CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

UPDATED 7/15/2025

JULY 15, 2025, 7:00 PM

REGULAR MEETING

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

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

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 JULY 15, 2025, 7:00 PM
REGULAR MEETING

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

PLEDGE OF ALLEGIANCE
Led by Councilwoman Diaz

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- **Certificate Recognizing Destiny Medina for Golden Gloves Boxing Champion**
- **Certificate Recognizing Betty Parnell for over 30 Years of Volunteer Service with West Covina Police Department**
- **Rowland Unified School District Presenting a Certificate of Appreciation to the West Covina Council**

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.

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

1) CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2532 UPDATING FIRE HAZARD SEVERITY ZONES (FHSZ) WITHIN WEST COVINA PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 51178 AND THE CALIFORNIA FIRE CODE

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

ORDINANCE NO. 2532 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DESIGNATING FIRE HAZARD SEVERITY ZONES AND FINDING THE ORDINANCE IS EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15061(B)(3) (COMMON SENSE EXEMPTION)

2) CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2531 TO AMEND CHAPTER 22 OF THE WEST COVINA MUNICIPAL CODE TO MAKE CHANGES TO THE TRAFFIC COMMITTEE AND ITS DUTIES AND ADOPTION OF RESOLUTION NO. 2025-35 ESTABLISHING THE MEETING RULES AND PROCEDURES FOR THE TRAFFIC COMMITTEE

It is recommended that the City Council adopt 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

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

RESOLUTION NO. 2025-35 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE MEETING RULES AND PROCEDURES FOR THE TRAFFIC COMMITTEE

CITY MANAGER'S OFFICE

3) CONSIDERATION OF AGREEMENT WITH VALLEY LIGHT CENTER FOR SOCIAL ADVANCEMENT 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 RESCHEDULING OF AUGUST 5, 2025 REGULAR MEETING OF THE CITY COUNCIL

It is recommended that the City Council uncancel and reschedule the August 5, 2025 regular City Council meeting.

COMMUNITY DEVELOPMENT

5) CONSIDERATION OF RENEWAL OF LANDSCAPE MAINTENANCE DISTRICTS 4, 6, AND 7 - ORDERING AND APPROVAL OF THE PRELIMINARY CONSOLIDATED ENGINEER'S REPORT AND ADOPTION OF RESOLUTIONS OF INTENTION TO LEVY ASSESSMENTS IN THE DISTRICTS FOR FISCAL YEAR 2025-26

It is recommended that the City Council:

1. Adopt the following resolutions:

RESOLUTION NO. 2025-45 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ORDERING THE PREPARATION AND FILING OF A REPORT REGARDING THE FISCAL YEAR 2025-26 ASSESSMENT TO BE LEVIED IN CONNECTION WITH LANDSCAPE MAINTENANCE DISTRICT NO. 4

RESOLUTION NO. 2025-46– A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ORDERING THE PREPARATION AND FILING OF A REPORT REGARDING THE FISCAL YEAR 2025-26 ASSESSMENT TO BE LEVIED IN CONNECTION WITH LANDSCAPE MAINTENANCE DISTRICT NO. 6

RESOLUTION NO. 2025-47– A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ORDERING THE PREPARATION AND FILING OF A REPORT REGARDING THE FISCAL YEAR 2025-26 ASSESSMENT TO BE LEVIED IN CONNECTION WITH LANDSCAPE MAINTENANCE DISTRICT NO. 7

2. Following adoption of Resolutions Nos. 2025-45, 2025-46, and 2025-47, approve the Preliminary Consolidated Fiscal Year 2025-26 Engineer's Report for Landscape Maintenance Districts 4, 6 & 7.

3. Following approval of the Preliminary Consolidated Fiscal Year 2025-26 Engineer's Report for Landscape Maintenance Districts 4, 6 & 7, adopt the following resolutions:

RESOLUTION NO. 2025-48 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN LANDSCAPE MAINTENANCE DISTRICT NO. 4 FOR FISCAL YEAR 2025-26 AND SETTING A PUBLIC HEARING REGARDING SUCH ASSESSMENTS

RESOLUTION NO. 2025-49 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN LANDSCAPE MAINTENANCE DISTRICT NO. 6 FOR FISCAL YEAR 2025-26 AND SETTING A PUBLIC HEARING REGARDING SUCH ASSESSMENTS

RESOLUTION NO. 2025-50 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN LANDSCAPE MAINTENANCE DISTRICT NO. 7 FOR FISCAL YEAR 2025-26 AND SETTING A PUBLIC HEARING REGARDING SUCH ASSESSMENTS

6) CONSIDERATION OF RESOLUTION DECLARING INTENT TO COLLECT CITYWIDE SEWER SERVICE CHARGE ON COUNTY TAX ROLL FOR FISCAL YEAR 2025-26

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

RESOLUTION NO. 2025-51 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING ITS INTENTION TO COLLECT THE CITYWIDE SEWER SERVICE CHARGE ON THE COUNTY TAX ROLL FOR FISCAL YEAR 2025-26 AND SETTING A PUBLIC HEARING REGARDING THE METHOD OF COLLECTION FOR AUGUST 5, 2025

7) CONSIDERATION OF RENEWAL OF THE CITYWIDE LIGHTING AND MAINTENANCE DISTRICT - ORDERING AND APPROVAL OF THE ENGINEER'S REPORT AND ADOPTION OF RESOLUTION OF INTENTION TO LEVY ASSESSMENTS IN THE DISTRICT FOR FISCAL YEAR 2025-26

Staff recommends that the City Council:

1. Adopt the following resolution:

RESOLUTION NO. 2025-52 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ORDERING THE PREPARATION AND FILING OF A REPORT REGARDING THE FISCAL YEAR 2025-26 ASSESSMENT TO BE LEVIED IN CONNECTION WITH THE CITYWIDE LIGHTING AND MAINTENANCE DISTRICT

2. Following adoption of Resolution No. 2025-52, approve the Preliminary Fiscal Year 2025-26 Engineer's Report for the Citywide Lighting and Maintenance District.

3. Following approval of the Preliminary Fiscal Year 2025-26 Engineer's Report for the Citywide Lighting and Maintenance District, adopt the following resolution:

RESOLUTION NO. 2025-53 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN THE CITYWIDE LIGHTING AND MAINTENANCE DISTRICT FOR FISCAL YEAR 2025-26 AND SETTING A PUBLIC HEARING REGARDING SUCH ASSESSMENTS

8) CONSIDERATION OF APPROVAL AND ADOPTION OF THE CITY OF WEST COVINA ADA TITLE II SELF-EVALUATION AND TRANSITION PLAN

It is recommended that the City Council approve the City of West Covina ADA Title II Self-Evaluation and Transition Plan by adopting the following resolution:

RESOLUTION NO. 2025-54 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE ADA TITLE II SELF-EVALUATION AND TRANSITION PLAN

9) CONSIDERATION OF AUTHORIZATION TO PURCHASE VEHICLES FROM PEORIA FORD

It is recommended that the City Council authorize the Acting City Manager to issue a purchase order in the amount of $279,620.20, for the purchase of street-sweeping Public Safety vehicles.

10) CONSIDERATION OF ADOPTION OF A RESOLUTION APPROVING THE SUBMISSION OF AN APPLICATION FOR THE LAND AND WATER CONSERVATION FUND FOR THE DEL NORTE PARK IMPROVEMENTS PROJECT

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

RESOLUTION NO. 2025-56 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE APPLICATION FOR THE LAND AND WATER CONSERVATION FUND FOR THE DEL NORTE PARK IMPROVEMENTS PROJECT

FIRE DEPARTMENT

11) CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENT BETWEEN FIRE RECOVERY USA AND THE CITY OF WEST COVINA FOR INSPECTION AND PERMIT BILLING SERVICES

It is recommended that the City Council authorize the Acting City Manager to execute a Professional Services Agreement with Fire Recovery USA, LLC for inspection and permit billing services for a five-year term, in such final form as approved by the City Attorney.

POLICE DEPARTMENT

12) RECLASSIFICATION OF ONE POLICE LIEUTENANT POSITION TO A POLICE CAPTAIN POSITION

It is recommended that the City Council approve the reclassification of one Police Lieutenant position to a Police Captain position by adopting the following resolution:

RESOLUTION NO. 2025-58 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING THE SCHEDULE OF FULL-TIME POSITIONS BUDGETED FOR FISCAL YEAR 2025-26 TO REFLECT THE RECLASSIFICATION OF A POLICE LIEUTENANT POSITION TO A POLICE CAPTAIN POSITION

END OF CONSENT CALENDAR

HEARINGS

PUBLIC HEARINGS

13) CONSIDERATION OF PY 2025-2029 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CONSOLIDATED PLAN AND RELATED BUDGET AMENDMENT

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

1. Approve the proposed PY 2025-2029 CDBG Consolidated Plan; and
2. Adopt the following resolution:

RESOLUTION NO. 2025-57 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2029 (CDBG CONPLAN)

14) PUBLIC HEARING TO CONSIDER WEST COVINA AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT FISCAL YEAR 2025-2026 ANNUAL REPORT AND ASSESSMENT

It is recommended that the City Council conduct the public hearing and then adopt the following resolution:

RESOLUTION NO. 2025-38 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, CONFIRMING THE ANNUAL REPORT FILED BY THE WEST COVINA AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD AND LEVYING AN ANNUAL ASSESSMENT FOR THE WEST COVINA AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2025-2026

15) TAX EQUITY AND FISCAL RESPONSIBILITY ACT (TEFRA) HEARING TO CONSIDER THE ISSUANCE OF TAX-EXEMPT BONDS FOR EMANATE HEALTH QUEEN OF THE VALLEY HOSPITAL

It is recommended that the City Council:

1. Conduct a Tax Equity and Fiscal Responsibility Act (TEFRA) hearing in consideration of the issuance of tax-exempt bond financing by the California Statewide Communities Development Authority for the benefit of Emanate Health .
2. Adopt the following Resolution:

RESOLUTION NO. 2025-42 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE ISSUANCE OF THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY REVENUE BONDS (EMANATE HEALTH), SERIES 2025 IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED $90,000,000 FOR THE PURPOSE OF FINANCING AND/OR REFINANCING THE ACQUISITION, CONSTRUCTION, EQUIPPING, IMPROVEMENT , RENOVATION, REHABILITATION AND/OR REMODELING (INCLUDING BY REIMBURSING EXPENDITURES MADE FOR SUCH PURPOSES) OF HOSPITAL, HEALTH CARE AND RELATED FACILITIES AND CERTAIN OTHER MATTERS RELATING THERETO

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.)

16) PRESENTATION ON THE STATUS OF THE NEW CITY WEBSITE

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

CITY COUNCIL COMMENTS

ADJOURNMENT

Next Tentative City Council Meeting

Regular Meeting	August 5, 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 STAFF REPORT

City of West Covina | Office of the City Manager

DATE: July 15, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2532 UPDATING FIRE HAZARD SEVERITY ZONES (FHSZ) WITHIN WEST COVINA PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 51178 AND THE CALIFORNIA FIRE CODE**

RECOMMENDATION:

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

ORDINANCE NO. 2532 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DESIGNATING FIRE HAZARD SEVERITY ZONES AND FINDING THE ORDINANCE IS EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15061(B)(3) (COMMON SENSE EXEMPTION)

BACKGROUND:

Pursuant to State law, the California Department of Forestry and Fire Protection (CAL FIRE) – Office of the State Fire Marshal periodically updates fire hazard severity zone maps for Local Responsibility Areas (LRAs) throughout the State. These maps identify varying levels of fire hazard (Moderate, High, and Very High) based on factors including vegetation, topography, weather, crown fire potential, fire history and ember production and movement. State law requires local jurisdictions to designate fire hazard severity zones within their boundaries by ordinance to ensure proper implementation of associated building standards and fire safety requirements in identified hazard zones.

DISCUSSION:

CAL FIRE completed its latest assessment and released a map identifying fire hazard severity zones within the City of West Covina on March 24, 2025. The City made the map and information regarding fire hazard severity zones available on the City website at www.westcovina.org/departments/fire/disaster-preparedness. Since the last publication of the fire hazard severity zone maps in 2011, the hazard classifications for the City of West Covina have been significantly revised. In 2011, 1,136 acres were designated as Very High Hazard. Based on the updated 2025 maps, the revised classifications are as follows: 47 acres fall under Very High Hazard, 862 acres are classified as High Hazard, and 233 acres are designated as Moderate Hazard. The map showing the fire hazard severity zones within the City's boundaries is included as Exhibit A to the proposed ordinance.Pursuant to State law, the City is required to designate the fire hazard severity zones by ordinance within 120 days of receiving recommendations from CAL FIRE.

The City Council introduced Ordinance No. 2532 at the July 1, 2025 City Council meeting.

Staff recommends that the City Council adopt Ordinance No. 2532. If adopted, the Ordinance will take effect on the 31st day following adoption, which is on or about August 15, 2025.

LEGAL REVIEW:

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

Prepared by: Mike Browne
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

The recommended action has no direct fiscal impact to the City of West Covina.

Attachments

Attachment No.1 -Ordinance No. 2532

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

ATTACHMENT NO. 1

ORDINANCE NO. 2532

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DESIGNATING FIRE HAZARD SEVERITY ZONES AND FINDING THE ORDINANCE IS EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15061(B)(3) (COMMON SENSE EXEMPTION)

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

WHEREAS, in California Government Code Section 51175(a), the Legislature has declared: "Wildfires are extremely costly, not only to property owners and residents, but also to local agencies. Wildfires pose a serious threat to the preservation of the public peace, health, or safety. The wildfire front is not the only source of risk since embers, or firebrands, travel far beyond the area impacted by the front and pose a risk of ignition to a structure or fuel on a site for a longer time. Since fires ignore civil boundaries, it is necessary that cities, counties, special districts, state agencies, and federal agencies work together to bring raging fires under control. Preventive measures are therefore needed to ensure the preservation of the public peace, health, or safety"; and

WHEREAS, pursuant to California Government Code Section 51178, the State Fire Marshal is required to identify areas in the State as Moderate, High, and Very High Fire Hazard Severity Zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas; and

WHEREAS, pursuant to California Government Code Section 51178.5, within 30 days after receiving a transmittal from the State Fire Marshal that identifies Fire Hazard Severity Zones, the City is required to make the information available for public review and comment in a format that is understandable and accessible to the general public, including, but not limited to, maps; and

WHEREAS, pursuant to California Government Code Section 51179(a), the City is required to designate, by ordinance, Moderate, High, and Very High Fire Hazard Severity Zones in its jurisdiction, within 120 days of receiving recommendations from the State Fire Marshal pursuant to California Government Code Section 51178; and

WHEREAS, the State Fire Marshal released a map identifying Fire Hazard Severity Zones in the City on March 24, 2025; and

WHEREAS, the City made the map and information regarding Fire Hazard Severity Zones available for public review and comment on its website; and

WHEREAS, the West Covina Fire Department has reviewed the map and believes it accurately represents the Moderate, High, and Very High Fire Hazard Severity Zones in the City; and

WHEREAS, the City Council considered all public input regarding the map at a regular meeting on July 1, 2025; and

WHEREAS, the City Council desires to designate the Fire Hazard Severity Zones as recommended by the State Fire Marshal; and

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

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

SECTION 1. Recitals. The above recitals are true and correct and are incorporated herein.

SECTION 2. Designation of Fire Hazard Severity Zones. The City Council hereby designates the Fire Hazard Severity Zones as recommended by the State Fire Marshal pursuant to California Government Code Section 51178, as depicted in the map entitled "City of West Covina-Los Angeles County Local Responsibility Area Fire Hazard Severity Zones" published by the State Fire Marshal on March 24, 2025. The map is attached hereto as Exhibit "A" and incorporated herein. The map shall be made electronically available on the City's website.

SECTION 3. Environmental Compliance. The City Council hereby finds that it can be seen with certainty that there is no possibility that 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 (CEQA) pursuant to Section 15061(b)(3) (Common Sense Exemption) of the CEQA Guidelines.

SECTION 4. Inconsistencies. Any provision of the West Covina Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to that extent necessary to affect the provisions of this Ordinance.

SECTION 5. Severability. If any section, subsection, sentence, clause, phrase, or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of West Covina hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more

sections, subsections, sentences, clauses, phrases, or portions be declared invalid or unconstitutional.

SECTION 6. Uncodified Ordinance. This Ordinance shall not be codified in the West Covina Municipal Code unless and until the City Council so ordains.

SECTION 7. Certification. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted in as required by law.

SECTION 8. Effective Date. This Ordinance shall take effect thirty (30) days after its final passage.

SECTION 9. Transmittal to Board of Forestry and Fire Protection. The Fire Department shall transmit a copy of this Ordinance to the Board of Forestry and Fire Protection within 30 days of adoption as required by California Government Code Section 51179(c).

SECTION 10. Posting at County Agencies. The Fire Department shall cause a notice to be posted at the Office of the County Recorder, County Assessor, and County Planning Agency identifying the location of the map as required by California Government Code Section 51179(g).

PASSED, APPROVED AND ADOPTED this 15th day of July, 2025.

_____
Tony Wu
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Monique S. De La Rosa
Deputy City Clerk

I, MONIQUE S. DE LA ROSA, Deputy City Clerk of the City of West Covina, California, do hereby certify that the foregoing Ordinance No. 2532 was introduced at a regular meeting of the City Council held on the 1st day of July, 2025, and adopted at a regular meeting of the City Council on the 15th day of July, 2025 by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Monique S. De La Rosa
Deputy City Clerk

EXHIBIT A

MAP

CITY OF WEST COVINA – LOS ANGELES COUNTY

Local Responsibility Area Fire Hazard Severity Zones

As Identified by the State Fire Marshal

March 24, 2025





Fire Hazard Severity Zones (FHSZ) in Local Responsibility Area (LRA), as identified by the State Fire Marshal

Very High | High | Moderate

Fire Hazard Severity Zones in State Responsibility Area (SRA), Effective April 1, 2024

Very High | High | Moderate

Mi 0 1 2

Km 0 1 2 3

Projection: NAD 83 California Teale Albers
Scale: 1:44,000 at 11" x 17"

Incorporated City | Waterbody

Unzoned LRA

Government Code section 51178 requires the State Fire Marshal to identify areas in the state as moderate, high, and very high fire hazard severity zones based on consistent statewide criteria and based on the severity of fire hazard that is expected to prevail in those areas. Moderate, high, and very high fire hazard severity zones shall be based on fuel loading, slope, fire weather, and other relevant factors including areas where winds have been identified by the Office of the State Fire Marshal as a major cause of wildfire spread.

The State of California and the Department of Forestry and Fire Protection make no representations or warranties regarding the accuracy of data or maps. Neither the State nor the Department shall be liable under any circumstances for any direct, special, incidental, or consequential damages with respect to any claim by any user or third party on account of, or arising from, the use of data or maps.

Gavin Newsom, Governor, State of California

Wade Crowfoot, Secretary for Natural Resources, CA Natural Resources Agency

Joe Tyler, Director/Fire Chief, CA Department of Forestry and Fire Protection

Daniel Berlant, State Fire Marshal, CA Department of Forestry and Fire Protection

Data Sources:

CAL FIRE Fire Hazard Severity Zones (FHSZSRA23_3, FHSZLRA_25_1)

CAL FIRE State Responsibility Areas (SRA25_1)

City and County boundaries as of 10/22/24 (CA Board of Equalization)

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: July 15, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2531 TO AMEND CHAPTER 22 OF THE WEST COVINA MUNICIPAL CODE TO MAKE CHANGES TO THE TRAFFIC COMMITTEE AND ITS DUTIES AND ADOPTION OF RESOLUTION NO. 2025-35 ESTABLISHING THE MEETING RULES AND PROCEDURES FOR THE TRAFFIC COMMITTEE**

RECOMMENDATION:

It is recommended that the City Council adopt 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

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

RESOLUTION NO. 2025-35 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE MEETING RULES AND PROCEDURES FOR THE TRAFFIC COMMITTEE

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.

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 streets listed below were added and Ordinance No. 2531 was reintroduced on June 17, 2025 because the specific streets were not identified on record during the May 20th meeting.

- 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.

DISCUSSION:
Ordinance No. 2531 is included as Attachment No. 1 without any changes and is in the same form as it was introduced by the City Council on June 17, 2025.

In addition to the specific streets added to the list of streets subject to preferential parking permits, the following is a summary of the changes that will be made within Chapter 22 of the West Covina Municipal Code (WCMC):

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 is included as Attachment No. 2. The Traffic Committee meetings are proposed to be held on the third Wednesday of each month at 6PM.

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.

If adopted, the ordinance will take effect on the 31st day following adoption, which is on or about August 15, 2025. The resolution will take effect immediately. Staff recommends that the City Council adopt Ordinance No. 2530 and Resolution No. 2025-35.

LEGAL REVIEW:
The City Attorney's Office has reviewed the ordinance and resolution and approved them as to form.

OPTIONS:
The City Council has the following options:
1. Adopt Ordinance No. 2531 and Resolution No. 2025-35; 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

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 - Resolution No. 2025-35

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 15th day of July, 2025.

_____

Tony Wu
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Monique S. De La Rosa
Deputy City Clerk

I, MONIQUE S. DE LA ROSA, Deputy 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 15th day of July, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Monique S. De La Rosa
Deputy City Clerk

ATTACHMENT NO. 2

RESOLUTION NO. 2025-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE MEETING RULES AND PROCEDURES FOR THE TRAFFIC COMMITTEE

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 and procedures, which are adopted by the City Council; and

WHEREAS, on July 15, 2025, the City Council adopted Ordinance No. 2531, amending provisions of Chapter 22 of the West Covina Municipal Code to make changes to the Traffic Committee and its duties; and

WHEREAS, pursuant to Section 22-28 of Chapter 22, the Traffic Committee is required to meet at the time and location established by resolution of the City Council, and to conduct its meetings in accordance with rules and procedures established by resolution of the City Council; and

WHEREAS, the City Council desires to adopt Meeting Rules and Procedures for the Traffic Committee to establish the time and location of Traffic Committee meetings and enable the Traffic Committee to efficiently and effectively run its meetings.

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

SECTION 1. The City Council adopts the Traffic Committee Meeting Rules and Procedures, attached hereto as Exhibit A and incorporated herein.

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

APPROVED AND ADOPTED this 15th day of July, 2025.

_____

Tony Wu
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Monique S. De La Rosa
Deputy City Clerk

I, MONIQUE S. DE LA ROSA, Deputy City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2025-35 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 15th day of July, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Monique S. De La Rosa
Deputy City Clerk

EXHIBIT A

TRAFFIC COMMITTEE
MEETING RULES AND PROCEDURES

1. TIME AND LOCATION OF MEETINGS

There shall be one regular meeting of the Traffic Committee during each calendar month. Such meeting shall be held on the third (3rd) Wednesday of the month at the hour of 6:00 p.m., provided, however, that if the date of any such regular meeting falls on a holiday, said regular meeting shall be held on the Wednesday of the following week.

The regular meeting place of the Traffic Committee shall be in the City Hall Community Room located at 1444 West Garvey Avenue South.

Special meetings may be held, provided notice is given in compliance with the Ralph M. Brown Act ("Brown Act").

All meetings of the Traffic Committee shall be open to the public. The Traffic Committee Secretary shall provide notice of each meeting in accordance with the requirements of the Brown Act.

2. CITY ENGINEER DUTIES

The City Engineer shall serve as the Secretary and Presiding Officer for Traffic Committee meetings and shall preserve strict order and enforce decorum at all meetings. The City Engineer shall state every question coming before the Committee and announce the decision of the Committee on all matters.

The City Engineer and Traffic Engineer shall be responsible for preparing all reports and recommendations for the Traffic Committee's consideration, preparing and distributing an agenda for each Traffic Committee meeting, preparing and sending out notices for regular and special meetings, preparing and distributing Traffic Committee agenda materials, reports and presentations, and transmitting reports, plans, and recommendations of the Traffic Committee to the City Council.

3. AGENDA

The Secretary shall arrange a list of the matters to be brought before the Committee according to the order of business and furnish each member of the Committee with a copy of the agenda in advance of the Committee meeting. No matter may be considered by the Committee other than those matters published on the noticed agenda. The Committee may request an item be agendized for a subsequent meeting.

The agenda, including all required notices thereof, shall comply with the requirements of the Brown Act.

4. ROLL CALL

Before proceeding with the business of the Committee at each meeting, and after each recess, the roll call of the members shall be conducted and the names of those present or absent shall be entered in the minutes. Should quorum be lacking, no business shall be conducted.

5. ORDER OF BUSINESS

The business of the Committee shall be taken up for consideration and disposition in the following order:

1. Pledge of Allegiance
2. Roll Call/Introductions
3. Approval of Minutes
4. Business
5. Oral Communications (limited to 3 minutes per person)
6. Traffic Committee Member Comments
7. Adjournment

6. MINUTES

Minutes shall be taken of all proceedings at all Committee meetings. Unless a reading of the minutes of a Committee meeting is requested by a member of the Committee, such minutes may be approved by a majority vote without reading if the Secretary has previously furnished each member of the Committee with a copy thereof.

7. RULES OF DEBATE

Debate upon all matters pending before the Committee shall be conducted in such a manner as to expedite the business of the Committee and subject to the rules hereinafter provided.

Unless otherwise specified herein, the Committee shall comply with, and all questions of parliamentary procedure shall be resolved by, Robert's Rules of Order (current edition).

8. VOTING

Once a motion is called for a vote, discussion is terminated. Voting shall be by roll call vote.

9. ADDRESSING THE COMMITTEE

Any person desiring to address the Committee on an agenda item may do so at the time the matter is considered on the agenda. Items not on the agenda may be addressed during the Oral Communications portion of the agenda.

10. MANNER OF ADDRESSING THE COMMITTEE

Each person addressing the Committee shall step up to the podium and will be requested to provide their name and address the Committee in an audible tone of voice for the record and will be requested to complete a speaker sign-in sheet. All remarks shall be addressed to the Committee as a body and not to any individual member thereof. No person, other than the Committee and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the Committee, without the permission of the City Engineer. Public comments shall be limited to three (3) minutes per speaker, unless the time limit is extended by the City Engineer or the Traffic Committee. No question shall be asked of a Committee member or staff member except through the City Engineer. The City Engineer shall be responsible for maintaining decorum.

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: July 15, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF AGREEMENT WITH VALLEY LIGHT CENTER FOR SOCIAL ADVANCEMENT 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:

On June 17, 2025, the City Council authorized a month-to-month extension of the agreement with Valley Light Center for Social Advancement (VLC) for the cleaning of bus shelters and requested that the matter of a new three-year agreement be presented for consideration on July 15, 2025.

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 agreement with VLC is currently being extended on a month-to-month basis. 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 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 proposals for bus shelter cleaning services; 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 ITEM NO. 4

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: July 15, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF RESCHEDULING OF AUGUST 5, 2025 REGULAR MEETING OF THE CITY COUNCIL**

RECOMMENDATION:

It is recommended that the City Council uncancel and reschedule the August 5, 2025 regular City Council meeting.

BACKGROUND:

Pursuant to Section 2-31(a) of the West Covina Municipal Code, the City Council holds regular City Council meetings on the 1st and 3rd Tuesday of each month.

Historically, the City Council has canceled meetings due to special events (i.e. National Night Out, Election Night), proximity to holidays, and light agendas.

At the July 1, 2025 City Council meeting, the City Council canceled the August 5, 2025 meeting due to National Night Out. Since the time of cancellation, new items of significance have arisen that require timely Council consideration.

DISCUSSION:

Due to statutory deadlines in connection with certain items requiring the City Council's consideration, staff is recommending that the City Council uncancel the previously canceled meeting and reschedule its August 5, 2025 regular meeting.

OPTIONS:

The City Council has the following options:
1) Approve staff's recommendation; or
2) Provide alternative direction.

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

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

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: July 15, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF RENEWAL OF LANDSCAPE MAINTENANCE DISTRICTS 4, 6, AND 7 - ORDERING AND APPROVAL OF THE PRELIMINARY CONSOLIDATED ENGINEER'S REPORT AND ADOPTION OF RESOLUTIONS OF INTENTION TO LEVY ASSESSMENTS IN THE DISTRICTS FOR FISCAL YEAR 2025-26**

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt the following resolutions:

   RESOLUTION NO. 2025-45 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ORDERING THE PREPARATION AND FILING OF A REPORT REGARDING THE FISCAL YEAR 2025-26 ASSESSMENT TO BE LEVIED IN CONNECTION WITH LANDSCAPE MAINTENANCE DISTRICT NO. 4

   RESOLUTION NO. 2025-46– A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ORDERING THE PREPARATION AND FILING OF A REPORT REGARDING THE FISCAL YEAR 2025-26 ASSESSMENT TO BE LEVIED IN CONNECTION WITH LANDSCAPE MAINTENANCE DISTRICT NO. 6

   RESOLUTION NO. 2025-47– A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ORDERING THE PREPARATION AND FILING OF A REPORT REGARDING THE FISCAL YEAR 2025-26 ASSESSMENT TO BE LEVIED IN CONNECTION WITH LANDSCAPE MAINTENANCE DISTRICT NO. 7

2. Following adoption of Resolutions Nos. 2025-45, 2025-46, and 2025-47, approve the Preliminary Consolidated Fiscal Year 2025-26 Engineer's Report for Landscape Maintenance Districts 4, 6 & 7.

3. Following approval of the Preliminary Consolidated Fiscal Year 2025-26 Engineer's Report for Landscape Maintenance Districts 4, 6 & 7, adopt the following resolutions:

   RESOLUTION NO. 2025-48 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN LANDSCAPE MAINTENANCE DISTRICT NO. 4 FOR FISCAL YEAR 2025-26 AND SETTING A PUBLIC HEARING REGARDING SUCH ASSESSMENTS

   RESOLUTION NO. 2025-49 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN LANDSCAPE MAINTENANCE DISTRICT NO. 6 FOR FISCAL

YEAR 2025-26 AND SETTING A PUBLIC HEARING REGARDING SUCH ASSESSMENTS

RESOLUTION NO. 2025-50 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN LANDSCAPE MAINTENANCE DISTRICT NO. 7 FOR FISCAL YEAR 2025-26 AND SETTING A PUBLIC HEARING REGARDING SUCH ASSESSMENTS

BACKGROUND:

The Landscaping and Lighting Act of 1972 (California Streets and Highways Code section 22500 et seq.) (the "Act") specifies the procedures for renewal of landscape maintenance districts.

Landscape Maintenance District No. 4 (“LMD4”) was established in 1975. This district is in the southeasterly part of the City. The assessments collected are used to maintain landscaping, irrigation, hardscape (e.g., sidewalks, walls, etc.), and area lighting on 130 acres of public open space within the boundaries of the district. To encourage innovative housing types and neighborhood designs and to preserve the ridge lines in the San Jose Hills, this area was originally developed with relatively narrow street rights-of-way and small lot sizes. The resulting surplus land was converted to landscaped slope areas and park-like "green belt" areas containing walkways, landscaping, and lighting.

Landscape Maintenance District No. 6 (“LMD6”) was established in 1980 at the request of the owner of the development in lieu of forming a Homeowners’ Association. LMD6 is located in the easterly end of the City known as South Hills. The funds collected by LMD6 are used to maintain landscaping and irrigation in public open space areas within its boundaries. LMD6 contains 238 single-family dwellings, approximately 12 acres of landscaped and irrigated areas, and approximately 65 acres of natural area.

Landscape Maintenance District No. 7 (“LMD7”) was established in 1980 at the request of the owner of the development in lieu of forming a Homeowners' Association. LMD7 is generally located at the easterly end of the City. The funds collected by the district are used to maintain landscaping and irrigation in public open space areas within its boundaries. Currently, LMD7 contains 372 improved and 8 unimproved single-family residential parcels. When development is 100 percent complete, LMD7 will contain 380 developed single-family residential parcels, 25 acres of landscaped and irrigated area, and 105 acres of natural area.

DISCUSSION:

The initial step of the renewal process is to adopt the resolution ordering the Engineer’s Report. The assessment engineer, Harris & Associates, has prepared a Preliminary Consolidated Report for LMD4, LMD6 and LMD7 which includes plans and specifications for improvements, estimated costs, assessment diagrams, and assessments spread to cover the estimated costs for each district. The report was prepared in accordance with the Act.

The next step in the renewal process is the approval of the Engineer’s Report and adoption of the Resolution of Intention concerning the levy and collection of assessments for LMD4, LMD6 and LMD7. The Act also requires the Resolution of Intention to give notice of, and fix a time and place for, a public hearing regarding the proposed assessments. Pursuant to the Act, the public hearing must be held at a regular meeting before August 10th. Staff recommends holding the required public hearing on August 5, 2025. At the public hearing, the City Council will consider all written and oral comments regarding the level of assessments, and the maintenance and capital improvement work proposed for LMD4, LMD6 and LMD7. The renewal process requires that a public notice, in the form of the Resolution of Intention, be posted and published in a locally circulated newspaper, but does not require notices to be mailed to each resident. Upon the conclusion of the hearing, the City Council should adopt a resolution confirming the diagram and assessment levy; either as proposed or as changed by the City Council.

Staff recommends that the assessment rates be maintained at their current levels for Fiscal Year 2025-26. The annual assessment rates for LMD4 will be maintained at $49.16 for commercial units in A1

zone, $77.89 for condominium units in A2 zone, $49.33 for condominium/apartment units in A3 zone, $232.48 for condominium units in A4 zone, $260.98 for single-family residential in A5 zone, $289.99 for single-family residential in A6 zone, $348.02 for a single dwelling unit in A7 zone, $386.66 for a fourplex unit in the A8 zone, and $464 for a duplex unit in the A9 zone. The annual assessment rates for LMD6 will be maintained at $650 per lot annually ($54.16 per month). The annual assessment rates for LMD7 will be maintained at $464.06 per developed lot and $139.22 per undeveloped lot.

In FY 23-24, the City entered into a new landscaping agreement that increased the scope of services to include the entire hillside that will be trimmed to a maximum of 4 feet in height. The previous agreement's scope only addressed 4 feet from the sidewalk or property line. This work continued through FY 24-25 and will be maintained for FY 25-26.

If determined that rates are to be increased in the future, it would require a vote by the affected property owners. Pending completion of further analysis, this report recommends that assessment rates be maintained at their current levels for FY 2025-26.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

ENVIRONMENTAL REVIEW:

This item is statutorily exempt from the provisions of the California Environmental Quality Act (“CEQA”) pursuant to Section 15273 (Rates, Tolls, Fares, and Charges) and generally exempt from CEQA pursuant to Section15061 (b) (3) of the CEQA Guidelines in that it consists of the continuing maintenance and operations of landscaping and irrigation within the districts, which does not have the potential for causing a significant effect on the environment.

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:

The Fiscal Year 2025-26 Consolidated Engineer’s Report for LMD4, 6 and 7 recommends that the assessment rates be maintained at their current levels. The annual assessment rates for LMD4 will be maintained at $348.02 for a single dwelling unit and $464 for a duplex unit. The projected income from the recommended rates is $1,162,827. The annual assessment rate for LMD6 is based on a special uniform benefit to the property owners and is recommended to remain at its current level of $650 per lot annually ($54.16 per month). The total projected revenue from the recommended rates is $154,700. The annual assessment rates for LMD7 will be maintained at $464.06 per improved lot and $139.22 per unimproved lot. The total projected revenue is $173,744. There are no legal requirements or formal guidelines for the amount of reserves in an assessment district. Ongoing improvements such as irrigation system improvements, enhancement to existing landscaping, tree trimming, and other extras are being eliminated to maintain the operating budget within projected revenues from the capped assessment rates.

Attachments

Attachment No. 1 - Resolution No. 2025-45
Attachment No. 2 - Resolution No. 2025-46

Attachment No. 3 - Resolution No. 2025-47
Attachment No. 4 - Resolution No. 2025-48 (LMD4 Resolution of Intention)
Attachment No. 5 - Resolution No. 2025-49 (LMD6 Resolution of Intention)
Attachment No. 6 - Resolution No. 2025-50 (LMD7 Resolution of Intention)
Attachment No. 7 - Engineer's Report
Attachment No. 8 - 10-Year Projection

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

ATTACHMENT NO. 1

RESOLUTION NO. 2025-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ORDERING THE PREPARATION AND FILING OF A REPORT REGARDING THE FISCAL YEAR 2025-26 ASSESSMENT TO BE LEVIED IN CONNECTION WITH LANDSCAPE MAINTENANCE DISTRICT NO. 4

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

WHEREAS, the City's Landscape Maintenance District No. 4 (the "District") has been established pursuant to the Landscaping and Lighting Act of 1972 (California Streets and Highways Code Section 22500 et seq.) (the "Act") to fund the maintenance and servicing of certain public landscaping and appurtenant facilities in the City; and

WHEREAS, in connection with the District, the City annually levies an assessment against real property; and

WHEREAS, the City Council desires to initiate proceedings to levy the assessment for Fiscal Year 2025-26 in connection with the District; and

WHEREAS, no increased assessments, new improvements nor substantial changes in existing improvements within the District are proposed.

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

SECTION 1. The above recitals are true and correct.

SECTION 2. The City Council orders Harris & Associates, Inc., as assessment engineer, to prepare and file with the City Clerk a report on the assessment in connection with the District for Fiscal Year 2025-26. Such report shall include all information required by Section 22565 et seq. of the Act.

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

APPROVED AND ADOPTED this 15th day of July, 2025.

_____

Tony Wu
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Monique S. De La Rosa
Deputy City Clerk

I, MONIQUE S. DE LA ROSA, DEPUTY CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2025-45 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 15th day of July, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Monique S. De La Rosa
Deputy City Clerk

ATTACHMENT NO. 2

RESOLUTION NO. 2025-46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ORDERING THE PREPARATION AND FILING OF A REPORT REGARDING THE FISCAL YEAR 2025-26 ASSESSMENT TO BE LEVIED IN CONNECTION WITH LANDSCAPE MAINTENANCE DISTRICT NO. 6

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

WHEREAS, the City's Landscape Maintenance District No. 6 (the "District") has been established pursuant to the Landscaping and Lighting Act of 1972 (California Streets and Highways Code Section 22500 et seq.) (the "Act") to fund the maintenance and servicing of certain public landscaping and appurtenant facilities in the City; and

WHEREAS, in connection with the District, the City annually levies an assessment against real property; and

WHEREAS, the City Council desires to initiate proceedings to levy the assessment for Fiscal Year 2025-26 in connection with the District; and

WHEREAS, no increased assessments, new improvements nor substantial changes in existing improvements within the District are proposed.

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

SECTION 1. The above recitals are true and correct.

SECTION 2. The City Council orders Harris & Associates, Inc., as assessment engineer, to prepare and file with the City Clerk a report on the assessment in connection with the District for Fiscal Year 2025-26. Such report shall include all information required by Section 22565 et seq. of the Act.

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

APPROVED AND ADOPTED this 15th day of July, 2025.

_____

Tony Wu
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Monique S
Deputy City Clerk

I, MONIQUE S. DE LA ROSA, DEPUTYCITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2025-46 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 15th day of July, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Monique S. De La R
DeputyCity Clerk

ATTACHMENT NO. 3

RESOLUTION NO. 2025-47

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ORDERING THE PREPARATION AND FILING OF A REPORT REGARDING THE FISCAL YEAR 2025-26 ASSESSMENT TO BE LEVIED IN CONNECTION WITH LANDSCAPE MAINTENANCE DISTRICT NO. 7

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

WHEREAS, the City's Landscape Maintenance District No. 7 (the "District") has been established pursuant to the Landscaping and Lighting Act of 1972 (California Streets and Highways Code Section 22500 et seq.) (the "Act") to fund the maintenance and servicing of certain public landscaping and appurtenant facilities in the City; and

WHEREAS, in connection with the District, the City annually levies an assessment against real property; and

WHEREAS, the City Council desires to initiate proceedings to levy the assessment for Fiscal Year 2025-26 in connection with the District; and

WHEREAS, no increased assessments, new improvements nor substantial changes in existing improvements within the District are proposed.

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

SECTION 1. The above recitals are true and correct.

SECTION 2. The City Council orders Harris & Associates, Inc., as assessment engineer, to prepare and file with the City Clerk a report on the assessment in connection with the District for Fiscal Year 2025-26. Such report shall include all information required by Section 22565 et seq. of the Act.

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

APPROVED AND ADOPTED this 15th day of July, 2025.

_____

Tony Wu
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Monique S. De La Rosa
Deputy City Clerk

I, MONIQUE S. DE LA ROSA, DEPUTY CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2025-47 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 15th day of July, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Monique S. De La Rosa
Deputy City Clerk

ATTACHMENT NO. 4

RESOLUTION NO. 2025-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN LANDSCAPE MAINTENANCE DISTRICT NO. 4 FOR FISCAL YEAR 2025-26 AND SETTING A PUBLIC HEARING REGARDING SUCH ASSESSMENTS

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

WHEREAS, the City's Landscape Maintenance District No. 4 (the "District") has been established pursuant to the Landscaping and Lighting Act of 1972 (California Streets and Highways Code Section 22500 et seq.) (the "Act") to fund the maintenance and servicing of certain public landscaping and appurtenant facilities in the City; and

WHEREAS, in connection with the District, the City annually levies an assessment against real property; and

WHEREAS, by its Resolution No. 2025-45, adopted July 15, 2025, the City Council directed Harris & Associates, Inc., as assessment engineer (the "Engineer"), to prepare and file a report regarding the District; and

WHEREAS, the Engineer has filed said report, entitled "City of West Covina Preliminary Consolidated Fiscal Year 2025-26 Engineer's Report: Landscape Maintenance Districts 4, 6 & 7" (the "Consolidated Report"), and the Consolidated Report is on file and available for public inspection in the Office of the City Clerk and is incorporated herein by reference; and

WHEREAS, the City Council, by minute action, has approved the Consolidated Report; and

WHEREAS, the City Council desires to continue with proceedings to levy the assessment in connection with the District for Fiscal Year 2025-26 as described in the Consolidated Report.

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

SECTION 1. The City Council declares its intention to levy and collect assessments within the District for Fiscal Year 2025-26 and notes that:

(a) The distinctive name of the District is the "City of West Covina Landscape Maintenance District No. 4."

(b) The District is generally located in the southeasterly part of the City.

(c) The existing and proposed improvements are generally described as landscaping, irrigation, hardscape, and paseo lighting on 130 acres of public open space within the boundaries of the District. No substantial changes are proposed to the nature of the improvements.

(d) Reference is made to the Consolidated Report, on file with the City Clerk, for a full and detailed description of the improvements, the boundaries of the assessment district and any zones therein, and the proposed assessments upon assessable lots and parcels of land within the District.

(e) The rate of this assessment is not proposed to increase from the rate levied in Fiscal Year 2024-25.

SECTION 2. A public hearing is set for Tuesday, August 5, 2025, at 7:00 p.m. in the City Council Chambers located at 1444 West Garvey Avenue South in the City of West Covina, to take the testimony on the issue of whether or not the assessments should be approved.

SECTION 3. The City Clerk shall give notice of said public hearing in the time, form, and manner as required by law, including, but not limited to, publication of this resolution in accordance with California Streets and Highways Code Sections 22552 and 22553.

SECTION 4. The City Council finds that the levy and collection of these assessments is statutorily exempt from the California Environmental Quality Act (CEQA) under Section 15273 of the CEQA Guidelines, as none of the proceeds will be used for capital expenses but will be used instead for operation and maintenance.

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

APPROVED AND ADOPTED this 15th day of July, 2025.

