of Public Works will be notified. If the concerns are related to the need for increased enforcement, the Police Department

will be notified. If further studies are necessary, traffic analysis and studies will be conducted by the traffic engineering staff and the traffic engineering recommendations will be presented to the Traffic Committee for consideration. The Traffic Committee votes on the recommendations and prepares a report to the City Council for final approval of the recommended traffic improvements. All approved improvements that are budgeted for are completed, while other improvements will be planned for in the following year's Capital Improvement Program budget.

City Council Meeting

On May 20, 2025, the City Council introduced Ordinance No. 2531 with direction to add several streets to Section 22-174(c) of Chapter 22, which identifies streets for which preferential parking permits may be issued. Pursuant to the Council's direction, the following streets have been added to Section 22-174(c):

- Baymar Avenue between Garvey Avenue North and Shamwood Street, both sides.
- Craig Drive between Holly Place and Cameron Avenue, both sides.
- Del Norte Street between Nora Avenue and Sunset Avenue, south side.
- Foxdale Avenue between Del Norte Street and Workman Avenue, both sides.
- Hollow Avenue between Del Norte Street and Workman Avenue, both sides.
- La Breda Avenue between Rowland Avenue and Thelborn Street, both sides.
- Idahome Street from Phillips Avenue to the cul-de-sac, both sides.
- Mardina Street between Baymar Avenue and Hollenbeck Avenue, both sides.
- Mardina Street from Maplewood Avenue to the end of the cul-de-sac, both sides.
- Mardina Street between Toland Avenue and Idahome Street, both sides.
- Nora Street from Rowland Avenue to Workman Avenue (except for the segment/portion directly west of Del Norte Park), west side.
- Phillips Avenue from Workman Avenue to Shamwood Street, both sides.
- Shamwood Street from the dead-end west of Phillips Avenue to the cul-de-sac, both sides.
- Shamwood Street between Toland Avenue and Mardina Street, both sides.
- Toland Avenue between Garvey Avenue North and Shamwood Street, both sides.
- Yaleton Avenue between Del Norte Street and Workman Avenue, both sides.

Because all the streets outlined above were not identified on the record during the May 20, 2025 Council meeting, staff is recommending that the City Council re-introduce Ordinance No. 2531 (Attachment No. 1). A redline showing the various proposed changes to the provisions of Chapter 22 is included as Attachment No. 2.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

1. Introduce Ordinance No. 2531; or
2. Provide alternative direction.

ENVIRONMENTAL REVIEW:

There is no possibility the adoption and implementation of this Ordinance and Resolution 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. 2531

Attachment No. 2 - Redline of Revisions to Provisions of Chapter 22

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

ATTACHMENT NO. 1

ORDINANCE NO. 2531

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING PROVISIONS OF CHAPTER 22 OF THE WEST COVINA MUNICIPAL CODE TO MAKE CHANGES TO THE TRAFFIC COMMITTEE AND ITS DUTIES

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

WHEREAS, on December 17, 2024, the City Council requested that staff update the Traffic Committee rules, which are adopted by the City Council; and

WHEREAS, Chapter 22 of the West Covina Municipal Code sets forth the City's traffic regulations; and

WHEREAS, Division 4 of Article 2 of Chapter 22 of the West Covina Municipal Code establishes a Traffic Committee and the composition of the Traffic Committee; and

WHEREAS, the City Council desires to amend Division 4 of Article II of Chapter 22 of the West Covina Municipal Code to make changes to the organization of the Traffic Committee and its duties; and

WHEREAS, the City Council desires to amend provisions throughout Chapter 22 of the West Covina Municipal Code to make clarifying changes; and

WHEREAS, on May 20, 2025, the City Council provided direction to add several streets to Section 22-174(c) of Chapter 22, which identifies the streets for which preferential parking permits may be issued; 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 Division 4 of Article II of Chapter 22. Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

DIVISION 4. TRAFFIC COMMITTEE

Sec. 22-46. Established; composition.

There is hereby established an advisory traffic committee to serve without compensation consisting of the following city employees: community development director or designee; capital improvement program (CIP) manager; finance director or designee; public works director or designee; and a representative from the maintenance division as designated by the public works director.

Sec. 22-47. Duties.

The traffic committee shall:

(a) Receive requests from residents for improving traffic conditions in the city.

(b) Provide recommendations to the city council regarding ways and means for improving traffic conditions in the city.

(c) Provide recommendations regarding the installation of traffic signs, signals and devices.

(d) Perform such other duties as may be set forth in this chapter or directed by the city council.

Sec. 22-48. Time, location and conduct of meetings.

(a) The traffic committee shall meet at the time and location established by resolution of the city council.

(b) The traffic committee shall conduct its meetings in accordance with rules and procedures established by resolution of the city council.

Secs. 22-49-22-53. Reserved.

SECTION 3. Amendment to Section 22-3. Section 22-3 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-3. Only authorized persons to direct traffic.

No person other than an officer of the police department, or a person designated by the chief of police, or an employee of the city who is at the time engaged in the necessary performance of his duties for the city, shall direct or attempt to direct traffic by voice, hand or other signal, except as permitted or required in the Vehicle Code, and except that persons may operate, when and as herein provided, any mechanical signal erected by order of the city council.

SECTION 4. Amendment to Section 22-42. Section 22-42 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-42. Position established; authority; filling of vacancy.

(a) The position of city traffic engineer is hereby established. The city traffic engineer shall exercise the powers and duties as provided in this chapter. Whenever the city traffic engineer is required or authorized by the city council to place or maintain official traffic-control devices or signals, such officer shall cause or have the authority to cause, as the case may be, such devices or signals to be placed or maintained.

(b) If the position of city traffic engineer is vacant or the duties are performed by another employee with a different title, the city engineer shall specify in writing the person who shall fulfill the duties and have the authority of the city traffic engineer.

SECTION 5. Amendment to Section 22-54. Section 22-54 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-54. Authority to install.

(a) The public works director, city engineer, or designee shall install traffic control devices whenever directed by any provision of this chapter, at any particular location specified herein and at any other particular location where so directed by the city council, by this Code, or any other ordinance of this city.

(b) The public works director, city engineer, or designee may also place and maintain or cause to be placed and maintained such additional traffic-control devices as deemed necessary or proper to regulate traffic or to guide or warn traffic, but such determination shall be made only upon the basis of traffic engineering principles and traffic investigations and in accordance with such standards, limitations and rules as may be set forth in this chapter.

(c) Whenever the traffic law of this state, or any traffic regulation set forth in this chapter requires for its effectiveness that traffic-control devices be installed to give notice to the public of the application of such law or regulation, the public works director, city engineer, or designee is hereby authorized to install or cause to be installed the necessary devices.

(d) No other person, board or department of this city and no private person or agency, shall install, place, or maintain any traffic-control device within the purview of this chapter except upon order of the city council.

SECTION 6. Amendment to Section 22-57. Section 22-57 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-57. Obedience to barriers and signs required.

No person, contractor or public utility shall erect or place any barrier or sign on any street unless of a type approved by the city council, or disobey the instructions, remove, tamper with or destroy any barrier or sign lawfully placed on any street by any person, contractor or public utility.

SECTION 7. Amendment to Section 22-58. Section 22-58 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-58. Installation of traffic signals.

(a) The public works director, city engineer, or designee are hereby authorized to install and maintain official traffic signals at those intersections and other places where traffic conditions are such as to require that the flow of traffic be alternately interrupted and released in order to prevent or relieve traffic congestion or to protect life or property from exceptional hazard.

(b) The traffic committee shall ascertain and determine the locations where such signals are required by field investigation, traffic counts, and other traffic information as may be pertinent, in accordance with those traffic engineering and safety standards set forth in the bureau of public roads' "Manual on Uniform Traffic-Control Devices." The traffic committee shall provide recommendations to the city council based upon such determinations.

SECTION 8. Amendment to Section 22-59. Section 22-59 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-59. Safety zones.

The city council may establish safety zones of such kind or character consistent with the Vehicle Code and at such places as the city council may deem necessary for the protection of pedestrians.

SECTION 9. Amendment to Section 22-60. Section 22-60 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-60. Traffic lanes; turning markers, etc.

The public works director, city engineer, or designee are hereby authorized to install and maintain center lines, lane lines, turning markers, and pavement warning signs, to indicate upon the surface of pavement the course to be traveled by vehicles at any place where the city council determines that such devices are advisable or necessary to foster the orderly and safe movement of traffic.

SECTION 10. Amendment to Section 22-62. Section 22-62 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

The public works director, city engineer, or designee are hereby authorized to remove, relocate or discontinue the operation of any of the traffic-control devices hereinafter enumerated, after the city council approves such removal, relocation, or discontinuance and whenever it shall be determined in any particular case that the factors or conditions which warranted or required the installation no longer exist, to wit:

(a) Official traffic signals.

(b) Stop signs and yield signs.

(c) Signs or markings limiting or prohibiting stopping, standing or parking except at locations where maintenance of such signs is required by ordinance.

(d) Crosswalks, safety zones.

(e) Directional signs, lane lines, turn signs and any other device or devices to guide or warn traffic.

SECTION 11. Amendment to Section 22-64. Section 22-64 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-64. Removal of unauthorized signs, signals.

The public works director, public safety director, city engineer, or designee may, without notice, remove or cause to be removed every unofficial sign, signal or device placed, maintained or displayed upon any city street.

SECTION 12. Amendment to Section 22-65. Section 22-65 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-65. Tampering with traffic signs, signals, markings or control devices.

No person shall tamper with, or deface, or remove or cause to be removed, without authority of the city engineer to do so, any sign, marking or traffic-control device, erected under or pursuant to the provisions of this chapter.

SECTION 13. Amendment to Section 22-79. Section 22-79 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-79. Motor vehicles prohibited on bike lanes.

Motor vehicles, pedestrians, and animals are prohibited from using class I or class II bike lanes where such bike lanes have been duly established by the city council and the proper signs and pavement markings have been installed. Pedestrians may use class II bike lanes on highways where there is no sidewalk within the right-of-way.

SECTION 14. Amendment to Section 22-94. Subsection (a) of Section 22-94 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-94. Closing streets temporarily; entry prohibited.

(a) The city engineer, public works director, public safety director, fire chief, and police chief shall have the right, authority and power at any time to close any street or any portion thereof temporarily to vehicular, pedestrian or other traffic when, in their opinion, the public peace, health or safety requires such temporary closing; provided, however, that, in all such cases, suitable signs shall be conspicuously posted giving notice of the fact that such street or portion thereof is closed, or a police officer or other designee is present thereat for the purpose of giving such notice.

SECTION 15. Amendment to Section 22-95. Section 22-95 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-95. Backing of vehicles.

Unless in compliance with the immediate direction or order of any police officer or other city representative designated to provide traffic control to the contrary, no person shall back or operate in reverse gear any vehicle on any street within the city for a greater distance than is necessary in order to place such vehicle in a position for the lawful operation thereof in a forward direction upon such street.

SECTION 16. Amendment to Section 22-121. Section 22-121 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-121. Stop streets.

(a) The city council may determine those streets or intersections at which there is special hazard to life or property by reason of the volume of traffic upon such streets or at such intersections, or because of lack of visibility to the drivers of vehicles approaching such streets or intersections, or because of the number of accidents or probability thereof on such streets or intersections, and where the factors creating the special hazard are such that, according to the principles and experience of traffic engineering, the installation of stop signs is reasonably calculated to reduce the expectancy of accidents and that the use of warning signs would be inadequate.

(b) When such determination has been made, the city council may designate any such street as a stop thoroughfare or through street between specific limits or designate any intersection a stop intersection, and shall post such stop signs as are

necessary to give effect to such designation. Stop signs at any intersection may be posted as to stop either or any stream of traffic as the needs may, in the judgment of the city council based upon recommendations from the traffic committee, require.

SECTION 17. Amendment to Section 22-122. Section 22-122 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-122. Yield right-of-way streets.

(a) The city council may determine those approaches to intersections of streets and highways which are not through streets, at which there is a special hazard to life or property by reason of the volume of traffic at such intersection, the lack of visibility to the drivers of vehicles approaching the intersection, or the number of accidents or the apparent probability thereof, or because of physical conditions which render such intersection hazardous to life or property, and where the factors are such that according to the principles of traffic engineering the installation of "Yield Right-of-Way" signs is reasonably calculated to reduce the potentiality of accidents and that the use of warning signs would be inadequate.

(b) When such determination has been made, the city council may designate such approaches as "Yield Right-of-Way" approaches and may cause to be installed and maintained such "Yield Right-of-Way" signs as are necessary to give effect to such designation.

SECTION 18. Amendment to Section 22-142. Section 22-142 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-142. Signs.

The city council shall cause all streets and portions thereof established and designated by this chapter as truck routes to be clearly marked or signposted at their intersections with other truck routes or boundary lines of the city with appropriate signs displaying in letters not less than four (4) inches in height the words "Truck Route."

SECTION 19. Amendment to Section 22-151. Section 22-151 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-151. Traffic committee's authority to install signs; obedience required.

The city council may cause to be erected or placed and maintained signs at any intersection prohibiting the making of left turns, right turns, or U-turns by drivers of vehicles wherever the city council, based on the recommendation of the traffic committee,

determines that such turns would cause traffic congestion or traffic hazard. When such signs are so erected or placed, no turns as is indicated by the signs shall be permitted at such designated intersections at any time, or at such times and days as may be designated by such signs, and no operator or driver of any vehicle shall disobey the directions of any such signs.

SECTION 20. Amendment to Section 22-152. Subsection (a) of Section 22-152 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

(a) At any intersection within the city where mechanical traffic control devices shall have been installed, or may hereafter be installed, the city council may cause to be erected, placed and maintained signs prohibiting the making of right turns by drivers of vehicles against the red light or other means employed by such mechanically controlled devices indicating that the drivers of vehicles traveling in one (1) or more general directions shall stop, whenever the traffic authority determines that such right turns would seriously interfere with the safe and orderly flow of traffic.

SECTION 21. Amendment to Section 22-153. Section 22-153 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-153. Turning markers.

The city council may cause to be placed markers, buttons or signs within or adjacent to intersections, indicating the course to be traveled by vehicles turning at such intersections. When authorized markers, buttons or other indications are placed within an intersection indicating the course to be traveled by vehicles turning thereat no driver of a vehicle shall disobey the directions of such indications.

SECTION 22. Amendment to Section 22-166. Section 22-166 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-166. Designation of no stopping, no parking and restricted parking zones.

(a) The public works director, city engineer, or designee are hereby authorized and directed to maintain appropriate signs or paint upon the curb surface to designate all no-stopping zones, no-parking areas and restricted parking areas, as defined and described in this chapter.

(b) When such curb markings or signs are in place no operator of any vehicle shall stop, stand or park such vehicle adjacent to any such legible curb marking or sign in violation of any of the provisions of this chapter.

(c) No person other than a person acting under the city council's authority shall paint markings upon the curb or place traffic signs within the city.

SECTION 23. Amendment to Section 22-168. Subsection (c) of Section 22-168 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

(c) In any area where the city council determines that the parking or stopping of a vehicle would constitute a traffic hazard or would endanger life or property, when such area is indicated by appropriate signs or by red paint upon the curb surface.

SECTION 24. Amendment to Section 22-170. Section 22-170 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-170. Bus zones—Establishment; marking.

(a) The city council may establish bus zones opposite curb space for the loading or unloading of buses or common carriers of passengers and to determine the location thereof subject to the directives and limitations set forth herein.

(b) Bus zones shall normally be established on the far side of an intersection.

(c) No bus zone shall exceed eighty (80) feet in length, except that when satisfactory evidence has been presented to the city council showing the necessity therefor, the city council, based on recommendations of the traffic committee, may extend bus zones not to exceed a total length of one hundred twenty-five (125) feet. No bus zone shall be established opposite and to the right of a safety zone.

(d) The public works director or designee shall paint a red line stenciled with white letters "No Standing," together with the words "Bus Zone" upon the top or side of all curbs and places specified as a bus zone.

SECTION 25. Amendment to Section 22-173. Subsection (a) of Section 22-173 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

(a) The public works director or designee is hereby authorized to place signs or markings indicating no parking upon any street when the width of the roadway does not exceed twenty (20) feet, or upon one side of a street as indicated by such signs or markings when the width of the roadway does not exceed thirty (30) feet.

SECTION 26. Amendment to Section 22-174. Section 22-174 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

(a) Whenever authorized signs prohibiting or restricting parking or standing of vehicles on certain streets or portion thereof have been determined by the city council, based on recommendations from the traffic committee, to be necessary for the welfare of the general public and are in place giving notice thereof, it shall be unlawful for any person to stand or park any vehicle at any time during the hours, day or days indicated by such signs.

(b) Notwithstanding subdivision (a) of this section, a resident or merchant adjacent to a street with restricted or prohibited parking may be issued a permit for parking a vehicle on such streets in accordance with Section 22507 of the California Vehicle Code and the following requirements. The police chief or designee may issue a permit to a resident or merchant providing the following conditions are met:

(1) Insufficient on-site parking exists on the property of the applicant as determined by the city engineer or designee.

(2) No more than four (4) permits may be issued per dwelling unit or business.

(c) Permits will be issued at no cost to the permittee.

(d) Permits will be issued on a permanent basis with replacement upon loss or destruction permitted.

(e) Any permit issued pursuant to this section shall be displayed in plain view on the exterior of the vehicle when the vehicle is parked on streets with parking restrictions or prohibitions during the time parking restrictions or prohibitions are in effect.

(f) Any permit issued pursuant to this section shall only be valid if the vehicle displaying the permit is parked on the street for which the permit is issued during the hours parking prohibitions or restrictions are in effect.

(g) The following streets or portions thereof are herein designated as street for which preferential parking permits may be issued:

Avington Avenue from Mobeck Street to Larkwood Street, both sides.

Baymar Avenue between Garvey Avenue North and Shamwood Street, both sides.

Carlton Avenue from Carvol Avenue west to the cul-de-sac, both sides.

Carvol Avenue from Swanee Lane north to Carolton Avenue, west side.

Carvol Avenue from Carlton Avenue to one hundred thirty (130) feet south, east side.

Charlinda Street from Fernwood Street to Fleetwell Avenue, both sides.

Craig Drive between Holly Place and Cameron Avenue, both sides.

Dawley Avenue from Cameron Avenue to Mobeck Street, west side.

Del Norte Street between Nora Avenue and Sunset Avenue, south side.

Eckerman Avenue from Lark Ellen Avenue east to the cul-de-sac, both sides.

Fleetwell Avenue from Charlinda Street to Mobeck Street, both sides.

Foxdale Avenue between Del Norte Street and Workman Avenue, both sides.

Hollow Avenue between Del Norte Street and Workman Avenue, both sides.

Idahome Street from Phillips Avenue to the cul-de-sac, both sides.

La Breda Avenue between Rowland Avenue and Thelborn Street, both sides.

Mardina Street between Baymar Avenue and Hollenbeck Avenue, both sides.

Mardina Street from Maplewood Avenue to the end of the cul-de-sac, both sides.

Mardina Street between Toland Avenue and Idahome Street, both sides.

Mobeck Street from Dawley Avenue to Avington Avenue, both sides.

Mobeck Street from Fernwood Street to Fleetwell Avenue, south side.

Nora Street from Rowland Avenue to Workman Avenue (except for the segment/portion directly west of Del Norte Park), west side.

Phillips Avenue from Workman Avenue to Shamwood Street, both sides.

Rowland Avenue north side and south side between Sunset Avenue and Shadydale Avenue.

Shamwood Street from the dead-end west of Phillips Avenue to the cul-de-sac, both sides.

Shamwood Street between Toland Avenue and Mardina Street, both sides.

The alley east of Sunset Avenue, south of Carlton Avenue and west of Eckerman Avenue, west side.

Toland Avenue between Garvey Avenue North and Shamwood Street, both sides.

Yaleton Avenue between Del Norte Street and Workman Avenue, both sides.

SECTION 27. Amendment to Section 22-175. Section 22-175 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

(a) Whenever authorized signs prohibiting or restricting parking or standing of vehicles on certain streets or portion thereof between the hours of 2:00 a.m. and 6:00 a.m. have been determined by the city council to be necessary for the welfare of the general public and set for the area designated specifically herein, and are in place giving notice thereof, it shall be unlawful for any person to stand or park any vehicle at any time during the hours indicated by such signs.

(b) Notwithstanding subsection (a) of this section, the police chief, city engineer, or designee may issue a permit to a resident adjacent to a street with restricted or prohibited parking for parking a vehicle on such streets in accordance with section 22507.5 of the California Vehicle Code if the following conditions are met:

(1) Insufficient on-site parking exists on the property of the applicant as determined by the city engineer or designee.

(2) No more than four (4) permits may be issued per dwelling unit.

(c) Permits will be issued at no cost to the permittee.

(d) Permits will be issued on a permanent basis with replacement upon loss or destruction permitted.

(e) Any permit issued pursuant to this section will be registered to a specific address and may be transferred from vehicle to vehicle.

(f) The following streets or portions thereof are herein designated as streets for which preferential parking permits may be issued:

La Breda Street from Rowland Avenue to Thelborn Street, both sides.

Hillborn Avenue from Rio Verde Drive south to the centerline intersection on

Olin Place, both sides.

Lois Street from Loraine Street to Lainie Street, both sides.

Loraine Street from Lois Street to Leanna Drive, both sides.

Rio Verde Drive from the centerline intersection of Rodilee Avenue East to

Hollenbeck Street, both sides.

SECTION 28. Amendment to Section 22-176. The first paragraph of Section 22-176 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

The city council may establish “Loading Only” zones, “Passenger Loading Only” zones, “Curb Mail Drop Only” zones, “Short Time Limit” zones, and “Time Limit Parking,” when satisfactory evidence has been presented showing the necessity therefor, and shall cause them to be marked as follows:

SECTION 29. Amendment to Section 22-178. Section 22-178 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-178. Parking in alleys.

No person shall stop, stand or park a vehicle in any alley for any purpose other than the loading or unloading of persons or materials, except when appropriate signs approved by the city council are erected giving notice that parking is permitted.

SECTION 30. Amendment to Section 22-179. Subsection (a) of Section 22-179 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

(a) The public works director or designee is authorized to install and maintain parking space markings to indicate parking spaces adjacent to curbings where authorized parking is permitted.

SECTION 31. Amendment to Section 22-180. Section 22-180 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-180. Parallel and angle parking.

No person shall stand or park a vehicle in a roadway or street other than parallel with the edge of the roadway headed in the direction of traffic and with the right-hand wheels of the vehicle as near to the curb or edge of the roadway as is practicable, so that such vehicles shall not interfere with traffic on such street. Upon those streets which have been marked or signed by the city for angle parking, vehicles shall be parked at the angle to the curb indicated by such marks or signs.

SECTION 32. Amendment to Section 22-182. Subsection (c) of Section 22-182 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

(c) The city council, based on the recommendation of the traffic committee, may determine when standing or parking shall be prohibited upon the left-hand side of any one-way street or when standing or parking may be permitted upon the left-hand side of any one-way roadway of a highway having two (2) or more separate roadways and shall caused to be erected signs giving notice thereof.

SECTION 33. Amendment to Section 22-189. Section 22-189 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-189. Vehicle height parking restriction.

When it has been determined by the city council to be necessary for the welfare of the general public, it shall be unlawful for any person to stand or park any vehicle which is six (6) feet or more in height (including any load thereon) within one hundred (100) feet of any intersection, on certain streets or highways or portions thereof, during all or certain hours of the day.

SECTION 34. Amendment to Section 22-197. Section 22-197 of Division 4 of Article II of Chapter 22 of the West Covina Municipal Code shall be amended to read as follows:

Sec. 22-197. Establishment, designation and maintenance of crosswalks.

(a) The city council may establish, designate and maintain marked crosswalks at intersections and other places by appropriate devices, marks, or lines upon the surface of the roadway. Marked crosswalks shall be established and maintained at all intersections where the traffic authority determines that there is particular

hazard to pedestrians crossing the roadway subject to limitations contained in subsections (b) and (c) of this section.

(b) Other than crosswalks at intersections, no crosswalk shall be established in any block which is less than six hundred (600) feet in length. Elsewhere, not more than one (1) additional crosswalk shall be established in any one (1) block and such crosswalk shall be located as near as practicable to mid-block.

(c) The public works director or designee may place signs at or adjacent to an intersection in respect to any unmarked crosswalk, directing that pedestrians shall not cross in the unmarked crosswalk so indicated.

SECTION 35. 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 36. 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 37. 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 38. 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 39. Effective Date. This Ordinance shall take effect thirty (30) days after its final passage.

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

_____
Tony Wu
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Ordinance No. 2531 was introduced at a regular meeting of the City Council held on the 17th day of June, 2025, and adopted at a regular meeting of the City Council held on the ____ day of _____, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick
Assistant City Clerk

ATTACHMENT NO. 2

Redline of Revisions to Provisions of Chapter 22

Sec. 22-3. Only authorized persons to direct traffic.

No person other than an officer of the police department, or a person designated by the chief of police, or an employee of the city who is at the time engaged in the necessary performance of his duties for the city, shall direct or attempt to direct traffic by voice, hand or other signal, except as permitted or required in the Vehicle Code, and except that persons may operate, when and as herein provided, any mechanical signal erected by order of the ~~legislative body of this city~~city council ~~or the traffic committee~~.

Sec. 22-42. Position established; authority; filling of vacancy.

(a) The position of city traffic engineer is hereby established. The city traffic engineer shall exercise the powers and duties as provided in this chapter. Whenever the city traffic engineer is required or authorized by the ~~traffic committee~~ city council to place or maintain official traffic-control devices or signals, such officer shall cause or have the authority to cause, as the case may be, such devices or signals to be placed or maintained.

(b) If the position of city traffic engineer is vacant or the duties are performed by another employee with a different title, the city engineer shall specify in writing the person who shall fulfill the duties and have the authority of the city traffic engineer.

Sec. 22-46. Established; composition.

There is hereby established an advisory traffic committee to serve without compensation consisting of the following city employees: community development director or designee; capital improvement program (CIP) manager; finance director or designee; public works director or designee; and a representative from the maintenance division as designated by the public works director.~~city traffic engineer, the chief of police or in his discretion as his representative the chief of the traffic division, and the city engineer.~~

Sec. 22-47. Duties.

The traffic committee shall:

(a) Receive requests from residents for improving traffic conditions in the city.

(b) Provide recommendations to the city council regarding ways and means for improving traffic conditions in the city.

(c) Provide recommendations regarding the installation of traffic signs, signals and devices.

(d) Perform such other duties as may be set forth in this chapter or directed by the city council.

Sec. 22-48-Time, location and conduct of meetings.

(a) The traffic committee shall meet at the time and location established by resolution of the city council.

~~(a)~~(b) The traffic committee shall conduct its meetings in accordance with rules and procedures established by resolution of the city council.

Secs. 22-49~~7~~—22-53. Reserved.

Sec. 22-54. Authority to install.

~~(a) Whenever, by any provision of this chapter, the traffic committee~~Public Works Director, City Engineer, or designee ~~are~~is ~~authorized to install any traffic control devices, and such authority is made upon its determination of the need therefor, it shall be the duty of the traffic committee to make such determination only upon the basis of the traffic engineering standards, limitations and rules as are set forth in this chapter.~~

(a~~b~~) ~~It shall be the duty of t~~The ~~traffic committee~~public works director, city engineer, or designee shall~~to~~ install traffic control devices whenever directed by any provision of this chapter, ~~to do so~~ at any particular location specified herein and at any other particular location where ~~it may be~~ so directed by the city council, by this Code, or any other ordinance of this city.

(bc) The ~~traffic committee~~public works director, city engineer, or designee may also place and maintain or cause to be placed and maintained such additional traffic-control devices as ~~it~~ deemeds ~~necessary~~ necessary or proper to regulate traffic or to guide or warn traffic, but such determination shall be made only upon the basis of traffic engineering principles and traffic investigations and~~,~~ in accordance with such standards, limitations and rules as may be set forth in this chapter.

(cd) Whenever the traffic law of this state, or any traffic regulation set forth in this chapter requires for its effectiveness that traffic-control devices be installed to give notice to the public of the application of such law or regulation, the ~~traffic committee~~public works director, city engineer, or designee is hereby authorized to install or cause to be installed the necessary devices.

(de) No other person, board or department of this city and no private person or agency, shall install, place, or maintain any traffic-control device within the purview of this chapter except upon order of the city council. ~~traffic committee.~~

Sec. 22-57. Obedience to barriers and signs required.

No person, contractor or public utility shall erect or place any barrier or sign on any street unless of a type approved by the ~~traffic committee~~ city council, or disobey the instructions, remove, tamper with or destroy any barrier or sign lawfully placed on any street by any person, contractor or public utility.

Sec. 22-58. Installation of traffic signals.

(a) The ~~traffic committee~~public works director, city engineer, or designee areis hereby authorized to install and maintain official traffic signals at those intersections and other places where traffic conditions are such as to require that the flow of traffic be alternately interrupted and released in order to prevent or relieve traffic congestion or to protect life or property from exceptional hazard.

(b) The traffic committee shall ascertain and determine the locations where such signals are required by field investigation, traffic counts, and other traffic information as may be pertinent, ~~and the traffic committee's determination therefrom shall be made~~ in accordance with those traffic engineering and safety standards set forth in the bureau of public roads' "Manual on Uniform Traffic-Control Devices." The traffic committee shall provide recommendations to the city council based upon such determinations.

Sec. 22-59. Safety zones.

The city council~~traffic committee~~ ~~is hereby authorized to~~ may establish safety zones of such kind or character consistent with the Vehicle Code and at such places as the ~~traffic committee~~ city council may deem necessary for the protection of pedestrians.

Sec. 22-60. Traffic lanes; turning markers, etc.

The ~~traffic committee is~~public works director, city engineer, or designee are hereby authorized to install and maintain center lines, lane lines, turning markers, and pavement warning signs, to indicate upon the surface of pavement the course to be traveled by vehicles at any place where the ~~traffic committee~~city council determines that such devices are advisable or necessary to foster the orderly and safe movement of traffic.

Sec. 22-62. Authority to remove, relocate and discontinue traffic-control devices.

The ~~traffic committee~~public works director, city engineer, or designee areis ~~is~~ hereby authorized to remove, relocate or discontinue the operation of any of the~~ose~~ traffic-control devices hereinafter enumerated, after the city council approves ~~approval of~~ such removal, relocation, or discontinuance~~disapproval by the state highway commission when such approval is required by Vehicle Code section 21104~~ and whenever it shall be determined in any particular case that the factors or conditions which warranted or required the installation no longer exist, to wit:

(a) Official traffic signals.

(b) Stop signs and yield signs.

(c) Signs or markings limiting or prohibiting stopping, standing or parking except at locations where maintenance of such signs is required by ordinance.

(d) Crosswalks, safety zones.

(e) Directional signs, lane lines, turn signs and any other device or devices to guide or warn traffic.

Sec. 22-64. Removal of unauthorized signs, signals.

The public works director, public safety director, city engineer, or designee ~~traffic committee~~ may, without notice, remove or cause to be removed every unofficial sign, signal or device placed, maintained or displayed upon any city street.

Sec. 22-65. Tampering with traffic signs, signals, markings or control devices.

No person shall tamper with, or deface, or remove or cause to be removed, without authority of the city engineer ~~traffic committee~~ to do so, any sign, marking or traffic-control device, erected under or pursuant to the provisions of this chapter.

Sec. 22-79. Motor vehicles prohibited on bike lanes.

Motor vehicles, pedestrians, and animals are prohibited from using class I or class II bike lanes where such bike lanes have been duly established by the city council~~traffic committee~~ and the proper signs and pavement markings have been installed. Pedestrians may use class II bike lanes on highways where there is no sidewalk within the right-of-way.

Sec. 22-94. Closing streets temporarily; entry prohibited.

(a) The ~~traffic committee~~city engineer, public works director, public safety director, fire chief, and police chief shall have the right, authority and power at any time to close any street or any portion thereof temporarily to vehicular, pedestrian or other traffic when, in their opinion ~~of such traffic committee~~, the public peace, health or safety requires such temporary closing; provided, however, that, in all such cases, suitable signs shall be conspicuously posted giving notice of the fact that such street or portion thereof is closed, or a police officer or ~~person designated by the traffic committee~~other designee is present thereat for the purpose of giving such notice.

(b) No person shall, in case any such street or portion thereof is so closed, enter into or upon such closed portion or drive any vehicle into or upon the same contrary to any such notice or order of any such police officer or person so designated.

Sec. 22-95. Backing of vehicles.

Unless in compliance with the immediate direction or order of ~~the traffic committee or~~ any police officer or other city representative designated to provide traffic control ~~of the city~~ to the contrary, no person shall back or operate in reverse gear any vehicle on any street within the city for a greater distance than is necessary in order to place such vehicle in a position for the lawful operation thereof in a forward direction upon such street.

Sec. 22-121. Stop streets.

(a) The ~~traffic committee~~city council ~~is hereby authorized to~~ may determine those streets or intersections at which there is special hazard to life or property by reason of the volume of traffic upon such streets or at such intersections, or because of lack of visibility to the drivers of vehicles approaching such streets or intersections, or because of the number of accidents or probability thereof on such streets or intersections, and where the factors creating the special hazard are such that, according to the principles and experience of traffic engineering, the installation of stop signs is reasonably calculated to reduce the expectancy of accidents and that the use of warning signs would be inadequate.

(b) When such determination has been made, the ~~traffic committee~~city council may~~shall~~ designate any such street as a stop thoroughfare or through street between specific limits or designate any intersection a stop intersection, and shall post such stop signs as are necessary to give effect to such designation. Stop signs at any intersection may be posted as to stop either or any stream of traffic as the needs may, in the judgment of the city council based upon recommendations from the traffic committee require.

Sec. 22-122. Yield right-of-way streets.

(a) The city council~~traffic committee is hereby authorized t~~may ~~o~~ determine those approaches to intersections of streets and highways which are not through streets, at which there is a special hazard to life or property by reason of the volume of traffic at such intersection, the lack of visibility to the drivers of vehicles approaching the intersection, or the number of accidents or the apparent probability thereof, or because of physical conditions which render such intersection hazardous to life or property, and where the factors are such that according to the principles of traffic engineering the installation of "Yield Right-of-Way" signs is reasonably calculated to reduce the potentiality of accidents and that the use of warning signs would be inadequate.

(b) When such determination has been made, the ~~traffic committee~~city council may~~shall~~ designate such approaches as "Yield Right-of-Way" approaches and ~~shall~~ may cause to be installed and maintained such "Yield Right-of-Way" signs as are necessary to give effect to such designation.

Sec. 22-142. Signs.

The city council ~~traffic committee is hereby authorized to~~may cause all streets and portions thereof established and designated by this chapter as truck routes to be clearly marked or signposted at their intersections with other truck routes or boundary lines of the city with appropriate signs displaying in letters not less than four (4) inches in height the words "Truck Route."

Sec. 22-151. Traffic committee's authority to install signs; obedience required.

The city council~~traffic committee~~ may cause to be erected or placed and maintained signs at any intersection prohibiting the making of left turns, right turns, or U-turns by drivers of vehicles wherever ~~such~~ the city council, based on the recommendation of the traffic committee, determines that such turns would cause traffic congestion or traffic hazard. When such signs are so erected or placed, no turns as is indicated by the signs shall be permitted at such designated intersections at any time, or at such times and days as may be designated by such signs, and no operator or driver of any vehicle shall disobey the directions of any such signs.

Sec. 22-152. Right turns.

(a) At any intersection within the city where mechanical traffic control devices shall have been installed, or may hereafter be installed, the ~~traffic committee~~city council may cause to be erected, placed and maintained signs prohibiting the making of right turns by drivers of vehicles against the red light or other means employed by such mechanically controlled devices indicating that the drivers of vehicles traveling in one (1) or more general directions shall stop, whenever the traffic authority determines that such right turns would seriously interfere with the safe and orderly flow of traffic.

(b) During the time such signs are so erected or placed, no right-hand turn shall be permitted against the red signal or stop signal or other means used to indicate that traffic approaching the intersection in one (1) general direction shall stop, and no operator or driver of any vehicle shall make any right-hand turn in such intersection at such times.

Sec. 22-153. Turning markers.

The city council~~traffic committee~~ may cause to be placed markers, buttons or signs within or adjacent to intersections, indicating the course to be traveled by vehicles turning at such intersections. When authorized markers, buttons or other indications are placed within an intersection indicating the course to be traveled by vehicles turning thereat no driver of a vehicle shall disobey the directions of such indications.

Sec. 22-166. Designation of no stopping, no parking and restricted parking zones.

(a) The ~~traffic committee~~public works director, city engineer, or designee are~~is~~ hereby authorized and directed to maintain appropriate signs or paint upon the curb surface to designate all no-stopping zones, no-parking areas and restricted parking areas, as defined and described in this chapter.

(b) When such curb markings or signs are in place no operator of any vehicle shall stop, stand or park such vehicle adjacent to any such legible curb marking or sign in violation of any of the provisions of this chapter.

(c) No person other than the a ~~traffic committee~~ person acting under the city council's~~its~~ authority shall paint markings upon the curb or place traffic signs within the city.

Sec. 22-168. Stopping, standing and parking prohibited in certain areas—Signs required.

No operator of any vehicle shall stop, stand, park or leave standing such vehicle in any of the following places, except when necessary to avoid conflict with other traffic or in compliance with the direction of a police officer or other authorized officer, or traffic sign or signal:

(a) Within any divisional island unless authorized and clearly indicated with appropriate signs or markings.

(b) On either side of any street between the projected property lines of any public walk, public steps, street or thoroughfare terminating at such street, when such area is indicated by appropriate signs or by red paint upon the curb surface.

(c) In any area where the city council~~traffic committee~~ determines that the parking or stopping of a vehicle would constitute a traffic hazard or would endanger life or property, when such area is indicated by appropriate signs or by red paint upon the curb surface.

(d) At any place so signed or marked adjacent to and within thirty-five (35) feet of any streetcar tracks, interurban car tracks or railroad tracks within the city.

(e) At any place so signed or marked adjacent to, in front of or opposite any fire station, police station, theater, school ground or public assembly hall, bus or passenger station, or other public place.

(f) At any place so signed or marked between a safety zone and the nearest curb.

(g) At any place so signed or marked within twenty-five (25) feet of the approach to a stop sign, yield sign, or traffic signal, except that a bus may stop at a designated bus stop.

(h) At any place within twenty (20) feet of a crosswalk when such place is indicated by appropriate signs or by red paint upon the curb surface, except that a bus may stop at a designated bus stop.

(i) At any place within twenty (20) feet of a point on the curb immediately opposite the mid-block end of a safety zone, when such place is indicated by appropriate signs or by red paint upon the curb surface.

Sec. 22-170. Bus zones—Establishment; marking.

(a) The ~~traffic committee~~city council ~~is hereby authorized to~~may establish bus zones opposite curb space for the loading or unloading of buses or common carriers of passengers and to determine the location thereof subject to the directives and limitations set forth herein.

(b) Bus zones shall normally be established on the far side of an intersection.

(c) No bus zone shall exceed eighty (80) feet in length, except that when satisfactory evidence has been presented to the ~~traffic committee~~city council showing the necessity therefor, the city council, based ~~with~~ recommendations of the traffic committee, may extend bus zones not to exceed a total length of one hundred twenty-five (125) feet. No bus zone shall be established opposite and to the right of a safety zone.

(d) The ~~traffic committee~~public works director or designee shall paint a red line stenciled with white letters "No Standing," together with the words "Bus Zone" upon the top or side of all curbs and places specified as a bus zone.

Sec. 22-173. Parking prohibited on narrow streets.

(a) The public works director or designee~~traffic committee~~ is hereby authorized to place signs or markings indicating no parking upon any street when the width of the roadway does not exceed twenty (20) feet, or upon one side of a street as indicated by such signs or markings when the width of the roadway does not exceed thirty (30) feet.

(b) When official signs or markings prohibiting parking are erected upon narrow streets as authorized herein, no person shall park a vehicle upon any such street in violation of any such sign or marking.

Sec. 22-174. Parking prohibited during certain days or hours; preferential parking permits.

(a) Whenever authorized signs prohibiting or restricting parking or standing of vehicles on certain streets or portion thereof have been determined by the city council, based on recommendations from the traffic committee, to be necessary for the welfare of the general public and are in place giving notice thereof, it shall be unlawful for any person to stand or park any vehicle at any time during the hours, day or days indicated by such signs.

(b) Notwithstanding subdivision (a) of this section, a resident or merchant adjacent to a street with restricted or prohibited parking may be issued a permit for parking a vehicle on such streets in accordance with section 22507 of the California Vehicle Code and the following requirements. The police chief or his designee may issue a permit to a resident or merchant providing the following conditions are met:

(1) Insufficient on-site parking exists on the property of the application as determined by the city ~~traffic~~ engineer or designee.~~.~~

(2) No more than~~The application is limited to~~ four (4) permits may be issued per dwelling unit or business.

(c)~~(3)~~ Permits ~~are free and shall~~ will be issued at no cost to the permittee.

(d) Permits will be issued on a permanent basis with replacement upon loss or destruction permitted.

(e)~~(4)~~Any~~The~~ permit issued pursuant to this section shall be displayed in plain view on the exterior of the vehicle when the vehicle is parked on streets with parking restrictions or prohibitions during the time parking restrictions or prohibitions are in effect.

(f)~~(5)~~ Any permit issued pursuant to this section shall only be valid if t~~T~~he vehicle displaying the permit is ~~only~~ parked on the street for which the permit is issued during the hours parking prohibitions or restrictions are in effect.

(g~~c~~) The following streets or portions thereof are herein designated as street for which preferential parking permits may be issued:

Avington Avenue from Mobeck Street to Larkwood Street, ~~east side and west side~~both sides.
Baymar Avenue between Garvey Avenue North and Shamwood Street, both sides.
Carlton Avenue from Carvol Avenue west to the cul-de-sac, both sides.
Carvol Avenue from Swanee Lane north to Carolton Avenue, west side.
Carvol Avenue from Carlton Avenue to one hundred thirty (130) feet south, east side.
Charlinda Street from Fernwood Street to Fleetwell Avenue, both sides.
Craig Drive between Holly Place and Cameron Avenue, both sides.
Dawley Avenue from Cameron Avenue to Mobeck Street, west side.
Del Norte Street between Nora Avenue and Sunset Avenue, south side.
Eckerman Avenue from Lark Ellen Avenue east to the cul-de-sac, both sides.
Fleetwell Avenue from Charlinda Street to Mobeck Street, both sides.
Foxdale Avenue between Del Norte Street and Workman Avenue, both sides.
Hollow Avenue between Del Norte Street and Workman Avenue, both sides.
La Breda Avenue between Rowland Avenue and Thelborn Street, both sides.
Idahome Street from Phillips Avenue to the cul-de-sac, both sides.
Mardina Street between Baymar Avenue and Hollenbeck Avenue, both sides.
Mardina Street from Maplewood Avenue to the end of the cul-de-sac, both sides.
Mardina Street between Toland Avenue and Idahome Street, both sides.
Mobeck Street from Dawley Avenue to Avington Avenue, both sides.
Mobeck Street from Fernwood Street to Fleetwell Avenue, south side.
Nora Street from Rowland Avenue to Workman Avenue (except for the segment/portion directly west of Del Norte Park), west side.
Phillips Avenue from Workman Avenue to Shamwood Street, both sides.
Shamwood Street from the dead-end west of Phillips Avenue to the cul-de-sac, both sides.
Shamwood Street between Toland Avenue and Mardina Street, both sides.
Rowland Avenue north side and south side between Sunset Avenue and Shadydale Avenue.
The alley east of Sunset Avenue, south of Carlton Avenue and west of Eckerman Avenue, west side.
Toland Avenue between Garvey Avenue North and Shamwood Street, both sides.

Yaleton Avenue between Del Norte Street and Workman Avenue, both sides.

Sec. 22-175. Overnight parking restrictions in limited areas.

(a) Whenever authorized signs prohibiting or restricting parking or standing of vehicles on certain streets or portion thereof between the hours of 2:00 a.m. and 6:00 a.m. have been determined by the ~~traffic committee~~city council to be necessary for the welfare of the general public and set for the area designated specifically herein, and are in place giving notice thereof, it shall be unlawful for any person to stand or park any vehicle at any time during the hours indicated by such signs.

(b) Notwithstanding, subsection (a) of this section, the police chief, city engineer, or ~~his~~ designee may issue a permit a resident adjacent to a street with restricted or prohibited parking ~~may be issued a permit~~ for parking a vehicle on such streets in accordance with section 22507.5 of the California Vehicle Code if~~and~~ the following ~~requirements~~conditions are met:

~~The police chief, city engineer, or his designee may issue a permit to a resident providing the following conditions are met:~~

(1) Insufficient on-site parking exists on the property of the applicant as determined by the ~~traffic committee.~~ city engineer or designee.

(2) ~~The application is limited to~~No more than four (4) permits may be issued per dwelling unit.

(c~~3~~) Permits ~~are free~~ will be issued at no cost to the permittee.

(d~~4~~) Permits will~~shall~~ be issued on a permanent basis with replacement upon loss or destruction permitted.

(e~~5~~) ~~The permit is~~Any permit issued pursuant to this section will be registered to a specific address and may be transferred from vehicle to vehicle.

(f~~c~~) The following streets or portions thereof are herein designated as streets for which preferential parking permits may be issued:

La Breda Street from Rowland Avenue to Thelborn Street, ~~east side and west side~~both sides.

Hillborn Avenue from Rio Verde Drive south to the centerline intersection on Olin Place, ~~east and west side~~both sides.

Lois Street from Loraine Street to Lainie Street, ~~east side and west side~~ both sides.

Loraine Street from Lois Street to Leanna Drive, ~~north side and south side~~both sides.

Rio Verde Drive from the centerline intersection of Rodilee Avenue East to Hollenbeck Street, ~~north and south side~~both sides.

Sec. 22-176. Curb zones and time limit parking.

The ~~traffic committee~~city council ~~is hereby authorized to~~may establish "Loading Only" zones, "Passenger Loading Only" zones, "Curb Mail Drop Only" zones, "Short Time Limit" zones, and "Time Limit Parking," when satisfactory evidence has been presented showing the necessity therefor, and shall cause them to be marked as follows:

(a) *Loading only.* "Loading Only" shall be indicated by a yellow painted curb stenciled "Loading Only" or by appropriate signing. When such markings or signs are in place, no person shall stop, stand or park a vehicle at any time between 7:00 a.m. and 6:00 p.m. of any day except Sundays for any purpose other than the loading or unloading of passengers or materials. Such loading or unloading of passengers shall not consume more than three (3) minutes nor the loading or unloading of materials more than twenty (20) minutes. Permission herein granted to stop or stand a vehicle for purposes of loading or unloading of materials shall apply only to commercial vehicles and shall not extend beyond the time necessary therefor, and in no event for more than twenty (20) minutes. No more than one-half of the total curb length in any block shall be reserved for loading purposes.

(b) *Passenger loading only.* "Passenger Loading Only" shall be indicated by a white painted curb stenciled "Passenger Loading Only" or by appropriate signing. When such markings or signs are in place, no person shall stop, stand or park a vehicle for any purpose other than the loading or unloading of passengers, or the loading or unloading of personal baggage. Such loading or unloading of passengers or baggage shall not consume more than three (3) minutes. When such zone is in front of a theater, the restrictions shall not apply when such theater is closed.