_____

Tony Wu
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Monique S. De La Rosa
Deputy City Clerk

I, MONIQUE S. DE LA ROSA, DEPUTY CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2025-48 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 15th day of July, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Monique S. De La Rosa
Deputy City Clerk

ATTACHMENT NO. 5

RESOLUTION NO. 2025-49

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN LANDSCAPE MAINTENANCE DISTRICT NO. 6 FOR FISCAL YEAR 2025-26 AND SETTING A PUBLIC HEARING REGARDING SUCH ASSESSMENTS

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

WHEREAS, the City's Landscape Maintenance District No. 6 (the "District") has been established pursuant to the Landscaping and Lighting Act of 1972 (California Streets and Highways Code Section 22500 et seq.) (the "Act") to fund the maintenance and servicing of certain public landscaping and appurtenant facilities in the City; and

WHEREAS, in connection with the District, the City annually levies an assessment against real property; and

WHEREAS, by its Resolution No. 2025-46, adopted July 15, 2025, the City Council directed Harris & Associates, Inc., as assessment engineer (the "Engineer"), to prepare and file a report regarding the District; and

WHEREAS, the Engineer has filed said report, entitled "City of West Covina Preliminary Consolidated Fiscal Year 2025-26 Engineer's Report: Landscape Maintenance Districts 4, 6 & 7" (the "Consolidated Report"), and the Consolidated Report is on file and available for public inspection in the Office of the City Clerk and is incorporated herein by reference; and

WHEREAS, the City Council, by minute action, has approved the Consolidated Report; and

WHEREAS, the City Council desires to continue with proceedings to levy the assessment in connection with the District for Fiscal Year 2025-26 as described in the Consolidated Report.

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

SECTION 1. The City Council declares its intention to levy and collect assessments within the District for Fiscal Year 2025-26 and notes that:

(a) The distinctive name of the District is the "City of West Covina Landscape Maintenance District No. 6."

(b) The District is generally located in the easterly part of the City of West Covina on the westerly-facing slopes of the San Jose Hills.

(c) The existing and proposed improvements are generally described as landscaping and irrigation in public open space areas within the boundaries of the District. No substantial changes are proposed to the nature of the improvements.

(d) Reference is made to the Consolidated Report, on file with the City Clerk, for a full and detailed description of the improvements, the boundaries of the assessment district and any zones therein, and the proposed assessments upon assessable lots and parcels of land within the District.

(e) The rate of this assessment is not proposed to increase from the rate levied in Fiscal Year 2024-25.

SECTION 2. A public hearing is set for Tuesday, August 5, 2025, at 7:00 p.m. in the City Council Chambers located at 1444 West Garvey Avenue South in the City of West Covina, to take the testimony on the issue of whether or not the assessments should be approved.

SECTION 3. The City Clerk shall give notice of said public hearing in the time, form, and manner as required by law, including, but not limited to, publication of this resolution in accordance with California Streets and Highways Code Sections 22552 and 22553.

SECTION 4. The City Council finds that the levy and collection of these assessments is statutorily exempt from the California Environmental Quality Act (CEQA) under Section 15273 of the CEQA Guidelines, as none of the proceeds will be used for capital expenses but will be used instead for operation and maintenance.

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

APPROVED AND ADOPTED this 15th day of July, 2025.

_____
Tony Wu
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Monique S. De La Rosa
Deputy City Clerk

I, MONIQUE S. DE LA ROSA, DEPUTY CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2025-49 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 15th day of July, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Monique S. De La Rosa
Deputy City Clerk

ATTACHMENT NO. 6

RESOLUTION NO. 2025-50

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN LANDSCAPE MAINTENANCE DISTRICT NO. 7 FOR FISCAL YEAR 2025-26 AND SETTING A PUBLIC HEARING REGARDING SUCH ASSESSMENTS

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

WHEREAS, the City's Landscape Maintenance District No. 7 (the "District") has been established pursuant to the Landscaping and Lighting Act of 1972 (Streets and Highways Code Section 22500 et seq.) (the "Act") to fund the maintenance and servicing of certain public landscaping and appurtenant facilities in the City; and

WHEREAS, in connection with the District, the City annually levies an assessment against real property; and

WHEREAS, by its Resolution No. 2025-47, adopted July 15, 2025, the City Council directed Harris & Associates, Inc., as assessment engineer (the "Engineer"), to prepare and file a report regarding the District; and

WHEREAS, the Engineer has filed said report, entitled "City of West Covina Preliminary Consolidated Fiscal Year 2025-26 Engineer's Report: Landscape Maintenance Districts 4, 6 & 7" (the "Consolidated Report"), and the Consolidated Report is on file and available for public inspection in the Office of the City Clerk and is incorporated herein by reference; and

WHEREAS, the City Council, by minute action, has approved the Consolidated Report; and

WHEREAS, the City Council desires to continue with proceedings to levy the assessment in connection with the District for Fiscal Year 2025-26 as described in the Consolidated Report.

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

SECTION 1. The City Council declares its intention to levy and collect assessments within the District for Fiscal Year 2025-26 and notes that:

(a) The distinctive name of the District is the "City of West Covina Landscape Maintenance District No. 7."

(b) The District is generally located in the easterly part of the City of West Covina on the north-facing slopes of the San Jose Hills.

(c) The existing and proposed improvements are generally described as landscaping and irrigation in public open space areas within the boundaries of the District. No substantial changes are proposed to the nature of the improvements.

(d) Reference is made to the Consolidated Report, on file with the City Clerk, for a full and detailed description of the improvements, the boundaries of the assessment district and any zones therein, and the proposed assessments upon assessable lots and parcels of land within the District.

(e) The rate of this assessment is not proposed to increase from the rate levied in Fiscal Year 2024-25.

SECTION 2. A public hearing is set for Tuesday, August 5, 2025, at 7:00 p.m. in the City Council Chambers located at 1444 West Garvey Avenue South in the City of West Covina, to take the testimony on the issue of whether or not the assessments should be approved.

SECTION 3. The City Clerk shall give notice of said public hearing in the time, form, and manner as required by law, including, but not limited to, publication of this resolution in accordance with California Streets and Highways Code Sections 22552 and 22553.

SECTION 4. The City Council finds that the levy and collection of these assessments is statutorily exempt from the California Environmental Quality Act (CEQA) under Section 15273 of the CEQA Guidelines, as none of the proceeds will be used for capital expenses but will be used instead for operation and maintenance.

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

APPROVED AND ADOPTED this 15th day of July, 2025.

_____
Tony Wu
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Monique S. De La Rosa
Deputy City Clerk

I, MONIQUE S. DE LA ROSA, DEPUTY CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2025-50 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 15th day of July, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Monique S. De La Rosa
Deputy City Clerk

Harris & Associates

CITY OF WEST COVINA

PRELIMINARY CONSOLIDATED FISCAL YEAR 2025-26 ENGINEER'S REPORT: LANDSCAPE MAINTENANCE DISTRICTS 4, 6, & 7

June 2025

Prepared by:

Harris & Associates

101 Progress, Suite 250
Irvine, CA 92618
www.weareharris.com

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IMPACTS OF PROPOSITION 218

On November 5, 1996, California voters approved Proposition 218 entitled "Right to Vote on Taxes Act" which added Article XIIID to the California Constitution. While its title refers only to taxes, Proposition 218 establishes new procedural requirements for the formation and administration of assessment districts. Proposition 218 also requires that with certain specified exceptions, which are described below, all existing assessment districts must be ratified by the property owners within the District using the new procedures.

Some of these exceptions include:

1) Any assessment imposed exclusively to finance the capital cost or maintenance and operation expenses for streets.
2) Any assessments levied pursuant to a petition signed by the persons owning all of the parcels subject to the assessment at the time the assessment was initially imposed.

However, even if assessments are initially exempt from Proposition 218, if the assessments are increased in the future, the City will need to comply with the provisions of Proposition 218 for that portion of the increased assessment unless the increase in assessment was anticipated in the assessment formula (e.g., CPI increase).

Proposition 218 does not define this term "streets", however, following the passage of Proposition 218 based on conversations with other public agency officials, attorneys, assessment engineers and Senate Bill 919, we determined that "streets" include all public improvements located within the street right-of-way. This would include median and parkway landscaping, traffic signals, safety lighting and street lighting.

It was also determined that if assessments were imposed as a condition of development and property owners agreed to the imposition of assessments and subsequently signed a development agreement confirming so, then this would suffice for the requirement of signing a petition.

The more difficult question arose in those situations where the levy of assessments was imposed as a condition of approval for land development or subdivision where the property owner did not enter into a development agreement. In those cases, if the landscape, park, or streetlight facilities and the resulting assessment were a condition of the land development or subdivisions approval and the property owner acquiesces to the levy of assessment, it is reasoned that this was a functional equivalent of giving express consent or signing a petition requesting the imposition of the assessment. Even the Howard Jarvis Taxpayers' Association seems to tacitly support this conclusion in its "Statement of Drafters' Intent". When discussing the exemption for existing assessments imposed pursuant to a petition, the taxpayers' association said:

"This provision exempts most land secured financing arrangements used by developers."

Clearly acceptance of a condition of approval of a development or subdivision which requires that imposition of assessments is a common form of land secured financing used by developers to fund street lighting or landscape maintenance.

STATEMENT OF ASSESSMENT ENGINEER

Statement of Assessment Engineer

AGENCY: **CITY OF WEST COVINA**

PROJECT: **LANDSCAPE MAINTENANCE DISTRICT NO. 4**
LANDSCAPE MAINTENANCE DISTRICT NO. 6
LANDSCAPE MAINTENANCE DISTRICT NO. 7

TO: **THE CITY COUNCIL**
CITY OF WEST COVINA
STATE OF CALIFORNIA

ENGINEER'S REPORT FOR FISCAL YEAR 2025-26

The preparation of this Annual Engineer's Report ("Report") is in conformance with the obligation of the City Council for the Landscape Maintenance District No. 4, Landscape Maintenance District No. 6, and Landscape Maintenance District No. 7 of the City of West Covina to provide continued operation and maintenance of local landscape improvements upon each lot or parcel of land in the district in proportion to the estimated benefit to be received by each such lot or parcel of land for Fiscal Year 2025-26.

Pursuant to the Landscaping and Lighting Act of 1972 (Part 2 Division 15 of the Streets and Highways Code of the State of California, commencing with Section 22500) ("Act"), Article XIIID, Section 4(a) of the State of California Constitution, and in accordance with the City of West Covina's Resolution being adopted by the City Council for the Consolidated Landscape Maintenance District on the 1st day of July, this Report has been ordered for:

LANDSCAPE MAINTENANCE DISTRICT NO. 4
LANDSCAPE MAINTENANCE DISTRICT NO. 6
LANDSCAPE MAINTENANCE DISTRICT NO. 7

(Hereinafter referred to as the "Districts"),

I, Alison Bouley, authorized representative of the District, the duly appointed Assessment Engineer submit the following Report which consists of the following five (5) parts:

PART I

Plans and Specifications: Plans and specifications for the improvements are as set forth on the lists thereof, attached hereto, and are on file in the Office of the City Public Works Department and are incorporated herein by reference.

PART II

Estimate of Cost: An estimate of the costs of the proposed improvements, including incidental costs and expenses in connection therewith, is as set forth on the lists thereof, attached hereto, and are on file in the Office of the City Public Works Department and incorporated herein by reference.

PART III

Assessment Roll: The proposed assessment and the amount of assessments for Fiscal Year 2025-26 apportioned to each lot or parcel, as shown on the latest roll at the Assessor's Office, are on file in the Office of the City Clerk of the City of West Covina. The description of each lot or parcel is part of the records of the Assessor of the County of Los Angeles and these records are, by reference, made part of this Report.

PART IV

Method of Assessment: The method of assessment indicates the proposed levy of the net amount of the costs and expenses of the improvements to be levied upon the parcels of land within the District, in proportion to the estimated benefits to be received by such parcels. The quantification of benefit identifies, separates and quantifies the general and special benefits received by each parcel in the District, for the services received and the improvements provided.

PART V

Assessment Diagram: The diagram of the District boundaries showing the exterior boundaries of the District, and the lines and dimensions of each lot or parcel of land within the District, are on file in the Office of the City Engineer and by reference, made part of this Report.

DATED this 25th day of June, 2025

Harris & Associates



Alison Bouley, P.E., Assessment Engineer

INTRODUCTION

The purpose of this report is to set forth findings and the engineering analysis for the City of West Covina ("City") districts listed below, herein referred to as the "Districts", for Fiscal Year 2025-26, in compliance with the requirements of Article 4, Chapter 1, of the Landscaping and Lighting Act of 1972 (the "1972 Act") which is Part 2, Division 15 of the California Streets and Highways Code (The "Act").

- **Landscape Maintenance District No. 4 ("LMD 4") (Formed in 1975)**
- **Landscape Maintenance District No. 6 ("LMD 6") (Formed in 1980)**
- **Landscape Maintenance District No. 7 ("LMD 7") (Formed in 1980**)

The Districts were created at the request of the owner of the developments in lieu of forming a Homeowner's Association. The funds collected by LMD 4 are used to maintain landscaping, irrigation, hardscape, and paseo lighting on 130 acres of public open space within the boundaries of LMD 4. The funds collected by LMD 6 are used to maintain landscaping and irrigation in public open space areas within its boundaries. The funds collected by LMD 7 are used to maintain landscaping and irrigation in public open space areas within its boundaries.

The costs of operation, maintenance and servicing of improvements to be funded by the Districts will be apportioned to each parcel within the applicable District in proportion to the special benefit it receives. The method of assessment may be amended, subject to the requirements of Proposition 218, from time to time by the City Council, in order to apportion the costs in relation to the benefits being received. Payment of the assessment for each parcel will be made in the same manner and at the same time as payments are made for property taxes. All funds collected through the assessment must be placed in a special fund and can only be used for the purposes stated within this Report.

As required by the Act, this Engineer's Report describes the improvements to be constructed, operated, maintained and serviced by the Districts for FY 2025-26, provides an estimated budget for the Districts, and lists the proposed assessments to be levied upon each assessable lot or parcel within the Districts. Following the approval of the preliminary report, either as submitted or as modified, the City Council will hold a Public Hearing to provide an opportunity for any interested person to be heard. All property owners must be noticed in accordance with Section 22626 of the Streets and Highways Code prior to the Public Hearing. At the conclusion of the Public Hearing, the City Council may adopt a resolution confirming the levy of assessments as originally proposed or as modified.

Following the adoption of this resolution, the final assessor's roll will be prepared and filed with the County Tax Collector's office to be included on the FY 2025-26 tax roll.

PART I - PLANS AND SPECIFICATIONS

Landscape Maintenance District No. 4

The existing facilities to be maintained and serviced in LMD 4 include public open space area, lighting, parkway, and manufactured slopes and appurtenant facilities. There are approximately 130 acres of open space within LMD 4. LMD 4 contains lighted paseos and approximately 30 to 50-foot landscaped hillside slopes vegetated with plants, shrubbery, and trees. The current scope of work for the operations, maintenance, and care of these areas include 3 to 5 feet of fire clearing at the tops and toes of slopes and irrigation maintenance repairs.

LMD 4 will fund the costs in connection with the district maintenance and servicing including, but not limited to, personnel, electrical energy, water, materials, contracting services, and other expenses necessary for the satisfactory operation of these facilities. The facilities and improvements which have been constructed within LMD 4, and which will be maintained and serviced are described as follows:

Landscaping Improvements

Facilities include but are not limited to landscaping, planting, shrubbery, trees, irrigation system, hardscape, fixtures, sidewalk maintenance resulting from landscape growth and appurtenant facilities, in public right-of-way, parkways, and dedicated easements within the boundaries of LMD 4.

Lighting Improvements

Facilities include but are not limited to poles, fixtures, bulbs, conduits, conductors, equipment including guys, anchors, posts and pedestals, metering devices and appurtenant facilities as required to provide lighting in the public right-of-way and dedicated easements within the boundaries of LMD 4.

The detailed plans and specifications of the LMD 4 improvements are on file in the office of the City Public Works Department and by reference are made part of this Report.

Zones of Benefit

The parcels, lots, subdivisions and developments within the LMD 4 are identified and grouped into ten (10) zones of benefit referred to as "Zones". Each Zone reflects the landscape improvements associated with the development of properties in that Zone, in order to fairly and equitably apportion the net cost of providing those improvements to the properties that receive special benefits from the service and activities associated with those improvements. Most of the parcels in LMD 4 are identified as single-family and multi-family residential properties. All parcels receive special benefits from the improvements because of the increased desirability of a parcel that is located in an area with landscaping, and open space areas. Public agency parcels within LMD 4 will not be used for residential occupancies or commercial/industrial workplaces, and therefore, do not receive special benefit and will not be assessed. The assessments proposed to be levied on each property do not exceed the reasonable cost of proportional special benefit conferred on each property from the funded improvements.

The following is a brief description of the LMD 4 Zones:

Zone A1

Parcels in this zone are commercial properties, which are located at the intersections of major arterial roadways. These parcels benefit from the District improvements to a lesser degree due to their proximity to the open space areas. Nonetheless, the parcels are benefited by aesthetically pleasing landscaping and open space areas which enhance the desirability of living in the District, because its promotion of evening business and industry vitality, and contribution to a positive nighttime visual image.

Zone A2

Parcels in this zone are condominium type homes with open space areas located along the fringes of the zone. Due to the nature and higher density of the parcels and the higher intensity of the property use, the parcels derive benefits such as providing a more peaceful and relaxed lifestyle due to the surrounding open space areas. Each parcel is assessed per dwelling unit.

Zone A3

Parcels in this zone are made up of condominiums and apartment complexes with smaller areas of open space within the zone. Due to the denser housing within this zone, Zone A3 is distinctly benefited by the interspersed open space areas within the zone. Although open space areas are smaller than in other zones, the incorporation of such areas into Zone A3's higher-intensity property uses peculiarly benefits Zone A3's parcels by providing aesthetically pleasing landscaping and enhancing the desirability of living in Zone A3. Each parcel is assessed per dwelling unit.

Zone A4

Parcels in this zone are condominium type homes. The open space areas are in close proximity to the condominiums in this zone, thus providing the zone's parcels with benefits such as the enhancement of quality of life within the community characterized by openness, landscape and natural vistas, wildlife and relaxed, peaceful living. Each parcel is assessed per dwelling unit.

Zone A5

Parcels in this zone are made up of detached single-family homes with large open space areas in close proximity. Zone A5 parcels derive a benefit particular to their zone, based on the significant size and proximity of the open space areas to the parcels. The large open spaces in the vicinity of the parcels contribute to lower housing density due to the dedication of acreage for landscaping and natural areas, which thereby reduce the number of buildable parcels. Each parcel is assessed per dwelling unit.

Zone A6

Parcels in this zone are made up of detached single-family homes with open space areas located along the fringes of the zone. Having the open space areas along the perimeter of the zone is advantageous to the parcels within Zone A6 due to the open space areas' positive results on the parcels, such as attracting natural flora and fauna, providing a more peaceful and relaxed lifestyle. Each parcel is assessed per dwelling unit.

Zone A7

Parcels in this zone are made up of detached single-family homes. The open space areas are in close proximity to the single-family homes. These open space areas are connected with paseos that include concrete walkways and lights. These paseos provide for safe pedestrian travel within the zone and into adjacent Zone A9. Each parcel is assessed per dwelling unit.

Zone A8

Parcels in this zone are made up of fourplexes with open space areas located along the fringes of the zone that provide a barrier from the major arterial roadway. The strategic location of open space areas at the fringe create an aesthetically pleasing yet practical perimeter around the zone, which provides a more peaceful and relaxed lifestyle by attracting natural flora and fauna to Zone A8 parcels which, because of the close proximity to major arterial roadways, would not otherwise receive such benefit. Moreover, the higher-intensity property use receives a significant benefit from the natural vistas and landscaping provided by the open space areas. Each parcel is assessed per dwelling unit.

Zone A9

Parcels in this zone are made up of duplexes. The open space areas are in close proximity to the duplexes and are connected by paseos. The paseos are improved with concrete walkways and lights. These paseos provide for safe pedestrian travel within the zone and into adjacent Zone A7 and promote social interaction. Each parcel is assessed per dwelling unit.

Zone A10

Parcels in this zone are made up of exempt properties. Exempted parcels include all publicly owned property that do not benefit from the District Improvements such as: public streets, public avenues, public lanes, public roads, public drives, public courts, public alleys, all public easements, and right of ways, all public parks, public greenbelts and parkways, and all public property being used for public purposes.

Landscape Maintenance District No. 6

LMD 6 is located in the easterly end of the City known as South Hills, on the westerly facing slopes of the San Jose Hills and includes 238 single family dwellings. The existing facilities to be maintained and serviced in LMD 6 include public open space, manufactured slopes, and appurtenant facilities. There are approximately 12 acres of landscaped and irrigated area and 65 acres of natural open space within LMD 6. LMD 6 contains approximately 30 to 50-foot landscaped hillside slopes vegetated with plants, shrubbery, and trees. The current scope of work for the operations, maintenance, and care of these areas includes 3 to 5-feet of fire clearing at the tops and toes of slopes and irrigation maintenance repairs.

LMD 6 will fund the costs in connection with LMD 6 maintenance and servicing including, but not limited to, personnel, electrical energy, water, materials, contracting services, and other expenses necessary for the satisfactory operation of these facilities. The facilities are described as follows:

Landscaping Improvements

Facilities include but are not limited to trees, irrigation system, hardscape, fixtures, sidewalk maintenance resulting from landscape growth and appurtenant facilities, in open spaces and dedicated easements within the boundaries of LMD 6.

The detailed plans and specifications of the LMD 6 improvements are on file in the office of the City Public Works Department and by reference are made part of this Report.

Landscape Maintenance District No. 7

LMD 7 is generally located in the easterly end of the City on the north-facing slopes of the San Jose Hills and includes 372 developed single-family residential parcels, approximately 19.5 acres of landscaped and irrigated areas and 92 acres of natural area. Upon completion, LMD 7 will contain 380 developed single family residential parcels, 25 acres of landscaped and irrigated areas and 105 acres of natural open space. The existing facilities to be maintained and serviced in LMD 7 include public open spaces and manufactured slopes and appurtenant facilities. LMD 7 contains landscaped hillside slopes vegetated with plants, shrubbery, and trees. The current scope of work for the operations, maintenance, and care of these areas include 3 to 5 feet of fire clearing at the tops and toes of slopes and irrigation maintenance and repairs.

LMD 7 will fund the costs in connection with LMD 7 maintenance and servicing including, but not limited to, personnel, electrical energy, water, materials, contracting services, and other expenses necessary for the satisfactory operation of these facilities. The facilities are described as follows:

Landscaping Improvements

Facilities include but are not limited to trees, irrigation system, hardscape, fixtures, sidewalk maintenance resulting from landscape growth and appurtenant facilities, in public open space areas and dedicated easements within the boundaries of LMD 7.

The detailed plans and specifications of the LMD 7 Improvements are on file in the office of the City Public Works Department and by reference are made part of this Report.

The following is a brief description of the LMD 7 Zones:

Zone C1

Parcels in this zone are made up of undeveloped parcels.

Zone C2

Parcels in this zone are made up of developed parcels.

The detailed plans and specifications of the District improvements are on file in the office of the City Public Works Department and by reference are made part of this Report.

PART II - ESTIMATE OF COSTS

The 1972 Act provides that the total cost of installation, construction, operation, maintenance and servicing of street lighting and landscaping can be recovered by the Districts. Maintenance can include the repair and replacement of existing facilities. Servicing can include electrical and associated costs from a public utility. Incidental expenses, including administration of the District, engineering fees, legal fees, printing, posting, and mailing of notices, and all other costs associated with the annual collection process can also be included.

The 1972 Act requires that a special fund be set up to track the revenues and expenditures of the Districts. Funds raised by assessment shall be used only for the purpose as stated herein. A contribution to the Districts by the City may be made to reduce assessments, as the City Council deems appropriate. Any balance or deficit remaining on June 30th must be carried over to the next fiscal year unless they are designated for a special purpose.

The estimated costs of the operation, servicing and maintenance of the improvements for Fiscal Year 2025-26, are summarized in the table below.

Capital Improvement Projects

Funding for the capital improvement projects listed below are included in the Fiscal Year 2025-26 budget for the amounts reflected in Table 1 below.

- Replacement of hardscape,
- Repair and replacement of light standards,
- Conversion of existing light fixtures to LED fixtures.
- Comprehensive tree removal and replacement

TABLE 1
FISCAL YEAR 2025-26
CAPITAL IMPROVMENT PROJECT BUDGETS

District	Estimated Costs
LMD 4	$175,000
LMD 6	$0
LMD 7	$0

TABLE 2
FISCAL YEAR 2025-26
ESTIMATED COSTS

	LMD 4	LMD 6	LMD 7
Beginning Fund Balances	**$1,722,907**	**$188,344**	**$298,697**
Revenues			
Assessments	$1,162,827	$154,700	$173,744
Interest	$54,600	$8,300	$11,700
General Fund	$0	$0	$0
Total Projected Revenues	$1,217,427	$163,000	$185,444
Expenditures			
Direct Costs			
Personnel Services	$183,363	$33,781	$33,781
Maintenance Contracts	$979,400	$213,120	$248,920
Utilities	$341,800	$16,100	$22,400
Maintenance Supplies	$10,000	$0	$0
Property & Liability Insurance	$48,120	$24,060	$24,060
NPDES	$75,000	$5,000	$5,000
Capital Improvement Project	$175,000	$0	$0
Total Direct Costs	$1,812,683	$292,061	$334,161
Administrative Costs			
Levy Admin & Professional Services	$19,650	$16,020	$16,140
City Overhead & Administration	$169,790	$28,180	$27,480
Total Administrative Costs	$189,440	$44,200	$43,620
Total Expenditures	**$2,002,123**	**$336,261**	**$377,781**
Ending Fund Balance (estimated)	**$938,211**	**$15,083**	**$106,360**

PART III - ASSESSMENT ROLL

The proposed assessment and the amount of assessments for Fiscal Year 2025-26 apportioned to each lot or parcel, as shown on the latest roll at the Assessor's Office, are on file in the Office of the City Clerk of the City of West Covina. The description of each lot or parcel is part of the records of the Assessor of the County of Los Angeles and these records are, by reference, made part of this report.

PART IV - METHOD OF APPORTIONMENT

General

Part 2 of Division 15 of the Streets and Highways Code, the Landscaping and Lighting Act of 1972, permits the establishment of assessment districts by Agencies for the purpose of providing certain public improvements which include construction, operation, maintenance and servicing of streetlights, traffic signals, landscaping, parks and recreation facilities.

Section 22573 of the Landscape and Lighting Act of 1972 requires that maintenance assessments be levied according to benefit rather than according to assessed value. This section states:

> "The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.
>
> The determination of whether of not a lot or parcel will benefit from the improvements shall be made pursuant to the Improvement Act of 1911 (Division 7 (commencing with Section 5000)) [of the Streets and Highways Code, State of California]."

The Act permits the designation of benefit zones within any individual assessment district if "by reasons or variations in the nature, location, and extent of the improvements, the various areas will receive different degrees of benefit from the improvement" (Sec. 22547). Thus, the 1972 Act requires the levy of a true "assessment" rather than a "special tax." Excepted from the assessment would be the areas of all publicly owned property in use in the performance of a public function.

Special Benefit Determination

Each of the improvements, the associated costs and assessments of the Districts have been reviewed, identified, and allocated based on special benefit pursuant to the provisions of the Constitution and 1972 Act. The improvements associated with each District have been identified as necessary, required and/or desired for the orderly development of the properties within the Districts to their full potential, consistent with the proposed development plans and applicable portions of the development. As such, these improvements would be necessary and required of individual property owners for the development of such properties, and the ongoing operation, servicing and maintenance of these improvements would be the financial obligation of those properties. Therefore, the improvements and the annual costs of ensuring the maintenance and operation of the improvements are of special benefit to the properties in the Districts. The method of apportionment (method of assessment) is based on the premise that each assessed parcel within the Districts receives special benefit from the improvements where the parcel is located as well as from adjacent landscaping and public street lighting improvements. The desirability and security of properties is enhanced by the presence of street lighting, well maintained landscaping and open space areas in close proximity to those properties.

The special benefits associated with local landscaping improvements are specifically:

- Enhanced desirability of properties due to proximity and accessibility of the improvements.
- Reduction of dust and debris

- Improved aesthetic appeal provided by a positive representation of area.
- Increased sense of pride in ownership from well-maintained improvements.

The special benefits associated with local streetlighting improvements are specifically:

- Mitigates property damage due to criminal activity.
- Serves as a deterrent to graffiti and vandalism.
- Alleviates the fear of crime, which increases the desirability of property.
- Increased nighttime visibility for access of emergency vehicles
- Improved ingress to and egress from property
- Reduced vandalism and other criminal acts and damage to improvements or property
- Promotes a reassuring entry into the neighborhood.
- Provides a positive nighttime visual image.

Parcels, which are located on streets with streetlights, receive a special lighting benefit. Parcels which are located on private streets receive a substantially reduced benefit from local lighting, parcel which do not have any local streetlights receive no benefit from street lighting.

Lighting at the street intersection, which is defined as safety lighting, is considered to be the minimum lighting requirement for vehicular safety; therefore, safety lighting represents the general benefit portion of street lighting. Additionally, lights, which are on arterials of the City, which do not have parcels fronting on them, are considered a general benefit. Those general benefit portions of the City's lighting budget will not be assessed.

Assessment Methodology

The method of apportionment for the Districts calculates the receipt of special benefit from the respective improvements based on the actual or proposed land use of the parcels. The special benefit received by each lot or parcel is equated to the overall land use of the parcel based on the parcel's actual land use or proposed planned development and is reliant upon the special benefit received from the improvements planned for each District.

To identify and determine the special benefit to be received by each parcel, it is necessary to consider the entire scope of each District improvements as well as individual property development within the Districts. The costs associated with the improvements shall be fairly distributed among the parcels based upon the special benefit received by each parcel. Additionally, in compliance with the Constitution, each parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred to that parcel. The benefit formula used to determine the assessment obligation is therefore based upon both the improvements that benefit the parcels as well as the proposed land use of each property as compared to other parcels that benefit from those specific improvements.

Assessment Units

Since the assessments will be levied against parcels of property as shown on the tax rolls, the final charges must be assigned by Assessor's Parcel Number. If assessments were to be spread just by parcel, not considering land use or parcel size, a single-family parcel would be paying the same as a fifty (50) unit apartment parcel or a large commercial establishment in a similar zone and this would not be equitable and would not satisfy the Proposition 218 requirements

To assess benefits equitably, it is necessary to relate the different types of parcel improvements to each other. The Assessment Unit ("AU") method of assessment apportionment uses the single-family home site as the basic unit of

assessment. A single-family home site equals one AU. Every other land use is converted to AUs based on an assessment formula that equates the property's specific development status, type of development (land use), and size of property, as compared to a single-family home site.

The AU method of apportioning benefit is typically seen as the most appropriate and equitable assessment methodology for districts formed under the 1972 Act, as the benefit to each parcel from the improvements are apportioned as a function of land use type, size, and development. The following formula is used to calculate each parcel's AU (proportional benefit) for LMD 4 and LMD 6.

Parcel Type AU x Acreage/Dwelling Units/Parcel/Lot = Parcel AU

The total number of AUs is the sum of the individual AUs applied to the parcels that receive a special benefit from the improvements. An assessment amount per AU ("Rate") is established by taking the total cost of the improvements (including administration costs) and dividing that amount by the total number of AUs of the parcels benefiting from the improvements. This Rate is then applied back to each parcel's individual AU to determine the parcel's proportionate benefit and assessment obligation.

Total Balance to Levy / Total AU = Rate per AU

Rate per AU x Parcel AU = Parcel Levy Amount

Landscape Maintenance District No. 4

Single-Family Residential – This land use is defined as fully subdivided residential home site with or without a structure or planned single-family residential lot as identified by a submitted or approved tentative tract map of final tract map. This land use is assessed, 1.0 AU per lot or parcel. This is the base value that other land use types are compared and weighted against (i.e., Assessment Unit or AU).

Multi-Family Residential – This land use is defined as a fully subdivided residential parcels that includes duplexes, apartments and condominiums identified by a submitted or approved tentative tract map or final tract map. This land use is assessed, 1.0 AU per dwelling unit.

Developed Commercial – This land use is defined as property developed for either commercial or industrial use. This type of property receives greater benefit than Single Family or Multi-Family property due to typically larger lot size in relation to residential properties. The commercial properties within Zone A1 are grouped into three different areas with predesignated assessment units at the time of formation. For any newly developed commercial properties, they will be assessed, 4.0 AU per acreage with a minimum of 4.0 AU.

Exempt Parcels – This land use identified properties that are not assessed and are assigned 0.0 AU. This land use classification may include, but is not limited, to lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County); dedicated public easements, open space area and right of ways; common areas, sliver parcels and bifurcated lots or any other property that cannot be developed; park properties and other publicly owned properties that are part of the District improvements and are therefore exempted from assessment.

The following table provides a listing of land use types, land use code designations, the Equivalent Benefit Unit factor applied to that land use type, and the multiplying factor used to calculate each parcel's individual AU.

TABLE 3
LMD 4 – LAND USE CODES AND ASSESSMENT UNITS

Land Use	Assessment Units	Multiplier
Single Family Residential (SFR)	1.00	Lot/Parcel
Multi-Family Residential (MFR)	1.00	Unit
Developed Commercial (COM)	4.00	Acre
Exempt Parcels (EXE)	0.00	Parcel

Each parcel's AU correlates the parcel's special benefit received as compared to the other parcels benefitting from the improvements. Table 4 below summarizes the LMD 4 assessment rates.

TABLE 4
LMD 4 – PRELIMINARY ASSESSMENT SUMMARY AND COMPARISON

Benefit Zone	% of Budget	Parcel Count	Assessment Units	FY 2024/25 Assessment Rates	FY 2025/26 Proposed Assessment Rates	Total Assessment
A1	1.91%	30	451.00	$49.16	$49.16	$22,171.16
A2	1.45%	216	216.00	$77.89	$77.89	$16,824.24
A3	5.74%	326	1,353.00	$49.33	$49.33	$66,743.49
A4	9.96%	498	498.00	$232.48	$232.48	$115,775.04
A5	3.52%	157	157.00	$260.98	$260.98	$40,973.86
A6	6.13%	246	246.00	$289.99	$289.99	$71,337.54
A7	44.98%	1,503	1,503.00	$348.02	$348.02	$523,074.06
A8	15.69%	118	472.00	$386.66	$386.66	$182,503.52
A9	10.61%	133	266.00	$464.00	$464.00	$123,424.00
A10	0.00%	3	0.00	$0.00	$0.00	$0.00
Total	**100.00%**	**3,230**	**5,162.00**			**$1,162,826.91**

Landscape Maintenance District No. 6

Single-Family Residential – This land use is defined as fully subdivided residential home site with or without a structure or planned single-family residential lot as identified by a submitted or approved tentative tract map of final tract map. This land use is assessed, 1.0 AU per lot or parcel. This is the base value that other land use types are compared and weighted against (i.e., Assessment Unit or AU).

Table 5 below summarizes the LMD 6 assessment rates.

TABLE 5
LMD 6 – PRELIMINARY ASSESSMENT SUMMARY AND COMPARISON

Land Use Class	Parcel Count	AU	FY 2024/25 Assessment Rates	FY 2025/26 Proposed Assessment Rates	Total Assessment
Single Family Residential	238	238.00	$650.00	$650.00	$154,700.00
Total	**238**	**238.00**			**$154,700.00**

Landscape Maintenance District No. 7

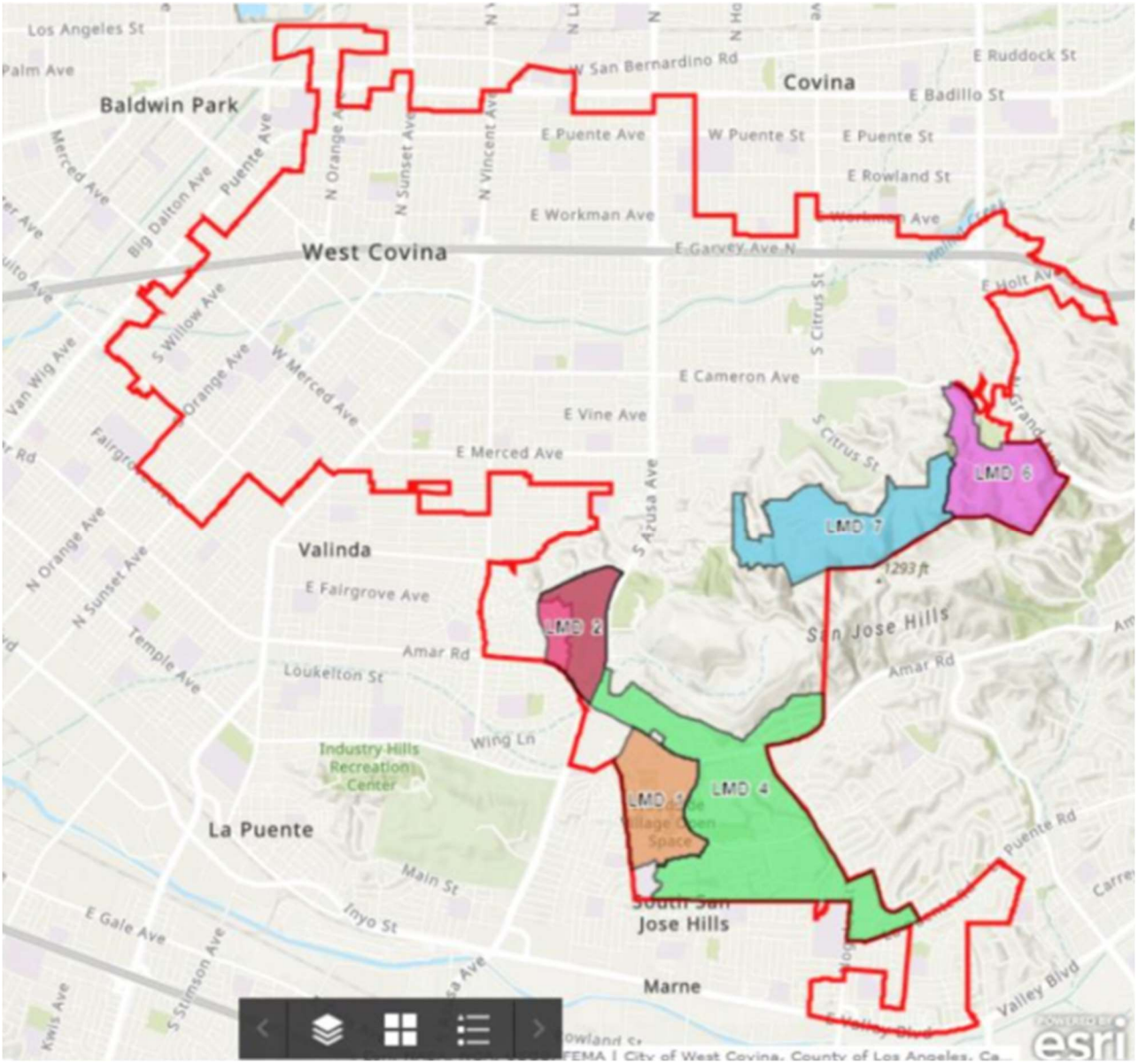
Table 6 below summarizes the LMD 7 assessment rates.

TABLE 6
LMD 7 – PRELIMINARY ASSESSMENT SUMMARY AND COMPARISON

Zone	Parcel Count	FY 2024/25 Assessment Rates	FY 2025/26 Proposed Assessment Rates	Total Assessment
C1	8	$139.22	$139.22	$1,113.76
C2	372	$464.06	$464.06	$172,630.32
Total	**380**			**$173,744.08**

PART V - ASSESSMENT DIAGRAM

A diagram showing the exterior boundaries of the Districts, boundaries of any open space within the Districts, and the lines and dimensions of each lot or parcel of land within the Districts is on file in the office of the City Public Works Department and incorporated herein by reference. The lines and dimensions shown on the Los Angeles County Assessor's parcel maps for the current year are incorporated by reference and made part of this Report.



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ATTACHMENT NO. 8

West Covina Lighting and Maintenance District #4

10 Year Fiscal Projection

Percent Increase	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Fiscal Year	**25-26**	**26-27**	**27-28**	**28-29**	**29-30**	**30-31**	**31-32**	**32-33**	**33-34**	**34-35**
Assessment Income	**$1,162,827**	**$1,162,827**	**$1,162,827**	**$1,162,827**	**$1,162,827**	**$1,162,827**	**$1,162,827**	**$1,162,827**	**$1,162,827**	**$1,162,827**
Interest [1]	$54,600	$1,876	$421	$0	$0	$0	$0	$0	$0	$0
General Fund [2]	$0	$0	$585,535	$866,462	$938,705	$1,013,519	$1,090,997	$1,171,233	$1,254,326	$1,340,377
Prior Year Balance	$1,722,907	$938,211	$210,746	$0	$0	$0	$0	$0	$0	$0
Total Fund	**$2,940,334**	**$2,102,914**	**$1,959,530**	**$2,029,289**	**$2,101,532**	**$2,176,346**	**$2,253,824**	**$2,334,060**	**$2,417,153**	**$2,503,204**
Maintenance Cost [3]	$1,827,123	$1,892,169	$1,959,530	$2,029,289	$2,101,532	$2,176,346	$2,253,824	$2,334,060	$2,417,153	$2,503,204
Capital Improvments	$175,000	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Cost	**$2,002,123**	**$1,892,169**	**$1,959,530**	**$2,029,289**	**$2,101,532**	**$2,176,346**	**$2,253,824**	**$2,334,060**	**$2,417,153**	**$2,503,204**
Ending Balance	**$938,211**	**$210,746**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Assessment Rate [4]	$464.00	$464.00	$464.00	$464.00	$464.00	$464.00	$464.00	$464.00	$464.00	$464.00

(1)Interest is 0.4% of one-half of the previous year ending balance.

(2) Shortfall will be covered using the General Fund.

(3) 3.56% increase in maintenance cost each year due to inflation (average CPI 2023 to 2025)

(4) Fiscal Year 25/26 approved maximum rate of $464 may not be increased without vote.

West Covina Lighting and Maintenance District #6

10 Year Fiscal Projection

Percent Increase	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Fiscal Year	**25-26**	**26-27**	**27-28**	**28-29**	**29-30**	**30-31**	**31-32**	**32-33**	**33-34**	**34-35**
Assessment Income	**$154,700**	**$154,700**	**$154,700**	**$154,700**	**$154,700**	**$154,700**	**$154,700**	**$154,700**	**$154,700**	**$154,700**
Interest [1]	$8,300	$0	$0	$0	$0	$0	$0	$0	$0	$0
General Fund [2]	$0	$178,449	$205,929	$218,767	$232,063	$245,832	$260,090	$274,857	$290,149	$305,986
Prior Year Balance	$188,344	$15,083	$0	$0	$0	$0	$0	$0	$0	$0
Total Fund	**$351,344**	**$348,232**	**$360,629**	**$373,467**	**$386,763**	**$400,532**	**$414,790**	**$429,557**	**$444,849**	**$460,686**
Maintenance Cost [3]	$336,261	$348,232	$360,629	$373,467	$386,763	$400,532	$414,790	$429,557	$444,849	$460,686
Total Cost	**$336,261**	**$348,232**	**$360,629**	**$373,467**	**$386,763**	**$400,532**	**$414,790**	**$429,557**	**$444,849**	**$460,686**
Ending Balance	**$15,083**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Assessment Rate [4]	$650.00	$650.00	$650.00	$650.00	$650.00	$650.00	$650.00	$650.00	$650.00	$650.00

(1)Interest is 0.4% of one-half of the previous year ending balance.

(2) Shortfall will be covered using the General Fund.

(3) 3.56% increase in maintenance cost each year due to inflation (average CPI 2023 to 2025)

(4) Fiscal Year 25/26 approved maximum rate of $650 may not be increased without vote.

West Covina Lighting and Maintenance District #7

10 Year Fiscal Projection

Percent Increase	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Fiscal Year	**25-26**	**26-27**	**27-28**	**28-29**	**29-30**	**30-31**	**31-32**	**32-33**	**33-34**	**34-35**
Assessment Income	**$173,744**	**$173,744**	**$173,744**	**$173,744**	**$173,744**	**$173,744**	**$173,744**	**$173,744**	**$173,744**	**$173,744**
Interest [1]	$11,700	$0	$0	$0	$0	$0	$0	$0	$0	$0
General Fund [2]	$0	$111,126	$231,414	$245,837	$260,775	$276,243	$292,263	$308,853	$326,033	$343,825
Prior Year Balance	$298,697	$106,360	$0	$0	$0	$0	$0	$0	$0	$0
Total Fund	**$484,141**	**$391,230**	**$405,158**	**$419,581**	**$434,519**	**$449,987**	**$466,007**	**$482,597**	**$499,777**	**$517,569**
Maintenance Cost [3]	$377,781	$391,230	$405,158	$419,581	$434,519	$449,987	$466,007	$482,597	$499,777	$517,569
Total Cost	**$377,781**	**$391,230**	**$405,158**	**$419,581**	**$434,519**	**$449,987**	**$466,007**	**$482,597**	**$499,777**	**$517,569**
Ending Balance	**$106,360**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Undeveloped Lot Rate [4],[6]	$139.22	$139.22	$139.22	$139.22	$139.22	$139.22	$139.22	$139.22	$139.22	$139.22
Developed Lot Rate [5],[6]	$464.06	$464.06	$464.06	$464.06	$464.06	$464.06	$464.06	$464.06	$464.06	$464.06

(1)Interest is 0.4% of one-half of the previous year ending balance.

(2) Shortfall will be covered using the General Fund.

(3) 3.56% increase in maintenance cost each year due to inflation (average CPI 2023 to 2025)

(4) Zone 1, undeveloped lots

(5) Zone 2, developed lots

(6) Fiscal Year 25/26 approved maximum rate, may not be increased without vote.

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: July 15, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF RESOLUTION DECLARING INTENT TO COLLECT CITYWIDE SEWER SERVICE CHARGE ON COUNTY TAX ROLL FOR FISCAL YEAR 2025-26**

RECOMMENDATION:

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

RESOLUTION NO. 2025-51 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING ITS INTENTION TO COLLECT THE CITYWIDE SEWER SERVICE CHARGE ON THE COUNTY TAX ROLL FOR FISCAL YEAR 2025-26 AND SETTING A PUBLIC HEARING REGARDING THE METHOD OF COLLECTION FOR AUGUST 5, 2025

BACKGROUND:

From 1968 to 1978, the City of West Covina funded the costs of sewer maintenance and operation through the Improvement Act of 1911 ("1911 Act"), which provided an ad valorem (according to value) levy used to pay for these costs. With the passage of Proposition 13, the revenues generated from the 1911 Act were reduced considerably and made it necessary to find an alternative method of funding sewer maintenance and operation costs. In Fiscal Year 1978-79, the City Council established the Citywide Sewer Service Charge pursuant to Section 38902 of the Government Code as the alternative method.

The Sewer Service Charge funds the maintenance and operation of the City's sewer system, assuring that lines are clear and flowing properly. This includes routine video inspections, jetting, and cleaning of sewer lines. The fees also fund capital improvements, including rehabilitation/replacement of sewer mainlines and appurtenances and purchase of sewer maintenance equipment.

The Sewer Service Charge is based on general land use categories: residential and non-residential. A fixed fee is charged for each dwelling unit for residential property and every 667 square feet of floor area for other types of non-residential developments. Additionally, properties not connected to the sewer main lines are exempt from the charge.

DISCUSSION:

On June 6, 2017, the City Council adopted Resolution No. 2017-55, adopting a five-year schedule of annual sewer service charges for Fiscal Years 2017-18, 2018-19, 2019-20, 2020-21, and 2021-22. The Sewer Service Charge for Fiscal Year 2021-22 was $82.02 per unit.

State law requires that a specific procedure be followed to collect the Citywide Sewer Service Charge on the annual property tax bill. The initial step is to adopt a resolution setting a date for a public hearing on the proposed rates and method of collection. The process requires that a public notice be published in a locally circulated newspaper announcing the public hearing. Mailing notices to each property owner is only required when the charges are increased above the current sewer service rate.

At the public hearing, the property owners are given an opportunity to voice their concerns about the method of collection. The most efficient and least costly method of collecting the Citywide Sewer Service Charge is to place it on the annual property tax bill. The Citywide Sewer Service Charge will then be collected at the same time and in the same manner as the general property taxes.

The proposed Sewer Service Charge will remain the same as Fiscal Year 2024-25 at $82.02 per unit. To view the Sewer Assessment Roll and other documents pertaining to the Sewer District, please visit the City's website's Engineering Division page, labeled Landscape Maintenance Districts, or visit website.

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: Jo-Anne Burns, Deputy Community Development Director

Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

For Fiscal Year 2025-26, the Citywide Sewer Service Charge rates are proposed to remain at $82.02 per unit per year. The projected fund balance for end of Fiscal Year 2024-25 is $13,673,522. The projected revenues for FY 2025-26 inclusive of $3,976,700 in assessments, $354,600 in interest income and $358,300 in ad valorem is $4,689,600. Therefore, total funds available for FY 2025-26 are $18,363,122, there are $2,626,060 adopted budgeted expenditures.

Fiscal Year 2024-25, Sewer Capital Improvement Projects:

Project	Description	Amount
Area 62	Replace segment on E. Rio Verde Dr. between S Hollenbeck and S Citrus St.	$1,359,800
Area 82	Replace segment on Lark Ellen between S Cameron and Vine; Replace segment on E Vine between S Lark Ellen and Glenview Rd.	$1,391,400
Area 116	Replace segment of Francisquito Ave. between Orange and Tonopah Ave.	$666,000
	TOTAL	**$3,417,200**

The Preliminary Financial Report for Fiscal Year 2025-26 contains the following components:

1. Budget and Revenue Summary
2. Capital Improvement Project Fund
3. Proposed Assessment Rate
4. Revised Projected Reserve (Fiscal Year 2025-26)
5. Preliminary Sewer Charge Roll

There are no legal requirements or formal guidelines for the amount of reserves.

Attachments

Attachment No. 1 - Resolution No. 2025-51

Attachment No. 2 - Preliminary Financial Report for FY 2025-2026

Attachment No. 3 - 10-Year Projection

Attachment No. 4 - Sewer Capacity Evaluation

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

ATTACHMENT NO. 1

RESOLUTION NO. 2025-51

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING ITS INTENTION TO COLLECT THE CITYWIDE SEWER SERVICE CHARGE ON THE COUNTY TAX ROLL FOR FISCAL YEAR 2025-26 AND SETTING A PUBLIC HEARING REGARDING THE METHOD OF COLLECTION FOR AUGUST 5, 2025

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

WHEREAS, on June 26, 1978, in accordance with Section 38902 of the California Government Code, the City Council adopted Resolution No. 5726, establishing a sewer service charge exclusively for sewer operation, maintenance, and capital costs. The City collects the sewer service charge as part of the property tax roll; and

WHEREAS, on April 27, 1987, the City Council adopted Resolution No. 8019, amending Resolution No. 5726 to adjust the schedule of charges so that the fees collected bear a reasonable relationship to the cost of providing the services; and

WHEREAS, on June 6, 2017, the City Council adopted Resolution No. 2017-55, adopting a five-year schedule of annual sewer service charges for Fiscal Years 2017-18, 2018-19, 2019-20, 2020-21, and 2021-22; and

WHEREAS, the five-year schedule was adopted following proceedings conducted pursuant to Article XIII D, Section 6(a) of the California Constitution, which was added to the California Constitution in 1996 as part of Proposition 218; and

WHEREAS, in accordance with California Health & Safety Code section 5473, a report has been filed with the City Clerk containing a description of each parcel of real property receiving sewer services and the amount of the charge for each parcel for the year, computed in conformity with the charges adopted by the City Council (the “Report”); and

WHEREAS, there is no proposed increase to the rate of the sewer service charge for Fiscal Year 2025-26; and

WHEREAS, California Health & Safety Code section 5473 et seq. requires the City Council to conduct a public hearing regarding collecting the sewer service charge as part of the tax roll.

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

SECTION 1. The City Council intends to collect the sewer service charge for Fiscal Year 2025-26 at the following rate:

Rate:	$82.02 per unit
Residential:	One dwelling unit equals one unit
Commercial:	667 sq. ft. of floor area equals one unit

SECTION 2. As authorized by California Health & Safety Code section 5473, the City Council intends to have the City's sewer service charge collected on the tax roll in the same manner, and by the same persons, and at the same time as, together with and not separately from, the City's general taxes.

SECTION 3. On August 5, 2025, at 7:00 p.m. in the City Council Chambers located at 1444 West Garvey Avenue South in the City of West Covina, the City Council will conduct a public hearing on the Report (the "Hearing"). At the Hearing, the City Council will hear and consider all objections or protests, if any, to the Report.

SECTION 4. The City Clerk shall give notice of said Hearing in the time, form, and manner as required by law.

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

APPROVED AND ADOPTED this 15th day of July, 2025.

_____
Tony Wu
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Monique S. De La Rosa
Deputy City Clerk

I, MONIQUE S. DE LA ROSA, DEPUTY CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2025-51 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 15th day of July, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Monique S. De La Rosa
Deputy City Clerk

Harris & Associates

CITY OF WEST COVINA

FISCAL YEAR 2025-26 PRELIMINARY FINANCIAL REPORT: CITYWIDE SEWER SERVICE CHARGE

June 2025

Prepared by:

Harris & Associates

101 Progress, Suite 250
Irvine, CA 92618
www.weareharris.com

BUDGET AND REVENUE SUMMARY

City of West Covina
Citywide Lighting and Maintenance District
Fiscal Year 2025-2026
Estimated costs for Sewer Maintenance

Previous Fiscal Year Fund Balance			***$13,673,522***
Revenues			
	Assessment Income (Total Balance to Levy)	$3,976,700	
	Property Tax Revenue (Ad Valorem)	$358,300	
	Interest	$354,600	
	Total Project Revenue		**$4,689,600**
Expenditures			
Operating			
	Maintenance		
	Personnel Services	$1,641,466	
	Material and Services	$51,462	
	Professional Services	$15,000	
	Maintenance Contracts	$257,340	
	Utilites	$22,200	
	Vehicles	$200,000	
	Fuel and Oil	$28,121	
	Property & Liability Insurance	$77,780	
	Total Maintenance	**$2,293,369**	
	Engineering & Incidental		
	Personnel Services	$34,197	
	Material and Services	$43,838	
	Consultant Services	$0	
	Property & Liability Insurance	$77,780	
	Administration & Overhead	$116,250	
	Capital Assests	$26,900	
	Total Engineering & Incidental	**$298,965**	
	Community Enhancement		
	Personnel Services	$34,197	
	Total Community Enhancement	**$34,197**	
Capital Improvments		$3,417,200	
	Total Operating and Capital Improvements Budget		**$6,043,731**
Ending Fund Balance			**$12,319,391**

CAPITAL IMPROVEMENT PROJECT FUND

For Fiscal Year 2025/2026, below are the Capital Improvement Projects:

Project	Description	Amount
Area 62	Replace segment on E Rio Verde Drive between S Hollenback and S Citrus Street	$1,359,800
Area 82	Replace segment on S Lark Ellen between E Cameron and Vine; Replace Segment on E Vine between S Lark Ellen and S Glenview Road	$1,391,400
Area 116	Replace segment of Francisquito Avenue between S Orange and S Tonopah Ave	$666,000
	Total	**$3,417,200**

ASSESSMENT RATE

For FY 2025/26, the rate will remain the same as FY 2024/2025 at $82.02 per unit.

Residential	1 DU = 1 unit
Commercial	667 sq ft = 1 unit

REVISED PROJECTED RESERVE

Projected Reserve Fiscal Year 2025/2026

Fund Balance (as of 06/30/2025)	**$13,673,522**
Projected Revenue	$4,689,600
Appropriation (Operating & Capital)	($6,043,731)
Projected Fund Balance (as of 06/30/2026)	**$12,319,391**

PRELIMINARY SEWER CHARGE ROLL

The FY 2025/2026 preliminary sewer charge roll is voluminous, has been submitted to the City Clerk, and is hereby included by reference.

Donna Segura
Project Manager
Donna.Segura@WeAreHarris.com
P: 949.536.2512

ATTACHMENT NO. 3

West Covina Sewer District
10 Year Fiscal Projection

Percent Increase	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Fiscal Year	**25-26**	**26-27**	**27-28**	**28-29**	**29-30**	**30-31**	**31-32**	**32-33**	**33-34**	**34-35**
Assessment Income	**$3,976,700**	**$3,976,700**	**$3,976,700**	**$3,976,700**	**$3,976,700**	**$3,976,700**	**$3,976,700**	**$3,976,700**	**$3,976,700**	**$3,976,700**
Interest [1]	$354,600	$24,639	$33,358	$42,095	$50,849	$59,621	$68,410	$77,217	$86,041	$94,883
Property Tax Revenue (Ad Valorem)	$358,300	$358,300	$358,300	$358,300	$358,300	$358,300	$358,300	$358,300	$358,300	$358,300
Prior Year Balance	$13,673,522	$12,319,391	$16,679,030	$21,047,388	$25,424,483	$29,810,332	$34,204,952	$38,608,362	$43,020,579	$47,441,620
Total Fund	**$18,363,122**	**$16,679,030**	**$21,047,388**	**$25,424,483**	**$29,810,332**	**$34,204,952**	**$38,608,362**	**$43,020,579**	**$47,441,620**	**$51,871,503**
Maintenance Cost [2]	$2,626,531	$2,720,036	$2,816,869	$2,917,149	$3,021,000	$3,128,547	$3,239,924	$3,355,265	$3,474,712	$3,598,412
Capital Improvements	$3,417,200	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total Cost	**$6,043,731**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**
Ending Balance	**$12,319,391**	**$16,679,030**	**$21,047,388**	**$25,424,483**	**$29,810,332**	**$34,204,952**	**$38,608,362**	**$43,020,579**	**$47,441,620**	**$51,871,503**
Assessment Rate [3]	$82.02	$82.02	$82.02	$82.02	$82.02	$82.02	$82.02	$82.02	$82.02	$82.02

(1)Interest is 0.4% of one-half of the previous year ending balance.

(2) 3.56% increase in maintenance cost each year due to inflation (average CPI 2023 to 2025)

(3) Fiscal Year 25/26 approved maximum rate of $82.02 may not be increased without vote.

Appendix 'O'

City of West Covina
SEWER SYSTEM CAPACITY EVALUATION
2008-2009, Edited October 2016

The City's previous system capacity analysis was completed in 2009. Since there have been no significant capital improvements since then, the hydraulic model was not updated in this SSMP report. The primary purpose of this Appendix is to capture the methodology that was used in developing the 2009 sewer capacity analysis. The primary update of this Appendix is the cost of the recommended Capital Improvement Projects. The updated (2016 dollars) estimate project costs are provided in Appendix 'P'. These estimates reflect the cost to replace select pipe segments at certain locations as determined by operating condition. Appendix 'P' includes a more detailed list of recommended CIP projects that considers both calculated pipe operating condition as well as feasibility of updating adjacent pipe segments of differing capacity thresholds as part of the same project rather than as separate projects. The exhibits of the recommended project locations provided in Appendix 'O-1' have not been updated in this report as the hydraulic model has not changed.

Introduction and Summary

The City owns and operates its local wastewater collection system consisting of approximately 227 miles of gravity flow sewer pipelines and two segments of force main (varying in size from 4-inch to 18-inch pipe) and 5,187 manholes. The existing sewer system discharges to trunk sewers that are owned and operated by the County Sanitation Districts of Los Angeles County and to the adjacent Cities of Baldwin Park and Covina, and some areas of unincorporated county.

The purpose of this evaluation is to identify deficiencies in the existing sewer mainline system, recommend alternatives to eliminate the deficiencies, prioritize the deficient reaches, and provide the City with a basis on which to build a future infrastructure management system.

The 227 miles of local sewer were modeled using HYDRA® 6.4 by PIZER. Of the total length, approximately 19,096 feet of the existing system were identified as being critically capacity deficient (Greater than 85% full). These are grouped as priority-one projects requiring timely resolution. The deficient reaches of sewer mainlines are located within SMZs 4, 62, 80, 82, 116, 117, 132 and 161. Please refer to exhibit maps A, B, & C in this Appendix 'O-1' for the deficient reach locations. The cost to repair the deficient reaches is estimated to be $8,820,000. Those pipe segments classed as seriously capacity deficient, approximately 30,048 feet of the existing system (between 64% and 85% full), are grouped as priority-two projects requiring resolution in the near future. The deficient reaches of sewer mainlines are located within SMZs 2, 4, 5, 62, 74, 75, 80, 81, 82, 83, 105, 116, 117, 132, 139, 140, 151, 153 and 161. Please refer to exhibit maps A, B, & C in this Appendix 'O-1' for the deficient reach locations. The cost to repair the deficient reaches is estimated to be $11,840,000.

The modeling function was performed utilizing generally accepted sewage generation coefficients in the Los Angeles county region, and land use zoning as shown on a CAD file map identified as: "annZoning CAD Map 04-06" received on December 29, 2008. The zoning map was utilized as representative of the City's current development condition. This map was overlaid on the sewer system map, developed as part of this project, thereby allowing the modeler to apply the sewage generation coefficients for the respective land zoning within each SMZ throughout the City. This method resulted in defining the cumulative sewage generated and carried through the piping within each SMZ and delivered to the receiving system. However, there was no flow monitoring performed to otherwise validate the modeling data result. In months and years ahead, as maintenance inspections are performed, the modeled areas nearing capacity should be closely monitored for signs of exceeding capacity in order to avoid SSOs, and to refine design parameters for replacement.

As future land use changes occur in the General Plan, the model should be updated to reflect consequences of such changes. The model should also be updated to reflect flow monitoring results as well as the construction of new relief facilities, upgrades, and/or the construction of new sewer lines in order to be fully representative of the community sewer system.

Study Approach

The following tasks were performed in the preparation of this Sewer System Capacity Evaluation Report.

1. The City provided copies of existing sewer system as-built construction plans for use in preparing the initial GIS sewer system mapping and attributes base and for the exhibit maps A, B & C of this Appendix 'O-1'.
2. The City provided an electronic CAD file of its land use zoning map for use in creating an overlay map of the parcels and sewer maintenance zones in the city system.
3. Willdan developed a computer model (Pizer Hydra) of the City wastewater collection system utilizing the above data.
4. Analysis of the existing wastewater collection system capacity and determination of any capacity deficiencies (refer to the deficiency criteria section of this report and see the exhibit maps in this Appendix 'O-1').
5. Development of recommendations for system improvements to correct deficiencies.
6. Preparation of cost estimates for the recommended improvements.
7. Preparation of evaluation findings and recommendations to correct identified deficiencies in a Sewer System Capacity Evaluation Report (this Appendix).

System Criteria and Alternatives

In designing or evaluating a wastewater collection system, the engineer must establish certain criteria upon which to base the design. These include such things as available pipe sizes,

materials, slope, bury or cover, connections, etc. Such criteria are established to ensure that the wastewater collection system can operate effectively under all flow conditions. Each pipe segment must be capable of carrying the peak flows without surcharging the system. Surcharging the system occurs when the pipe is flowing under pressure. However, many of the initial design assumptions are unnecessary in the analysis of a collection system when the pipe already exists and its diameter and slope are fixed.

In the analysis of an existing sewer system, the Hydra program compares the capacity of each pipe in the system with the peak wastewater flow projected for that particular link or reach of pipe. If the existing pipe size is surcharged, the Hydra program automatically increases the pipe diameter to the next largest standard pipe size that will carry the design flow without being surcharged. At a minimum, all pipes should be 8 inches or larger in diameter and the velocity of flow in the pipe should be greater than 2 feet per second (ft/s). This velocity will prevent deposition of solids in the sewer and help to re-suspend any materials that may have already settled in the pipe. The minimum corresponding slopes to maintain 2 ft/s for various pipe sizes are shown in Table 1.

Table 1
Minimum Pipe Slopes ft/ft

Sewer Size	Slope
8"	0.0028
10"	0.0021
12"	0.0016
15"	0.0012
18"	0.0010

It is important to note that the slopes listed above assume the depth of flow in the pipe is 0.64 percent full. If there is insufficient flow to create this condition, greater slopes than those shown may be required in order to maintain the minimum self cleaning velocity condition.

The design and analysis of gravity sewer pipes is typically based upon the depth to diameter ratio (d/D). Common design criteria for proposed new sewer design is 0.50 (50% full) for 8 to 15-inch diameter pipes and 0.75 (75% full) for 18-inch and larger pipes. The area above the water surface (residual capacity) helps to keep the sewage aerated, reducing the possibility of septic conditions and odors. Existing wastewater systems are typically allowed to flow with less residual capacity because development and redevelopment has occurred or is foreseeable in the near future.

This report establishes the hydraulic design criteria for existing sewer pipes by classifying "over capacity" pipes as any with a d/D greater than 0.64. This d/D ratio was arrived at by taking 75 percent of the depth to diameter ratio of a pipe having maximum stable flow capacity, which is at a d/D of 0.85 (75% of 85% is 64%). The area above a d/D of 0.85 is considered hydraulically unstable. This reduction results in approximately 35 percent of the pipe's full flow capacity being reserved for variations in discharges, periodic peaking of

flow, seasonal variations and minor or temporary obstructions. Again, this residual capacity helps to keep the sewage aerated, reducing the possibility of septic conditions and odors.

The residual capacity allows for the possibility that actual wastewater flows may be slightly higher than anticipated, especially during the hours when instantaneous or intermittent peaks may occur. These peaks are generally observed between the hours of 6:00 a.m. and 8:00 a.m. Monday thru Friday and between the hours of 9:00 a.m. and 11:00 a.m. Saturday and Sunday. Peak flows may also be observed during rainfall events due to inflow and infiltration conditions.

Exhibit maps A, B, & C in Appendix 'O-1' shows the pipes that are capacity deficient per the 0.64 criteria and also shows the pipes that are deficient per the 0.50 criteria. Only the pipes that exceed the 0.64 criteria are recommended for correction projects.

The design capacity of a gravity pipeline is the calculated capacity of the pipeline based on the Manning formula:

$Q=1.486\ R^{2/3}\ S^{1/2}\ /n$ where, Q = flow in cubic feet per second
R = hydraulic radius in feet = A/ P
A = cross-sectional area of the pipe in square feet
P = wetted perimeter in feet
S = slope of the pipe in feet of rise per foot of length
n = Manning's friction factor

Sewer system capacity is established using a Manning's fiction factor of 0.013 for vitrified clay pipe.

Alternatives

The following alternatives were considered in developing the recommended schedule of deficiency correction projects.

1. Construction of a parallel sewer facility to carry the excess sewage flow is an obvious solution to most of the deficiencies; however, this solution is not necessarily the most economical or practical approach. In some instances rerouting of tributary areas or the construction of a single relief sewer line can be planned in such a way that it will relieve several main sewer lines thereby avoiding the construction of parallel or replacement facilities and the related cost.

2. In other instances, replacement of the existing sewer with a larger size may be the preferred alternative. The replacement or upsizing of the line may include open trench installation or pipe bursting (if surrounding condition are conducive), and the use of temporary bypass pumping. The decision as to which correction alternative to construct is typically made just prior to the design phase after careful consideration of all design constraints such as existing utilities and the costs associated with potential

utility relocation to provide additional space for the construction of a replacement sewer line.

The engineer's opinion of budget figures (See Appendix 'P') was prepared based on the cost to remove and replace the existing sewer with a larger size, as this is the most conservative cost approach.

It is suggested the where the depth of flow exceeds the design criteria of 0.64 d/D, but does not exceed the maximum stable flow capacity of 0.85 d/D, that consideration be given to allowing these sewers to flow in a slightly overloaded condition in lieu of building a more costly relief facility. This overloading occurs only during peak flow conditions that are short in duration. However, the City should frequently monitor these sewers in order to under take a future corrective action as the overloading problem becomes worse.

Analysis of Existing Sewer System

The City's sewer system was modeled using Pizer Hydra Ver. 6.4. The Hydra program is designed to provide analysis of both the existing sewer system and the design of any new sewer lines.

After defining (laying out) the existing sewer system, the network was divided into 179 SMZ's or sewer drainage areas, based upon city sewer records, for input into the computer model. The input data consisted of a numerical designation for each manhole and length of sewer pipe between manholes, the slope of the line, and flow line elevation of each manhole.

Computation of Wastewater Inflows

Once the schematic of the sewer system network was established, data was compiled on each SMZ, General Plan land uses (zoning), and related factors that affect the volume of wastewater generated. Next, it was necessary to compute the area of each type of land use; e.g., low-density residential, medium-density residential, high-density residential, commercial, industrial, schools, etc., within each drainage boundary. The unit flow coefficients (see Table 2) were then applied to the computed areas of land use within each SMZ. The unit flow coefficients, when applied to the land use areas, provide peak flow rates for each particular land use category. The wastewater inflows calculated for the various land use categories within the SMZ were then accumulated to provide the calculated peak flow for the entire drainage area. The accumulation of estimated wastewater flow is accomplished totally within the computer program.

Table 2
Unit Flow Coefficients for Peak Flow Rates

Zone	Cu. Ft. per sec. per acre	Gallons per day per acre
R-1	0.004	2585
R2	0.008	5171
R3	0.012	7756

R-P, Commercial	0.015	9695
Manufacturing	0.021	13573
Institutional	0.015	9695

Flow Monitoring

There was no flow monitoring performed under the contract services for preparation of this SSMP. However, flow confirmation work can be undertaken at any time in the future. Typically, as maintenance inspection findings indicate changed pipeline capacity conditions for those pipe segments near capacity as indicated in the modeling evaluation results. Flow monitoring results can be used to verify and/or calibrate the sewer flow modeling work for a SMZ as affected by changes in development or observed manhole inspections of flow conditions. Also, additional future flow monitoring is recommended at near capacity locations, during periods of rain, to verify or deny potential inflow and infiltration problems, and to refine design parameters, especially for the higher density residential zones.

For each site monitored, the flow data should be reviewed and compared to the contributing SMZ area. The peak monitored flow rate must be compared to the design flow rate and the shape of the outflow curve compared to the SMZ modeled result. An expected difference between the monitored flow and the design flow is between 150 to 250 percent. This difference is expected because the design flow rate includes the maximum flow rate expected from each development type which contains both wet weather inflow/infiltration and design peaking safety factors.

Summary of Findings and Recommendations

Within the initial introduction and summary section, both the critically deficient (> 85% full) and seriously deficient (between 64% and 85% full) pipe segments were described and referenced. Before undertaking design and construction or identifying further project priorities, the performance of select flow monitoring is recommended at crucial locations, especially during periods of rain to verify or deny any potential inflow and infiltration problems. Also to confirm the actual in-system flow conditions which can and do vary do to water usage and customer practices in waste disposal. The findings identified in this evaluation and report are for planning guidance in addressing the sewer system capacity conditions. Further pre-design refinement and analysis will be necessary before initiation of a final design of improvements for the facilities is under taken.

In the event of any land use changes to the General Plan, upon which this study was based, the model should be updated to reflect the consequences of such changes. The model should also be updated to reflect the construction of new sewer lines.

Recommended Deficiency Correction Projects

Presented in the engineer's opinion of cost (Appendix 'P') is a remove and replace approach to correct the identified deficient pipe segments. This is usually a conservative approach to costing and should be refined by thorough engineering evaluation and assessment of the specific conditions and replacement options before proceeding with a specific correction project.

The following criteria for defining and prioritizing relief facility need was used:

Priority 1

Sewers with critical deficiencies of $d/D > 0.85$, are recommended for correction first. Sewers meeting these criteria are ranked highest.

Priority 2

Sewers with critical deficiencies of $0.64 < d/D < 0.85$ are recommended for correction second. Sewers meeting these criteria are ranked lower.

Priority 3

Sewers with a $d/D < 0.64$ are not capacity deficient; therefore, are not ranked here.

Sewer System Improvements Costs

The unit prices shown in the engineer's opinion of cost (see Appendix 'P') represent the anticipated construction cost only as applicable for mid 2016. Bid prices received on jobs of similar nature in Southern California area were one source of information used to derive the cost figure. In addition, manufacturers, suppliers of material and equipment, and local contractors were consulted on various cost items. An additional 35% of construction cost is added to cover the cost of contingencies, design engineering, contract administration and construction observation.

The engineer's opinion of cost does not include an adjustment for inflation. Construction costs can be expected to fluctuate as corresponding changes occur in the national or local economy. One available indicator of these changes is the Engineering News-Record Construction Cost Index for the Los Angeles metropolitan area. This index is compiled from actual construction cost data for materials and labor and is reported in Engineering News-Record magazine. It is suggested that this index be used to update the unit prices presented in Appendix 'P' and in adjusting the estimate from the date of the initial estimates.

Financing of Improvements

General

Funding considerations are often the deciding factor in scoping and implementation of a project. There are, of course, numerous methods or mix of methods, which could be used to finance the implementation of a sewer system capital improvement plan (CIP), and the ongoing operations and maintenance activities. Among these methods are:

1. Pay-as-You-Go Financing (rates, fees and charges based)
2. State Assistance Programs
3. Municipal Securities
4. Improvement Districts
5. Federal Assistance Programs

In the discussion that follows, the above funding options are briefly described and their adaptability to specific circumstances of a sewer system CIP are noted. In evaluating specific funding programs, services of financial and legal experts in such issues are recommended.

Methods of Financing

1. Pay-as-You-Go Financing:

   Development of cash reserves or capital improvement funds, from an agency's revenue base, is often referred to as "pay-as-you-go" funding. This method avoids interest payments on other types of debt financing. Under this form of financing, the initial capital cost of a project must be accumulated in advance of construction, which can cause a delay in project implementation. If delay is not a crucial factor, this is a cost effective method due to the absence of debt financing costs. This method has sometimes been used together with various forms of short-term financing to construct needed sewer infrastructure.

2. State Assistance Programs:

   Under the rules and regulations of the Federal Water Pollution Control Act (Clean Water Act or CWA) and the Federal Safe Drinking Water Act (SDWA), the State has enacted the Clean Water State Revolving Fund (CWSRF) and the Drinking Water Revolving Fund (DWSRF), respectively. These programs are funded by Federal grants, State funds and Revenue bonds. The CWSRF Loan Program provides low-interest loan funding for construction of publicly-owned wastewater treatment facilities, sewers, sewer interceptors, water recycling facilities, as well as implementation of non-point source (NPS) projects or programs. There are different types of funding assistance available under these programs.

www.waterboards.ca.gov/water_issues/programs/grants_loans/srf/

The Department of Water Resources administers the State bond law programs for Water supply/Water quality, Water conservation, Flood management and Regional water management. www.grantsloans.water.ca.gov

The State Water Resources Control Board administers the State revolving fund loans, Water recycling grants & loans, Small community grants, Agricultural drainage loans, Agricultural drainage management loans, Clean beaches initiative grants, Agricultural water quality grants, Areas of special biological significance (ASBS) grants, Storm water grants, and Santa Monica bay restoration commission grants. www.waterboards.ca.gov

The State Department of Public Health administers the DWSRF, Proposition 84 funding for public water systems, and Proposition 50 for the water security, clean drinking water, coastal and beach protection act of 2002 loans. www.cdph.ca.gov

Various types of infrastructure improvement/construction loans can be arranged through the California Infrastructure and Economic Development Bank (IBank)
www.ibank,ca,gov

Limited amounts of public works grant funds have been available to agencies from the State Office of Economic Development. Use of such grant funds must result in the creation of new, permanent jobs in the private sector. In order to ensure that the funds are ultimately assisting those in most need, projects eligible for consideration must be those in areas designated eligible for HUD Urban Development Action Grants (UDAG), EDA Sudden or Long-term Economic Deterioration, or EDA Designated Special Impact Area.

3. Municipal Securities:

Historically, general obligation bonds (GOB's) had been a prevalent method of financing various public works improvements. They are secured by an agency's total assets and payable from ad valorem taxes levied on all taxable properties within the agency's boundary. However, the Jarvis-Gann Amendment (Proposition 13 of 1978) prohibits the levying of ad valorem property taxes beyond pre-existing authorizations and levels (pre-July 1, 1978). Therefore, authorization and issuance of GOB's is not considered feasible under current law.

An option to GOB's is the issuance of a specific type note or bond form, such as a revenue anticipation note (RAN) or a tax anticipation note (TAN) or a certificate of participation (COP) or various combinations of available authorities that can be used to fund public infrastructure needs. These types of municipal securities (Munis) are generally tax-exempt and commonly used to fund public works infrastructure and facilities. Many states also exempt their securities from their own taxes, which makes those securities particularly attractive investments for their own residents.

TAN's and RAN's are instruments backed by anticipated taxes or revenues respectively. When these types of notes are considered for funding of needed infrastructure, a specified source of tax or revenue stream is identified and pledged for repayment of the debt. For example, with sewer facilities, all or a portion of the sewer service revenue fees/charges could be used as backing for the debt instrument selected. Then other local revenue sources could be considered for ongoing operations and maintenance (O&M) or some acceptable mix and match of funds specified to secure the debt and accomplish the O&M.

COP's are another form of municipal funding instrument available. These generally require the facility improvement being funded to be named as security for the investment with a lease back of the facility by the municipality. In turn, the municipality pledges some revenue stream(s) that would be used to repay the investor held notes.

When Munis are being considered for funding of improvements, consultation with an experienced and qualified financing consultant and bond counsel are a must.

4. Improvement Districts:

In general, special assessment district procedures have been established by statute to provide for financing of construction and/or acquisition of public works improvements, such as sewer systems, and for assessing the cost of such improvements to the benefiting properties. Under all assessment proceedings, the cost of the work is assessed against properties within the benefited area. The assessments are levied in specific amounts against each individual property on the basis of the benefit each parcel receives. The property owner may pay the assessment in cash during the cash collection period of 30 days. But, if any assessments are not paid in cash during that period, bonds are usually issued to represent the unpaid assessments and the benefited properties are assessed on their annual property tax bill over a usual period of 10 to 20 years.

The City of West Covina utilizes Government Code Section 38902 to establish sewer service charges. While an assessment district proceeding may be a reasonable and equitable means for financing sewer system improvements, further evaluation and stakeholder involvement is a usual practice to determine the viability and practicality of utilizing such financing method.

5. Federal Assistance Programs:

There are, and have been, a series of federal grant and loan programs which may be applicable to public infrastructure projects. However, the qualification criteria for such programs vary from time to time and their funding or continuation is subject to congressional appropriations. Therefore, such programs should not be considered as a likely source of funds unless a funding commitment letter has been received.

Historically, federal programs administered by the Economic Development Administration (EDA) provide financial and technical assistance to aid the economic development of areas with high unemployment or low family income levels. Communities must make long-range plans for economic growth in order to be eligible for EDA financial assistance, in the form of grants and loans for public works and

development that generates jobs and economic opportunity. Typical public works projects include construction of roads, water and sewer lines, and public facilities. To determine the status requires timely monitoring.

Under the rules and regulations of the Housing and Community Development Act of 1974, the Community Development Block Grant (CDBG) program can fund housing and community development needs. This includes part or all of improvements necessary to upgrade existing sewer facilities. Those qualifying geographic areas within the City that have the greatest overall deficiency in physical infrastructure receive the highest priority according to CDBG criteria. When the sewer system has a defined deficiency, then it is appropriate to use CDBG funds to meet health and safety standards as well as to encourage up-grading of abutting housing and physical environment.

The primary statutory objective of the CDBG program is to develop viable communities by providing decent housing and a suitable living environment and by expanding economic opportunities, principally for persons of low- and moderate-income. Communities receiving CDBG funds through the State may use the funds for many kinds of community development activities including, but not limited to:

- acquisition of property for public purposes;
- construction or reconstruction of streets, water and sewer facilities, neighborhood centers, recreation facilities, and other public works;
- demolition;
- rehabilitation of public and private buildings;
- public services;
- planning activities;
- assistance to nonprofit entities for community development activities; and
- assistance to private, for profit entities to carry out economic development activities (including assistance to micro-enterprises).

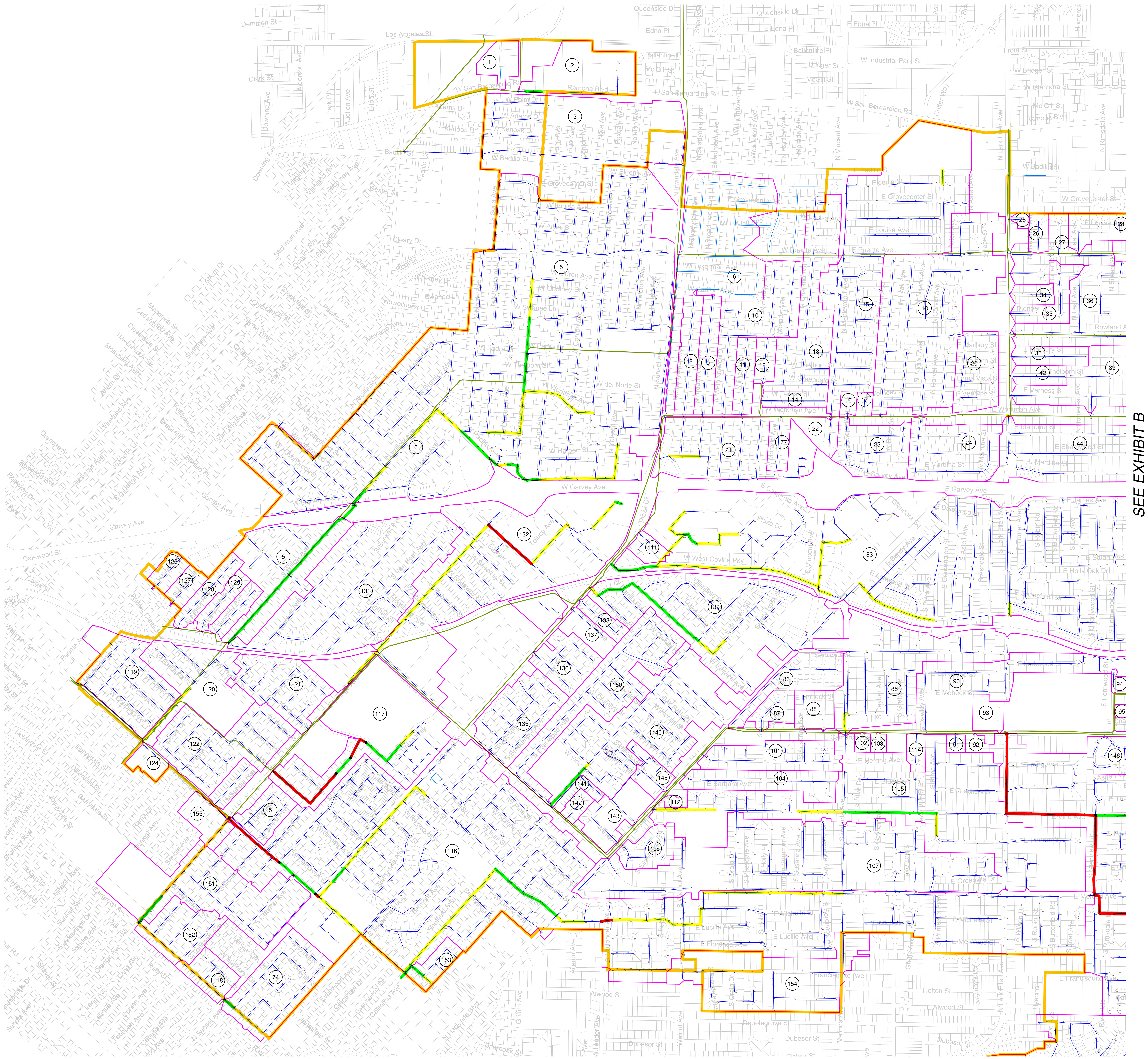
www.hcd.ca.gov/ca/cdbg/about/html

The United State Department of Agriculture Rural Development Program provides communities with population less than 50,000 a variety of direct-guaranteed-loans and /or grants. These include water and wastewater system improvement funding.

www.rurdev.usa.gov/ca

APPENDIX ‘O-1’

Sewer System Capacity Analysis
Deficient Pipes Exhibits



LEGEND:

- EXISTING CSD TRUNK SEWERS
- SANITARY SEWER PIPE
- 0.85 < d/D
- 0.64 < d/D < 0.85
- 0.50 < d/D < 0.64
- CITY BOUNDARY
- SEWER DRAINAGE AREA BORDER
- (108) SEWER MAINTENANCE ZONE

PLAN
SCALE: 1"=600'
600 300 0 600 1200
SCALE FEET

APPENDIX O:

SEWER SYSTEM CAPACITY ANALYSIS DEFICIENT PIPES EXHIBIT A

WILLDAN Engineering
2401 E. Katella Avenue, Suite 450
Anaheim, CA 92806
(714)978-8200 fax (714)978-8299

SEE EXHIBIT A

SEE EXHIBIT C

LEGEND:

- EXISTING CSD TRUNK SEWERS
- SANITARY SEWER PIPE
- 0.85 < d/D
- 0.64 < d/D < 0.85
- 0.50 < d/D < 0.64
- CITY BOUNDARY
- SEWER DRAINAGE AREA BORDER
- (108) SEWER MAINTENANCE ZONE

PLAN
SCALE: 1"=600'

600 300 0 600 1200
SCALE FEET

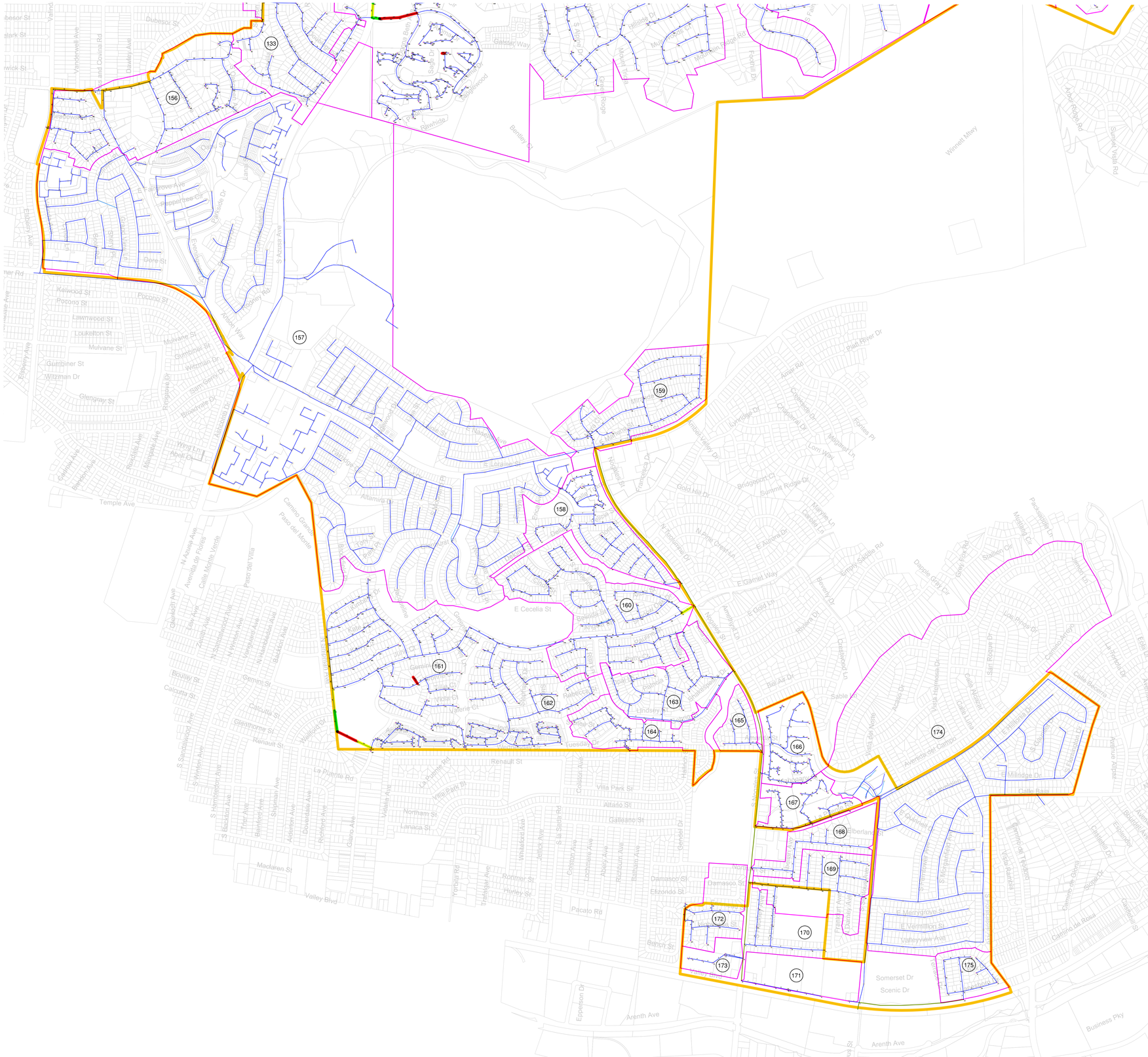
APPENDIX O:

SEWER SYSTEM
CAPACITY ANALYSIS
DEFICIENT PIPES
EXHIBIT B

WILLDAN Engineering
2401 E. Katella Avenue, Suite 450
Anaheim, CA 92806
(714)978-8200 fax (714)978-8299

SEE EXHIBIT A

SEE EXHIBIT B



LEGEND:

- EXISTING CSD TRUNK SEWERS
- SANITARY SEWER PIPE
- 0.85 < d/D
- 0.64 < d/D < 0.85
- 0.50 < d/D < 0.64
- CITY BOUNDARY
- SEWER DRAINAGE AREA BORDER
- (108) SEWER MAINTENANCE ZONE

PLAN

SCALE: 1"=600'

600 300 0 600 1200

SCALE FEET

APPENDIX O:

SEWER SYSTEM CAPACITY ANALYSIS DEFICIENT PIPES EXHIBIT C

WILLDAN Engineering

2401 E. Katella Avenue, Suite 450
Anaheim, CA 92806
(714)978-8200 fax (714)978-8299

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: July 15, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF RENEWAL OF THE CITYWIDE LIGHTING AND MAINTENANCE DISTRICT - ORDERING AND APPROVAL OF THE ENGINEER'S REPORT AND ADOPTION OF RESOLUTION OF INTENTION TO LEVY ASSESSMENTS IN THE DISTRICT FOR FISCAL YEAR 2025-26**

RECOMMENDATION:

Staff recommends that the City Council:

1. Adopt the following resolution:

   RESOLUTION NO. 2025-52 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ORDERING THE PREPARATION AND FILING OF A REPORT REGARDING THE FISCAL YEAR 2025-26 ASSESSMENT TO BE LEVIED IN CONNECTION WITH THE CITYWIDE LIGHTING AND MAINTENANCE DISTRICT

2. Following adoption of Resolution No. 2025-52, approve the Preliminary Fiscal Year 2025-26 Engineer's Report for the Citywide Lighting and Maintenance District.