(c) *Curb mail drop only.* "Curb Mail Drop Only" shall be indicated by a white painted curb stenciled "Curb Mail Drop Only" or by appropriate signing. When such markings or signs are in place, no person shall

stop, stand or park a vehicle for any purpose other than the depositing of mail into an adjacent curbside mail deposit box. Permission herein granted to stop or stand a vehicle for purposes of depositing mail shall not extend beyond the time necessary therefor.

(d) *Short time limit parking.* "Short Time Limit Parking" shall be indicated by a green painted curb stenciled "Passenger Cars Only—Minute Limit," or by appropriate signing. When such markings or signs are in place, no person shall stand or park a vehicle for longer than the time as indicated at any time between 7:00 a.m. and 6:00 p.m. of any day except Sundays.

(e) *Time limit parking.* Whenever authorized signs are in place giving notice thereof, no person shall stand or park any vehicle for a period of time in excess of the parking time limit indicated by such signs on all days except as may be further indicated by such signs.

(f) *Parking for physically handicapped persons.* When any curb is painted blue, no person shall stop, stand or park any vehicle in the street adjacent thereto, unless such vehicle displays a license plate issued to a handicapped person or a disabled veteran, pursuant to the state Vehicle Code.

Sec. 22-178. Parking in alleys.

No person shall stop, stand or park a vehicle in any alley for any purpose other than the loading or unloading of persons or materials, except when appropriate signs approved by the ~~traffic committee~~city council are erected giving notice that parking is permitted.

Sec. 22-179. Parking space markings.

(a) The public works director or designee~~traffic committee~~ is authorized to install and maintain parking space markings to indicate parking spaces adjacent to curbings where authorized parking is permitted.

(b) When such parking space markings are placed on the highway, subject to other and more restrictive limitations, no person shall stand or park a vehicle other than within a single space unless the size or shape of such vehicle makes compliance impossible.

Sec. 22-180. Parallel and angle parking.

No person shall stand or park a vehicle in a roadway or street other than parallel with the edge of the roadway headed in the direction of traffic and with the right-hand wheels of the vehicle as near to the curb or edge of the roadway as is practicable, so that such vehicles shall not interfere with traffic on such street. Upon those streets which have been marked or signed by the city ~~traffic committee~~ for angle parking, vehicles shall be parked at the angle to the curb indicated by such marks or signs.

Sec. 22-182. Parking parallel on one-way streets.

(a) Subject to other and more restrictive limitations, a vehicle may be stopped or parked within eighteen (18) inches of the left-hand curb facing in the direction of traffic movement upon any one-way street unless signs are in place prohibiting such stopping or standing.

(b) In the event a highway includes two (2) or more separate roadways and traffic is restricted to one (1) direction upon any such roadway, no person shall stand or park a vehicle upon the left-hand side of such one-way roadway unless signs are in place permitting such standing or parking.

(c) The city council, based on the recommendation of the traffic committee~~, is authorized to~~may determine when standing or parking shall be prohibited upon the left-hand side of any one-way street or when standing or parking may be permitted upon the left-hand side of any one-way roadway of a highway having two (2) or more separate roadways and shall cause to be erected signs giving notice thereof.

(d) The requirement of parallel parking imposed by this section shall not apply in the event any commercial vehicle is actually engaged in the process of loading or unloading freight or goods, in which case such vehicle may be backed up to the curb, provided that such vehicle does not extend beyond the center line of the street and does not block traffic thereby.

Sec. 22-189. Vehicle height parking restriction.

When it has been determined by the ~~traffic committee~~city council to be necessary for the welfare of the general public, it shall be unlawful for any person to stand or park any vehicle which is six (6) feet or more in height (including any load thereon) within one hundred (100) feet of any intersection, on certain streets or highways or portions thereof, during all or certain hours of the day.

Sec. 22-197. Establishment, designation and maintenance of crosswalks.

(a) The city council ~~traffic authority~~ may establish, designate and maintain marked crosswalks at intersections and other places by appropriate devices, marks, or lines upon the surface of the roadway. Marked crosswalks shall be established and maintained at all intersections where the ~~traffic authority~~city council determines that there is particular hazard to pedestrians crossing the roadway subject to limitations contained in subsections (b) and (c) of this section.

(b) Other than crosswalks at intersections, no crosswalk shall be established in any block which is less than six hundred (600) feet in length. Elsewhere, not more than one (1) additional crosswalk shall be established in any one (1) block and such crosswalk shall be located as near as practicable to mid-block.

(c) The public works director or designee ~~traffic committee~~ may place signs at or adjacent to an intersection in respect to any unmarked crosswalk, directing that pedestrians shall not cross in the unmarked crosswalk so indicated.

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 17, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: CONSIDERATION OF AGREEMENT FOR BUS SHELTER CLEANING SERVICES

RECOMMENDATION:

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

1. Find that the City's bidding requirements and procedures are inefficient and not in the best interest of the City for the procurement of bus shelter cleaning services in accordance with Section 2-335(10) of the West Covina Municipal Code.
2. Authorize the Acting City Manager to negotiate and execute an agreement with Valley Light Center for Social Advancement for bus shelter cleaning services, for an initial term of three (3) years, with two (2) optional one (1) year extensions, in an amount not-to-exceed $113,760 annually, in a form approved by the City Attorney; and
3. Authorize the City Manager to exercise the extension options.

BACKGROUND:

Valley Light Industries, which changed its name to Valley Light Center for Social Advancement (VLC) in 2023, has provided bus shelter cleaning and power washing services to the City since 2002. In March 2016, staff issued a Request for Proposals (RFP) for power washing and/or steam cleaning, including general cleaning at and around City-owned bus shelters. The scope of work included weekly general power washing and/or steam cleaning services at the City-owned bus shelters. At the June 21, 2016 City Council meeting, the City Council awarded a one (1) year agreement with three (3) one-year extension options to Valley Light Industries.

At the July 21, 2020 City Council meeting, the City Council approved dispensing with formal bidding procedures and requirements in connection with the procurement of bus shelter maintenance services and awarded a new agreement to Valley Light Industries for the same service, with an initial term through June 30, 2023 and two (2) one-year optional extensions. Cleanings are performed weekly, with some historically higher traffic locations receiving multiple cleanings in a week. The weekly bus shelter cleaning schedule is included as Attachment No. 1. Currently, there are 78 City-owned shelters, which account for 88 cleanings per week; as well as 16 Clear Channel shelters, which account for 32 cleanings per week. Total weekly cleanings: 120. Since July 21, 2020, VLC has charged the City at a rate of $14.03 per shelter.

VLC has been a longtime service provider for cleaning and power washing of the City-owned bus shelters. VLC is a non-profit organization that has been providing vocational rehabilitation services in the area to adults with developmental disabilities since 1970. The program initially trains clients in a

workshop environment where basic vocational skills, work habits and characteristics of a good employee are taught. When a client is ready for community employment, they are referred to VLC's “Supported Employment Program,” which finds employers interested in incorporating this sector of the community into their workforce. The Supported Employment Program places either an individual worker or a group of workers in a job with ongoing support provided by a professional Job Coach. For group placements, Job Coaches supervise the workers 100% of the time for the duration of the contract. Currently, 2 clients employed by VLC working on the West Covina Bus Shelter crew are West Covina residents.

DISCUSSION:

The current agreement with VLC expires on June 30, 2025. VLC has expressed interest in entering into a new agreement with the City. Staff is recommending three-year agreement with an option of two additional one-year extensions for bus shelter cleaning services. VLC is requesting an increase in the per shelter charge from $14.03 to $18.23. Over the term of the current agreement, the minimum wage increased by $4.50 per hour. However, as noted above, VLC did not request to increase its per shelter charge of $14.03 during the term of the current agreement. The proposed rate will not change over the three-year term of the agreement or two optional annual extensions, if exercised. This proposed increase is due to increases in the minimum wage, as well as supplies, fuel, and overhead. VLC has been made aware that the City is evaluating its bus shelters and locations and the number of shelters may change during the term of the agreement.

Section 2-335(10) of Division 2 of Article VII of Chapter 2 of the West Covina Municipal Code provides the following exemption from the City's competitive bidding requirements: "When the City Council determines, by minute action or resolution, that the compliance with the bidding requirements and procedures is inefficient, impractical, or not in the best interest of the city, based on specifically identified conditions set forth on the record." Staff is requesting that the City Council make a determination that compliance with bidding requirements and procedures is inefficient, impractical, or not in the best interest of the City.

The California Welfare and Institutions Code section 19404 permits cities and other governmental entities to, without advertising or calling for bids, purchase services provided by nonprofit California corporations "operating community rehabilitation programs serving persons with disabilities who have indicated an interest in supplying those goods and services and may, on an equitable basis apportion the business among the interested community rehabilitation programs, provided the goods or services meet the specifications and needs of the purchasing agency and are purchased at a fair market price, as determined by the appropriate state or local agency" and provided that the public or private nonprofit California corporations comply with specified requirements. Staff has determined that VLC meets the City's needs, that VLC's services are provided at fair market price, and that VLC meets the requirements set forth in Welfare and Institutions section 19404. According to VLC, crew members are paid the California minimum wage or higher and also receive benefits in the form of paid vacation, paid sick leave and paid holidays.

Therefore, staff is requesting that the City Council find that compliance with the City's bidding requirements is inefficient and not in the best interest of the City and authorize the Acting City Manager to negotiate and execute an agreement with Valley Light Center for Social Advancement, in a form approved by the City Attorney.

LEGAL REVIEW:

The City Attorney's Office has reviewed this staff report and, if authorized by the Council, will approve the agreement as to form prior to execution.

OPTIONS:

The City Council has the following options:

1. Approve staff's recommendation;
2. Direct staff to issue a Request for Proposals to solicit new bids for bus shelter cleaning services. If this option is selected, staff recommends that the City Council authorize the Acting City Manager to negotiate a month-to-month extension of the current agreement with VLC while the procurement process is completed and a new agreement awarded; or
3. Provide alternative direction.

Prepared by: Kelly McDonald, Assistant to the City Manager
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

Bus shelter cleaning is funded through the Transportation Operating Budget (Fund 122 - Proposition C Local Returns). The proposed cost per cleaning is $18.23. This rate will not change over the three-year term of the contract or two optional annual extensions, if exercised. Currently, there are 94 shelters on the schedule requiring a total of 120 cleanings per week. The annual cost is $113,760. There are sufficient funds available in Proposition C - Fund 122 (Account Other Contractual Services 61200) to cover this cost in the Proposed Budget FY 2025-26.

Attachments

Attachment No. 1 - Bus Shelter Locations

CITY COUNCIL GOALS & OBJECTIVES: Maintain and Enhance City Facilities and Infrastructure
Enhance City Image and Effectiveness
An Accessible Community

Bus Shelter Cleaning Schedule

Cleaning Day	No.	Location	City-Owned	Advertising
Mon	1	SB Sunset @ Durness	1	0
Mon	2	WB Francisquito @ Tonopah	1	0
Mon	3	WB Francisquito @ Orange	1	0
Mon	4	WB Francisquito @ Willow	1	0
Mon	5	EB Francisquito @ Tonopah	1	0
Mon	6	SB Sunset @ Francisquito	1	0
Mon	7	EB Francisquito @ Broadmoor	1	0
Mon	8	NB Sunset @ Durness	1	0
Mon	9	SB Merced @ Orange	1	0
Mon	10	NB Sunset @ Merced	1	0
Mon	11	NB Sunset @ Cameron	1	0
Mon	12	***EB West Covina Pkwy @ Fashion Plaza***	0	1
Mon	13	***EB West Covina Pkwy @ California***	1	0
Mon	14	***WB West Covina Pkwy @ Fashion Plaza***	0	2
Mon	15	***WB West Covina Pkwy @ California***	1	1
Mon	16	NB Sunset @ West Covina Pkwy	1	0
Mon	17	NB Sunset @ Plaza Dr	1	0
Mon	18	***SB Barranca @ Eastland***	2	2
Cleaning Day	**No.**	**Location**	**City-Owned**	**Advertising**
Tue	1	SB Glendora @ Cameron	1	0
Tue	2	NB Glendora @ Michelle	1	0
Tue	3	NB Glendora @ Cameron	1	0
Tue	4	SB Valinda @ Cameron	1	0
Tue	5	SB Valinda @ Merced	1	0
Tue	6	WB Amar @ Brentwood	1	0
Tue	7	WB Amar @ Lark Ellen	1	0
Tue	8	WB Amar @ Valinda	1	0
Tue	9	NB Valinda @ Summer	1	0
Tue	10	NB Valinda @ Cameron	1	0
Tue	11	NB Valinda @ Maplegrove	1	0
Tue	12	SB Glendora @ Michelle	1	0
Tue	13	WB Puente @ Sunset	1	0
Tue	14	EB Puente @ Nora	1	0
Tue	15	SB Sunset @ Puente	1	0
Tue	16	SB Sunset @ Rowland	1	0
Tue	17	SB Sunset @ Workman	1	0
Tue	18	SB Sunset @ Civic Center	0	1
Tue	19	NB West Covina Pkwy @ Toluca	0	2
Tue	20	SB West Covina Pkwy @ Toluca	1	0
Tue	21	NB Sunset @ Workman	1	0
Tue	22	NB Sunset @ Puente	1	0

Cleaning Day	No.	Location	City-Owned	Advertising
Wed	1	WB Cameron @ Fernwood	1	0
Wed	2	EB Cameron @ Azusa	1	0
Wed	3	NB Citrus @ Cortez	1	0
Wed	4	***EB Workman @ 2nd***	1	2
Wed	5	SB Citrus @ Walnut Creek Pkwy	1	0
Wed	6	***SB Barranca @ Eastland***	2	2
Wed	7	EB Holt @ Temple	1	0
Wed	8	NB Barranca @ Virginia	1	0
Wed	9	SB Barranca @ Virginia	1	0
Wed	10	NB Citrus @ Cameron	1	0
Wed	11	WB Cameron @ Montezuma	1	0
Wed	12	WB Cameron @ Hollenbeck	1	0
Wed	13	WB Cameron @ Azusa	1	0
Wed	14	EB Cameron @ Fernwood	1	0
Wed	15	WB Cameron @ Lark Ellen	1	0
Wed	16	***EB West Covina Pkwy @ Fashion Plaza***	0	1
Wed	17	***EB West Covina Pkwy @ California***	1	0
Wed	18	***WB West Covina Pkwy @ Fashion Plaza***	0	2
Wed	19	***WB West Covina Pkwy @ California***	1	1
Cleaning Day	**No.**	**Location**	**City-Owned**	**Advertising**
Thu	1	SB Azusa @ Vine	1	0
Thu	2	NB Azusa @ Merced	1	0
Thu	3	SB Azusa @ Merced	1	0
Thu	4	SB Azusa @ Francisquito	1	0
Thu	5	SB Azusa @ Grenoble	1	0
Thu	6	WB Amar @ Azusa	1	1
Thu	7	SB Azusa @ Amar	1	0
Thu	8	NB Azusa @ Amar	1	1
Thu	9	EB Amar @ Azusa	0	1
Thu	10	NB Azusa @ The Heights	1	0
Thu	11	NB Azusa @ Fairgrove	1	0
Thu	12	NB Azusa @ Cameron	0	1
Thu	13	NB Azusa @ Cortez	1	0
Thu	14	NB Azusa @ Garvey	1	0
Thu	15	NB Azusa @ Workman	1	0
Thu	16	NB Azusa @ Rowland	0	1
Thu	17	SB Azusa @ Rowland	0	1
Cleaning Day	**No.**	**Location**	**City-Owned**	**Advertising**
Fri	1	EB Shadow Oak @ Shakespeare	1	0
Fri	2	EB Shadow Oak @ Gemini	1	0
Fri	3	WB Shadow Oak @ Rita Lane	1	0
Fri	4	WB Shadow Oak @ Gemini	1	0
Fri	5	WB Shadow Oak @ Wood Gate	1	0
Fri	6	WB Shadow Oak @ Nogales	1	0

Fri	7	EB Shadow Oak @ Nogales	1	0
Fri	8	EB Temple @ Amar	1	0
Fri	9	WB La Puente @ Sentous	1	0
Fri	10	NB Nogales @ La Puente	1	0
Fri	11	WB Amar @ Nogales	1	0
Fri	12	WB Amar @ Westport	1	0
Fri	13	WB Amar @ Temple	1	0
Fri	14	***SB Barranca @ Eastland***	2	2
Fri	15	***EB Workman @ 2nd***	1	2
Fri	16	SB Azusa @ Fairgrove	0	1
Fri	17	SB Azusa @ Aroma	1	0
Fri	18	EB Rowland @ Azusa	1	0
Fri	19	***EB West Covina Pkwy @ Fashion Plaza***	0	1
Fri	20	***EB West Covina Pkwy @ California***	1	0
Fri	21	***WB West Covina Pkwy @ Fashion Plaza***	0	2
Fri	22	***WB West Covina Pkwy @ California***	1	1
		Total Weekly Cleanings Performed	**88**	**32**

Bold denotes locations requiring multiple weekly cleanings

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 17, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF ANNUAL REPORT AND RESOLUTION OF INTENTION TO LEVY ASSESSMENTS FOR THE AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2025-26**

RECOMMENDATION:

It is recommended that the City Council:
1. Approve the Annual Report for Fiscal Year 2025-26 for the West Covina Auto Plaza Business Improvement District.
2. Adopt the following resolution:

RESOLUTION NO. 2025-37 - A RESOLUTION OF INTENTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AN ASSESSMENT WITHIN THE BUSINESS IMPROVEMENT AREA KNOWN AS THE WEST COVINA AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2025-26 AND SETTING THE TIME AND PLACE FOR A PUBLIC HEARING THEREON

BACKGROUND:

The Parking and Business Improvement Area Law of 1989 (California Streets and Highways Code Section 36500 et seq.) (PBIA Law) establishes the framework for Business Improvement Districts (BID). The State wanted to make it possible for groups of businesses to band together and invest in their commercial neighborhoods for the purposes of revitalization, stability, and growth. On June 1, 1993, the City Council adopted Ordinance No. 1923, which established the West Covina Auto Plaza Business Improvement District (Auto Plaza BID). The City created this BID at the request of the businesses located in the area. Each year, the City Council holds a noticed public hearing before deciding to renew the BID for another year.

The assessment revenue is collected from businesses located within the Auto Plaza BID and is used to pay for the capital costs, operation and maintenance of a LED reader board sign located in the West Covina Auto Plaza, adjacent to the I-10 freeway, and for the operation and maintenance of the Auto Plaza entry monument sign and landscaping located at the southeast corner of Azusa Avenue and Garvey Avenue South. Assessment revenue is also used for landscaping maintenance along the I-10 freeway immediately facing and parallel to the Auto Plaza dealerships.

On April 19, 1994, the City Council appointed an Advisory Board consisting of the owners (and/or their representatives) of the auto dealerships located at the Auto Plaza. The function of the Advisory Board is to make recommendations to the City Council on the expenditure of revenues derived from the levy of assessments, on the classification of businesses, and on the method and basis of levying the

assessments. Pursuant to the PBIA Law, for each fiscal year that assessments will be levied, the Advisory Board is required to cause a report to be prepared containing the following:

1. any proposed changes in the boundaries of the BID or in any benefit zones within the area;
2. the improvements and activities to be provided for that fiscal year;
3. an estimate of the cost of providing the improvements and the activities for that fiscal year;
4. the method and basis of levying the assessment in sufficient detail to allow each business owner to estimate the amount of the assessment to be levied against his or her business for that fiscal year;
5. the amount of any surplus or deficit revenues to be carried over from a previous fiscal year; and
6. the amount of any contributions to be made from sources other than assessments levied.

The purpose of this report is to request that the City Council approve the annual report and adopt the resolution of intention to levy the assessment for Fiscal Year (FY) 2025-26.

DISCUSSION:

On May 27, 2025, the Auto Plaza BID Advisory Board held its annual meeting and approved the Annual Report (Attachment No. 1). The Annual Report was filed with the City Clerk as required by the PBIA Law. The next step is for the City Council to approve the report. The City Council may approve the report as filed by the Advisory Board or may modify any particulars contained in the report and approve it as modified. After the City Council approves the report, it is required to adopt a resolution of intention to levy the annual assessment. The PBIA Law requires that the resolution of intention contain specified information, including fixing the time and place for the public hearing to be held regarding the proposed assessment.

The proposed resolution (Attachment No. 2) sets the date for the required public hearing for July 15, 2025, at 7:00 p.m. At the conclusion of the public hearing, the City Council may adopt a resolution confirming the Annual Report as originally filed or as changed by it. Adoption of the resolution constitutes levy of the assessment for FY 2025-26.

The Annual Report includes a total budget of $121,168, with an assessment of $16,524.00 per dealership site. The gross estimated annual cost for operating expenditures including programming, maintenance, electricity, and insurance for the readerboard sign, landscaping, landscape maintenance, taxes and preparation costs, is $59,650. The annual loan repayment is $57,874, totaling $117,524 in annual expenditures.

The Advisory Board voted to assess themselves $16,524.00 (the same as last year), which would generate $115,668.00 for FY 2025-26. In addition, $5,500 will be generated in interest income, for a total revenue of $121,168 for FY 2025-2026. As the annual expenditures are $117,524, the assessments will cover the total annual expenditures, with a surplus of $3,644. An assessment of $16,524.00 for each of the seven (7) dealership sites in the Auto Plaza BID will be placed on the tax rolls by the County of Los Angeles Department of Auditor-Controller.

As outlined above, the PBIA Law requires approval of the Annual Report and adoption of a resolution of intention to initiate proceedings for the FY 25-26 assessment for the Auto Plaza BID.

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: Gerardo Rojas, Acting Economic Development & Housing Manager
Additional Approval: Roxanne E. Lerma, Assistant City Manager

Fiscal Impact

FISCAL IMPACT:

There is no impact to the City's General Fund by adopting the resolution of intention and setting the Public Hearing for July 15, 2025. As part of the Annual Report approval by the Auto Plaza BID is the repayment of the City loan. All costs are covered by assessments collected from the West Covina Auto Plaza Business Improvement District dealerships. In addition, the Auto Plaza Business Improvement District is charged a nominal administrative fee for City staff's time to administer the West Covina Plaza BID and monitor the annual budget.

Attachments

Attachment No. 1 - West Covina Auto Plaza Annual Report for Fiscal Year 2025-2026

Attachment No. 2 - Resolution No. 2025-37 (Resolution of Intention)

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

ATTACHMENT NO. 1

WEST COVINA AUTO PLAZA
BUSINESS IMPROVEMENT DISTRICT

ANNUAL REPORT
FOR
FISCAL YEAR 2025-2026

1. **Any proposed changes in the boundaries of the business improvement district area.**

   None.

2. **The improvements and activities to be provided for Fiscal Year 2025-2026.**

   Financing the operation and maintenance of an LED readerboard sign located in the West Covina Auto Plaza adjacent to the San Bernardino Interstate 10 Freeway as well as financing of the operation and maintenance costs for the entry monument to the Auto Plaza, which includes the sign and landscaping located at the southwest corner of Azusa Avenue and Garvey Avenue South. Financing also includes landscape maintenance along Interstate 10 Freeway immediately facing and parallel to the Auto Plaza Dealerships.

3. **Estimate of the cost of providing the improvements and the activities for Fiscal Year 2025-2026.**

   Gross estimated annual cost for operating expenditures including programming, maintenance, electricity, and insurance for the readerboard sign, landscaping, landscape maintenance, taxes and preparation costs, amongst other costs is $59,650. The principal loan amount is $57,874 (paid in two installments). Annual expenditures total $117,524. The Advisory Board voted to assess themselves $16,524.00 (the same as last year) which would generate $115,668.00 for FY 2024-2025. In addition, $5,500 will be generated in interest income, for a total revenue of $121,168 for FY 2025-2026. As the annual expenditures are $117,524, the assessment will cover the total annual expenditures with a surplus of $3,644. An assessment of $16,524.00 for each of the seven (7) dealership sites in the business improvement district will be placed on the tax rolls by the County of Los Angeles Department of Auditor-Controller.

4. **Method and basis of levying the assessment for Fiscal Year 2025-2026.**

   The method and basis of levying the assessment will be pursuant to Ordinance No. 1923, which was adopted by the City Council on June 1, 1993.

5. **Amount of any surplus or deficit revenues to be carried over from Fiscal Year 2025-2026.**

   FY 2025-2026 is anticipated to have a surplus of $3,644.

6. **Amount of any contributions to be made from sources other than the assessments levied.**

   None.

	2024-2025 (83% of Year Complete)				FY 2025-2026
	Adopted Budget	Actual as of 04/21/2025	% of Budget	Projected	Proposed Budget
Fund Balance					
Beginning Balance as of July 1	$ (6,023)	$ 22,039		$ 22,039	$ 21,819
REVENUES					
Revenues from Assessments	115,668	32,996	29%	115,668	115,668
Interest Income / Other	2,300	2,760	100%	5,519	5,500
TOTAL REVENUES	**$ 117,968**	**$ 35,756**	**30%**	**$ 121,187**	**$ 121,168**
EXPENDITURES					
Operating Expenditures					
Professional Services (EMI-Programming*)	7,400	4,162	56%	5,010	5,000
Accounting	8,000	4,709	59%	4,709	4,700
Legal	0	3,587	35870000%	3,587	0
Insurance	7,500	720	10%	720	800
Project Improvements	5,000	0	0%	14,385	14,400
Other Supplies & Materials (Sign Warranty)	0	2,165	0%	3,520	3,600
Subtotal Other Contractual Services	**$ 27,900**	**$ 15,343**	**55%**	**$ 31,931**	**$ 28,500**
Electricity	12,500	9,644	77%	12,859	13,650
Telephone	800	718	90%	957	1,050
Equipment M & R (EMI-Maintenance)	10,700	9,061	85%	10,906	11,550
Admin and Overhead	4,000	0	0%	4,000	4,000
Interest Expense (Sign Repayment)	2,584	1,152	45%	2,020	900
Total Operating Expenditures	**$ 58,484**	**$ 35,919**	**61%**	**$ 62,673**	**$ 59,650**
Non-Operating (Sign-Loan)					
Sign Loan Interest	2,020	1,432	100%	874	874
Sign Loan Principal	57,007	28,081	49%	57,860	57,000
Total Non-Operating Expenditures	**$ 59,027**	**$ 29,513**	**50%**	**$ 58,734**	**$ 57,874**
TOTAL EXPENDITURES	**$ 117,511**	**$ 65,432**	**56%**	**$ 121,407**	**$ 117,524**
REVENUES LESS EXPENDITURES	**$ 457**	**$ (29,676)**		**$ (220)**	**$ 3,644**
ENDING FUND BALANCE	$ (5,566)	$ (7,637)		$ 21,819	$ 25,464
Loan Balance	$ (115,159)	$ (86,798)		$ (58,153)	$ (58,153)
Fund Balance Less Loan Balance	$ 109,593	$ 79,161		$ 79,972	$ 83,616
Six Month Operating Reserve*	$ 29,242	$ 29,242		$ 31,336	$ 29,825
ASSESSMENT PER DEALER (7)* **	$ 16,524				$ 16,524

EXHIBIT A

ATTACHMENT NO. 2

RESOLUTION NO. 2025-37

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AN ASSESSMENT WITHIN THE BUSINESS IMPROVEMENT AREA KNOWN AS THE WEST COVINA AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2025-26 AND SETTING THE TIME AND PLACE FOR A PUBLIC HEARING THEREON

WHEREAS, in adopting the Parking and Business Improvement Area Law of 1989 (California Streets & Highways Code sections 36500 *et seq*.), the California Legislature authorized cities to levy assessments on businesses in order to promote economic revitalization and tourism, create jobs, attract new businesses, and prevent erosion of business districts; and

WHEREAS, on June 1, 1993, the City Council adopted Ordinance No. 1923, which established the West Covina Auto Plaza Business Improvement District ("District") for purposes of levying an assessment within the District to fund the construction, operation and maintenance of an electronic readerboard to be located adjacent to the I-10 freeway and benefit the West Covina Auto Plaza dealerships to be assessed. The District was established with one hundred percent (100%) property owner consent; and

WHEREAS, on April 19, 1994, the City Council appointed the owners and/or their representatives of the auto dealerships located in the West Covina Auto Plaza as the advisory board of the District as required by California Streets and Highways Code section 36530 ("Advisory Board"); and

WHEREAS, the Advisory Board has caused the Annual Report for Fiscal Year 2025-26 required by California Streets and Highways Code section 36533 to be prepared and filed with the City Clerk; and

WHEREAS, the City Council has approved said Annual Report; and

WHEREAS, the City Council proposes to levy and collect assessments within the District for Fiscal Year 2025-26; and

WHEREAS, this Resolution of Intention will commence proceedings under the Parking and Business Improvement Area Law of 1989 to levy the annual assessment for the District for the 2025-26 Fiscal Year.

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

SECTION 1. Intention; Assessment. The City Council hereby declares its intention to levy and collect assessments in the District for Fiscal Year 2025-26 pursuant to California Streets & Highways Code section 36500 *et seq.* The boundaries of the District are set forth in Exhibit A, attached hereto and incorporated herein. The proposed amount of the annual assessment is $16,524.00. Pursuant to California Streets & Highways Code section 36531, new businesses commenced after the effective date of the resolution levying the assessment will be exempt from the levy of assessment.

SECTION 2. Types of Activities to Be Funded. The proposed use of the assessment revenue collected through the levy of the annual assessment is for financing the operation and maintenance of an LED readerboard sign located in the West Covina Auto Plaza adjacent to the San Bernardino Interstate 10 Freeway as well as financing of the operation and maintenance costs for the entry monument to the Auto Plaza, which includes the sign and landscaping located at the southwest corner of Azusa Avenue and Garvey Avenue South. The assessment revenue is also proposed to be used to finance landscape maintenance along Interstate 10 Freeway immediately facing and parallel to the dealerships located within the District.

SECTION 3. Annual Report. The Annual Report for Fiscal Year 2025-26 for the District is on file in the City Clerk's Office. Said report provides a detailed description of the improvements and activities to be provided in Fiscal Year 2025-26, the boundaries of the District, and the proposed assessments to be levied upon the businesses within the District for Fiscal Year 2025-26.

SECTION 4. Method and Basis of Levy. The method and basis of levying the assessment will be pursuant to Ordinance No. 1923, which was adopted by the City Council on June 1, 1993.

SECTION 5. Time and Place of Public Meeting/Hearing. The time and place of the public hearing on the levy of an annual assessment for Fiscal Year 2025-26 shall be 7:00 p.m. on July 15, 2025, in the City Council Chambers located at 1444 W. Garvey Avenue South, West Covina, California. At the public hearing set forth above, the testimony of all interested persons for or against the annual levy of the assessment for the District, the extent of the area, and/or the furnishing of specific types of improvements or activities will be heard by the City Council.

SECTION 6. Protests. Consistent with California Streets & Highways Code sections 36524 and 36525, the following rules shall apply to all protests:

(a) A protest may be made orally or in writing by any interested person. Any protest pertaining to the regularity or sufficiency of the proceedings shall be in writing and shall clearly set forth the irregularity or defect to which the objection is made.

(b) Every written protest shall be filed with the City Clerk's Office, West Covina City Hall, 1444 West Garvey Avenue South, West Covina, California 91790, at or before the time fixed for the public hearing as set forth above.

(c) The City Council may waive any irregularity in the form or content of any written protest, and, at the public hearing, may correct minor defects in the proceedings.

(d) A written protest may be withdrawn in writing at any time before the conclusion of the public hearing.

(e) Each written protest shall contain a description of the business in which the person subscribing the protest is interested sufficient to identify the business and, if a person subscribing is not shown on the official records of the City as the owner of the business, the protest shall contain or be accompanied by written evidence that the person subscribing is the owner of the business. A written protest which does not comply with this section shall not be counted in determining a majority protest.

(f) If written protests are received from the owners of businesses in the District which will pay fifty percent (50%) or more of the assessments to be levied and protests are not withdrawn so as to reduce the protests to less than the fifty percent (50%), no further proceedings on the proposal to continue to levy the assessment, as specified by this Resolution, shall be taken by the City Council for a period of one year from the date of the filing of a majority protest.

(g) If the majority protest is only against the furnishing of a specified type or types of improvement or activity within the District, those types of improvements or activities shall be eliminated.

SECTION 7. Additional Information. Any person seeking additional information may contact Gerardo Rojas, Acting Economic Development and Housing Manager, 1444 West Garvey Avenue South, Room 205, West Covina, California 91790; Telephone Number: (626) 939-8417.

SECTION 8. Publication. The City Clerk shall cause this Resolution of Intention to be published once in a newspaper of general circulation in the City at least seven (7) days before the July 15, 2025 public hearing.

SECTION 9. Certification; Effective Date. 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 17th day of June, 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. 2025-37 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 17th day of June, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick
Assistant City Clerk

EXHIBIT A

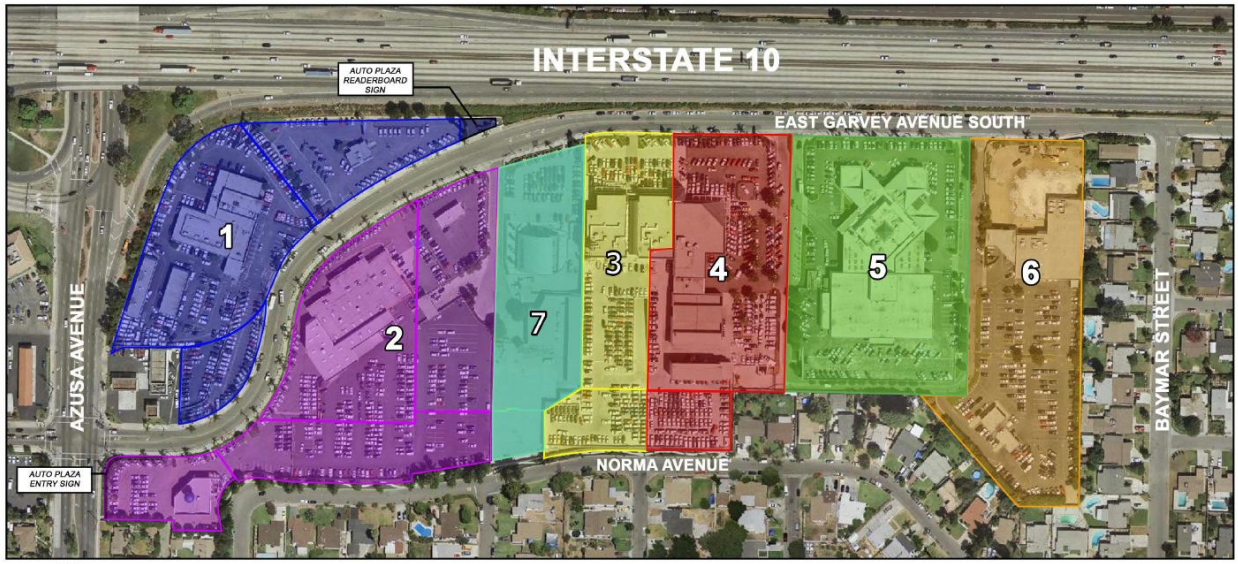


IMAGE NOT TO SCALE

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WEST COVINA AUTO PLAZA
BUSINESS IMPROVEMENT DISTRICT BOUNDARIES
New Proposed Benefit Zones

	DEALERSHIPS	APN	LOT SIZE
1	Former Envision Toyota of West Covina	8478-007-025, 30, 31	4.17 acres
2	Norm Reeves Honda Super Store	8478-007-028, 34, 38, 8478-008-015	5.52 acres
3	Tesla West Covina	8474-004-047, 048	2.27 acres
4	Performance Ford	8478-004-046, 49	3.42 acres
5	Envision Mercedes Benz of West Covina	8478-004-042	4.16 acres
6	Envision Audi of West Covina	8478-004-026	3.72 acres
7	Former DriveTime	8474-007-039, 040	2.23 acres

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 17, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. FOR TRAFFIC SIGNAL DESIGN SERVICES FOR THE CITRUS STREET AND CAMERON AVENUE TRAFFIC SIGNAL DESIGN PROJECT - PROJECT NO. 23010**

RECOMMENDATION:

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

1. Award Request for Proposals (RFP) No. 2025-03 for Traffic Signal Design Services for the Citrus Street and Cameron Avenue Traffic Signal Design Project to Kimley-Horn and Associates, Inc.; and
2. Authorize the City Manager to negotiate and execute a Professional Services Agreement with Kimley-Horn and Associates, Inc., in an amount not to exceed $122,343.00, in such final form as approved by the City Attorney.

BACKGROUND:

In early 2019, residents requested a traffic review at Citrus Street and Cameron Avenue. The City and its former traffic consultant, Willdan Engineering ("Willdan"), conducted an initial study and presented findings at a Traffic Committee meeting on June 11, 2019 and at a community workshop on August 13, 2019. Willdan's report found the intersection met three volume warrants for signalization per California Manual on Uniform Traffic Control Devices (CAMUTCD) guidelines. However, many residents opposed a signal and preferred alternative safety improvements. In response, the City Council requested a second review.

In 2020, the City's new engineer, Transtech Engineers, Inc. ("Transtech"), collected updated traffic and pedestrian data and confirmed the intersection still met signal warrants. A virtual community meeting was held in March 2020, followed by a City Council presentation in August 2020. The Council opted to implement traffic calming measures—including radar feedback signs, flashing stop signs, crosswalk enhancements, and speed signage, which were completed in 2022.

In early 2023, after renewed resident concerns, the City collected new data, including Average Daily Traffic (ADT) counts, speed surveys, turning movement and pedestrian counts, and crash history. The City held a community meeting on March 29, 2023 at the Cortez Senior Center to review findings and gather input.

Following the community meeting, findings were presented at the December 12, 2023 Traffic Committee meeting. Data showed the intersection met 4 of 9 signal warrants: Warrant 1 (8-Hour Volume), Warrant 2 (4-Hour Volume), Warrant 3 (Peak Hour Volume), and Warrant 7 (Crash Experience). The Traffic

Committee recommended forwarding the findings to the City Council.

On April 16, 2024, the City Council requested a formal engineering recommendation. Staff conducted a standalone study, which was presented at the August 8, 2024 Traffic Committee meeting. Residents were notified, and further feedback was gathered.

On August 20, 2024, the City Council approved the installation of a traffic signal at Citrus Street and Cameron Avenue.

DISCUSSION:

On March 13, 2025, City staff issued a Request for Proposals (RFP) for traffic signal design services for the intersection of Citrus Street and Cameron Avenue. The goal of the RFP was to obtain construction-ready plans to support the upcoming upgrades to the intersection. The scope of work outlined in the RFP included providing a complete PS&E (plans, specifications and estimates) approved by all involved jurisdictional and regulatory agencies.

The RFP closed on April 3, 2025 and the City received the following four (4) proposals:

Design Firm	Fee Proposed with Optional Task(s)	Fee Proposed without Optional Task(s)
JMDiaz, Inc. Design Firm	$33,317 (potholing up to 4 locations)	$21,122
Kimley-Horn and Associates Inc.	$122,343 (potholing and grading plan design)	$87,673
System Metrics Group, Inc.	$125,060 (potholing and temp. construction easement)	$116,570
TKE Engineering, Inc	$66,374 (potholing up to 8)	$47,174

The process of selecting the most qualified firm to prepare the Citrus Street and Cameron Avenue Traffic Signal 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 in the table below. The review panel of City staff included the Deputy Community Development Director, the Deputy Public Works Director and CIP Project Manager.

Evaluation Criteria	Max Points
Completeness of the Proposals and compliance with the required RFP format.	10
Project understanding, scope and approach to develop the project efficiently.	25
Experience and qualifications of key staff.	25
Similar project experience, including familiarity with State and Federal procedures	25
Effectiveness of Project Schedule showing how the proposer will be able to complete the design within the required time 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
JMDiaz, Inc.	86.67
Kimley-Horn and Associates Inc.	95.53
System Metrics Group, Inc.	91.67
TKE Engineering, Inc	81.00

Based on the average scores rated by the review panel, staff recommends that the City Council approve a Professional Services Agreement (PSA) for the Citrus Street and Cameron Avenue Traffic Signal Design project to Kimley-Horn and Associates, Inc. for a total amount of $122,343.00 and authorize the Acting City Manager to execute the agreement in such final form as approved by the City Attorney. Please note that the total amount includes the optional tasks of potholing and grading plan design. Utility potholing may be needed if there are potential utility conflicts identified during the design and grading plans may be required depending on the drainage patterns of the intersection found during the design process.

Project Timeline
If approved, the design is anticipated to commence in late 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: Jo-Anne Burns, Deputy Community Development Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

Project No.	Fund	Account No.	Available Budget	Requested Amount	Balance
C23010, CAMERON/CITRUS TRAFFIC SIGNAL	235 Measure M	235.503.80.86.00.00.78.78000.	$493,824	$122,343	$116,445

Attachments

Attachment No. 1- Proposal
Attachment No. 2 - Draft Professional Services Agreement

CITY COUNCIL GOALS & OBJECTIVES: A Well-Planned Community

ATTACHMENT NO.1



Proposal for

CITRUS STREET AND CAMERON AVENUE

Traffic Signal Design

(RFP No. 2025-03)

Prepared for:

WEST COVINA

Prepared by:

Kimley»Horn

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1. Cover Letter

April 3, 2025

Jazmin Hernandez, Purchasing Manager
City of West Covina
Engineering Department
1444 Garvey Avenue South
West Covina, CA 91790

» 660 South Figueroa Street, Suite 2050
Los Angeles, CA 90017
TEL 213.261.4040

RE: Proposal for Citrus Street and Cameron Avenue Traffic Signal Design (RFP No. 2025-03)

Dear Ms. Hernandez and Members of the Selection Committee:

The **City of West Covina** (City) is seeking a responsive consultant to provide traffic signal design at the intersection of Citrus Street and Cameron Avenue. This intersection has all-way stop control, high traffic volume, and long queues during peak hours. We understand the City seeks to increase safety for pedestrians and motorists with the installation of a traffic signal at the intersection. **Kimley-Horn** has extensive experience providing similar services at locations across the Los Angeles County. With our project team's extensive local and regional involvement in traffic and safety-related projects, we are well-suited to carry out the City's project needs and goals. The Kimley-Horn team brings you the following key benefits:



A Partner You Can Trust. We value our partnership with the City of West Covina. Kimley-Horn is currently working on the City's Highway Safety Improvement (HSIP) Cycle 10 project, and we have also worked on the City's Local Road Safety Plan (LRSP). We intend to continue building on the trust the City has placed in us. Project manager **Jean Fares, PE**, will lead our team and will be responsible for providing the scope of services listed in the RFP. Jean brings over 35 years of experience in the transportation engineering field and has worked closely with numerous local municipalities on various traffic signal modification projects. He will be backed by a skilled team of engineers, planners, and analysts with experience in traffic signal plans, traffic signal timing, bidding/construction support, and more. Our team will approach this project with the needs of the City, residents, and stakeholders in mind. We are here to serve you and will listen to your concerns and act independently while partnering with you to deliver on this project.



Seasoned Perspective and Client-Oriented Solutions. Our team's vast portfolio of completed projects ranges from street and interchange design to system-wide traffic signal enhancements projects. With our technical knowledge and well-established rapport with City staff, Kimley-Horn offers a flexible and adaptable team who will provide experience-informed solutions for your traffic engineering needs. We are committed to providing exceptional service, remaining responsive, and meeting deadlines during this project.

We look forward to the opportunity to continue partnering with the City of West Covina and further its vision for a vibrant and safe community. If you have any questions regarding our proposal, please feel free to contact **Jean Fares, PE**, at 213.354.9402 or jean.fares@kimley-horn.com.

Sincerely,
KIMLEY-HORN AND ASSOCIATES, INC.

Jean Fares, PE*
Project Manager/Senior Vice President

**Jean Fares has the authority to negotiate and contractually bind the firm.*
We acknowledge receipt of the City's Addendum No. 1, dated March 31, 2025.

2. Project Summary Section

Project Understanding

The City of West Covina is seeking the services of a well-qualified consultant to design a traffic signal for the intersection of Citrus Avenue and Cameron Avenue. The City has initiated this project in response to resident concerns, including long queues during peak hours, traffic volume, pedestrian safety crossing, broadside collisions, and poor visibility at the intersection.

The City Council Meeting from April 16, 2024 states that the concerns at this intersection first arose in early 2019. A traffic signal warrant report found that the intersection qualified for a traffic signal per 3 volume warrants from the California Manual on Uniform Traffic Control Devices (CAMUTCD). In 2020, the City collected Average Daily Traffic (ADT), collision history, and vehicular and pedestrian data at the intersection. The City reported that the intersection satisfied the same 3 volume warrants from the CAMUTCD. The City put traffic consideration on hold and instead approved flashing STOP signs, Stop Ahead warning signs, ladder crosswalks, and 3 speed radar feedback signs. These improvements serve as the existing conditions today.

In January 2023, engineering staff collected new traffic data after residents requested a follow-up for intersection improvements. Residents thought their initial concerns in 2019 were not fully alleviated by the improvements approved in 2020. The most concerns included speeding along Cameron Avenue and vehicles not obeying the existing all-way stop signs at the intersection of Cameron Avenue and Citrus Avenue. A speed survey conducted in January 2023 provided data to support residents' concerns for high speeds. The installation of a traffic signal will be more visible than stop signs and will encourage drivers to slow down and stop at the intersection.

Another concern at the intersection is pedestrian safety. The traffic counts collected on a typical Thursday in January 2023 suggest that a total of 54 pedestrians cross the intersection during the hours of 7 AM – 9 AM, 1:30 PM – 3:30 PM, and 5 PM – 7 PM. The installation of a traffic signal will provide for a safe pedestrian crossing at this intersection because it will reduce conflict points for vehicles and pedestrians while increasing efficiency for vehicles and pedestrians by allowing pedestrians to safely cross during their turn.

Additionally, the traffic counts collected in January 2023 also show high vehicular counts at the intersection. The count suggests that 38,403 cars pass through the intersection on a typical Thursday and 40,072 cars pass through the intersection on a typical Friday. The installation of a traffic signal will better control the traffic volume by assigning designated traffic movement intervals for each direction, as opposed to 1 vehicle per direction at an all-way stop.

Lastly, the historical collision data for the past 3 years (2021 to 2023) indicates that there were 11 collisions, 8 of which were broadside that occurred at the Citrus Avenue and Cameron Avenue intersection. Installation of a traffic signal with a protected left turn, which will clearly assign the right-of-way to the conflicting traffic, will reduce the potential risk of broadside collisions.

After reviewing community input and the traffic data, City Council discussed three design options:

OPTION 1: No Signal Installation with Road Diet

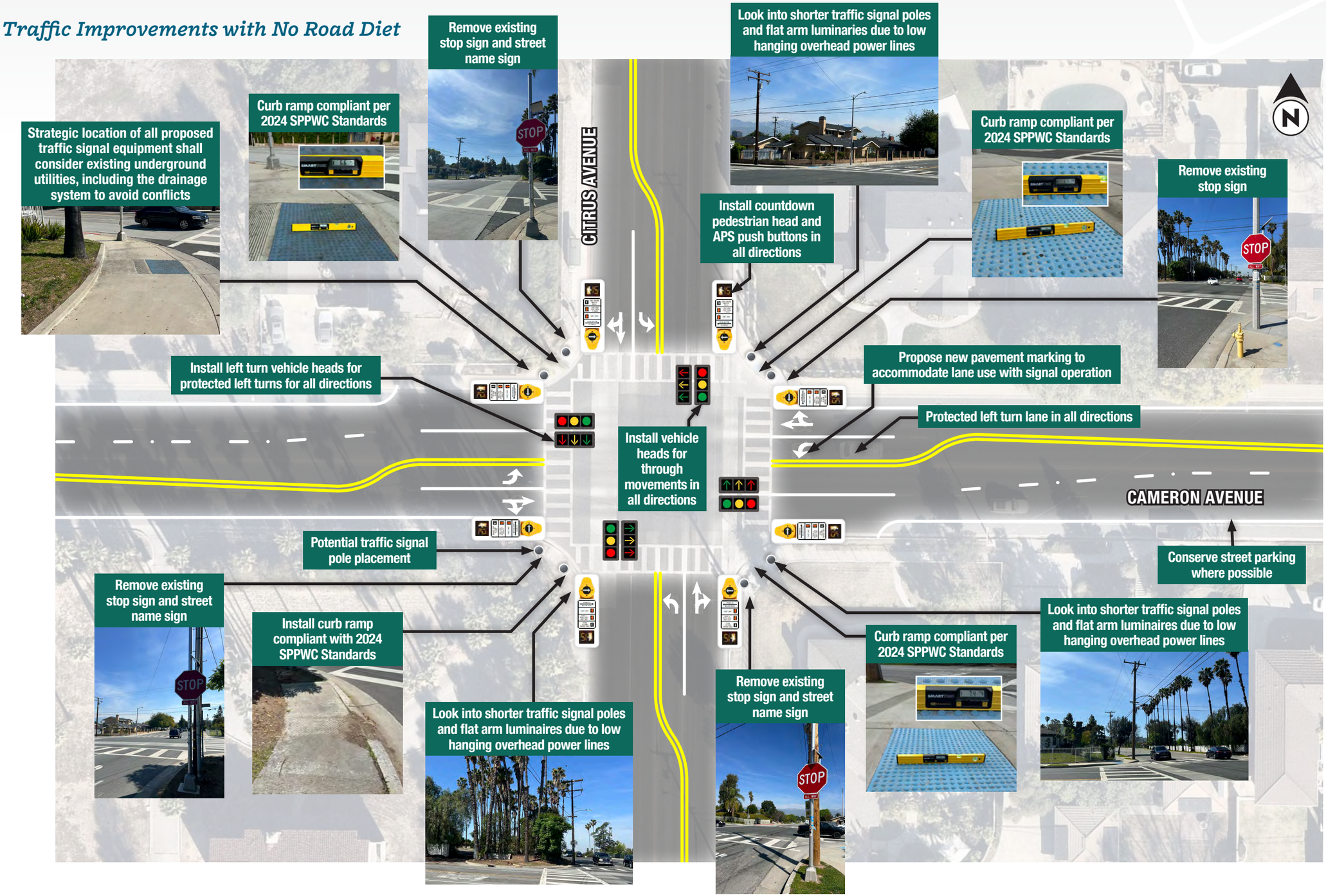
OPTION 2: Signal Installation with Road Diet

OPTION 3: Signal Installation with No Road Diet

Curb extensions and additional speed feedback signs were additional traffic calming measures considered, while speed humps and lower speed limits were not. After deliberation, City Council proceeded with Option 3: Signal Installation with No Road Diet as the design choice for the intersection of Citrus Avenue and Cameron Avenue. Improvements include protected left turn lanes, preserving street parking, countdown pedestrian heads, and restriping the intersection approach. **Figure 1 on the following page** shows these design improvements in greater detail.

CITRUS STREET AND CAMERON AVENUE
Traffic Signal Design

Figure 1:
Potential Traffic Improvements with No Road Diet



CITRUS STREET AND CAMERON AVENUE
Traffic Signal Design

Scope of Work

Our scope of services contains the following key tasks:

1. Project Management
2. Utility Coordination
3. Preliminary Engineering
4. Plans, Specifications, and Estimate (PS&E)
5. Bidding and Construction Support
6. Prepare Record Drawing (As-Built)
7. Prepare Traffic Signal Timing Chart

↘ Task 1: Project Management

This task will consist of project coordination with the team, administration, and setup and attendance at project meetings. Kimley-Horn's administration efforts consist of initial development and maintenance of the project schedule, work plan, budget, and description of services provided, with monthly invoices/progress reports. We will create and maintain a detailed schedule, updating it as needed to manage the project, and as requested by the City.

Kimley-Horn will attend a pre-design (kick-off) meeting with City staff after the award of contract to conduct introductions and discuss the scope of work, information needed from various City departments, overall schedule, and the implementation process. After the kick-off meeting, monthly progress meetings will be scheduled, as well as meetings to review the preliminary design, 60%, 90%, and 100% submittals with City staff. We anticipate up to 7 progress meetings for the project duration.

Task 1 Deliverables:

- Attendance at project kick-off meeting
- Attendance of up to 7 monthly project meetings
- Electronic copy of up to 7 meeting agendas and meeting minutes in PDF format
- Schedule updates at each submittal milestone (60%, 90%, 100%)

↘ Task 2: Utility Coordination

Task 2.1: Utility Letters

Kimley-Horn will obtain an initial list of existing utilities within the project limits using DigAlert and the City's database. Kimley-Horn will prepare Utility "A" Letters on behalf of the City to send to utility companies within the project limits. The Utility "A" Letters will include a project description and request utility record maps to understand utilities within the project limits.

Kimley-Horn will track the date, contact person, phone number, and the documents received from utility companies in a Utility Tracking Matrix. This matrix will be updated and provided to the City to provide a status update of utility information received.

Following the 60% submittal, Kimley-Horn will prepare Utility "B" Letters to reflect the proposed improvements and to verify the locations of facilities as incorporated into the Utility Base Map. Potential conflicts will be identified, and follow-up will be conducted to resolve the conflicts or to coordinate relocation requirements. The matrix will be updated to capture this coordination.

Ahead of the final 100% submittal, the Kimley-Horn team will prepare Utility "C" Letters to notify the owners and coordinate the utility contract documents in circumstances where facility adjustments and/or relocations are required. The matrix will be updated to capture utility coordination.

To document the existing utility conditions within the project area, Kimley-Horn will develop a Utility Base Map using survey information, field inventory, record drawing information, and underground utility maps provided by utility providers following each Utility ABC Letter.

Based on our field visit and previous project experience, Kimley-Horn does not anticipate any utility relocation at this point. It is assumed that the detailed design for new or relocated utilities will be prepared by the affected utilities, and construction of the same will be the reasonability of the affected utility.

Kimley-Horn will coordinate with utilities up until the start of construction to facilitate the adjustment and relocation of their facilities, if necessary. It is assumed that utility coordination will transfer to another responsible party at the start of construction.

Task 2.1 Deliverables:

» Utility A Letter; Utility B Letter; Utility C Letter (in Word and PDF format)
» Utility Conflict Matrix in Microsoft Excel and PDF format

Task 2.2: SCE Coordination

Kimley-Horn will coordinate with Southern California Edison (SCE) to generate a service feedpoint for a new electrical service pedestal. Kimley-Horn will provide the following for SCE to generate the service feedpoint design:

- Customer Project Information Sheet (CPIS)
- Call-in service request number
- Load Schedule

This task assumes that the City of West Covina will provide Kimley-Horn with a project address for the service pedestal upgrade. City Inspection, Application for Service, Permit, PCI Release, and Picture of Panel shall be provided by others.

Task 2.2 Deliverables:

» Customer Project Information Sheet Form with SCE

↘ Task 3: Preliminary Engineering

Task 3.1 Design Survey

Kimley-Horn qualified subconsultant Cal Vada Surveying, Inc. will provide a design lead topographic survey with the project limits to establish horizontal and vertical controls at 50-foot intervals. The survey will extend 50 feet beyond the beginning of curb ramp/end of curb ramp (BCR/ECR) on all 4 legs of the intersection. The survey control, survey features, and utility items to be shown are as follows:

Survey Control

1. The vertical control will be based on the North American Vertical Datum of 1988 (NAVD 88). A local municipal benchmark will be used, if available. Confirmation of the vertical datum will be required before field mobilization.
2. The horizontal control will be based on the California State Plane Coordinate System of 1983 (NAD 83). Confirmation of the horizontal datum/EPOCH will be required before field mobilization.

Survey Features

1. Survey observations will be taken on a 25-foot natural ground grid and 25-foot finish surface grid to create 1-foot contour intervals. Spot elevations will be at the back of walk/sidewalks, top of curbs, flow lines, gutter edges, street crowns, high/low points, top and toe of slopes, grade breaks, finish floors, driveway aprons and handicap ramps.
2. Spot elevations to determine the water flow of adjacent streets and catch basins that terminate or commence offsite and flow within the Site.
3. Location of signing and striping within the Site.
4. Location of trees over 6 feet in height, regardless of caliper, within the Site.

Utilities

1. Location, elevation, size, and type of visible above-ground utilities within the Site.
2. Flow line invert elevations and sizes of drain inlets, sanitary sewer drain manholes within the Site, unless bolted down.
3. Existing utility lines identified by painted striping from USA markings will be surveyed.

Task 3.1 Deliverables:

» 1 Final Topographic Survey in CAD and PDF format

Task 3.2 Environmental Studies

Kimley-Horn anticipates that the project would seek California Environmental Quality Act (CEQA) clearance under a Class 1 Categorical Exemption, assuming that there would be no increases in capacity. Kimley-Horn will prepare the Categorical Exception documents and coordinate with the City to receive approval. Kimley-Horn will prepare a memorandum to support the project's CEQA clearance using the Class 1 Categorical Exemption. The memorandum will provide a brief project description, summary of the findings, and citations to the CEQA Guidelines.

Kimley-Horn will respond to one set of consolidated comments from the City on the Categorical Exemption. After the City has approved the Categorical Exemption, Kimley-Horn will prepare and provide the final Categorical Exemption.

Kimley-Horn will assist the City with preparing the Notice of Exemption (NOE) for the Project.

Task 3.2 Deliverables:

- One (1) Draft NOE in PDF electronic format
- One (1) Final NOE in PDF electronic format

Task 3.3 Records Research & Field Reviews

Kimley-Horn will obtain copies of readily available records from the City, including street plans, traffic signal plans, signing and striping plans, and other similar records that the City knowingly has in its possession.

We anticipate the project will not require any right-of-way acquisition or easements. Kimley-Horn will perform research and compile available and accessible right-of-way maps, assessor parcel maps, and easement information within the Project limits. The right-of-way information will be shown on the plans. Any Temporary Construction Easements (TCEs) will be obtained by the City from adjacent property owners, and Kimley-Horn will show them on the plans.

Kimley-Horn will conduct field investigations at the intersection to document the existing street and assess existing conditions up to 335' from the beginning of curb ramp/end of curb ramp (BCR/ECR) along Cameron Avenue and 280' from the BCR/ECR along Citrus Avenue. This will consist of performing a field reconnaissance and photo-documents of existing conditions, identifying special conditions that might create conflicts and design constraints, and evaluating existing striping and signage.

Task 3.3 Deliverables:

- A complete set of legible field notes
- Electronic files of photos in JPG format

Task 3.4 Preliminary Plans, Specifications & Estimate

Kimley-Horn will use the topographic and right-of-way base map, outlined in Task 3.1, to prepare preliminary engineering design plans illustrating the anticipated footprint of improvements. This plan's primary purpose will be to provide the basis for the development of the environmental document. It is assumed these plans will include key design features, lane widths, and limits of potential impacts. During this phase, Kimley-Horn will determine whether improvements beyond the public right-of-way are required.

Kimley-Horn will prepare a preliminary Opinion of Probable Construction Costs (OPCC). The OPCC will be presented to show the proposed bid items, unit prices, contingencies, construction cost escalation, and an overall project cost.

Kimley-Horn will prepare preliminary technical specifications. The special provisions will refer to the 2024 Standard Specifications for Public Works Construction (SSPWC) and be amended by the City's Standard Provisions, as necessary. Additional source documents may be used by Kimley-Horn to cover urban design and landscape, irrigation, and other project features not covered by the City Standard Provisions or the 2024 SSPWC Standards.

It is assumed the City will provide any updated boilerplate language for the General Specifications.

Task 3.4 Deliverables:

- Preliminary Engineering Plan (1 sheet) in PDF electronic format
- Preliminary Opinion of Probable Construction Cost (OPCC) in PDF electronic format
- Preliminary Technical Specifications in PDF electronic format

↘ Task 4: Plans, Specifications, & Estimate (PS&E)

Task 4.1 Traffic Signal Plans

After City approval of the preliminary engineering plans, the Traffic Signal Plans will be prepared 1"=20' scale on full-size, 24"x36" sheets using AutoCAD 2024 version drafting software. The design will be in compliance with the Americans with Disabilities Act (ADA). The plans will consist of:

- Title Sheet
- Traffic signal plan sheet similar to **Sample Plan A** (displayed on page 11) and will consist of:
  - Upgrading the southwest corner to be compliant with the 2024 Standard Plans for Public Works Construction (SPPWC)
  - Proposed traffic signal improvements consisting of:
    - » 1-A poles
    - » Poles with mast arms
    - » Protected left turn signal phasing
    - » APS Pedestrian push buttons
    - » Countdown pedestrian heads
    - » Illuminated street name signs (ISNS)
    - » Traffic signal controller cabinet and controller
    - » Electric service enclosure
    - » Street lighting

We anticipate the following plan sheet counts for the project:

- Title Sheet: one (1) sheet
- Traffic Signal Improvement Plan: one (1) sheet
- Curb Ramp Details: one (1) sheet
- **Estimated Total Sheets:** three (3) sheets

Based on one set of non-conflicting comments on the 60% plans, Kimley-Horn will advance the Contruction documents to a 90% level of design. Kimley-Horn will adjust the design plans based on City comments. Kimley-Horn will prepare a comment response matrix to be submitted with the 90% submittal. The comment response matrix will contain the original City comments and Kimley-Horn's responses to the comments.

Based on one set of non-conflicting comments on the 90% plans, Kimley-Horn will advance the Contruction documents to a 100% level of design. Kimley-Horn will adjust the design plans based on City comments. Kimley-Horn will prepare a comment response matrix to be submitted with the 90% submittal. The comment response matrix will contain the original City comments and Kimley-Horn's responses to the comments. A licensed professional engineer will stamp and sign all plan sheets for this submittal.

We do not anticipate the following sheets to be part of the design at any stage of the project:

- Signing and Striping Plans
- Communication Plans
- Street Lighting Plans
- Traffic Control Plans

Task 4.1 Deliverables:

- » 60% Draft Plans in PDF electronic format
- » 90% Draft Plans in PDF electronic format
- » 100% Final Plans in PDF electronic format and .dwg format
- » 60% Submittal Comment Matrix in PDF electronic format
- » 90% Submittal Comment Matrix in PDF electronic format

Task 4.2 ADA Curb Ramp Detail Sheet

The existing curb ramp at the southwest corner of the intersection is not compliant and needs to be replaced. Kimley Horn will design the ramp per the 2024 SPPWC Standards. We assumed there will be enough right-of-way space to fit the ramp and the landings.

The ADA Curb Ramp Detail Sheet will include a plan detail at the intersection for the southwest corner ADA curb ramp. The Curb Ramp Detail Sheet will be prepared 1"=5' scale on a full-size, 24"x36" sheet using AutoCAD 2024 version drafting software. The plan view will include station/offset/elevation callouts, line and curve tables, radii callouts, cross slopes, and dimensions. Kimley-Horn will provide designs using 2024 SPPWC Standards and ADA minimum and maximum requirements for access ramps. This scope includes up to 2 submittals to the City and anticipates up to 1 round of consolidated comments for the 90% submittal.

Task 4.2 Deliverables:

- » 90% Draft Detail Sheet in PDF electronic format
- » 100% Final Detail Sheet in PDF electronic format and .dwg format

Task 4.3 Opinion of Probable Construction Costs (OPCC)

Kimley-Horn will prepare an OPCC based on the 60%, 90%, and 100% Plans. The OPCC will be presented to show the proposed bid items, unit prices, contingencies, construction cost escalation, and an overall project cost.

Clients are specifically cautioned that unit prices for construction have been and remain unpredictable and escalating, and clients should include significant contingencies and engage in independent contractor pricing exercises. Kimley-Horn will exercise reasonable efforts to overcome the challenges presented by current circumstances, but Kimley-Horn will not be liable to the City for any delays, expenses, losses, or damages of any kind arising out of the volatility of construction costs and unit prices.

Task 4.3 Deliverables:

- 60% Draft OPCC in PDF electronic format
- 90% Draft OPCC in PDF electronic format
- 100% Final OPCC in PDF and Microsoft Excel format

Task 4.4 Technical Specifications

Kimley-Horn will prepare technical specifications for the 60%, 90% and 100% submittals. The special provisions will refer to the 2024 SSPWC Standards and be amended by the City's Standard Provisions, as necessary. Additional source documents may be used by Kimley-Horn to cover urban design and landscape, irrigation, and other project features not covered by the City Standard Provisions or the 2024 SSPWC Standards. A licensed professional engineer will stamp and sign the provisions.

Task 4.4 Deliverables:

- 60% Draft Technical Specifications in PDF electronic format
- 90% Draft Technical Specifications in PDF electronic format
- 100% Final Technical Specifications in PDF and Microsoft Word format

↘ Task 5: Bidding and Construction Support

Task 5.1 Bidding Support

This task consists of coordination and support during the bidding phase of the project. Kimley-Horn will log questions and provide responses to Requests for Information (RFIs) during the bidding phase and prepare up to two project addendas. We will respond to up to three RFIs and questions during the bidding phase.

Task 5.1 Deliverables:

- Prepare up to two (2) project addendas
- Respond to up to three (3) RFIs and questions during bidding phase

Task 5.2 Construction Support

Kimley-Horn will also help coordinate and provide support during the construction stages of the project. Kimley-Horn will attend the pre-construction meeting and address items for the construction management team to be aware of. We will attend up to 12 construction progress meetings or field meetings. Kimley-Horn will be involved during the construction phases by responding to up to 10 RFIs, reviewing and responding to up to 10 material submittals. Regularly scheduled construction observation is specifically excluded from this scope of work.

Task 5.2 Deliverables:

- Attendance of up to 12 meetings
  - Pre-construction
  - Job Walk
  - Job-Site
- Respond to up to 10 RFIs and 10 material submittals

↘ Task 6: Prepare Record Drawing (As-Built)

Kimley-Horn will prepare a record drawing as-built within 20 days after construction has been completed. Any comments and changes during construction as red-lined and noted by the contractor will be documented and annotated. Record drawings will be prepared in AutoCAD, and PDF files shall be sent to the City.

Task 6 Deliverables:

- Record drawing in PDF format
- AutoCAD files for all drawings

↘ Task 7: Prepare Traffic Signal Timing Chart

Kimley-Horn will prepare a traffic signal timing sheet for the intersection of Citrus Street and Cameron Avenue. The updated timing sheet will contain proposed signal timing parameters such as minimum green times, all-red times, walk times, flashing "don't walk" times, and yellow times. Recommended phase timing parameters will be calculated by referencing the latest version of the CA MUTCD and measurements from the plans. The format of the updated timing sheet will be consistent with the proposed traffic signal controller software type. This task assumes responding to up to one round of City comments.

Task 7 Deliverables:

- One (1) Draft traffic signal timing sheet in PDF electronic format
- One (1) Final traffic signal timing sheet in electronic Microsoft Excel and PDF electronic format

↘ Task O.1: Potholing

As an optional task, C-below or a qualified firm, as a subconsultant to Kimley-Horn, will pothole at the intersection of Citrus Avenue and Cameron Avenue and will document underground utilities at potential conflict locations to determine their horizontal and vertical location for clearance and connection points or conflicts for underground improvements, such as gas lines and other utilities to determine the location of proposed traffic signal pole foundations. The subconsultant will pull a no-fee encroachment permit from the City, notify underground service alert, and provide standard traffic control during potholing operation. The sub-consultant will provide a pothole report documenting all findings for Kimley-Horn and the West Covina's records. This task assumes that the City will provide the subconsultant with a no-fee permit.

↘ Task O.2: Grading Design Plans

Kimley-Horn will review the current drainage pattern along the eastern leg of the intersection to identify areas where there are ponding issues. Based on this study, we will propose potential solutions to the drainage issue for City's review and approval. Upon obtaining the City's approval, Kimley-Horn will prepare street improvement plans showing the grading modification required to address the ponding along the eastern leg, specifically the northeast curb ramp. This task includes addressing up to 2 rounds of comments from City staff.

Task O.2 Deliverables:

- 60% plans in electronic PDF format
- 90% plans in electronic PDF format
- 100% hardcopy 24"x36" plans with wet signed mylars, in electronic PDF and in .dwg format

3. Methodology Section

Kimley-Horn is committed to working with the City to deliver a project that is comprehensive, timely, and cost-effective.

Kimley-Horn will look into the installation of the following:

- 1-A poles
- Poles with mast arms
- Protected left turn signal timing
- APS Pedestrian push buttons
- Countdown pedestrian signal heads
- Illuminated street name signs (ISNS)
- Traffic signal controller cabinet and controller
- Electric Service Enclosure
- Street lighting

There are existing low-hanging overhead power lines on the northeast, southeast, and southwest corners. Sufficient clearance is required for the proposed traffic signal poles and mast arms. Kimley-Horn will look into shorter pole heights and flat arm luminaires in areas with low-hanging overhead power lines.

The northwest, northeast, and southeast curb ramps are compliant with the 2024 SPPWC Standards. Kimley-Horn will upgrade the southwest corner to be compliant with the 2024 SPPWC Standards.

Kimley-Horn has previously worked with the City on the West Covina HSIP Cycle 10 project. On this project, there were many lessons learned for pole foundation placement and installation. We will use this experience to create better pole placement during the design phase on Citrus Avenue and Cameron Avenue.

Kimley-Horn conducted a field visit to the intersection on March 22nd, 2025 to the intersection to better understand the existing conditions and to document potential challenges and opportunities. A detailed list of existing conditions, proposed modifications, challenges, and opportunities is provided in the Project Recommendations Table on the following pages. Detailed descriptions of our tasks are provided in the Scope of Work section of this proposal.



Sample Plan A

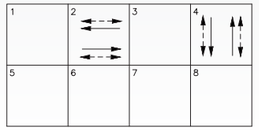
100% SUBMITTAL

CONDUCTOR SCHEDULE▲

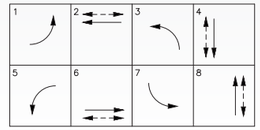
	POLE NO.	PHASES	RUN NUMBER 1	2	3	4	5	6	7	8	9
12 WIRE CONDUCTOR CABLE	1	ø2,ø5,ø2P/ø4PPB	–	–	–	–	1	1	–	–	–	–	1	1	–
	2	ø3,ø4P/ø2PPB	–	–	–	1	1	1	–	–	–	–	1	1	–
	3	ø3,ø8,ø8P/ø2PPB	–	–	1	1	1	1	–	–	–	–	1	1	–
	4	ø1,ø2P/ø8PPB	1	1	1	1	1	1	–	–	–	–	1	1	–
	5	ø1,ø6,ø6P/–	–	–	–	–	–	1	1	1	–	–	1	1	–
	6	–/ø8PPB	–	–	–	–	–	–	1	1	1	1	1	1	–
	7	ø7,ø8P/ø6PPB	–	–	–	–	–	–	–	1	1	1	1	1	–
	8	ø4,ø7,ø4P/ø6PPB	–	–	–	–	–	–	–	–	1	1	1	1	–
	9	ø5,ø6P/ø4PPB	–	–	–	–	–	–	–	–	–	–	1	1	–
3 WIRE CONDUCTOR CABLE		TOTAL CABLES	1	2	2	3	3	4	1	2	2	3	3	8	–
#8		SIGNAL SERVICE	–	–	–	–	–	2	2	2	2	2	2	2	2
#10		LUMINAIRE	–	2	2	2	2	2	2	2	–	4			
#10		I.S.N.S	–	2	2	2	2	2	2	2	–	4			
BASE BID DLC			4	4	8	8	–	5	5	18	–				
ADDITIVE AND DEDUCTIVE ALT BID VIDEO DETECTION CABLE			–	1	1	2	1	1	2	4	–				
CONDUIT FILL (BASE BID %/ A+D ALTERNATIVE %)			24%	15%	11%	9%	17%	12%	20%	16%	23%	23%	12%	10%	32%	27%	36%	28%	12%	12%
CONDUIT SIZE			2"(E)	4"	4"	4"	2"(E)	4"	2–2"(E)	2–3"(E)	2"(E)				

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

EXISTING SIGNAL PHASE DIAGRAM



PROPOSED SIGNAL PHASE DIAGRAM



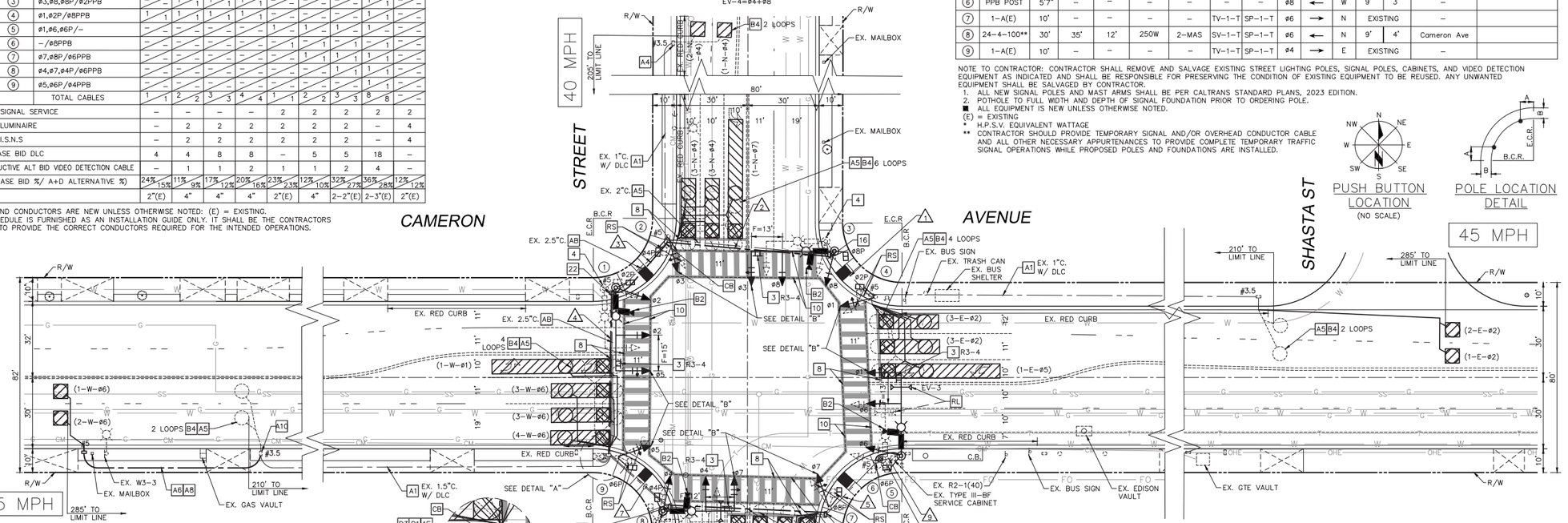
EV-3=ø2+ø6
EV-4=ø4+ø8

POLE SCHEDULE

NO.	STANDARD TYPE	HEIGHT	MAST ARM SIGNAL	LUM.	L.E.D.* LUMINAIRE	SIGNAL MOUNTING VEHICLE		PED	PED PUSH BUTTON PHASE	ARW	QUAD	POLE LOCATION A	B	I.S.N.S	NOTES
1	24–4–100**	30'	35'	12'	250W	2–MAS	SV–1–T	SP–1–T	ø4	←	E	10'	4'	Hollenbeck St	
2	1–A(E)	10'	–	–	–	–	TV–1–T	SP–1–T	ø2	→	S	EXISTING		–	
3	24–4–100**	30'	35'	12'	250W	2–MAS	SV–1–T	SP–1–T	ø2	←	S	12'	4'	Cameron Ave	
4	1–A(E)	10'	–	–	–	–	TV–1–T	SP–1–T	ø8	→	W	EXISTING		–	
5	24–4–100**	30'	35'	12'	250W	2–MAS	SV–1–T	SP–1–T	–	–	–	0'	3'	Hollenbeck St	
6	PPB POST	5'7"	–	–	–	–	–	–	ø8	←	W	9'	3'	–	
7	1–A(E)	10'	–	–	–	–	TV–1–T	SP–1–T	ø6	→	N	EXISTING		–	
8	24–4–100**	30'	35'	12'	250W	2–MAS	SV–1–T	SP–1–T	ø6	←	N	9'	4'	Cameron Ave	
9	1–A(E)	10'	–	–	–	–	TV–1–T	SP–1–T	ø4	→	E	EXISTING		–	

NOTE TO CONTRACTOR: CONTRACTOR SHALL REMOVE AND SALVAGE EXISTING STREET LIGHTING POLES, SIGNAL POLES, CABINETS, AND VIDEO DETECTION EQUIPMENT AS INDICATED AND SHALL BE RESPONSIBLE FOR PRESERVING THE CONDITION OF EXISTING EQUIPMENT TO BE REUSED. ANY UNWANTED EQUIPMENT SHALL BE SALVAGED BY CONTRACTOR.
1. ALL NEW SIGNAL POLES AND MAST ARMS SHALL BE PER CALTRANS STANDARD PLANS, 2023 EDITION.
2. POTHOLE TO FULL WIDTH AND DEPTH OF SIGNAL FOUNDATION PRIOR TO ORDERING POLE.

■ ALL EQUIPMENT IS NEW UNLESS OTHERWISE NOTED.
(E) = EXISTING
* H.P.S.V. EQUIVALENT WATTAGE
** CONTRACTOR SHOULD PROVIDE TEMPORARY SIGNAL AND/OR OVERHEAD CONDUCTOR CABLE AND ALL OTHER NECESSARY APPURTENANCES TO PROVIDE COMPLETE TEMPORARY TRAFFIC SIGNAL OPERATIONS WHILE PROPOSED POLES AND FOUNDATIONS ARE INSTALLED.



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

PUSH BUTTON LOCATION
(NO SCALE)

POLE LOCATION DETAIL

DETAIL "B"
(NOT TO SCALE)

(PROPOSED)
Red 12"
Yellow 12"
Green 12"

CONSTRUCTION NOTES: (THIS SHEET ONLY)

- 1E REUSE EXISTING NEMA TS2 TRAFFIC SIGNAL CABINET AND BBS. REMOVE AND SALVAGE EXISTING ECONOLITE ASC/3–2100 TRAFFIC SIGNAL CONTROLLER. FURNISH AND INSTALL NEW ECONOLITE COBALT CONTROLLER IN CABINET. FURNISH AND INSTALL ALL APPURTENANCES TO PROVIDE A COMPLETE OPERATION SYSTEM AS SHOWN ON PLAN. REWIRE CABINET TO ALLOW FOR A 3–SECTION FYA PPLT OPERATION FOR ALL LEFT TURN PHASES. THE INTERSECTION SHALL BE PROGRAMMED TO RUN A FULL–TIME PROTECTED LEFT–TURN ONLY OPERATION AFTER SIGNAL TURN–ON.
- 3 FURNISH AND INSTALL SIGN. SIGN TYPE AS SHOWN ON PLAN.
- 4 REMOVE AND SALVAGE EXISTING TRAFFIC SIGNAL POLE AND FOUNDATION COMPLETE.
- 8 FURNISH AND INSTALL 2'X11' WHITE LADDER XWALK AND 12" WHITE LIMIT LINE AS SHOWN PER LADOT STANDARD S–481.1.
- 10 REMOVE EXISTING STRIPING. EXISTING THERMOPLASTIC SHALL BE MICROGRINDED.
- 16 REMOVE EXISTING PULL BOX. FURNISH AND INSTALL PULL BOX IN EXISTING CONDUIT RUN AS SHOWN. ADJUST TO GRADE.
- 22 REMOVE EXISTING PULL BOX. FURNISH AND INSTALL PULL BOX IN EXISTING CONDUIT RUN AS SHOWN.
- AB ABANDON. IF APPLIED TO CONDUIT, REMOVE CONDUCTORS.
- CB FURNISH AND INSTALL CONDUIT INTO EXISTING PULL BOX.
- RL RELOCATE EQUIPMENT.
- RS REMOVE AND SALVAGE EQUIPMENT. CONTRACTOR SHALL RETURN EQUIPMENT TO CITY.
- A1 REMOVE EXISTING DLC. FURNISH AND INSTALL 2–DLC.
- A4 SPLICE NEW TO EXISTING CONDUCTORS.
- A5 ABANDON. IF APPLIED TO CONDUIT, REMOVE CONDUCTORS.
- A6 FURNISH AND INSTALL 2" SCHEDULE 80 PVC CONDUIT.
- A8 FURNISH AND INSTALL 2–DLC.
- A10 FURNISH AND INSTALL CONDUIT INTO EXISTING PULL BOX.

ADDITIVE AND DEDUCTIVE ALTERNATIVE BID:

- B1 FURNISH AND INSTALL ITERIS VIDEO DETECTION SYSTEMS (VDS) INLCUDING PROCESSOR UNIT, FIELD I/O INTERFACE MODULE OR PANEL WITH ASSOCIATED EQUIPMENT, CABLES AND JUMPERS IN ACCORDANCE WITH THE SPECIAL PROVISIONS.
- B2 FURNISH AND INSTALL ITERIS VIDEO DETECTION CAMERA AS SHOWN.
- B3 ESTABLISH NEW VIDEO DETECTION ZONE USING ITERIS VANTAGE VECTOR, WITH VANTAGE NEXT RACK CONTROL UNIT W/ EDGE.
- B4 ABANDON LOOPS.

LEGEND ALTERNATIVE A: (THIS SHEET ONLY)
- EXISTING DETECTION LOOP
- EXISTING BICYCLE DETECTION LOOP
- PROPOSED DETECTION LOOP
- PROPOSED BICYCLE DETECTION LOOP

LEGEND ALTERNATIVE B: (THIS SHEET ONLY)
- PROPOSED VIDEO DETECTION CAMERA
- PROPOSED VIDEO DETECTION ZONE
- PROPOSED ADVANCED VIDEO DETECTION ZONE
- PROPOSED BICYCLE DETECTION ZONE

SIGN LEGEND: (THIS SHEET ONLY)

R3–4

GRAPHIC SCALE IN FEET
0 10 20 40

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

REGISTERED PROFESSIONAL ENGINEER JASON MELCHOR No. 065218 CIVIL STATE OF CALIFORNIA

PLANS PREPARED BY:
Kimley»Horn
©2022 KIMLEY–HORN AND ASSOCIATES, INC.
660 S. FIGUEROA ST., STE 2050
LOS ANGELES, CA 90017
PHONE: 213–261–4040

UNDER THE SUPERVISION OF:
JASON MELCHOR — 04/11/2024 DATE

DATE

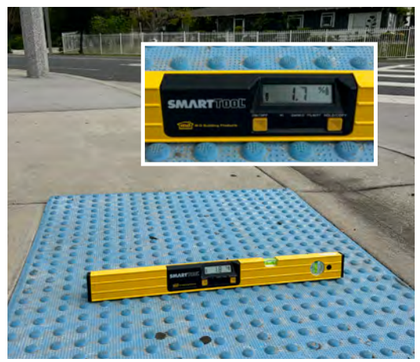
MARK	DATE	INITIAL	DESCRIPTION REVISION	REC	APPR	DATE

CITY OF WEST COVINA

HSIP CYCLE 10 PROJECT
TRAFFIC SIGNAL IMPROVEMENTS AT
HOLLENBECK AVE AND CAMERON AVE

SHEET 7 OF 11

Project Recommendations Table:

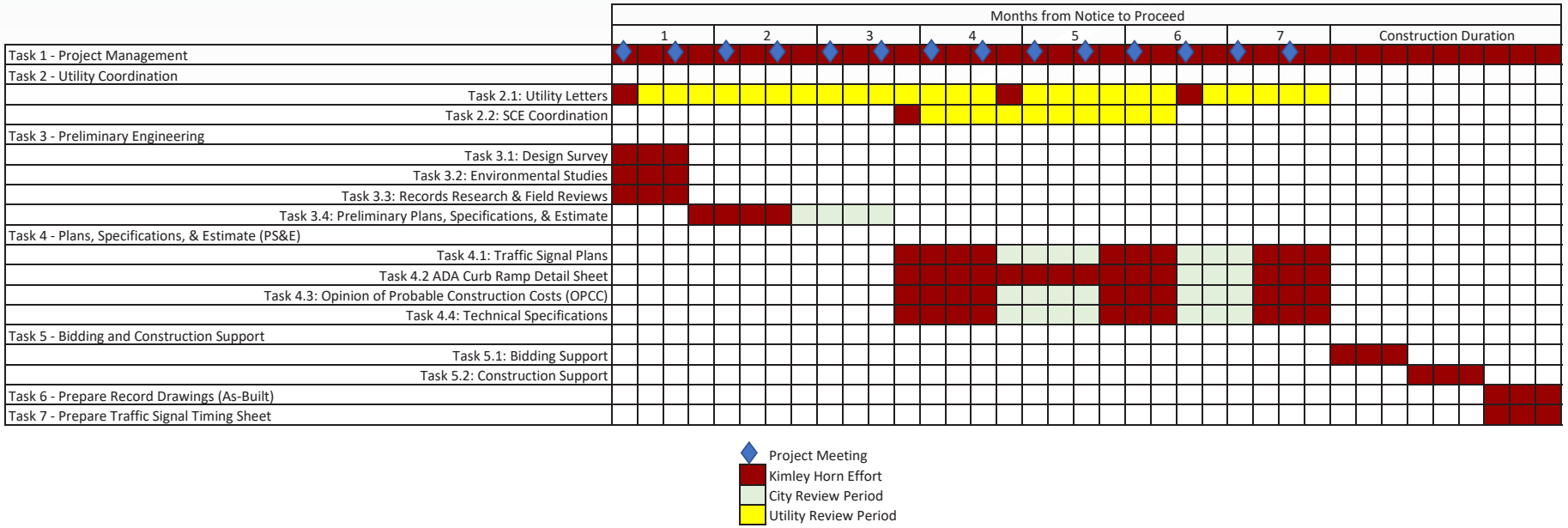
Intersection Corner	Existing Conditions	Potential Modification and Recommendations	Challenges and Opportunities
Northwest Corner	• Flashing STOP sign • Stop Ahead sign • Curb ramp compliant with 2024 SPPWC Standards • Bus stop • Bus shelter • White ladder XW • Street parking along Cameron Ave 	**General:** • Remove existing STOP sign and Stop Ahead sign • Remove STOP pavement markings • Advanced sign post with R3-8(MOD) sign • Change striping to include shared through right and right turn lane and a protected left turn lane **Install 1A pole and foundation with:** • APS pedestrian pushbutton • Countdown pedestrian signal head • Protected left turn signal **Install signal pole and mast arm and foundation with:** • APS pedestrian pushbutton • Illuminated Street name sign (ISNS) • Countdown pedestrian signal head • Street lighting • Protected left turn signal	
Northeast Corner	• Flashing STOP sign on luminaire pole • Stop Ahead sign • Curb ramp compliant with 2024 SPPWC Standards • Wooden power pole • 40 MPH posted speed limit sign along Citrus Ave • Fire hydrant • White ladder XW • Street parking along Cameron Ave 	**General:** • Remove existing STOP sign and Stop Ahead sign • Remove STOP pavement markings • Advanced sign post with R3-8(MOD) sign • Change striping to include shared through right and right turn lane and a protected left turn lane **Install 1A pole and foundation with:** • APS pedestrian pushbutton • Countdown pedestrian signal head • Protected left turn signal **Install signal pole and mast arm and foundation with:** • APS pedestrian pushbutton • Illuminated Street name sign (ISNS) • Countdown pedestrian signal head • Street lighting • Protected left turn signal	• Low-hanging wires: Kimley-Horn will look into shorter pole heights and flat arm luminaires 

Project Recommendations Table:

Intersection Corner	Existing Conditions	Potential Modification and Recommendations	Challenges and Opportunities
Southwest Corner	• Flashing STOP sign • Stop Ahead sign • Non-ADA compliant curb ramp • Street name sign • Wooden power pole with luminaire and guy-wire • 40 MPH posted speed limit sign along Citrus Ave • White ladder XW • Street parking along Cameron Ave 	**General:** • Install curb ramp compliant with 2024 SPPWC Standards • Remove existing STOP sign and Stop Ahead sign • Remove STOP pavement markings • Advanced sign post with R3-8(MOD) sign • Change striping to include shared through right and right turn lane and a protected left turn lane **Install 1A pole and foundation with:** • APS pedestrian pushbutton • Countdown pedestrian signal head • Protected left turn signal **Install signal pole and mast arm and foundation with:** • APS pedestrian pushbutton • Illuminated Street name sign (ISNS) • Countdown pedestrian signal head • Street lighting • Protected left turn signal	• Low-hanging wires: Kimley-Horn will look into shorter pole heights and flat arm luminaires 
Southeast Corner	• Flashing STOP sign • Stop Ahead sign • Curb ramp compliant with 2024 SPPWC Standards • Wooden power pole with luminaire • White ladder XW • Street parking along Cameron Ave 	**General:** • Remove existing STOP sign and Stop Ahead sign • Remove STOP pavement markings • Advanced sign post with R3-8(MOD) sign • Change striping to include shared through right and right turn lane and a protected left turn lane **Install 1A pole and foundation with:** • APS pedestrian pushbutton • Countdown pedestrian signal head • Protected left turn signal **Install signal pole and mast arm and foundation with:** • APS pedestrian pushbutton • Illuminated Street name sign (ISNS) • Countdown pedestrian signal head • Street lighting • Protected left turn signal	• Low-hanging wires: Kimley-Horn will look into shorter pole heights and flat arm luminaires 

CITRUS STREET AND CAMERON AVENUE
Traffic Signal Design

Proposed Timeline



4. Fee Schedule

CITY OF WEST COVINA
Citrus Street and Cameron Avenue Traffic Signal Design

		Kimley-Horn and Associates, Inc.							
	Category/Title	Sr. Professional II	Sr. Professional II	Professional	Analyst II	Analyst I	Project Support	TOTAL HOURS	TOTAL COST
	Billing Rate	$430	$370	$245	$190	$175	$155		
Task 1	**Project Management**	**11**		**20**	**7**	**6**		**44**	**$ 12,010**
Task 2	**Utility Coordination**	**3**		**15**		**20**	**2**	**40**	**$ 8,775**
2.1	Utility Letters	2		10		10	2	24	$ 5,370
2.2	SCE Coordination	1		5		10		16	$ 3,405
Task 3	**Preliminary Engineering**	**2**	**3**	**11**	**40**	**30**		**86**	**$ 17,515**
3.1	Design Survey								$ -
3.2	Environmental Studies		1	6	15			22	$ 4,690
3.3	Records Research & Field Reviews			2	10	10		22	$ 4,140
3.4	Preliminary Plans, Specifications, & Estimate	2	2	3	15	20		42	$ 8,685
Task 4	**Plans, Specifications & Estimate**	**6**	**16**	**14**	**25**	**52**		**113**	**$ 25,780**
4.1	Traffic Signal Plans	2	2	3	15	25		47	$ 9,560
4.2	ADA Curb Ramp Detail Sheet		6			12		18	$ 4,320
4.3	Opinion of Probable Construction Costs (OPCC)	2	2	3	10	10		27	$ 5,985
4.4	Technical Specifications	2	6	8		5		21	$ 5,915
Task 5	**Bidding and Construction Support**	**4**	**10**	**30**				**44**	**$ 12,770**
5.1	Bidding Support	2	4	5				11	$ 3,565
5.2	Construction Support	2	6	25				33	$ 9,205
Task 6	**Prepare Record Drawing (As-Built)**		**3**		**4**	**2**		**9**	**$ 2,220**
Task 7	**Prepare Traffic Signal Timing Chart**		**2**		**5**	**5**		**12**	**$ 2,565**
	TOTAL HOURS	**26**	**34**	**90**	**81**	**115**	**2**	**348**	
	Subtotal Labor:	**$11,180**	**$12,580**	**$22,050**	**$15,390**	**$20,125**	**$310**		**$ 81,635**
	Other Direct Costs								**$ 6,038**
	Calvada Surveying, Inc.								$ 6,038
	TOTAL COST:								**$ 87,673**

	Optional Tasks								
Task O	**Optional Tasks**								**$ 34,670**
O.1	Potholing								$ 19,340
O.2	Grading Design Plan								$ 15,330
	OPTIONAL TASKS TOTAL HOURS								
	Optional Tasks Subtotal Labor:								**$ 34,670**

5. Excluded or Subcontracted Services

Necessary Work by Subcontractors:

The following is a mandatory service that would be performed by a subcontractor.

Surveying

Cal Vada Surveying, Inc. would perform surveying services, should they be deemed as necessary. Cal Vada Surveying, Inc., established in 1989, is a trusted provider of professional land surveying services, specializing in supporting civil engineering and design projects across California. They provide professional land surveying services for various industries, including the real estate, civil engineering, telecommunications, construction, and environmental industries.

Work to be performed by City staff:

Kimley-Horn anticipates the following work to be performed by City staff:

- Provide any readily available record drawings
- Submit SCE utility map request

Optional Work by Subcontractors:

The following is an optional service that would be performed by a subcontractor, should the City deem these services as necessary.

Potholing

C Below, Inc. would perform any potholing services deemed necessary. Potholing is also known as vacuum excavation and is used for the purpose of identifying the axis of an underground utility. When the utility is revealed, the type of material and utility size are documented. The data collected during these excavations are beneficial in all phases of construction. Based upon the soils conditions or scope, C Below will choose to use air or water to create the pothole. Potholes made to expose facilities encased in concrete, will stop at the encasement. The top of the encasement will then be recorded as the top of the facility.

After documenting the findings, each pothole will be backfilled, compacted, and a perm-a-patch or hot patch will be provided depending upon client specifications.

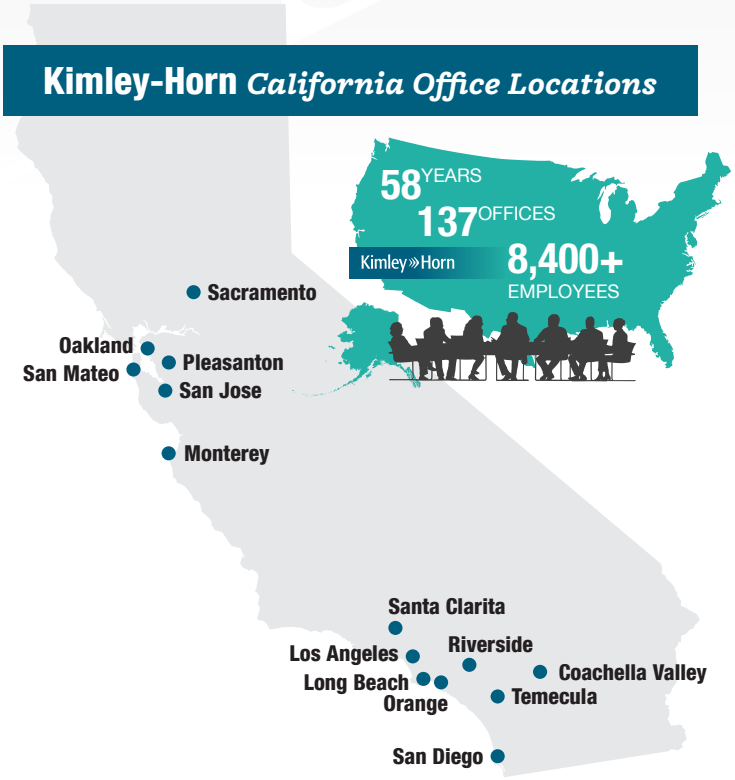
A potholing report complete with photographs are provided at the conclusion of the job documenting the location, utility found, depth to top of pipe, utility size, material and the soil conditions. If no utility is found within the predetermined depth of the pothole, it will be considered a dry hole. Additional holes may be necessary to provide a positive location of the utility.