3. Following approval of the Preliminary Fiscal Year 2025-26 Engineer's Report for the Citywide Lighting and Maintenance District, adopt the following resolution:

   RESOLUTION NO. 2025-53 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN THE CITYWIDE LIGHTING AND MAINTENANCE DISTRICT FOR FISCAL YEAR 2025-26 AND SETTING A PUBLIC HEARING REGARDING SUCH ASSESSMENTS

BACKGROUND:

The Landscaping and Lighting Act of 1972 (California Streets and Highways Code section 22500 et seq.) (the "Act") specifies the procedures for renewal of landscape maintenance districts. The Citywide Lighting and Maintenance District ("Citywide District") was established in 1976. As the name implies, this District encompasses the entire City. Prior to Fiscal Year 1997-1998, the Citywide District funded a variety of public improvements and services which included: street tree maintenance, median maintenance, park maintenance, municipal pool maintenance, area lighting maintenance, traffic signal maintenance, traffic engineering, and street lighting engineering. Since the passage of Proposition 218 in November 1996 and the subsequent property owner approval in July 1997, the Citywide District assessment currently funds only those services that have been designated as a "Special Benefit", which is the maintenance of most of the streetlights and street trees within the City.

The Citywide Lighting and Maintenance District funds the operation and maintenance of assessable (special benefit) street trees and street lighting. These funds are used for the operations and maintenance of streetlights, trimming of street trees, and removal and replacement of diseased street trees.

DISCUSSION:

The first step in the process is the adoption of a resolution ordering the preparation of an Engineer's Report for the District.

The Engineer's Report, prepared by Harris & Associates, has been completed and filed with the Office of the City Clerk and includes plans and specifications for improvements, estimated costs, an assessment diagram, and assessment spread for the estimated costs.

Since the assessments for the Citywide Lighting and Maintenance District were approved in a mail ballot election in July 1997 in accordance with Proposition 218, the renewal for the Citywide District can be completed in accordance with the requirements of the Act, provided the assessment rates and/or the assessment methodology do not change. The voter-approved rates for the Citywide District included a provision for not more than a 2.00% annual increase based on the Consumer Price Index (CPI). The CPI for a one-year period from March 2024 to March 2025 for the Los Angeles, Long Beach, and Anaheim areas is 3%. Therefore, current rates are set at a maximum increase of 2.00% or $61.20. The maximum assessment is adjusted annually and is calculated independent of the annual budgets and proposed assessments established for each district zone. Any proposed annual assessment less or equal to this maximum assessment is not considered an increased assessment, even if the proposed assessment is greater than the assessment applied in the prior fiscal year.

The Citywide Lighting and Maintenance District funds the operation and maintenance of assessable (special benefit) street trees and street lighting. These funds are used for the operations and maintenance of streetlights, trimming of street trees, and removal and replacement of street trees (due to disease, emergency uprooting or downed trees/limbs, et cetera). During the 2023-2024 Fiscal Year, the City entered into a new agreement for median and landscaping services that addresses increased scope of landscape and median maintenance needs. This scope of work will continue and be maintained throughout FY 2025-2026. The necessity for any increases will be evaluated as part of the Engineer's Report.

The next step in the renewal process is the approval of the Engineer’s Report and adoption of Resolution of Intention concerning the levy and collection of assessments for the District. The Act also requires the Resolution of Intention to give notice of, and fix a time and place for, a public hearing regarding the proposed assessments. Pursuant to the Act, the public hearing must be held at a regular meeting before August 10th. Staff is recommending setting a public hearing date of August 5, 2025. At the public hearing, the City Council will consider any written and oral comments regarding the level of assessments and proposed maintenance and capital improvement work within the District. The public hearing requires a public notice, in the form of the Resolution of Intention, to be posted and published in a locally circulated newspaper, but does not require notices to be mailed to each resident. Upon the conclusion of the hearing, the City Council should adopt a resolution confirming the Engineer’s Report and assessment levy either as proposed or as modified by the City Council.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

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

Fiscal Impact

FISCAL IMPACT:

For FY 2025-26, the Engineer's Report for the Citywide Lighting and Maintenance District proposes to use the voter approved adjustment to increase the assessment rates by 2.00% from their current levels, which is $60.00, to $61.20. This is the amount of increase allowed under Proposition 218.

The total projected income from the recommended rates is $1,899,239. The estimated operating costs for the district in FY2025-26 is $2,296,615.

There are no legal requirements or formal guidelines for the amount of reserves in an assessment district.

Attachments

Attachment No. 1 - Resolution No. 2025-52
Attachment No. 2 - Resolution No. 2025-53 (Resolution of Intention)
Attachment No. 3 - Engineer's Report
Attachment No. 4 - 10-Year Projection

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

ATTACHMENT NO. 1

RESOLUTION NO. 2025-52

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ORDERING THE PREPARATION AND FILING OF A REPORT REGARDING THE FISCAL YEAR 2025-26 ASSESSMENT TO BE LEVIED IN CONNECTION WITH THE CITYWIDE LIGHTING AND MAINTENANCE DISTRICT

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

WHEREAS, the City's Citywide Lighting and Maintenance District (the "District") has been established pursuant to the Landscaping and Lighting Act of 1972 (California Streets and Highways Code Section 22500 et seq.) (the "Act") to fund the maintenance and servicing of certain public landscaping and appurtenant facilities in the City; and

WHEREAS, in connection with the District, the City annually levies an assessment against real property; and

WHEREAS, the City Council desires to initiate proceedings to levy the assessment for Fiscal Year 2025-26 in connection with the District; and

WHEREAS, no increased assessments, new improvements nor substantial changes in existing improvements within the District are proposed.

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

SECTION 1. The above recitals are true and correct.

SECTION 2. The City Council orders Harris & Associates, Inc., as assessment engineer, to prepare and file with the City Clerk a report on the assessment in connection with the District for Fiscal Year 2025-26. Such report shall include all information required by Section 22565 et seq. of the Act.

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

APPROVED AND ADOPTED this 15th day of July, 2025.

_____

Tony Wu
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Monique S. De La Rosa
Deputy City Clerk

I, MONIQUE S. DE LA ROSA, DEPUTY CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2025-52 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 15th day of July, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Monique S. De La Rosa
Deputy City Clerk

ATTACHMENT NO. 2

RESOLUTION NO. 2025-53

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DECLARING ITS INTENTION TO LEVY AND COLLECT ASSESSMENTS WITHIN THE CITYWIDE LIGHTING AND MAINTENANCE DISTRICT FOR FISCAL YEAR 2025-26 AND SETTING A PUBLIC HEARING REGARDING SUCH ASSESSMENTS

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

WHEREAS, the City's Citywide Lighting and Maintenance District (the "District") has been established pursuant to the Landscaping and Lighting Act of 1972 (California Streets and Highways Code Section 22500 et seq.) (the "Act") to fund the maintenance and servicing of certain public landscaping and appurtenant facilities in the City; and

WHEREAS, in connection with the District, the City annually levies an assessment against real property; and

WHEREAS, by its Resolution No. 2025-52, adopted July 15, 2025, the City Council directed Harris & Associates, Inc., as assessment engineer (the "Engineer"), to prepare and file a report regarding the District; and

WHEREAS, the Engineer has filed said report, entitled "City of West Covina Preliminary Fiscal Year 2025-26 Engineer's Report: Citywide Lighting and Maintenance District (the "Engineer's Report"), and the Engineer's Report is on file and available for public inspection in the Office of the City Clerk and is incorporated herein by reference; and

WHEREAS, the City Council, by minute action, has approved the Engineer's Report; and

WHEREAS, the City Council desires to continue with proceedings to levy the assessment in connection with the District for Fiscal Year 2025-26 as described in the Consolidated Report.

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

SECTION 1. The City Council declares its intention to levy and collect assessments within the District for Fiscal Year 2025-26 and notes that:

(a) The distinctive name of the District is the "City of West Covina Citywide Lighting and Maintenance District."

(b) The boundaries of the District are the same as the boundaries of the City.

(c) The existing and proposed improvements are generally described as street lights, street trees, and appurtenant facilities throughout the City. No substantial changes are proposed to the nature of the improvements.

(d) Reference is made to the Engineer's Report, on file with the City Clerk, for a full and detailed description of the improvements, the boundaries of the assessment district and any zones therein, and the proposed assessments upon assessable lots and parcels of land within the District.

(e) The rate of the assessment is proposed to adjust upwards by 2.00% from the rate levied in Fiscal Year 2025-26. Such adjustment is made according to a schedule of adjustments approved by property owners in a mail ballot proceeding pursuant to Article XIII D of the California Constitution and, therefore, does not constitute an "increase" requiring additional mail ballot proceedings.

SECTION 2. A public hearing is set for Tuesday, August 5, 2025, at 7:00 p.m. in the City Council Chambers located at 1444 West Garvey Avenue South in the City of West Covina, to take the testimony on the issue of whether or not the assessments should be approved.

SECTION 3. The City Clerk shall give notice of said public hearing in the time, form, and manner as required by law, including but not limited to publication of this resolution in accordance with California Streets and Highways Code Sections 22552 and 22553.

SECTION 4. The City Council finds that the levy and collection of these assessments is statutorily exempt from the California Environmental Quality Act (CEQA) under Section 15273 of the CEQA Guidelines, as none of the proceeds will be used for capital expenses but will be used instead for operation and maintenance.

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

APPROVED AND ADOPTED this 15th day of July, 2025.

_____

Tony Wu
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Monique S. De La Rosa
Deputy City Clerk

I, MONIQUE S. DE LA ROSA, DEPUTY CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2025-53 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 15th day of July, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Monique S. De La Rosa
Deputy City Clerk

CITY OF WEST COVINA

PRELIMINARY FISCAL YEAR 2025-26 ENGINEER'S REPORT: CITYWIDE LIGHTING & MAINTENANCE DISTRICT

June 2025

Prepared by:

Harris & Associates

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Irvine, CA 92618
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IMPACTS OF PROPOSITION 218

On November 5, 1996, California voters approved Proposition 218 entitled "Right to Vote on Taxes Act" which added Article XIIID to the California Constitution. While its title refers only to taxes, Proposition 218 establishes new procedural requirements for the formation and administration of assessment districts. Proposition 218 also requires that with certain specified exceptions, which are described below, all existing assessment districts must be ratified by the property owners within the District using the new procedures.

Some of these exceptions include:

1) Any assessment imposed exclusively to finance the capital cost or maintenance and operation expenses for streets.
2) Any assessments levied pursuant to a petition signed by the persons owning all of the parcels subject to the assessment at the time the assessment was initially imposed.

However, even if assessments are initially exempt from Proposition 218, if the assessments are increased in the future, the City will need to comply with the provisions of Proposition 218 for that portion of the increased assessment unless the increase in assessment was anticipated in the assessment formula (e.g., CPI increase).

Proposition 218 does not define this term "streets", however, following the passage of Proposition 218 based on conversations with other public agency officials, attorneys, assessment engineers and Senate Bill 919, we determined that "streets" include all public improvements located within the street right-of-way. This would include median and parkway landscaping, traffic signals, safety lighting and street lighting.

It was also determined that if assessments were imposed as a condition of development and property owners agreed to the imposition of assessments and subsequently signed a development agreement confirming so, then this would suffice for the requirement of signing a petition.

The more difficult question arose in those situations where the levy of assessments was imposed as a condition of approval for land development or subdivision where the property owner did not enter into a development agreement. In those cases, if the landscape, park, or streetlight facilities and the resulting assessment were a condition of the land development or subdivisions approval and the property owner acquiesces to the levy of assessment, it is reasoned that this was a functional equivalent of giving express consent or signing a petition requesting the imposition of the assessment. Even the Howard Jarvis Taxpayers' Association seems to tacitly support this conclusion in its "Statement of Drafters' Intent". When discussing the exemption for existing assessments imposed pursuant to a petition, the taxpayers' association said:

"This provision exempts most land secured financing arrangements used by developers."

Clearly acceptance of a condition of approval of a development or subdivision which requires that imposition of assessments is a common form of land secured financing used by developers to fund street lighting or landscape maintenance.

STATEMENT OF ASSESSMENT ENGINEER

Statement of Assessment Engineer

AGENCY: **CITY OF WEST COVINA**

PROJECT: **CITYWIDE LIGHTING AND MAINTENANCE DISTRICT**

TO: **THE CITY COUNCIL**
CITY OF WEST COVINA
STATE OF CALIFORNIA

ENGINEER'S REPORT FOR FISCAL YEAR 2025-26

The preparation of this Annual Engineer's Report ("Report") is in conformance with the obligation of the City Council for the Citywide Lighting and Maintenance District of the City of West Covina to provide street tree maintenance, median maintenance, park maintenance, municipal pool maintenance, area lighting maintenance, traffic signal maintenance, traffic engineering, and street lighting engineering services upon each lot or parcel of land in the district in proportion to the estimated benefit to be received by each such lot or parcel of land for Fiscal Year 2025-26.

Pursuant to the Landscaping and Lighting Act of 1972 (Part 2 Division 15 of the Streets and Highways Code of the State of California, commencing with Section 22500) ("Act"), Article XIIID, Section 4(a) of the State of California Constitution, and in accordance with the City of West Covina's Resolution being adopted by the City Council for the Consolidated Landscape Maintenance District on the 1st day of July, this Report has been ordered for:

CITYWIDE LIGHTING AND MAINTENANCE DISTRICT

(Hereinafter referred to as the "District"),

I, Alison Bouley, authorized representative of the District, the duly appointed Assessment Engineer submit the following Report which consists of the following five (5) parts:

PART I

Plans and Specifications: Plans and specifications for the improvements are as set forth on the lists thereof, attached hereto, and are on file in the Office of the City Public Works Department and are incorporated herein by reference.

PART II

Estimate of Cost: An estimate of the costs of the proposed improvements, including incidental costs and expenses in connection therewith, is as set forth on the lists thereof, attached hereto, and are on file in the Office of the City Public Works Department and incorporated herein by reference.

PART III

Assessment Roll: The proposed assessment and the amount of assessments for Fiscal Year 2025-26 apportioned to each lot or parcel, as shown on the latest roll at the Assessor's Office, are on file in the Office of the City Clerk of the City of West Covina. The description of each lot or parcel is part of the records of the Assessor of the County of Los Angeles and these records are, by reference, made part of this Report.

PART IV

Method of Assessment: The method of assessment indicates the proposed levy of the net amount of the costs and expenses of the improvements to be levied upon the parcels of land within the District, in proportion to the estimated benefits to be received by such parcels. The quantification of benefit identifies, separates and quantifies the general and special benefits received by each parcel in the District, for the services received and the improvements provided.

PART V

Assessment Diagram: The diagram of the District boundaries showing the exterior boundaries of the District, and the lines and dimensions of each lot or parcel of land within the District, are on file in the Office of the City Engineer and by reference, made part of this Report.

DATED this 25th day of June, 2025

Harris & Associates



Alison Bouley, P.E., Assessment Engineer

INTRODUCTION

The purpose of this report is to set forth findings and the engineering analysis for the City of West Covina (the "City") Citywide Lighting and Maintenance District (the "District") for Fiscal Year 2025-26, in compliance with the requirements of Article 4, Chapter 1, of the Landscaping and Lighting Act of 1972 (the "1972 Act") which is Part 2, Division 15 of the California Streets and Highways Code (The "Act"). The District is necessary to finance the cost of providing streetlight and street tree maintenance which provides a special benefit to real property in the City.

The 1972 Act permits the establishment of assessment districts by cities for the purpose of providing for the maintenance of certain public improvements, which include the facilities existing within the proposed assessment district. In accordance with this Act, the City Council established the District in 1976 pursuant to the Act. Prior to Fiscal Year ("FY") 1997-98 the District funded a variety of public improvements and services which included: street tree maintenance, median maintenance, park maintenance, municipal pool maintenance, area lighting maintenance, traffic signal maintenance, traffic engineering, and street lighting engineering. Since the passage of Proposition 218 ("Proposition") in November 1996 and the subsequent property owner approval in July 1997, the District assessment currently funds only those services that have been designated as a "Special Benefit", which is the maintenance of most of the streetlights and street trees within the City. These funds are used for the operations and maintenance of streetlights, trimming of street trees, and removal and replacement of diseased street trees.

In FY 2017/2018, the City conducted a property owner protest ballot proceeding for a proposed Maximum Assessment increase of 12%. Based on the results of the protest ballot, the City Council declined to adopt the new Maximum Assessment increase.

The costs of operation, maintenance and servicing of improvements to be funded by the District will be apportioned to each parcel in proportion to the special benefit it receives. The method of assessment may be amended, subject to the requirements of Proposition 218, from time to time by the City Council, in order to apportion the costs in relation to the benefits being received. Payment of the assessment for each parcel will be made in the same manner and at the same time as payments are made for property taxes. All funds collected through the assessment must be placed in a special fund and can only be used for the purposes stated within this Report.

As required by the Act, this Engineer's Report describes the improvements to be constructed, operated, maintained and serviced by the District for FY 2025-26, provides an estimated budget for the District, and lists the proposed assessments to be levied upon each assessable lot or parcel within the District. Following the approval of the preliminary report, either as submitted or as modified, the City Council will hold a Public Hearing to provide an opportunity for any interested person to be heard. All property owners must be noticed in accordance with Section 22626 of the Streets and Highways Code prior to the Public Hearing. At the conclusion of the Public Hearing, the City Council may adopt a resolution confirming the levy of assessments as originally proposed or as modified.

Following the adoption of this resolution, the final assessor's roll will be prepared and filed with the County Tax Collector's office to be included on the FY 2025-26 tax roll.

PART I - PLANS AND SPECIFICATIONS

The existing facilities to be maintained and serviced include street lighting facilities and street trees.

The District will fund the costs in connection with the district maintenance and servicing including, but not limited to, personnel, electrical energy, water, materials, contracting services, and other expenses necessary for the satisfactory operation of these facilities. The facilities are described as follows:

Landscaping Improvements

Facilities include but are not limited to trees, irrigation system, hardscape, fixtures, sidewalk maintenance resulting from landscape growth and appurtenant facilities, in public right-of-way, parkways, and dedicated easements within the boundaries of the District.

Lighting Improvements

Facilities include but are not limited to poles, fixtures, bulbs, conduits, conductors, equipment including guys, anchors, posts and pedestals, metering devices and appurtenant facilities as required to provide lighting in the public right-of-way and dedicated easements within the boundaries of the District.

The public lighting system shall be maintained to provide adequate illumination. Electricity for streetlights shall be furnished by the Southern California Edison Company, and it shall be adequate for the intended purpose. Rates for power shall be those authorized by the California Public Utilities Commission.

"Maintenance" means the furnishing of services and materials for the ordinary and usual operation, maintenance and servicing of the landscaping, public lighting facilities and appurtenant facilities, including repair, removal or replacement of all or part of any of the landscaping, public lighting facilities or appurtenant facilities; providing for the life, growth, health, and beauty of the landscaping, including cultivation, irrigation, trimming, spraying, fertilizing, and treating for disease or injury; the removal of trimmings, rubbish, debris, and other solid waste.

"Servicing" means the furnishing of water for the irrigation of landscaping and the maintenance of any of the public lighting facilities and furnishing of electrical energy for the public lighting facilities or for the lighting or operation of landscaping or appurtenant facilities.

The detailed plans and specifications of the District improvements are on file in the office of the City Public Works Department and by reference are made part of this Report.

PART II - ESTIMATE OF COSTS

The 1972 Act provides that the total cost of installation, construction, operation, maintenance and servicing of street lighting and landscaping can be recovered by the District. Maintenance can include the repair and replacement of existing facilities. Servicing can include electrical and associated costs from a public utility. Incidental expenses, including administration of the District, engineering fees, legal fees, printing, posting, and mailing of notices, and all other costs associated with the annual collection process can also be included.

The 1972 Act requires that a special fund be set up to track the revenues and expenditures of the District. Funds raised by assessment shall be used only for the purpose as stated herein. A contribution to the District by the City may be made to reduce assessments, as the City Council deems appropriate. Any balance or deficit remaining on June 30th must be carried over to the next fiscal year unless they are designated for a special purpose.

The estimated costs of the operation, servicing and maintenance of the improvements for Fiscal Year 2025-26, are summarized in the table on the following page.

TABLE 1
CITYWIDE LIGHTING AND MAINTENANCE DISTRICT
FISCAL YEAR 2025-26
ESTIMATED COSTS

	Total
Beginning Fund Balance	**$401,117**
Revenues	
Assessments	$1,893,939
Interest	$5,300
General Fund	$0
Total Projected Revenue	**$1,899,239**
Expenditures	
Direct Costs	
Personnel Services	$125,862
Maintenance Contracts	$618,000
Utilities	$1,239,000
Maintenance Supplies	$80,113
Property & Liability Insurance	$144,360
Administrative Costs	
Levy Admin & Professional Services	$15,000
City Overhead & Administration	$74,280
Total Expenditures	**$2,296,615**
Ending Fund Balance (estimated)	**$3,741**

	Total
Beginning Fund Balance	**$401,117**
Revenues	
Assessments	$1,893,939
Interest	$5,300
General Fund	$0
Total Projected Revenue	**$1,899,239**
Expenditures	
Direct Costs	
Direct Lighting	$1,457,779
Zone A	$54,500
Zone B	$27,733
Subtotal	$1,540,012
Street Trees	
Direct Street Trees	$756,603
Subtotal	$756,603
Total Expenditures	**$2,296,615**
Ending Fund Balance (estimated)	**$3,741**

PART III - ASSESSMENT ROLL

The proposed assessment and the amount of assessments for Fiscal Year 2025-26 apportioned to each lot or parcel, as shown on the latest roll at the Assessor's Office, are on file in the Office of the City Clerk of the City of West Covina. The description of each lot or parcel is part of the records of the Assessor of the County of Los Angeles and these records are, by reference, made part of this report.

PART IV - METHOD OF APPORTIONMENT

General

Part 2 of Division 15 of the Streets and Highways Code, the Landscaping and Lighting Act of 1972, permits the establishment of assessment districts by Agencies for the purpose of providing certain public improvements which include construction, operation, maintenance and servicing of streetlights, traffic signals, landscaping, parks and recreation facilities.

Section 22573 of the Landscape and Lighting Act of 1972 requires that maintenance assessments be levied according to benefit rather than according to assessed value. This section states:

> "The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.
>
> The determination of whether of not a lot or parcel will benefit from the improvements shall be made pursuant to the Improvement Act of 1911 (Division 7 (commencing with Section 5000)) [of the Streets and Highways Code, State of California]."

The Act permits the designation of benefit zones within any individual assessment district if "by reasons or variations in the nature, location, and extent of the improvements, the various areas will receive different degrees of benefit from the improvement" (Sec. 22547). Thus, the 1972 Act requires the levy of a true "assessment" rather than a "special tax." Excepted from the assessment would be the areas of all publicly owned property in use in the performance of a public function.

Special Benefit Determination

The assessment is proposed to be levied to defray the cost of the operation, servicing, and maintenance of street trees and street lighting and appurtenant facilities, including but not limited to, personnel, electrical energy, utilities such as water, materials, contracting services, and other items necessary for the satisfactory operation of these services.

Street Lighting Benefit

Proper maintenance and operation of the street lighting system benefits all properties within the District by providing security, safety and community character and vitality as outlined below.

1. **Security and Safety Benefit.** Mitigates crime, alleviates the fear of crime, and enhances pedestrian safety.
2. **Community Character and Vitality Benefit.** Promotes social interaction, promotes business and industry, and contributes to a positive nighttime visual image.
3. **Lighting Intensity Benefit.** As the lighting levels increase, so do the benefits associated with the lighting. Lighting standards usually require approximately twice the level of lighting in commercial/industrial areas than in residential area.

Parcels, which are located on streets with streetlights, receive a special lighting benefit. Parcels which are located on private streets receive a substantially reduced benefit from local lighting, parcels which do not have any local streetlights receive no benefit from street lighting.

Lighting at the street intersection, which is defined as safety lighting, is considered to be the minimum lighting requirement for vehicular safety; therefore, safety lighting represents the general benefit portion of street lighting. Additionally, lights, which are on arterials of the City, which do not have parcels fronting on them, are considered a general benefit. Those general benefit portions of the City's lighting budget will not be assessed.

Benefit Zones – Street Lighting

Most parcels within the City front on streets with streetlights and therefore receive a direct lighting benefit. However, there are some areas in the City, which have a higher level of lighting, and these have been designated as additional Benefit Zones.

Zone A. The Civic Center and Plaza at West Covina areas receive a higher level of street lighting.

Zone B. The properties along Glendora Avenue from Walnut Creek Parkway to the I-10 Freeway receive a higher level of street lighting than Zone A.

Those parcels which also have public lighting in adjacent alleyways receive an equal amount of benefit for the alley lights as for the streetlights, therefore, these parcels are assessed two times the benefit of the basic local lighting. The parcels that front streets without streetlights do not receive a local lighting benefit and therefore are not assessed.

Street Trees

Trees, landscaping, hardscaping and appurtenant facilities, if well maintained, provide beautification, shade and enhancement of the desirability of the surroundings.

The City maintains street trees throughout the City. The trees are located within the public right-of-way and provide an aesthetically pleasing environment, shade, beautification, and according to some authorities' air purification and sound attenuation. These positive attributes increase the desirability of properties located on streets that have trees on them.

More importantly, proper maintenance of these facilities, especially routine trimming of street trees and removal/replacement of deceased trees, is essential to the safety of adjacent properties.

Parcels that are located on streets which do not have trees do not benefit and are not assessed. Street trees on arterials of the City that do not have parcels fronting on them are considered a general benefit. There are approximately seven hundred and eighty-four (784) such trees out of approximately twenty-seven thousand forty-eight (27,048) street trees in the City, or 2.90%. Therefore, 2.90% of the City street tree budget will be funded through the City's General Fund account.

Assessment Methodology

The method of apportionment utilized for the District calculates the receipt of special benefit from the respective improvements based on the actual or proposed land use of the parcels. The special benefit received by each lot or parcel is equated to the overall land use of the parcel based on the parcel's actual land use or proposed planned development and is reliant upon the special benefit received from the improvements planned or existing within the District.

To identify and determine the special benefit to be received by each parcel, it is necessary to consider the entire scope of each District improvements as well as individual property development within the Districts. The costs associated with the improvements shall be fairly distributed among the parcels based upon the special benefit received by each parcel. Additionally, in compliance with the Constitution, each parcel's assessment may not exceed the reasonable cost of the proportional special benefit conferred to that parcel. The benefit formula used to determine the assessment obligation is

therefore based upon both the improvements that benefit the parcels as well as the proposed land use of each property as compared to other parcels that benefit from those specific improvements.

Equivalent Dwelling Units

Since the assessments will be levied against parcels of property as shown on the tax rolls, the final charges must be assigned by Assessor's Parcel Number. If assessments were to be spread just by parcel, not considering land use or parcel size, a single-family parcel would be paying the same as a fifty (50) unit apartment parcel or a large commercial establishment in a similar zone and this would not be equitable and would not satisfy the Proposition 218 requirements.

The single-family residential parcel has been selected as the basic unit for calculation of assessment and is defined as one Equivalent Dwelling Unit ("EDU"). A methodology has been developed to calculate the EDUs for other residential land uses and for non-residential parcels. Every land-use is converted to EDUs: parcels containing apartments are converted to EDUs based on the number of dwelling units on each parcel of land; commercial and industrial parcels are converted based on the lot size of each parcel of land.

The EDU method is seen as the most appropriate and equitable method of spread for landscape and lighting districts, as the benefit to each parcel from the improvements are apportioned as a function of land-use type and size.

Single-Family Residential - The single-family residential parcel has been selected as the basic unit for calculation of the benefit assessment. The basic unit shall be called an Equivalent Dwelling Unit (EDU). Parcels zoned for single-family residential uses are assessed 1.00 EDU.

Multi-Family Residential - Multiple residential (including condominiums) land use equivalencies are determined based on the number of dwelling units on each parcel. Due to population density and size of structure relative to the typical single-family residence, each dwelling unit defined as multi-family residential, including condominiums, would be 0.75 EDU. Benefits to a multi-family residential property do not increase proportionately as the number of units increase. Therefore, the population per unit decreases as the residential land use density increases and there is a corresponding reduction in benefit to a parcel. Also, as the number of dwelling units increases, the average value per rental unit decreases. Therefore, there is a reduced benefit to a parcel as the number of dwelling units increases. By decreasing the equivalency as the number of units increases, a reasonable benefit assessment is achieved. Therefore, the equivalency is reduced to 0.50 EDU per dwelling unit, for five (5) through fifteen (15) dwelling units (as parcels with 5 to 15 units are considered "high medium density" as opposed to the "low density" of duplexes, triplexes and fourplexes), and the equivalency is reduced to 0.25 EDU per dwelling unit for more than 15 units, which are considered to be "high density". Fifteen units are established as the limit of the "high medium density" category as State law (California Title 25, Section 42) requires that apartment complexes with 16 or more dwelling units have a manager located on the premises, which is an indication of "high density".

Mobile Homes - Mobile home parks, and mobile homes located within mobile home parks, are converted to EDUs based on the population density and size of structure relative to a single-family residence. Therefore, mobile home parks and mobile homes located within mobile home parks would be assessed 0.50 EDU per mobile home. No decrease would be applied to this factor, as mobile homes are all separate dwellings with no common walls.

Non-Residential - In converting improved non-residential properties to EDUs, the factor used is the City of West Covina's average density for single-family residential areas, which are five (5) dwelling units per acre. All properties developed for non-residential uses are therefore assigned 5.00 EDUs per acre for the first five (5) acres. It is our experience, based upon a review of large non-residential parcels, that the utilization of that portion of non-residential property greater than 5

acres more closely resembles that of vacant land as it is typically undeveloped. Therefore, after the first 5 acres, each additional acre will be charged 25% of 5.00 EDUs which results in 1.25 EDUs per acre, similar to vacant land as described below.

Vacant Property

Vacant property is described, as parcels with no improved structures. These properties receive benefits based on their land, as this is the basis of their value. Based on the opinions of professional appraisers, appraising current market property values for real estate in Southern California, the land value portion of the property typically ranges from 20 to 30 percent of the property's total value. Additionally, the utilization of vacant property is significantly less than improved property, and vacant property has a traffic generation rate of 0. Therefore, it is recommended that vacant property be assessed at the rate of 25 percent of improved property.

Vacant Residential - Parcels defined as residential parcels, which do not have structures on the parcels, are assessed 25% of the parcel with a single-family dwelling thereon. The parcel will be assessed 0.25 EDU per parcel.

Vacant Non-Residential - Parcels defined as parcels which are not residential parcels and which do not have structures on the parcel area assessed based upon the acreage of the parcel. The parcels will be assessed at the rate of 25% of the developed non-residential properties, or 1.25 EDU per acre or any portion thereof, with a minimum of 0.25 EDU per parcel and up to a maximum of 5 acres (6.25 EDUs) per parcel, as parcels over five (5) acres may be considered as open space, and no longer receive any benefit.

Public Property - Article XIIID of the California Constitution requires that all benefiting public properties be assessed for their fair share of the benefit. Public property, which is developed and used for residential or business purposes will be assessed the same as private property with the same use. Schools will be assessed as Commercial/Industrial uses. Parks will be assessed as vacant property.

Exempt - Excepted from the assessment would be the areas of public streets, public avenues, public lanes, public roads, public drives, public courts, public alleys, public easements, and right-of-way, public greenbelts, parkways and that portion of property that is not developed and used for business purposes similar to private commercial, industrial and institutional activities. Also, excepted from assessments would be utility right-of-way, common areas (such as in condominium complexes), landlocked parcels and small parcels vacated by the City as these parcels have little or no value and therefore do not benefit from the improvements.

The land use classification for each parcel has been based on the Los Angeles County Assessor's Roll.

TABLE 2
LAND USE CODES AND EQUIVALENT DWELLING UNITS

Land Use Codes	Total EDU		
Single-Family Residential	1.00 per unit		
Condominium	0.75 per unit		
Multi-Family Residential	0.75 per unit for the first 4 units	0.50 per unit over 4 and up to 15 units	0.25 per unit over 15 units
Mobile Home Parks	0.50 per DU		
Non-Residential	5.00 per acre for the first 5 acres	1.25 per acre over 5 acres	
Vacant Residential	0.25 per parcel		
Vacant Non-Residential	1.25 per acre (5 acre maximum)		

Benefit Factors

There are varying levels of benefit to property from the operation and maintenance of street lighting and street trees based on the different types of property use. Because the benefit to the property varies depending on the type of land use of the property, a Benefit Factor is applied to the EDU formula for each property for each type of improvement to obtain Benefit Units for each Property.

(Equivalent Dwelling Unit) x (Benefit Factor) = Benefit Units

The following table outlines the Benefit Factors for street lighting:

TABLE 3
STREET LIGHTING BENEFIT FACTORS

	Residential	Commercial/Industrial
Security & Safety	1	1
Community Character & Vitality	1	1
Lighting Intensity	1	2
Total	**3**	**4**

Schools will receive a residential benefit factor, as they tend to be in residential areas and benefit similarly to residential property. Parks are assessed as vacant land and receive a non-residential benefit factor.

Benefit Units

The budget for basic lighting is $1,454,779. The proposed applied basic lighting assessment rate is estimated at $13.98 per BU, which includes the costs of basic lighting and associated capital improvements and contribution to reserves totaling $1,449,130. Accordingly, a single-family residential parcel's assessment would equal 3 BU x $13.987/BU = $41.94/ The following table provides a preliminary summary of Street Lighting Benefit Units (BU's) for the City.

TABLE 4
STREET LIGHTING BENEFIT UNITS

Land Use	Parcels	Dwellings	Acres	EDU's	Benefit Factor	Benefit Units
Single Family Residential	20,744	20,744	-	20,744.00	3.00	62,232.00
Condominium	3,688	3,688	-	2,766.00	3.00	8,298.00
Multi-Family Residential	493	8,104	-	3,086.00	3.00	9,258.00
Mobile Home Parks	2	265	-	108.00	3.00	324.00
Commercial	683	-	1,319.96	4,148.54	4.00	16,594.14
Vacant SFR	243	-	52.38	60.75	3.00	182.25
Vacant Non-SFR	337	-	1,028.25	1,692.24	4.00	6,768.95
Totals	**26,190**	**32,801**	**2,400.59**	**32,605.53**	**23.00**	**103,657.34**

Lighting Benefit Zone A

The budget for Zone A lighting is $54,500. The proposed applied preliminary basic lighting assessment rate is estimated at $42.50 per BU, which includes the costs of Zone A lighting and associated capital improvements, and contribution to reserves totaling $73,680. The following table shows the preliminary summary of the BUs in Zone A.

TABLE 5
ZONE A BENEFIT UNITS

Land Use	Parcels	Acreage	EDU's	Benefit Factors	Benefit Units
Commercial	43	69.94	280.72	4	1,122.89
Vacant Non-SFR	17	50.58	152.69	4	610.76
Totals	**60**	**120.52**	**433.41**		**1,733.65**

Lighting Benefit Zone B

The budget for Zone B lighting is $27,733 and is additional to the budget for Zone A. The proposed applied preliminary basic lighting assessment rate is estimated at $24.76 per BU plus $42.50 per BU for Zone A, for a total applied assessment rate of $67.26 per BU, which includes the costs lighting and associated capital improvements, and contribution to reserves totaling $9,103. The following table shows the preliminary summary of the BUs in Zone B.

TABLE 6
ZONE B BENEFIT UNITS

Land Use	Parcels	Acreage	EDU's	Benefit Factors	Benefit Units
Commercial	24	6.15	30.74	4	122.95
Vacant Non-SFR	3	2.48	3.10	4	12.39
Totals	**27**	**8.63**	**33.84**		**135.34**

No additional factors have been assigned for street trees; therefore, the Benefit Unit factors are the same as the EDU factors for each land use.

Street Tree Benefit

The total budget for Street Trees is $839,603. The proposed applied preliminary assessment rate is estimated at $19.28 per BU, which includes the costs of street tree maintenance and associated capital improvements, and contribution to reserves totaling $628,746. A single-family residential parcel's assessment would be equal to 1 BU x $19.28/BU = $19.28. The following table provides a preliminary summary of Street Tree Benefit Units (BUs) for the City.

TABLE 7
STREET TREE BENEFIT UNITS

Land Use	Parcels	Dwellings	Acres	EDU's	Benefit Factor	Benefit Units
Single Family Residential	20,744	20,744	-	20,744.00	1	20,744.00
Condominium	3,688	3,688	-	2,766.00	1	2,766.00
Multi-Family Residential	493	8,104	-	3,086.00	1	3,086.00
Mobile Home Parks	2	265	-	108.00	1	108.00
Commercial	683	-	1,319.96	4,154.33	1	4,154.33
Vacant SFR	243	-	52.38	60.75	1	60.75
Vacant Non-SFR	337	-	1,028.25	1,692.24	1	1,692.24
Totals	**26,190**	**32,801**	**2,400.59**	**32,611.32**	**7**	**32,611.32**

Assessment Rate Summary

The following table summarizes the Applied and Maximum Assessment rates for parcels in each of the zones of benefits:

TABLE 8
FISCAL YEAR 2025-26
ASSESSMENT RATE SUMMARY

Benefit Category	FY 24-25 Maximum Rate per Benefit Unit	Escalator	FY 25-26 Maximum Rate per Benefit Unit	FY 25-26 Applied Rate per Benefit Unit
Basic Local Lighting	$13.71	1.02	$13.98	$13.98
Zone A	$41.67	1.02	$42.50	$42.50
Zone B	$65.95	1.02	$67.27	$67.26
Street Trees	$18.91	1.02	$19.29	$19.28

Assessment Range Formula

Any new or increased assessment requires certain noticing and meeting requirements by law. Prior to the passage of Proposition 218 (California Constitution Articles XIIIC and XIIID), legislative changes in the Brown Act defined a "new or increased assessment" to exclude certain conditions. These conditions included "any assessment that does not exceed an assessment formula or range of assessments previously adopted by the agency or approved by the voters in the area where the assessment is imposed." This definition and conditions were later confirmed through Senate Bill 919 (the Proposition 218 implementing legislation).

The purpose of establishing an assessment range formula is to provide for reasonable increases and inflationary adjustment to annual assessments without requiring costly noticing and mailing procedures, which could add to the District costs and assessments. As part of the District formation, balloting of property owners is required pursuant to the Article XIIID Section 4. The property owner ballots include an Assessment to be approved, as well as the approval of an assessment range formula.

The Maximum Assessment is equal to the initial Assessment approved by property owners adjusted annually by the percentage increase of the Local Consumer Price Index ("CPI") for Los Angeles-Long Beach-Anaheim for All Urban Consumers from March to March up to 2%. As of January 2018, the Los Angeles-Riverside-Orange County Consumer Price Index region name changed to Los-Angeles-Long Beach-Anaheim Consumer Price Index. Each Fiscal Year, the Maximum Assessment will be recalculated, and a new Maximum Assessment established. For Fiscal Year 2025-26, CPI increased 3.00%, therefore percentage increase is 2%.

The Maximum Assessment is adjusted annually and is calculated independent of the annual budgets and proposed assessments established for each Zone of the District. Any proposed annual assessment (rate per EBU) less than or equal to this Maximum Assessment (for each Zone) is not considered an increased assessment, even if the proposed assessment is much greater than the assessment applied in the prior Fiscal Year.

Assessment Range Formula

The following table shows the 15-year rate history for a typical Single-Family Residential Property. The proposed rate for FY 2025-26 shows a 2% increase from the prior year.

TABLE 9
15-YEAR RATE HISTORY
FOR A SINGLE-FAMILY RESIDENTIAL PROPERTY

Fiscal Year	Assessment
Proposed 2025-26	**$61.20**
2024-25	$60.00
2023-24	$58.85
2022-23	$57.68
2021-22	$56.54
2020-21	$55.45
2019-20	$53.34
2018-19	$52.29
2017-18	$52.29
2016-17	$51.28
2015-16	$50.41
2014-15	$50.15
2013-14	$49.66
2012-13	$48.69
2011-12	$47.73

PART V - ASSESSSMENT DIAGRAM

The assessment diagram for the District is on file in the Office of the City Engineer.

ATTACHMENT NO. 4

West Covina Citywide Lighting and Maintenance District
10 Year Existing Plus 2% Projected Fiscal Projection

Percent Increase	2%	2%	2%	2%	2%	2%	2%	2%	2%	2%
Fiscal Year	**25-26[1]**	**26-27**	**27-28**	**28-29**	**29-30**	**30-31**	**31-32**	**32-33**	**33-34**	**34-35**
Assessment Income	**$1,893,939**	**$1,931,818**	**$1,970,454**	**$2,009,863**	**$2,050,061**	**$2,091,062**	**$2,132,883**	**$2,175,541**	**$2,219,051**	**$2,263,433**
Interest [2]	$5,300	$0	$0	$0	$0	$0	$0	$0	$0	$0
Transfer from General Fund [3]	$0	$446,557	$492,590	$540,866	$591,474	$644,512	$700,077	$758,273	$819,206	$882,987
Total Revenues	**$1,899,239**	**$2,378,374**	**$2,463,045**	**$2,550,729**	**$2,641,535**	**$2,735,574**	**$2,832,960**	**$2,933,813**	**$3,038,257**	**$3,146,419**
Prior Year Balance	$401,117	$3,741	$3,741	$3,741	$3,741	$3,741	$3,741	$3,741	$3,741	$3,741
Total Funding	**$2,300,356**	**$2,382,116**	**$2,466,786**	**$2,554,470**	**$2,645,276**	**$2,739,315**	**$2,836,701**	**$2,937,554**	**$3,041,998**	**$3,150,160**
Maintenance Costs [4]	$2,296,615	$2,378,374	$2,463,045	$2,550,729	$2,641,535	$2,735,574	$2,832,960	$2,933,813	$3,038,257	$3,146,419
Total Cost	**$2,296,615**	**$2,378,374**	**$2,463,045**	**$2,550,729**	**$2,641,535**	**$2,735,574**	**$2,832,960**	**$2,933,813**	**$3,038,257**	**$3,146,419**
Ending Balance	**$3,741**	**$3,741**	**$3,741**	**$3,741**	**$3,741**	**$3,741**	**$3,741**	**$3,741**	**$3,741**	**$3,741**
Typical Assessment for SFR (5)	$61.20	$62.42	$63.66	$64.93	$66.22	$67.54	$68.89	$70.26	$71.66	$73.09

(1) FY 25-26 Assessment Revenue is based on FY 24-25 actual assessment revenue of $1,856,803.02 as submitted to the Los Angeles County Assessor.