6. List of Similar Services Completed

Firm Profile

Founded in 1967, Kimley-Horn is a privately held corporation that has grown into a leading engineering consulting firm offering comprehensive and innovative traffic, civil, structural, and environmental engineering; landscape design; and development review services to public and private agencies throughout the US. We employ more than 8,400 personnel in 137 offices nationwide, with 13 offices in California, including our Los Angeles office just 22 miles away from West Covina City Hall. Our California offices have more than 760 engineers, planners, analysts, and administrative staff. This depth of resources gives us a deep bench to staff and execute virtually any assignment in response to the City's needs for this on-call contract. From our 58 years of providing engineering and design services to our clients, we have learned how to deliver projects efficiently and successfully. We provide our clients with the local knowledge and responsiveness of a small organization while having the depth of resources only a national firm can offer. As a recognized nationwide leader in engineering consulting services, Kimley-Horn's professionals understand that each project brings unique challenges and conditions and develop solutions unique to each community we serve. We have an extensive history of completing projects successfully, on time, and within budget. Combining national experience with a local sensibility, Kimley-Horn's professionals provide comprehensive solutions to the planning, analysis, and design of public and private spaces. We work extensively with our internal partners, agency staff, and clients to create the appropriate technical approach for the specific task order and provide a clear and concise scope of work.



Similar Projects Matrix

Kimley-Horn has worked on hundreds of traffic signal design projects in the country in the past three years. On the following page is a sample of traffic signal design projects we've done in the past three years, including the following information for each project: the name of the agency, the project manager/contact, the dates of services provided, and a summary of services provided.



Projects	Project Management	Background Research	Field Check/Data Collection	Utility Coordination	Environmental Analysis	Right-of-Way	Traffic Signal Design (PS&E)	Signal Timing	Contractor Coordination	Local Assistance Procedures Manual (LAPM)	Bidding	Construction Support	Project Manager/ Contact	Dates of Services
City of West Covina, Preliminary Engineering Services (PE) Phase Services, HSIP Cycle 10 Improvements	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Okan Demirci	1/18/2023 - Ongoing
City of Santa Clarita, Copper Hill Drive Traffic Signal and Interconnect	✓	✓	✓	✓			✓						Erven Jaramilla	2/2/21 - 12/6/2022
City of Culver City, MOVE Culver City 2023	✓	✓	✓				✓						Thomas Check	5/22/2023 - 10/9/2023
City of Monterey Park, Various Signalized Intersections along Garfield Avenue Between the Northern and Southern City Limits	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Anthony Bendezu	6/7/2022 - 7/3/2023
City of Monterey Park, Portrero Grande Intersection Safety Improvements	✓	✓	✓	✓					✓			✓	Ziad Mazboudi	1/31/2025 - Ongoing
City of Thousand Oaks, Lawrence Drive and Teller Road Intersection Improvements	✓	✓	✓	✓	✓				✓		✓	✓	Dan Lazo	4/9/2020 - 6/16/2023
County of Ventura, Hueneme Road Corridor Traffic Signal and Safety Improvements Project	✓	✓	✓	✓			✓		✓		✓	✓	Matt Litvinas	6/24/2020 - Ongoing
City of Palm Springs, Indian Canyon Drive & Via Escuela Traffic Signal Design	✓	✓	✓	✓	✓		✓		✓		✓	✓	Anthony Acosta	8/6/2024 - Ongoing
City of Inglewood, Task Order for Plans, Specifications, and Estimates for IBEC Mitigation Measure	✓	✓	✓	✓			✓		✓		✓	✓	Victor Nunez	4/4/2022 - Ongoing
City of South El Monte, Traffic Signal Improvements at Lee Avenue/Garvey Avenue and Durfee Avenue/Peck Road	✓	✓	✓		✓	✓	✓		✓	✓	✓	✓	Okan Demirci	2/9/2023 - 5/7/2024
City of South El Monte, Design Services for Traffic Signal Improvements at Various Signalized Intersections	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Okan Demirci	5/30/2024 - Ongoing
City of Santa Clarita, Traffic Engineering Services for Vista Canyon Project			✓	✓			✓						Jackie Lillio	2/25/2022 - 4/2/2024
City of Palm Springs, Traffic Signal Improvements	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Anthony Acosta	12/16/2020 - Ongoing
City of Pico Rivera, Citywide Traffic Safety Signal Enhancements	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Aaron Hernandez-Torres	7/30/2024 - Ongoing
City of Manhattan Beach, Advanced Traffic Signal System	✓	✓	✓	✓	✓	✓	✓		✓			✓	Erik Zandvliet	11/29/2021 - 8/3/2022
City of Palm Springs, Traffic Safety Enhancements	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	Anthony Acosta	10/3/2024 - Ongoing

CITRUS STREET AND CAMERON AVENUE
Traffic Signal Design

Project Team

Kimley-Horn has assembled an exceptional team of professionals who possess experience providing similar signal design and timing modification services, have proven project management capabilities, and are committed to providing the City with timely and high-quality deliverables. **Jean Fares, PE** will serve as our project manager responsible for day-to-day coordination with the City and our proposed task leaders. He will attend meetings with the City and provide timely performance from our team. Jean will be supported by QC/QA Manager, **Jason Melchor, PE** and a dedicated team of engineers and analysts. As a benefit to the City, our team will be available on short notice to serve you from our Los Angeles area offices. We are accustomed to responding quickly to the needs of our local clients.

Our proposed team organization—including identification and responsibilities of key personnel—is shown in the organizational chart below. Each team member is committed to serving the City throughout the duration of this contract.



Key Staff Resumes

Resumes for our proposed key staff can be found on the following pages.



JEAN FARES, PE

Project Manager; Bidding/Construction Support

Jean is a project manager with more than 35 years of professional experience in the fields of traffic and transportation engineering. He has provided traffic signal design at over 2,000 locations, signal system design at over 1,500 locations, traffic signal timing at over 2,500 locations, and has wide-ranging experience with traffic operations, signing and marking plans preparation, transportation management plans (TMP), and traffic control plans. Jean also has extensive experience in applying traffic engineering, ITS technologies, and communications infrastructure design to leading design-build transportation and transit projects.

PROFESSIONAL CREDENTIALS

- Bachelor of Science, California State Polytechnic University, Pomona
- Professional Traffic Engineer in California #2097

Relevant Experience

- **City of West Covina, Preliminary Engineering Phase Services (HSIP), West Covina, CA** – Project Manager
- **City of Santa Clarita, Copper Hill Drive Traffic Signal and Interconnect, Santa Clarita, CA** – Project Manager
- **City of Monterey Park, Design Engineering Services for Various Signalized Intersections Along Garfield Avenue, Monterey Park, CA** – Project Manager
- **City of Culver City, Signal Upgrade and Left Turn Phasing, Culver City, CA** – Project Manager
- **City of South El Monte, Design Services for Traffic Signal Improvements at Various Signalized Intersections, South El Monte, CA** – Project Manager
- **City of Downey, Paramount Boulevard Traffic Signal Upgrade and Fiber-Optic Communication System, Downey, CA** – Project Manager
- **City of Santa Clarita, Wiley Canyon Road at Orchard Village Road and Newhall Avenue at Railroad Avenue Intersection Improvement, Santa Clarita, CA** – Deputy Project Manager
- **City of San Bernardino, Upgrade of Various Signal Hardware on 224 Signalized Intersections on Various Arterials, San Bernardino, CA** – Project Manager



JASON MELCHOR, PE

QC/QA Manager

Jason has over 26 years of experience in the management, design, and review of traffic engineering projects, and has worked with clients in Riverside, San Bernardino, Orange, Los Angeles, and San Diego counties on a multitude of traffic engineering projects. His traffic engineering experience includes traffic signal design, signing and striping, traffic control, street lighting, and signal interconnect and ITS design plans, and he has served as a key staff member on many transportation studies, traffic and civil engineering design and active transportation projects.

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Civil Engineering, Specialization in Transportation, University of California, Irvine
- Professional Engineer in California #65218

Relevant Experience

- **City of West Covina, Preliminary Engineering Phase Services (HSIP), West Covina, CA** – Project Engineer
- **City of Monterey Park, Design Engineering Services for Various Signalized Intersections Along Garfield Avenue, Monterey Park, CA** – Project Engineer
- **City of Culver City, Signal Upgrade and Left Turn Phasing, Culver City, CA** – QC/QA Reviewer
- **City of South El Monte, Design Services for Traffic Signal Improvements at Various Signalized Intersections, South El Monte, CA** – Traffic Signal Plans Task Lead
- **City of San Bernardino, Upgrade of Various Signal Hardware on 224 Signalized Intersections on Various Arterials, San Bernardino, CA** – Project Engineer
- **City of Anaheim, Gene Autry Way Improvements (I-5 to State College Boulevard) and State College Boulevard Improvements (West Side), Anaheim, CA** – QC/QA Manager
- **City of Jurupa Valley, Pedley Road at Jurupa Road Intersection Improvements, Jurupa Valley, CA** – Project Manager



NOEMI WYSS, AICP

Environmental

Noemi has nearly 10 years of experience in preparing numerous environmental documents in accordance with various State and federal regulations. She provides technical analysis for Air Quality (AQ), Greenhouse Gas (GHG) emissions, Health Risk Assessments, Noise and Vibration, and Energy as part of environmental documents for private and public improvement projects. Her expertise in Air Quality/Greenhouse Gas Assessments includes technical modeling experience using various state and federally approved programs including the California Emissions Estimator Model (CalEEMod) and the U.S. EPA AERMOD dispersion modeling program. Noemi has worked on a variety of GHG and climate change projects including Climate Action Plans (CAPs), GHG reduction plans and air quality permitting. She also provides a full range of noise impact analyses for public and private sector clients, in accordance with local, state, and federal impact assessment criteria.

PROFESSIONAL CREDENTIALS

- Masters, Urban and Regional Planning, University of California, Irvine
- Bachelors, International Relations, Bostin University
- American Institute of Certified Planners #31863

Relevant Experience

- **City of Anaheim, Gene Autry Way Improvements (I-5 to State College Boulevard) & State College Boulevard Improvements (West Side), Anaheim, CA** – Project Planner
- **City of Gardena, Gardner Marine Avenue Mixed-Use IS/MND Project, Gardena, CA** – Project Planner
- **City of San Rafael, Third and Hetherton Traffic Study, City of San Rafael, CA** – Project Planner
- **City of Roseville, Washington Boulevard at All America City Boulevard Roundabout Project, Roseville, CA** – Project Planner
- **City of Sunnyvale, Consultant Services for the Mary Avenue Extension Project Environmental Impact Report (EIR), Sunnyvale, CA** – Project Planner
- **City of Mountain View, Transit Center Grade Separation and Access Project, Mountain View, CA** – Project Planner
- **City of Seaside, Design Professional Services for Broadway Avenue Complete Street Corridor Improvements Project, Seaside, CA** – Project Planner
- **City of Tustin, Red Hill Corridor Specific Plan and EIR, Tustin, CA** – Project Planner



VIVIAN CHONG, PE

Traffic Signal Plans; Bidding/Construction Support

Vivian is a civil engineer and has led and managed projects involving signal design, fiber-optic design, signing and striping, ADA curb ramp design, and traffic control for multiple jurisdictions throughout her career at Kimley-Horn. She has a strong background in projects involved with increasing safety for pedestrians and bicyclists, delivered on multiple projects with strict schedules, and familiar with HSIP, ATP, and SS4A grant funding requirements. She has extensive experience at every step of a project, such as executing site visits, producing plans, specifications, and estimate packages, managing budgets, keeping the project on schedule, coordinating with various jurisdictions, subconsultants, and utility companies, and providing support during the bidding and construction phases.

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Civil and Environmental Engineering, University of California, Los Angeles
- Professional Engineer in California #95833

Relevant Experience

- **City of West Covina, Preliminary Engineering Phase Services (HSIP), West Covina, CA** – Project Analyst
- **City of Santa Clarita, Copper Hill Drive Traffic Signal and Interconnect, Santa Clarita, CA** – Project Analyst
- **City of Culver City, MOVE Culver City 2023, Culver City, CA** – Project Analyst
- **City of Monterey Park, Design Engineering Services for Various Signalized Intersections Along Garfield Avenue, Monterey Park, CA** – Project Analyst
- **City of Culver City, Signal Upgrade and Left Turn Phasing, Culver City, CA** – Project Analyst
- **City of Palm Desert, Traffic Operations and Capacity Improvements Project, Palm Desert, CA** – Project Analyst
- **City of Palm Springs, Citywide Engineering and Traffic Survey (E&TS), Palm Springs, CA** – Project Analyst
- **City of Manhattan Beach, Manhattan Beach Advanced Traffic Signal Project, Manhattan Beach, CA** – Project Analyst

CITRUS STREET AND CAMERON AVENUE
Traffic Signal Design



SHERRY RANTA, PE, ENV

ADA Curb Ramp Detail PS&E

Sherry has over 19 years of experience on public works projects in Los Angeles County and Southern California. She effectively interfaces with clients, supervises and coordinates work with other engineers and drafters, and is responsible for project design and production, overall project coordination, and construction administration. Her background in architecture and construction management gives her a thorough understanding of design and construction. She can contribute value engineering services that enhance the project's design and positively affect the budget and schedule.

PROFESSIONAL CREDENTIALS

- Master of Science, Civil Engineering, University of California, Los Angeles
- Bachelor of Science, Architecture, Azad University of Art and Architecture, Tehran, Iran
- Professional Engineer in California #77729
- Envision Sustainability Professional

Relevant Experience

- **City of Monterey Park, Potrero Grande Intersection Safety Improvements, Monterey Park, CA** – Project Manager
- **Mindanao Way Street Widening, Marina Del Rey, CA** – Principal in Charge
- **Caltrans, Lincoln Blvd Widening, Marina Del Rey, CA** – Principal in Charge
- **Undergrounding SCE and LADWP Overhead Lines Along Lincoln Boulevard Marina Del Rey, CA** – Principal in Charge
- **Wilshire Boulevard Widening Between Fairfax Boulevard and Ogden Drive, Los Angeles, CA** – Project Manager
- **Santa Monica Boulevard Widening Between Las Palmas and McCadden Place, Hollywood, CA** – Principal in Charge
- **Hollywood Blvd Widening Between Highway 101 Offramp and Milton Place, Hollywood, CA** – Principal in Charge
- **Figueroa Street Widening Between Venice Boulevard and Cameron Lane, Los Angeles, CA** – Project Manager
- **Figueroa Street Widening at 38th Street, Los Angeles, CA** – Project Manager
- **County Museum of Arts (LACMA), Broad Contemporary Art Museum Building, Los Angeles, CA** – Project Manager



SAUL MELGAREJO JR., PLS

CALVADA SURVEYING, INC.

Design Survey

Saul has worked in the land surveying industry since 2006, in the capacity of project manager for the Topographic/Aerial Survey Division. He has managed projects for some of the industry's largest clients. He is experienced in topographic mapping, boundary surveys, environmental compliance, analysis, and high-definition laser scanning.

As the project manager for Calvada Surveying, Inc., Saul leads and oversees the land survey team on this project. His daily responsibilities include managing project schedules and budgets, coordinating the efforts of the field survey team, and ensuring the highest standards of quality and accuracy in all survey work both in the field and the office. His role is to ensure that his projects are completed on time, within budget, and to the satisfaction of the client by managing all aspects and coordinating with other teams and vendors involved. He is also responsible for CAD team oversight, preliminary QC/QA, office and field management, technology development, project coordination, supervision, and final delivery.

PROFESSIONAL CREDENTIALS

- Bachelor of Science, Civil Engineering, Geospatial Emphasis,
- California State Polytechnic University, Pomona – 2008
- Professional Land Surveyor, State of California, PLS No. 9807
- American Council of Engineering Companies (ACEC) Member
- California Land Surveyors Association (CLSA) Member

Relevant Experience

- **City of Los Angeles, LA City Sidewalk Improvements (40 intersections) - ADA Ramps, Los Angeles, CA** – Project Manager
- **Orange County Sanitation District, FE 18-13 Redhill Relief Sewer, Santa Ana, CA** – Project Manager
- **Golden State Water Company, Clearview Reservoir and Pump Station Replacement, Tustin, CA** – Project Manager
- **Irvine Ranch Water District, Siphon Improvements Phase II, Irvine, CA** – Project Manager
- **City of Anaheim, Knollwood Circle Sewer Improvement Project, Anaheim, CA** – Project Manager
- **City of Anaheim, Survey of Alley East of Anaheim Boulevard: Wilhelmina Street to Alberta Street, Anaheim, CA** – Project Manager
- **City of San Juan Capistrano, Topographic Survey of Public Right-of-Way, San Juan Capistrano, CA** – Project Manager
- **San Bernardino County, San Manuel Water Line and Tank Project, San Bernardino County, CA** – Project Manager

7. References

We are proud of our working relationships with our clients, and much of our success over the last 58 years is directly related to our efforts to provide consistent, high-quality, and timely services. The following is a list of references that received similar services from Kimley-Horn. We invite you to contact our clients directly for comment on the quality of Kimley-Horn's services.

City of West Covina

Preliminary Engineering Services (PE) Phase Services, HSIP Cycle 10 Improvements

Kimley-Horn was selected by the City of West Covina to provide design services for multiple traffic signals across the city. Preparation for this project included coordinating with local utility companies to obtain record base maps of utility lines in the area. Our team coordinated with utility companies until the start of construction to facilitate adjustment and facility relocation. During the preliminary engineering phase, Kimley-Horn reviewed all available right-of-way maps, assessor parcel maps, easement information, as-built improvement plans, utility information, and survey information. Our team also conducted field investigations at each intersection location and prepared preliminary engineering plans to show tentative traffic signal improvements. Following City review and comments, our team prepared 60%, 90%, and 100% complete PS&E construction documents to submit to the City for review. Once the project moved into the bidding phase, Kimley-Horn assisted the City staff with answering pre-bid questions and preparing responses to requests for information. Our team is also assisting with coordination and support during the construction stages of the project. Finally, we will prepare updated traffic signal timing sheets for the intersections covered in the project and record drawing as-builts following completion of construction.

Client Contact: Okan Demirci, PE
Email Address: okan.demirci@transtech.org
Address: 1444 Garvey Avenue South, West Covina, CA 91790
Telephone Number: 714.319.6137

City of Santa Clarita

Copper Hill Drive Traffic Signal and Interconnect

Kimley-Horn completed design work for the City of Santa Clarita for the intersection of Copper Hill Drive at Deer Springs Drive as well as a traffic signal interconnect system that allows for traffic signal coordination along Copper Hill Drive. Following a preliminary investigation, our team set out to prepare the design plan submittals for this project. Plans were developed to utilize as-built street improvements, striping, and traffic signal plans provided by the City and supplemented with findings from a detailed field review. Our staff coordinated with local utility companies during the design phase to identify design controls and considerations for plan preparation and approvals. The traffic signing/striping and traffic signal and interconnect plans were prepared with right-of-way, roadway features, and traffic control devices relevant to the design clearly identified. Throughout the design process, plans at the 30%, 60%, 90% and 100% stages were submitted to the City for review and approval. Once plans were prepared and approved, Kimley-Horn prepared an Opinion of Probably Construction Estimate (OPCE) and technical provisions per Green Book and supplemented with the Caltrans Standard Specifications. Construction specifications were prepared to the specific project and in line with the City format. Finally, the Kimley-Horn team prepared an itemized construction bid schedule and OPCE.

Client Contact: Cesar Romo
Email Address: cromo@santa-clarita.com
Address: 23920 Valencia Boulevard, Suite 300, Valencia, CA 91355
Telephone Number: 661.286.4002

CITRUS STREET AND CAMERON AVENUE
Traffic Signal Design

City of Culver City

MOVE Culver City 2023

Kimley-Horn is currently working with the City of Culver City to revise the original MOVE Culver City design. This project will extend the eastern terminus of the original corridor from Washington Boulevard/La Cienega Avenue to Washington Boulevard/Fairfax Avenue. In addition, our team is preparing designs to include Class II or Class IV bike lanes on Adams Boulevard between Washington Boulevard/Fairfax Avenue. Kimley-Horn staff conducted an initial field visit and prepared a conceptual cross sections technical memorandum based on the observations made during the visit. After confirming the preferred cross sections for each project segment, our team prepared conceptual striping plans for each segment. Striping plans were prepared according to City and Caltrans standards and MOVE Culver City Design Guidelines. Following approval of the conceptual plans, Kimley-Horn will prepare all final plans and an opinion of probable construction cost for signing and striping and traffic signal modifications.

- **Client Contact:** Andrew Maximous, Mobility and Traffic Engineering Manager
- **Address:** 9770 Culver Boulevard, Culver City, CA 90232
- **Email Address:** andrew.maximous@culvercity.org
- **Telephone Number:** 310.253.5628

City of Monterey Park

Design Engineering Services for Various Signalized Intersections Along Garfield Avenue HSIP Cycle 9

Nine intersections along Garfield Avenue underwent improvements through HSIP Cycle 9 funding. Kimley-Horn worked with the City to upgrade vehicle signal heads and install retroreflective borders on backplates and countdown pedestrian heads. The team coordinated with Caltrans to submit all necessary documentation, such as LAPM forms, environmental categorical exemption documents, right-of-way forms, and request for authorization for construction.

Potrero Grande Intersection Safety Improvements

Kimley-Horn is currently working with the City of Monterey Park to implement safety improvements at the intersections of Potrero Grande Drive at Market Place Drive/Saturn Street and Markland Drive. Improvements for Potrero Grande Drive at Market Place Drive/Saturn Street include designing the East approach to accommodate a dual westbound left-turn lane to increase vehicle capacity. Potrero Grande Drive at Markland Drive will include redesigning the intersection to allow for truck turning radii. For both intersections, weekday and Saturday peak hour turning movement counts were collected and a Synchro network for several scenarios was prepared and presented to the City in a technical memorandum.

- **Client Contact:** Ziad Mazboudi
- **Address:** 320 West Newmark Avenue, Monterey Park, CA 91754
- **Email Address:** zmazboudi@montereypark.ca.gov
- **Telephone Number:** 626.307.1330

Appendix

Required Forms and Attachments

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

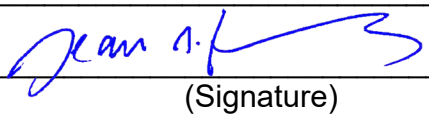
The undersigned declares:
I am the Senior Vice President of Kimley-Horn and Associates, Inc., the party making the foregoing bid.

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 April 3, 2025 [date], at Los Angeles, CA [city, state].

Firm Kimley-Horn and Associates, Inc.



(Signature)

Jean B. Fares, PE, Senior Vice President
(Print Name & Title)

Street 660 S. Figueroa St., Suite. 2050

City Los Angeles State CA Zip 90017

SUBCONTRACTOR CAMPAIGN CONTRIBUTION ACKNOWLEDGMENT FORM

Proposer [or Consultant] is required to identify any known subcontractor who will provide goods or services with an anticipated or actual value of $15,000 or more in connection with any contract which may be awarded pursuant to this Request for Proposal if the proposed contract with the Proposer [or Consultant] has an anticipated or actual value of $30,000 or more**.**

By my signature below, I certify that as a subcontractor I reviewed and am in compliance with West Covina Municipal Code section 2-405.1(c), in reference to campaign contributions to any individual holding City elective office, and that I will comply with Section 2-405.1(c) at all times while providing services as a subcontractor.

CONTRACTOR:

Company: Kimley-Horn and Associates, Inc.

By: Jean B. Fares, PE

Title: Senior Vice President

Date: April 3, 2025

SUBCONTRACTOR:

Company: Calvada Surveying, Inc.

By: Armando DuPont, PLS 7780

Title: President

Date: March 26, 2025

SAM.GOV®

KIMLEY-HORN AND ASSOCIATES INC

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
V8PKGG6NLKV6	**0BPM5**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Feb 7, 2025**	
Physical Address	Mailing Address	
421 Fayetteville ST **STE 600** **Raleigh, North Carolina 27601-1777** **United States**	**421 Fayetteville ST STE 600** **Raleigh, North Carolina 27601-1777** **United States**	

Business Information

Doing Business as	Division Name	Division Number
(blank)	**(blank)**	**(blank)**
Congressional District	State / Country of Incorporation	URL
North Carolina 02	**North Carolina / United States**	**https://www.kimley-horn.com**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Feb 12, 2024	**Feb 8, 2024**	**May 29, 2001**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Feb 10, 1967	**Dec 31**

Immediate Owner

CAGE	Legal Business Name
7F8U4	**APHC, INC**

Highest Level Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Selected

Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

No

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than $10,000,000?

Not Selected

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than $5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than $5,000 or reimbursement, restitution, or damages greater than $100,000, or other acknowledgment of fault?

Not Selected

Last updated by Margie Lambrakis on Feb 08, 2024 at 03:22 PM *KIMLEY-HORN AND ASSOCIATES INC*

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure
Corporate Entity (Not Tax Exempt)

Entity Type
Business or Organization

Organization Factors
(blank)

Profit Structure
For Profit Organization

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments
No

Debt Subject To Offset
No

EFT Indicator
0000

CAGE Code
0BPM5

Electronic Funds Transfer

Account Type
Checking

Routing Number
*********48**

Lock Box Number
(blank)

Financial Institution
WELLS FARGO BANK, NA

Account Number
*********54**

Automated Clearing House

Phone (U.S.)
7044446058

Email
(blank)

Phone (non-U.S.)
(blank)

Fax
(blank)

Remittance Address

KIMLEY-HORN AND ASSOCIATES, INC.
P.O. Box 932514
Atlanta, Georgia 31193
United States

Taxpayer Information

EIN
*******5615**

Type of Tax
Applicable Federal Tax

Taxpayer Name
KIMLEY-HORN AND ASSOCIATES INC

Tax Year (Most Recent Tax Year)
2019

Name/Title of Individual Executing Consent
Senior Vice President

TIN Consent Date
Feb 8, 2024

Address
421 Fayetteville ST STE 600
Raleigh, North Carolina 27601

Signature
RICHARD N COOK

Points of Contact

Accounts Receivable POC

JON COFFMAN
JON.COFFMAN@KIMLEY-HORN.COM
9196772000

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Electronic Business

LINDSEY BALLTZGLIER, CONTROLLER
LINDSEY.BALLTZGLIER@KIMLEY-HORN.COM
9196772000

421 Fayetteville ST
Suite 600
Raleigh, North Carolina 27601
United States

TRAVIS CRISSMAN, GRANT WRITER
TRAVIS.CRISSMAN@KIMLEY-HORN.COM
9842753576

421 Fayetteville Street
Suite 600
Raleigh, North Carolina 27601
United States

Government Business

TOM SAURO
TOM.SAURO@KIMLEY-HORN.COM
7036741300

11400 Commerce Park Drive
Suite 400
Reston, Virginia 20191
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	**541330**	**Engineering Services**
	236220	**Commercial And Institutional Building Construction**
	541320	**Landscape Architectural Services**
	541380	**Testing Laboratories And Services**
	541420	**Industrial Design Services**
	541611	**Administrative Management And General Management Consulting Services**
	541620	**Environmental Consulting Services**
	541715	**Research And Development In The Physical, Engineering, And Life Sciences (Except Nanotechnology And Biotechnology)**
	541990	**All Other Professional, Scientific, And Technical Services**
	562910	**Remediation Services**

Product and Service Codes

PSC	PSC Name
R425	**Support- Professional: Engineering/Technical**

Size Metrics

IGT Size Metrics

Annual Revenue (from all IGTs)
(blank)

Worldwide

Annual Receipts (in accordance with 13 CFR 121)
$2,448,662,523.00

Number of Employees (in accordance with 13 CFR 121)
7469

Location

Annual Receipts (in accordance with 13 CFR 121)
(blank)

Number of Employees (in accordance with 13 CFR 121)
(blank)

Industry-Specific

Barrels Capacity
(blank)

Megawatt Hours
(blank)

Total Assets
(blank)

Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Feb 12, 2024 03:09:36 PM GMT
https://sam.gov/entity/V8PKGG6NLKV6/coreData?status=null

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Last updated by Margie Lambrakis on Feb 08, 2024 at 03:22 PM *KIMLEY-HORN AND ASSOCIATES INC*

Disaster Response

This entity does not appear in the disaster response registry.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/20/2025

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 Edgewood Partners Insurance Agency 3780 Mansell Rd. Suite 370 Alpharetta GA 30022	**CONTACT NAME:** Jerry Noyola **PHONE (A/C, No, Ext):** 7702207699 **FAX (A/C, No):** **E-MAIL ADDRESS:** greylingcerts@greyling.com
INSURED KIMLASS Kimley-Horn and Associates, Inc. 421 Fayetteville Street, Suite 600 Raleigh, NC 27601	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** National Union Fire Ins Co of Pittsburg — 19445 **INSURER B :** Allied World Assurance Co (U.S.) Inc. — 19489 **INSURER C :** New Hampshire Insurance Company — 23841 **INSURER D :** Lloyd's of London — 85202 **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 370182796 **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 Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [X] LOC [ ] OTHER:			GL5268169	4/1/2025	4/1/2026	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 $ 25,000 $ 2,000,000 $ 4,000,000 $ 4,000,000 $
A A	**AUTOMOBILE LIABILITY** X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			CA4489663 CA2970071	4/1/2025 4/1/2025	4/1/2026 4/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 2,000,000 $ $ $ $
B	X **UMBRELLA LIAB** [X] OCCUR X **EXCESS LIAB** [ ] CLAIMS-MADE DED [X] RETENTION $ 10,000			03127930	4/1/2025	4/1/2026	EACH OCCURRENCE AGGREGATE $	$ 5,000,000 $ 5,000,000 $
C C	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC067961230 WC013711885	4/1/2025 4/1/2025	4/1/2026 4/1/2026	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 2,000,000 $ 2,000,000 $ 2,000,000
D	Professional Liability			B0146LDUSA2504949	4/1/2025	4/1/2026	Per Claim 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

CERTIFICATE HOLDER

Sample Certificate

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

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Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Kimley-Horn and Associates, Inc.

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☑ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) _____

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

5 Address (number, street, and apt. or suite no.). See instructions.

421 Fayetteville Street, Suite 600

Requester's name and address (optional)

6 City, state, and ZIP code

Raleigh, NC 27601

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

___ – ___ – ____

or

Employer identification number

5 6 – 0 8 8 5 6 1 5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person _____ Date 1/1/2025

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Cat. No. 10231X Form **W-9** (Rev. 3-2024)



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Contact:

Jean Fares, PE

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Los Angeles, CA 90017

www.kimley-horn.com

Kimley»Horn

PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF WEST COVINA AND KIMLEY-HORN AND ASSOCIATES, INC. FOR DESIGN SERVICES FOR CITRUS STREET AND CAMERON AVENUE TRAFFIC SIGNAL

THIS PROFESSIONAL SERVICES AGREEMENT is made and entered into as of June 17, 2025 ("Effective Date"), by and between the CITY OF WEST COVINA, a municipal corporation ("City"), and KIMLEY-HORN AND ASSOCIATES, INC., a North Carolina corporation ("Consultant").

RECITALS

A. City proposes to utilize the services of Consultant as an independent contractor to City to provide design services for the traffic signal at the intersection of Citrus Street and Cameron Avenue, as more fully described herein; and

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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 Exhibit "A" 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 dated March 13, 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 Consultant's Proposal, attached hereto as Exhibit "A" and incorporated herein, including optional tasks O.1 and O.2.

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. 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 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.

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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, 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 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. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit A (the "Fee Schedule"). Consultant's total compensation shall not exceed One Hundred Twenty-Two Thousand Three Hundred Forty-Three Dollars ($122,343.00).

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in Consultant's Proposal unless the City Manager, prior to Consultant performing the additional services, approves such additional services in writing, memorialized in an amendment to this Agreement. Any additional services shall be charged at Consultant's standard hourly rates as detailed in the Fee Schedule. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

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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. Consultant shall complete Tasks 1-4 of the Scope of Services within seven (7) months from receipt of the City's notice to proceed, unless a later date is agreed upon by 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 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 Consultant is encountered, a time extension may be mutually agreed upon in writing by the City and Consultant. 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 A 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 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 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.

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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 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 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 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, Consultant certifies as follows:

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

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Consultant shall also comply with Section 3800 of the 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 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 years after completion of the services required by this Agreement.

If 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 Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

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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 Consultant pursuant to its contract with the City; products and completed operations of Consultant; premises owned, occupied or used by Consultant; automobiles owned, leased, hired, or borrowed by 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: 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: 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 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.

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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 Adrian Anderson, who shall coordinate directly with City. 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.

IF TO CONSULTANT:	IF TO CITY:
Kimley-Horn and Associates, Inc. 660 S. Figueroa St., Ste. 2050 Los Angeles, CA 90017 Tel: (213) 261-4040 Email: jean.fares@kimley-horn.com Attn: Jean Fares	City of West Covina 1444 West Garvey Ave. South West Covina, CA 91790 Tel: (626) 939-8733 Email: rortega@westcovina.org 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.

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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 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 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 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 Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, 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 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 Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, recklessness, or willful misconduct of 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 Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, 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 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

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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 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

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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.

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

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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.

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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.

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: _____
Milan Mrakich
Acting City Manager

CONSULTANT

_____ Date: _____
Jean Fares
Senior Vice 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

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: June 17, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF AGREEMENT WITH KIMLEY-HORN AND ASSOCIATES, INC. FOR PRELIMINARY ENGINEERING PHASE SERVICES FOR SAFE ROUTES TO SCHOOL & PEDESTRIAN SAFETY PROJECT - PROJECT NO. ATPL05259(032)**

RECOMMENDATION:

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

1. Award Request for Proposals (RFP) No. 2025-04 for Preliminary Engineering Phase Services for the Safe Routes to School & Pedestrian Safety Project to Kimley-Horn and Associates, Inc.; and
2. Authorize the Acting City Manager to negotiate and execute a Professional Services Agreement with Kimley-Horn and Associates, Inc., in an amount not to exceed $183,611.37, in such final form as approved by the City Attorney.

BACKGROUND:

The Active Transportation Program (ATP) is a competitive statewide program created to encourage increased use of active modes of transportation, such as biking and walking. On June 15, 2022, the City's Engineering consultant, Transtech Engineers, Inc. ("Transtech"), submitted an application for the ATP Cycle 6 grant. The project consists of citywide pedestrian improvements at signalized intersections and uncontrolled crossings near schools and major destinations. The grant application applied for improvements at 21 locations adjacent to schools, parks, employment centers, shopping, transit stops, and high pedestrian activity centers within the City of West Covina. The following is a list of all 21 locations:

1. Willow Avenue
2. Merced Avenue southeast of Orange Avenue
3. Badillo Street at David Court and Orange Avenue
4. Puente Avenue and Nora Avenue
5. Sunset Avenue and Rowland Avenue
6. Glendora Avenue southwest of Christopher Street
7. Cameron Avenue and Pima Avenue
8. Merced Avenue and Butterfield Road
9. Rowland Avenue and Neil Street
10. Workman Avenue and Phillips Avenue
11. Vine Avenue and Glenn Alan Avenue
12. Barranca Street and Sunset Hill Drive
13. Merced Elementary School

14. Orangewood Elementary School and Edgewood Middle School
15. Workman Avenue Elementary School
16. California Elementary School
17. Cameron Avenue and Toluca Avenue
18. Wescove Elementary School
19. Walnut Grove Improvements
20. Merlinda Elementary School
21. Coronado High School

On January 20, 2023, the City was notified by Metro that the City's grant application was recommended for full funding as part of ATP Cycle 6 Grant.

On December 30, 2024, the City received a funding allocation letter from the Department of Transportation Division of Local Assistance notifying the City that it had been allocated funding to proceed with the Plans, Specifications, and Estimates (PS&E) of the ATP Cycle 6 Grant Project.

DISCUSSION:

On March 13, 2025, City staff issued a Request for Proposals (RFP) for Preliminary Engineering (PE) Phase Services for the Safe Routes to School & Pedestrian Safety Project. The goal of the RFP was to obtain construction-ready plans to support the upcoming pedestrian improvements as part of the Safe Routes to School grant. The scope of work outlined in the RFP includes providing a complete PS&E (plans, specifications and estimates).

The RFP closed on April 13, 2025 and the City received the following four (4) proposals:

Design Firm
General Technologies and Solutions
Kimley-Horn and Associates Inc.
TKE Engineering, Inc.
Valued Engineering, Inc.

The process of selecting the most qualified firm to prepare the Safe Routes to School & Pedestrian Safety Project 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 in the table below. The review panel of City staff included the Deputy Community Development Director, the Deputy Public Works Director and CIP Project Manager.

Evaluation Criteria	Max Points
Completeness of the Proposals and compliance with the required RFP format.	10
Project understanding, scope and approach to develop the project efficiently.	25
Experience and qualifications of key staff.	25
Similar project experience, including familiarity with State and Federal procedures	25
Effectiveness of Project Schedule showing how the proposer will be able to complete the design within the required time 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
General Technologies and Solutions	86.00
Kimley-Horn and Associates, Inc.	96.00
TKE Engineering, Inc.	85.33
Valued Engineering, Inc.	73.33

Based on the average scores rated by the review panel, staff recommends that the City Council approve a Professional Services Agreement (PSA) for the Safe Routes to School & Pedestrian Safety Project to Kimley-Horn and Associates, Inc. in an amount not to exceed $183,611.37 and authorize the Acting 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 late 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 Manager
Additional Approval: Roxanne E. Lerma, Assistant City Manager

---

Fiscal Impact

FISCAL IMPACT:

The project will be funded through Active Transportation Program (ATP) Cycle 6 grant - Project C23027, Pedestrian & Vehicle Safety Imp. The total funds programmed for the requested Preliminary Engineering Services (Design Phase) through ATP Cycle 6 is $190,000. There is sufficient funding in Fund 237 SB1 Funds. 237.503.80.85.00.00.72.72000.

Attachments

Attachment No.1 - Kimley-Horn and Associates, Inc. Proposal

Attachment No. 2 - Kimley-Horn and Associates, Inc. Fee Proposal

Attachment No. 3 - Draft Professional Services Agreement

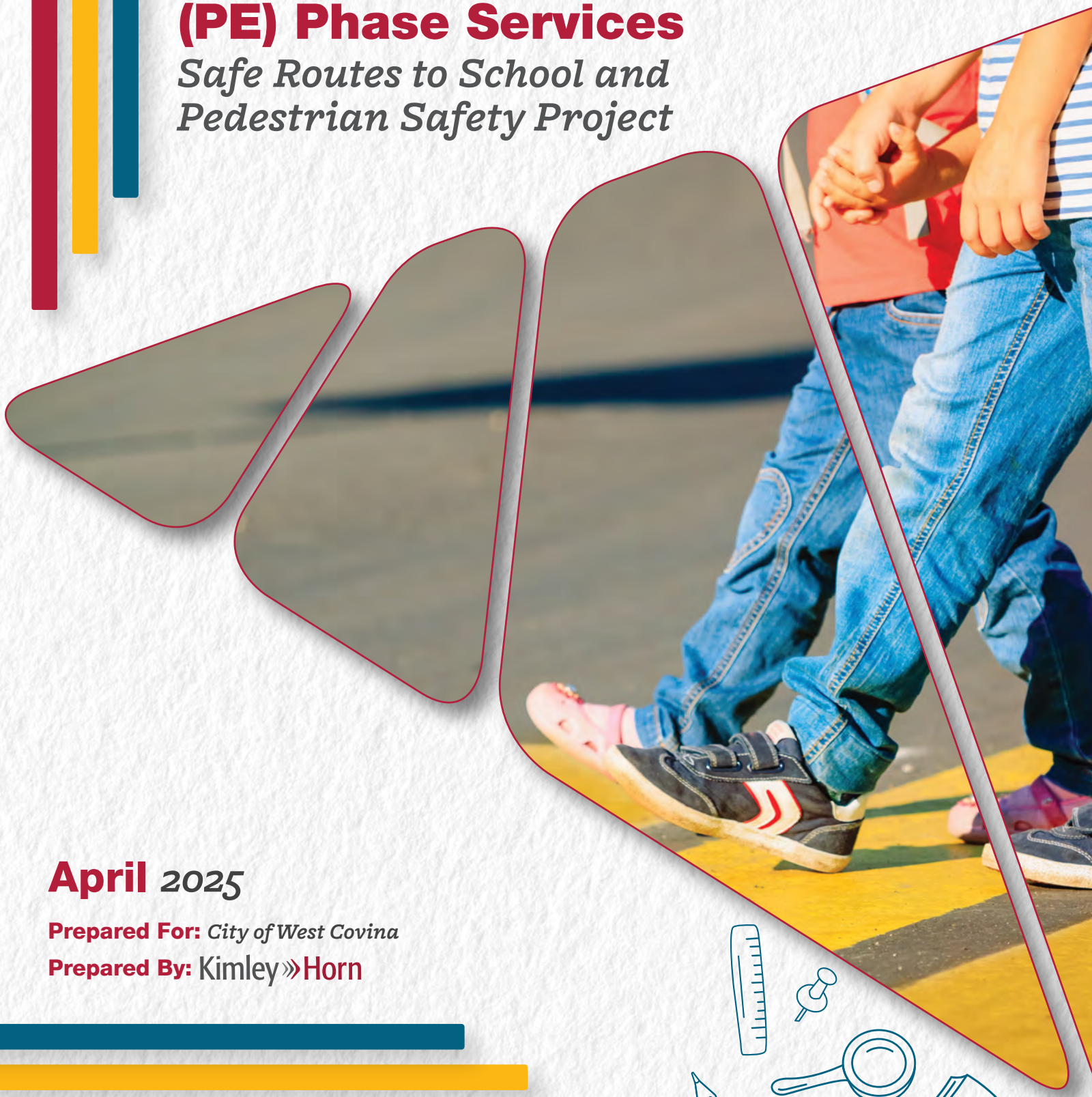
CITY COUNCIL GOALS & OBJECTIVES: A Creative and Active Community
A Well-Planned Community

ATTACHMENT NO.1

Proposal | 2025-04 | ATPL-5259(032)

Preliminary Engineering (PE) Phase Services

Safe Routes to School and Pedestrian Safety Project



April *2025*

Prepared For: *City of West Covina*

Prepared By: Kimley»Horn

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Cover Letter



Cover Letter

April 3, 2025

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

Kimley-Horn
660 South Figueroa Street, Suite 2050
Los Angeles, CA 90017
TEL 213 261 4040

Re: Proposal for the Preliminary Engineering (PE) Phase Services, Safe Routes to School and Pedestrian Safety Project, RFP #2025-04

Dear Ms. Hernandez and Members of the Selection Committee:

The City of West Covina is at the forefront of Safe Routes to School (SRTS) initiatives in the county and this SRTS and Pedestrian Safety Project is another important step toward achieving your goal of providing safe, multimodal transportation alternatives throughout your flourishing community. As an industry leader in safety, Kimley-Horn shares your commitment to creating safe and convenient opportunities for students and parents to bike or walk to school. Our team specializes in delivering innovative SRTS solutions tailored to the unique needs of the diverse communities we serve. We are excited about this opportunity to develop an SRTS and Pedestrian Safety Project to deliver pedestrian safety improvements at signalized intersections and uncontrolled crossings near schools and various, major destinations. **With Kimley-Horn, you will get the experience and background knowledge required to develop design documents specifically for school facilities.** Our team brings the demonstrated experience to develop a plan that is tailored to the local protocols, needs, and issues, while maintaining compliance with state and federal regulations.

As you review our proposal, please consider the benefits and strengths our team offers the City in order to deliver a successful project:

Unparalleled Knowledge Of SRTS

Kimley-Horn is committed to supporting local agencies to improve the safety of their transportation systems. Our team is well-versed in traffic safety planning and engineering as well as bicycle and pedestrian facility planning, safety, and design. We have completed SRTS, local road safety plans (LRSPs) and systemic safety analysis reports (SSARs), roadway safety audits (RSAs), Bicycle and/or Pedestrian Safety Action Plans (BSAPs/PSAPs), Strategic Highway Safety Plan (SHSP) projects, Safety Management Plans (SMPs), data collection and crash analysis, and design of safety countermeasures throughout the country. In recent years, our team has helped multiple agencies with SRTS improvements, including pulling together a comprehensive SRTS Master Plan for the City of Lancaster which covered 28 elementary and middle schools. Post the adoption of the plan, our team supported the City of Lancaster in identifying and successfully applying for multiple grants that help fund the projects identified in the plan. Our extensive local project experience includes SSARs and LRSPs for the City and the Cities of Anaheim, Riverside, Corona, Menifee, Eastvale, Perris, Ventura, Palm Desert, La Quinta, San Clemente, Seal Beach, Artesia, Santa Clarita, Lancaster, Goleta, Santa Cruz, and Sunnyvale as well as Imperial and Ventura counties. ***With Kimley-Horn, you get a plan that is feasible and will provide a road map for the City and set the groundwork to implement actions/ projects over the next decade.***

Extensive Experience with State and Federally Funded Projects

Our team provides tailored solutions to secure and manage funding effectively. Kimley-Horn provides funding administration services to make sure the City is in full compliance with any regulations and requirements. Our project manager **Jean Fares, PE** will serve as the City's primary contact, bringing 35+ years of experience leading transportation planning and engineering projects. His experience with enhancing safety measures on state and federally funded transportation projects throughout multiple municipalities in California has translated to developing clear construction documents in line with funding requirements. In addition to our in-house staff, our team includes two subconsultants with whom we have partnered successfully throughout California: **Avant-Garde** (Caltrans Grant Administration) and, if requested, **Calvada Surveying** (Survey Services). ***With Kimley-Horn, you get a comprehensive team that has established relationships—translating into streamlined coordination and effective communication and facilitating a project completed on time and within funding guidelines.***

Familiarity with Caltrans

Kimley-Horn has provided more than 200 services to Caltrans for over 25+ years. Our team seeks to extend this timeline by providing the City with a team of highly experienced and proven engineers who have a vested interest in contributing to the needs of the community. Our team has performed **more than 135+ projects** requiring coordination with Caltrans, and we will be able to apply that experience to your projects—helping to ensure an efficient and successful process. ***With Kimley-Horn, you'll be working with a team that knows what works and what doesn't, which helps result in successful project outcomes.***

We are committed to providing you with the highest level of professional services and are excited for the opportunity to further enhance the City's transportation safety. Our team will support you from our local Los Angeles office—located less than 20 miles from the City—to provide the highest quality and responsive service. Should you have any questions about our proposal or require any additional information, please do not hesitate to contact me at the address listed on the following page or via my phone or email listed below.