(2)Interest is 0.4% of one-half of the previous year ending balance.

(3) Shortfall will be covered using the General Fund.

(4) 3.56% increase in maintenance cost each year due to inflation (average CPI 2023 to 2025)

(5) Fiscal Year 25/26 approved maximum highest rate of $61.20 escalated by assumed 2% applied CPI.

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: July 15, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF APPROVAL AND ADOPTION OF THE CITY OF WEST COVINA ADA TITLE II SELF-EVALUATION AND TRANSITION PLAN**

RECOMMENDATION:

It is recommended that the City Council approve the City of West Covina ADA Title II Self-Evaluation and Transition Plan by adopting the following resolution:

RESOLUTION NO. 2025-54 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE ADA TITLE II SELF-EVALUATION AND TRANSITION PLAN

BACKGROUND:

The Americans with Disabilities Act (ADA) was originally enacted on July 26, 1990 and became effective on January 26, 1992. The fundamental goal of the ADA is to ensure equal access to civic life by people with disabilities. Title II of the ADA requires state and local governments to make their programs, services, and activities accessible to persons with disabilities. It also establishes physical access requirements for public facilities, including buildings, parks, parking lots, sidewalks and trails, curb ramps and traffic signals.

By January 26, 1993, each public entity was to have evaluated its services, policies and practices to determine their effect on accessibility of public facilities and modify them as necessary. Additionally, existing buildings were to have been retrofitted to eliminate barriers to program accessibility no later than January 26, 1995. Public entities with 50 or more employees were to have developed a Transition Plan by July 26, 1992.

In 2019, the City had an Initial Risk Management Evaluation as part of its LossCAP Program under the California Joint Powers Insurance Authority (JPIA). The evaluation recommended that the City perform a written ADA Self-Evaluation of all public facilities and develop a formal ADA Transition Plan outlining the steps necessary to complete structural changes to facilities to achieve required accessibility. The Transition Plan must identify physical obstacles, describe how the agency will make facilities accessible, outline the schedule for each year’s modification efforts, and indicate the official with responsibility for implementation of the Transition Plan as required.

On September 19, 2023 the City Council awarded Request for Proposals No. 71-023 for the preparation of an Americans with Disabilities Act Self-Evaluation Report and Transition Plan to Bureau Veritas Technical Assessments LLC ("Bureau Veritas") and authorized the Acting City Manager to execute an

agreement with Bureau Veritas.

DISCUSSION:

As part of the project to develop an ADA Self-Evaluation Report and Transition Plan in full compliance with statutory requirements, Bureau Veritas completed a comprehensive, citywide evaluation of accessibility. The evaluation included a review of three key areas: (1) City programs, policies, and procedures; (2) City buildings and parks; and (3) public right-of-way facilities.

To support the development of the ADA Self-Evaluation Report and Transition Plan, the City solicited public input. An online survey was open from November 18, 2024 to December 27, 2024, and received 8 responses. Additionally, when the draft document was completed, it was posted on the City website along with a second survey to gather feedback. This survey was available from April 10, 2025 to May 12, 2025 and received no responses.

Below is a summary of the evaluations included in the ADA Self-Evaluation Report and Transition Plan:

Programs, Policies, and Procedures

The City's current programs, policies, and procedures were evaluated across multiple departments and service areas. These included Community Services, Housing, Personnel and Internal Policies and Procedures, Human Resources (position descriptions), the ADA Coordinator role, Notice of ADA Provisions, Grievance Procedures, General Effective Communication, 9-1-1 and Emergency Communication Services, Website Accessibility, Curb Ramps and Pedestrian Crossings, and Emergency Management.

Buildings and Parks

The evaluation included 19 City facilities. Each assessment covered both exterior features and interior elements. Exterior elements assessed included accessible parking and exterior pedestrian paths of travel to and from amenities. Interior areas included corridors, public restrooms, conference rooms, offices, and other common spaces along public paths of travel, such as water fountains.

Public Right-of-Way Facilities

Pedestrian facilities within the City's public right-of-way were evaluated for ADA compliance using the proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) and applicable state and local regulations. The assessment included 2,381 curb ramps, 181 transit stops, 641 pedestrian signals, and approximately 314.46 miles of sidewalk.

Based on the evaluation findings and community input, it was recommended that the City adopt a four-phase plan to achieve full ADA compliance. These phases are intended to guide budget planning and help prioritize barrier removal and accessibility improvements over time.

The City's Accessibility Coordinator will have primary oversight of the ADA Transition Plan's implementation. Responsibilities include updating the plan, coordinating improvements with other City departments, and tracking progress. The Transition Plan will serve as a roadmap for capital improvement and maintenance efforts, with its schedule providing a framework for future budgeting and funding allocation.

As a living document, the Transition Plan will be reviewed and updated regularly in alignment with the City's budget cycle to ensure continued compliance. The final plan fulfills the regulatory requirements of the Americans with Disabilities Act of 1990 and establishes a clear path for the City of West Covina to provide fully accessible programs, services, and facilities to all residents and visitors.

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

---

Fiscal Impact

FISCAL IMPACT:

While there is no immediate fiscal impact associated with adopting the ADA Self-Evaluation and Transition Plan, compliance will require the City to follow the phased approach outlined in the plan to address identified accessibility improvements. Many of these improvements will be integrated into other Capital Improvement Program (CIP) projects and addressed as facilities and infrastructure are upgraded. The Transition Plan is intended to be a living document, allowing for adjustments to the phasing timeline based on public feedback and emerging priorities.

Attachments

Attachment No. 1 - Resolution No. 2025-54

Exhibit A to Resolution No. 2025-54 - ADA Title II Self-Evaluation and Transition Plan

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

ATTACHMENT NO. 1

RESOLUTION NO. 2025-54

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING AND ADOPTING THE CITY OF WEST COVINA ADA TITLE II SELF-EVALUATION AND TRANSITION PLAN

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

WHEREAS, Title II of the Americans with Disabilities Act of 1990 prohibits discrimination on the basis of disability and requires state and local governments to ensure access to government programs, services, activities, and employment; and

WHEREAS, the Americans with Disabilities Act requires public entities to conduct a self-evaluation of all programs, services and facilities; and

WHEREAS, the Americans with Disabilities Act requires jurisdictions with more than 50 employees to establish a transition plan addressing structural or programmatic barriers, the method to make the facilities accessible, and the schedule for achieving compliance; and

WHEREAS, the City of West Covina ADA Title II Self-Evaluation and Transition Plan is a living document to be reviewed and updated to maintain compliance with all federal and state laws; and

WHEREAS, identified barriers in facilities and programs will be removed systematically citywide based on priorities and scheduled phasing determined by public outreach, City programs and citizen requests; and

WHEREAS, the City is dedicated to assuring all of its programs, services, and facilities are usable by every resident and visitor, including those who have disabilities; and

WHEREAS, the City Council has reviewed and desires to adopt the ADA Title II Self-Evaluation and Transition Plan.

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

SECTION 1. The above recitals are true and correct.

SECTION 2. The City Council hereby approves and adopts City of West Covina ADA Title II Self-Evaluation and Transition Plan, attached hereto as Exhibit A and incorporated herein.

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

APPROVED AND ADOPTED this 15th day of July, 2025.

Tony Wu
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Monique S. De La Rosa
Deputy City Clerk

I, MONIQUE S. DE LA ROSA, DEPUTY CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2025-54 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 15th day of July, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Monique S. De La Rosa
Deputy City Clerk

EXHIBIT A

CITY OF WEST COVINA ADA TITLE II SELF-EVALUATION AND TRANSITION PLAN

ADA TITLE II SELF-EVALUATION AND TRANSITION PLAN

prepared for

City of West Covina
1444 West Garvey Avenue, South
West Covina, California 91790



PREPARED BY:
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BV PROJECT #:
162010.23R000.FNL.206

DATE OF REPORT:
May 13, 2025

ADA TITLE II SELF-EVALUATION AND TRANSITION PLAN

OF

CITY OF WEST COVINA
1444 WEST GARVEY AVENUE, SOUTH
WEST COVINA, CALIFORNIA 91790

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1. CERTIFICATION

Bureau Veritas has completed a Comprehensive Accessibility Evaluation of the City of West Covina properties in Los Angeles County, California, in accordance with the requirements of 28 CFR Part 35, the 2010 ADA Design Standards for Accessible Design, and the State of California Building Code sections related to accessibility.

The conclusions and recommendations presented in this Self-Evaluation and Transition Plan are based on the evaluations of properties under the jurisdiction of the City of West Covina, associated documentation related to the properties, and input from the City of West Covina staff.

Accessibility evaluations were conducted by Bureau Veritas Project Architects and Project Engineers during site visits to individual properties. Project Architects' and Engineers' observations were made during site visits conducted in 2023-2024. Cost estimates for barrier removal are planning level cost estimates based on Bureau Veritas's experience with similar properties.

The assessments were performed at the Client's request using methods and procedures consistent with good commercial and customary practice for assessing compliance with the Title II provisions of the Americans with Disabilities Act (ADA), including the requirements of 28 CFR Part 35, and applicable state requirements. Accessibility barriers in areas which were not readily accessible, and/or may not have been visible, may exist. Individual facility reports describe property conditions at the time that the observations and research were conducted. The individual facility reports are not an engineering evaluation of physical conditions. The Self-Evaluation did not include engineering evaluations or engineering calculations to determine the adequacy of the park or facility's original design or to determine engineered cost estimates.

The opinions Bureau Veritas expresses in this report were formed utilizing the degree of skill and care ordinarily exercised by any prudent architect or engineer in the same community under similar circumstances. Bureau Veritas assumes no responsibility or liability for the accuracy of the information contained in this report, which has been obtained from the Client or the Client's representatives, from other interested parties, or from the public domain. The conclusions presented represent Bureau Veritas's professional judgment based on information obtained during the course of this assignment. The conclusions presented are based on the data provided, observations made, and conditions that existed specifically on the date of the assessments of individual properties.

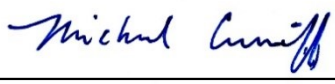
Bureau Veritas certifies that Bureau Veritas has no undisclosed interest in the subject property, Bureau Veritas' relationship with the Client is at arms-length, and that Bureau Veritas' employment and compensation are not contingent upon the findings or estimated costs to remedy any deficiencies.

This report has been prepared on behalf of and exclusively for the use of the City of West Covina for the purposes stated herein. The purpose for which this report shall be used shall be limited to the use as stated in the contract between the client and Bureau Veritas.

This report, or any of the information contained therein, is not for the use or benefit of, nor may it be relied upon by any other person or entity, for any purpose without the advance written consent of Bureau Veritas. Any reuse or distribution without such consent shall be at the client's or recipient's sole risk, without liability to Bureau Veritas.

If you have any questions regarding this report, please contact Michael Cunniff, Program Manager at (800) 766-0660 x 7296214.

Certified by:



Michael Cunniff
Senior Project Manager
Michael.Cunniff@bureauveritas.com

2. OVERVIEW OF THE CITY OF WEST COVINA

The City of West Covina was incorporated as a general law City in 1923. West Covina has a separately elected Mayor, Mayor Pro Tem, and three Council members, each elected to overlapping four-year terms. The Mayor and Council appoint the City Manager and City Attorney, with department directors appointed by the City Manager. The Council-Manager form of government allows for democratic participation, representation through City Council, professional implementation, and efficient operation and delivery of services.

Located 19 miles east of the city of Los Angeles, West Covina is part of Greater Los Angeles with a total area of approximately 16 square miles and a population of approximately 110,000 as of the 2020 census. The motto of the City of West Covina is “Live, Work, Play”, with each City department having their own mission statement. The City is guided by core organizational values that reflect the commitment to excellence in all facets of its operations and services. The City of West Covina’s current staffing, at the time of this evaluation, consists of 419 total employees with 338 full-time and 81 part-time employees.

The City provides a full range of services for its citizens, including police services, parks and recreation programs, planning and development, and street maintenance and lighting. It also operates water, sewer, and storm drain utilities and provides other services, such as refuse collection, through outside contracts.

3. ACCESSIBILITY REQUIREMENTS

3.1 Americans with Disabilities Act

The Americans with Disabilities Act (ADA) of 1990 provides comprehensive, wide-ranging rights and protections to individuals with disabilities in the areas of employment, public accommodations, state and local government services, and telecommunications. Many consider it to be one of the most important civil rights laws since the Civil Rights Act of 1964. The goal of the ADA is to ensure equality of opportunity, full participation, and independent living to all individuals, including those with disabilities; it expressly prohibits all state and local governments and most private businesses from discriminating on the basis of disability. The ADA provides a clear and comprehensive national mandate for the elimination of discrimination against individuals with disabilities. The ADA includes the definition of a disability, and in 2008, the ADA Amendments Act expanded and better defined the definition of a disability.

The ADA defines a disability, with respect to an individual, in one of three ways: a physical or mental impairment that substantially limits one or more major life activities; a record or history of such impairment; or regarded as having such as an impairment. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working.

The ADA is divided into five sections, or titles, covering specific areas: Employment (Title I), State and Local Government (Title II), Places of Public Accommodation (Title III), Telecommunication (Title IV), and Miscellaneous Provisions (Title V). This report focuses solely on Title II.

The Department of Justice (DOJ) is responsible for the enforcement of the provisions of the ADA other than employment policy related issues. The DOJ's regulations implementing Title II of the ADA dictate that local governments and public agencies, such as the City of West Covina, must evaluate their services, programs, policies and practices, and identify barriers that may limit accessibility for individuals with disabilities in a process called a Self-Evaluation and develop a transition plan describing how they will address the removal of physical/structural barriers to accessibility.

In 2010, the DOJ issued revised and expanded ADA regulations. The new regulations revised and updated earlier standards as well as included new standards for various recreational uses such as play equipment, amusement rides, fishing piers, etc. These are collectively called the 2010 ADA Standards for Accessible Design (2010 Standards). These new standards guide all new construction and renovation projects. All facilities and parks have been evaluated and audited using the 2010 Standards.

Generally, Title II of the ADA prohibits discrimination by public entities to access and use of programs, services and activities on the basis of disability. In addition, public agencies must provide program access to all programs of the agency. Program, as used in the phrase "program access", is defined by the Department of Justice as "programs, services, and activities" of the public agency. Program access requires that each service, program, or activity, when viewed in its entirety, be readily accessible and usable by individuals with disabilities and allows for other methods in achieving program access besides structural changes. Where there are no feasible other methods to make the program accessible, structural changes in existing facilities are required. Structural changes to existing buildings, must comply with requirements of the 2010 ADA Standards to the extent feasible to meet program access requirements.

Buildings completed and occupied after January 26, 1992, are required to comply fully with ADAAG. Existing facilities constructed prior to this date are held to the lesser standard of complying to the extent allowed by structural feasibility and the financial resources available, or a reasonable modification/accommodation must be made. However, program access by the public is still required.

A full explanation of the ADA is located in Appendix A.

3.2 Accessibility in the Public Right-of-Way

As part of the Rehabilitation Act of 1973, the U.S. Access Board, originally known as the Architectural and Transportation Barriers Compliance Board was created with the purpose of promoting equality for individuals with disabilities and developing accessibility guidelines and standards in the built environment.

After the Americans with Disabilities Act was enacted in 1990, the Access Board began developing accessibility guidelines for pedestrian facilities in the public right-of-way. The Board issued proposed guidelines in 1992 followed by interim guidelines in 1994 but was met with numerous public comments that indicated that further research was needed on accessible pedestrian facilities in the public right-of-way.

In 1999, a Federal advisory committee was created to recommend accessibility guidelines in the public right-of-way. After various comments and revisions to draft recommendations, in July 2011, the Access Board initiated the instant rulemaking and issued a Notice of Proposed Rulemaking for Accessibility Guidelines for Public Rights-of-Way. In February 2013, the Board issued a Supplemental Notice of Proposed Rulemaking to include accessibility requirements for shared use paths.

The Board reviewed all public comments carefully, consulted with the Department of Justice and United States Department of Transportation, and revised the new guidelines for final publication. The Public Right-of-Way Accessibility Guidelines (PROWAG) final rule came to a halt in January 2017 in response to Executive Order 13771 which required that agencies eliminate two regulations for every new regulation proposed and that total incremental cost of any new regulation and deregulation actions to be zero.

In 2021, Executive Order 13772 rescinded Executive Order 13771, and work resumed on the PROWAG rulemaking. The Board published the final rule in the Federal Register on August 8, 2023 with an effective date of September 7, 2023. On December 18, 2024, the US Department issued a final rule adopting the PROWAG as part of its Americans with Disability Act (ADA) standards for new construction and alterations of transit stops in the public right-of-way. The DOT ruling became effective January 17, 2025. New construction and alterations of transit stops in the public right-of-way are required to comply with technical accessibility specifications. On the other hand, DOJ has yet to adopt the final guidelines, but once the guidelines are adopted by the DOJ, with or without modifications, they will become the minimum design standards enforceable under the ADA for new construction and alterations of all elements within the pedestrian facilities in the public right-of-way.

In addition to federal standards, PROW in the state of California is subjected to the applicable standards in the California Building Code (CBC). Amended in 2004 and 2009, California Government Code, Section 4450, required “all buildings, structures, sidewalks, curbs, and related facilities, constructed in this state by the use of state, county, or municipal funds, or the funds of any political subdivision of the state shall be accessible to and usable by persons with disabilities.” This led to the enactment of the CBC section 1.9, which required all “Publicly funded buildings, structures, sidewalks, curbs, and related facilities shall be accessible to and usable by persons with disabilities” and the public rights-of-way (PROW) being subjected to Chapter 11B of the CBC.

4. REQUIREMENTS FOR A SELF-EVALUATION AND ADA TRANSITION PLAN

The purpose of the ADA is to make sure that people with disabilities can fully participate in all aspects of civic life. Under Title II of the ADA, all state/local governments are required to give people with disabilities an equal opportunity to benefit from their programs, services, and activities.

As part of the City of West Covina's effort to comply with Title II of the Americans with Disabilities Act (ADA), the City has performed a comprehensive Citywide Self-Evaluation and developed an ADA Transition Plan that included programs and services, policies and procedures, public buildings and parks, and public right-of-way facilities. The purpose of this Self-Evaluation and Transition Plan is to plan accessibility compliance for the City of West Covina with the requirements of Title II of the ADA and applicable state regulations contained in the accessibility and related chapters of the California Building Code.

A Self-Evaluation is a governmental organization's evaluation of its current programs, services, activities, policies, practices, and procedures, and all physical facilities. The Self-Evaluation identifies and corrects barriers to accessibility that are not consistent with Title II of the ADA.

This Self-Evaluation includes:

- a review of the City's current programs, services, activities, policies, practices, procedures, and physical facilities
- findings and recommendations regarding those programs, services, activities, policies, and practices, and physical facilities
- the opportunity to interested persons to participate in the Self-Evaluation process through comments and public outreach.

The Transition Plan summarizes the physical obstacles in the City's facilities identified during the Self-Evaluation that limit the accessibility of its program, services, and activities and sets forth the necessary steps to complete those structural changes.

This Transition Plan includes:

- field survey data of physical barriers to access at City owned and leased facilities and pedestrian facilities in the public right-of-way performed by Bureau Veritas
- remediation methods to make the facilities accessible
- estimated cost for remediations
- a schedule for barrier removal including barrier removal prioritization
- official responsible for implementation of the plan
- an opportunity for the public to review and comment on the draft ADA Transition Plan prior to finalization.

A full description of the Self-Evaluation and Transition Plan is provided in Appendix A

5. PUBLIC OUTREACH

5.1 Public Comments

The City of West Covina recognizes the importance of public opinion. To provide all interested persons the opportunity to comment on the self-evaluation and transition strategies, the City of West Covina:

1. Announced on their website and in a public meeting that the City is in the process of updating the City's ADA Self-Evaluation and ADA transition plan.

2. Solicited public input via online survey from November 18 – December 27, 2024. See Appendix B for survey results.

3. Made the draft Self-Evaluation and Transition Plan available for public review from April 10, 2025 – May 12, 2025 prior to finalization. No comments were received during this period.

4. Will present the final Self-Evaluation and Transition Plan to City Council for adoption at a public meeting on July 2025.

The City of West Covina maintains a record of persons consulted, comments received, and any further audit or assessment performed based on the comments received and modifications made. These records will be maintained by the ADA Coordinator, Carmelita Underwood, and will be made available for public inspection. Carmelita Underwood can be reached by email at cunderwood@westcovina.org, by phone at (626) 939-8450 or in person at 1444 West Garvey Avenue, West Covina, CA 91790

6. SELF-EVALUATION: PROGMATTIC AND ADMINISTRATIVE REVIEW

Program access under Title II of the ADA is required for public entities in all of their services, policies, and practices. Public entities shall modify any such services, policies and practices to meet the requirements of 28 CFR Part 35. An evaluation of the City's current programmatic and administrative requirements was completed with recommendations for modifications. The City of West Covina is implementing modifications for non-structural program access immediately to be in compliance with the 28 CFR 35.105. This action plan will correct all deficiencies noted and create established policies and practices for the City to follow.

6.1 Community Services

Requirement:

Programs and services provided by the City of West Covina must not discriminate against individuals with disabilities. This extends to providing programs (such as exercise, recreational, swimming, etc.) in an integrated setting. Providing segregated/separate programs for individuals with disabilities is not acceptable. Additionally, programs that have presentations and use audio/amplified communication (i.e., microphones) need to accommodate individuals with hearing disabilities.

Findings:

The City of West Covina does not have a policy/procedure in place to ensure temporary and special events comply with ADA requirements. This document should provide the basis of ADA requirements to where all temporary and special events are held.

The City of West Covina does not have an accessibility page on their website that provides a list of all accessible features at the facilities, including parking, playgrounds, restrooms, and picnic shelters.

The City of West Covina does not provide a statement on their website under each program, services, and activities that accommodation can be provided.

The City of West Covina does not have a written policy/procedure that provides staff with training in supporting individuals of all abilities in all programming where they meet prerequisite requirements with or without reasonable accommodation.

The City of West Covina does not have written policies and procedures regarding the use of service animals and wheelchairs and manually powered mobility aids.

The City of West Covina does not have a preventative maintenance program to maintain accessible features at all facilities.

Recommendations:

- The following are recommended for policies/procedures for accessibility for special events.

- It is recommended that as part of the Special Event Permit, an accessibility site plan be submitted displaying all accessible features, including parking, accessible routes, restrooms, etc. The ADA Coordinator shall review all accessibility site plans prior to approving applications for a Special Event Permit.

- It is recommended that the contact information of a knowledgeable person to respond to questions regarding disabilities be included in the printed material for the events.

- It is recommended to include protocols to staff about the inquiry of a service animal:

    - Staff may only ask two questions.

        - Is the dog a service animal required because of a disability?

        - What work or task has the dog been trained to perform?

    - Staff cannot ask about the person's disability, require medical documentation, require a special ID or training documentation for the dog.

    - Staff cannot ask the dog to demonstrate its ability to perform the work or task

- It is recommended to include a provision to work with vendors to ensure people with disabilities will have comparable access to food, drinks, merchandise, or services offered.

- It is recommended to include a provision that all staff and volunteers should have a basic awareness of and sensitivity to disability issues. Staff should understand that people with disabilities expect to be treated like all other event participants.

- It is recommended to include provision to ensure events provide compliant dining/work surfaces, if provided.

- It is recommended to include a provision that event holders should provide maintenance of accessible features including placement of temporary signs/trash receptacles/and other portable amenities to not obstruct required clearances.

- For any activity taking place in a swimming pool, ensure that the pool has a pool lift in accordance with the 2010 ADA Standards for Accessible Design.

- All notifications (written/print, website, posters, etc.) should state: "if you need an accommodation in order to participate in this program (wheelchair access, sign language interpreter, written materials in alternate format) please contact……."

- If a program has a fee assigned to it and an individual with a disability requires his own personal assistant to participate, it is advised that the assistant not be charged an admission fee. The City of West Covina is not required to provide personal assistance for an individual with a disability.

- Develop and adopt written policies and procedures and develop ADA training for staff in supporting individuals of all abilities.

- Information about the current accessibility of facilities where programs, services and offices take place needs to be coordinated with the offices who operate the programs and services. If an applicant or participant needs to be accommodated, it may require moving the program to an accessible location or the City of West Covina employee must meet the resident at an accessible location within the variety of City facilities.

- Develop written policies and procedures regarding the use of mobility devices and make the policies and procedures transparent by posting on the City's website. The policy shall:

    - Permit individuals with mobility disabilities to use wheelchairs and manually-powered mobility devices (Walkers, crutches, canes, braces, or other similar devices)

    - Permit the use of power-driven mobility devices by individuals with mobility disabilities, unless the City can demonstrate that the class of power-driven mobility devices cannot be operated with legitimate safety requirements.

    - Shall not allow staff to ask an individual using a wheelchair or other power-driven mobility device questions about the nature and extent of the individual's disability.

    - Allow staff to ask a person using an-other power-driven mobility device to provide credible assurance that the mobility device is required because of the person's disability. Staff should accept presentation of a State-issued disability parking placard or card, or other State-issued proof of disability as a credible assurance. If a State-issued disability parkin placard or card cannot be provided, staff will accept as credible assurance a verbal representation, unless contradicted by observable fact. This does not mean that a mobility disability must be observable as a condition before allowing the use of an other power-driven mobility device, but rather that if an individual is observed thereafter engaging in a physical activity that is contrary to the nature of the disability, the assurance is no longer credible and the individual may be prevented from using the device.

- Develop written policies and procedures regarding the use of service animals and make the policies and procedures transparent by posting on the City's website. The policy shall:

    - Permit the use of a service animal by an individual with a disability

    - Allow staff to remove a service animal if the animal is out of control and the animal's handler does not take effective action to control it, or if the animal is not housebroken,

    - Allow a person with disabilities to the opportunity to participate in the service, program, or activity without the service animals on the premises if the service animal is properly excluded as mentioned above.

    - Shall only allow staff to ask:

        - Is the dog a service animal required because of a disability?

- What work or task has the dog been trained to perform?
- Staff shall not make these inquiries when it is apparent that an animal is trained to do work for an individual with a disabilities

- Shall not require documentation, such as proof that the animal has been certified or trained as a service animal.

- Shall not allow staff to ask or require an individual with a disability to pay a surcharge, even if people accompanied by pets are required to pay fees.

- make reasonable modifications to permit the use of a miniature horse by an individual with a disability if the miniature horse has been individually trained to do work or perform tasks for the benefit of the individual with a disability.

- Furniture placement throughout the facilities creates barriers to access. Maintenance of accessible feature policy shall be adopted to ensure accessibility of facilities.

6.2 Housing

Requirements:

Residential facilities with residential dwelling units shall comply with Section 233 and with the technical and scoping requirements in Chapters 1 through 10 of the 2010 ADA Standards for Accessible Design. These facilities may also be subject to the requirements of the Fair Housing Act (FHA), Section 504 of the Rehabilitation Act of 1973, as amended and/or The US Department of Housing and Urban Development (HUD).

Findings:

The City of West Covina works with Baldwin Park Housing Authority, who administers the Section 8 program for the City.

Recommendations:

- It is recommended that all housing information and applications be provided in an alternative format such as large print, Braille, audiotape, computer disk, pictorial signage, etc. for individuals with disabilities upon request.

6.3 Personnel and Internal Policies and Procedures

Requirements:

No qualified individual with a disability shall, on the basis of disability, be subjected to discrimination in employment under any service, program, or activity conducted by a public entity.

Findings:

The City of West Covina has very extensive and thorough policies ranging from administrative, personnel, rules and regulations, and other miscellaneous categories. Key administrative policies reviewed include:

- Policy against Discrimination, Harassment and Retaliation; Complaint Procedure: This policy underscores the City's commitment to a zero-tolerance environment against discrimination, harassment, or retaliation based on protected classifications such as race, gender, disability, or other legally recognized categories. It outlines reporting procedures, confidentiality measures, and responsibilities of all employees. Violators are subject to disciplinary action, including termination .

- Reasonable Accommodation and Interactive Process: The City provides accommodations for employees with disabilities, pregnancy-related conditions, or those affected by domestic violence, sexual assault, or stalking. This includes a detailed interactive process to identify suitable accommodations. Supporting documentation, fitness-for-duty examinations, and ongoing communication ensure compliance with legal standards and employee safety .

- Sick Leave: Employees earn sick leave to address personal or family medical needs. Accruals, permissible uses, and procedures for notifying supervisors are specified. Sick leave may also be used in compliance with laws related to care responsibilities for family members .

- Family and Medical Care Leaves: This section aligns with federal and state regulations like FMLA/CFRA, allowing eligible employees to take unpaid leave for family or medical reasons. The policy covers qualifying conditions, notice requirements, and reinstatement rights upon return .

- Lactation Policy: The City provides a supportive environment for breastfeeding employees, ensuring access to private lactation spaces and break times for nursing. Facilities must comply with health and safety standards, and employees are protected from discrimination related to lactation needs .

- Work Related Disability Leave: Employees injured on the job are entitled to leave under workers' compensation laws. This includes medical treatment, wage replacement, and return-to-work procedures, ensuring their rights are upheld while facilitating recovery and reintegration .

- Special Leave of Absence with Pay: This leave is granted for specific purposes, such as jury duty, military service, or other extraordinary circumstances, as approved by the City. Eligibility and procedures are detailed to maintain fairness and operational continuity .

- Disciplinary Actions: The City has a structured approach to disciplinary measures for employee misconduct or performance issues. Actions range from warnings to termination, depending on the severity of the infraction. Processes include clear guidelines to ensure fairness and compliance with labor laws .

- Grievance and Complaint Procedure: This procedure provides a systematic process for employees to raise concerns about workplace issues, including disciplinary actions or policy violations. Steps include informal resolution attempts, formal filings, and, if necessary, hearings for a fair and impartial resolution

Recommendations:

- Specify in the reasonable accommodation and interactive process a clear timeline for each step to avoid unnecessary delays. Document all discussions to ensure transparency.
- Ensure that medical records are strictly secured and accessed only by those directly responsible for accommodations.
- Continue to provide ADA training for HR staff, supervisors, and managers to ensure they understand their responsibilities in recognizing and accommodating disabilities.

6.4 Human Resources: Position Descriptions

Requirements:

Title I of the ADA prohibits employers from discriminating against qualified individuals with disabilities in job application procedures, hiring, firing, advancement compensation, job training, and other terms, conditions, and privileges of employment. The ADA covers employers with 15 or more employees and includes State and local governments. No qualified individual with a disability shall, on the basis of disability, be subjected to discrimination in employment under any service, program, or activity conducted by a public entity.

Findings:

Several position descriptions were reviewed.

- Audit Committee Member
- Community and Senior Services Commissioner
- Planning Commissioner
- Police Corporal
- Senior Communications Operator

Police Corporal and Senior Communications Operator job descriptions uses language that may deter people with disabilities from applying such as “walking” and “climbing”, “physical activity involving the arms, wrists, and hands, including writing and using a keyboard“ and ”ability to read, write and communicate”

All job descriptions include an Equal Employment Opportunity (EEO) statement and contact information for accommodation requests.

All job descriptions do not include a disclaimer language to remind employees/applicants that the description is subject to change.

Recommendations:

- ADA-compliant words shall be used to describe physical demand. Words that convey the actual requirements of the job shall be use without limiting the physical demands to certain abilities.
    - Instead of stand/sit, use remain in stationary position
    - Instead of walk, run, use move, traverse
    - instead of use hand/fingers to handle or feel use operate, activate, use, prepare, inspect, place, detect, diagnose, install/place, remove/replace, adjust, attach, drafts/writes,
    - instead of climb (stairs/ladders) or balance use ascend/descend, work atop, traverse, ability to access elevated areas, ability to navigate various terrains or heights
    - Instead of stoop, kneel, crouch, or crawl use position self (to), move.
    - Instead of talk/hear use communicate, detect, converse with, discern, convey, express oneself, discuss, exchange information
    - Instead of see, use detect, determine, discern, perceive, identify, assess
    - Instead of lift, carry weight, use move, transport, position, install
- Job descriptions shall add language for reasonable accommodations for specific physical requirements and avoid language that may unintentionally exclude individuals with disabilities who may perform a task differently. For example,
    - if a job requires moving heavy objects, add “with accommodations upon request”
    - if a job requires at physical activity involving the arms, wrists, and hands, including writing and using a keyboard, revise language to “Requires the ability to perform task that involve fine motor skills, such as operating a keyboard, writing, or similar functions essential to communications”.
    - It also requires physical abilities associated with the ability to read, write and communicate, revise language to “Requires effective communication skills and the ability to comprehend written and digital information, using available tools or accommodations as necessary.
- It is recommended that disclaimer language be included in all job descriptions to remind employees/applicants that the description is subject to change.
- It is best practice to include language that “supervisors may assign additional duties or requirements” so applicants know they can safely apply regardless of disability status.

6.5 ADA Coordinator

Requirements:

Title II also requires a designated accessibility coordinator to ensure the resolution of complaints and by inference, an employee or employees who will coordinate removal of barriers. A public entity that employs 50 or more persons shall designate at least one employee to coordinate its efforts to comply with and carry out its responsibilities under this part, including any investigation of any complaint communicated to it, alleging its noncompliance with this part, or alleging any actions that would be prohibited by this part. The public entity shall make available to all interested individuals the name, office address, and telephone number of the employee or employees designated pursuant to this paragraph.

Findings:

The City of West Covina has an ADA Coordinator, Carmelita Underwood, who investigates all complaints alleging that the government does not comply with the ADA. The ADA Coordinator's name is posted publicly on the City's website.

The ADA Coordinator is also the HR manager and may not have the expertise and time necessary to coordinate the efforts to comply with the ADA, including implementation of the Transition Plan. All the roles and responsibilities of the ADA Coordinator are not included in the position description.

Recommendations:

- It is recommended that the name, office address and telephone number of the designated ADA Coordinator be posted on all accessibility related documents. The contact information shall be updated as necessary.
- Ensure the ADA Coordinator has the time and expertise to comply with and carry out its responsibilities.
- All the roles of the ADA Coordinator should be established to ensure the City of West Covina complies with the requirements of the ADA. See Appendix C.
- Establish person responsible when ADA coordinator is not available.

6.6 Notice of the ADA's Provisions

Requirements:

An ADA Public Notice is required by all state and local governments covered by Title II, even entities with less than 50 employees. The target audience for the notice includes everyone who interacts with or would potentially interact with the Title II entity. The notice should include relevant information regarding Title II of the ADA, and how it applies to programs, services, activities of the public entity, and the contact information of the ADA Coordinator. The head of the public entity shall determine the most effective way of providing the public notice and provide the information on an ongoing basis. Information must be accessible to all and available in alternative formats (recording, radio announcement, large print, Braille, HTML format).

Findings:

The City of West Covina adopted an ADA public notice and posts the notice on the City's website, but the ADA Coordinator contact information has not been updated to the current ADA Coordinators name, Carmelita Underwood. See Appendix D for the City's public notice.

Recommendations:

- Establish a written policy/procedure to update the ADA Coordinator contact name as necessary.
- Develop written procedures to inform the public of their rights under the ADA. Consider providing the notice with job applications, posting the notice at all facilities, using the City's social media platforms, and including it in program handbooks and activities schedule.

6.7 Grievance Procedures

Requirements:

Title II of the Americans with Disabilities Act (ADA) requires government entities to establish a complaint procedure for both the public and employees. A public entity that employs 50 or more persons shall adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by the ADA. The complaint procedure must include an accessible method of filing an accessibility complaint, such as a grievance procedure and grievance form posted on the city website.

Findings:

The City of West Covina adopts a grievance procedure and posts the procedure and grievance forms on the City's website. See Appendix E for the City's Grievance Procedure.

Grievance/appeal forms were not located.

Recommendations:

- Establish a written policy to inform people of the ADA Grievance Procedure and to provide the procedure in alternate formats. Consider posting the notice at all facilities, program handbooks, social media, etc.
- Develop a written policy to update procedure and contact information as necessary.
- Develop grievance/appeal forms to streamline the grievance procedure process.
- Distribute grievance procedures to all department heads to ensure consistency.

6.8 General Effective Communications

Requirements:

Title II of the ADA requires that all state and local government take steps to ensure their communications with people with disabilities are as effective as communications with others. This requirement is referred to as "effective communication" and is required except where a state or local government can show that providing effective communication would fundamentally alter the nature of the service or program in question or would result in an undue financial and administrative burden. Effective communication applies to all members of the public with a disability, including job applicants, program participants, people who contact the state or local government seeking information about programs, services, or activities.

Findings:

The City of West Covina does not have a written policy and procedures in place to deal with requests from the general public for sign language, oral, cued speech interpreters.

The City of West Covina does not have employees who are qualified interpreters but does have arrangements with one or more vendors to provide interpreting services when needed.

The City of West Covina does not have a written policy or procedure to deal with requests from the general public for documents in Braille, large print, audio, recording, and accessible electronic format.

The City of West Covina does not have a written policy or procedure to deal with requests from the general public for notetakers, computer-assisted real- time transcription services, and other auxiliary aids.

The City of West Covina does not have equipment or arrangements with vendors to provide written materials in alternative formats.

Recommendations:

- Develop written policy on interpreter including:
    - the time required to obtain interpreter. Interpreters should be able to be obtained in a short period of time. In an emergency, sign language interpreter should be available in person or video relay system within an hour of receiving the request. In non-emergency situations, sign language interpreter should be made available within a reasonable advance notice.
    - a statement that a family member or companion of deaf persons shall not be requested to serve as sign language interpreter.
    - a statement that a person with a hearing impairment shall not be charged for the cost of the interpreter
    - a statement of when a request for an interpreter is deny based on undue financial and administrative burden and that the individual with a disability will receive the benefits or services provided

- Make arrangements with vendors so interpreters are available when needed.
- Develop policies and procedures to provide auxiliary aids and services.
- Train employees so they know the policies and appropriate procedures to follow when they receive a request for interpreter or auxiliary aids.
- Make policy and procedures on the provision of interpreters/auxiliary aids available to employees in all departments who face the public.
- Make arrangements with vendors to provide written materials in alternate formats (e.g., Braille large print, audio format, electronic format).
- Publish the City's effective communication policy on the City's website in an accessible format.
- Solicit feedback from the community who have different disabilities on the effectiveness of the communication policy.

6.9 9-1-1 and Emergency Communication Services

Requirements:

The ADA requires that all Public Safety Answering Points (PSAPs) provide direct and equal access to their services for people with disabilities who use teletypewriters (TTYs). PSAPs must directly receive TTY calls without relying on an outside relay service or third-party services. Telephone emergency services provided for TTY users must be as effective as those provided for people who make voice calls. All basic emergency services provided by public safety agencies are covered, including police, fire, and ambulance services. Direct, equal access must be provided to all services included in the system.

Findings:

The City of West Covina contracts out their 9-1-1 services to Verdugo Dispatch who provides direct and equal access for people with disabilities, including Text-to-911 and relay services.

Recommendations:

- Ensure the City's contract with Verdugo Dispatch includes written language and requirements to comply with the ADA.

6.10 Website Accessibility

Requirements:

The Department of Justice (DOJ) has stated, as they have in the past with other elements, spaces, or technologies for which there are no technical accessibility specifications, that the absence of a technical standard does not "serve as a basis for noncompliance" with the ADA's general obligation to ensure equal access to goods and services; rather, it means that entities have flexibility in how to facilitate that access. There are standards and guidelines that can help web developers create and maintain accessible websites. For example, the Web Content Accessibility Guidelines (WCAG) developed by the global Web Accessibility Initiative (WAI), which is part of the World Wide Web Consortium, the main international standards organization for the Internet, have long been available, and DOJ has often referred to these guidelines as a way of measuring the accessibility of websites.

Findings:

The City of West Covina has performed an extensive analysis of the City's website for accessibility. Results can be found in Appendix F.

The City of West Covina has adopted an accessibility policy posted on their website but does not include specific steps and timeframes in their plans to make the website accessible.

The City of West Covina does not invite people with disabilities to test the City's webpages.

Recommendations:

- Adopt a website accessibility policy and develop a plan to make the City's website accessible including specific steps, time frames, and the standards and guidelines that are used. Post the accessibility policy on the City's website.

- Provide a way for visitors to request accessible information and provide feedback on the City's website. Consider posting a telephone number and email on the City's website. Develop procedures to ensure a quick response to people who use this contact information.

- It is recommended that in-house staff and contractor staff receive copies of the Department of Justice's technical assistance document "Accessibility of State and Local government Websites to People with Disabilities" provided in Appendix G.

6.11 Curb Ramps and Pedestrian Crossing

Requirements:

Title II of the ADA requires State and local governments to make pedestrian crossings accessible to people with disabilities by providing curb ramps. This requirement applies if your state or local government has responsibility or authority over highways, streets, roads, pedestrian crossing, or walkways. Some public entities have extensive responsibilities for the street, roads, sidewalk, and pedestrian crossing in their area, but most public entities have limited responsibility for them.

Findings:

The City of West Covina does not have written procedures used to evaluate requests from the public for the installation of, or modification to curb ramps.

Recommendations:

- Develop and adopt written procedures to address curb ramp requests and modification from the public. Consider providing a curb ramp request form on the City's website.

6.12 Emergency Management

Requirements:

One of the primary responsibilities of state and local governments is to protect residents and visitors from harm, including assistance in preparing for, responding to, and recovering from emergencies and disasters. State and local governments must comply with Title II of the ADA in the emergency- and disaster-related programs, services, and activities they provide. This requirement applies to programs, services, and activities provided directly by state and local governments as well as those provided through third parties, such as the American Red Cross, private nonprofit organizations, and religious entities. Under Title II of the ADA, emergency programs, services, activities, and facilities must be accessible to people with disabilities and generally may not use eligibility criteria that screen out or tend to screen out people with disabilities. The ADA also requires making reasonable modifications to policies, practices, and procedures when necessary to avoid discrimination against a person with a disability and taking the steps necessary to ensure effective communication with people with disabilities. The ADA generally does not require state or local emergency management programs to take actions that would fundamentally alter the nature of a program, service, or activity or impose undue financial and administrative burdens.

Findings:

The City of West Covina has agreements with Red Cross to help with emergency management who uses ADA compliant school sites for shelter.

The City of West Covina is in the process of updating their Emergency Operation Plan. The draft updates to the plan include filling an ADA specialist position, planning ADA compliant evacuation procedures and resources required, ensuring adequate ADA training for First Responders, Staff, and Volunteers.

The City of West Covina has multiple policies and procedures to ensure people with disabilities have access to their emergency and disaster-related programs. Some written policies and procedures include:

- ensuring people with disabilities are evacuated and transported to shelters together with their families and are not separated from their service animals during evacuation and transportation

- ensuring accessible features of emergency shelters are maintained and that barriers to accessibility are not created by staff/volunteers.

- providing assistance for people with low vision or who are blind or use mobility devices
- providing “stress-relief” zones
- providing procedures regarding the use of service animals and mobility devices
- ensuring back-up generators or a way to keep medication refrigerated is provided
- providing immediate access to food and refrigerated medications for shelter residents and volunteers
- ensuring medical and social services and other benefit programs are accessible to people with disabilities

The City of West Covina does not provide outreach or solicit feedback from people with a variety of disabilities on their Emergency Operation Plan

The City of West does not have written policies to supply of informational materials routinely handed out at emergency shelters available in alternative formats (Braille, large print) for people who are blind or have low vision.

Recommendations:

- Work with SCE to maintain registry of people who may need assistance during evacuation, including outreach to people with disabilities, and organizations with expertise on disability issues. Outreach should explain the purpose of the registries and emphasis that the registry is voluntary and guarantee confidential.
- Adopt procedures to provide effective communication for people who are deaf or have low vision such as a procedure to supply informational materials routinely handed out at emergency shelters in alternative formats (Braille, large print) for people who are blind or have low vision

7. SELF-EVALUATION: FACILITY and PROW ASSESSMENTS

A public entity shall evaluate all existing programs and facilities to ensure they are readily available to and usable by people with disabilities. This includes removing physical/structural barriers to accessibility at buildings, parks, and public right-of-way pedestrian facilities. Physical/structural barrier to accessibility from the facility assessments will be scheduled for barrier removal into the City's Transition Plan.

7.1 City Facilities

The table below lists the locations of all city buildings and parks where programs, services, and activities are provided by the City of West Covina.

FACILITY	AMENITIES	ADDRESS
Aroma Parkette	Walkways, Covered Playground	East Aroma Drive and Pacific Park Way, West Covina, CA 91791
Cameron Park	Parking, Walkways, Indoor Gym, Multipurpose Room, Lounge, Game Room, Summer Youth Program, Recreation Classes (Cheer, Pickleball, Basketball, Volleyball, Drawing, Youth and Adult Leagues, Facility Rentals, Kitchen	1305 East Cameron Avenue, West Covina, CA 91790
City Hall & West Covina Civic Center	Parking, Walkways, City Official Offices, Departments (Community Development, Code Enforcement, Finance, Fire, HR and Risk Management, Police, Public Services)	1444 West Garvey Avenue, West Covina, CA 91790
City Yard	Parking, Public Works Garages, Fleet Services	825 South Sunset Avenue, West Covina, CA 91790
Cortez Park	Parking, Walkways, Baseball Fields, Football Field, Gazebos, Park Rentals, Youth Sports Leagues, Rentals, Special Events, Playgrounds, Snack Bars	2441 East Cortez Avenue, West Covina, CA 91791
Del Norte Park	Parking, Walkways, Restrooms, Baseball Fields, Tennis Courts, Dog Park, Covered Picnic Areas, Playground, Snack Bar, Splash Pad	1500 West Rowland Avenue, West Covina, CA 91790
Fire Station 2	Parking, Walkways, , Fire and Rescue Services, Public Tours,	2441 East Cortez Avenue, West Covina, CA 91791
Fire Station 3	Parking, Fire and Rescue Services, Public Tours, Classes/Trainings	1435 East Puente Avenue, West Covina, CA 91790
Fire Station 4	Parking, Fire and Rescue Services, Public Tours, Classes/Trainings	1815 South Azusa Avenue, West Covina, CA 91792
Fire Station 5	Parking, Fire and Rescue Services, Public Tours, Classes/Trainings	2650 Shadow Oak Drive, West Covina, CA 91792

Friendship Park	Parking, Walkways, Restrooms, Baseball Fields, Playground, Covered Picnic Areas	3740 Sentous Avenue, West Covina, CA 91792
Galster Wilderness Park	Parking, Walkways, Museum Exhibits, Educational Center, Playground, Walking Trail	1620 East Aroma Drive, West Covina, CA 91791
Orangewood Park	Walkways, Restrooms, Playground, Covered Picnic Areas, Soccer Fields	1615 W Merced Ave, West Covina, CA 91790
Gingrich Park	Walkways, Restrooms, Baseball Fields, Playground, Covered Picnic Areas, Hockey Rink, Skate Park, Basketball Court, Rentals	1821 East Woodgate Drive, West Covina, CA 91792
Maverick Field	Baseball Field, Restrooms, Equestrian Center	350 South Citrus Street, West Covina, CA 91791
Palm View Park	Parking, Walkways, Playgrounds, Adaptive Recreational Activities serving Individuals with Disabilities	1340 East Puente Avenue, West Covina, CA 91790
Senior and Community Center at Cortez Park	Parking, Walkways, Senior Center, Recreational Activities (Volunteering, Friday Movies, Excursions, Recreation Classes, Workshops), Covered Picnic Areas, Special Events, Baseball Field	2501 West Cortez Avenue, West Covina, CA 91791
Shadow Oak Park	Parking, Walkways, Sports Facilities, Recreational Classes, Contract Classes, Event Space Rentals	2121 Shadow Oak Drive, West Covina, CA 91792
Walmerado Park	Parking, Walkways, Concessions, Baseball Fields, Picnic Areas	625 East Merced Avenue, West Covina, CA 91790
Woodgrove Park	Walkways, Playground, Restrooms, Picnic Area	2001 Brentwood Drive, West Covina, CA 91792

The scope of the individual assessments comprised of the exterior features/amenities of the site and the interior of the buildings on site. Exterior elements assessed include accessible parking and exterior accessible pedestrian paths of travel to and from all amenities and features provided at each site. Interior spaces consist of the common corridors, public restrooms, conference rooms, offices, and other interior elements along the common path of travel, such as water fountains.

A Bureau Veritas Subject Matter Expert visited each property within the City of West Covina to evaluate the facilities in accordance with the ADA and State of California Building Code and assess the existing property improvements' compliance with the Title II provisions of the Americans with Disabilities Act (ADA) and applicable state requirements.

The field observer conducted a thorough review of the facility to observe and identify barriers to accessibility and formulate recommendations to remedy the physical barriers. As a part of the review, the field observer met with a property representative with specific knowledge of the facility to gain a clear understanding of overall features, public use patterns, and relevant historical data. All features of the property are subject to observation, which includes but is not limited to parking lots, sidewalks, access ramps, and all common areas accessible to the public, as well as employee areas.

During the site walk-through, the field observer followed a Survey Form that meets or exceeds the current ADAAG format and utilized a digital level, measuring tape, pressure gauge, and digital camera. The field observer identified and prioritized any existing improvements not in accordance with the applicable ADA requirements in the order of preference as set out by the DOJ in general categories and refined by Bureau Veritas.

The Bureau Veritas team assessed exterior and interior in order to identify existing conditions that are not in accordance with the applicable regulations. Examples of elements required to be accessible are:

- Parking- adequacy as to automobile number, van accessible number, signage, and markings
- Parking and passenger loading zones
- Accessible routes: sidewalks and paths, interior routes
- Space allowance and ranges
- Protruding objects
- Ground and floor surfaces
- Curb and other ramps; size, distance, slope, rails, and surface finishes
- Exterior and interior common stairs
- Platform lifts (wheelchair lifts)
- Entrances and exits to common areas and employee areas
- Handrails and grab bars
- Alarms (visual and audible) and warnings
- Signage, Braille, and visual
- Switches and outlets

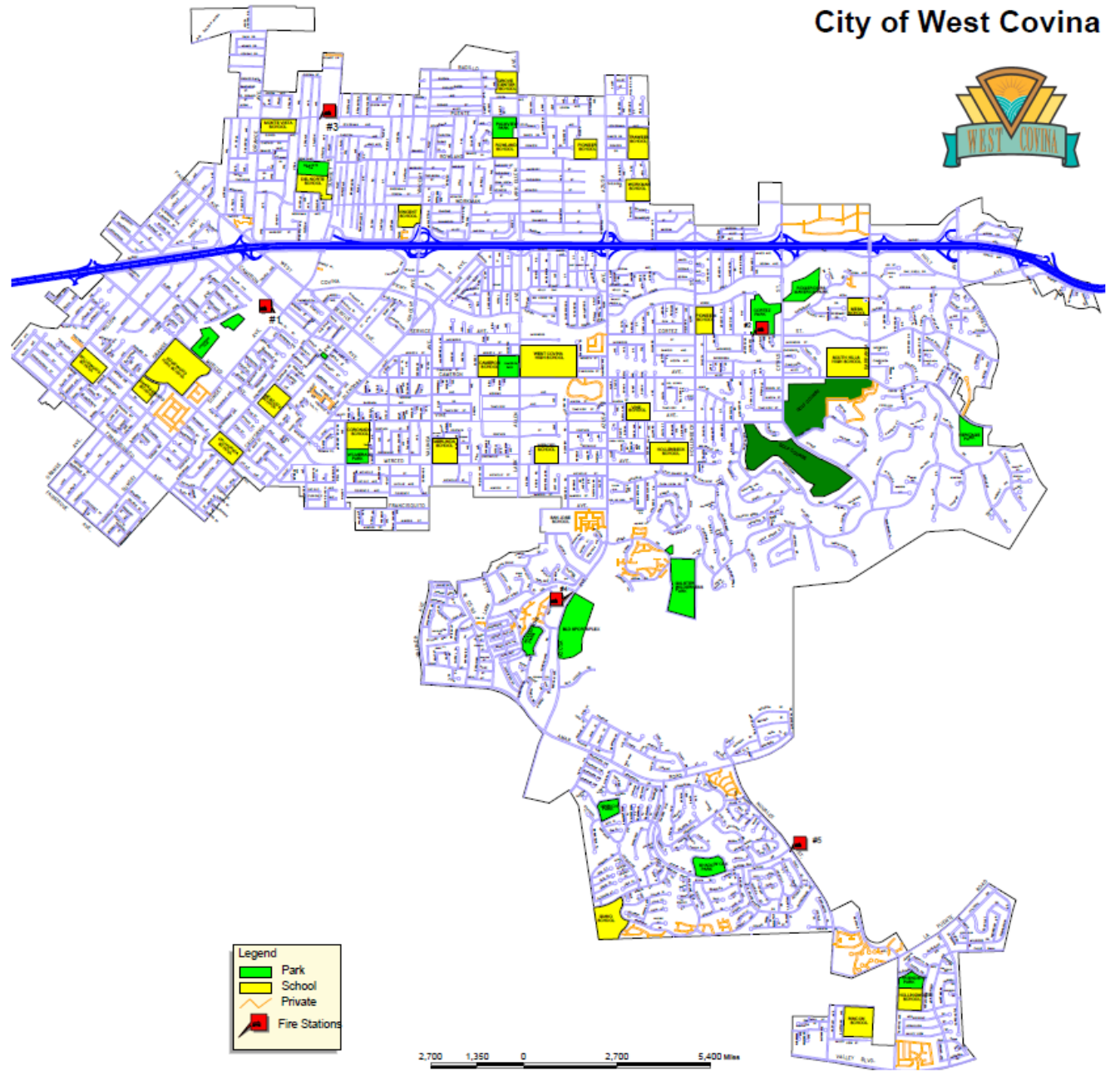
Individual assessment reports for each property surveyed included:

- Summary of Findings for all amenity features (parking stalls, curb ramps, paths of travel, etc.)
- Individually recorded barriers
- Digital photos of observed deficiencies and representative photos of elements observed to be in compliance
- Geocode GPS references for the location of observed deficiencies
- Applicable ADA and State of California regulatory references
- Recommendations for viable corrective measures necessary to comply with regulations
- Planning level cost estimates for each barrier

Assessment results were tabulated into an ADA database using AssetCALC™, an online interactive database created by Bureau Veritas to manage ADA and state accessibility code information. The AssetCALC™ asset management database used by Bureau Veritas establishes an online database in www.Assetcalc.net, which is used to compile records of all deficiencies and accessibility barriers, store photos, and documents related to the individual facilities, and create reports. AssetCALC™ provides the ability to list, prioritize, query, and track accessibility barrier removals. Cost data in the database is calculated using rounding. Any minor discrepancies in the costs shown in this report are the result of rounding.

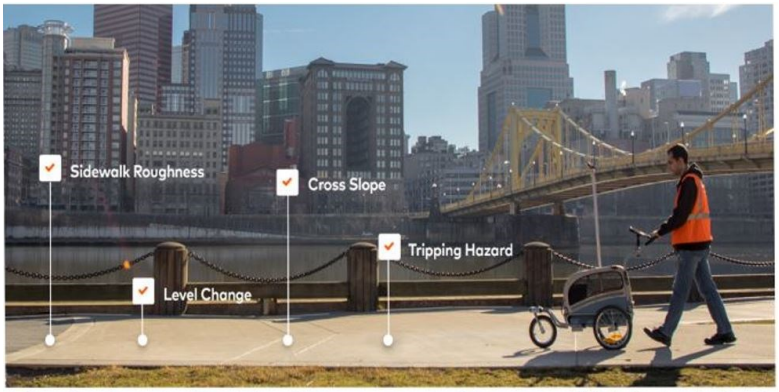
7.2 City PROW Pedestrian Facility

As part of the City of West Covina's effort to comply with Title II of the ADA, the City's pedestrian facilities in the public right-of-way were evaluated for ADA compliance using the proposed PROWAG and applicable state and local accessibility regulations. 2,381 curb ramps, 181 transit stops, 641 pedestrian signals, and 314.46 miles of sidewalk were assessed for physical barriers to accessibility. The figure below displays all areas evaluated as part of the City owned public right-of-way.



Map View of City PROW Facilities

Sidewalk data was collected using pathVu's "pathMet" sidewalk profiler, which was developed for sidewalk ADA assessments. *pathMet* is a manually propelled, multi-sensor, stroller-type profiling tool. It uses GPS and high-resolution cameras, lasers, and sensors to measure ADA compliance of sidewalks including cross slope, running slope, surface roughness, clear width of sidewalks, protruding hazards, and level changes. Deviations from the required ADA standards and other applicable guidelines pertaining to PROW are identified using detailed information on slopes and surface variations. A comprehensive data set has been provided to the City for inclusion into the City's existing GIS system.



Curb ramps were assessed using pathVU's "curbMet" assessment tool. Data collected included: running slope, cross slope, width and length dimensions, flare information, the presence of detectable warnings, damages, obstructions, landing slopes, as well as several other attributes. The internal data collection checklist is based on ADA and the California Building Code requirements as well as the Public Right of Way Accessibility Guidelines (PROWAG) recommendations. A comprehensive data set has been provided to the City for inclusion into the City's existing GIS system.





7.3 Basis for Probable Costs

The estimates for the repair and capital reserves items noted within this report are summarized in Section 11.2. Individual observation details for City facilities are provided in Appendix I.

The estimates are based on invoice or bid documents provided either by the Owner/facility and construction costs developed by construction resources such as *R.S. Means* and *Marshall & Swift,* Bureau Veritas' experience with past costs for similar properties, city cost indexes, and assumptions regarding future economic conditions. Typically, barrier removal allowances are based upon the removal of the specific element being evaluated (for example, parking stalls, curb ramps, ramps). Grading plans based on field surveys using land surveyor instrumentation could result in significantly different material quantities and subsequent higher project costs. Bureau Veritas has no control over the final scope of work, pricing methods, and costs associated with a contractor constructing the project. The opinion of probable costs within this report cannot guarantee that the costs will accurately reflect the actual bids for construction.

8. COMPLIANCE STRATEGY

The proposed strategy for ADA compliance is a multi-phase approach for facility access as well as programmatic access. The goal of this strategy is to ensure that the programs, services, and opportunities offered by the City of West Covina are accessible to the citizens of the City of West Covina community, regardless of abilities, yet provide a realistic plan for barrier removal, which is within the fiscal capabilities of the City of West Covina.

The provision of facility access is proposed to be based on a park/facility level, with the initial focus on the highest use properties. As its foundation, the proposed strategy is to ensure amenities which are in highest demand are accessible, subject to various limitations such as technically infeasible conditions and undue financial and administrative burdens. The strategy takes into account numerous factors such as population density, usage levels, amenity uniqueness, and other factors. This strategy will enable the best use of available funds to provide the optimal facility access to the City's programs for all citizens.

Programmatic access will be an ongoing effort. The City of West Covina will initiate efforts to improve facility access, develop, and expand its review of its many programs with a focus on policy initiatives, inclusion, and reasonable accommodation needs. Not all structural barriers must be removed, as long as the disabled community is accommodated, and the unique programs, facilities, and services of the city are made available for disabled users. Selected recurring amenities will be made barrier-free, so that at least one of each type of amenity is accessible.

The level of funding is expected to continue at the same level going forward. Therefore, the majority of barrier removal is not anticipated to be funded as a separate initiative, but rather as part of larger capital projects. Barrier removal must be accomplished in phases, as funding becomes available.

9. PHASING AND PRIORITIES

9.1 City Facility Phasing and Individual Facility Barrier Priorities

Barrier removal of physical/structural barriers to accessibility will not be instantaneous, but rather, it will occur over the course of several years. In order to prioritize barrier removal that will have the most impactful effect, the City of West Covina has adopted a multi-phase strategy.

With feedback from the public during development of the Transition Plan and according to facility usage levels, priority groupings of facilities were identified to guide the barrier removal work. Facility usage rates were primarily determined by the number of amenities, services, and programs available at a facility and general visual observation by City staff. Phasing plans based on priorities are:

- Phase One (Fiscal Years 2026 – 2031) – City Hall, Large Sports Complexes, Senior Center
- Phase Two (Fiscal Years 2029 – 2032) - Parks with Multiple Programs and Amenities
- Phase Three (Fiscal Years 2031 – 2034) – Parks with Some Programs and Amenities
- Phase Four (Fiscal Years 2033 – 2036) – Fire Stations, Public Works

In addition to barrier removal based on a phasing plan, barrier removal at each individual facility will be prioritized based on a priority level.

The following priority levels have been used to assign priorities to barriers within each property and facility.

Priority 1: ***Path of Travel-***

Accessible Van Parking – Access to a public facility begins with accessible parking. Van accessible parking is deemed the most important barrier. Those with the most severe disabilities tend to require a van accessible space to accommodate their vehicle and mobility device. In addition, when only the minimum number of accessible spaces is required, it must be a van accessible space. This priority includes all barriers associated with the compliance of a van accessible space including signage, restriping, constructing, or reconfiguring the pavement to accommodate the required number of spaces.

Accessible Car Parking – Access to a public facility begins with accessible parking. Car accessible parking is deemed the second most important barrier. This priority includes all barriers associated with the compliance of a van accessible space including signage, restriping, constructing, or reconfiguring the pavement to accommodate the required number of accessible spaces.

Accessible Approach and Entrances – A public agency is required to take measures to provide access to a place of public accommodation and employee areas from public sidewalks, parking, or public transportation. The DOJ dictates the minimum width, cross and running slope, signage, and handrail requirements associated with pedestrian accessible routes of travel. These measures include, for example, installing an entrance ramp, correcting tripping hazards or lessening the slope of a curb ramp. At least one route of travel to each amenity or feature should be safe and accessible for everyone, including people with disabilities.

Priority 2: ***Elements used for programs, services, and activities-*** Barriers may include play equipment, picnic tables, public counters, benches, and trash receptacles.

Priority 3: ***Restrooms, Signage -*** Barriers may include widening of toilet stalls, installation of grab bars, and lowering lavatories and mirrors.

Priority 4: ***Access to Auxiliary Features and Amenities –*** A public agency is required to take measures to provide access to auxiliary features and amenities along paths of travel, for instance, kiosks, water fountains, and kitchen appliances.

Priority 5: ***Employee-only Areas-*** Employee-only areas are required to have accessible entrances and exits, and accessible paths of travel within interior work areas and workstations. Corridors in employee-only areas, employee-only restrooms, employee-only kitchens and employee-only break rooms are considered public areas (rather than employee-only areas) under the ADA, and therefore, are required to fully comply with accessibility regulations governing those types of areas.

Employee areas have been set as the lowest priority, due to the fact that the total estimated cost for barrier removal in public areas is the more pressing need.

Some of the existing accessibility barriers require a minimal amount of effort or expense to remove and are found throughout the system. These types of barrier removals are called “Low Hanging Fruit,” or easy barrier removal. “Low hanging fruit” is defined as accessibility barrier removal which can be incorporated into recurring work being completed on a life cycle basis, and which is relatively low in cost.

9.2 City PROW Barrier Phasing

The City of West Covina has adopted a 15-year plan to complete barrier remediation for pedestrian facilities within the public right of way (PROW). Barrier remediation has been prioritized into three phases based on the severity and location of the barriers. To provide a method to determine the severity, a sidewalk Route Accessibility Index (RAI) score and a curb ramp score was created and assigned to each sidewalk section and curb ramp. Phasing for barrier removal in the PROW was prioritized using the RAI value and curb ramp score. The estimated fiscal years to remove barriers to accessibility in each phase are summarized below.

- Phase 1 – Fiscal Years 2026 – 2031
- Phase 2 – Fiscal Years 2032 – 2036
- Phase 3 - Fiscal Years 2037 – 2042

The sidewalk RAI scores range from 0 to 100 and are a weighted scale of the vertical level changes, smoothness of the surface, running and cross slopes. A sidewalk section with a score of 0 to 40 is considered inadequate with multiple barriers to access and a score of 80 - 100 is considered great to good with zero to little barriers to access. For example, a sidewalk section with an RAI of 0 - 40 may be identified with vertical changes in level greater than 1”, cross slopes greater than 6.0%, and a rough surface with multiple cracks. The purpose of the RAI is to provide a weighted usability average to each segment of sidewalk. The RAI can be adjusted based on City of West Covina’s needs. The current weights are set at 40% level changes, 15% roughness, 40% cross slope, and 5% running slopes.

Similarly, the curb ramp score is a weighted calculation of the various measured attributes including cross slopes, running slopes, flare slopes, landing slopes, clear width, obstructions, and the presence of detectible warnings. It is intended only to provide a general usability rating (0 - 40 being missing / poor, and 80 - 100 being fully or nearly fully compliant), and can be adjusted based on the City of West Covina’s needs.

In addition to RAI score and curb ramp scores, criteria for removal of barriers in the right-of-way also include the following:

1. Locations of citizen complaint or request (ADA Title II program access),
2. Locations serving government offices and public facilities,
3. Locations serving transportation,
4. Locations serving commercial districts and employers; and
5. Residential areas

For example, a Phase 1 curb ramp serving an area with government offices and public facilities will take priority over a Phase 1 curb ramp serving a transportation area and so forth. Citizen's complaint or request will take priority above all else.

In conjunction with the City's 2016 General Plan, the City of West Covina has identified several priority areas surrounding frequently accessed public buildings, schools, and retail areas. Sidewalk, curb ramp, bus stop, and pedestrian signal barriers have been identified within these areas and a budgetary cost to remove them has been established.

10. CITY OF WEST COVINA FUNDING LEVELS

The total amount of revenue in the 2025 proposed budget is expected to be approximately $136M. The majority of the funds are allocated to expenses not related to physical facility improvements, such as wages, insurance, equipment, and other program expenses. The existing revenue level is not anticipated to increase significantly in the future. The City of West Covina generates its funding from several sources:

- Property Tax
- Sales Tax
- Charges for Service
- Other Taxes

The Capital Improvement Plan proposed budget for 2025 fiscal year is expected to be approximately $18M with $1M going towards accessibility improvements identified in the transition plan.

Based on the information above, the annual funding level for barrier removal can be no greater than the funds available for Capital Projects at a maximum, although some barriers may be removed through maintenance project funds, such as “low hanging fruit”.

11. TRANSITION PLAN COMPONENTS

11.1 Overview

This 2024 Transition Plan is a snapshot in time to evaluate and prioritize barrier removal of physical/structural barriers to accessibility throughout the City of West Covina system. The Transition Plan will be a living document and not a static view of the existing state of ADA compliance at the City of West Covina. As such, it can be modified and updated on a periodic basis to reflect barrier removal efforts, changes in economic conditions, new and revised strategies, and reflect future public input.

The Transition Plan is a flexible document, as strategies, priorities, and funding opportunities change. The City of West Covina demographics may vary from the current demographic composition of Los Angeles County. Public preferences for recreational types may change, while funding priorities and funding levels may change as well.

The Transition Plan will require modification as conditions and priorities are changed, new ADA requirements are issued by the DOJ, and/or unanticipated policy, or fiscal needs occur.

As the ADA Coordinator for the City of West Covina, Carmelita Underwood is responsible for implementing and updating the City of West Covina Transition Plan. At a minimum of at least once a year, the Transition Plan should be updated, noting the barriers removed and any changes to the funding noted. Carmelita Underwood can be reached by email at cunderwood@westcovina.org, by phone at (626) 939-8450 or in person at 1444 West Garvey Avenue, West Covina, CA 91790

11.2 Barriers Summary

The removal of all identified physical accessibility barriers for building, parks, and pedestrian facilities in the public right-of-way (PROW) in the City of West Covina system is estimated to cost **$148,281,480.00**. The existing barrier planning level cost estimate totals are summarized in table below:

Facility Type	Estimated Cost
Buildings and Parks	$5,386,910
PROW	$142,894,570.00
Total	**$148,281,480.00**

For the accessibility summaries of individual facilities for buildings and parks, see Appendix H.

11.3 Buildings and Parks Barrier Removal Strategy

The City of West Covina has adopted a multi-phase strategy using the ranking criteria of facility usage levels to determine the phases for barrier removal. The long-term goal is to make all unique amenities and at least one of each type of recurring amenity accessible. In order to meet the programmatic requirement for accessibility of programs, services, and activities to individuals with disabilities by local agencies, the City will make accommodations upon request. For further explanation of the obligations of a public agency, see Appendix A.

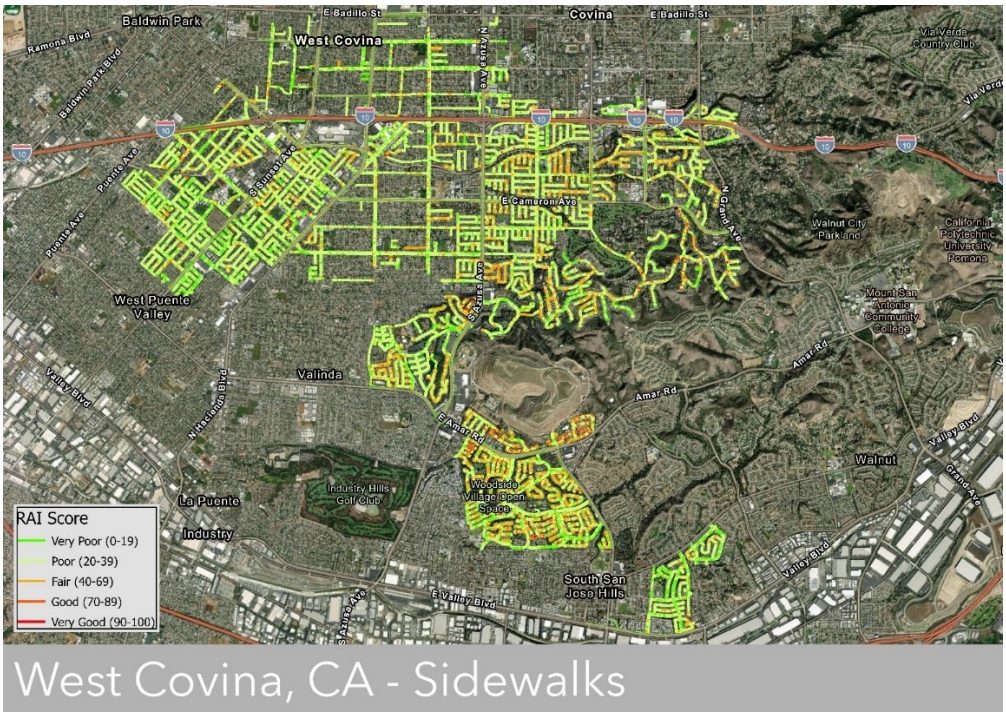
The planning level cost estimates for each phase are summarized below:

Facility / Building	Total Est. Cost	Items
Phase One (Fiscal Years 2026 – 2031)		
Cameron Park	$116,706	53
City Hall & West Covina Civic Center	$1,239,237	507
Del Norte Park	$175,656	59
Orangewood Park	$260,531	159
Palm View Park	$91,818	46
Senior and Community Center at Cortez Park	$381,775	152
Shadow Oak Park	$1,147,204	264
Total Phase One	**$3,412,927**	1240
Phase Two (Fiscal Years 2029 – 2032)		
Friendship Park	$157,865	54
Galster Wilderness Park	$291,317	66
Maverick Field	$85,279	24
Total Phase Two	**$534,461**	144
Phase Three (Fiscal Years 2031 – 2034)		
Aroma Parkette	$5,400	3
Cortez Park and Fire Station 2	$449,951	137
Gingrich Park	$127,227	31
Walmerado Park	$222,332	79
Woodgrove Park	$124,909	32
Total Phase Three	**$929,818**	282
Phase Four (Fiscal Years 2033 – 2036)		
City Yard	$240,971	92
Fire Station 3	$110,441	44
Fire Station 4	$112,001	68
Fire Station 5	$46,290	53
Total Phase Four	**$509,704**	257
Grand Total	**$5,386,910**	**1923**

See Appendix I for the full listing of barriers in each phase.

11.4 PROW - Sidewalk Barrier Removal Summary

The data collected on this assessment was in continuous block runs of sidewalks. The data was captured into 10-foot run sections, so as not degrade an entire block for one 10 or 20 linear foot issue. Each 10-foot run segment provides an aggregated score of the roughness and the extreme value of vertical level changes, slope, or gap. The GIS data provided to the City is capable of being viewed in both "block-level" runs and 10-foot run sections.



Overall GIS / Map View of Sidewalk Inventory

Based on the onsite review, Bureau Veritas found that barriers to accessibility exist within the city sidewalks. The observed elements were analyzed using the Access Board's proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) and the California Building Code.

The following table summarizes the sidewalk barriers that were identified including remediation method and cost and their priorities base on their RAI score.

WEST COVINA, CALIFORNIA - SIDEWALK ACCESSIBILITY SUMMARY

Metric	As-Built	10' Seg	As-Built	10'Seg	As-Built	10' Seg	As-Built	10'Seg
Vertical Changes	1" Plus	568	0.5" to 1"	2,734	0.25" to 0.5"	19,866	<0.25"	88,994
Running Slope	N/A		> 8.3%	11,514	5%-8.3%	17,979	< 5%	82,669
Cross Slope	> 5.0%	24,761	3.0% to 5.0%	37,661	2% to 3.0%	26,262	< 2.08%	28,370
Roughness	> 100	1,735	75 to 100	9,427	50 to 75	26,278	< 50	23,478

Total 10-Foot Segments = 112,200

- ** Running Slope is currently an issue with ADA. Running Slope issues have been addressed in the 2022 CBC and the US Access Board has published their final rule for the Public Right of Way Accessibility Guidelines (PROWAG).Both of these rules allow for the sidewalk running slope to match the running slope of the adjacent street. No costs were associated with the running slope barriers as they should come into compliance when the DOJ and DOT adopts the rule.*

WEST COVINA, CALIFORNIA - SIDEWALK PHASING BY RAI

Metric	Phase 1	10' Seg	Phase 2	10'Seg	Phase 3	10' Seg	Lifecycle Replacement	10'Seg
Route Accessibility Index (RAI)	0 - 40	99	40-70	1,328	70-99	92,236	100	18,499

WEST COVINA, CALIFORNIA - SIDEWALK PHASING

Metric	Phasing	Remediation Method	Cost per section	# of 10' sections	Remediation Cost
Vertical Rise	Phase 1 (1" plus)	Grinding	$115.00	568	$65,320.00
	Phase 2 (0.5" – 1")	Grinding	$115.00	2,734	$314,410.00
	Phase 3 (0.25" – 0.5")	Grinding	$115.00	19,866	$2,284,590.00
	Total Cost				$2,664,320.00
Sidewalk RAI	Phase 1 (0-40)	Remove replace	$1,250.00	99	$123,750.00
($25/s.f.)	Phase 2 (40-70)	Remove replace	$1,250.00	1,328	$1,660,000.00
(50 s.f. / section)	Phase 3 (70-99)	Remove replace	$1,250.00	92,236	$115,295,000.00
	Lifecycle (100)	N/A	$0	18,499	$0.00
	Total Cost				$117,078,750.00
Totals	Phase 1				$189,070.00

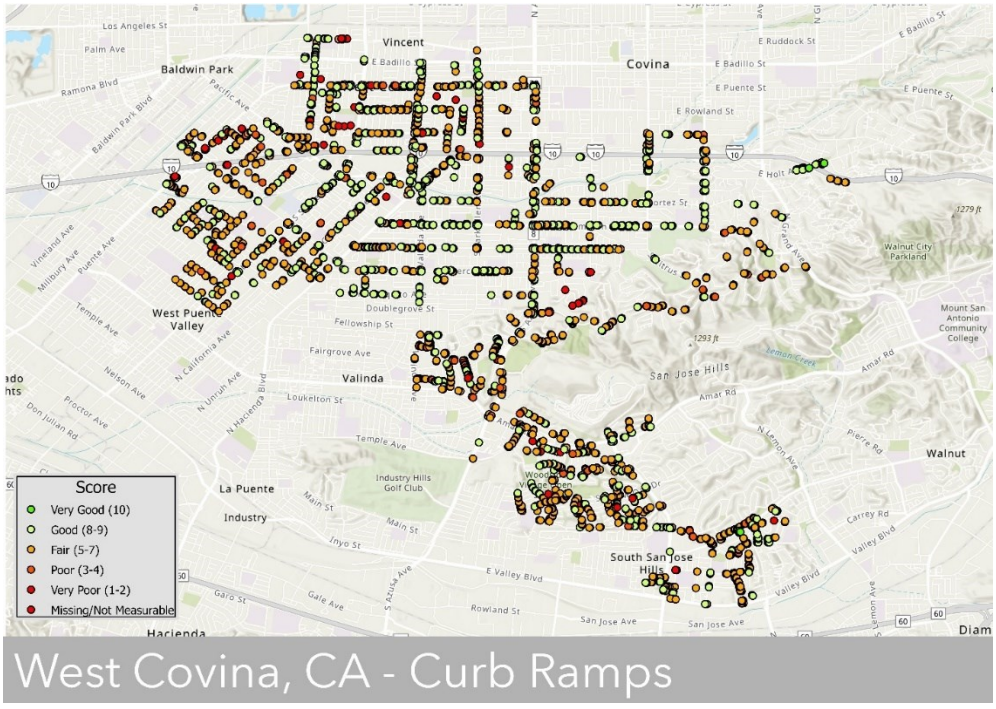
Metric	Phasing	Remediation Method	Cost per section	# of 10' sections	Remediation Cost
	Phase 2				$1,974,410.00
	Phase 3				$117,579,590.00
	Total Cost				$119,743,070.00

SUMMARY OF BARRIERS TO ACCESS – SIDEWALKS

- 212.5 miles of sidewalk were assessed
- 35 miles of sidewalk was compliant
- 168 miles (79%) of sidewalk had cross slopes greater than the maximum of 2.08%
- 134 instances where of sidewalk were identified with cracks and concrete deterioration.
- 23,168 instances where vertical change in level was greater than the allowable ¼”
- 200 instances where the vertical clearance was reduced to less than 80” by overhanging vegetation or other objects.
- 2,852 instances were overgrown vegetation, utility pole, natural barrier, or other object reduces the sidewalk clear width to less than the minimum of 36” in the case where a 48” sidewalk cannot be achieved due to unreasonable hardship.

11.5 PROW - Curb Ramp Barrier Removal Summary

Based on the onsite review, Bureau Veritas found that barriers to accessibility exist within the City’s curb ramp inventory. The observed elements were analyzed using the Access Board’s proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) and the California Building Code.



Overall GIS / Map View of Curb Ramp Inventory

The following table summarizes the curb ramp barriers that were identified including remediation method and cost and their priorities base on their curb ramp score.

WEST COVINA, CALIFORNIA – CURB RAMP ACCESSIBILITY SUMMARY

Metric	As-Builts	Ramps	As-Builts	Ramps	As-Builts	Ramps	As-Builts	Ramps
Running Slope	> 9%	594	8.6% - 9%	130	8.4% - 8.6%	130	<8.3%	1,524
Cross Slope	> 5.0%	182	3% - 5%	315	2% - 3%	449	<2%	1,432
Width	< 32”	11	32” – 36”	8	36” - 48”	595	<48”	1,764
Landing Slope	> 5.0%	172	3% - 5%	370	2% - 3%	395	<2%	1,441

Total Curb Ramps = 2,378

WEST COVINA, CALIFORNIA – CURB RAMP PHASING BY RAI

Metric	Phase 1	10' Seg	Phase 2	10'Seg	Phase 3	10' Seg	Lifecycle Replacement	10'Seg
Curb Ramp Score	0 – 40	102	40 - 80	1,430	80-99	953	100	112

WEST COVINA, CALIFORNIA –CURB RAMP BARRIER PHASING

Metric	Priority	Remediation Method	Cost per Ramp	# of Ramps	Remediation Cost
Curb Ramp Score	Phase 1 (missing)	Install New	$7,500.00	67	$502,500.00
	Phase 1 (0-40)	Replacement	$7,500.00	35	$262,500.00
	Phase 2 (40-80)	Replacement	$7,500.00	1,430	$10,725,000.00
	Phase 3 (80-99)	Replacement	$7,500.00	953	$7,147,500.00
	Lifecycle (100)	N/A	$0	112	$0.00
	Total Cost				$18,637,500.00

*Curb ramps with a score of 100 are compliant or nearly compliant. Replacement costs are not shown, and the ramps are recommended for future lifecycle replacement.

SUMMARY OF BARRIERS TO ACCESS – CURB RAMPS

- 2, 378 curb ramps were assessed
- 112 curb ramps are compliant/nearly compliant
- 854 (36%) curb ramps had running slopes greater than the maximum allowed of 8.33%

- 946 (40%) curb ramps had cross slopes greater than the maximum allowed of 2.08%
- 614 (26%) curb ramps had clear width less than the minimum of 48”
- 937 (39%) curb ramps had top landing slopes exceeding the maximum of 2.08%
- 692 (29%) curb ramps were missing detectable warnings.
- 67 instances where curb ramps were not provided where they were required.

11.6 PROW - Bus Stops Barrier Removal Summary

Based on the onsite review, Bureau Veritas found that barriers to accessibility exist within the City’s bus stop inventory. The observed elements were analyzed using the Access Board’s proposed Public Rights-of-Way Accessibility Guidelines (PROWAG) and the California Building Code. The following table summarizes the bus stop barriers that were identified including remediation method.

WEST COVINA, CALIFORNIA – BUS STOP PHASING

Metric	Phase 1	Bus Stops	Phase 2	Bus Stops	Phase 3	Bus Stops	Lifecycle Replacement	Bus Stops
Boarding/Alighting Depth	<48”	67	48”<84”	88	84”<96”	13	>96”	6
Boarding/Alighting Slope	>5.0%	18	3%-5%	60	2.1%-3%	47	<2.1%	49
Shelter Wheelchair Space Cross Slope	>5.0%	2	3%-5%	12	2.1%-3%	14	<2.1%	80

WEST COVINA, CALIFORNIA – BUS STOP ACCESSIBILITY SUMMARY

Metric	Remediation Method	Cost per Bus Stop	# of Bus Stops	Remediation Cost
Bus Stop	Replacement	$8,000.00	178	$1,424,000

SUMMARY OF BARRIERS TO ACCESS – BUS STOPS

- 181 bus stops were assessed.
- 3 bus stops are compliant/nearly compliant
- 168 (93%) bus stops lacked a 60” wide x 96” deep boarding/alighting space for a person who uses a wheelchair to maneuver

11.7 PROW – Pedestrian Signals Barrier Removal Summary

Based on the onsite review, Bureau Veritas found that barriers to accessibility exist within the City’s pedestrian signal and accessible pedestrian signals (APS) inventory. The observed elements were analyzed using the Access Board’s revised draft guidelines for Accessible Public Rights-of-Way (PROWAG) and the California Building Code. The following table summarizes the pedestrian signal barriers that were identified including remediation method and cost and their priorities.

WEST COVINA, CALIFORNIA – PEDESTIRAN SIGNALS BARRIER PHASING

Metric	Phase 1	# of APS	Phase 2	# of APS	Phase 3	# of APS	Lifecycle Replacement	# of APS
Does the Signal Head Exist?	No	0	-	-	-	-	Yes	641
Does an APS Exist?	No	1	-	-	-	-	Yes	640
Does the APS have a leveled clear floor space?	No	163	-	-	-	-	Yes	478
Do Signal Heads have a Countdown Timer?	-	-	No	517	-	-	Yes	122
Does the APS have vibrotactile?	-	-	-	-	No	602	Yes	39
Does the APS have an Audible Tone?	-	-	-	-	No	438	Yes	203

WEST COVINA, CALIFORNIA – PEDESTRIAN SIGNALS ACCESSIBILITY SUMMARY

Metric	Remediation Method	Cost per Bus Stop	# of Pedestrian Signals	Remediation Cost
Pedestrian Signals	Replacement	$5,000.00	618	$3,090,000

SUMMARY OF BARRIERS TO ACCESS – PEDESRIAN SIGNALS

- 641 pedestrian signals were assessed.
- 22 pedestrian signals are compliant/nearly compliant.
- 1 APS is missing at signalized intersections.
- 517 (75%) pedestrian signals are missing an interval countdown display in order to inform pedestrians of the number of seconds remaining in the pedestrian change interval
- 438 APS (64%) were missing an audible walk indication informing pedestrians when to cross.

11.8 Schedule and Timeline

The establishment of planned phases for barrier removal is determined by the criteria adopted by the City of West Covina, the regulations of the Americans with Disabilities Act, and by the necessity to schedule barrier removals within an established framework. The timing of the completion of each phase of barrier removal is subject to a number of factors. The framework timeline will be determined by the following factors, as well as potential unknown additional factors, which will determine any changes to and specificity of the Transition Plan, which may be required in future years:

- Funding sources and funding timelines
- Level of ADA barrier removal, with the highest ranking given to the highest use areas
- Opportunity to combine ADA barrier removal with scheduled capital improvements, such as playground replacements, parking lot renovations, restroom repairs or park reconstruction
- Development of a work program to eliminate “low hanging fruit” (easily removed barriers)
- Realistic time frame for accomplishment based on fiscal capability
- Demographic distributions
- Input from the community
- Public citizen grievances/complaints

Planning level estimated values for barrier removal will change over time due to inflation, changes in construction practices and materials, and unanticipated changes or additions to accessibility regulations. It is expected that the total cost of required accessibility barrier removal will change over time due to the completion of individual barrier removal efforts and due to funding of capital projects which incorporate barrier removal in the immediate and distant future.

12. APPENDICES

APPENDIX A: ADA TITLE II REQUIREMENTS

APPENDIX B: ACCESSIBILITY SURVEY RESULTS

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APPENDIX A:
ADA TITLE II REQUIREMENTS

The Americans with Disabilities Act

With the passage of the Americans with Disabilities Act (ADA) in 1990, people with disabilities were, for the first time, assured of access to all programs and services provided by state and local government agencies. Previously, under Section 504 of the Rehabilitation Act of 1973, as amended, only those public entities that receive federal funding were explicitly prohibited from discriminating on the basis of disability. Signed into law by President George H.W on July 26, 1990, Title I, II, and III of the ADA became effective on January 26, 1992. Title IV took effect in 1993.

The Americans with Disabilities Act is divided into five areas, Titles I through V.

Title I - Employment: Title I of the Americans with Disabilities Act prohibits all employers, including government agencies, from discriminatory practices in the hiring, training, advancement, compensation, or discharge of any employee, or in any terms, conditions, and rights of employment.

Title II - Public Services: Title II of the American Disabilities Act, which governs state and local government entities, prohibits all public entities, even those completely independent from federal funding, from discriminating against people with disabilities. Generally, Title II of the ADA prohibits discrimination to services, programs, and activities of public entities on the basis of disability.

Title II I- Public Accommodations and Services by Private Entities: Title III requires places of public accommodation (privately funded and operated facilities) and commercial facilities that serve the public to be accessible to and usable by people with disabilities.