Sincerely,

KIMLEY-HORN



Jean Fares, PE | Project Manager/Point of Contact

Senior Vice President

213 354 9402 | jean.fares@kimley-horn.com

**Jean Fares is an authorized representative of the firm and is authorized to make legally binding commitments and negotiate the contract on behalf of Kimley-Horn.*

As requested by the RFP, we have uploaded the fee schedule as a separate document.

As requested by the RFP, we have a minimum of three similar projects within the last three years. You can references these projects on *pages 38-40*

Kimley-Horn has no outstanding or pending complaints as deteremined through the Better Business Bureau or State of California Department of Consumer Affiars.

Kimley-Horn affirms that we have the administrative and fiscal capability to provide and manage the proposed services.

Section 1.

Approach and Scope of Work



Section 1. Approach and Scope of Services

Project Understanding

The City was awarded state funding through the Metropolitan Planning Organization (MPO) Component of the Active Transportation Program (ATP) Cycle 6 for pedestrian facilities updates at 21 locations Citywide along corridors leading to schools, parks, and other public facilities. The project will impact 5,600 students and promote walking in the community.

The vicinity map shown on page 11 shows the 21 project locations. The table on pages 12-14 shows the breakdown of these locations into its parts.

Kimley-Horn has partnered with **Avant-Garde**, who we've worked with on over 20 state- and federally-funded projects and have successfully navigated the environmental, right-of-way (ROW), and construction allocation documents necessary by funding requirements.

The ATP grant provides funding to widen the existing sidewalk by four feet along the east side of Salt Lake Avenue to provide Americans with Disabilities (ADA)-compliant pedestrian facilities along the Salt Lake Avenue Corridor. The grant provides funds for curb extensions to reduce pedestrian crossing distance and improve crossing angles at existing skewed intersections, ADA curb ramps, high visibility crosswalks at intersections, pedestrian lighting to increase safety at night, appropriate signing and striping, benches for pedestrians to rest, trash receptacles, and trees to provide canopies and shade. The improvements for the project will be consistent with the approved construction items per the ATP grant.

The ATP grant is 100% state funded, simplifying the environmental process and certifications required to prepare the project for construction.

Kimley-Horn conducted a field visit on March 30th, 2025 to the intersection to better understand the existing conditions and to document potential challenges and opportunities. We have highlighted the following locations with thee different scenarios:

1

Location 1A: Willow Avenue and Alwood Street—
Stop Controlled Intersection Improvements

2

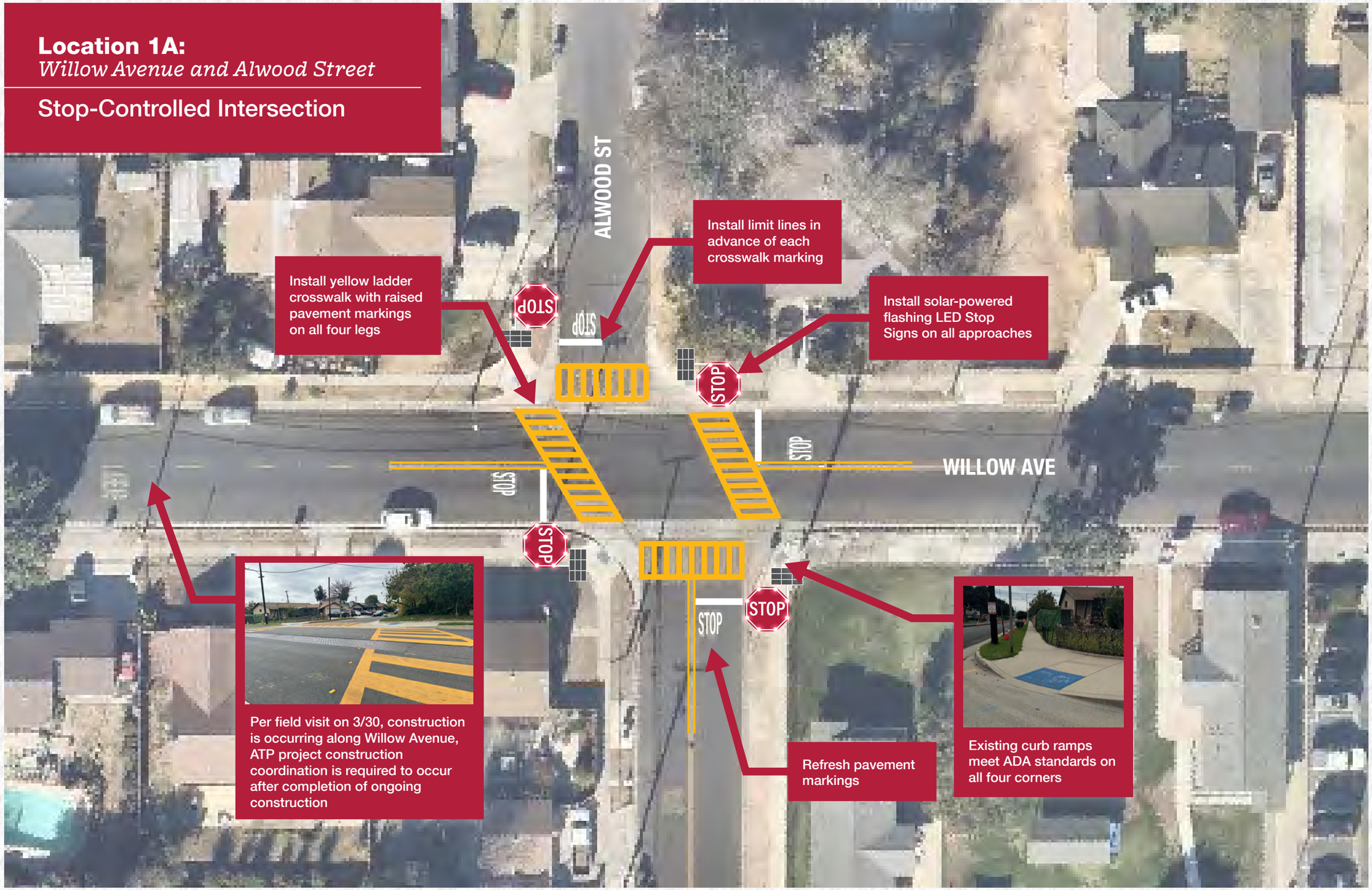
Location 3B: Badillo Street and Orange Avenue—
Signalized Intersection Improvements

3

Location 6: Glendora Avenue southwest of Christopher Street—
Unsignalized Along Major Street Improvements

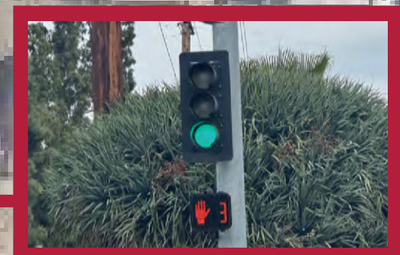
Location 1A:
Willow Avenue and Alwood Street

Stop-Controlled Intersection



Location 3B:
Badillo Avenue and Orange Avenue

Signalized Intersection



Per field visit on 3/30, all pedestrian heads at this intersection are all McCain-brand countdown pedestrian heads

Install white ladder crosswalk with raised pavement markings on all four legs

Install limit lines in advance of each crosswalk marking

Refresh pavement markings



Install audible pedestrian push button system. Existing push buttons are non-audible



Existing curb ramps meet ADA standards on all four corners

Location 6:
Glendora Avenue Southwest of Christopher Street

Unsignalized Along Major Street



No existing curb ramp in this location

Install yellow ladder crosswalk with raised pavement markings

Install yield here to pedestrians sign

Refresh pavement markings

Install limit lines in advance of each crosswalk marking

Install yellow ladder crosswalk with raised pavement markings

Install advanced yield line

Install CAMUTCD compliant signs

Install solar-powered RRFB with audible pedestrian push button on existing luminaire

Install solar-powered RRFB with audible pedestrian push button

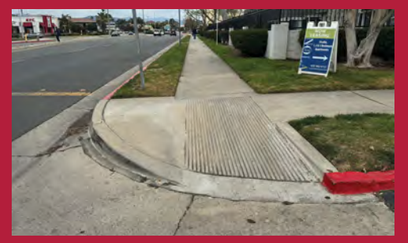


Remove non-MUTCD compliant school signs

Install solar-powered "Your Speed" sign below 25 MPH school speed limit

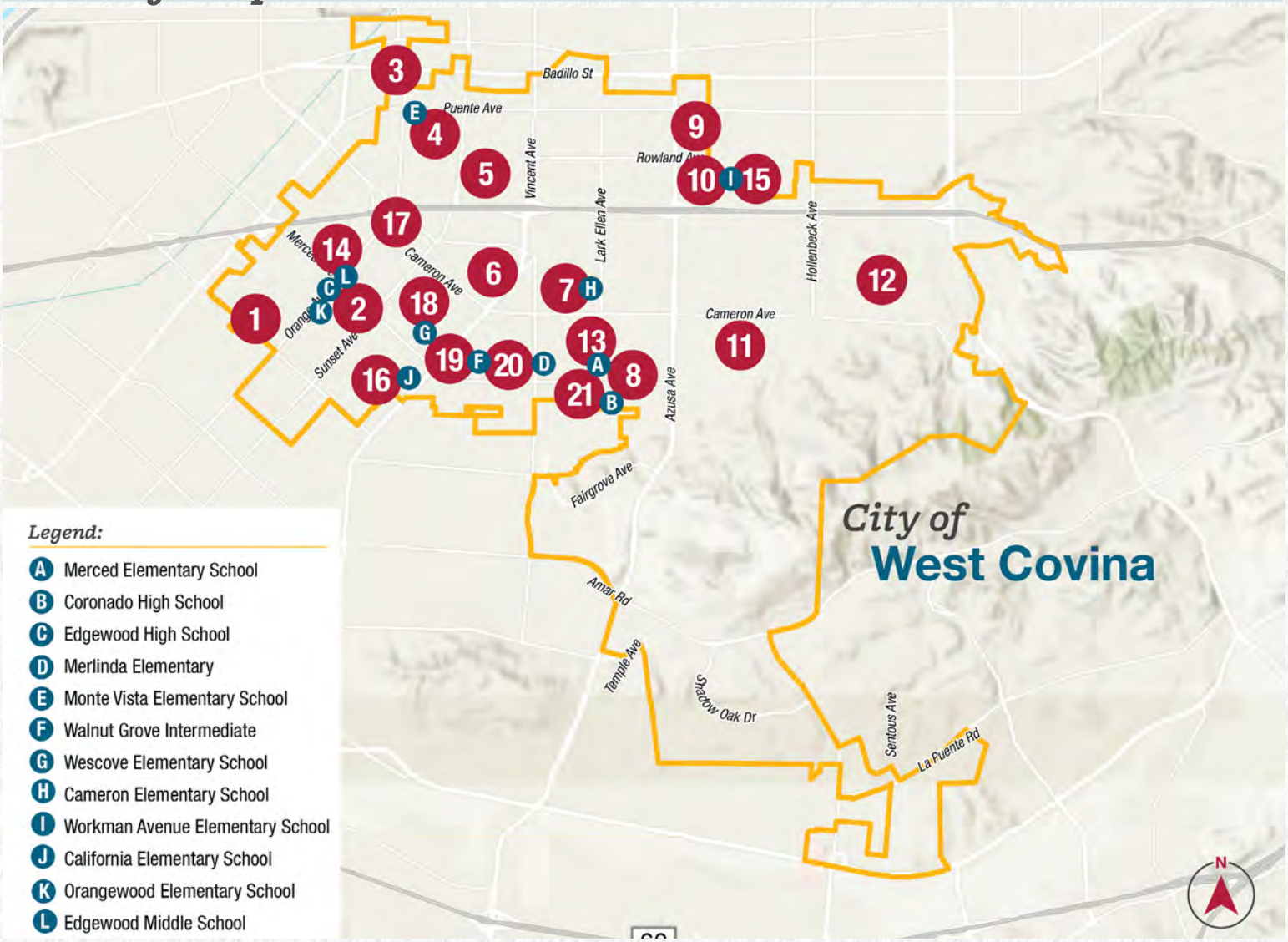


Existing flashing beacon school speed limit infrastructure will be removed



No existing curb ramp in this location

Vicinity Map



Project Locations

1. Willow Avenue Improvements
2. Merced Avenue Southeast of Orange Avenue
3. Badillo Street at David Court and Orange Avenue
4. Puente Avenue and Nora Avenue
5. Sunset Avenue and Rowland Avenue
6. Glendora Avenue Southwest of Christopher Street
7. Cameron Avenue and Pima Avenue
8. Merced Avenue and Butterfield Road
9. Rowland Avenue and Neil Street
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17. Cameron Avenue and Tuluca Avenue
18. Wescove Elementary School
19. Walnut Grove Improvements
20. Merlinda Elementary School
21. Coronado High School

Preliminary Engineering Phase (PE) Phase Services

Safe Routes to School and Pedestrian Safety Project

Summary of Improvements at each location

Location	Intersection Type	Intersection	Ladder Striped Crosswalk with Raised Pavement Markers	Advanced Yield Lines and "Yield Here to Pedestrians" Sign	"Slow School Xing" or "Slow Ped Xing" Pavement Markings	Solar-powered RRFB Installation with Pedestrian Push Button	Solar-powered "Your Speed" sign below 25 MPH school speed limit	CAMUTCD-compliant School Sign Installation	LED Stop Sign Installation and advance limit lines	Stop Sign Installation	Countdown Pedestrian Heads	Potential Ramp Installation	Notes
1—Willow Avenue Improvements	**A.** Stop Controlled	Willow Ave and Alwood Street*	✓						✓				
	B. Unsignalized Along Major Street	Willow Ave and Farlington Street	✓	✓		✓		✓					
	C. Unsignalized Along Major Street	Alwood St and Tamar Drive	✓	✓				✓					
2—Merced Avenue southeast of Orange Avenue	**A.** Signalized	Merced Ave and Orange Avenue	✓										
	B. Mid-Block	Mid-Block	✓	✓		✓		✓					
3—Badillo Street at David Court and Orange Avenue	**A.** Overhead Pedestrian Signal	Badillo Street and David Court	✓	✓	✓	✓		✓					
	B. Signalized	Badillo Street and Orange Avenue*	✓								✓		
4—Puente Avenue and Nora Avenue	Unsignalized Along Major Street	Puente Avenue and Nora Avenue	✓	✓	✓	✓	✓	✓					
5—Sunset Avenue and Rowland Avenue	Unsignalized Along Major Street	Sunset Avenue and West Rowland Avenue	✓	✓		✓	✓						
6—Glendora Avenue southwest of Christopher Street	Unsignalized Along Major Street	Mid-Block and at Christopher Street*	✓	✓		✓	✓	✓				2	
7—Cameron Avenue and Pima Street	Unsignalized Along Major Street	Mid-Block and at Dawley Avenue	✓	✓				✓					
8—Merced Avenue and Butterfield Road	Unsignalized Along Major Street	Merced Avenue and Butterfield Road	✓	✓				✓					
9—Rowland Avenue and Neil Street	Unsignalized Along Major Street	Mid-Block and at South Armel Drive	✓	✓		✓		✓					
10—Workman Avenue and Phillips Avenue	Unsignalized Along Major Street	Workman Avenue and Phillips Avenue	✓	✓		✓	✓	✓					
11—Vine Avenue and Glenn Alan Avenue	Unsignalized Along Major Street	Vine Avenue and Glenn Alan Avenue	✓	✓		✓		✓					
12—Barranca Street and Sunset Hill Drive	Unsignalized Along Major Street	Barranca Street and East Sunset Hill Drive	✓	✓		✓	✓	✓					
13—Merced Elementary School	**A.** Unsignalized Along Major Street	Vine Avenue and Glenview Road	✓	✓								2	
	B. Stop Controlled	W Merced Avenue and Lark Ellen Avenue	✓						✓				
	C. Unsignalized Along Major Street	West Merced Avenue and Butterfield Road	✓	✓									
	D. Unsignalized Along Major Street	West Merced Avenue and Glenview Road	✓										
	E. Signalized	West Merced Avenue and Azusa Avenue	✓								✓		
14—Orangewood Elementary School and Edgewood Middle School	**A.** Unsignalized Along Major Street	Orange Avenue and Glemere Street	✓	✓				✓					
	B. Stop Controleld	Orange Avenue and Yarnell Street	✓					✓					
	C. Unsignalized Along Major Street	Orange Avenue and Durness Street	✓					✓					
	D. Signalized	Orange Avenue and Merced Avenue	✓								✓		

Summary of Improvements at each location continued

Location	Intersection Type	Intersection	Ladder Striped Crosswalk with Raised Pavement Markers	Advanced Yield Lines and "Yield Here to Pedestrians" Sign	"Slow School Xing" or "Slow Ped Xing" Pavement Markings	Solar-powered RRFB Installation with Pedestrian Push Button	Solar-powered "Your Speed" sign below 25 MPH school speed limit	CAMUTCD-compliant School Sign Installation	LED Stop Sign Installation and advance limit lines	Stop Sign Installation	Countdown Pedestrian Heads	Potential Ramp Installation	Notes
15—Workman Avenue Elementary School	**A.** Signalized	Workman Avenue and Azusa Avenue	✓								✓		
	B. Signalized	Workman Avenue and Hollenbeck Avenue	✓								✓		
	Workman Ave and Phillips Ave (Repeat of location #10)												
16—California Elementary School	**A.** Signalized	Durness Street and Sunset Avenue	✓								✓		
	B. Unsignalized Along Major Street	Durness Street and Evanwood Avenue	✓									1	
	C. Unsignalized Along Major Street	Durness Street and California Avenue	✓										
	D. Unsignalized Along Major Street	California Avenue and Michelle Street	✓										
	E. Unsignalized Along Major Street	California Avenue and Bainbridge Avenue	✓										
	F. Unsignalized Along Major Street	Bainbridge Avenue and Sheffield Avenue	✓	✓		✓		✓					*
	G. Unsignalized Along Major Street	Bainbridge Avenue and Belmont Avenue	✓										
	H. Stop Controlled	Bainbridge Avenue and Broadmoor Avenue	✓	✓				✓					
17—Cameron Avenue and Toluca Avenue	Unsignalized Along Major Street	Cameron Avenue and Toluca Avenue	✓	✓	✓	✓		✓					
18—Wescove Elementary School	**A.** Stop Controlled	Vine Avenue and Evanwood Avenue	✓							✓			
	B. Unsignalized Along Major Street	Vine Avenue and Glenshaw Drive	✓	✓		✓		✓					
	C. Stop Controlled	Vine Avenue and California Avenue	✓							✓		1	
	D. Unsignalized Along Major Street	California Avenue and Vine Avenue	✓									2	
	E. Unsignalized Along Major Street	Merced Avenue and Evanwood Avenue	✓	✓		✓		✓					
	F. Signalized	Merced Avenue and California Avenue	✓								✓		
19—Walnut Grove Improvements	**A.** Signalized	Vine Avenue and Glendora Avenue	✓								✓		
	B. Stop Controlled	Vine Avenue and Walnut Avenue	✓					✓		✓			
20—Merlinda Elementary School	**A.** Signalized	Valinda Avenue and Vine Avenue	✓								✓		
	B. Unsignalized Along Major Street	Valinda Avenue and Merlinda Street	✓										
	C. Signalized	Valinda Avenue and Merced Avenue	✓								✓		

*** Double yellow centerline to be installed along Bainbridge Avenue from California Avenue to Broadmoor Avenue**

Summary of Improvements at each location continued

Location	Intersection Type	Intersection	Ladder Striped Crosswalk with Raised Pavement Markers	Advanced Yield Lines and "Yield Here to Pedestrians" Sign	"Slow School Xing" or "Slow Ped Xing" Pavement Markings	Solar-powered RRFB Installation with Pedestrian Push Button	Solar-powered "Your Speed" sign below 25 MPH school speed limit	CAMUTCD-compliant School Sign Installation	LED Stop Sign Installation and advance limit lines	Stop Sign Installation	Countdown Pedestrian Heads	Potential Ramp Installation	Notes
21—Coronado High School	**A.** Signalized	Francisquito Avenue and Lark Ellen Avenue	✓								✓		
	B. Unsignalized Along Major Street	Francisquito Avenue and Hyacinth	✓	✓			✓	✓					
	C. Unsignalized Along Major Street	Francisquito Avenue and Glenview Road	✓	✓			✓	✓					
	D. Signalized	Francisquito Avenue and Azusa Avenue	✓								✓		

Scope of Services

Our scope of services contains the following key tasks:

1. Project Management
2. Utility Coordination
3. Preliminary Engineering
4. Plans, Specifications, and Estimate (PS&E)
5. Bidding and Construction Support
6. Prepare Record Drawing (As-Built)

Task 1: Project Management

This task will consist of project coordination with the team, administration, and set up and attendance at project meetings. Kimley-Horn's administration efforts consist of initial development and maintenance of project schedule, work plan, budget, and description of services provided with monthly invoices/progress reports. We will create and maintain a detailed schedule, updating it each month.

Kimley-Horn will attend a kick-off meeting with City staff after the award of contract to conduct introductions, discuss scope of services, information needed from various City departments, overall schedule, and the implementation process. After the kick-off meeting, bi-weekly progress meetings will be scheduled as well as meetings to review the preliminary design, 60%, 90%, and 100% submittals with City staff. We anticipate up to 12 progress meetings throughout the project duration.

TASK 1 DELIVERABLES

- ✓ Attendance at project kick-off meeting
- ✓ Attendance of up to 12 bi-weekly project meetings
- ✓ Electronic copy of up to 12 meeting agendas and meeting minutes in portable document format (PDF) format
- ✓ Schedule updates at each submittal milestone (60%, 90%, 100%)

Task 2: Utility Coordination

Kimley-Horn will obtain an initial list of existing utilities within the project limits using DigAlert and City's Database. Kimley-Horn will prepare Utility "A" Letters on behalf of the City to send to utility companies within the project limits where Rectangular Rapid Flashing Beacon (RRFB), flashing LED stop signs, and solar-powered "Your Speed" signs will be installed. The Utility "A" letters will include a project description and request utility record maps to understand utilities within the project limits.

Kimley-Horn will track the date, contact person, phone number, and the documents received from utility companies in a Utility Tracking Matrix. This matrix will be updated and provided to the City to provide a status update of utility information received.

Following the 60% submittal, Kimley-Horn will prepare Utility "B" letters to reflect the proposed improvements and to verify the locations of facilities as incorporated into the utility base map. Potential conflicts will be identified, and follow-up will be conducted to resolve the conflicts or to coordinate relocation requirements. The matrix will be updated to capture this coordination.

Ahead of the final 100% submittal, the Kimley-Horn team will prepare Utility "C" letters to notify the owners and coordinate the utility contract documents in circumstances where facility adjustments and/or relocations are required. The matrix will be updated to capture utility coordination.

To document the existing utility conditions within the project area, Kimley-Horn will develop a utility base map using survey information, field inventory, record drawing information, and underground utility maps provided by utility providers following each Utility ABC Letter.

Based on our field visit and previous project experience, Kimley-Horn does not anticipate any utility relocation. It is assumed that the detailed design for new or relocated utilities will be prepared by the affected utilities, and construction of the same will be the reasonability of the affected utility.

Kimley-Horn will coordinate with utilities up to the start of construction to facilitate the adjustment and relocation of their facilities, if necessary. It is assumed that utility coordination will transfer to another responsible party at the start of construction.

It is assumed that there will be no coordination needed with Southern California Edison (SCE) to generate a service feed point for the installation of RRFB, flashing LED stop signs, and "Your Speed" signs, as they will be solar powered.

TASK 2 DELIVERABLES

- ✓ Utility A Letter; Utility B Letter; Utility C Letter in Word and PDF Format
- ✓ Utility Conflict Matrix in Excel and PDF Format

Task 3: Preliminary Engineering

Task 3.1 Environmental Analysis

Kimley-Horn will be working with **Avant-Garde** to prepare the categorical exemption (CE) documents and coordinate with the City to receive approval.

As this project is state funded, the project must meet the requirements of the California Environmental Quality Act (CEQA). Based upon our preparation of environmental documentation for similar projects and a review of the Project as presented in the RFP, the Kimley-Horn team anticipates that the project will be categorically exempt under CEQA Guidelines Section 15301—existing facilities. The notice of exemption (NOE) is a brief project description and analysis/explanation as to why CEQA Guidelines Section 15301 is appropriate, and confirm that no exceptions or unusual circumstances exist.

Our team will:

- Coordinate with Caltrans local assistance staff
- Prepare documents in accordance with Chapter 7 of the Local Assistance Procedures Manua (LAPM)
- Prepare the CE form (LAPM Exhibit 6-F) for CEQA compliance

The Kimley-Horn team will prepare the Categorical Exemption documents and coordinate with the City to receive approval. Kimley-Horn will file the NOE with the County Clerk.

TASK 3.1 DELIVERABLE

- ✓ One Draft NOE in PDF electronic Format
- ✓ One Final NOE in PDF electronic Format

Task 3.2 Records Research and Field Reviews

Kimley-Horn will obtain copies of readily available records from the City, including street plans, traffic signal plans, signing and striping plans, and other similar records that the City knowingly has in its possession.

We anticipate the project will not require any ROW acquisition or easements. Kimley-Horn will perform research and compile available and accessible ROW maps, assessor parcel maps, and easement information within the Project limits. The ROW information will be shown on the plans. Any Temporary Construction Easements will be obtained by the City from adjacent property owners, and Kimley-Horn will show them on the plans.

Kimley-Horn will conduct field investigations at the locations shown in the table on pages 12-14 up to 50 feet beyond the crosswalk striping. This will consist of taking field notes and photo-documents of existing conditions, identifying special conditions that might create conflicts and design constraints, and evaluating existing striping and signage.

TASK 3.2 DELIVERABLES

- ✓ A complete set of legible field notes on 8.5”x11” plan sheets
- ✓ Electronic Files of Photos in JPG format

Task 3.3 Preliminary Plans & Estimate

Kimley-Horn will prepare preliminary engineering design plans illustrating the anticipated footprint of improvements. This plan’s primary purpose will be to provide the basis for the development of the environmental document. It is assumed these plans will include key design features, lane widths, and limits of potential impacts. During this phase, Kimley-Horn will determine whether improvements beyond the public ROW are required.

The preliminary plans will be completed for 3 intersections: 1 at a stop controlled intersection, 1 at an uncontrolled along major street intersection, and 1 at a signalized intersection that are selected with the City. These plans will be an example for what the construction plans will look like for all locations. Kimley-Horn will determine the locations of ADA-compliant sidewalk design based on the preliminary engineering design and discussions with the City. ADA curb ramps at signalized intersections will not be upgraded to prevent impacts to signal equipment at the intersection.

This task assumes one round of revisions to the preliminary design plans based on a single round of consolidated comments.

The plans will be prepared in accordance with City of West Covina Standards, Caltrans Standard Plans, and the California Manual of Uniform Traffic Control Devices (CAMUTCD) and will be prepared at 40 scale (1" = 40') on 24" x 36", full-size sheets, using AutoCAD 2024 or later. We anticipate up to two submittals to the City.

Kimley-Horn will prepare a preliminary opinion of probable construction costs (OPCC). The preliminary OPCC will provide a high-level understanding of construction costs based on the preliminary design.

TASK 3.3 DELIVERABLES

- ✓ Draft Preliminary Engineering Plans and OPCC in PDF Format—up to three sheets
- ✓ Final Preliminary Engineering Plans and OPCC in PDF Format—up to three sheets

Task 4: PS&E

Task 4.1 Signing and Striping Plans

Kimley-Horn will prepare 60%, 90%, and 100% signing and striping plans based on the approval of Task 2 for City review and comments. The plans will show two locations per sheet as shown on table on pages 12-14.

The plans will consist of:

- Title sheet
- Signing and striping plans
  - Proposed signing and striping improvements will be as approved by the ATP Grant:
    - ✓ Ladder striped crosswalk with raised pavement markers
    - ✓ Advanced yield lines and advance limit lines
    - ✓ Pavement markings and striping
    - ✓ Solar-Powered RRFB Installation with Pedestrian Push Button
    - ✓ Solar-Powered "Your Speed" sign below 25 mile-per-hour (mph) school speed limit
    - ✓ LED Stop Sign Installation
    - ✓ CAMUTCD-compliant Signs
    - ✓ Countdown Pedestrian signal heads
    - ✓ Crossing surface improvements
    - ✓ Removing conflicting markings and signage

We anticipate the following plan sheet counts for the project:

- Title Sheet: one sheet
- Signing and Striping Plans: 26 sheets
- Estimated Total Sheets: 27 sheets

It is assumed the signalized intersections will be included in the signing and striping plans. The installation of countdown pedestrian signal heads will be shown on the signing and striping Plans. It is assumed that the cables will be reused on existing signal poles.

The Signing and Striping Plans will be prepared in accordance with City Standards, Caltrans Standard Plans, and the CAMUTCD and will be prepared at 40 scale (1" = 40') on 24" x 36" full-size sheets, using AutoCAD 2024 or later. This scope includes three submittals to the City and anticipates one round of consolidated comments each for the 60% and 90% submittals.

TASK 4.1 DELIVERABLES

- ✓ 60% Draft Signing and Striping Plans in PDF format—up to 27 Sheets
- ✓ 90% Draft Signing and Striping Plans in PDF format—up to 27 Sheets
- ✓ 100% Final Signing and Striping Plans in PDF format—up to 27 Sheets

Task 4.2 ADA Curb Ramp Detail Sheets

The ADA Curb Ramp detail sheets will include a plan detail at intersections for up to six ADA curb ramps (1"=5' Scale) at the locations decided in Task 3.3. Up to four locations will be shown on one sheet. The plan view will include station/offset/elevation callouts, line and curve tables, radii callouts, cross slopes, and dimensions.

ADA curb ramps at signalized intersections will not be upgraded to prevent impacts to signal equipment at the intersection.

Kimley-Horn will provide designs using Standard Plans for Public Works Construction (SPPWC) and ADA minimum and maximum requirements for access ramps.

The ADA Curb Ramp Detail Sheets will be prepared in accordance with City Standards, Caltrans Standard Plans, and the CAMUTCD and will be prepared at 40 scale (1"= 40') on 24" x 36" full-size sheets, using AutoCAD 2024 or later. This scope includes three submittals to the City and anticipates one round of consolidated comments each for the 60% and 90% submittals.

TASK 4.2 DELIVERABLES

- ✓ 60% Draft ADA Curb Ramp Detail Sheets in PDF format—up to two Sheets
- ✓ 90% Draft ADA Curb Ramp Detail Sheets in PDF format—up to two Sheets
- ✓ 100% Final ADA Curb Ramp Detail Sheets in PDF format—up to two Sheets

Task 4.3 OPCC

Kimley-Horn will prepare an OPCC based on the Plans. The OPCC will be presented to show the proposed bid items, unit prices, contingencies, construction cost escalation, and an overall project cost.

Clients are specifically cautioned that unit prices for construction have been and remain unpredictable and escalating and clients should include significant contingencies and engage in independent contractor pricing exercises. Kimley-Horn will exercise reasonable efforts to overcome the challenges presented by current circumstances, but Kimley-Horn will not be liable to Client for any delays, expenses, losses, or damages of any kind arising out of the volatility of construction costs and unit prices.

TASK 4.3 DELIVERABLES

- ✓ 60% Draft OPCC in PDF electronic format
- ✓ 90% Draft OPCC in PDF electronic format
- ✓ 100% Final OPCC in PDF and Microsoft Excel format

Task 4.4 Specifications

Kimley-Horn will prepare technical specifications for the 90% and 100% submittals. The special provisions will refer to the 2024 Standard Specifications for Public Works Construction (Greenbook) and be amended by the City's Standard Provisions, as necessary.

Is it assumed the City will provide any updated boiler plate language for the General Specifications.

TASK 4.4 DELIVERABLES

- ✓ Draft Specifications in .docx and PDF electronic format
- ✓ Final Specifications in .docx and PDF electronic format

Task 4.5 Right-of-Way

Kimley-Horn understands the project will be completed within the public ROW.

We will prepare and submit a Self-Certified ROW Clearance for state-funded projects. Kimley-Horn will prepare and submit the required documents per the LAPM to prepare the certification submittal for ROW.

TASK 4.5 DELIVERABLES

- ✓ Self-Certified ROW

Task 4.6 Construction Allocation

As this is a state-funded project, Caltrans LAPM forms for PS&E certification and E-76 construction authorization is not required.

Kimley-Horn will prepare and submit the Construction (CON) Allocation Request and prepare and coordinate the CON Allocation and Finance letter request for Caltrans approval.

TASK 4.6 DELIVERABLES

- ✓ CON Allocation
- ✓ Finance letter request

Task 5: Bidding and Construction Support

Task 5.1 Bidding Support

This task consists of coordination and support during the bidding phase of the project. Kimley-Horn will log questions and provide responses to Requests for Information (RFIs) during the bidding phase and prepare up to 2 project addenda.

We will respond to up to three RFIs and questions during the bidding phase.

TASK 5.1 DELIVERABLES

- ✓ Prepare up to two project addenda
- ✓ Respond to three RFIs and questions during bidding phase

Task 5.2 Construction Support

Kimley-Horn will also help coordinate and support during the construction stages of the project. Kimley-Horn will attend the pre-construction meeting and address items for the construction management team to be aware of. We will attend up to 12 construction progress meetings and anticipate up to 3 of these meetings to be in person. Kimley-Horn will be involved during construction stages by responding to RFIs, reviewing and responding to all submittals, and reviewing proposed changes by the contractor during construction. We will respond to up to 15 RFIs and 15 material submittals. Regularly scheduled construction observation is specifically excluded from this scope of services.

TASK 5.2 DELIVERABLES

- ✓ Attendance of up to 12 meetings
  - ✓ Pre-construction
  - ✓ Job Walk
  - ✓ Job-Site
- ✓ Respond up to 15 RFIs and 15 Material Submittals

Task 6: Prepare Record Drawing (As-Built)

Based on redline markups of the construction contract drawings provided by the contractor and City, Kimley-Horn will prepare record drawings that reflect the improvements constructed in the field as reported to us. Field verification of improvements by Kimley-Horn staff is specifically excluded. An electronic PDF and AutoCAD files of the record drawings will be provided to the City.

TASK 6 DELIVERABLES

- ✓ Record drawing in PDF electronic format
- ✓ AutoCAD files for all drawings

Optional Tasks

Task 0.1 Topographic Survey

Topographic Survey will be collected at the six locations decided with the City for curb ramp installation. Kimley-Horn's qualified surveying subconsultant, Calvada, will provide a design level topographic survey within the project limits to establish horizontal and vertical controls at 50-foot intervals. The survey will extend 50 feet outside of the City ROW within adjacent private parcels and 100 feet into cross streets. The survey control, survey features, and utility items to be shown are as follows:

✓ **Survey Control**

1. The vertical control will be based on the North American Vertical Datum of 1988 (NAVD 88). A local municipal or Los Angeles County Benchmark will be used.
2. The horizontal control will be based on the California State Plane Coordinate System of 1983 (NAD 83).
3. The survey will establish existing and proposed controls including centerline, street geometrics, and ROW throughout project limits.

✓ **Survey Features**

1. The survey will be prepared using aerial photography. Supplemental observations will be taken at 50-foot street cross sections of the adjacent roads and compiled with the photogrammetric data to create the final deliverable. Spot elevations will be at back of walk/sidewalks, top of curbs, flow lines, gutter edges, driveway aprons, local depressions, and ADA ramps. The survey will be prepared to provide 1-foot contour intervals.
2. Spot elevations to determine the water flow of adjacent streets and catch basins that terminate or commence offsite and flow within the project limits.
3. Location of signing and striping within the project limits.
4. Location of trees over 6 feet in height, regardless of caliper, within the project limits.

✓ **Utilities**

1. Location, elevation, size, and type of visible above ground utilities within the site.
2. Flow line invert elevations and sizes of drain inlets, sanitary sewer, and storm drain manholes adjacent to the site unless bolted down.

The Kimley-Horn team will prepare the topographic survey on full-size, 24”x36” sheets at 1”=40’ scale using AutoCAD, plotting the survey notes and electronic mapping files.

TASK 0.1 DELIVERABLES

- ✓ Topographic Survey in CAD and PDF Format

Task 0.2 Potholing

As an optional task, C-below or a City-approved qualified firm, as a subconsultant to Kimley-Horn, will pothole and document underground utilities at potential conflict locations to determine their horizontal and vertical location for clearance and connection points or conflicts for underground improvements such as gas lines and other utilities to determine the location of proposed traffic signal pole foundations. The subconsultant will pull a no-fee encroachment permit from the City, notify underground service alert, and provide standard traffic control during potholing operation. The subconsultant will provide a pothole report documenting all findings for Kimley-Horn and the West Covina’s records. This task assumes that the City will provide the subconsultant with a no-fee permit.

TASK 0.2 DELIVERABLES

- ✓ Potholing report in PDF format

Kimley-Horn Quality Control/Quality Assurance

Recognizing the importance of careful quality control, Kimley-Horn developed a QC/QA manual that every project manager is required to know and use. Our procedures will help ensure highquality services that satisfy your needs. There will be no learning curve relative to quality for our team. Our specific six-step QC/QA process for delivering project materials is shown below. This process allows us to develop quality reports, plans, specifications, and planning documents in a cost-effective manner on schedule while also giving our deliverables and our subconsultants' deliverables a thorough quality check.

- **Structure:** Each QC/QA plan includes a project manager who is responsible for the overall quality of the project, technical managers that is responsible for discipline design development, and a QC/QA manager who is responsible for verifying that the QC/QA plan is being implemented and followed.
- **Procedures:** Intradisciplinary checking of documents will be performed by a competent individual within each discipline other than the designer. We have established a color-coded comment process that involves the following steps: an initial check (performed by the checker), a review of comments to help confirm that suggested changes to the documents are given adequate consideration and the resolution is documented (performed by the designer), a review that helps ensure changes to the documents are completed in the original documents (performed by the designer), and finally, a review that helps guarantee changes to the documents are completed accurately (performed by the checker).
- **Interdisciplinary Reviews:** Interdisciplinary reviews and coordination are performed throughout the project and prior to key submittals when senior staff from the various discipline groups are brought together to discuss and comment on the interaction of the overall project elements.
- **Quality Assurance Audit:** The QC/QA Manager, **Jason Melchor, PE**, will be responsible for conducting a quality assurance audit after completion of the checking and review process and prior to the submittal of any document or deliverable.
- **Deliverables and Document Control:** The project manager, **Jean Fares, PE**, will manage the submission of design documents after the QC/QA audit is complete and at milestone completion dates.
- **Corrective Action Measures:** Corrective action measures will be taken if incorrect or nonconforming work is discovered in deliverable items that have already completed the QC/QA process.



Scheduling and Cost Control

Kimley-Horn has an excellent record of completing projects on schedule and within budget. We have a sophisticated Management Information System (MIS)—including software such as the CostPoint Project Accounting system and Microsoft Power BI—that allows our project manager to monitor budgets closely. Using the Project Effort Reports generated twice monthly by our MIS, our project manager will gain a clear understanding of the project scope early in the process to develop a realistic, well-thought-out work plan. Once the work plan is developed with the stakeholders, the project manager communicates to the project team the key milestones and submittal dates—including time for QC/QA reviews—as well as the importance of maintaining the established schedule and budget. This communication, along with teamwork and organization, results in successful projects and satisfied clients.

The best approach to keeping a project on schedule is to create a risk register whereby we:



This approach holds the team accountable and forms the basis for the sequence of steps each team member needs to take to reach resolution and keep the project moving forward.

Document Control

We use a redundant document control system in which both hard and electronic copies of project deliverables and significant project communications are filed and tracked by project number and key words. Our streamlined electronic filing system includes records of meetings and data shared; documentation of design decisions; and data collected and/or provided by others, allowing us to quickly locate project records and respond to your requests in a timely fashion.

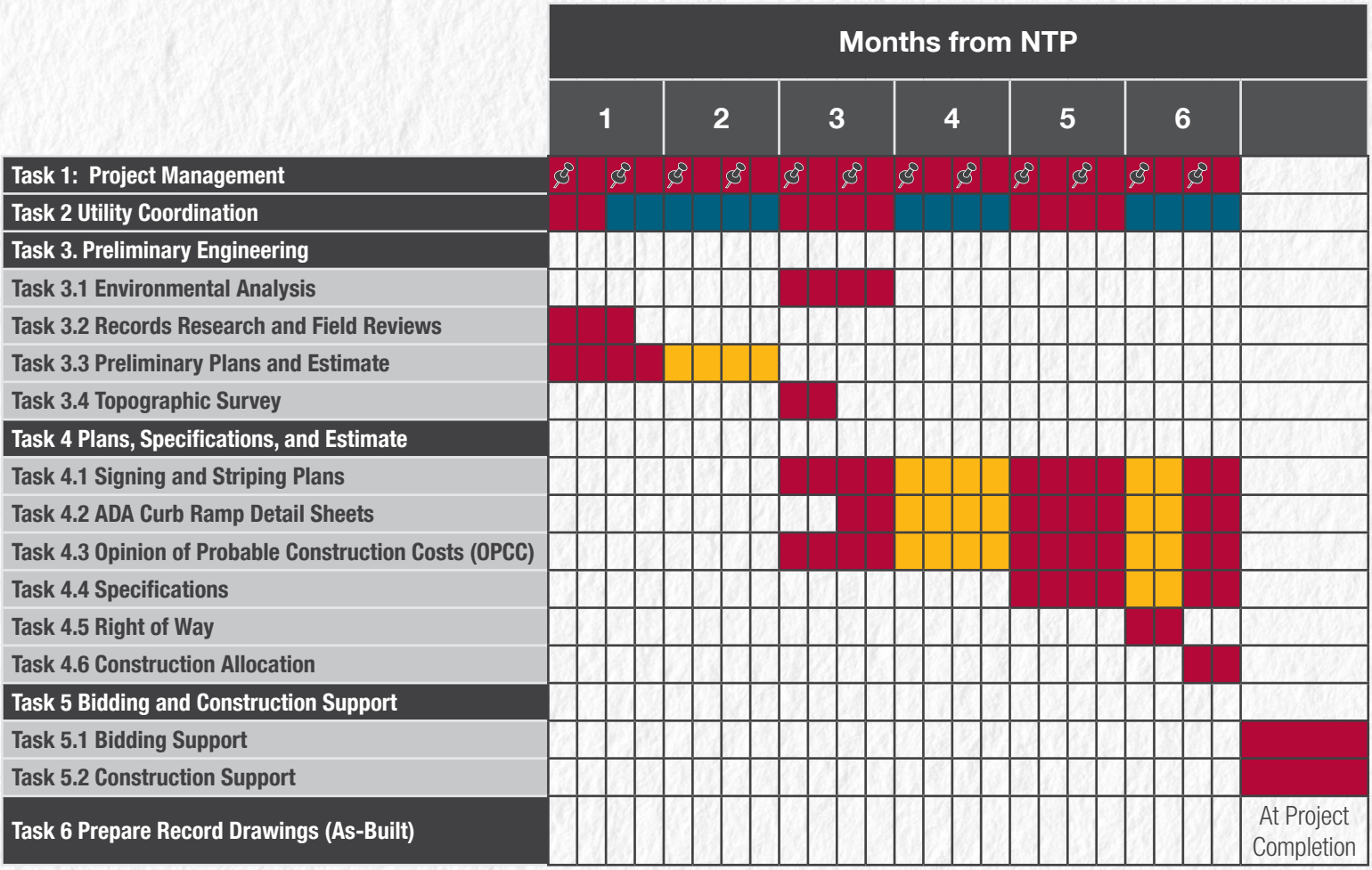
Section 2.

Schedule



Section 2: Schedule

Our draft project schedule, highlighting project tasks, durations, start and completion dates, and time allocations for City and utility company review, is provided below. This schedule assumes a notice to proceed (NTP) of May 5, 2025 and a final PS&E completion date within six months of the City's NTP as requested in the RFP. It is our intent to review this schedule with the City at the start of the project and make any desired adjustments and track the project work as a progress schedule by providing regular updates.



Section 3.

Project Team, Key Personnel, and Resumes

Section 3. Project Team, Key Personnel, and Resumes

The proposed Kimley-Horn team has a history of providing high-quality solutions while addressing state and federal procedures during the completion of similar safety projects for local agencies across California. The organizational chart below delineates the responsibilities of our proposed staff. Our team will be led by **Jean Fares, PE**, a successful Kimley-Horn project manager with more than 35 years of specialized safety experience ranging from establishing safety policy language to network screening to crash site engineering reviews to developing countermeasure toolboxes. He has worked on studies at the statewide, regional, local, and site-specific levels that incorporate the E's of safety (engineering, education, enforcement, emergency response, and emerging technologies). Jean has thorough knowledge of the SRTS process and extensive experience coordinating communications between stakeholder groups and City staff throughout plan development. **As your primary contact, Jean will maintain a close working relationship with City staff throughout the project while overseeing an in-house team of well-qualified engineers, planners, and analysts, specializing in safety planning and engineering.** Jean and his team will be supported by **Jason Melchor, PE**, who will use his 27 years of experience in traffic engineering to provide quality control/quality assurance (QC/QA).

In addition to our in-house team, Jean will manage our subconsultants, **Avant-Garde**, who will be providing services for Environmental documentation and Caltrans coordination, and **Calvada** for surveying, if requested. Jean and our team have worked with **Avant-Garde** on several local projects since 2020 that provided mobility solutions for pedestrian, bicycle, transit, auto, and freight modes.

The organizational chart below outlines our team members' names, positions, responsibilities, and availability regarding this project. Resumes that highlight our team's experience and qualifications are provided on pages 28-33.

City of West Covina



Project Manager
*Jean Fares, TE**



QC/QA Manager
*Jason Melchor, PE**

Environmental and Caltrans Grant Administration



*Darryl DePencier, PE**



*Keith LeNoue[1]**



Lissette Montoya[1]

**Indicates a key staff member with a resume included on the following pages*

Plans, Specifications, and Estimate (PS&E)



*Vivian Chong, PE**



*Sowmya Chandrasekhar, PE, TE, PTOE**



Rebecca Ung, EIT



Joe Arroyo, PE



Nathan Le, EIT

Bidding and Construction Support



*Jean Fares, PE**



*Vivian Chong, PE**

Subconsultants
1. Avant-Garde
*Calvada Surveying**

**Service provided if requested*

Resumes of Key Team Members



JEAN FARES, PE

Project Manager

Jean has more than 35 years of professional experience in the fields of traffic and transportation engineering, including systematic safety analysis, traffic signal design (over 2,000 locations), signal system design (over 1,500 locations), traffic signal timing (over 2,500 locations), traffic operations, signing and marking plans preparation, and traffic control plans. Jean has been in the principal-in-charge or project manager role for many of our safety studies. In addition to his safety, signal design, and corridor signal operations experience, Jean has extensive experience with intelligent transportation systems (ITS) technologies.

Relevant Experience

- City of Riverside, LRSP, Riverside, CA—Principal-in-Charge
- City of Menifee, LRSP, Menifee, CA—QC/QA Manager
- City of Eastvale, SSAR, Eastvale, CA—QC/QA Manager
- City of Eastvale, LRSP, Eastvale, CA—QC/QA Manager
- City of Corona, LRSP, Corona, CA—Principal-in-Charge
- City of Palm Desert, LRSP, Palm Desert, CA—Project Manager
- City of Perris, LRSP, Perris, CA—QC/QA Manager
- City of Palmdale, Palmdale Sustainable Transportation Plan, Palmdale, CA —Principal-in-Charge
- City of Indio, LRSP, Indio, CA—Project Manager
- City of La Quinta, SSAR, La Quinta, CA—Project Manager
- City of Anaheim, LRSP, Anaheim, CA—Principal-in-Charge
- City of Orange, LRSP, Orange, CA—Principal-in-Charge
- City of Seal Beach, LRSP, Seal Beach, CA—Principal-in-Charge
- City of San Clemente, LRSP, San Clemente, CA—QC/QA Manager
- City of Santa Clarita, Citywide SSAR, Santa Clarita, CA—Project Manager
- City of Santa Clarita, LRSP, Santa Clarita, CA—Project Manager
- City of Ventura, SSAR, Ventura, CA—Project Engineer
- City of Goleta, Traffic Safety Study for SSAR and LRSP, Goleta, CA —Principal-in-Charge
- City of Fontana, LRSP, Fontana, CA—Project Manager
- City of Santa Clarita, LRSP, Santa Clarita, CA—Project Manager
- City of Compton, LRSP, Compton, CA—Project Manager
- County of Ventura, LRSP, Ventura County, CA—Principal-in-Charge
- County of Imperial, SSAR for Varied Roadways, Imperial County, CA —Project Manager

PROFESSIONAL CREDENTIALS

Bachelor of Science, Architecture, California State Polytechnic University., Pomona

Professional Traffic Engineer in California #2097

OFFICE LOCATION

Los Angeles, CA

> Their work has always been completed and provided in the utmost professional manner within budget and schedule. The City of Downey has been very satisfied with Kimley-Horn's responsiveness and would not hesitate to hire this firm again
>
> Edwin Norris, Deputy Director of Public Works, City of Downey



JASON MELCHOR, PE

QC/QA Manager

Jason is a professional engineer with 27 years of experience in traffic engineering and transportation planning. He has worked with clients in Riverside, San Bernardino, Orange, Los Angeles, and San Diego Counties on traffic engineering projects such as traffic signal designs, signing and striping, traffic control, and signal interconnect design plans. He has prepared traffic impact studies and performed the technical analysis for a variety of transportation planning projects including transit analysis and circulation studies. Jason has experience working with a variety of traffic engineering software programs and computer design packages.

Relevant Experience

- City of Costa Mesa, LRSP, Costa Mesa, CA—Project Engineer
- City of Palm Desert, LRSP, Palm Desert, CA—Project Engineer
- City of Menifee, LRSP, Menifee, CA—Project Engineer
- City of Perris, LRSP, Perris, CA—Project Engineer
- City of Eastvale, SSAR, Eastvale, CA—Project Engineer
- City of Eastvale, LRSP, Eastvale, CA—Project Engineer
- City of Riverside, LRSP, Riverside, CA—Project Manager
- City of Whittier, LRSP, Whittier, CA—Project Manager and Project Engineer
- City of Corona, LRSP, Corona, CA—Project Manager
- City of Anaheim, LRSP, Anaheim, CA—Project Manager
- City of Orange, LRSP, Orange, CA—Project Manager
- City of Seal Beach, LRSP, Seal Beach, CA—Project Manager
- City of Goleta, Traffic Safety Study for SSAR and LRSP, Goleta, CA —Project Manager
- City of La Quinta, SSAR, La Quinta, CA—Project Engineer
- City of San Clemente, LRSP, San Clemente, CA—Project Engineer
- City of Artesia, LRSP, Artesia, CA—Project Engineer
- City of Maywood, LRSP, Maywood, CA—Project Engineer
- City of Santa Clarita, Citywide SSAR, Santa Clarita, CA—Project Engineer
- City of Santa Cruz, LRSP, Santa Cruz, CA—Project Engineer
- County of Ventura, LRSP, Ventura County, CA—Project Engineer
- County of Imperial, SSAR for Varied Roadways, Imperial County, CA —Project Engineer
- County of Riverside, I-215/Van Buren Blvd Interchange PA/ED and PS&E, Riverside, CA—Project Engineer

PROFESSIONAL CREDENTIALS

Bachelor of Science, Civil Engineering, Specialization in Transportation, University of California, Irvine

Professional Engineer in California #65218

OFFICE LOCATION

Orange, CA



DARRYL DEPENCIER, AICP, GISP, RSP

Environmental and Caltrans Grand Administration

Darryl has been leading transportation safety projects for more than 17 years, including more than 40 recent SRTS, SSARs, LRSPs, and RSAs. He has developed a number of tools to root out the spatial relationships between collision events to determine the factors and conditions that increase the probability of vehicle crashes. His experience ranges from establishing safety policy language, network screening, crash site engineering reviews, and developing countermeasure toolboxes. Darryl also conducts statistical analyses of crash activity using methods presented in the Highway Safety Manual (HSM), the LRSM, and customized analyses for unusual locations or conditions. He has worked on studies at the statewide, regional, local, and site-specific levels that incorporate all of the four Safety Es (Engineering, Education, Enforcement, and Emergency Medical Services). Work products include guidance documents, LRSPs, safety thresholds, safety audits, and local countermeasure recommendations.

Relevant Experience

- City of Riverside, LRSP, Riverside, CA—Project Planner
- City of Lancaster, SRTS Plan, Lancaster, CA—Project Planner
- Caltrans, Vulnerable Road User Safety Assessment, Statewide, CA —Project Manager
- City of Bakersfield, Neighborhood Traffic Calming Plan, Bakersfield, CA —Project Manager
- City of Bakersfield, Active Transportation Plan, Bakersfield, CA—Project Manager
- City of Palmdale, Sustainable Transportation Plan and School Access Study, Palmdale, CA—Project Manager
- Caltrans, 2020-2024 Strategic Highway Safety Plan, Statewide, CA —Project Planner
- Caltrans, CMAS Safety Performance Management Target Setting Analysis, Statewide, CA—Project Planner
- City of Palm Desert, SRTS Program Development and Funding, Palm Desert, CA—Project Manager
- City of Menifee, Active Transportation Plan, Menifee, CA—Project Advisor
- City of Artesia, Active Transportation Plan, Artesia, CA—Project Advisor
- City of Santa Clarita, Bicycle and Pedestrian Safety Plan, Santa Clarita, CA—Project Manager
- City of Indian Wells, Safety Action Plan, Indian Wells, CA—Project Manager
- City of Desert Hot Springs, LRSP, Desert Hot Springs, CA—Project Manager
- City of La Quinta, Systemic Safety Analysis Report, La Quinta, CA —Project Planner
- City of Indio, LRSP, Indio, CA—Project Principal

PROFESSIONAL CREDENTIALS

Master of Science, Urban Spatial Analytics, University of Pennsylvania

Bachelor of Arts, Geography, Carleton University

Certificate of Geographic Information Systems, Algonquin College

Geographic Information Systems Professional (GISP) #59317

American Institute of Certified Planners #026552

Road Safety Professional 1 #279

Road Safety Professional 2B #17

OFFICE LOCATION

Los Angeles, CA



VIVIAN CHONG, PE

Plans, Specifications, and Estimate (PS&E)

Vivian is a civil engineer and has led and managed projects involving signal design, fiber-optic design, signing and striping, ADA curb ramp design, and traffic control for multiple jurisdictions throughout her career at Kimley-Horn. She has a strong background in projects involved with increasing safety for pedestrians and bicyclists, delivered on multiple projects with strict schedules, and familiar with Highway Safety Improvement Program (HSIP), ATP, and Safe Streets and Roads for All (SS4A) grant funding requirements. She has extensive experience at every step of a project, such as executing site visits, producing plans, specifications, and estimate packages, managing budgets, keeping the project on schedule, coordinating with various jurisdictions, subconsultants, and utility companies, and providing support during the bidding and construction phases.

PROFESSIONAL CREDENTIALS

Bachelor of Science, Civil and Environmental Engineering, University of California, Los Angeles

Professional Engineer in California #95833

OFFICE LOCATION

Los Angeles, CA

Relevant Experience

- City of Maywood, Traffic Signal Improvements at Various Signalized Intersections HSIP Cycle 11 Improvements, Maywood, CA—Project Analyst
- City of Palm Desert, Traffic Operations and Capacity Improvements Project, Palm Desert, CA—Project Analyst
- City of Palm Springs, Citywide Engineering and Traffic Survey (E&TS), Palm Springs, CA—Project Analyst
- City of Culver City, MOVE Culver City 2023, Culver City, CA—Project Analyst
- City of West Covina Preliminary Engineering Services (PE) Phase Services, HSIP Cycle 10 Improvements, West Covina, CA—Project Analyst
- City of South El Monte, Traffic Signal Improvements at Various Signalized Intersections HSIP Cycle 9 Project, South El Monte, CA—Project Analyst
- City of South El Monte, Traffic Signal Improvements at Lee Ave & Garvey Ave and Durfee Ave & Peck Rd HSIP Cycle 10 Project, South El Monte, CA—Project Analyst
- City of Monterey Park, Design Engineering Services for Various Signalized Intersections Along Garfield Ave HSIP Cycle 9 Project, Monterey, CA—Project Analyst
- County of Ventura, Las Posas Rd and 5th St Intersection Improvements, Ventura, CA—Project Analyst
- City of Manhattan Beach, Manhattan Beach Advanced Traffic Signal Project, Manhattan Beach, CA –Project Analyst
- City of Inglewood, ITS Gap Closure Part II, Inglewood, CA—Project Analyst
- City of Santa Clarita, Newhall Bike Boulevard, Santa Clarita, CA—Project Analyst
- City of Santa Clarita, Copper Hill Drive Traffic Signal and Interconnect, Santa Clarita, CA—Project Analyst
- City of Thousand Oaks, Thousand Oaks Boulevard Pedestrian Crossing, Thousand Oaks, CA—Project Analyst
- County of Los Angeles, Eastern Ave Traffic Signal Synchronization Project, Los Angeles County, CA—Project Analyst



SOWMYA CHANDRASEKHAR, PE, TE, PTOE

Plans, Specifications, and Estimate (PS&E)

Sowmya has more than 16 years of professional experience as a transportation engineer. She is experienced in SRTS, corridor operational analyses, traffic impact analyses, traffic signal designs, illumination designs, temporary/permanent traffic control plans, traffic control warrant analyses, parking studies, pedestrian studies, crash analyses, and innovative intersection improvements. Sowmya has provided support for the development of transportation simulation models, preparation of ATP/HSIP grant applications, and review of connected vehicle applications for agencies.

Relevant Experience

- City of Lancaster, SRTS Master Plan, Lancaster, CA—Senior Traffic Engineer
- City of Lancaster, Paraclete High School SRTS Plan, Lancaster, CA—Senior Traffic Engineer
- City of Lancaster, LRSP, Lancaster, CA—Project Manager
- City of Lancaster, Pedestrian Gap Closures and Street Lighting, Lancaster, CA—Senior Project Engineer
- City of Simi Valley, LRSP, Simi Valley, CA—Project Engineer
- City of Los Angeles, Department of Recreation and Parks, Griffith Park Safety and Mobility Active Transportation Project, Los Angeles, CA—Project Manager
- City of Diamond Bar, On-Call Civil and Traffic Engineering Services, Diamond Bar, CA –Project Manager
- City of Diamond Bar, Neighborhood Traffic Management Plan (NTMP) on North Del Sol Lane and Highland Valley Road, Diamond Bar, CA—Project Manager
- City of Diamond Bar, Quail Elementary School Study, Diamond Bar, CA—Project Manager
- City of Diamond Bar, Castle Rock Elementary School Study, Diamond Bar, CA—Project Manager
- City of Malibu, On-Call Traffic and Civil Engineering Services, Malibu, CA—Senior Project Engineer
- City of Laguna Niguel, Rancho Niguel Road and Rancho Azul Corridor Operations and Safety Study, Laguna Niguel, CA—Senior Project Engineer
- City of Buena Park, On-Call Transportation Engineering Services, Buena Park, CA—Project Manager*
- City of Buena Park, SRTS ATP Grant Application Support, Buena Park, CA—Project Manager*
- City of Thousand Oaks, Thousand Oaks Boulevard Short Corridor Pedestrian Study, Thousand Oaks, CA—Project Manager*

**Experience prior to joining Kimley-Horn*

PROFESSIONAL CREDENTIALS

Master of Science, Civil Engineering, Missouri University of Science & Technology

Bachelor of Science, Civil Engineering, Visvesvaraya National Institute of Technology, India

Professional Engineer in California #83100

Professional Traffic Engineer in California #2760 and Texas #109776

Professional Traffic Operations Engineer #3323

OFFICE LOCATION

Los Angeles, CA



KEITH LENOUE

Environmental and Caltrans Grant Administration

AVANT GARDE
Grants
Compliance
Funding Management
Community Outreach

PROFESSIONAL CREDENTIALS

Master of Arts, Business Administration, Azusa Pacific University

Master of Arts, Business Management, Azusa Pacific University

OFFICE LOCATION

Diamond Bar, CA

Keith has over three years of experience in administrative and municipal program services and contract administration. As a Program Coordinator, Keith's main responsibilities include fund administration, grant research and writing, community outreach support, and program management services. He has worked in conjunction with the project managers of the company and served as a liaison to provide support on various projects.

Keith assists clients by identifying federal and state fund allocation balances, assisting in determining eligible projects, and providing advisement of program requirements. He is experienced in issues impacting City governments and has developing expertise in contract administration. His responsibilities have included interfacing with Federal, State and Local Agencies to define, develop, and manage project scopes, schedules, cooperative agreements and overall project management to help ensure projects are delivered on time and on schedule. Keith has experience in preparing documents in accordance with the Local Assistance Procedures Manual for federally funded projects. He assists with processing documentation for projects to obtain Caltrans authorizations and reimbursement requests.

Relevant Experience

- City of Bell Gardens, HSIP Cycle 8 Left Turning Phasing, Bell Gardens, CA—Funding Coordinator
- City of Commerce, HSIP Cycle 8 Improvments, Commerce, CA—Funding Coordinator
- City of Lynwood, Atlantic and Imperial Highway HSIP Cycle 9, Lynwood, CA—Funding Coordinator
- City of Manhattan Beach, Citywide Intersection Improvements HSIP Cycle 5, Manhattan Beach, CA—Funding Coordinator
- City of Monterey Park, HSIP Cycle 9, Monterey Park, CA—Funding Coordinator
- City of La Mirada, Imperial/Valley View/Wicker Improvements, La Mirada, CA—Funding Coordinator
- City of South El Monte, HSIP Cycle 9, South El Monte, CA—Funding Coordinator
- City of Industry, Nelson Avenue Bridge Replacement, Industry, CA—Funding Coordinator
- City of Montebello, Montebello Way Traffic Signal Improvement, Montebello, CA—Funding Coordinator
- City of El Monte, Santa Anita Ave Active Transportation CIP, El Monte, CA—Funding Coordinator
- City of Rosemead, Mission & Ivar Improvements, Rosemead, CA—Funding Coordinator
- City of Norwalk, Studebaker and Rosecrans to Cecilia HSIP Cycle 7 and 8 Norwalk, CA—Funding Coordinator

Section 4.

Company Qualifications



Section 4. Company Qualifications

Kimley-Horn Firm Profile

Founded in 1967, Kimley-Horn is a privately-held corporation that has grown into a leading engineering consulting firm offering comprehensive and innovative traffic, civil, structural, and environmental engineering; landscape design; and development review services to public and private agencies throughout the U.S. **We employ more than 8,500 personnel in 140+ offices nationwide, with 14 offices in California including our Los Angeles office less than 20 miles away from the City**. Our California offices have more than 800 engineers, planners, analysts, and administrative staff. This depth of resources gives us a deep bench to staff and execute virtually any assignment in response to the City's needs for this on-call contract. From our 58 years of providing engineering and design services to our clients, we have learned how to deliver projects efficiently and successfully. We provide our clients with the local knowledge and responsiveness of a small organization while having the depth of resources only a national firm can offer.

As a recognized nationwide leader in engineering consulting services, Kimley-Horn's professionals understand that each project brings unique challenges and conditions and develop solutions unique to each community we serve. **We have an extensive history of completing projects successfully, on time, and within budget.** Combining national experience with a local sensibility, Kimley-Horn's professionals provide comprehensive solutions to the planning, analysis, and design of public and private spaces. We work extensively with our internal partners, agency staff, and clients to create the appropriate technical approach for the specific task order and provide a clear and concise scope of services.

KIMLEY-HORN CALIFORNIA
Office Locations



2024 ENR RANKINGS

#5 *Pure Design Firms*

#7 *Transportation*

#10 *Overall Ranking*

Avant-Garde Firm Profile

Avant-Garde has built a strong reputation for providing innovative and successful solutions for a number of public agencies including the Cities of Temple City, Pasadena, Industry, Pico Rivera, La Mirada, La Puente, Hawaiian Gardens, Lynwood, Bellflower, Norwalk, Artesia, Montebello, Maywood, Perris, Cudahy, Bell Gardens, South Gate, Commerce, Alhambra, Rosemead, San Gabriel, Monterey Park, Covina, West Covina, El Monte, South El Monte, Culver City, Manhattan Beach, Huntington Beach, Ventura, Ojai, Rialto, Moreno Valley, LADWP, LADOT, and METRO.

AVANT GARDE
Grants
Compliance
Funding Management
Community Outreach

Their years of practice have resulted in a solid foundation of experience and technical expertise and a dedication to integrity, excellence, and quality. Services offered by Avant-Garde include:

- Grant Writing and Administration
- Program Management
- Funding Administration
- Compliance Management including Labor Compliance
- Construction Coordination (Bid development, analysis, etc.)
- Community Outreach

Avant-Garde is a 100% woman-owned California Corporation. **Furthermore, Avant-Garde is a certified minority business enterprise (MBE), women business enterprise (WBE), disadvantaged business enterprise (DBE) and small business enterprise (SBE).**

Their firm has successfully provided grant research, grant writing, fund administration, compliance management, and community outreach for over twenty years. Their understanding of federal and state requirements, funding administration, and the complex diversity of Southern California make Avant-Garde uniquely qualified to:

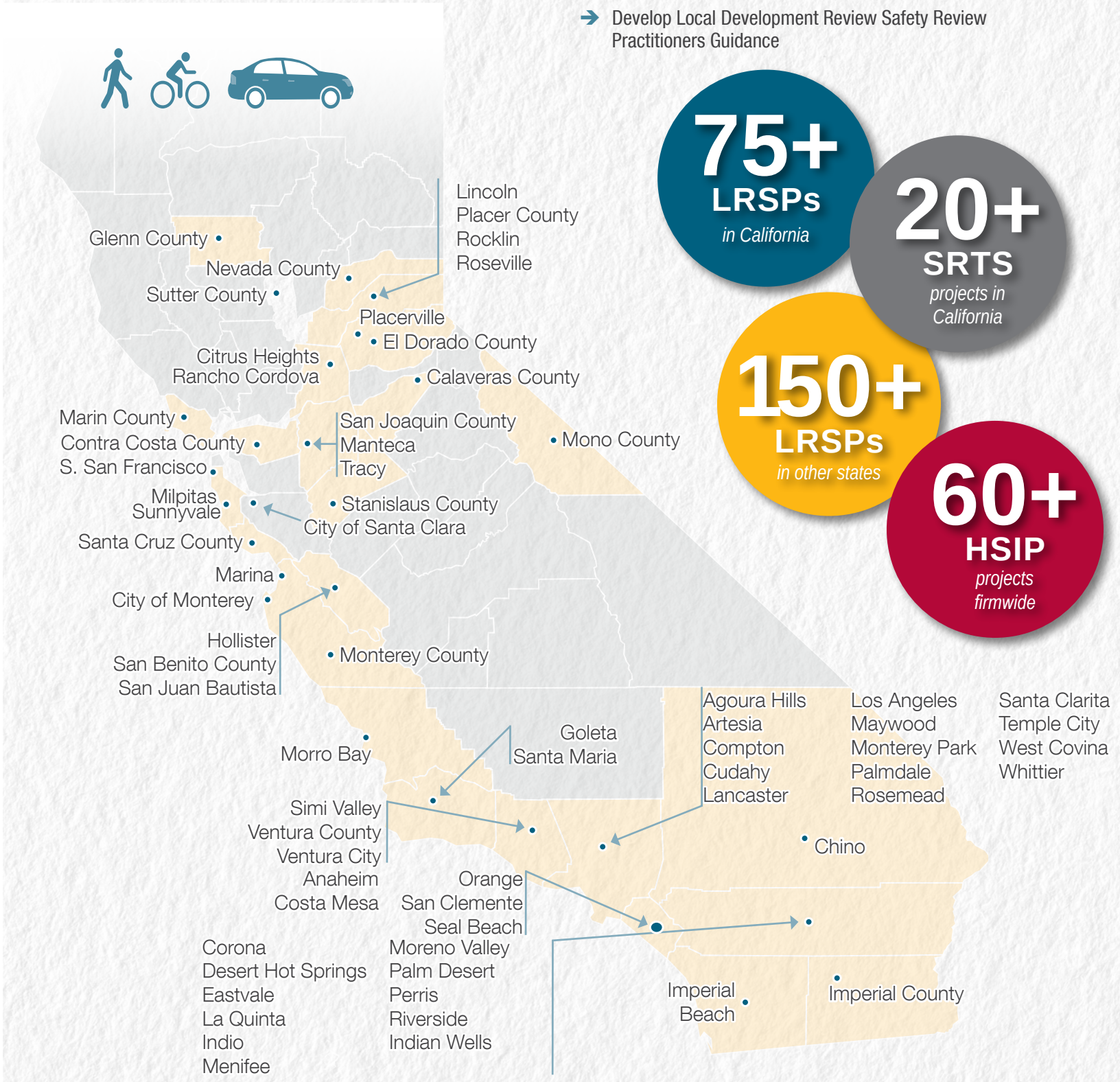
- Perform extensive research to identify and secure grants as our subconsultant
- Deliver a variety of grants
- Deliver reports and documents to see projects through from inception to conclusion or termination
- Administer Federal, State and regional required submittals and reporting

Avant-Garde is currently providing the services requested in this RFP to several cities in urban Los Angeles County, San Bernardino County, Ventura County, Orange County, and Riverside County. Most agencies they serve have a long-standing relationship with them and trust their team to provide these services on an ongoing basis. The diversity of their projects has introduced the team to an equally wide range of funding agency requirements and objectives.

Kimley-Horn and Avant-Garde have teamed on many projects over the years, as demonstrated by the table on pages 41-45.

Statewide safety projects

- California Strategic Highway Safety Plan
- California Strategic Performance Measures Targets
- California Highway Safety Improvement Program Implementation Plan
- Impact Assessment of District Safety Initiatives
- Align Safe Systems Approach with Corridor Investigations and Community Engagement
- Review Reactive Project Prioritization Methodology
- Develop Local Development Review Safety Review Practitioners Guidance



Similar project Experience

Kimley-Horn has worked on hundreds of SRTS design projects in the country in the past three years. On the following pages are a sample of SRTS projects we have done in the past three years that are relevant to this RFP.

Westbrook Academy Signing and Striping Plan and Traffic Memo, South Gate, CA

Kimley-Horn developed a signing and striping plan for Westbrook Academy, a new private charter school that moved into South Gate. This project required the evaluation of existing conditions and traffic impacts through a traffic memorandum and the installation of CAMUTCD-compliant school signage and striping.

Project is ongoing

City of Costa Mesa, Safe Routes to Schools Action Plan, Costa Mesa, CA

Kimley-Horn developed the LRSP for the City of Costa Mesa, which identified the need for a Safe Routes to School program. Kimley-Horn was then tasked to develop the Action Plan for the Safe Routes to School program. The action plan will focus on 19 identified school areas in the City to increase safety, bicycle, and pedestrian infrastructure. The Action plan will help reduce pedestrian and bicycle crashes near schools, invest in underserved communities, develop a strong understanding of each school's unique issues, including focused bilingual outreach efforts, and increase walking and biking mode share for the student population

Project is ongoing

City of Buena Park, Safe Routes to Schools Action Plan, Buena Park, CA

Kimley-Horn is working with the City of Buena Park to enhance pedestrian and bicyclist facilities connecting to 16 schools within five school districts. Our team developed the Action Plan through community outreach efforts and analyses of traffic networks surrounding the schools. The Action Plan will help prevent injuries by identifying locations and providing recommendations for safety improvements.

Project is ongoing

City of Lancaster, Safe Routes to School Master Plan, Lancaster, CA

Kimley-Horn is currently working with the City of Lancaster to update their 2016 SRTS Master Plan for 30 public schools. The refreshed plan will incorporate enhanced community outreach and engagement activities as a result of the COVID-19 pandemic, which include gathering input from students, teachers, parents, and administrators regarding the effectiveness of different elements of the program. The plan will also focus on changes in travel patterns and updated profiles of the City's transportation system to confirm that the program will be adapted to suit those elements. One of the key project objectives is to minimize conflicts between roadway users and students by creating a safe environment for walking and cycling to school while also working toward the City's Vision Zero safety goals through improved engineering, education, and enforcement approaches.

Project completed in 2025

City of Agoura Hills, On-Call Traffic Engineering and Safe Routes to School Services, Agoura Hills, CA

Kimley-Horn has been the full time traffic engineer for the City of Agoura for more than 14 years. Our team has been general on-call traffic engineering services, project management, staff augmentation, and engineering services for a variety of infrastructure and capital improvement projects and city programs/services. As part of the on-call, Kimley-Horn team has addressed safety and mobility concerns for multiple schools and implemented SRTS improvements across the City. In 2022, Kimley-Horn developed the City's LRSP.

Project is ongoing

City of Palmdale, Sustainable Transportation Plan and School Access Study, Palmdale, CA

Kimley-Horn developed a Sustainable Transportation Plan for the City of Palmdale that focused on improving roadway safety and reducing vehicle miles traveled to help the City achieve its sustainability goals. This project included a review of school circulation pick-up and drop-off operations at several city schools to both enhance traffic safety and to encourage more walking and biking trips to school. The project included a robust review of historical traffic safety, identification of trends and patterns in traffic crashes, and development of a toolbox of safety improvements that the City can draw from to eliminate higher risk roadway conditions as resources allow. The study also included a review of existing travel patterns and trip lengths to determine which portions of the City generate the most vehicle-miles traveled (VMT), and what methods and tools the City can use to make its development more sustainable. The study also included an assessment of equity to help plan equitable benefits to all Palmdale residents.

Project completed in 2023

City of Artesia, Active Transportation Plan, Artesia, CA

Kimley-Horn was selected by the City of Artesia to prepare an Active Transportation Plan that prioritizes citywide pedestrian and bicycle improvements and complements visioning efforts for their commercial and historic districts as well as improvements to the South Street Corridor and Pioneer Boulevard/Downtown Specific Plan that had already taken place. We were responsible for analyzing existing bicycle and pedestrian environments, identifying potential bicycle and pedestrian improvement projects, and helping to create project cut sheets that are ready for the City to submit for grant funding. Kimley-Horn was also responsible for developing 30% plans for two priority projects identified through the prioritization process. The project was completed within budget and with minimal disruptions to the schedule due to COVID-19. Elements of this plan, particularly the Pioneer Boulevard 30% design, assisted with developing recommendations and guidance for a future Downtown Specific Plan to transform Downtown Artesia.

Project completed in 2023

City of Moreno Valley, Roadway Safety Audit, Moreno Valley, CA

Kimley-Horn completed the Caltrans Preliminary Environmental Study (PES) Form for this project, which will implement signage and striping improvements to address safety issues along Kitching Street as well as Ironwood Avenue, both important neighborhood roadways in the City of Moreno Valley. The project was needed because crash data analyses and field observations indicate that roadway modifications could improve conditions related to injurious crashes involving motorists, bicycles, and pedestrians. The plan included a school circulation and multimodal access study for inclusion in the local road safety plan.

Project completed in 2024

City of Bakersfield, Monitor Street School Corridor Active Transportation Improvements, Bakersfield, CA

Kimley-Horn is currently working with the City of Bakersfield to identify improvements that can be implemented to a 2.8 mile stretch of the Monitor Street school corridor. The corridor contains several signalized intersections, stop-controlled intersections, and T-intersections. Existing pedestrian facilities consist of concrete sidewalk and access ramps at the intersections. The challenges the corridor faces include wide streets, long distances between intersections, lack of landscaping, poor parking and bicycle lane striping, and reduced visibility. Kimley-Horn is conducting a preliminary study of the corridor and preparing conceptual designs for proposed improvements. Our team is also providing support to the City's pavement rehabilitation program through signing and striping plans. Following the preliminary study, Kimley-Horn will work with the City to engage local stakeholders and community members to gather input and feedback on the conceptual designs. Once outreach and preliminary engineering is complete, our team will identify available grant funding opportunities and compile the information in a report to the City.

Project is ongoing

City of Anaheim, Local Roadway Safety Plan, Anaheim, CA

The City of Anaheim received grant funding from Caltrans to conduct an LRSP to help the City identify and prioritize the most effective ways to improve traffic safety for all users, as part of a statewide goal to reduce traffic injuries and fatalities. The LRSP addresses safety through roadway improvements, measures to modify driver behavior, and improved emergency response. The LRSP resulted in a set of data driven recommendations, coupled with input from key stakeholders representing the four E's of safety included in the Strategic Highway Safety Plan: engineering, enforcement, education, and emergency services. Kimley-Horn is developing the LRSP for the City which includes a customized toolbox of countermeasures that address the most common local challenges that align with statewide funding priorities.

Project completed in 2023

Kimley-Horn and Avant-Garde Partnership

The following table identifies collaboration between Kimley-Horn and Avant-Garde on state and federally funded projects.

Client, Project Name, Location	Kimley-Horn Role	Avant-Garde Role	Description of Work and Responsibilities
City of West Covina, Preliminary Engineering Services (PE) Phase Services, HSIP Cycle 10 Improvements, West Covina, CA	Prime	Subconsultant	Kimley-Horn was selected by the City of West Covina to provide design services for multiple traffic signals across the city. Preparation for this project included coordinating with local utility companies to obtain record base maps of utility lines in the area. Our team will coordinate with utility companies until the start of construction to facilitate adjustment and facility relocation. During the preliminary engineering phase, Kimley-Horn reviewed all available ROW maps, assessor parcel maps, easement information, as-built improvement plans, utility information, and survey information. Our team also conducted field investigations at each intersection location and prepared preliminary engineering plans to show tentative traffic signal improvements. Following City review and comments, our team will prepare 60%, 90%, and 100% complete PS&E construction documents to submit to the City for review. Once the project moves into the bidding phase, Kimley-Horn will assist the City staff with answering pre-bid questions and preparing responses to requests for information. Our team will also assist with coordination and support during the construction stages of the project. Finally, we will prepare updated traffic signal timing sheets for the intersections covered in the project and record drawing as-builts following completion of construction.
City of Costa Mesa, HSIP Cycle 11, Costa Mesa, CA	Prime	Subconsultant	Kimley-Horn is working with the City on 129 signals city-wide to upgrade signal equipment, countdown pedestrian signal heads, implementing Leading Pedestrian Interval (LPI) signal phasing, installing emergency vehicle preemption, and battery backup systems. Our team took comprehensive field data to document existing conditions, especially taking note of signal manufacturer brands for retroreflective backplates.
City of Cudahy, HSIP Cycle 11, Cudahy, CA	Prime	Subconsultant	Kimley-Horn is working with the City to enhance safety at 13 intersections through a series of targeted upgrades: updating signal hardware, installing high visibility pedestrian crossings, and implementing LPI signal phasing. The project helped provide safer facilities between pedestrians and vehicles through HSIP Cycle 11. Kimley-Horn coordinated with the City to provide comprehensive signal plans by including utility facility coordination and performing field review.

Client, Project Name, Location	Kimley-Horn Role	Avant-Garde Role	Description of Work and Responsibilities
City of Pico Rivera, HSIP Cycle 11, Pica Rivera, CA	Prime	Subconsultant	Kimley-Horn is working with the City to enhance traffic signal safety as part of HSIP Cycle 11. The project focuses on upgrading 45 intersections to improve overall traffic safety and efficiency. Key improvements included signal hardware upgrades, installing pedestrian countdown signal heads to provide clear direction for pedestrians, and implementing advanced stop bars before crosswalks. These enhancements are designed to reduce the risk of collisions in intersections and crosswalk areas, ultimately aiming to improve safety for vehicular traffic and pedestrians throughout Pico Rivera.
City of Maywood, HSIP Cycle 11, Maywood, CA	Prime	Subconsultant	Kimley-Horn is currently working with the City to improve safety and operability at 12 existing signalized intersections through the installation of retroreflective signal heads, 12" vehicle heads, LPI, and pedestrian countdown signal heads. Additional improvements include installing high-visibility pedestrian crossings at several intersections. This project received the majority of its funding from the HSIP program and our team worked closely with City staff to ensure the proper documentation was filed with Caltrans.
City of Commerce, HSIP Cycle 11, Commerce, CA	Prime	Subconsultant	Kimley-Horn was selected to provide engineering and design services for 26 existing signalized intersections across the City. The projects enhancements and improvements includes installing 12" vehicle signal heads, retroreflective signal head backplates, countdown pedestrian signal heads, audible pedestrian signals, battery backup systems, and controllers. In addition, signing and striping improvements include removing existing striping and installing high-visibility crosswalks, pavement markings, new striping, and new signage. Due to the HSIP program funding, the Kimley-Horn team will also coordinate with Caltrans District 7 to meet the Caltrans LAPM requirements.
City of South El Monte, Design Services for Traffic Signal Improvements at Various Signalized Intersections, South El Monte, CA	Prime	Subconsultant	Kimley-Horn is working with the City of South El Monte to improve the safety and operability of 11 signalized intersections throughout the City. The City compiled collision data history and guidance from the Caltrans Local Roadway Safety Manual (LRSM) to develop two countermeasures: improve signal hardware and install pedestrian countdown signal heads. Our team is working with the City to evaluate each project site to determine the upgrades and improvements needed and provide preliminary environmental studies, PS&E, bidding and construction support, and record drawings as-builts.

Client, Project Name, Location	Kimley-Horn Role	Avant-Garde Role	Description of Work and Responsibilities
City of South El Monte, Traffic Signal Improvements at Lee Avenue/Garvey Avenue and Durfee Avenue/Peck Road, South El Monte, CA	Prime	Subconsultant	Kimley-Horn is working with the City of South El Monte to design safety improvements at two signalized intersections: Lee Avenue and Garvey Avenue and Durfee Avenue and Peck Road–Michael Hunt Drive. Our team is providing left turn phasing; signal hardware improvements to the traffic signal lenses; backplates with retroreflective borders, mounting, size, and number; and installation of pedestrian countdown signal heads with audible push button display. Kimley-Horn is partnered with Avant-Garde, who is preparing the CE documents and coordinating with the City to receive approval.
City of Monterey Park, Various Signalized Intersections along Garfield Avenue Between the Northern and Southern City Limits, Monterey Park, CA	Prime	Subconsultant	Nine intersections along Garfield Avenue underwent improvements through HSIP Cycle 9 funding. Kimley-Horn worked with the City to upgrade vehicle signal heads and install retroreflective borders on backplates and countdown pedestrian heads. The team coordinated with Caltrans to submit all necessary documentation, such as LAPM forms, environmental categorical exemption documents, ROW forms, and request for authorization for construction.
City of Maywood, Engineering Services for the Preparation of PS&E for HSIP Cycle 11 Traffic Signal Improvements at Various Locations, Maywood, CA	Prime	Subconsultant	Kimley-Horn is currently working with the City to improve safety and operability at 12 existing signalized intersections through the installation of retroreflective signal heads, 12" vehicle heads, LPI, and pedestrian countdown signal heads. Additional improvements include installing high-visibility pedestrian crossings at several intersections. This project received the majority of its funding from the HSIP program and our team worked closely with City staff to ensure the proper documentation was filed with Caltrans.
City of Commerce, Professional Design Services for Traffic Safety Improvements at Various Signalized Intersections, Commerce, CA	Prime	Subconsultant	Kimley-Horn was selected to provide engineering and design services for 26 existing signalized intersections across the City. The project's enhancements and improvements includes installing 12" vehicle signal heads, retroreflective signal head backplates, countdown pedestrian signal heads, audible pedestrian signals, battery backup systems, and controllers. In addition, signing and striping improvements include removing existing striping and installing high-visibility crosswalks, pavement markings, new striping, and new signage. Due to the HSIP program funding, the Kimley-Horn team will also coordinate with Caltrans District 7 to meet the Caltrans LAPM requirements.

Client, Project Name, Location	Kimley-Horn Role	Avant-Garde Role	Description of Work and Responsibilities
City of La Cañada Flintridge, HSIP Cycle 9 Foothill Boulevard Traffic Signals Improvement Project, La Cañada Flintridge, CA	Prime	Subconsultant	The project's limit consists of the intersections of Foothill Boulevard with Hillard Avenue, Commonwealth Avenue, Gould Avenue, and Hampton Road. The purpose was to implement the results of a SSARP from 2018 as a proactive safety approach to evaluate an entire roadway network. The scope of services includes the preparation of an Environmental Document and PS&E, obtaining approvals from Caltrans, and construction support. Kimley-Horn is conducting public relations and outreach; performing environmental research and analysis; conducting existing utility research; performing ROW research; and preparing plans for the improvement and traffic signals.
City of Norwalk, Norwalk Blvd Final Design Services for Traffic Signal Improvements, Norwalk, CA	Prime	Subconsultant	Kimley-Horn provided engineering services to the City of Norwalk for traffic signal improvements, ITS improvements, and signal timing coordination along Norwalk Boulevard. The project consists of left turn phasing improvements at six intersections, various other traffic signal upgrades, fiber-optic installation, communication equipment installation and upgrades, signing and striping upgrades, and curb ramp design. CEQA/environmental documentation is also required in support of a CE to submit to Caltrans for approval. Kimley-Horn's services include PS&E, field review, research of relevant design standards and existing data, utility coordination, traffic count data collection, and development of signal timing coordination plans for AM, midday, PM, and weekend peak periods.
City of Norwalk, Final Design Services for Traffic Signal Improvements along Alondra Blvd, Norwalk, CA	Prime	Subconsultant	Kimley-Horn provided project administration, engineering, and final design services for traffic signal improvements along Alondra Boulevard. Kimley-Horn's services include the identification of utility conflicts; the preparation of PS&E for upgrades to seven signalized intersections for the purpose of modifying the traffic signals; the installation of fiber-optic cable and wireless communications for improved signal synchronization; the development and implementation of signal timing plans to coordinate the traffic signals on Alondra Boulevard from Pluma Avenue to Shoemaker Avenue at those same intersections.

Client, Project Name, Location	Kimley-Horn Role	Avant-Garde Role	Description of Work and Responsibilities
City of Norwalk, Studebaker Road Traffic Signal Synchronization Project (TSSP) and Interconnect Projects, Norwalk, CA	Prime	Subconsultant	Kimley-Horn developed design plans for traffic signal system improvements and updated signal timing coordination for two miles along Studebaker Road, which has experienced high volumes of vehicle collisions at both signalized and unsignalized intersections. The corridor has also experienced pedestrian and bicycle collisions, indicating both the need for better traffic management through traffic signal coordination and pedestrian countdown signal heads. Through this project, the City of Norwalk intends on enhancing safety for all modes of travel and improving traffic operations with the implementation of new traffic signal timing plans. Kimley-Horn will assist the City with the expansion of its ITS infrastructure by replacing existing wireless and copper communications with fiber-optic cable, upgrading traffic signal controllers at three intersections, and installing ADA-compliant curb ramps and pedestrian heads.

Section 5.

References



Section 5. References

Kimley-Horn is proud of the relationships we have developed with our clients, and much of our success over the last five decades is directly related to our efforts to provide high-quality, timely services to all our clients. The client references provided in this section are for similar projects conducted within the past three years. **We invite you to contact our references; these individuals will tell you that we listened to their needs, met their schedules, accomplished their missions, and delivered results.**

1

City of Culver City, CA
Andrew Maximous, Mobility and Traffic Engineering Manager
9770 Culver Boulevard, Culver City, CA 90232
310 253 5628
andrew.maximous@culvercity.org

2

City of Monterey Park
Ziad Mazboudi, Interim City Engineer Manager
320 West Newmark Avenue, Monterey Park, CA 91754
626 307 1330
zmazboudi@montereypark.ca.gov

3

Transtech Engineers
Okan Demirci, Principal Engineer
1415 North Santa Anita Avenue, South El Monte, CA 91733
714 319 6137
okan.demirci@transtech.org

Section 6.

City's Standard Professional Services Agreement



Section 6. City's Standard Professional Services Agreement

We do not have any exceptions to the Professional Service Agreement provided with the RFP.

Section 7.

Addenda Acknowledgment

Section 7. Addenda Acknowledgment

Kimley-Horn acknowledges that no addenda has been issued in regards to this RFP.

Section 8.

Required Forms



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

The undersigned declares:
I am the Senior Vice President of Kimley-Horn and Associates, Inc., 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 4/3/2025 [date], at Los Angeles, CA [city, state].

Firm Kimley-Horn and Associates, Inc.

(Signature)

Jean B. Fares, PE | Senior Vice President
(Print Name & Title)

Street 660 South Figueroa Street, Suite 2050

City Los Angeles State CA Zip 90017

SUBCONTRACTOR CAMPAIGN CONTRIBUTION ACKNOWLEDGMENT FORM

Proposer [or Consultant] is required to identify any known subcontractor who will provide goods or services with an anticipated or actual value of $15,000 or more in connection with any contract which may be awarded pursuant to this Request for Proposal if the proposed contract with the Proposer [or Consultant] has an anticipated or actual value of $30,000 or more**.**

By my signature below, I certify that as a subcontractor I reviewed and am in compliance with West Covina Municipal Code section 2-405.1(c), in reference to campaign contributions to any individual holding City elective office, and that I will comply with Section 2-405.1(c) at all times while providing services as a subcontractor.

CONTRACTOR:

Company: Kimley-Horn and Associates, Inc.

By: Jean Fares, PE

Title: Senior Vice President

Date: 3/25/2025

SUBCONTRACTOR:

Company: Advanced Avant-Garde Corporation

By: Ana Marie LeNoue

Title: President

Date: 03/25/2025

SUBCONTRACTOR CAMPAIGN CONTRIBUTION ACKNOWLEDGMENT FORM

Proposer [or Consultant] is required to identify any known subcontractor who will provide goods or services with an anticipated or actual value of $15,000 or more in connection with any contract which may be awarded pursuant to this Request for Proposal if the proposed contract with the Proposer [or Consultant] has an anticipated or actual value of $30,000 or more**.**

By my signature below, I certify that as a subcontractor I reviewed and am in compliance with West Covina Municipal Code section 2-405.1(c), in reference to campaign contributions to any individual holding City elective office, and that I will comply with Section 2-405.1(c) at all times while providing services as a subcontractor.

CONTRACTOR:

Company: Kimley-Horn and Associates, Inc.

By: Jean Fares, PE

Title: Senior Vice President

Date: 3/25/2025

SUBCONTRACTOR:

Company: Calvada Surveying, Inc.

By: Armando DuPont, PLS 7780

Title: President

Date: March 26, 2025

SAM.GOV®

KIMLEY-HORN AND ASSOCIATES INC

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
V8PKGG6NLKV6	**0BPM5**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Jan 28, 2026**	
Physical Address	Mailing Address	
421 Fayetteville ST **STE 600** **Raleigh, North Carolina 27601-1777** **United States**	**421 Fayetteville ST STE 600** **Raleigh, North Carolina 27601-1777** **United States**	

Business Information

Doing Business as	Division Name	Division Number
(blank)	**(blank)**	**(blank)**
Congressional District	State / Country of Incorporation	URL
North Carolina 02	**North Carolina / United States**	**https://www.kimley-horn.com**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Jan 30, 2025	**Jan 28, 2025**	**May 29, 2001**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Feb 10, 1967	**Dec 31**

Immediate Owner

CAGE	Legal Business Name
7F8U4	**APHC, INC**

Highest Level Owner

CAGE	Legal Business Name
(blank)	**(blank)**

Executive Compensation

In your business or organization's preceding completed fiscal year, did your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) receive both of the following: 1. 80 percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements and 2. $25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

No

Does the public have access to information about the compensation of the senior executives in your business or organization (the legal entity to which this specific SAM record, represented by a Unique Entity ID, belongs) through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986?

Not Selected

Proceedings Questions

Is your business or organization, as represented by the Unique Entity ID on this entity registration, responding to a Federal procurement opportunity that contains the provision at FAR 52.209-7, subject to the clause in FAR 52.209-9 in a current Federal contract, or applying for a Federal grant opportunity which contains the award term and condition described in 2 C.F.R. 200 Appendix XII?

No

Does your business or organization, as represented by the Unique Entity ID on this specific SAM record, have current active Federal contracts and/or grants with total value (including any exercised/unexercised options) greater than $10,000,000?

Not Selected

Within the last five years, had the business or organization (represented by the Unique Entity ID on this specific SAM record) and/or any of its principals, in connection with the award to or performance by the business or organization of a Federal contract or grant, been the subject of a Federal or State (1) criminal proceeding resulting in a conviction or other acknowledgment of fault; (2) civil proceeding resulting in a finding of fault with a monetary fine, penalty, reimbursement, restitution, and/or damages greater than $5,000, or other acknowledgment of fault; and/or (3) administrative proceeding resulting in a finding of fault with either a monetary fine or penalty greater than $5,000 or reimbursement, restitution, or damages greater than $100,000, or other acknowledgment of fault?

Not Selected

Exclusion Summary

Active Exclusions Records?

No

SAM Search Authorization

I authorize my entity's non-sensitive information to be displayed in SAM public search results:

Yes

Entity Types

Business Types

Entity Structure	Entity Type	Organization Factors
Corporate Entity (Not Tax Exempt)	**Business or Organization**	**(blank)**

Profit Structure
For Profit Organization

Socio-Economic Types

Check the registrant's Reps & Certs, if present, under FAR 52.212-3 or FAR 52.219-1 to determine if the entity is an SBA-certified HUBZone small business concern. Additional small business information may be found in the SBA's Dynamic Small Business Search if the entity completed the SBA supplemental pages during registration.