Title IV - Telecommunications: Title IV covers private telecommunication carriers offering services to the public to increase the availability of interstate and intrastate telecommunication relay services to individuals with hearing and speech disabilities.

Title V - Miscellaneous Provisions: Title V contains miscellaneous provisions, including construction standards and practices, provisions for attorneys' fees, and technical assistance provisions.

Terms such as "Public Entity" and "Governmental Agency" are applicable to Title II entities, which are defined as state and local governments.

The Department of Justice (DOJ) is tasked with the enforcement of the ADA.

Scope of Title II

Title II of the ADA is divided into two subtitles. This discussion focuses only on subtitle A, which is implemented by the DOJ's Title II regulation at 28 CFR § Part 35. Subtitle B of Title II of the ADA covers public transportation services, programs, and activities of public entities are subject to the regulation of the Department of Transportation (DOT) at 49 CFR Part 37 and are not covered by this part. The DOT's ADA regulation establishes requirements for construction of transportation facilities and acquisition of vehicles. Matters not covered by subtitle B, such as the provision of auxiliary aids, are covered by subtitle A. Activities that are covered by the DOT's regulation implementing subtitle B are not required to be included in the self-evaluation required by §35.105. The use of the term "Title II" anywhere in the Self-Evaluation and Transition Plan report refers only to Subtitle A.

28 CFR §35.102 Application

(a) Except as provided in paragraph (b) of this section, this part applies to all services, programs, and activities provided or made available by public entities.

(b) To the extent that public transportation services, programs, and activities of public entities are covered by Subtitle B of Title II (42 U.S.C.12141) of the ADA, they are not subject to the requirements of this part.

The obligation to comply with Title II extends to all public entities, including:

- Any state or local government
- Any department, agency, special purpose district, or other instrumentality of a state or local government

All local agencies, including municipalities, are required to comply with Title II because they are considered "instrumentalities" of the state government. All programs, activities, and services of local government, including municipalities, must be in compliance with Title II. Examples of activities covered include:

- The operation of all services and programs offered by the entity;
- All aspects of the employment relationship; and
- Services carried out by contractors.

Title II covers any and all events the local government system offers, for example, any public meetings, entertainment or lecture series, all events offered by the school system including after-school activities and social events, festivals or other special events, and all services provided for the public or staff. Services provided by any private contractors on behalf of the municipal system must also comply fully with relevant provisions of Title II.

Under Title II, a public entity (i.e. governmental agency) shall operate each service, program, or activity so that the service, program, or activity, when viewed in its entirety, is readily accessible to and usable by individuals with disabilities. The local government may not deny the benefits of its programs, activities, and services to individuals with disabilities because its facilities are inaccessible.

Public meeting rooms must be accessible to people with disabilities. Buildings where public meetings, services, programs, or activities take place must provide access to telephones and restrooms, if provided, for people with disabilities as well as the general public. When a program, service or activity is scheduled in an inaccessible location and a person with a disability notifies the agency of their desire or need to participate, that program, service, or activity must be moved to an accessible location.

The government must maintain equipment and features of facilities in working order if those features and equipment are required to provide ready access to individuals with disabilities. Isolated or temporary interruptions in access due to maintenance and repair of accessible features are not prohibited. For example, where the governmental agency must provide an accessible route, the route must remain accessible and not blocked by obstacles such as furniture, filing cabinets, or potted plants. An isolated instance of placement of an object on an accessible route, however, would not be a violation if the object is promptly removed. Similarly, accessible doors must be unlocked when the governmental agency's offices are open for business.

Mechanical failures in equipment such as elevators or automatic doors will occur from time to time. The obligation to ensure that facilities are readily accessible to and usable by individuals with disabilities would be violated if repairs are not made promptly or if improper or inadequate maintenance causes repeated failures.

However, this does not --

(1) Necessarily require a public entity to make each of its existing facilities accessible to and usable by individuals with disabilities;

(2) Require a public entity to take any action that would threaten or destroy the historic significance of an historic property; or

(3) Require a public entity to take any action that it can demonstrate would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens. In those circumstances where personnel of the public entity believe that the proposed action would fundamentally alter the service, program, or activity or would result in undue financial and administrative burdens, a public entity has the burden of proving that compliance with 35.150(a) of this part would result in such alteration or burdens. The decision that compliance would result in such alteration or burdens must be made by the head of a public entity or his or her designee after considering all resources available for use in the funding and operation of the service, program, or activity, and must be accompanied by a written statement of the reasons for reaching that conclusion. If an action would result in such an alteration or such burdens, a public entity shall take any other action that would not result in such an alteration or such burdens but would nevertheless ensure that individuals with disabilities receive the benefits or services provided by the public entity.

In summary, Title II requires state, county, and city governments to ensure that all of their programs, services, and activities, when viewed in their entirety, are accessible to people with disabilities. Program access is intended to remove physical barriers to state, county, and city services, programs, and activities, but it generally does not require that a government agency make each facility, or each part of a facility, accessible. For example, all restrooms in a facility may not be accessible. However, signage directing people with disabilities to the accessible features and spaces in a facility, including at least one accessible restroom, should be provided.

Program accessibility may be achieved in a variety of ways. State, county, and city governments may choose to make structural changes to existing facilities to achieve access or can pursue alternatives to structural changes to achieve program accessibility. For example, governments can move public meetings to accessible buildings, or can relocate services for individuals with disabilities to accessible levels or sections of buildings. When choosing between possible methods of program accessibility, governments must give priority to the choices that offer services, programs, and activities in the most integrated setting appropriate. [28 C.F.R. § 35.149, 35.150, 35.151, 35.163]

Definition of Disability

The ADA stipulates a three-pronged definition of disability. Disability is defined as an individual who:

- Has a physical or mental impairment that substantially limits one or more major life activities; or
- Has a record or history of such an impairment; or
- Is perceived or regarded as having such an impairment;
- Major life activities encompass activities such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, and working. [28 CFR § 35.104]

Human Resources

The ADA requires equal opportunity for individuals with disabilities in all areas of employment practices, including the application process, interviewing, testing, hiring, job assignment, evaluation, discipline, medical examinations, compensation, promotion, on-the-job training, layoff/recall, termination, leave and benefits such as health insurance. The non-discrimination requirement applies to the hiring process, as well as employees.

The ADA requires that all employees be provided equal access to benefits, such as health insurance, regardless of disability. However, the regulations also indicate that certain restrictions, such as pre-existing condition waiting periods or caps on particular types of services, such as out-patient physical therapy, are permissible unless proven to be a subterfuge for discrimination.

The ADA requirements for the hiring protocol and all areas of responsibility of the human resources department extend to seasonal workers, workers covered by collective bargaining agreements and works who may be hired through outside agencies. Volunteers, interns, or student teachers who may be placed at an agency program or recruiters are not necessarily defined as government employees.

An important factor in the Self-Evaluation process is the identification of unionized employees and the terms of union agreements. For example, the terms of a collective bargaining agreement may include job restructuring or reassignment requests, which may affect seniority provisions. If the granting of requests would create an undue hardship, the Equal Employment Opportunity Commission (EEOC) has the authority to determine on a case-by-case basis whether the claim of undue hardship is valid.

Employment regulations treat alcohol and drug use differently. Alcoholism is recognized as a disability under the ADA; however, employers do not have to tolerate poor work performance due to alcoholism. If a person with alcoholism is provided only one paid leave for treatment of the alcoholism, while persons with different diseases are provided multiple paid leave, then such a provision is a violation of the ADA.

The ADA does not protect an individual currently engaging in the illegal use of drugs. However, a person with a history of drug addiction who (1) has been successfully rehabilitated or is participating in a drug rehabilitation program and (2) is not engaging in the illegal use of drugs is protected if the person is a qualified individual with a disability. An individual who is erroneously regarded as being a drug addict is also protected. [28 CFR § 35.104, 131]

Communications

People who have disabilities that affect hearing, seeing, speaking, reading, writing, or understanding may use different ways to communicate than people who do not. Governmental agencies are required to take steps to ensure that the agency's communications with people with disabilities are as effective as communications with others. [28 CFR § 35.160(a)(1)]

This effective communication requirement applies to all members of the public with disabilities, including job applicants, program participants, and even people who simply contact state or local government agencies seeking information about programs, services, events, or activities. The requirement applies to all agencies and to all modes of communication including written, spoken, telecommunications, television, and video. Specifically, where the governmental agency communicates by telephone with applicants and any other person, text phones (TTY's) or equally effective telecommunications systems are required to be used for individuals who are deaf, hard of hearing, or have speech impairments. [28 CFR § 35.161]

When the government uses an automated-attendant system, including, but not limited to, voice mail and messaging, or an interactive voice response system, for receiving and directing incoming telephone calls, that system must provide for real-time communication with individuals using auxiliary aids and services, including TTY's and all forms of FCC-approved telecommunications relay system, including Internet-based relay systems. [28 CFR § 35.161]

Under 28 CFR § 35.161, the ADA requires that all Public Safety Answering Points (PSAPs) provide direct and equal access to their services for people with disabilities who use text phones (TTYs). All basic emergency services are included in this requirement. Both primary and secondary PSAPs have the same responsibilities under the ADA. To be in compliance, every call-taking position within the PSAP must have its own TTY or TTY-compatible equipment.

Additionally, telephone emergency services, including 911 services, shall provide direct access to individuals who use telecommunication devices for the deaf (TDD's) or computer modems. [28 CFR § 35.162]

The governmental agency must provide equal access to the programs, services, and activities available on the agency's website(s). This can include making websites accessible to people with disabilities or providing an alternative format for people to access the information, programs, and services available through the web. In order to aid development of a government website which is accessible, the web administrator can consult the Web Content Accessibility Guidelines, developed by the Web Content Accessibility Working Group, which is part of the World Wide Web Consortium Web Accessibility Initiative, and available at http://www.w3.org/TR/WCAG20.

When an auxiliary aid or service is requested, the Department must provide an opportunity for the requester to specify aids or services of their choice, and that choice must be given primary consideration. There are many types of auxiliary aids and services that may be used to provide effective communication for people with disabilities, but not all ways work for all people or even for people with the same type of disability. The law does not require the agency to provide every one of these aids and services, but it does require that each person who interacts with the agency receives effective communication. [28 CFR § 35.160]

Requirements for an ADA Coordinator

A Title II entity with more than 50 employees must designate an ADA Coordinator who coordinates agency efforts to comply with and carry out the responsibilities of the ADA. The Coordinator provides a single point of contact for members of the public about ADA and the agency. In order to ensure that individuals can easily identify the ADA Coordinator, the governmental agency must provide the ADA Coordinator's name, office address, and telephone number to all interested individuals [28 CFR § 35.107].

The ADA Coordinator facilitates compliance with the ADA and provides expertise regarding the Americans with Disabilities Act and ADA Standards. The ADA coordinator receives and investigates complaints related to discrimination on the basis of disability.

Under 28 CFR § 35.107, a grievance procedure is required for public entities of 50 or more employees. Title II entities are required to adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by 28 CFR § 35.

New Construction and Alterations

A public Title II entity may not deny the benefits of its programs, activities, and services to persons with disabilities because its existing facilities are inaccessible. Thus, it is the general availability of a program to persons with disabilities that must be evaluated, not compliance with facility standards developed for new construction and alterations.

While state and local governments may wish to measure the accessibility of their existing buildings against the scoping and technical provisions in the 2010 Standards, program accessibility may be achieved without making every existing facility - or every part of an existing building - accessible. Alternatives to building retrofit can include the temporary relocation of an activity to an accessible facility or the delivery of the service or benefit by other means. In many cases, however, permanent construction that provides physical access may be the most efficient and economical approach to program access, particularly when life cycle costs are considered.

Although physical changes are required only when there is no other feasible way to make a program accessible, public entities are nevertheless required to give priority to methods that result in the most integrated setting appropriate. The program access obligation is limited: Title II entities do not have to take actions that they can demonstrate would result in a fundamental alteration in the nature of a program or that would impose undue financial or administrative burdens.

In compliance with 28 CFR §35.151 (c), if new construction and alterations to a facility were begun prior to September 15, 2010, then the facility or portion of the facility that is affected by the alteration shall comply with the 1991 standards. If new construction and alterations to a facility were begun on or after September 15, 2010, and before March 15, 2012, then either the 1991 standards or the 2010 ADA Standards for Accessible Design are applicable. For all new construction or alterations begun on or after March 15, 2012, the 2010 ADA Standards for Accessible Design are applicable. New construction and alterations must fully comply with all applicable 2010 ADA Standards for Accessible Design if begun on or after March 15, 2012.

The DOJ definition of the commencement of construction is the establishment of a physical object, such as a foundation wall, rather than the groundbreaking first shovel and initial grading of the site.

Existing facilities (including all buildings, exterior facilities, and the on-site access to them) constructed prior to January 26, 1992, and not altered in any way since that date, are held to the lesser standard of complying, with the extent allowed by structural feasibility and the financial resources available, or when a reasonable accommodation can be made.

An alteration that affects or could affect the usability of or access to an area of a facility that contains a primary function shall be made so as to ensure that, to the maximum extent feasible, the path of travel to the altered area and the restrooms, telephones, and drinking fountains serving the altered area are readily accessible to and usable by individuals with disabilities, including individuals who use wheelchairs, unless the cost and scope of such alterations is disproportionate to the cost of the overall alteration. [28 C.F.R. § 35.151(b)(4)]

If the cost of providing a path of travel to an altered facility is more than 20% of the cost of the alteration to the primary function area, then the cost is disproportionate to the overall area and therefore not required. Costs that may be considered as part of the cost of providing an accessible path of travel may include: (1) the costs associated with providing an accessible entrance and an accessible route to the altered area, for example, the cost of widening doorways or installing ramps; (2) costs associated with making restrooms accessible, such as installing grab bars, enlarging toilet stalls, insulating pipes, or installing accessible faucet controls, if the restroom is not the primary function of the area (e.g. the restroom is not in a highway rest area); (3) costs associated with providing accessible telephones, such as relocating the telephone to an accessible height, installing amplification devices, or installing a text telephone (TTY); and (4) costs associated with relocating an inaccessible drinking fountain. [28 C.F.R. § 35.151(b)(4)(iii)]

When the cost of alterations necessary to make the path of travel to the altered area fully accessible is disproportionate to the cost of the overall alteration, the path shall be made accessible to the extent that it can without incurring disproportionate costs. In choosing which accessible elements to provide, priority should be given to those elements that will provide the greatest access, in the following order: (1) an accessible entrance; (2) an accessible route to the altered area; (3) at least one accessible restroom for each sex or a single unisex restroom; (4) accessible telephones; (5) accessible drinking fountains; and (6) when possible, additional accessible elements such as parking storage and alarms. [28 CFR § 35.151(b)(4)(iv)] A series of smaller alterations cannot be used to evade the requirement if the alterations are served by a single path of travel. [28 C.F.R. § 35.151(b)(4)(v)]

Safe Harbor

The 2010 ADA Standards for Accessible Design use the terms incremental change and supplemental change. Incremental changes are those elements which were requirements under the 1991 standards, but which were changed in some way under the 2010 standards. Supplemental changes are those regulations or regulatory areas which were not included in the 1991 standards but are included in the 2010 standards.

“Safe harbor” is the term used in the 2010 ADA Standards to describe situations where the 2010 incremental changes to the ADA regulations are not required if alterations to the building or facility are not made. Specifically, “safe harbor” applies to a path of travel. “A ‘path of travel’ includes a continuous, unobstructed way of pedestrian passage by means of which the altered area may be approached, entered, and exited, and which connects the altered area with an exterior approach (including sidewalks, streets, and parking areas), an entrance to the facility and other parts of the facility. “[28 CFR § 35.151(b)(4)(ii)] “An accessible path of travel may consist of walks and sidewalks, curb ramps and other interior or exterior pedestrian ramps; clear floor paths through lobbies, corridors, rooms, and other improved areas; parking access aisles; elevators and lifts; or a combination of these elements. For the purposes of the section the term ‘path of travel’ also includes the restrooms, telephones and drinking fountains serving the altered area.” [28 C.F.R. § 35.151(b)(4)(ii)(B)]

Safe harbor applies only if a building or facility built after July 26, 1992, was compliant with the 1991 standards prior to the enforceable date of the 2010 regulations, which is March 15, 2012. “Safe harbor” is granted to facilities or buildings if and only if the facilities are fully in compliance with the 1991 standards prior to March 15, 2012. However, if alterations are made after March 15, 2012, the alteration of the building or facility must fully comply with the 2010 standards, and any other portions of the existing building or facility that are substantially affected by the alteration in terms of their use, must also comply with the 2010 standards. “Safe harbor” does not apply to areas of supplemental change. (i.e., elements for which there are neither technical nor scoping specifications in the 1991 Standards) For instance, the 2010 standards include regulations for residential facilities dwelling units, amusement rides, recreational boating facilities, exercise equipment or exercise areas, fishing piers and platforms, golf facilities, miniature golf facilities, play areas, saunas and steam rooms, swimming pools, wading pools, spas, shooting facilities with firing positions, bowling, and court sports. These elements are not governed by “safe harbor.” [28 C.F.R. § 35.151(b)(4)(ii)(c)]

For example, one of the regulated areas where “safe harbor” makes an impact is in a single occupant restroom. The 2010 ADA Standards for Accessible Design require a clear floor space next to the water closet, while the 1991 ADAAG allows the lavatory to overlap the clear space. The intent of the new provisions is to allow space for a side transfer to the water closet. The 2010 ADA Standards allow the door to swing into the bathroom as long as there is a clear floor space past the swing of the door, so that a person can enter the room, shut the door, and then maneuver. The 1991 ADAAG does not allow the door swing and the clear floor space to overlap for any of the fixtures. While the 2010 standards do not allow clear space overlap in multi-stall bathrooms, overlap is allowed in single occupant bathrooms.

Undue Burden

A public entity must operate each service, program, or activity so that when viewed in its entirety, the service, program, or activity is readily accessible to and usable by individuals with disabilities. This does not necessarily require the public entity to make each of its facilities accessible to and usable by individuals with disabilities. Additionally, a public entity is not required to take any action that would threaten or destroy the historical significance of an historic property.

If the state or local government agency can demonstrate that an action would result in a fundamental alteration in the nature of a service, program, or activity or in undue financial and administrative burdens, then the decision must be made in a written statement describing the reason for the conclusion, and the decision must be made by the head of the government agency, or his or her designee after considering all resources available for use in the funding and operation of the service, program, or activity. The public entity has the burden of proof that compliance with 28 CFR § 35.151 would result in such alterations or burdens.

If an action would result in a fundamental alteration of the service, program, or activity or in undue financial and administrative burdens, the Title II entity shall take any other action to ensure that individuals with disabilities receive the benefits or services provided by the state or local government agency.

Self-Evaluation Requirements

A Self-Evaluation is a Title II entity’s evaluation of its current services, policies, and practices to ensure that people with disabilities have equal access to all benefits provided by the public entity. A government entity is required to conduct a Self-Evaluation within one year of the effective date of 28 CFR § 35.105, the effective date being January 26, 1992. All governments were required to complete a Self-Evaluation of their services, policies, and practices by January 26, 1993. The evaluation required by January 26, 1993, shall apply only to programs not subject to section 504 or those policies and practices, such as those involving communications access, that have not already been included in a self-evaluation required under an existing regulation implementing section 504. Because most evaluations were done more than 5 years ago, the DOJ expects many public entities will be reexamining all of their policies and programs.

The Self-Evaluation identifies and corrects those policies and practices that are inconsistent with Title II's requirements. Self-Evaluations should consider all of a local government's programs, activities, and services, as well as the policies and practices that a governmental agency has put in place to implement its various programs and services. Remedial measures necessary to bring the programs, policies, and services into compliance with Title II should be specified -- including, but not limited to: (1) relocation of programs to accessible facilities; (2) offering programs in an alternative accessible manner; (3) structural changes to provide program access; (4) policy modifications to ensure nondiscrimination; and (5) auxiliary aids needed to provide effective communication. [28 CFR §§ 35.105, 35.150(d)] The Self-Evaluation process identifies those policies and practices that are inconsistent with the requirements of Title II of the ADA. As part of the Self-Evaluation, the governmental agency is required to:

A. Identify all of its programs, activities, and services.
B. Review all the policies and practices that govern the administration of the governmental agency's programs, activities, and services.
C. Examine each program to determine whether any physical barriers to access exist, including whether individuals with mobility impairments are provided access to public meetings.
D. Review its policies and practices to determine whether any have the effect of excluding or limiting the participation of individuals with disabilities in the governmental agency's programs, activities, or services. The Self-Evaluation should provide justification for any agency policy that creates a barrier for people with disabilities that will not be modified.
E. Review its policies to assess whether communications with persons with disabilities are as effective as its communication with others.
F. Review its policies for responding to requests for accommodations to ensure such requests are responded to expeditiously.
G. Review its employment practices to assess whether they comply with other applicable nondiscrimination requirements, including Section 504 of the Rehabilitation Act and the ADA regulations issued by the Department of Justice.
H. Review its building and construction policies to assess whether construction of each new facility or part of a facility, or alteration of existing facilities, conforms to the standards designated under the Title II regulations.
I. Provide the opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the Self-Evaluation process by submitting comments.

In addition, a public entity that employs 50 or more persons shall for at least three years following completion of the Self-Evaluation maintain on file and make available for public inspection: (1) a list of the interested persons consulted; (2) a description of areas examined, and any problems identified, and (3) a description of any modification made.

Transition Plan Requirements

If a state or local government that employs 50 or more persons decides to make structural changes to achieve program access, it must develop a transition plan that identifies those changes and sets a schedule for implementing barrier removal. Transition plans must be available to the public for inspection and allow an opportunity to interested persons, including individuals with disabilities or organizations representing individuals with disabilities, to participate in the development of the transition plan by submitting comments.

If a public entity has responsibility or authority over streets, roads, or walkways, its transition plan shall include a schedule for providing curb ramps or other sloped areas where pedestrian walks cross curbs, giving priority to walkways serving entities covered by the Act, including State and local government offices and facilities, transportation, places of public accommodation, and employers, followed by walkways serving other areas.

The plan shall, at a minimum:

- Identify physical obstacles in the public entity's facilities that limit the accessibility of its programs or activities to individuals with disabilities
- Describe in detail the methods that will be used to make the facilities accessible
- Specify the schedule for taking the steps necessary to achieve compliance with this section and, if the time period of the transition plan is longer than one year, identify steps that will be taken during each year of the transition period
- Indicate the official responsible for implementation of the plan.

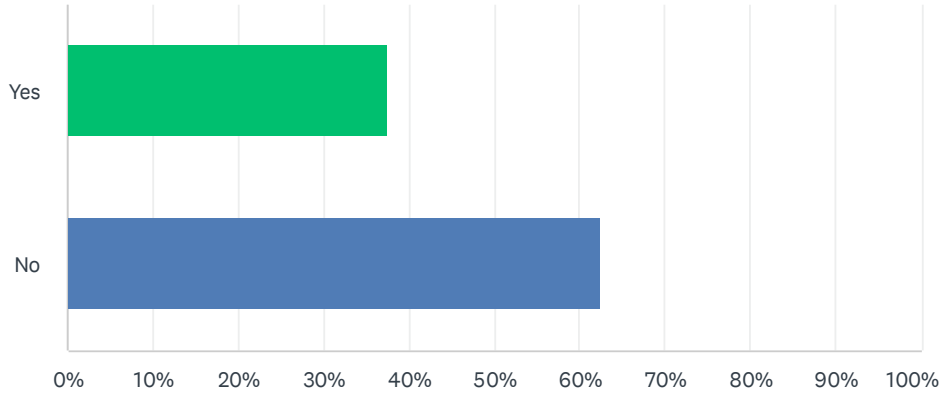
If a public entity has already complied with the transition plan requirement of a Federal agency regulation implementing section 504 of the Rehabilitation Act of 1973, then the requirements of this paragraph (d) shall apply only to those policies and practices that were not included in the previous transition plan. [28 CFR §35.150(d)]

APPENDIX B:
ACCESSIBILITY SURVEY RESULTS

ATTACHMENT NO. 2

Q1 Are there programs or activities sponsored by the City of West Covina, or facilities owned by the City of West Covina, that you or someone you know cannot participate in or enjoy because of a disability?

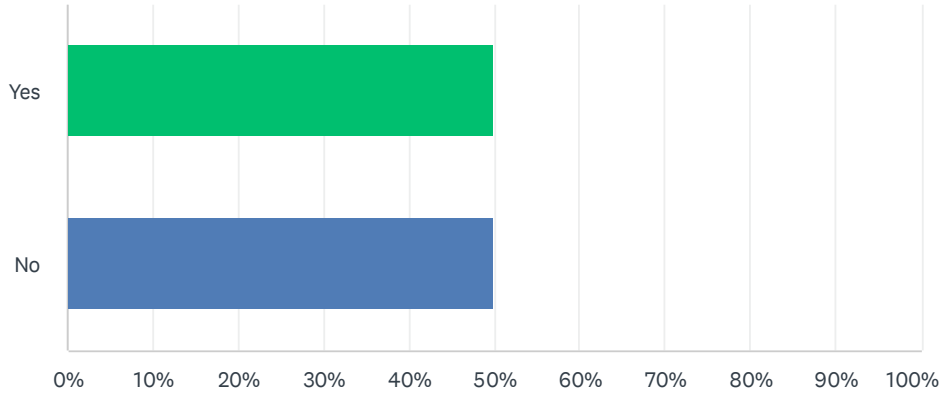
Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	37.50%	3
No	62.50%	5
TOTAL		8

Q2 Have you encountered any communication barriers within a City of West Covina facility or park which prevented you from utilizing or participating in a program, service, or activity?

Answered: 8 Skipped: 0

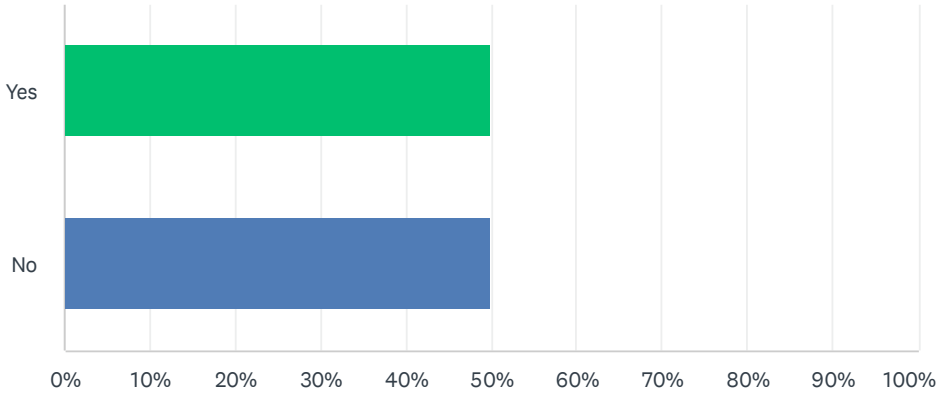


ANSWER CHOICES	RESPONSES	
Yes	50.00%	4
No	50.00%	4
TOTAL		8

ATTACHMENT NO. 2

Q3 Have you participated in a program, activity or visited a City of West Covina facility or park that you particularly enjoyed?

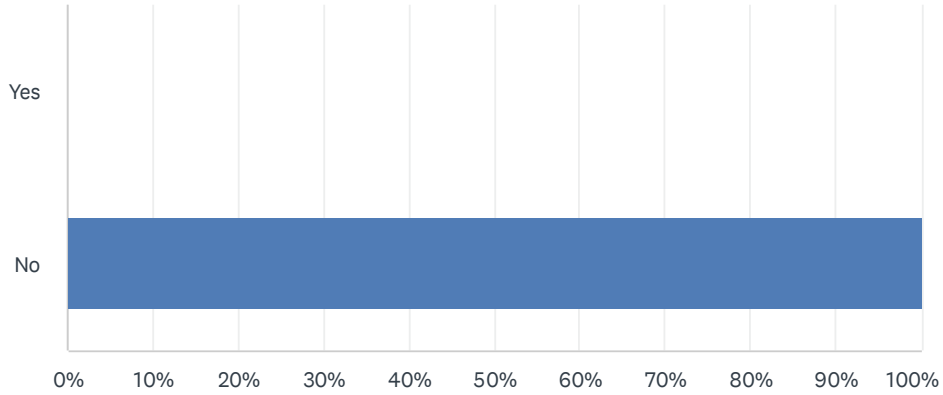
Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	50.00%	4
No	50.00%	4
TOTAL		8

Q4 Do you or someone you know require visual interpretive services or assisted listening systems at the City of West Covina's programs or public meetings?

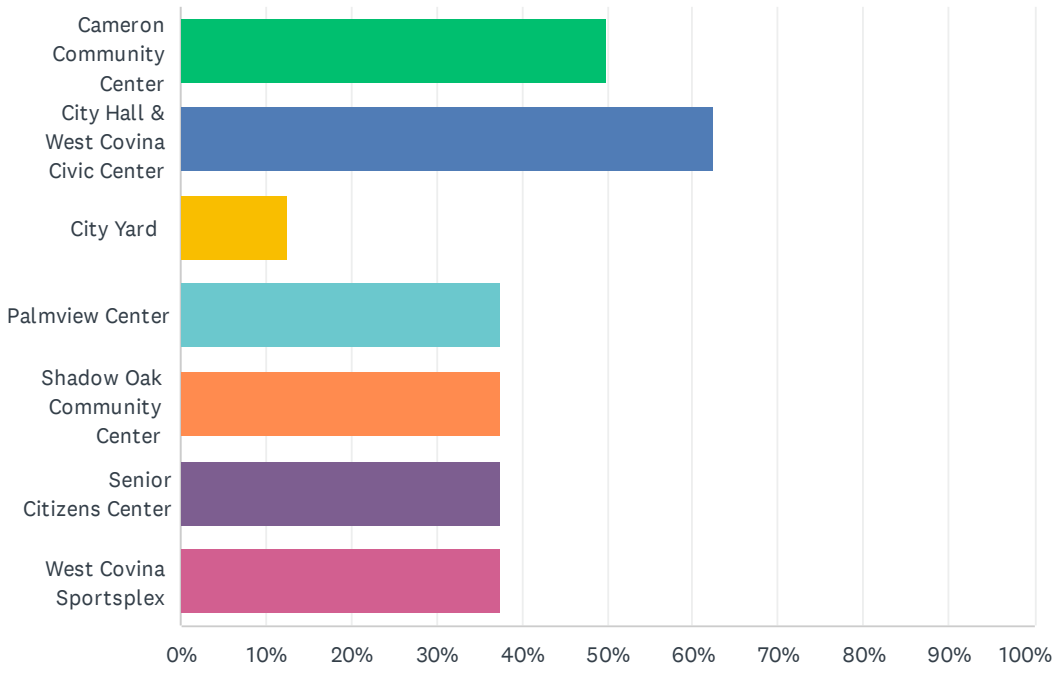
Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	0.00%	0
No	100.00%	8
TOTAL		8

Q5 Which City buildings do you visit most often? (Check all that applies)

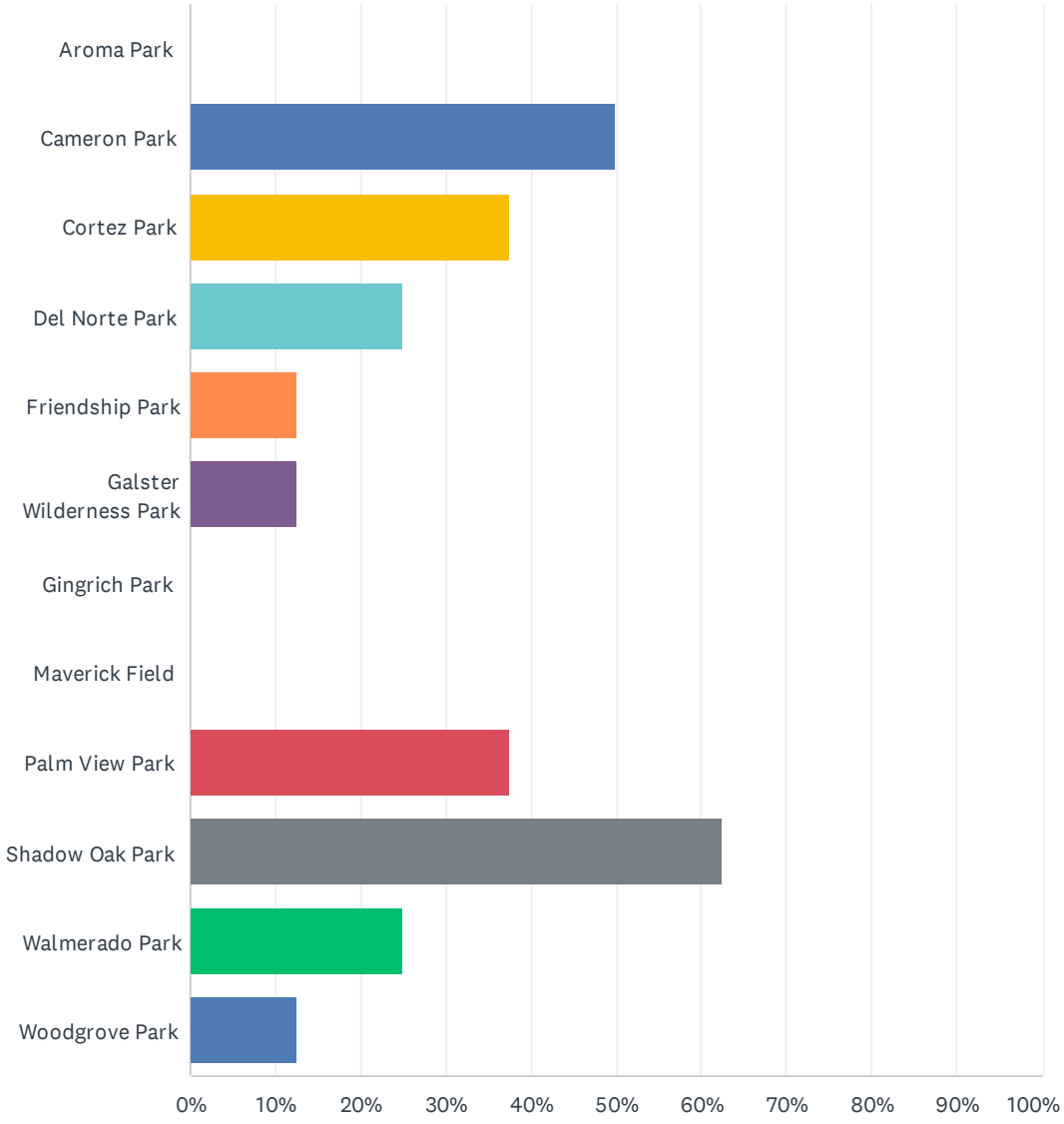
Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Cameron Community Center	50.00%	4
City Hall & West Covina Civic Center	62.50%	5
City Yard	12.50%	1
Palmview Center	37.50%	3
Shadow Oak Community Center	37.50%	3
Senior Citizens Center	37.50%	3
West Covina Sportsplex	37.50%	3
Total Respondents: 8		

Q6 Which City parks do you visit most often? (Check all that applies)

Answered: 8 Skipped: 0

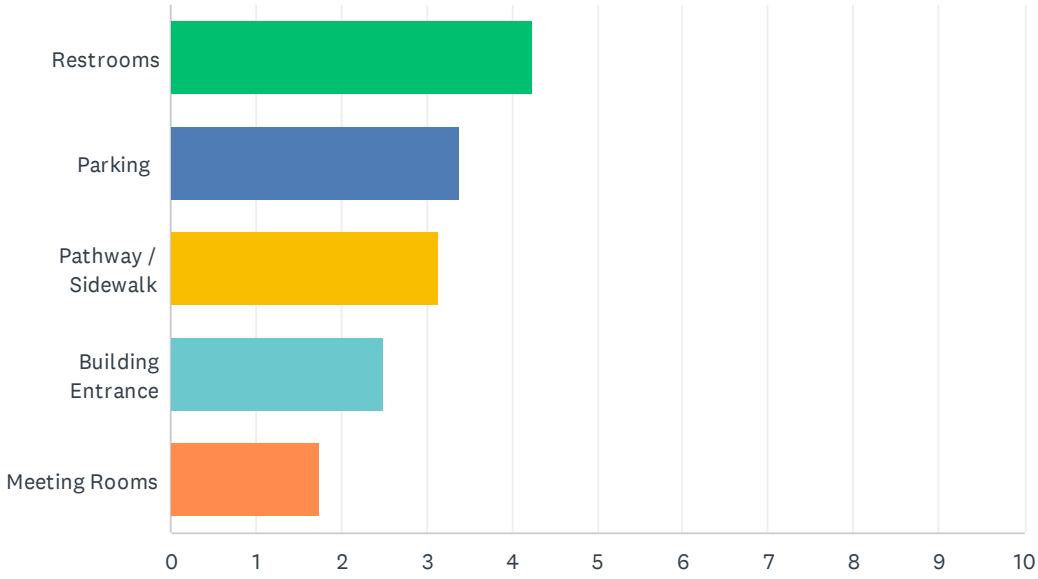


ANSWER CHOICES	RESPONSES	
Aroma Park	0.00%	0
Cameron Park	50.00%	4
Cortez Park	37.50%	3
Del Norte Park	25.00%	2
Friendship Park	12.50%	1
Galster Wilderness Park	12.50%	1
Gingrich Park	0.00%	0
Maverick Field	0.00%	0
Palm View Park	37.50%	3
Shadow Oak Park	62.50%	5
Walmerado Park	25.00%	2
Woodgrove Park	12.50%	1
Total Respondents: 8		

ATTACHMENT NO. 2

Q7 Rate the following features of the City of West Covina's facilities in order of importance to you from 1 to 5, with the most important as 1:

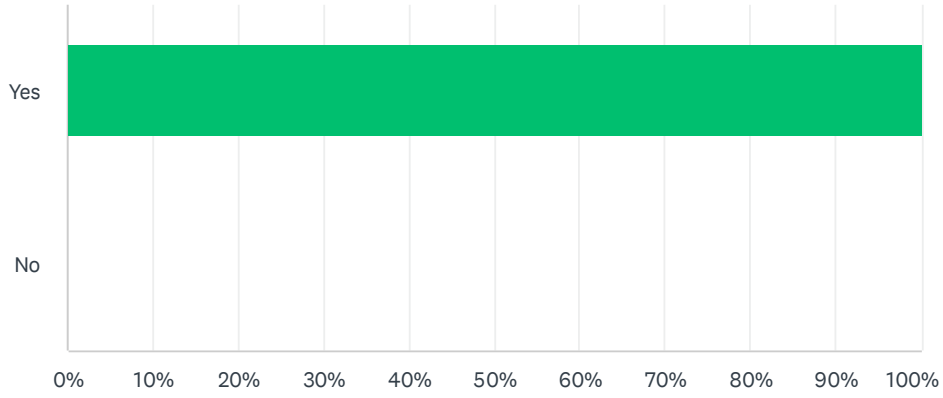
Answered: 8 Skipped: 0



	1	2	3	4	5	TOTAL	SCORE
Restrooms	37.50% 3	50.00% 4	12.50% 1	0.00% 0	0.00% 0	8	4.25
Parking	37.50% 3	12.50% 1	25.00% 2	0.00% 0	25.00% 2	8	3.38
Pathway / Sidewalk	12.50% 1	25.00% 2	37.50% 3	12.50% 1	12.50% 1	8	3.13
Building Entrance	0.00% 0	12.50% 1	25.00% 2	62.50% 5	0.00% 0	8	2.50
Meeting Rooms	12.50% 1	0.00% 0	0.00% 0	25.00% 2	62.50% 5	8	1.75

Q8 Is the City of West Covina’s website and phone system accessible to you?

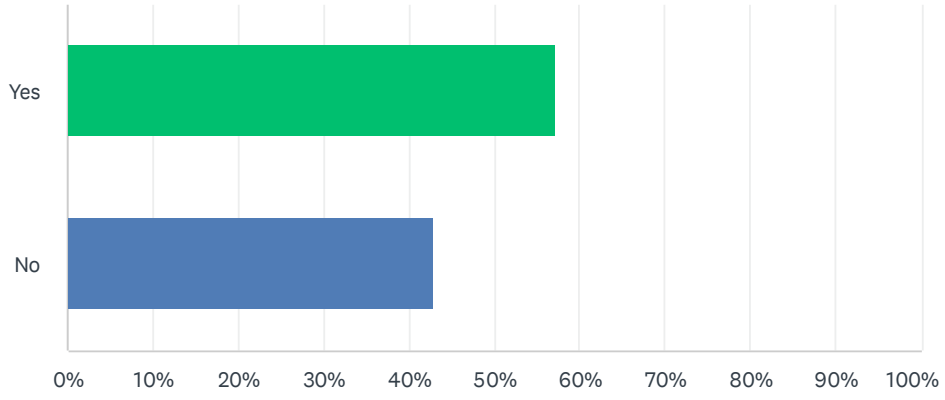
Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	100.00%	8
No	0.00%	0
TOTAL		8

Q9 Do you feel that the City of West Covina provides adequate emergency response services to assist citizens with disabilities?

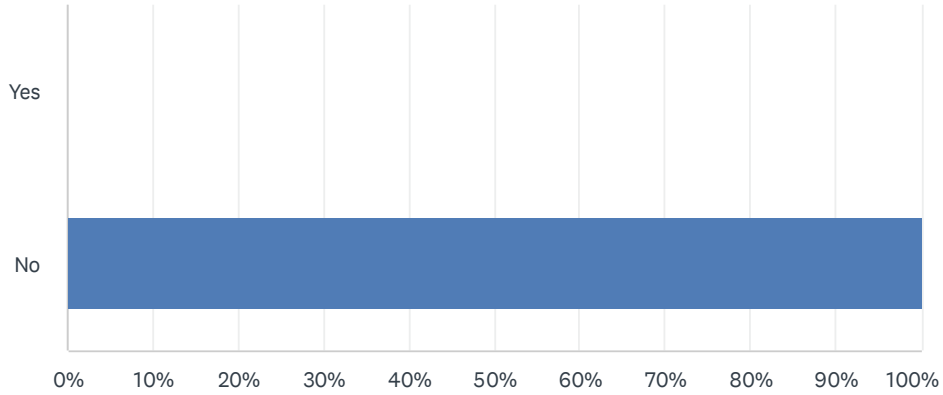
Answered: 7 Skipped: 1



ANSWER CHOICES	RESPONSES	
Yes	57.14%	4
No	42.86%	3
TOTAL		7

Q10 Have you encountered street or intersection crossings near a city building or park where missing or inoperable pedestrian crossing push buttons affect your ability to cross the street?

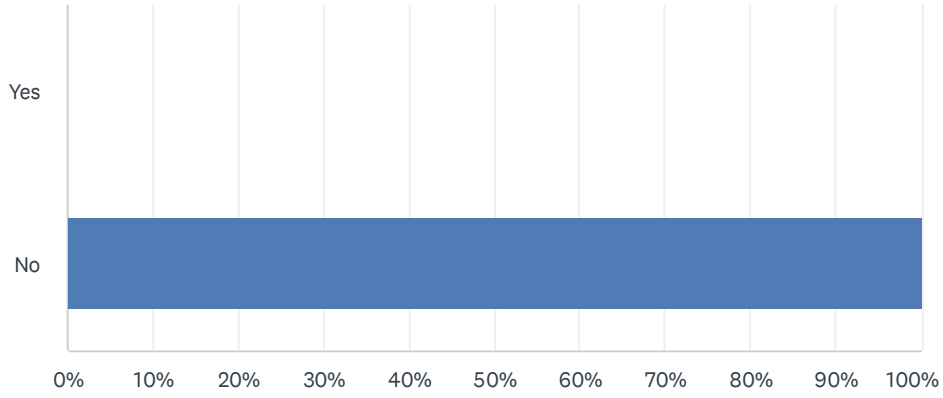
Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	0.00%	0
No	100.00%	8
TOTAL		8

Q11 Do you have difficulty accessing city parks, buildings, or schools due to inaccessibility of public sidewalks or curb ramps?