Financial Information

Accepts Credit Card Payments	Debt Subject To Offset
No	**No**

EFT Indicator	CAGE Code
0000	**0BPM5**

Electronic Funds Transfer

Account Type	Routing Number	Lock Box Number
Checking	*********48**	**(blank)**

Financial Institution	Account Number
WELLS FARGO BANK, NA	*********54**

Automated Clearing House

Phone (U.S.)	Email	Phone (non-U.S.)
7044446058	**(blank)**	**(blank)**

Fax
(blank)

Remittance Address

KIMLEY-HORN AND ASSOCIATES, INC.
P.O. Box 932514
Atlanta, Georgia 31193
United States

Taxpayer Information

EIN	Type of Tax	Taxpayer Name
*******5615**	**Applicable Federal Tax**	**KIMLEY-HORN AND ASSOCIATES INC**

Tax Year (Most Recent Tax Year)	Name/Title of Individual Executing Consent	TIN Consent Date
2024	**Senior Vice President**	**Jan 28, 2025**

Address	Signature
421 Fayetteville ST STE 600 **Raleigh, North Carolina 27601**	**RICHARD N COOK**

Points of Contact

Accounts Receivable POC

JON COFFMAN
JON.COFFMAN@KIMLEY-HORN.COM
9196772000

Electronic Business

LINDSEY BALLTZGLIER, CONTROLLER
LINDSEY.BALLTZGLIER@KIMLEY-HORN.COM
9196772000

421 Fayetteville ST
Suite 600
Raleigh, North Carolina 27601
United States

TRAVIS CRISSMAN, GRANT WRITER
TRAVIS.CRISSMAN@KIMLEY-HORN.COM
9842753576

421 Fayetteville Street
Suite 600
Raleigh, North Carolina 27601
United States

Government Business

TOM SAURO
TOM.SAURO@KIMLEY-HORN.COM
7036741300

11400 Commerce Park Drive
Suite 400
Reston, Virginia 20191
United States

Service Classifications

NAICS Codes

Primary	NAICS Codes	NAICS Title
Yes	**541330**	**Engineering Services**
	236220	**Commercial And Institutional Building Construction**
	541320	**Landscape Architectural Services**
	541380	**Testing Laboratories And Services**
	541420	**Industrial Design Services**
	541611	**Administrative Management And General Management Consulting Services**
	541620	**Environmental Consulting Services**
	541715	**Research And Development In The Physical, Engineering, And Life Sciences (Except Nanotechnology And Biotechnology)**
	541990	**All Other Professional, Scientific, And Technical Services**
	562910	**Remediation Services**

Product and Service Codes

PSC	PSC Name
R425	**Support- Professional: Engineering/Technical**

Size Metrics

IGT Size Metrics

Annual Revenue (from all IGTs)
(blank)

Worldwide

Annual Receipts (in accordance with 13 CFR 121)
$2,853,000,000.00

Number of Employees (in accordance with 13 CFR 121)
8472

Location

Annual Receipts (in accordance with 13 CFR 121)
(blank)

Number of Employees (in accordance with 13 CFR 121)
(blank)

Industry-Specific

Barrels Capacity
(blank)

Megawatt Hours
(blank)

Total Assets
(blank)

Electronic Data Interchange (EDI) Information

This entity did not enter the EDI information

Disaster Response

This entity does not appear in the disaster response registry.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 3/18/2024

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 Edgewood Partners Ins. Center/Greyling 3780 Mansell Rd. Suite 370 Alpharetta GA 30022	**CONTACT NAME:** Jerry Noyola **PHONE (A/C, No, Ext):** 7702207699 **FAX (A/C, No):** **E-MAIL ADDRESS:** greylingcerts@greyling.com
INSURED KIMLASS Kimley-Horn and Associates, Inc. 421 Fayetteville Street, Suite 600 Raleigh, NC 27601	**INSURER(S) AFFORDING COVERAGE** — **NAIC #** **INSURER A :** National Union Fire Ins Co of Pittsburg — 19445 **INSURER B :** Allied World Assurance Co (U.S.) Inc. — 19489 **INSURER C :** New Hampshire Insurance Company — 23841 **INSURER D :** Lloyd's of London — 85202 **INSURER E :** **INSURER F :**

COVERAGES **CERTIFICATE NUMBER:** 2080884375 **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 Contractual Liab GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [X] PRO-JECT [X] LOC [ ] OTHER:			GL5268169	4/1/2024	4/1/2025	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 $ 25,000 $ 2,000,000 $ 4,000,000 $ 4,000,000
A A	**AUTOMOBILE LIABILITY** X ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY [X] NON-OWNED AUTOS ONLY			CA4489663 (AOS) CA2970071 (MA)	4/1/2024 4/1/2024	4/1/2025 4/1/2025	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 2,000,000 $ $ $
B	X **UMBRELLA LIAB** [X] OCCUR X **EXCESS LIAB** [ ] CLAIMS-MADE [ ] DED [X] RETENTION $ 10,000			03127930	4/1/2024	4/1/2025	EACH OCCURRENCE AGGREGATE	$ 5,000,000 $ 5,000,000
C C	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** Y / N ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? N **(Mandatory in NH)** If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		WC015893685 (AOS) WC015893686 (CA)	4/1/2024 4/1/2024	4/1/2025 4/1/2025	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 2,000,000 $ 2,000,000 $ 2,000,000
D	Professional Liability			B0146LDUSA2404949	4/1/2024	4/1/2025	Per Claim 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

CERTIFICATE HOLDER

Sample Certificate

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

Gregg Bachtel

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Form **W-9**
(Rev. March 2024)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Go to *www.irs.gov/FormW9* for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type. See *Specific Instructions* on page 3.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

Kimley-Horn and Associates, Inc.

2 Business name/disregarded entity name, if different from above.

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor ☒ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . .

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . ☐

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any)

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)

(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.

421 Fayetteville Street, Suite 600

6 City, state, and ZIP code

Raleigh, NC 27601

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

			–			–				

or

Employer identification number

5	6	–	0	8	8	5	6	1	5

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here | **Signature of U.S. person** | **Date**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to *www.irs.gov/FormW9*.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

Fee Schedule

196.54%	Overhead%
195.57%	Overhead% w/o FCCM
10%	Fee%

		Kimley-Horn and Associates, Inc.						
	Category/Title	Senior Professional III	Senior Professional II	Professional I	Analyst II	Analyst I		
	Direct Rate	$130.12	$107.37	$60.94	$53.59	$49.54		
	Billing Rate	$424.32	$350.13	$198.72	$174.76	$161.55	TOTAL HOURS	TOTAL COST
Task 1	Project Management	7	7	30			44	$11,382.84
Task 2	Utility Coordination				20	40	60	$9,957.05
Task 3	Preliminary Engineering		2	22	85	85	194	$33,658.00
3.1	Environmental Analysis			2			2	$397.45
3.2	Records Research and Field Reviews				45	45	90	$15,133.67
3.3	Preliminary Plans and Estimate		2	20	40	40	102	$18,126.88
Task 4	Plans, Specifications & Estimate (PS&E)	8	14	119	180	160	481	$89,248.18
4.1	Signing and Striping Plans	2	5	40	100	120	267	$47,409.58
4.2	ADA Curb Ramp Detail Sheets	2	2	40	40		84	$16,488.05
4.3	Opinion of Probable Construction Costs (OPCC)	2	2	10	40	40	94	$16,988.28
4.4	Specifications	2	5	25			32	$7,567.37
4.5	Right of Way			2			2	$397.45
4.6	Construction Allocation			2			2	$397.45
Task 5	Bidding and Construction Support	5	10	68			83	$19,136.09
5.1	Bidding Support		5	8			13	$3,340.44
5.2	Construction Support	5	5	60			70	$15,795.65
Task 6	Prepare Record Drawings (As-Built)		2	10	20		32	$6,182.60
	TOTAL HOURS	20	35	249	305	285	894	
	SUBTOTAL LABOR	$8,486.35	$12,254.56	$49,482.15	$53,300.39	$46,041.31		$169,564.77
	Other Direct Costs							$14,046.60
	Avant-Garde (Subconsultant)							$14,046.60
	TOTAL COST							$183,611.37

Optional Tasks	
O.1	Topographic Survey
O.2	Potholing

Fee Schedule

			Avant-Garde, Inc.				
		Name	Lissette Montoya	Keith LeNoue	Alyssa Maldonado		
		Category/Title	Program Director	Program Manager	Program Assistant		
120.00%	Overhead%	Direct Rate	$128.65	$43.00	$30.00		
10%	Fee%	Billing Rate	$311.33	$104.06	$72.60	TOTAL HOURS	TOTAL COST
Task 1	Project Management		10	22	16	48	$6,564.22
Task 2	Utility Coordination						
Task 3	Preliminary Engineering		2	12	6	20	$2,306.98
3.1	Environmental Analysis		2	12	6	20	$2,306.98
3.2	Records Research and Field Reviews						
3.3	Preliminary Plans and Estimate						
Task 4	Plans, Specifications & Estimate (PS&E)		4	28	14	46	$5,175.40
4.1	Signing and Striping Plans						
4.2	ADA Curb Ramp Detail Sheets						
4.3	Opinion of Probable Construction Costs (OPCC)						
4.4	Specifications						
4.5	Right of Way		2	12	6	20	$2,306.98
4.6	Construction Allocation		2	16	8	26	$2,868.42
Task 5	Bidding and Construction Support						
Task 6	Prepare Record Drawings (As-Built)						
	TOTAL HOURS		16	62	36	114	
	SUBTOTAL LABOR		$4,981.28	$6,451.72	$2,613.60		$14,046.60
	TOTAL COST						$14,046.60

ATTACHMENT NO. 3

PROFESSIONAL SERVICES AGREEMENT
BETWEEN
CITY OF WEST COVINA
AND
KIMLEY-HORN AND ASSOCIATES, INC.
FOR
PRELIMINARY ENGINEERING PHASE SERVICES FOR SAFE ROUTES TO SCHOOL AND PEDESTRIAN SAFETY PROJECT

THIS PROFESSIONAL SERVICES AGREEMENT is made and entered into as of June 17, 2025 ("Effective Date"), by and between the CITY OF WEST COVINA, a municipal corporation ("City"), and KIMLEY-HORN AND ASSOCIATES, INC., a North Carolina corporation ("Consultant").

RECITALS

A. City proposes to utilize the services of Consultant as an independent contractor to City to provide Preliminary Engineering (PE) phase services for the Safe Routes to School and Pedestrian Safety 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 Exhibit "A" 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 dated March 13, 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 Consultant's Proposal, attached hereto as Exhibit "A" and incorporated herein, including optional tasks O.1 and O.2.

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

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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. 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 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.

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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, 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 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. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit "B" (the "Fee Schedule"). Consultant's total compensation shall not exceed One Hundred Eighty-Three Thousand Six Hundred Eleven Dollars and Thirty-Seven Cents ($183,611.37).

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2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services specified in Consultant's Proposal unless the City Manager, prior to Consultant performing the additional services, approves such additional services in writing, memorialized in an amendment to this Agreement. Any additional services shall be charged at Consultant's standard hourly rates as detailed in the Fee Schedule. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable.

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. Consultant shall complete Tasks 1-4 of the Scope of Services within six (6) months from receipt of the City's notice to proceed, unless a later date is agreed upon by 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 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 Consultant is encountered, a time extension may be mutually agreed upon in writing by the City and Consultant. 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 A 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.

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If 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 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 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 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

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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 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, Consultant certifies as follows:

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

Consultant shall also comply with Section 3800 of the 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 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 years after completion of the services required by this Agreement.

If 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 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 Consultant pursuant to its contract with the City; products and completed operations of Consultant; premises owned, occupied or used by Consultant; automobiles owned, leased, hired, or borrowed by 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: 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

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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: 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 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.

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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 Adrian Anderson, who shall coordinate directly with City. 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.

IF TO CONSULTANT:

Kimley-Horn and Associates, Inc.
660 S. Figueroa St., Ste. 2050
Los Angeles, CA 90017
Tel: (213) 261-4040
Email: jean.fares@kimley-horn.com
Attn: Jean Fares

IF TO CITY:

City of West Covina
1444 West Garvey Ave. South
West Covina, CA 91790
Tel: (626) 939-8733
Email: rortega@westcovina.org
Attn: Robert Ortega

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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 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 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 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 Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, 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 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 Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, recklessness, or willful misconduct of 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 Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, 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

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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 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.

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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 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.

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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.

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.

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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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[SIGNATURE PAGE FOLLOWS.]

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: _____
Milan Mrakich
Acting City Manager

CONSULTANT

_____ Date: _____
Jean Fares
Senior Vice President

DRAFT

ATTEST:

_____
Lisa Sherrick
Assistant City Clerk

APPROVED AS TO FORM:

_____
Thomas P. Duarte
City Attorney

APPROVED AS TO INSURANCE:

_____
Maria-Luisa Olea
Risk Management

EXHIBIT A

CONSULTANT'S PROPOSAL

[TO BE INSERTED FOLLOWING CITY COUNCIL APPROVAL.]

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EXHIBIT B

FEE SCHEDULE

[TO BE INSERTED FOLLOWING CITY COUNCIL APPROVAL.]

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AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 17, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF LIST OF FISCAL YEAR 2025-2026 PROJECTS FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017**

RECOMMENDATION:

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

RESOLUTION NO. 2025-41 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING A LIST OF FISCAL YEAR 2025-2026 PROJECTS FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

BACKGROUND:

On April 28, 2017, Governor Brown signed Senate Bill 1 (SB1), which is known as the Road Repair and Accountability Act of 2017, to address basic road maintenance, rehabilitation and critical safety needs on both State highways and local streets. SB1 increased per gallon fuel excise taxes; increased diesel fuel sales taxes and vehicle registration fees; and provides for inflationary adjustments to tax rates in future years.

Since November 1, 2017, the State Controller has deposited various portions of this new funding into the newly created Road Maintenance and Rehabilitation Account (RMRA). A percentage of this new RMRA funding is apportioned by a formula to eligible cities pursuant to Streets and Highways Code (SHC) Section 2032(h) for basic road maintenance, rehabilitation, and critical safety projects on local streets and roads.

Cities receiving RMRA funds must comply with all relevant Federal and State laws, regulations, policies, and procedures. In order to receive RMRA funds, the City is required to annually expend for street, road, and highway purposes an amount not less than the annual average of its expenditures from its General Fund during the 2009-10 ($655,146), 2010-11 ($446,279), and 2011-12 ($600,020) fiscal years. The average of this three-year period was $567,148, which is the minimum Maintenance of Effort (MOE) required to receive SB1 funding. This amount was calculated by the State Controller's Office (SCO) based on information provided by the Finance Department during base years.

DISCUSSION:

The City of West Covina received RMRA funding during previous fiscal years, which were utilized for street rehabilitation work in the Annual Residential Streets Rehabilitation Program. A table of the previous five years' RMRA funding is included below.

Fiscal Year	RMRA Funds Received
Fiscal Year 2020-21	$1,858,151
Fiscal Year 2021-22	$2,038,174
Fiscal Year 2022-23	$2,418,468
Fiscal Year 2023-24	$2,709,511
Fiscal Year 2024-25	$2,805,101

The City will receive an estimated $2,874,896 in RMRA funding for Fiscal Year 2025-26. Staff is proposing that the FY 2025-26 RMRA funding be allocated to the Annual Residential Streets Rehabilitation Program for FY 2025-26. This project includes asphalt rehabilitation and maintenance including cold-mill and overlay and slurry seal construction at various locations Citywide, as identified on the City's Pavement Management Program.

The City must adopt by resolution a list of projects proposed to receive funding from the RMRA, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement. The proposed resolution (Attachment No. 1) lists the Annual Residential Streets Rehabilitation Program for FY 2025-26 as a proposed project. The proposed resolution also lists the Annual Residential Streets Rehabilitation Program for FY 2024-25 as an additional proposed project since the project may utilize Fiscal Year 2025-26 RMRA funds in its delivery.

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: Michael Lloyd, City Engineer

Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

In order to receive RMRA funds, the City must meet a MOE requirement using discretionary funding from the General Fund. The City's MOE requirement is $567,148, which has been included in the FY2025-2026 adopted budget as a transfer from the General Fund to SB1 Road Maintenance Rehab (Fund 237). The expected RMRA allocation for FY 25-26 will be $2,874,896.

Attachments

Attachment No. 1 - Resolution No. 2025-41

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

ATTACHMENT NO. 1

RESOLUTION NO. 2025-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING A LIST OF FISCAL YEAR 2025-2026 PROJECTS FUNDED BY SENATE BILL 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT OF 2017

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

WHEREAS, the Governor signed Senate Bill 1 (SB 1), the Road Repair and Accountability Act of 2017 into law in April 2017 to address the significant multi-modal transportation funding shortfalls statewide; and

WHEREAS, SB 1 includes accountability and transparency provisions that will ensure the residents of the City are aware of the projects proposed for funding in the community and which projects have been completed each fiscal year; and

WHEREAS, the City must adopt by resolution a list of projects proposed to receive funding from the Road Maintenance and Rehabilitation Account (RMRA), created by SB 1, which must include a description and the location of each proposed project, a proposed schedule for the project's completion, and the estimated useful life of the improvement; and

WHEREAS, the City will receive an estimated $2,874,896 in RMRA funding in Fiscal Year 2025-26 from SB 1; and

WHEREAS, the SB 1 funding will enable the City to continue essential road maintenance and rehabilitation projects, safety improvements, and increasing access and mobility options for the traveling public that would not have otherwise been possible without SB 1; and

WHEREAS, the City used a Pavement Management System (StreetSaver) to develop the SB 1 project list to ensure revenues are being used on the most high-priority and cost-effective projects that also meet the community's priorities for transportation investment; and

WHEREAS, the funding from SB 1 will help the City maintain and rehabilitate the local streets identified in this resolution throughout the City; and

WHEREAS, the 2023 California Statewide Local Streets and Roads Needs Assessment found that the City's streets and roads are in "at-risk" condition and this revenue will help the City increase the overall quality of its road system and over the next decade will bring the City's streets and roads into a better condition; and

WHEREAS, the SB 1 project list and overall investment in our local streets and roads infrastructure with a focus on basic maintenance and safety, investing in complete streets infrastructure, and using cutting-edge technology, materials and practices, will have significant positive co-benefits statewide.

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

SECTION 1. The foregoing recitals are true and correct.

SECTION 2. The following proposed project will be funded in-part or solely with Fiscal Year 2025-26 Road Maintenance and Rehabilitation Account revenues:

Project Title: Annual Residential Streets Rehabilitation Program, FY 25/26 (Maintenance Zone 11)
Project Description: Asphalt rehabilitation and maintenance including cold-mill & overlay and slurry seal construction at various locations Citywide, as identified on the City's Pavement Management Program.
Project Location: Residential streets within City of West Covina, west of Nogales St., east of Azusa Ave. (City limits), north of Giano Ave./Wednesday Dr./Tuesday Dr./Gehrig St./Amanada St. (City limits), and south of Amar Rd. and La Puente Rd.
Estimated Project Schedule: Start (01/2026) – Completion (12/2026)
Estimated Project Useful Life: 10-15 years

SECTION 3. The following previously proposed and adopted project may utilize Fiscal Year 2025-26 Road Maintenance and Rehabilitation Account revenues in its delivery. With the relisting of this project in the list of projects for Fiscal Year 2025-26, the City is reaffirming to the public and the State its intent to fund this project with Road Maintenance and Rehabilitation Account revenues:

Project Title: Annual Residential Streets Rehabilitation Program, FY 24/25 (Maintenance Zone 12)
Project Description: Asphalt rehabilitation and maintenance including cold-mill & overlay and slurry seal construction at various locations Citywide, as identified on the City's Pavement Management Program.
Project Location: Residential streets within City of West Covina, east of Nogales St., west of Flemington Dr./Forecastle Ave. (City limits), north of Valley Blvd. (City limits), and south of Sentous Ave. and La Puente Rd.
Estimated Project Schedule: Start (01/2025) – Completion (12/2025)
Estimated Project Useful Life: 10-15 years

SECTION 4. 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 17th day of June, 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. 2025-41 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 17th day of June, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick
Assistant City Clerk

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 17, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF TRAFFIC RECOMMENDATIONS FROM THE TRAFFIC COMMITTEE MEETINGS BETWEEN FEBRUARY 2025 THROUGH MAY 2025**

RECOMMENDATION:

It is recommended that the City Council approve the Traffic Committee recommendations detailed in the staff report for traffic engineering improvements citywide from the meetings held between February 2025 through May 2025.

BACKGROUND:

The West Covina Traffic Committee regularly meets and holds public meetings on the 2nd Tuesday of each month. The Traffic Committee consists of the Capital Improvements Program Manager, the Deputy Community Development Director, the City Traffic Engineer representative, a representative of the Police Traffic Division, and the City Engineer. The Traffic Committee reviews resident, community, and City requests pertaining to any traffic-related items. These items are presented with recommendations to the Traffic Committee for discussion and approval, and then are later presented to City Council for final approval.

DISCUSSION:

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

The following recommendations were unanimously approved for installation by the Traffic Committee (TC) and are brought before City Council for final approval and consideration:

February 2025 Traffic Committee Meeting

- **Traffic Review of Cherrywood Street between E Garvey Avenue S and James Avenue:**
  - Request: Request is for speeding and the installation of traffic calming measures along S Cherrywood Street between the segments of E Garvey Avenue S and James Avenue.
  - Approved TC Recommendation:

1. Remove and replace deteriorated Turn Warning Signs (W1 – 1) and “15” MPH Advisory Speed Signs (W13 – 1P) at the following locations:
    a. Replace signs located along the south side of East Garvey Avenue South, approximately 200-ft south of Cherrywood Street.
    b. Replace signs located along the east side of Cherrywood Street, approximately 130-ft south of East Garvey Avenue South.
    c. Replace signs located along the north side of East Garvey Avenue South, approximately 30-ft west of Cherrywood Street.
2. Remove and replace faded Stop Ahead Warning Sign (W3 – 1) located on the south side of East Garvey Avenue South, approximately 140-ft west of Cherrywood Street.
3. Remove and replace damaged Stop Sign (R1 – 1) located on the south-west corner of the intersection of Cherrywood Street and James Avenue.
4. Remove and replace the deteriorated and vandalized object markers (OM1 – 3) located at the intersection of Cherrywood Street and East Garvey Avenue South, for eastbound and westbound traffic.
5. Remove and replace the deteriorated Chevron Signs (W8 – 1) located on the north-east side of the intersection at Cherrywood Street and East Garvey Avenue South. Remove and replace the signs located on:
    a. Remove and replace the first chevron sign placed for eastbound/southbound traffic.
    b. Remove and replace the first chevron sign placed for westbound/northbound traffic.
6. Refresh/repaint the “STOP” pavement legends and Stop Bar at the intersection of Cherrywood Street and James Avenue. Refresh pavement markings for the northbound and southbound directions along Cherrywood Street.

- **Traffic Review of Bromley Avenue and Ituni Street:**
    - Request: Request is to replace the current “Yield” signs with Stop Signs on Bromley Avenue.
    - Approved TC Recommendation:

1. Remove the existing “Yield” signage that is located along the northbound and southbound directions of Bromley Avenue at the intersection with Ituni Street. Replace the existing “Yield” signs with new Stop Sign (R1 – 1). Install Stop Sign on new post.
2. Install “STOP” and Stop Bar pavement markings along Bromley Avenue, at the intersection with Ituni Street. Install pavement markings for both northbound and southbound directions.
3. Install red reflective strip on the proposed Stop Sign Signpost for the northbound and southbound directions of Bromley Avenue at the intersection with Ituni Street.
4. Install “Cross Traffic Does Not Stop” (W4 – 4 P) Plaque underneath the proposed Stop Signs for the northbound and southbound directions of Bromley Avenue at the intersection with Ituni Street.
5. Install 20-ft of red curb to provide a better visibility of incoming traffic and prevent vehicles from blocking the available view at the intersection. Install red curb at the following locations:
    a. Install red curb on the south side of Ituni Street, east and west of Bromley Avenue.
    b. Install red curb on the north side of Ituni Street, east and west of Bromley Avenue.
    c. Install red curb on the east side of Bromley Avenue, south of Ituni Street.
    d. Install red curb on the west side of Bromley Avenue, north of Ituni Street.

March 2025 Traffic Committee Meeting

- **Traffic Review of Broadmoor Avenue and Rowland Avenue:**
    - Request: Request is for speeding and the installation of traffic calming measures near the intersection of Broadmoor Avenue and Rowland Avenue.
    - Approved TC Recommendation:

1. Remove and relocate the existing curve warning sign (W1 – 4L) and advisory “25” mph

speed (W13 – 1P). Install new signage on the north side of Rowland Avenue, approximately 35-ft west of Walnuthaven Drive, for westbound traffic.
2. Install missing curve warning sign (W1 – 4L) and advisory "25" mph speed (W13 – 1P), on the south side of Rowland Avenue, approximately 35-ft west of Shadydale Avenue, for eastbound traffic.
3. Install a speed feedback sign on the north side of Rowland Avenue, at the intersection with Walnuthaven Drive for westbound traveling vehicles.
4. Install a speed feedback sign on the south side of Rowland Avenue, approximately 145-ft east of Shadydale Avenue for eastbound traveling vehicles.
5. Install transverse rumble strips along both directions of Rowland Avenue approaching the curve near Broadmoor Avenue, at the following locations:
    a. On Rowland Avenue, approximately 60-ft west of Walnuthaven Drive.
    b. On Rowland Avenue, approximately 140-ft west of Shadydale Avenue.
6. Refresh the existing yellow centerline along Rowland Avenue, approaching the intersection with Broadmoor Avenue.
7. Install "Cross Traffic Does Not Stop Sign" underneath the stop signs located on Broadmoor Avenue at the intersection with Rowland Avenue.
8. Install 20-feet of red curb on the north side west Rowland Avenue, east of the intersection with Broadmoor Avenue.
9. Install 50-ft of yellow centerline along Broadmoor Avenue, approaching the intersection with Rowland Avenue.
10. Refresh "stop" and stop bar pavement legends along Broadmoor Avenue at the intersection with Rowland Avenue.

- **Traffic Review of N Nora Avenue and W Rowland Avenue:**
    - Request: Request is for installing an All-Way Stop and a marked crosswalk at N Nora Avenue and W Rowland Avenue.
    - Approved TC Recommendation:

1. Remove and replace "stop" sign (R1 – 1) on the north-east corner of the intersection at north Nora Avenue and west Rowland Avenue.
2. Install "stop" sign (R1 – 1) on the north-west corner and south-east corners of the intersection at north Nora Avenue and west Rowland Avenue.
3. Install "All Way" plaque (R1 – 3P) underneath the existing and proposed stop signs at the intersection of north Nora Avenue and west Rowland Avenue.
4. Install red reflective strip on the existing and proposed stop sign signpost at the intersection of north Nora Avenue and west Rowland Avenue.
5. Install stop bar and "stop" pavement legends along north Nora Avenue, at the intersection with west Rowland Avenue, for northbound and southbound directions.
6. Install white ladder crosswalk on the east leg of the intersection at north Nora Avenue and west Rowland Avenue.

- **Traffic Review of Workman Avenue and Toland Avenue:**
    - Request: Request is for reviewing the unprotected crosswalk located at Workman Avenue and Toland Avenue.
    - Approved TC Recommendation:

1. Remove and replace Stop Sign (R1 – 1) located on the south-east corner of the intersection at Workman Avenue and Toland Avenue, for northbound traffic.
2. Remove/replace both Pedestrian Warning Sign (W11 – 2) and Downward Arrow Sign (W16 – 7P) for fluorescent neon green double-sided signs, along Workman Avenue and Toland Avenue, at the following locations:
    a. On the north-east corner of the intersection, for westbound traffic.
    b. On the south-west corner of the intersection, for eastbound traffic.
3. Remove/replace both Pedestrian Warning Sign (W11 – 2) and "Ahead" Plaque (W16 – 9P) for fluorescent neon green double-sided signs for eastbound/westbound traffic

along Workman Avenue.
    a. On the north side of Workman Avenue, approximately 245-ft east of Toland Avenue, for EB traffic.
    b. On the south side of Workman Avenue, approximately 130-ft west of Toland Avenue, for WB traffic.
4. Refresh stop bars and stop legend located on the north and south legs of the intersection at Workman Avenue and Toland Avenue.
5. Refresh the existing white ladder crosswalk located on the east leg of the intersection at Workman Avenue and Toland Avenue.
6. Install “Cross Traffic Does Not Stop” Plaque (W4 – 4P) underneath the existing Stop Signs on the south-east and north-west corners of the intersection at Workman Avenue and Toland Avenue.
7. Install Stop Ahead sign (W3 – 1) on the east side of Toland Avenue, approximately 240-feet south of the intersection with East Workman Avenue, for northbound. Supplement with “Stop Ahead” pavement legend.
8. Install Stop Ahead sign (W3 – 1) on the west side of Toland Avenue, approximately 210-feet north of the intersection with East Workman Avenue, for southbound. Supplement with “Stop Ahead” pavement legend.
9. Install 20-ft of red curb approaching the crosswalk on the east leg of the intersection of Workman Avenue and Toland Avenue, at the following locations:
    a. Install red curb on the south side of Workman Avenue, west of Toland Avenue.
    b. Install red curb on the south side of Workman Avenue, east of Toland Avenue.
    c. Install red curb on the north side of Workman Avenue, east of Toland Avenue.

- **Traffic Review of Lark Ellen Avenue between Cameron Avenue and Larkwood Street:**
    - Request: Request is for speeding and the installation of traffic calming measures along Lark Ellen Avenue between Cameron Avenue and Larkwood Street.
    - Approved TC Recommendation:

1. Remove and replace School Zone Sign (SW24 – 1 (CA)) located on the north-west corner of the intersection of Lark Ellen Avenue and Larkwood Avenue (west leg), for southbound traffic.
2. Install “25” MPH School Zone Speed Limit Sign Assembly C (SR4 – 1 (CA)) along the west side of Lark Ellen Avenue, approximately 80-ft south of Larkwood Avenue, for southbound traffic.
3. Install Solar Powered Speed Feedback Signage with a 40 MPH (R2-1) Speed Sign on Lark Ellen Avenue for northbound and southbound traveling vehicles.
4. Install 8-ft-wide white side strip along the west side of Lark Ellen Avenue, from Service Avenue to Avington Avenue, for southbound traveling vehicles.

April 2025 Traffic Committee Meeting

- **Traffic Review of S Montezuma Way between S Golden Vista Drive E & W:**
    - Request: Request is for speeding and installation of traffic calming measures along the segment of South Montezuma Way, where South Golden Vista Drive connect to Montezuma Way to the east and west.
    - Approved TC Recommendation:

1. Remove and replace faded Right Curve Warning Sign (W1 – 2R) & “25” MPH Advisory Speed Limit Signs (W13 – 1P) located on the south side of S Montezuma Way, north of Golden Vista Drive. Replace signage with new Curve Warning Sign (W1 – 2R) and “20” MPH Advisory Speed Sign (W13 – 1P) below the Curve Warning Sign, move signage to be on the south side of S Montezuma Way approximately 75-ft south of Golden Vista Way (northern intersection).
2. Remove and replace “25” MPH Advisory Speed Limit Signs (W13 – 1P) with a “20” MPH Advisory Speed Sign (W13 – 1P) along the north side of S Montezuma Way at the intersection with South Golden Vista Drive West, for southbound traffic (northern

intersection).
3. Install Solar Yellow Speed Feedback Sign underneath a “20” MPH Advisory Speed Signs (W13 – 1P) approaching the curve along the northbound direction on S Montezuma Way. Install sign on the south side of Montezuma Way, approximately 130-ft north of Golden Vista Drive West (northern intersection).
4. Remove and replace the (W1 – 3) signs with a (W1 – 2L) sign with a “20” MPH Advisory Speed Sign (W13 – 1P) below approaching the curve on the north side of Montezuma Way, approximately 825-ft north of Golden Vista Drive East (southern intersection).
5. Install “25” MPH Speed Limit Sign (R2 – 1) and “25” pavement legends on the north side of North Montezuma Way, at the intersection with South Golden Vista Drive East, for northbound traffic (southern intersection).
6. Install “25” MPH Speed Limit Sign (R2 – 1) and “25” pavement legends south side of North Montezuma Way, approximately 990-ft north of South Golden Vista Drive (southern intersection).
7. Install Solar Yellow Speed Feedback Sign underneath a “20” MPH Advisory Speed Signs (W13 – 1P) approaching the curve along the northbound direction on Montezuma Way. Install sign on the north side of Montezuma Way, approximately 825’ north of Golden Vista Drive East.

- **Traffic Review of Wednesday Drive/Stephanie Drive from South Veronica Avenue to Stacey Court and Tuesday Drive from Wednesday Drive/Stephanie Drive to Shakespeare Drive:**
  - Request: Request is for speeding and installation of traffic calming measures along the segments of Wednesday Drive/Stephanie Drive from South Veronica Avenue to Stacey Court and Tuesday Drive from Wednesday Drive/Stephanie Drive to Shakespeare Drive.
  - Approved TC Recommendation for Wednesday Drive/Stephanie Drive from South Veronica Avenue to Stacey Court:

    1. Refresh red curb near crosswalk that is approximately 170-feet east of Hawaii Street and red curb on the southwest corner of Hawaii Street and Wednesday Drive.
    2. Refresh crosswalk and replace reflective crosswalk pavement markers that is approximately 170-feet east of Hawaii Street.
    3. Remove and replace faded Pedestrian sign (S1 – 1) and Downward Arrow plaque (W16 – 7P) located on each side of the midblock crosswalk on Wednesday Drive, approximately 250-ft east of Hawaii Street, for new double-sided signs.
    4. Remove and replace faded Pedestrian sign (S – 1) and “Ahead” plaque (W16 – 9P) located along the north side of Wednesday Drive, approximately 65-ft west of Iowa Street.
    5. Remove and replace faded Pedestrian sign (S – 1) and Downward Arrow (W16 – 9P) plaque that is located along the south side of Wednesday Drive, approximately 55-ft west of Hawaii Street.
    6. Trim the bushed located on the south side of Wednesday Drive, at the midblock crosswalk, to reduce the height of the bushes and prevent them from blocking the view of the pedestrian signages.
    7. Install red curb along the east side of Wednesday Drive/Stephanie Drive, at the intersection with Tuesday Drive:
       a. Install 20-ft of red curb on the east side of Wednesday Drive/Stephanie Drive, from curb return north of Tuesday Drive.
       b. Install 30-ft of red curb on the east side of Wednesday Drive/Stephanie Drive, from curb return south of Tuesday Drive.
    8. Install chevrons on existing streetlights along east side of Wednesday Drive/Stephanie Drive between Tuesday Drive and Shirlee Street for both directions of traffic.
    9. Install “30” pavement legend next to existing speed limit sign 100-feet west of Tuesday Drive and next to existing speed feedback sign approximately 80-feet north of Shirlee Street.
    10. Install “30” speed limit sign (R2 – 1) on the west side of Stephanie Drive, approximately 105-ft south of Stacey Court, for southbound traffic.

- Approved TC Recommendation for Tuesday Drive from Wednesday Drive/Stephanie Drive to Shakespeare Drive:

    1. Remove and replace faded Stop Sign (S1 – 1) located along the north side of Tuesday Drive at the intersection with Wednesday Drive, for westbound traffic.
    2. Remove and replace faded Speed Limit Sign (R2 – 1) that is located along the south side of Tuesday Drive, approximately 150-ft east of Wednesday Drive. Replace existing sign for new oversize (30''x36'').
    3. Install "Cross Traffic Does Not Stop" (W4 – 4P) and red reflective strips underneath the Stop Signs (R1 – 1) located at the intersections:
        a. Install sign at the intersection of Tuesday Drive at Wednesday Drive.
        b. Install sign at the intersection of Tuesday Drive at Shakespeare Drive.
    4. Remove and replace faded Speed Limit Sign (R2 – 1) that is located along the north side of Tuesday Drive, approximately 65-ft east of Wednesday Drive. Replace existing sign for new oversize (30''x36'').
    5. Install "35" pavement legend next to existing speed limit signs along Tuesday Drive, at the following locations:
        a. Install pavement markings along the eastbound direction of Tuesday Drive, approximately 145-ft east of Wednesday Drive.
        b. Install pavement markings along the westbound direction of Tuesday Drive, approximately 65-ft west of Shakespeare Drive.
    6. Install Stop Ahead Warning Sign (W3 – 1) with "STOP AHEAD" pavement legends along the westbound direction of Tuesday Drive. Install sign and pavement legends on the north side of Tuesday Drive, approximately 240-ft east of Wednesday Drive.
    7. Install Stop Ahead Warning Sign (W3 – 1) with "STOP AHEAD" pavement legends along the eastbound direction of Tuesday Drive. Install sign and pavement legends on the south side of Tuesday Drive, approximately 180-ft west of Shakespear Drive.

May 2025 Traffic Committee Meeting

- **Traffic Review of W Garvey Avenue N between W Cameron Avenue and N Willow Avenue:**
    - Request: Request is for speeding and the installation of traffic calming measures along W Garvey Avenue N between W Cameron Avenue and N Willow Avenue.
    - Approved TC Recommendation:

        1. Install "40 MPH" Speed Limit Signage (R2-1) for eastbound traffic along W Garvey Avenue N, approximately 230-feet east of the intersection with N Willow Avenue.
        2. Install "40" Pavement Legend adjacent to the speed limit signage along W Garvey Avenue N for both directions of travel, located approximately 230-feet east of the intersection with N Willow Avenue for eastbound traffic, and approximately 415-feet east of the intersection with N Sunkist Avenue for westbound traffic.
        3. Install "Cross Traffic Does Not Stop" Plaque (W4-4P) beneath the existing Stop Sign along Rowland Avenue for eastbound traffic approaching Sunset Avenue. Refresh Stop Bar and "STOP" pavement legend along N Sunkist Avenue at the intersection with W Garvey Avenue N.

- **Traffic Review of Sandy Hook Street between W Blue Ash Road and W Christopher Street:**
    - Request: Request is for speeding and the installation of traffic calming measures along Sandy Hook Street between Blue Ash Road and Christopher Street.
    - Approved TC Recommendation:

        1. Install "25" Speed Limit Sign (R2 – 1) on the west side of Sandy Hook Street, approximately 80-ft south of Blue Ash Road. Install "25" MPH pavement markings adjacent to the proposed speed limit sign, for southbound traffic.
        2. Install "25" Speed Limit Sign (R2 – 1) on the east side of Sandy Hook Street, approximately 95-ft north of Blue Ash Road. Install "25" MPH pavement markings adjacent to the proposed speed limit sign, for southbound traffic.

LEGAL REVIEW:

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

ENVIRONMENTAL REVIEW:

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

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

Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

The proposed improvements will be included either as part of an existing project, or under the Annual Citywide Traffic Signage, Stripping, Pavement Markers Program (Project No. C23016). This program allocates $100,000 annually to enhance vehicle mobility and safety. Minor improvements and/or signage replacement may be done in-house by maintenance staff.

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

AGENDA ITEM NO. 9

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 17, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: CONSIDERATION OF ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-26

RECOMMENDATION:

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

RESOLUTION NO. 2025-39 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-2026

BACKGROUND:

Article XIII B of the California Constitution imposes an appropriations limit on units of state and local governments. In response to a perception that government spending was increasing without any controls, in 1979, the voters passed Proposition 4, "The Gann Initiative," which is now included in the California Constitution as Article XIII B. This article limits the amount of appropriations (related to tax proceeds) that state or local governments can establish each year.

The appropriations of tax proceeds excludes revenues from the following sources:

- Special Benefit Assessments
- Licenses and Permits
- Franchise Fees
- Developer Fees
- Fines, Forfeitures and Penalties
- Other Governmental Restricted Revenues
- Gas Taxes
- User Fees

The following revenue sources are subject to the appropriations limit:

- Property Taxes
- Sales and Use Taxes
- Business License Taxes
- Transient Occupancy Taxes
- Other Taxes

Appropriations for debt-financed capital outlays (e.g., the Civic Center, Cameron Community Center, Golf Course and Big League Dreams bonds) are not subject to the limit.

Pursuant to Article XIII B and its implementing legislation, set forth in Sections 7901-7914 of the California Government Code, the annual appropriations limit must be calculated by adjusting the prior year's appropriation limit for changes in the cost of living and population growth. Each year, the City must calculate the limit using the following formula:

Fiscal Year 2024-2025 Appropriation Limit
x Cumulative Growth Factor (1)
= Current Year Appropriation Limit

(1) Inflation change factor (change in California per capita income from the preceding year or change in the local assessment roll from the preceding year due to the addition of non-residential new construction) multiplied by population change factors (change in population for either the City or the County).

Factors are calculated using the following formula:

(Percentage Change + 100) / 100 = Factor

DISCUSSION:

The City may choose one of the following factors to use for inflationary adjustment: (a) the growth in California per capita personal income from the preceding year, or (b) the growth in the non-residential assessed property valuation due to new construction within the City. For change in population, the City may choose to use either: (a) the change in population within the City, or (b) the change in population within the County. These two adjustment factors (one for inflation and one for population) are both annual elections for the City in determining its appropriations limit for the following Fiscal Year.

For the Fiscal Year (FY) 2025-26 calculation, the City is electing to use the change in population within the City as its population change factor, and the growth in California per capita personal income as its inflation factor, as detailed in Attachment No. 1. Such selections must be reflected in the recorded vote of the City Council per the requirements of Article XIII B and California Government Code section 7901. Therefore, the resolution (Attachment No. 2) reflects such selections. These have been the selections in the last 5 years.

Based on the formula outlined above, staff calculated the FY 2025-26 appropriations limit for the City of West Covina to be $273,274,859. The City's proceeds from taxes are projected at $70,145,700, which is less than the appropriations limit.

Documentation used in the establishment of the appropriations limit is available for public inspection in the Finance Department.

LEGAL REVIEW:

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

Prepared by: Maria-Luisa Olea, Assistant Finance Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Attachments

Attachment No. 1 - Appropriations Limit Calculation Fiscal Year 2025-26
Attachment No. 2 - Resolution No. 2025-39

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

ATTACHMENT NO. 1

APPROPRIATIONS LIMIT CALCULATION

Article XIII B of the State Constitution, commonly referred to as the "Gann Limit", was adopted when California's voters approved Proposition 4 in November 1979. The limit has been modified by two subsequent initiatives--Proposition 98 in 1988 and Proposition 111 in 1990--but its basic framework remains in place today.

Article XIII B places an annual limit on the appropriation of tax proceeds that can be made by the state, school districts and local governments in California. These limits are based on the amount of appropriations in the 1978-79 "base" year, as adjusted each year for population growth and cost-of-living factors. State and local governments are precluded from retaining any "excess revenues" above the limit. Article XIII B also requires the state to reimburse local governments for the cost of certain state mandates. The limit is different for every agency and changes each year.

For Fiscal Year 2025-26, the estimated tax proceeds appropriated by the West Covina City Council are under the limit. The Appropriations Limit for Fiscal Year 2025-26 is $273,274,859. This amount is the maximum amount of tax proceeds the City is able to appropriate and spend in Fiscal Year 2025-26. The appropriations subject to the limit are $70,145,700 leaving the City with an appropriations capacity under the limit of $203,129,159.

APPROPRIATIONS LIMIT CALCULATION - FISCAL YEAR 2025-26

Part I - Calculation of Appropriations Limit		
Appropriations Limit - Fiscal Year 2024-25:		$ 257,272,509
Change in Per Capita Personal Income (6.44%)	1.0644 [(a)]	
Change in City Population (-0.21%):	0.9979 [(a)]	
Calculation of Growth Factor (1.0644 x 0.9979)		1.0622
Appropriations Limit - Fiscal Year 2025-26:		$ 273,274,859
Part II - Appropriations Subject to the Limit		
Proceeds from Taxes		$ 70,145,700
Less: Debt Service Payments		-
Total Appropriations Subject to the Limit		$ 70,145,700
Part III - Calculation of Appropriations Over/Under the Limit		
Appropriations Limit - Fiscal Year 2025-26:		$ 273,274,859
Less: Appropriations Subject to Limitation		(70,145,700)
Total Appropriations Under the Limit		$ 203,129,159

[(a)] Source: State of California, Department of Finance, Price and Population Information, May 2025

ATTACHMENT NO. 2

RESOLUTION NO. 2025-39

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING AND ADOPTING THE ANNUAL APPROPRIATIONS LIMIT FOR FISCAL YEAR 2025-2026

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

WHEREAS, pursuant to Article XIII B of the California Constitution and California Government Code section 7910, the City Council must, by resolution, establish its appropriations limit and make other necessary determinations for the upcoming fiscal year, which commences July 1, 2025 and ends June 30, 2026; and

WHEREAS, pursuant to Article XIII B, as amended, and California Government Code provisions implementing Article XIII B, the total annual appropriations limit must be calculated by adjusting the prior year's appropriations limit for changes in the cost of living and population growth; and

WHEREAS, pursuant to Section 8(e) of Article XIII B, to determine the change in the cost of living, the City may select, by a recorded vote of the City Council, either (a) the percentage change in California per capita personal income from the preceding year, or (b) the percentage change in the local assessment roll from the preceding year due to the addition of non-residential new construction in the City; and

WHEREAS, pursuant to Section 8(f) of Article XIII B and Section 7901(b) of the California Government Code, the City may, by a recorded vote of the City Council, choose to use the percentage change in population within the City or within the County of Los Angeles to determine the change in population; and

WHEREAS, Section 7910 of the California Government Code requires that the City make the documentation used in the determination of the appropriations limit publicly available at least fifteen (15) days prior to the meeting; and

WHEREAS, the City Council has elected to utilize the percentage change in California per capita personal income from the preceding year of 6.44% to calculate the change in cost of living, and the population percentage increase for the City of West Covina of -0.21% to calculate the change in population; and

WHEREAS, such documentation was made available for public inspection at least fifteen (15) days prior to June 17, 2025.

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

SECTION 1. The appropriations limit for the City of West Covina for Fiscal Year 2025-2026 is established in the amount of $273,274,859.

SECTION 2. The City Council, by recorded vote of the City Council in adopting this Resolution, selects and determines that, for purposes of establishing the appropriations limit for Fiscal Year 2025-2026, “change in the cost of living” shall be the percentage change in California per capita personal income from the preceding year.

SECTION 3. The City Council, by recorded vote of the City Council in adopting this Resolution, selects and determines that, for purposes of establishing the appropriations limit for Fiscal Year 2025-2026, “change in population” shall be the population increase for the City of West Covina.

SECTION 4. 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 17th day of June, 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. 2025-39 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 17th day of June, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick
Assistant City Clerk

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 17, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF SIXTH AMENDMENT TO MAINTENANCE SERVICES AGREEMENT WITH WEST COAST ARBORISTS, INC.**

RECOMMENDATION:

It is recommended that the City Council authorize the Acting City Manager to execute the Sixth Amendment to the Maintenance Services Agreement with West Coast Arborists, Inc. providing for a month-to-month extension of the agreement, in such final form as approved by the City Attorney.

BACKGROUND:

West Coast Arborists, Inc. (WCA) has been providing tree maintenance services to the City of West Covina since 1997. In 2020, the City issued a Request for Proposals for tree trimming services. On July 7, 2020, the City Council approved the agreement with WCA for a three (3) year term with two (2) one (1) year extensions not exceeding $485,000 annually. In January 2021, the City and WCA amended the agreement to revise the scope of services and increase WCA's compensation for the 2020-2021 Fiscal Year. In August 2022, the City and WCA amended Section 2.1 of the agreement to remove the maximum compensation amount and provide that WCA would be paid in accordance with the approved fee schedule. On December 20, 2022, City Council approved the Third Amendment to the Maintenance Services Agreement, allowing a four percent (4%) cost adjustment and increasing the annual maximum compensation from $485,000 to $985,000 for Fiscal Year 2022-2023 only. In June 2023, the City and WCA entered into the Fourth Amendment, extending the term for one (1) year through June 30, 2024. In June 2024, the City and WCA entered into the Fifth Amendment, exercising the final extension option and extending the term for one (1) year through June 30, 2025.

DISCUSSION:

Pursuant to subsection (a) of Section 2-330 of the West Covina Municipal Code, unless otherwise approved by the City Council, the maximum duration for any agreement for goods and/or services cannot exceed five (5) years. Pursuant to subsection (b) of Section 2-330, the City is permitted to extend the term of an agreement beyond a five-year duration, provided that (i) no extension period can exceed five (5) years; (ii) the City documents the rationale for the extension and why such extension is in the best interest of the City; and (iii) the City complies with any applicable procurement requirements.

Staff will be issuing a Request for Proposals (RFP) for the services but does not expect to have the process completed prior to the June 30, 2025 agreement expiration date. To ensure that there is no lapse in services, staff recommends that the City Council authorize the Acting City Manager to execute the Sixth Amendment, which provides for a month-to-month extension of the agreement at the current

rates. Such an extension is in the best interest of the City in order to ensure continuous tree maintenance services until the City completes the RFP process and the City Council awards a new agreement.

Staff anticipates completing the RFP process and seeking Council authorization for the award of a new agreement in September 2025.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

1. Adopt staff’s recommendation; or
2. Provide alternative direction.

Prepared by: Renee M. G. Chavez, Management Analyst I
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

Funds are budgeted in the FY2025-26 operating budget. No additional appropriation is requested at this time.

Attachments

Attachment No. 1 - Sixth Amendment to Maintenance Services Agreement

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

ATTACHMENT NO. 1

SIXTH AMENDMENT
TO
MAINTENANCE SERVICES AGREEMENT
BETWEEN
CITY OF WEST COVINA
AND
WEST COAST ARBORISTS, INC.
FOR
TREE TRIMMING AND MAINTENANCE SERVICES

THIS SIXTH AMENDMENT TO MAINTENANCE SERVICES AGREEMENT ("Amendment") is made and entered into as of June 17, 2025 ("Effective Date") by and between the CITY OF WEST COVINA, a municipal corporation ("City"), and WEST COAST ARBORISTS, INC., a California corporation ("Contractor").

WHEREAS, City and Contractor entered into a Maintenance Services Agreement dated July 1, 2020 for Contractor to trim and maintain City trees ("Agreement"); and

WHEREAS, City and Contractor amended the Scope of Services and increased Contractor's compensation for Fiscal Year 2020-2021 through the First Amendment to the Agreement, dated January 19, 2021; and

WHEREAS, City and Contractor amended Section 2.1 of the Agreement through the Second Amendment to the Agreement, dated August 16, 2022; and

WHEREAS, City and Contractor amended the Fee Schedule through the Third Amendment to the Agreement, dated December 20, 2022; and

WHEREAS, the Agreement provides for an initial term of three (3) years, ending June 30, 2023, with the option for City and Contractor to extend the term for two (2) additional one (1) year periods; and

WHEREAS, City and Contractor extended the term through June 30, 2024 through the Fourth Amendment to the Agreement, dated June 30, 2023; and

WHEREAS, City and Contractor extended the term through June 30, 2025 through the Fifth Amendment to the Agreement, dated May 30, 2024; and

WHEREAS, City is preparing a formal solicitation for tree maintenance services; and

WHEREAS, City and Contractor desire to extend the term of the Agreement on a month-to-month basis while the City conducts its formal solicitation.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. Commencing July 1, 2025, the term of the Agreement shall automatically extend for successive one (1) month periods until such time as either party terminates the Agreement.

2. Section 4.2 of the Agreement shall be deleted in its entirety and replaced as follows:

4.2 Notice of Termination. City may terminate the Agreement at any time by providing written notice to Contractor. In the event of such termination, Contractor shall immediately stop rendering services under this Agreement unless directed otherwise by the City. Contractor may terminate this Agreement by giving at least thirty (30) days' written notice to the City.

3. All terms not defined herein shall have the same meaning and use as set forth in the Agreement.

4. Except as expressly amended by this Sixth Amendment, all other terms, conditions and provisions of the Agreement, as amended by the First Amendment, the Second Amendment, the Third Amendment, the Fourth Amendment, and the Fifth Amendment, shall remain unchanged and are in full force and effect. From and after the date of this Sixth Amendment, whenever the term "Agreement" appears in the Agreement, it shall mean the Agreement, as amended by the First Amendment, the Second Amendment, the Third Amendment, the Fourth Amendment, the Fifth Amendment and this Sixth Amendment. The Agreement, together with the First Amendment, the Second Amendment, the Third Amendment, the Fourth Amendment, the Fifth Amendment, and this Sixth Amendment, contains the entire agreement between the City and Contractor and supersedes all prior negotiations, understandings or agreements.

5. This Amendment may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement. Delivery of an executed counterpart of this Amendment 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 Amendment. 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 Amendment in a court of law based solely on the absence of an original signature.

6. The persons executing this Amendment on behalf of the parties hereto warrant that they are duly authorized to execute this Amendment on behalf of said parties and that by doing so, the parties hereto are formally bound to the provisions of this Amendment.

[SIGNATURE PAGE FOLLOWS.]

IN WITNESS WHEREOF, City and Contractor have executed this Amendment as of the date set forth above.

CITY OF WEST COVINA

Milan Mrakich
Acting City Manager

ATTEST:

Lisa Sherrick
Assistant City Clerk

APPROVED AS TO FORM:

Thomas P. Duarte
City Attorney

APPROVED AS TO INSURANCE:

Maria-Luisa Olea
Risk Management

CONTRACTOR

Patrick Mahoney
President

Richard Mahoney
Vice President/Secretary

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 17, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **REPORT ON JOB VACANCIES AND RECRUITMENT AND RETENTION EFFORTS PURSUANT TO ASSEMBLY BILL 2561**

RECOMMENDATION:

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

BACKGROUND:

Effective January 1, 2025, Assembly Bill (AB) 2561 modified the Meyers-Milias-Brown Act ("MMBA") to update California Government Code section 3502.3 ("Section 3502.3"). This modification introduced new requirements for public agencies to annually report vacant positions, recruitment, and retention efforts. Section 3502.3 requires the City to present the status of vacancies and recruitment and retention efforts during a public hearing before the City Council at least once per fiscal year. The presentation must be done prior to the adoption of the City's final budget. Section 3502.3 also requires the City to identify any necessary changes to policies, procedures and recruitment activities that may lead to obstacles in the hiring process during the hearing and allow bargaining units to make a presentation at the hearing. If vacancies within a single bargaining unit meet or exceed 20% of authorized full-time positions in that bargaining unit, the City must provide additional information regarding vacancies and recruitments upon request of that bargaining unit.

In adopting AB 2561, the Legislature expressly found and declared that: (a) vacancies in local government are a widespread and significant problem for the public sector affecting occupations across wage levels and educational requirements; (b) high job vacancies impact public service delivery and the workers who are forced to handle heavier workloads, with understaffing leading to burnout and increased turnover that further exacerbate staffing challenges; and (c) there is a statewide interest in ensuring that public agency operations are appropriately staffed and that high vacancy rates do not undermine public employee labor relations.

DISCUSSION:

In Fiscal Year 2024-25, the City of West Covina is authorized for 316 full-time employees (excludes Council Members), and one is currently frozen for Public Safety Dispatcher. The City's overall vacancy rate as of June 2, 2025 is currently 10.79%. The vacancy rate for each bargaining group is summarized below:

Bargaining Group	FT Employees Budgeted	Vacancies	Vacancy Rate
CONFIDENTIAL	25	1	4.00%
DEPARTMENT HEADS	9	5	55.56%
FIREFIGHTERS	66	4	6.06%
FIRE MANAGEMENT	3	0	0.00%
GENERAL	22	6	27.27%
MAINTENANCE & CRAFTS	34	2	5.88%
MID-MANAGEMENT	27	5	18.52%
NON-SWORN SAFETY SUPPORT	33	6	18.18%
POLICE MANAGEMENT	8	0	0.00%
POLICE OFFICERS	88	5	5.68%
Total	**315**	**34**	**10.79%**

City vacancies arise due to various factors, including retirements, internal promotions, resignations, and terminations. From June 6, 2024 to May 20, 2025, the City filled 15 full-time positions. During this same time frame, 28 full-time employees separated from the City. Employee retention remains a key priority, with the City seeking better ways of recruitment and retention of high-quality employees as a strategic goal.

The General Bargaining Unit (BU) has a vacancy rate over 20%. There are 22 budgeted positions in the General BU due to 6 vacancies in the Public Safety, Fire, Public Works and Police Departments as of June 2, 2025.

Bargaining Group	FT Employees Budgeted	Vacancies	Department	6/10/25 Update
GENERAL	CODE ENFORCEMENT OFFICER	1	Public Safety	Vacancy has been filled
GENERAL	FIRE PROTECTION SPECIALIST	1	Fire	Remains Vacant
GENERAL	FLEET SERVICES COORDINATOR	1	Public Works	Remains Vacant
GENERAL	POLICE OFFICER RECRUIT	3	Police	Vacancies have been filled
	Total	**6**		

As of June 10, 2025, four out of the six vacancies have been filled. The vacancy rate would drop down to 9% for the General BU with the update.

The Department Head Group also has a vacancy rate over 20%. Department Heads are unrepresented and City Management is in the process of hiring the following vacancies.

Bargaining Group	FT Employees Budgeted	Vacancies	Department	6/10/25 Update
DEPT HEAD	CITY MANAGER	1	City Manager	Occupied with Acting position
DEPT HEAD	FINANCE DIRECTOR	1	Finance	Occupied with Acting position
DEPT HEAD	FIRE CHIEF	1	Fire	Occupied with Acting position
DEPT HEAD	HUMAN RESOURCES DIRECTOR	1	Human Resources	Occupied with Acting position
DEPT HEAD	PUBLIC WORKS DIRECTOR	1	Public Works	Underfilled with Deputy
	Total	**5**		

The City is working to fill these positions. Positions are pending review of applicants and City Manager is working with Human Resources to get permanent directors in place by July 2025 for Finance and Human Resources Directors. The Fire Chief and Public Works Director are under review. The Council is also working towards appointing a City Manager once recruitment is initiated.

Despite ongoing efforts, maintaining a competitive compensation package remains challenging as other agencies continually update salaries and benefits. To address this, the City is committed to negotiating agreements with bargaining groups to provide competitive pay increases and enhanced benefits. Additionally, market studies play a crucial role in ensuring compensation remains attractive for top talent.

Over the past year, the City has implemented several initiatives to strengthen recruitment and retention, including:

- Negotiating agreements with the West Covina Police Officers' Association (WCPOA) and the West Covina City Employees Association (WCCEA), incorporating competitive wage increases.
- Offering hiring incentives for Police Officers.
- Developing an internship program to create a talent pipeline and cultivate local candidates.

- Exploring new advertising methods and platforms to enhance recruitment initiatives.
- Boosting social media presence to attract and engage prospective employees.
- Enhancing the City's branding as an employer of choice, reinforcing its reputation as a desirable workplace.

These initiatives reflect the City's dedication to attracting and retaining top-tier employees while navigating the challenges of an evolving job market. The City continues to monitor vacancies and assess strategies to assist in recruiting and retaining high quality employees.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:
1. Receive and file this report; or
2. Provide alternative direction to staff on the Fiscal Year 2025-26 Proposed FTE budgeted positions through June 30, 2025.

Prepared by: Maria-Luisa Olea, Assistant Finance Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

This is an administrative item, no fiscal impact.

Attachments

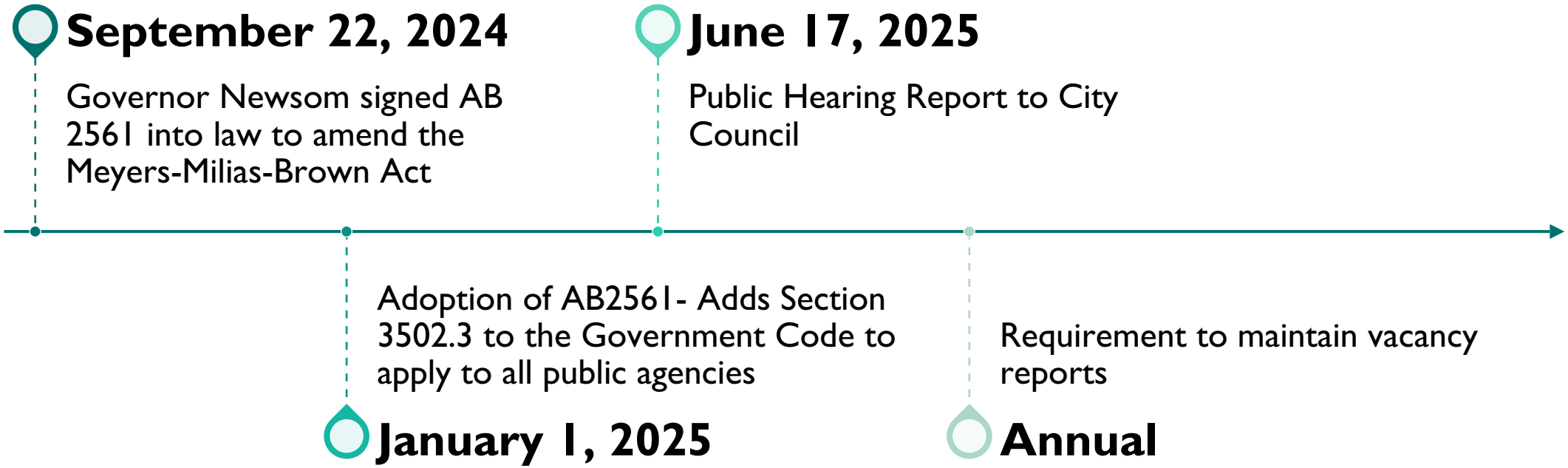
Attachment No. 1 - AB 2561 Public Hearing Presentation

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

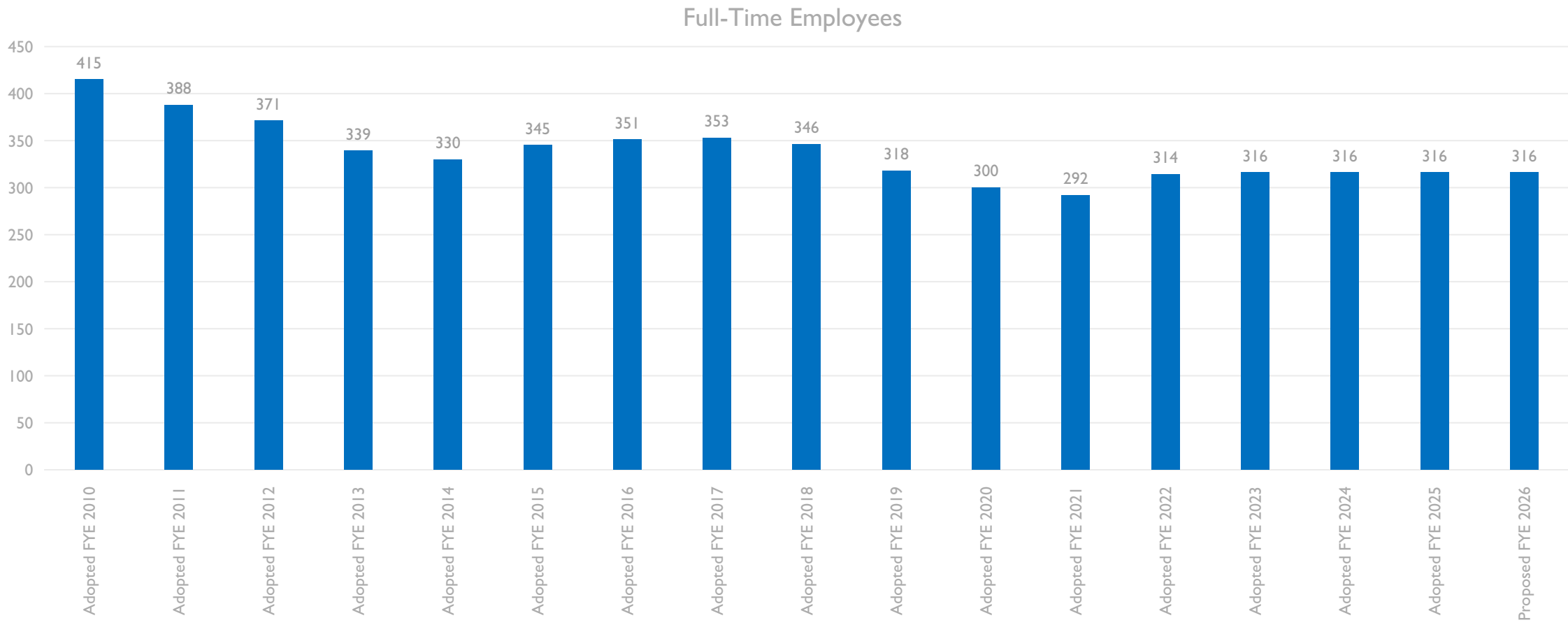
AB2561: Public Hearing on Job Vacancies & Recruitment and Retention Efforts

COUNCIL MEETING 6/17/2025

Background


September 22, 2024
Governor Newsom signed AB 2561 into law to amend the Meyers-Milias-Brown Act
January 1, 2025
Adoption of AB2561- Adds Section 3502.3 to the Government Code to apply to all public agencies
June 17, 2025
Public Hearing Report to City Council
Annual
Requirement to maintain vacancy reports

Citywide Staffing Levels



Requirements



- Presentation at a public hearing at least once per fiscal year prior to adopting an annual budget.
- Required information for presentation:
  1. "Status" of vacancies
  2. "Recruitment and retention efforts"
  3. Identify any necessary changes to polices, procedures, and recruitment activities that "may lead to obstacles in the hiring process".
- Must allow the recognized employee organization for a bargaining unit to make a presentation at the hearing.

Recruitment Process

Each department requests their recruitment and coordinates with Finance for budgeted FTE.

All job descriptions are reviewed and updated as needed prior to opening a position.

Once the job description is finalized, the position is posted and published to all major job boards.

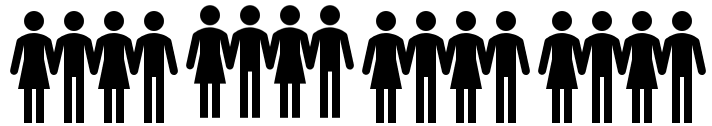
We use an online application tracking system to ensure all candidates are systematically reviewed.

HR pre-screens all candidates and works with the hiring manager to create a screening and interview plan that best suits the position.

After candidates are interviewed, the hiring manager selects a candidate, an offer is created and signed by the Finance Director.

- For FY 2024-25, the City authorized 316 full-time employees.
- Fiscal Year 2025-26 Budget proposes 316 full-time employees with reclassifications.
- The City's overall vacancy rate as of June 2, 2025 is 10.79%.
- There are 34 vacancies citywide as of June 2, 2025





Vacancies - Overall

Vacancies by Bargaining Group

Bargaining Group	FT Employees Budgeted	Vacancies	Vacancy Rate
GENERAL	22	6	27.27%
MID-MANAGEMENT	27	5	18.52%
PUBLIC SAFETY SUPPORT (PREV NS)	33	6	18.18%
FIREFIGHTERS	66	4	6.06%
MAINTENANCE & CRAFTS	34	2	5.88%
POLICE OFFICERS	88	5	5.68%
CONFIDENTIAL	25	1	4.00%
FIRE MANAGEMENT	3	0	0.00%
POLICE MANAGEMENT	8	0	0.00%
DEPARTMENT HEADS - UNREPRESENTED	9	5	55.56%
Total	**315**	**34**	**10.79%**

Bargaining Group	FT Employees Budgeted	Vacancies
GENERAL	CODE ENFORCEMENT OFFICER	1
GENERAL	FIRE PROTECTION SPECIALIST	1
GENERAL	FLEET SERVICES COORDINATOR	1
GENERAL	POLICE OFFICER RECRUIT	3
	Total	**6**

Bargaining Group over 20% Vacancy Rate

CITY MANAGER'S OFFICE VACANCIES

The City Manager is filled at an Acting capacity

The Economic Development/Housing Manager is filled at an Acting capacity

Department	Position	No. of Vacancies
CITY MANAGER'S OFFICE		**3**
	CITY MANAGER	1
	ECON DEV PROJECT COORDINATOR	1
	ECON DEV/HOUSING MANAGER	1

City Manager vacancy occurred May 2025. The Econ Dev/Housing Manager vacancy occurred December 2024.

Recruitment is pending review prior to opening recruitment for the above positions

FINANCE & HUMAN RESOURCES

Finance Department - 2 vacancies.

The Finance Director is filled at an Acting capacity.

Human Resources Director- This is a new position reprogrammed in FY 2024-25

Department	Position	No. of Vacancies
FINANCE		**2**
	ACCOUNTANT I	1
	FINANCE DIRECTOR	1

Recruitment is pending final decision for ideal Finance Director. (Vacant since February 2025.

Accountant I is pending review prior to opening recruitment for Accountant. (Vacant since January 2025)

Department	Position	No. of Vacancies
HUMAN RESOURCES		**1**
	HUMAN RESOURCES DIRECTOR	1

Recruitment is currently in the candidate review & interview stage. (Vacant since February 2025)

FIRE DEPARTMENT

Fire Chief is filled at an Acting capacity.

There are 2 part-time Fire Protection Specialists filling the FT position while recruitment is underway.

Management Analyst is proposed to be reclassed to a Deputy Fire Marshal in FY 2025-26, at which time recruitment will commence upon approval.

Department	Position	No. of Vacancies
FIRE		**7**
	FIRE CHIEF	1
	FIRE ENGINEER	1
	FIRE PROTECTION SPECIALIST	1
	FIREFIGHTER/PARAMEDIC	3
	MANAGEMENT ANALYST II	1

Recruitment is pending review prior to opening recruitment for the Fire Chief. Vacancy since November 2024.

Fire Engineer recently resigned in April 2025. The Department is preparing the Request for Recruitment from Finance to initiate the process.

Recruitment is pending for the Fire Protection Specialist and Firefighter/Paramedic. Recruitment has been difficult for positions.

Management Analyst I recruitment is on hold until the FY 2025-26 Budget is approved. Proposed to reclass to Deputy Fire Marshal.

POLICE DEPARTMENT

Recruitment in Police has proven difficult however there is constant recruitment for officers, jailer and public safety dispatchers.

Department	Position	No. of Vacancies
POLICE		**15**
	COMMUNICATIONS MANAGER	1
	JAILER	2
	POLICE OFFICER	5
	POLICE OFFICER RECRUIT	3
	POLICE RECORDS SPECIALIST I	1
	PUBLIC SAFETY DISPATCHER	3

There was a retirement December 2024 for the Communications Manager and there is active recruitment with position.

Jailer positions have put in recent resignations. Police is working on recruitment strategies.

Police Officer and Recruits have vacancies of 8, however there have been six new officers and recruits that started June 9th. The additional vacancies are also posted as job opportunities.

Police Records Specialist I is in active recruitment online due to internal promotions.

Public Safety Dispatcher position has 3 vacancies. There is active recruitment to fill these positions. One is being filled by a retired annuitant.

PUBLIC WORKS

Public Works Director is currently underfilled with a part-time Deputy Director.

Recruitment is very difficult to fill with qualified candidates.

Department	Position	No. of Vacancies
PUBLIC WORKS		**5**
	EQUIPMENT OPERATOR	1
	FLEET SERVICES COORDINATOR	1
	MAINTENANCE WORKER III	1
	STREET MAINTENANCE SUPERVISOR	1
	PUBLIC WORKS DIRECTOR	1

Recruitment is pending review prior to opening recruitment for the above positions



Recruitment & Retention Challenges & Efforts

Challenges

- Maintaining competitive compensation package for all bargaining groups
- Not offering remote or hybrid positions as a general policy

Retention Efforts

- Opportunity for annual merit increase
- We promote a positive workplace culture with activities like quarterly teambuilding events, potlucks, monthly birthday celebrations, & recognition of other life events.
- Developing an internship program and partnering with local educational institutions
- Enhancing employee's onboarding experience
- Encouraging professional development
- Exploring new advertising methods and enhancing social media presence
- Continuing to enhance City's branding as an employer of choice

AGENDA ITEM NO. 12

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 17, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **PRESENTATION ON THE WEST COVINA HEALTH DEPARTMENT**

RECOMMENDATION:
It is reccommended that the City Council receive and file the presentation.

BACKGROUND:
At the June 3, 2025, City Council meeting, Mayor Wu requested an update on the West Covina Health Department.

DISCUSSION:
Attached is the presentation.

LEGAL REVIEW:
There was no legal review.

OPTIONS:
Receive and file.

Prepared by: Lisa Sherrick, Assistant City Clerk

Attachments

Attachment No. 1 - Presentation on the West Covina Health Department

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

CITY COUNCIL MEETING
JUNE 17, 2025

HEALTH DEPARTMENT/WEST COVINA HEALTH

West Covina Health Department Application Updates

West Covina Health

CALIFORNIA DEPARTMENT OF PUBLIC HEALTH (**CDPH**) UPDATES

- New Local Health Department Application (DPH-21-009) approved by CDPH and the State.
- Released on May 23rd, 2025, for public comment.
- Public hearing is scheduled on July 10, 2025.
- First in the Nation.

PRIMARY PURPOSE OF THE REGULATION UPDATES

- To protect the Health and Safety of the people of California.
- To Save Lives.
- To ensure allocation of State Public Health Funding to LHDs that meet the minimum standards and qualification for a modern health department.
- Set forth the step-by-step process new LHDs must follow to establish their eligibility for state aid.
- To update and modernize elements of existing public health regulations by eliminating outdated requirements and language.

OBJECTIVES (GOALS) OF THE REGULATION UPDATES

- Update current regulations to reflect modern industry standard.
- Eliminate regulations that no longer apply to modern practice for local health administration.
- Create a process to establish eligibility for qualifying cities to apply for state aid for LHDs.
- Uphold the CDPH's responsibility to protect the health and safety of California by ensuring the creation of LHDs capable of meeting modern public health standards and accreditation.
- Incorporate by reference elements of the Public Health Accreditation Board (PHAB) "Standards & Measures for Initial Accreditation. Version 2022."

CDPH FUNDING AVAILABLE

- Initial12 months temporary funding for state aid for new LHDs.
- City can apply for permanent funding at the end of 24 months.

FINALIZING THE APPLICATION

- Mission and Vision Statement
- Community Health Assessment (in progress)
- Community Health Improvement Plan
- Public Health Emergency Operations Plan (EOP) (done)
- LHD written policy and procedure manual
- LHD human resources manual
- Budget
- Community support report
- Detail organizational information report
- Long term strategic plan
- Workforce development plan
- Feasibility study report
- Site Visit



Thank you
&
Questions

CITY COUNCIL MEETING
JUNE 17, 2025

HEALTH DEPARTMENT/WEST COVINA HEALTH

West Covina Health Department Application Updates

West Covina Health

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: June 17, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF FISCAL YEAR 2025-26 OPERATING AND CAPITAL IMPROVEMENT PROGRAM BUDGET**

RECOMMENDATION:

It is recommended that City Council approve the Fiscal Year 2025-26 Operating and Capital Improvement Plan Budget by adopting the following resolution:

> **RESOLUTION NO. 2025-40 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE OPERATING AND CAPITAL IMPROVEMENT PLAN BUDGET FOR THE CITY OF WEST COVINA, WEST COVINA PUBLIC FINANCING AUTHORITY, WEST COVINA HOUSING AUTHORITY, AND THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY FOR FISCAL YEAR 2025-26**

BACKGROUND:

The budget sets forth a strategic resource allocation plan and serves as a policy document, financial plan, operations guide, and communication device all in one. Through the budget document, the City demonstrates its accountability to its residents, customers, and community. This year's budget process began with a budget survey that was made available to the public from December 2024 to May 2025. As part of the budget process, staff updates the Long Range Financial Forecast. Staff presented the proposed Long Range Financial Forecast for the fiscal years ending 2026-2030 to the City Council on May 20, 2025. Pursuant to the Council's direction, the Long Range Financial Forecast will be revised and brought forward in July 2025.

Staff held Community Budget Workshops on May 29, 2025, June 2, 2025 and June 13, 2025. Community input included concerns regarding the initiation of the Health Department (there was strong input to not initiate a Health Department), Sportsplex operations (objections to continuing to operate the Sportsplex), questions about the number of special events and allotted budget, controls over Police and Fire overtime to keep within budget, street sweeping concerns, rising pension costs and vocalizing issues with budget amendments occurring throughout the year that creates a General Fund deficit.

The FY 2025-2026 Proposed Budget is available online:
https://www.westcovina.org/departments/finance/budget-finance-reports/annual-budget

DISCUSSION:

Staff recommends that the Council approve the Fiscal Year 2025-26 Operating and Capital Improvement Program Budget by adopting the proposed resolution. The attached resolution will appropriate funds to allow for expenditures in FY 2025-26 and includes the schedule of authorized full-time positions.

The Finance Department presented the proposed FY 2025-26 Budget to the Council at the June 3, 2025 Council meeting. Citywide Expenditures totaled $156.2M. However, based on Council's direction, the City Hall elevators project was rejected as a project in order to create more of a surplus for the General Fund. This change was

incorporated into the Budget attached. Additionally, there was a request to reprogram an Economic Development Coordinator to an Assistant City Manager, similarly to the Adopted Budgeted FTE in Fiscal Year 2023-24. This change added an expenditure of $123,860. Lastly, there was a request to fund five Police Officers and five Police Officer Recruits. This was added to the General Fund as requested; this was possible by defunding other projects in the Capital Improvement Plan Fund (total of $900,000 projects and $500,000 from Capital Improvement Fund reserve) in order to fund the $1.2 Million for staff costs. The General Fund is proposed with a $81,658 surplus.

Additionally, there was an increase of $40,000 for the bus shelter maintenance agreement from Proposition C special revenue funds; this agreement is being presented to the Council at the June 17, 2025 Council meeting.

Summary of Changes from Proposed FY 2025-26 Budget (as presented on June 3, 2025):

Fund No.	Fund Name	Proposed Budget Expenditures	Net Transfer Adjustments	Expenditure Adjustments	FY 2025-26 Adopted Expenditures	Description Changes to Fund Balance
110	General Fund	96,282,672	(1,400,000)	1,319,110	96,201,782	+1,400,000 Transfer in from Fund 160 CIP Fund (defunding 3 proposed projects and taking from CIP Reserves) -123,860 Increase in Salaries to reprogram Economic Development Coordinator for an Assistant City Manager in the City Manager's Office -1,195,250 Cost to Staff five (5) additional police officers and five (5) additional police officer recruits.
122	Proposition C	2,658,824		40,000	2,698,824	-$40,000 Materials & Supplies - increase for maintenance/cleaning of bus shelters
160	Capital Improvements	1,086,000	1,400,000	(900,000)	1,586,000	+900,000 removal of funding for City Hall elevators FY 2025-26 CIP project -1,400,000 Transfer Out funding to General Fund ($900,000 from defunding projects & $500,000 from CIP Reserve)
197	Measure W Stormwater	2,100,000		1,500,000	3,600,000	-$1,500,000 addition of funding for the Hillside Mitigation and Fire Prevention project
212	Arts in Public Places	200,000		(200,000)	-	+200,000 deletion of 26007 City Hall Improvement Paint

General Fund (110) Expenditures
Increase Fund Balance - Transfer In - From Fund 160 Capital Improvement Plan (CIP) for rejection of City Hall elevators FY 2025-26 CIP project plus other projects to fund the additional police staffing requested.
Decrease Fund Balance - Salaries - Reprogram of Economic Development Coordinator for an Assistant City Manager in the City Manager's Office and additional Police staffing

Proposition C (122) Expenditures
Decrease Fund Balance - Materials & Supplies - increase for maintenance/cleaning of bus shelters

Capital Improvements (160) Expenditures
Increase Fund Balance - Capital Project - removal of funding of 3 projects below and reducing the reserves by $500,000

Projects Defunding	Project $
25019, City Hall Elevators	250,000
26004, Sportsplex Restroom Installation	150,000
26016, Fire Station 3 Roof Replacement	500,000
	$ 900,000

Decrease Fund Balance - Transfer Out - To Fund 110 General Fund from Fund 160 fund balance to move to General Fund and reducing the reserves by $500,000

Measure W Stormwater (197) Expenditures
Decrease Fund Balance - Capital Project - addition of funding for the C26XXX "Hillside Mitigation and Fire Prevention Project"

Arts in Public Places (212) Expenditures
Increase Fund Balance - Capital Project - deletion of project to paint City Hall Project 26007.

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 the resolution as proposed; or
2. Provide alternative direction regarding changes to FY 2025-26 Proposed Budget.

Prepared by: Maria-Luisa Olea, Assistant Finance Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

Citywide Summary
West Covina's total projected operating and capital improvement expenditures for the upcoming fiscal year are over $159.3 million (increase of $3.1 million from the Proposed Budget). Revenue for all fund types combined is over $144 million and includes Property Tax, Sales Tax, Revenue from Other Agencies, Charges for Services, Licenses & Permits, Fines & Forfeitures, and Revenue from Other Agencies. Overall, the City-Wide budget is structurally balanced, as recurring revenues ($144M) exceed recurring expenditures ($140M).

General Fund
Total General Fund revenues are projected to be over $96.3 million, a 5.5 percent increase from the FY 2024-25 Adopted Budget. General Fund expenditures for the fiscal year 2025-26 are projected to be over $83.8 million (increase of $1.3 million from Proposed Budget). This is an $7.7 million increase from the FY2024-25 original budget.

Attachments

Attachment No. 1 - Resolution No. 2025-40

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Achieve Fiscal Sustainability and Financial Stability
Address Homeless Issues
A Creative and Active Community
A Well-Planned Community
Maintain Good Intergovernmental Relations
Expand Economic Development Opportunities
Enhance City Image and Effectiveness
An Accessible Community

ATTACHMENT NO. 1

RESOLUTION NO. 2025-40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE OPERATING AND CAPITAL IMPROVEMENT PLAN BUDGET FOR THE CITY OF WEST COVINA, WEST COVINA PUBLIC FINANCING AUTHORITY, WEST COVINA HOUSING AUTHORITY, AND THE SUCCESSOR AGENCY TO THE FORMER WEST COVINA REDEVELOPMENT AGENCY FOR FISCAL YEAR 2025-26

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

WHEREAS, at its regular meeting on June 3, 2025, the City Council received and filed the proposed Fiscal Year 2025-26 Operating and Capital Improvement Plan Budget, and scheduled it for consideration at the June 17, 2025 City Council meeting; and

WHEREAS, on May 29, 2025, June 2, 2025, and June 12, 2025, the City held Community Budget Workshops regarding the proposed budget and solicited and received input from the public regarding the proposed budget for Fiscal Year 2025-26; and

WHEREAS, the City also solicited and received input from the public in the form of an online Budget Survey, which was available to the public from December 2024 through May 2025; and

WHEREAS, the Acting City Manager has presented to the City Council a proposed budget for Fiscal Year 2025-26 in compliance with Section 2-151(m) of the West Covina Municipal Code; and

WHEREAS, the City Council has considered the proposed budget and input from the public and desires to approve and adopt the Fiscal Year 2025-26 Operating and Capital Improvement Plan Budget for the City, West Covina Public Financing Authority, West Covina Housing Authority and Successor Agency to the Former West Covina Redevelopment Agency; and

WHEREAS, the Operating and Capital Improvement Program Budget for the City of West Covina, West Covina Public Financing Authority, West Covina Housing Authority, and Successor Agency to the Former West Covina Redevelopment Agency for Fiscal Year 2025-26 ("Fiscal Year 2025-26 Budget") is attached hereto as Exhibit A.

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

SECTION 1. The Fiscal Year 2025-26 Budget, as prepared and submitted by the Acting City Manager and as modified by the City Council, is hereby approved, adopted

and appropriated. A copy of said budget is hereby ordered to be filed in the Office of the City Clerk within thirty (30) days and shall be certified by the City Clerk as having been adopted by this resolution.

SECTION 2. The budget for the Successor Agency to the Former West Covina Redevelopment Agency for Fiscal Year 2025-26, as prepared and submitted by the Executive Director and as modified by the Agency Board Members and included in the Fiscal Year 2025-26 Budget, is hereby approved, adopted and appropriated, on the express condition that said budget be published the same as a separate component of the City of West Covina's budget, and further conditioned on the City of West Covina, its General Fund and all its various other accounting funds are not obligated to finance or fulfill any Successor Agency obligations. A copy of said budget is hereby ordered to be filed in the Office of the City Clerk/Secretary within thirty (30) days and shall be certified by the City Clerk/Secretary as having been adopted by this resolution.

SECTION 3. From the effective date of the Fiscal Year 2025-26 Budget, appropriations may be reallocated from one activity account to another within a fund upon review by the Finance Department and approval of the City Manager or his/her designee, provided there is no change in the scope of service delivery level or increase in the appropriation as approved by the City Council.

SECTION 4. As necessary, appropriations may be made for donations and grants received during the fiscal year up to $60,000 per source or grantor upon review by the Finance Department and approval of the City Manager or his/her designee. Donations and grant awards with matching requirements, or exceeding $60,000 from a single source or grantor, require City Council approval.

SECTION 5. The approved budgets for the Capital Improvement Program remain as authorized appropriations for the individual capital projects until these capital projects are completed. Any unexpended authorized appropriations for each capital project is automatically carried over from fiscal year to fiscal year, until the funds of the individual capital project are expended or the capital project is canceled. Following the completion of the individual capital projects, the unexpended appropriations of each completed capital project shall be canceled and the capital projects funding sources shall be released from their unexpended funding commitment.

SECTION 6. The City Council hereby authorizes and approves the number and classification of employees in the respective functions, departments and/or activities set forth in the Schedule of Full-Time Positions attached hereto as Exhibit B. No increase shall be made in the number of authorized full-time positions without City Council approval. However, the City Manager is authorized to transfer positions within existing position classifications and reorganize departments under the City Manager's authority, if in the City Manager's judgment such actions will result in a higher degree of efficiency of overall operations of the City.

SECTION 7. At the close of the 2024-25 Fiscal Year, unexpended encumbered

appropriations in the Operating Budget may be carried forward to the 2025-26 Fiscal Year upon review by the Finance Department and approval of the City Manager or his/her designee for the expense of outstanding purchase commitments and programs.

SECTION 8. 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 on this 17th day of June, 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. 2025-40 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 17th day of June, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick
Assistant City Clerk

EXHIBIT A

City of West Covina,
West Covina Public Financing Authority, West Covina Housing Authority, and
Successor Agency to the Former West Covina Redevelopment Agency
Fiscal Year 2025-26 Budget

Fund	FY2025-26 Proposed Budget	Adjustments	FY2025-26 Adopted Budget
General Fund Revenues	96,283,440	-	96,283,440
General Fund (Fund# 110)			
Expenditures			
Administration	2,023,112	123,860	2,146,972
City Clerk	442,507	-	442,507
Community Development	2,843,895	-	2,843,895
Community Services	2,721,240	-	2,721,240
Finance	3,978,207	-	3,978,207
Fire	26,210,482	-	26,210,482
Human Resources	871,100	-	871,100
Police	37,142,735	1,195,250	38,337,985
Public Safety	1,079,633	-	1,079,633
Public Works	5,140,641	-	5,140,641
Expenditures Total	**82,453,552**	**1,319,110**	**83,772,662**
Transfers			
Transfers In	155,888	-	155,888
Transfers Out	13,985,008	1,400,000	12,585,008
Transfers Total	**13,829,120**	**1,400,000**	**12,429,120**
Total General Fund	**96,282,672**	**(80,890)**	**96,201,782**
General Fund Net Change in Fund Balance	**768**	**80,890**	**81,658**
Other Funds (Fund# - Name)			
117-Equitable Sharing-USDOJ	1,789,707	-	1,789,707
118-Equitable Sharing-Treasury	975,000	-	975,000
119-Air Quality Improvement Trust	191,400	-	191,400
120-Prop A Discretionary	100,000	-	100,000
121-Prop A	3,549,940	-	3,549,940
122-Prop C	2,658,824	40,000	2,698,824
124-Gasoline Tax	2,916,603	-	2,916,603
127-Police Donations	5,859	-	5,859
128-Transportation Development Act	470,000	-	470,000
129-AB 939	59,839	-	59,839
131-Community Dev. Block Grant	357,214	-	357,214
143-LA County Park Bond	23,000	-	23,000
145-Waste Mgt Enforcement Grant	163,196	-	163,196
146-Senior Meals Program	328,270	-	328,270
149-Used Oil Block Grant	16,000	-	16,000

Fund	FY2025-26 Proposed Budget	Adjustments	FY2025-26 Adopted Budget
150-Inmate Welfare	1,000	-	1,000
153-Public Safety Augmentation	874,193	-	874,193
155-COPS/SLESF	337,689	-	337,689
160-Capital Projects	1,086,000	500,000	1,586,000*
161-Construction Tax	20,000	-	20,000
162-Information Technology	261,400	-	261,400
164-Police Facilities DIF	226,000	-	226,000
166-Park Facilities DIF	100,000	-	100,000
180-Future Street Improvements	171,400	-	171,400
181-Maintenance District #1	812,018	-	812,018
182-Maintenance District #2	487,480	-	487,480
183-WC CSS CFD	150,980	-	150,980
184-Maintenance District #4	1,902,123	-	1,902,123
186-Maintenance District #6	336,261	-	336,261
187-Maintenance District #7	377,781	-	377,781
188-Citywide Maintenance District	2,376,615	-	2,376,615
189-Sewer Maintenance	2,626,060	-	2,626,060
190-Auto Plaza Improvement District	59,650	-	59,650
191-General Plan Update	1,200,000	-	1,200,000
197-Measure W Stormwater	2,100,000	1,500,000	3,600,000
205-PEG Fund	14,000	-	14,000
207-OTS Grants	12,360	-	12,360
212-Arts in Public Places	200,000	-200,000	-
220-WC Community Svcs Foundation	323,300	-	323,300
224-Measure R	3,458,893	-	3,458,893
233-Taskforce Reg. Autotheft Prev.	237,909	-	237,909
234-Officer Wellness & Mental Health	4,617	-	4,617
235-Measure M	4,902,314	-	4,902,314
237-SB1 - Road Maintenance Rehab	4,875,000	-	4,875,000
242-Sportsplex	1,333,027	-	1,333,027
300-Debt Service - City	15,824,955	-	15,824,955
361-Self Insurance General/Auto Liab	4,812,100	-	4,812,100
363-Self-Insurance Workers' Comp	4,017,800	-	4,017,800
365-Fleet Management	1,565,596	-	1,565,596
367-Vehicle Replacement	200,000	-	200,000
368-Retirement Health Savings Plan	4,100	-	4,100
375-Police Enterprise	416,635	-	416,635
810-Redevelopment Obligation Ret.	1,427,856	-	1,427,856
815-Successor Agency Admin.	94,112	-	94,112
820-Successor Housing Agency	894,940	-	894,940

Fund	FY2025-26 Proposed Budget	Adjustments	FY2025-26 Adopted Budget
853-CFD Debt Service	900	-	900
Total Other Funds	**73,731,916**	**1,840,000**	**75,571,916**
Total Expenditures & Transfers	**170,014,588**	**1,759,110**	**171,773,698**

*Fund 160 Capital Projects Fund was decreased by removing 3 projects, however that savings was transferred out to the General Fund; additionally, there was $500,000 taken from reserves.

EXHIBIT B

City of West Covina,
West Covina Public Financing Authority, West Covina Housing Authority, and
Successor Agency to the Former West Covina Redevelopment Agency
Fiscal Year 2025-26 Schedule Of Full-Time Positions

Department/Classification	FY2025-26 Proposed Budget	Adjustments	FY2025-26 Adopted Budget
Administration			
Assistant City Manager	1	1	2
Assistant to the City Manager	1	-	1
City Manager	1	-	1
Econ Dev Project Coordinator	2	-1	1
Econ Dev/Housing Manager	1	-	1
Exec Assistant to City Manager	1	-	1
Sr Administrative Assistant	1	-	1
Administration Total	**8**	-	**8**
City Clerk			
Assistant City Clerk	1	-	1
Deputy City Clerk	1	-	1
City Clerk Total	**2**	-	**2**
Community Development			
Administrative Assistant I	1	-	1
Administrative Assistant II	1	-	1
Deputy Community Development Director	1	-	1
Planning Assistant	1	-	1
Planning Associate	1	-	1
Project Manager	1	-	1
Sr Administrative Assistant	1	-	1
Community Development Total	**7**	-	**7**
Community Services			
Administrative Assistant I	1	-	1
Community Services Coordinator	5	-	5
Deputy Comm Svs Director	1	-	1
Head Cook	1	-	1
Recreation Services Supervisor	1	-	1
Community Services Total	**9**	-	**9**
Finance		-	
Accounting Technician II	2	-	2
Accountant II	2	-	2
Accounting Manager	1	-	1
Assistant Finance Director	1	-	1
Computer Services Technician	1	-	1

Department/Classification	FY2025-26 Proposed Budget	Adjustments	FY2025-26 Adopted Budget
Finance Director	1	-	1
GIS Analyst	1	-	1
Information Tech Analyst I	1	-	1
Information Technology Manager	1	-	1
Payroll Specialist	2	-	2
Purchasing Manager	1	-	1
Sr Administrative Assistant	1	-	1
Finance Total	**15**	-	**15**
Fire			
Administrative Aide	2	-	2
Assistant Fire Chief	3	-	3
Fire Captain	15	-	15
Fire Chief	1	-	1
Fire Engineer	15	-	15
Fire Protection Specialist	1	-	1
Firefighter	9	-	9
Firefighter/Paramedic	27	-	27
Sr Administrative Assistant	1	-	1
Deputy Fire Marshal	1	-	1
Fire Total	**75**	-	**75**
Human Resources		-	
Human Resources Director	1	-	1
Human Resources Manager	1	-	1
Human Resources Analyst I	1	-	1
Sr Human Resources Technician	1	-	1
Human Resources Total	**4**	-	**4**
Police		-	
Code Enforcement Supervisor	1	-	1
Communications Manager	1	-	1
Communications Supervisor	4	-	4
Community Services Officer	8	-	8
Criminal Justice Res Analyst I	1	-	1
Forensic Specialist Supervisor	1	-	1
Jailer	6	-	6
Lead Jailer	1	-	1
Police Admin Svcs Manager	1	-	1
Police Captain	2	-	2
Police Chief	1	-	1
Police Corporal	17	-	17

Department/Classification	FY2025-26 Proposed Budget	Adjustments	FY2025-26 Adopted Budget
Police Lieutenant	6	-	6
Police Officer	58	5	63
Police Officer Recruit	5	5	10
Police Records Manager	1	-	1
Police Records Specialist I	5	-	5
Police Records Specialist II	2	-	2
Police Records Supervisor	1	-	1
Police Sergeant	13	-	13
Public Safety Dispatcher	8	-	8
Sr Administrative Assistant	2	-	2
Sr Communications Operator	4	-	4
Victim Advocate	1	-	1
Police Total	**150**	**-**	**160**
Public Safety			
Code Enforcement Director	1	-	1
Code Enforcement Manager	1	-	1
Code Enforcement Officer	4	-	4
Public Safety Total	**6**	**-**	**6**
Public Works			
Administrative Assistant II	1	-	1
Building Maint Lead Worker	1	-	1
Electrician I	1	-	1
Electrician II	1	-	1
Equipment Operator	1	-	1
Fleet Services Coordinator	1	-	1
Maintenance Lead Worker	2	-	2
Maintenance Svcs Coordinator	2	-	2
Maintenance Worker II	22	-	22
Maintenance Worker III	4	-	4
Management Analyst I	1	-	1
Public Works Superintendent	1	-	1
Street Maintenance Supervisor	1	-	1
Public Works Director	1	-	1
Public Works Total	**40**	**-**	**40**
Grand Total	**316**	**10**	**326**