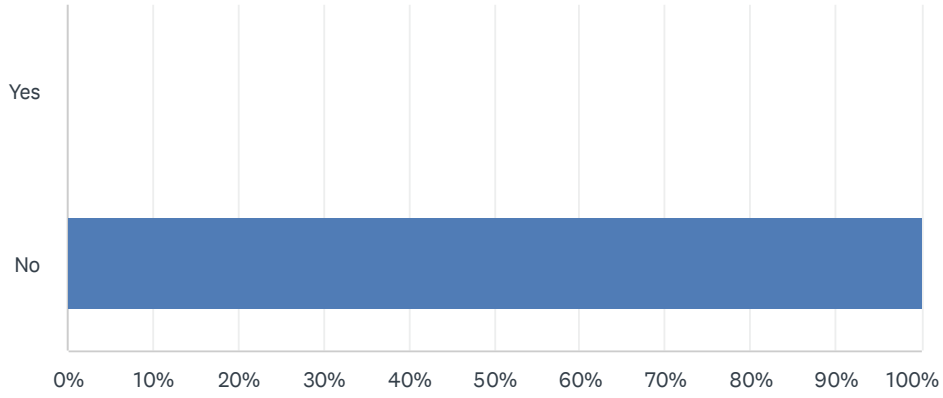
Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	0.00%	0
No	100.00%	8
TOTAL		8

Q12 Have you encountered inaccessible conditions at public transit stops, including adjacent sidewalks?

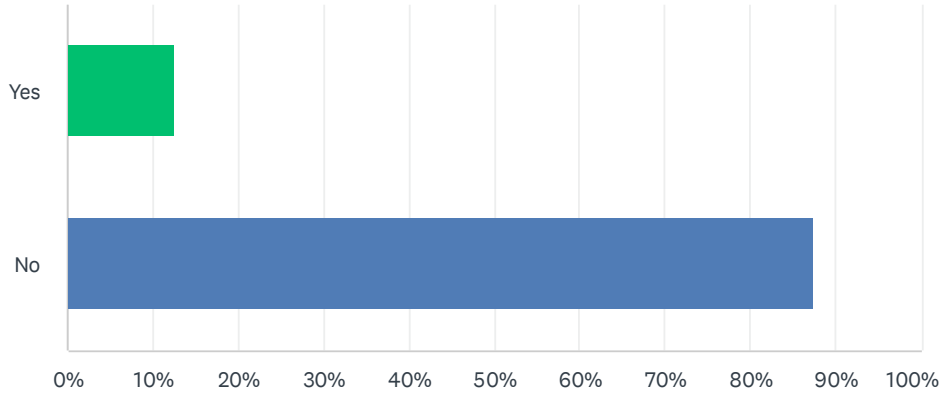
Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
Yes	0.00%	0
No	100.00%	8
TOTAL		8

Q13 Have you experienced physical barriers to accessibility on a public pedestrian circulation path, such as broken / damaged concrete, missing curb ramp(s)?

Answered: 8 Skipped: 0



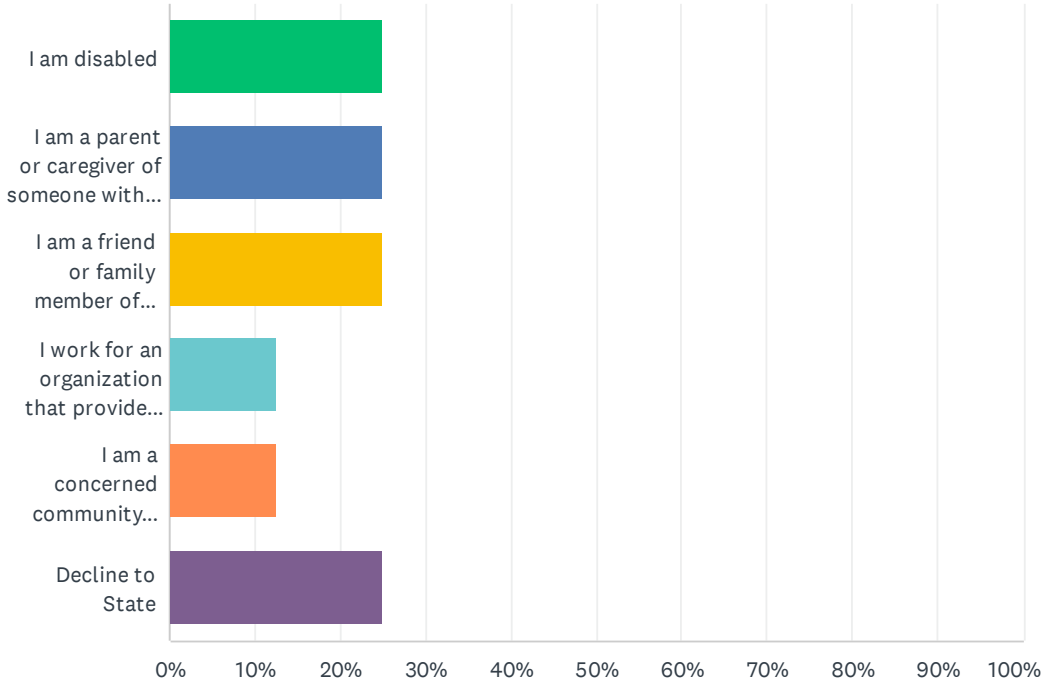
ANSWER CHOICES	RESPONSES	
Yes	12.50%	1
No	87.50%	7
TOTAL		8

Q14 What program, activity or facility improvements would promote accessibility to the City of West Covina's programs, services, and facilities?

Answered: 3 Skipped: 5

Q15 Please select which of the following best describes you.

Answered: 8 Skipped: 0



ANSWER CHOICES	RESPONSES	
I am disabled	25.00%	2
I am a parent or caregiver of someone with a disability	25.00%	2
I am a friend or family member of someone with a disability	25.00%	2
I work for an organization that provides services to people with disabilities	12.50%	1
I am a concerned community member	12.50%	1
Decline to State	25.00%	2
Total Respondents: 8		

ATTACHMENT NO. 2

#1

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, November 26, 2024 9:32:59 AM
Last Modified: Tuesday, November 26, 2024 9:36:22 AM
Time Spent: 00:03:23
IP Address:

Page 1

Q1

Are there programs or activities sponsored by the City of West Covina, or facilities owned by the City of West Covina, that you or someone you know cannot participate in or enjoy because of a disability?

No

Q2

Have you encountered any communication barriers within a City of West Covina facility or park which prevented you from utilizing or participating in a program, service, or activity?

No

Q3

Have you participated in a program, activity or visited a City of West Covina facility or park that you particularly enjoyed?

Yes,
If yes, please describe the experience:
Shadow Park is great

Q4

Do you or someone you know require visual interpretive services or assisted listening systems at the City of West Covina's programs or public meetings?

No

Q5

Which City buildings do you visit most often? (Check all that applies)

Cameron Community Center,

City Hall & West Covina Civic Center,

Palmview Center,

Senior Citizens Center,

West Covina Sportsplex,

Shadow Oak Community Center

Q6

Which City parks do you visit most often? (Check all that applies)

Cortez Park,

Shadow Oak Park

Q7

Rate the following features of the City of West Covina's facilities in order of importance to you from 1 to 5, with the most important as 1:

Restrooms	**1**
Parking	**3**
Pathway / Sidewalk	**2**
Building Entrance	**4**
Meeting Rooms	**5**

Q8

Is the City of West Covina's website and phone system accessible to you?

Yes

Q9

Do you feel that the City of West Covina provides adequate emergency response services to assist citizens with disabilities?

Yes

Q10

Have you encountered street or intersection crossings near a city building or park where missing or inoperable pedestrian crossing push buttons affect your ability to cross the street?

No

Q11

Do you have difficulty accessing city parks, buildings, or schools due to inaccessibility of public sidewalks or curb ramps?

No

Q12

Have you encountered inaccessible conditions at public transit stops, including adjacent sidewalks?

No

Q13

Have you experienced physical barriers to accessibility on a public pedestrian circulation path, such as broken / damaged concrete, missing curb ramp(s)?

Yes,

If yes, please describe the experience and location:
a lot of lifted sidewalk

Q14

What program, activity or facility improvements would promote accessibility to the City of West Covina's programs, services, and facilities?

Respondent skipped this question

Q15

Please select which of the following best describes you.

I work for an organization that provides services to people with disabilities

ATTACHMENT NO. 2

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, November 26, 2024 12:09:18 PM
Last Modified: Tuesday, November 26, 2024 1:27:38 PM
Time Spent: 01:18:20
IP Address:

Page 1

Q1

Are there programs or activities sponsored by the City of West Covina, or facilities owned by the City of West Covina, that you or someone you know cannot participate in or enjoy because of a disability?

Yes

Q2

Have you encountered any communication barriers within a City of West Covina facility or park which prevented you from utilizing or participating in a program, service, or activity?

No

Q3

Have you participated in a program, activity or visited a City of West Covina facility or park that you particularly enjoyed?

Yes

Q4

Do you or someone you know require visual interpretive services or assisted listening systems at the City of West Covina's programs or public meetings?

No

Q5

Which City buildings do you visit most often? (Check all that applies)

Cameron Community Center,

City Hall & West Covina Civic Center,

City Yard,

Palmview Center,

Senior Citizens Center,

West Covina Sportsplex,

Shadow Oak Community Center

Q6

Which City parks do you visit most often? (Check all that applies)

Palm View Park,

Cameron Park,

Cortez Park,

Shadow Oak Park

Q7

Rate the following features of the City of West Covina's facilities in order of importance to you from 1 to 5, with the most important as 1:

Restrooms	**3**
Parking	**5**
Pathway / Sidewalk	**4**
Building Entrance	**2**
Meeting Rooms	**1**

Q8

Is the City of West Covina's website and phone system accessible to you?

Yes

Q9

Do you feel that the City of West Covina provides adequate emergency response services to assist citizens with disabilities?

Yes

Q10

Have you encountered street or intersection crossings near a city building or park where missing or inoperable pedestrian crossing push buttons affect your ability to cross the street?

No

Q11

Do you have difficulty accessing city parks, buildings, or schools due to inaccessibility of public sidewalks or curb ramps?

No

Q12

Have you encountered inaccessible conditions at public transit stops, including adjacent sidewalks?

No

Q13

Have you experienced physical barriers to accessibility on a public pedestrian circulation path, such as broken / damaged concrete, missing curb ramp(s)?

No

Q14

What program, activity or facility improvements would promote accessibility to the City of West Covina's programs, services, and facilities?

Respondent skipped this question

Q15

Please select which of the following best describes you.

Decline to State

ATTACHMENT NO. 2

#3

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, November 28, 2024 2:52:58 PM
Last Modified: Thursday, November 28, 2024 2:59:27 PM
Time Spent: 00:06:29
IP Address:

Page 1

Q1

Are there programs or activities sponsored by the City of West Covina, or facilities owned by the City of West Covina, that you or someone you know cannot participate in or enjoy because of a disability?

Yes,
If yes, please describe the experience:
Hearing disabled are unable to hear the live/recorded city meetings. Can subtitles / closed captioning be added?

Q2

Have you encountered any communication barriers within a City of West Covina facility or park which prevented you from utilizing or participating in a program, service, or activity?

Yes,
If yes, please describe the experience:
Same as #1

Q3

Have you participated in a program, activity or visited a City of West Covina facility or park that you particularly enjoyed?

Yes,
If yes, please describe the experience:
West Covina 4th of July parade

Q4

Do you or someone you know require visual interpretive services or assisted listening systems at the City of West Covina's programs or public meetings?

No

Q5

Which City buildings do you visit most often? (Check all that applies)

City Hall & West Covina Civic Center,

Senior Citizens Center

Q6

Which City parks do you visit most often? (Check all that applies)

Del Norte Park,

Galster Wilderness Park,

Cameron Park,

Cortez Park

Q7

Rate the following features of the City of West Covina's facilities in order of importance to you from 1 to 5, with the most important as 1:

Restrooms	**2**
Parking	**1**
Pathway / Sidewalk	**3**
Building Entrance	**4**
Meeting Rooms	**5**

Q8

Is the City of West Covina's website and phone system accessible to you?

Yes

Q9

Do you feel that the City of West Covina provides adequate emergency response services to assist citizens with disabilities?

Yes

Q10

Have you encountered street or intersection crossings near a city building or park where missing or inoperable pedestrian crossing push buttons affect your ability to cross the street?

No

Q11

Do you have difficulty accessing city parks, buildings, or schools due to inaccessibility of public sidewalks or curb ramps?

No

Q12

Have you encountered inaccessible conditions at public transit stops, including adjacent sidewalks?

No

Q13

Have you experienced physical barriers to accessibility on a public pedestrian circulation path, such as broken / damaged concrete, missing curb ramp(s)?

No

Q14

What program, activity or facility improvements would promote accessibility to the City of West Covina's programs, services, and facilities?

Respondent skipped this question

Q15

Please select which of the following best describes you.

I am a friend or family member of someone with a disability

,

I am a concerned community member

ATTACHMENT NO. 2

#4

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, November 29, 2024 8:22:36 AM
Last Modified: Friday, November 29, 2024 8:27:41 AM
Time Spent: 00:05:05
IP Address:

Page 1

Q1

Are there programs or activities sponsored by the City of West Covina, or facilities owned by the City of West Covina, that you or someone you know cannot participate in or enjoy because of a disability?

No

Q2

Have you encountered any communication barriers within a City of West Covina facility or park which prevented you from utilizing or participating in a program, service, or activity?

Yes,
If yes, please describe the experience:
More actives for children with autsim

Q3

Have you participated in a program, activity or visited a City of West Covina facility or park that you particularly enjoyed?

Yes

Q4

Do you or someone you know require visual interpretive services or assisted listening systems at the City of West Covina's programs or public meetings?

No

Q5

Which City buildings do you visit most often? (Check all that applies)

City Hall & West Covina Civic Center,

West Covina Sportsplex

Q6

Which City parks do you visit most often? (Check all that applies)

Palm View Park,

Cameron Park,

Shadow Oak Park,

Walmerado Park,

Woodgrove Park

Q7

Rate the following features of the City of West Covina's facilities in order of importance to you from 1 to 5, with the most important as 1:

Restrooms	**2**
Parking	**5**
Pathway / Sidewalk	**1**
Building Entrance	**3**
Meeting Rooms	**4**

Q8

Is the City of West Covina's website and phone system accessible to you?

Yes

Q9

Do you feel that the City of West Covina provides adequate emergency response services to assist citizens with disabilities?

No

Q10

Have you encountered street or intersection crossings near a city building or park where missing or inoperable pedestrian crossing push buttons affect your ability to cross the street?

No

Q11

Do you have difficulty accessing city parks, buildings, or schools due to inaccessibility of public sidewalks or curb ramps?

No

Q12

Have you encountered inaccessible conditions at public transit stops, including adjacent sidewalks?

No

Q13

Have you experienced physical barriers to accessibility on a public pedestrian circulation path, such as broken / damaged concrete, missing curb ramp(s)?

No

Q14

What program, activity or facility improvements would promote accessibility to the City of West Covina's programs, services, and facilities?

More programs about mental health, academics for children and parents of kids with autsim. There alot of parents in covina with children with disability who need more emotional support for their community.

Q15 **I am a parent or caregiver of someone with a disability**

Please select which of the following best describes you.

#5

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Saturday, November 30, 2024 4:16:25 PM
Last Modified: Saturday, November 30, 2024 4:23:36 PM
Time Spent: 00:07:10
IP Address:

Page 1

Q1

Are there programs or activities sponsored by the City of West Covina, or facilities owned by the City of West Covina, that you or someone you know cannot participate in or enjoy because of a disability?

No

Q2

Have you encountered any communication barriers within a City of West Covina facility or park which prevented you from utilizing or participating in a program, service, or activity?

Yes,
If yes, please describe the experience:
Filth and homeless people

Q3

Have you participated in a program, activity or visited a City of West Covina facility or park that you particularly enjoyed?

No

Q4

Do you or someone you know require visual interpretive services or assisted listening systems at the City of West Covina's programs or public meetings?

No

Q5

Which City buildings do you visit most often? (Check all that applies)

Shadow Oak Community Center

Q6

Which City parks do you visit most often? (Check all that applies)

Shadow Oak Park

Q7

Rate the following features of the City of West Covina's facilities in order of importance to you from 1 to 5, with the most important as 1:

Restrooms	**2**
Parking	**1**
Pathway / Sidewalk	**5**
Building Entrance	**3**
Meeting Rooms	**4**

Q8

Is the City of West Covina's website and phone system accessible to you?

Yes

Q9

Do you feel that the City of West Covina provides adequate emergency response services to assist citizens with disabilities?

No,
Please explain:
They don't provide emergency response in a timely manner most of the time.

Q10

Have you encountered street or intersection crossings near a city building or park where missing or inoperable pedestrian crossing push buttons affect your ability to cross the street?

No

Q11

Do you have difficulty accessing city parks, buildings, or schools due to inaccessibility of public sidewalks or curb ramps?

No

Q12

Have you encountered inaccessible conditions at public transit stops, including adjacent sidewalks?

No

Q13

Have you experienced physical barriers to accessibility on a public pedestrian circulation path, such as broken / damaged concrete, missing curb ramp(s)?

No

Q14

What program, activity or facility improvements would promote accessibility to the City of West Covina's programs, services, and facilities?

Respondent skipped this question

Q15

Please select which of the following best describes you.

Decline to State

#6

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Sunday, December 01, 2024 1:40:38 AM
Last Modified: Sunday, December 01, 2024 1:45:40 AM
Time Spent: 00:05:02
IP Address:

Page 1

Q1

Are there programs or activities sponsored by the City of West Covina, or facilities owned by the City of West Covina, that you or someone you know cannot participate in or enjoy because of a disability?

No

Q2

Have you encountered any communication barriers within a City of West Covina facility or park which prevented you from utilizing or participating in a program, service, or activity?

No

Q3

Have you participated in a program, activity or visited a City of West Covina facility or park that you particularly enjoyed?

No

Q4

Do you or someone you know require visual interpretive services or assisted listening systems at the City of West Covina's programs or public meetings?

No

Q5

Which City buildings do you visit most often? (Check all that applies)

Cameron Community Center

Q6

Which City parks do you visit most often? (Check all that applies)

Cameron Park

Q7

Rate the following features of the City of West Covina's facilities in order of importance to you from 1 to 5, with the most important as 1:

Restrooms	**1**
Parking	**2**
Pathway / Sidewalk	**3**
Building Entrance	**4**
Meeting Rooms	**5**

Q8

Is the City of West Covina's website and phone system accessible to you?

Yes

Q9

Do you feel that the City of West Covina provides adequate emergency response services to assist citizens with disabilities?

Yes

Q10

Have you encountered street or intersection crossings near a city building or park where missing or inoperable pedestrian crossing push buttons affect your ability to cross the street?

No

Q11

Do you have difficulty accessing city parks, buildings, or schools due to inaccessibility of public sidewalks or curb ramps?

No

Q12

Have you encountered inaccessible conditions at public transit stops, including adjacent sidewalks?

No

Q13

Have you experienced physical barriers to accessibility on a public pedestrian circulation path, such as broken / damaged concrete, missing curb ramp(s)?

No

Q14

What program, activity or facility improvements would promote accessibility to the City of West Covina's programs, services, and facilities?

The West Covina shuttle I think it's not inclusive enough of others with invisible disabilities such as autism. I am an autistic college student who can't drive and was told i wasn't "didn't met the standards" even though I have a disability that's makes transportation hard. I feel that it's not fair to individuals such as me and others like me.

Q15 **I am disabled**

Please select which of the following best describes you.

ATTACHMENT NO. 2

#7

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, December 27, 2024 3:23:15 PM
Last Modified: Friday, December 27, 2024 3:30:55 PM
Time Spent: 00:07:39
IP Address:

Page 1

Q1

Are there programs or activities sponsored by the City of West Covina, or facilities owned by the City of West Covina, that you or someone you know cannot participate in or enjoy because of a disability?

Yes,
If yes, please describe the experience:
Doesn't fit in with community sports

Q2

Have you encountered any communication barriers within a City of West Covina facility or park which prevented you from utilizing or participating in a program, service, or activity?

Yes,
If yes, please describe the experience:
Discover ad is helpful

Q3

Have you participated in a program, activity or visited a City of West Covina facility or park that you particularly enjoyed?

No

Q4

Do you or someone you know require visual interpretive services or assisted listening systems at the City of West Covina's programs or public meetings?

No

Q5

Which City buildings do you visit most often? (Check all that applies)

Cameron Community Center,
Palmview Center

Q6

Which City parks do you visit most often? (Check all that applies)

Del Norte Park,
Palm View Park,
Walmerado Park

ATTACHMENT NO. 2

Q7

Rate the following features of the City of West Covina's facilities in order of importance to you from 1 to 5, with the most important as 1:

Restrooms	**2**
Parking	**1**
Pathway / Sidewalk	**3**
Building Entrance	**4**
Meeting Rooms	**5**

Q8

Is the City of West Covina's website and phone system accessible to you?

Yes

Q9

Do you feel that the City of West Covina provides adequate emergency response services to assist citizens with disabilities?

Please explain:
Not sure

Q10

Have you encountered street or intersection crossings near a city building or park where missing or inoperable pedestrian crossing push buttons affect your ability to cross the street?

No

Q11

Do you have difficulty accessing city parks, buildings, or schools due to inaccessibility of public sidewalks or curb ramps?

No

Q12

Have you encountered inaccessible conditions at public transit stops, including adjacent sidewalks?

No

Q13

Have you experienced physical barriers to accessibility on a public pedestrian circulation path, such as broken / damaged concrete, missing curb ramp(s)?

No

Q14

What program, activity or facility improvements would promote accessibility to the City of West Covina's programs, services, and facilities?

Respondent skipped this question

Q15

Please select which of the following best describes you.

I am a parent or caregiver of someone with a disability,

I am a friend or family member of someone with a disability

#8

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Friday, December 27, 2024 5:21:31 PM
Last Modified: Friday, December 27, 2024 5:24:10 PM
Time Spent: 00:02:38
IP Address:

Page 1

Q1

Are there programs or activities sponsored by the City of West Covina, or facilities owned by the City of West Covina, that you or someone you know cannot participate in or enjoy because of a disability?

No

Q2

Have you encountered any communication barriers within a City of West Covina facility or park which prevented you from utilizing or participating in a program, service, or activity?

No

Q3

Have you participated in a program, activity or visited a City of West Covina facility or park that you particularly enjoyed?

No

Q4

Do you or someone you know require visual interpretive services or assisted listening systems at the City of West Covina's programs or public meetings?

No

Q5

Which City buildings do you visit most often? (Check all that applies)

City Hall & West Covina Civic Center

Q6

Which City parks do you visit most often? (Check all that applies)

Friendship Park,

Shadow Oak Park

Q7

Rate the following features of the City of West Covina's facilities in order of importance to you from 1 to 5, with the most important as 1:

Restrooms	**1**
Parking	**3**
Pathway / Sidewalk	**2**
Building Entrance	**4**
Meeting Rooms	**5**

Q8

Is the City of West Covina's website and phone system accessible to you?

Yes

Q9

Do you feel that the City of West Covina provides adequate emergency response services to assist citizens with disabilities?

No

Q10

Have you encountered street or intersection crossings near a city building or park where missing or inoperable pedestrian crossing push buttons affect your ability to cross the street?

No

Q11

Do you have difficulty accessing city parks, buildings, or schools due to inaccessibility of public sidewalks or curb ramps?

No

Q12

Have you encountered inaccessible conditions at public transit stops, including adjacent sidewalks?

No

Q13

Have you experienced physical barriers to accessibility on a public pedestrian circulation path, such as broken / damaged concrete, missing curb ramp(s)?

No

Q14

What program, activity or facility improvements would promote accessibility to the City of West Covina's programs, services, and facilities?

None

Q15 **I am disabled**

Please select which of the following best describes you.

APPENDIX C:
TITLE II ADA COORDINATOR ROLE

TITLE II ADA COORDINATOR ROLE IN STATE AND LOCAL GOVERNMENT

ADA Coordinator's Role

Title II of the ADA requires all state or local government entities with 50 or more employees to appoint a responsible person to coordinate the administrative requirements of ADA compliance and to respond to complaints filed by the public. The name and contact information for the responsible person is required to be publicly advertised. The ADA coordinator can be either a single individual or an office of the ADA Coordinator with more than one staff member, however the Title II requirements dictate that one individual's name be publicized.

[28 C.F.R. § 35.107]: *A Title II entity with more than 50 employees must designate an ADA Coordinator who coordinates agency efforts to comply with and carry out the responsibilities of the ADA. The coordinator provides a single point of contact for members of the public about ADA and the agency. In order to ensure that individuals can easily identify the ADA Coordinator, the governmental agency must provide the ADA Coordinator's name, office address, and telephone number to all interested individuals.*

The ADA Coordinator facilitates compliance with the ADA and provides expertise regarding the American Disability Act and ADA Standards. The ADA coordinator receives and investigates complaints related to discrimination on the basis of disability.

Under 28 C.F.R. § 35.107, a grievance procedure is required for public entities of 50 or more employees. Title II entities are required to adopt and publish grievance procedures providing for prompt and equitable resolution of complaints alleging any action that would be prohibited by 28 C.F.R. § 35.

The drafters of the ADA modeled this position after the 504 Coordinator that had been required under the Rehabilitation Act. Title II of the ADA stipulates five major administrative duties:

1. Publicize the name and contact information of the designated ADA Coordinator responsible to oversee compliance;
2. Administer and write self-evaluation of the programmatic barriers in services offered by the state or local government;
3. Establish a complaint or grievance procedure to respond to complaints of noncompliance from the public;
4. Develop a transition plan if structural changes are necessary for achieving program accessibility; and
5. Retain the self-evaluation for three years.

While additional duties of an ADA Coordinator are not defined by law, the usual duties would require the attention of an experienced professional who can effectively handle a variety of responsibilities. The ADA coordinator should have a general understanding of the ADA and the legal requirements of the ADA. Duties most often include coordination and development of ongoing efforts for full ADA compliance, including administering ADA consultative services to agency/department management.

Other tasks may include:

- involvement in agency/department public outreach;
- developing processes for fulfillment of public requests for alternative formats, interpreting services and other communication access needs;
- coordinating and monitoring programmatic and physical barrier surveys and barrier removal;

- development of the required Transition Plan to remove accessibility barriers;
- assistance to the agency/department to facilitate policy formation and to review existing policies, such as reasonable accommodation for employees.
- establishing training programs for employees, including conducting training.

APPENDIX D:
CITY OF WEST COVINA ADA PUBLIC NOTICE

City of West Covina

ADA Nondiscrimination Notice

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 (“ADA”), the City of West Covina will not discriminate against qualified individuals with disabilities on the basis of disability in its services, programs, or activities.

Employment: The City of West Covina does not discriminate on the basis of disability in its hiring or employment practices and complies with all regulations promulgated by the U.S. Equal Employment Opportunity Commission under Title I of the ADA.

Effective Communication: The City of West Covina will generally, upon request, provide appropriate aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in the City of West Covina ’s programs, services, and activities.

Modifications to Policies and Procedures: The City of West Covina will make all reasonable modifications to policies and programs to ensure that people with disabilities have an equal opportunity to enjoy all of its programs, services, and activities. For example, individuals with service animals are welcomed in the City of West Covina offices, even where pets are generally prohibited.

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a program, service, or activity of the City of West Covina, should contact the office of the program, service, or activity coordinator as soon as possible but no later than 48 hours before the scheduled event.

The ADA does not require the City of West Covina to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a program, service, or activity of the City West Covina is not accessible to persons with disabilities should be directed to:

Helen Tran
Director of Human Resources/Risk Management
ADA/504 Coordinator
City of West Covina
1444 West Garvey Avenue
West Covina, CA 91790
HTran@westcovina.org]
Phone: 626-939-8450
California Relay Service: dial 711

The City of West Covina will not place a surcharge on a particular individual with a disability or any group of individuals with disabilities to cover the cost of providing auxiliary aids/services or reasonable modifications of policy, such as retrieving items from locations that are open to the public but are not accessible to persons who use wheelchairs. **This notice is available in alternate formats from the ADA Coordinator.**

APPENDIX E:
CITY OF WEST COVINA WEBSITE GRIEVANCE PROCEDURE AND FORM

Instructions: Please fill out this form completely. A printed or typed response is recommended. Sign and return to the address on last page by email, fax, mail or in person. If you need an accommodation to complete or submit this form, please contact the ADA Coordinator as indicated on this form.

1. Complaintant:_____

Address:

_____

City, State and Zip Code: _____

Telephone: Home: _____ Business: _____

2. Person Discriminated Against: (if other than the complainant):_____

Address: _____

City, State, and Zip Code: _____

Telephone: Home: _____ Business: _____

3. Department or person which you believe has discriminated (if known):

Name: _____

Address: _____

City, State and Zip Code: _____

Telephone Number: _____

When did the discrimination occur? Date: _____

4. Describe the acts of discrimination providing the name(s) where possible of the individuals who discriminated:

_____

_____

_____

5. Have efforts been made to resolve this complaint? Yes_____ No_____

If yes: what efforts have been taken and what is the status of the grievance?

_____

_____

_____

6. Has the complaint been filed with another bureau, such as the Department of Justice or any other Federal, State, or local civil rights agency or court? Yes_____ No_____

If yes:

Agency or Court: _____

Contact Person: _____

Address: _____

City, State, and Zip Code: _____

Telephone Number: _____ Date Filed: _____

7. Do you intend to file with another agency or court? Yes_____ No_____

Agency or Court: _____

Street Address: _____

City, State and Zip Code: _____

Telephone Number: _____

8. Additional comments or information:

_____

_____

Signature: _____Date: _____

Return to: **City of West Covina**
Attn: Helen Tran, Director of Human Resources/Risk Management
ADA/504 Coordinator
1444 West Garvey Avenue
West Covina, CA 91790
HTran@westcovina.org
Phone: 626-939-8450
California Relay Service: dial 711

Complaint and Grievance Procedure under the Americans with Disabilities Act and Section 504 of the Rehabilitation Act

The Complaint and Grievance Procedure is established to meet the requirements of the Americans with Disabilities Act of 1990 ("ADA") and Section 504 of the Rehabilitation Act of 1973. It may be used by anyone who wishes to file a complaint or grievance alleging discrimination on the basis of disability in the provision of services, activities, programs, or benefits by the City of West Covina. The City of West Covina Personnel Policy governs employment-related complaints of disability discrimination.

The City of West Covina wants to hear concerns and complaints from citizens in order to provide accessible programs, services, and activities. A citizen can call with a comment, concern, or complaint without filing a formal grievance. A formal grievance can be filed by completing the grievance and complaint form by contacting the ADA Coordinator, or the designated alternative person.

If the citizen wants to file a formal grievance, grievance procedures and forms are provided. It is preferred that the grievance be in writing and contain information about the alleged discrimination such as name, address and contact information of the grievant. A description of the problem that includes location and date is requested.

Alternative means of filing complaints, such as personal interviews or a tape recording of the complaint, will be made available for persons with disabilities upon request. If additional accommodations are needed, please contact the ADA Coordinator.

The complaint should be submitted by the grievant and/or his/her designee as soon as possible but no later than 60 calendar days after the alleged violation to:

Helen Tran
Director of Human Resources/Risk Management
ADA/504 Coordinator
City of West Covina
1444 West Garvey Avenue
West Covina, CA 91790
HTran@westcovina.org
Phone:626-939-8450
California Relay Service: dial 711

Within 15 calendar days after receipt of the complaint, the ADA/504 Coordinator or the City's designee will contact the complainant to discuss the complaint and the possible resolutions. Within 15 calendar days of the discussion the ADA/504 Coordinator or the City's designee will respond in writing, and where appropriate, in a format accessible to the complainant, such as large print, Braille, or audio tape. ADA/ The response will explain the position of the City of West Covina and offer options for substantive resolution of the complaint.

If the response by ADA/504 Coordinator or the City's designee does not satisfactorily resolve the issue, the complainant and/or his/her designee may appeal the decision within 15 calendar days after receipt of the response to City Manager or his/her designee.

Within 15 calendar days after receipt of the appeal, the City Manager or his/her designee will contact the complainant to discuss the complaint and possible resolutions. Within 15 calendar days after the meeting, the City Manager or his/her designee will respond in writing, and, where appropriate, in a format accessible to the complainant, with a final resolution of the complaint.

All written complaints received by ADA/504 Coordinator or the City's designee, appeals to the City Manager or his/her designee, and responses from these two offices will be retained by the City for at least three years.

A copy of the City's ADA/504 Self-evaluation and Transition Plan may be requested from the ADA/504 Coordinator.

APPENDIX F:
WEBSITE ACCESSIBILITY INSPECTION RESULTS

Website Accessibility Inspection: City of West Covina, California

November, 2024

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EXECUTIVE SUMMARY

The inspection includes a comprehensive website accessibility inspection of the City of West Covina's website, https://www.westcovina.org/.

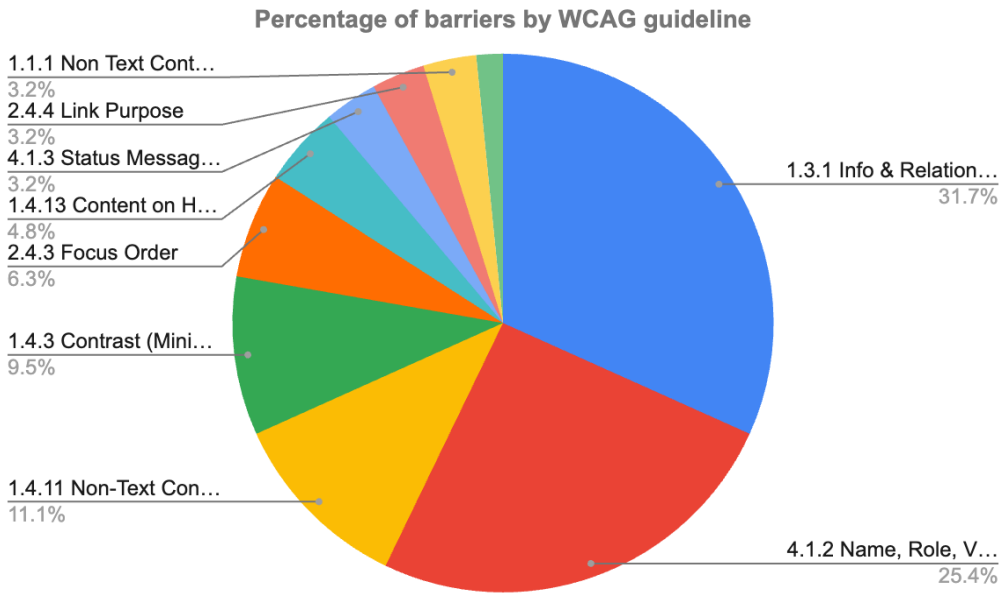
The primary objective of this inspection is to identify accessibility barriers in compliance with the Web Content Accessibility Guidelines (WCAG) standards and to provide recommendations for remediation.

Analysis of the website revealed a few key takeaways:

- The barriers were found to impact a range of website users, primarily Visually Impaired users (78%), Low Vision users (21%), and Motor Impaired users (2%).
- Three WCAG guidelines represented over half of the barriers identified: 1.3.1 Info & Relationship (32%), 4.1.2 Name, Role, Value (25%), and 1.4.13 Content on Hover or Focus (11%). These are very common barriers and often can be resolved expeditiously.
- Almost 80% of identified barriers can be categorized as Screen Reader barriers, which indicates significant challenges for users who rely on assistive technologies to navigate the website. Addressing these issues is crucial to ensuring the website is accessible to all users, particularly those with visual impairments.
- About 20% of identified barriers can be categorized as Color Contrast barriers, highlighting the need to improve visual clarity and readability for users with low vision or color blindness. Enhancing color contrast will make the website more accessible and easier for a broader audience.

Addressing the identified accessibility barriers is a moral responsibility and a strategic necessity. Ensuring compliance with WCAG standards demonstrates the City of West Covina's commitment to inclusivity, protecting against potential lawsuits while providing a more equitable online experience for all users. The rise in website accessibility lawsuits highlights the importance of proactive management to mitigate legal risks and enhance the City's reputation as a responsible public entity. Compliance with accessibility guidelines also aligns with broader community engagement and public service goals, ensuring an inclusive and legally sound online presence.

The identified barriers primarily affect visually impaired users, followed by those with low vision, motor, and cognitive impairments. Common issues such as improper content structuring, insufficient color contrast, and non-compliant interactive elements create significant challenges for users relying on assistive technologies like screen readers. To achieve WCAG compliance, a prioritized remediation strategy should focus on the most prevalent barriers.



- 1.3.1 Info & Relationship (31.75% of all barriers found)
- 4.1.2 Name, Role, Value (25.40% of all barriers found)
- 1.4.11 Non-Text Contrast (11.11% of all barriers found)
- 1.4.3 Contrast (Minimum) (9.52% of all barriers found)
- 2.4.3 Focus Order (6.35% of all barriers found)
- 1.4.13 Content on Hover or Focus (4.76% of all barriers found)
- 4.1.3 Status Messages (3.17% of all barriers found)
- 2.4.4 Link Purpose (3.17% of all barriers found)
- 1.1.1 Non-Text Content (3.17% of all barriers found)
- 2.1.1 Keyboard (1.59% of all barriers found)

INSPECTION METHODOLOGY

The inspection methodology used is designed to thoroughly analyze website accessibility, ensuring that potential barriers are identified and addressed. The process involves manual testing, leveraging the expertise of our accessibility specialists to deliver accurate and actionable insights.

1. **Website Inspection:** The inspection begins with evaluating key pages using WCAG 2.0 and 2.1 Success Criteria at varying levels. This process includes screen reader testing (JAWS on Windows 10, Google Chrome, VoiceOver on iPhone with Safari), keyboard-only navigation on Windows 10, Google Chrome, color contrast testing, and full browser zoom testing on Windows 10 with Internet Explorer 11. Automated tools are also used to detect common accessibility issues.
2. **Barriers Compiled:** Barriers encountered during the inspection are collected and analyzed for severity and user impact. This data is essential for understanding the website's accessibility and guides the next steps.
3. **Barriers Documented:** All identified barriers are documented in detail, compared against benchmarks, and described clearly, providing a transparent view of the website's accessibility status.
4. **Recommendations Developed:** Tailored recommendations are based on the inspection findings, focusing on remediation best practices. These guide developers and content creators in resolving identified issues.
5. **Remediation Solutions:** A comprehensive remediation approach is proposed, involving collaboration with developers, designers, and strategists to ensure full WCAG compliance and ongoing accessibility improvements.

This rigorous five-step process ensures that the inspection deliverable is thorough and practical, providing clear guidance on achieving and maintaining web accessibility compliance.

WEBSITE ACCESSIBILITY GUIDELINES

The Web Content Accessibility Guidelines (WCAG) are a series of criteria that help website owners create a website accessible to those with disabilities. The number of website accessibility lawsuits is increasing. All websites risk being sued if they do not demonstrate accessibility to people with disabilities. From small businesses to Fortune 500 companies and government, any website will be expected to conform to WCAG guidelines.

Through the inspection of the City of West Covina’s website, https://www.westcovina.org/, the accessibility barriers found have been categorized by WCAG guidelines. Within the Remediation Recommendations section, we have provided more details on the guidelines and suggested remediation steps.

Ensuring website accessibility is crucial for creating an inclusive digital environment for all users, including those with disabilities. Adhering to WCAG is essential for legal compliance, enhancing user experience, and expanding your website's reach. Addressing these barriers will make your site more accessible, user-friendly, and compliant with current standards. Embracing these guidelines shows a commitment to accessibility and reduces the risk of legal challenges.

WEBSITE ACCESSIBILITY INSPECTION

As part of the commitment to ensuring accessibility of the City of West Covina's website, https://www.westcovina.org/, a manual inspection of the City website was conducted. Unlike automated scans, a manual approach allows for a deeper, more nuanced analysis, particularly for issues that automated tools may overlook. Given the website's critical role in providing information, services, and community engagement, many pages and elements were meticulously reviewed.

Our inspection process involved testing for screen reader compatibility, keyboard accessibility, color contrast, and other essential features. By focusing on technical compliance and user experience, we identified potential barriers that could hinder access for users with disabilities. The findings from this comprehensive review and tailored recommendations for remediation are presented in the following sections.

Analysis of the website revealed a few key takeaways:

- The barriers were found to impact a range of website users, primarily Visually Impaired users (78%), Low Vision users (21%), and Motor Impaired users (2%).
- Three WCAG guidelines represented over half of the barriers identified: 1.3.1 Info & Relationship (32%), 4.1.2 Name, Role, Value (25%), and 1.4.13 Content on Hover or Focus (11%). These are very common barriers and often can be resolved expeditiously.
- Almost 80% of identified barriers can be categorized as Screen Reader barriers, which indicates significant challenges for users who rely on assistive technologies to navigate the website. Addressing these issues is crucial to ensuring the website is accessible to all users, particularly those with visual impairments.
- About 20% of identified barriers can be categorized as Color Contrast barriers, highlighting the need to improve visual clarity and readability for users with low vision or color blindness. Enhancing color contrast will make the website more accessible and easier for a broader audience.

During the website inspection, the following specific barriers were identified and categorized by WCAG guidelines and in order of prevalence on the website:

- 1.3.1 Info & Relationship (31.75% of all barriers found): Improper content structuring hindered assistive technologies—correct HTML to ensure clear content relationships for better accessibility.
- 4.1.2 Name, Role, Value (25.40% of all barriers found): Custom controls and interactive elements were not properly coded, causing issues for assistive technologies. Implement ARIA attributes or native HTML for accurate identification and accessibility.
- 1.4.11 Non-Text Contrast (11.11% of all barriers found): Poor contrast for graphical elements impacted visibility. Enhance non-text contrast for better distinction and visibility.
- 1.4.3 Contrast (Minimum) (9.52% of all barriers found): Insufficient text-to-background contrast impaired readability. Adjust contrast to meet WCAG standards for better user readability.
- 2.4.3 Focus Order (6.35% of all barriers found): The focus order was illogical, confusing keyboard users. Adjust the focus order to ensure seamless and intuitive navigation.
- 1.4.13 Content on Hover or Focus (4.76% of all barriers found): Hover/focus content was not keyboard accessible. Ensure it can be interacted with or dismissed via keyboard.

- 4.1.3 Status Messages (3.17% of all barriers found): Status messages were not conveyed to screen readers. Use ARIA live regions or role="alert" to ensure assistive technologies relay these updates.
- 2.4.4 Link Purpose (3.17% of all barriers found): Ensure users understand the purpose of each link so they can decide whether they want to follow the link.
- 1.1.1 Non-Text Content (3.17% of all barriers found): Missing text alternatives for non-text content affected screen reader users. Add descriptive alt text and captions for better accessibility.
- 2.1.1 Keyboard (1.59% of all barriers found): Some interactive elements were not keyboard-operable, limiting access. Ensure all elements are fully operable via keyboard to support motor-impaired users.

REMEDIATION RECOMMENDATIONS

The city of West Covina's website, https://www.westcovina.org/, has undergone a manual inspection, revealing several accessibility barriers that must be addressed to ensure compliance with the Web Content Accessibility Guidelines (WCAG). The following remediation recommendations outline the steps necessary to achieve compliance, prioritize barriers, and provide a clear path forward for ongoing accessibility management.

Given the range of barriers identified, it is crucial to prioritize remediation efforts based on the severity and frequency of each issue. The most critical barriers, particularly those affecting screen reader functionality, keyboard navigation, and contrast, should be addressed first. Three guidelines accounted for almost half of all barriers identified. These three guidelines are:

- 1.3.1 Info & Relationship (31.75% of all barriers found)
- 4.1.2 Name, Role, Value (25.40% of all barriers found)
- 1.4.11 Non-Text Contrast (11.11% of all barriers found)

The suggested steps for remediation include:

1. Conduct a Full Review of the Codebase: Ensure all custom controls and interactive elements are properly coded with accessible names, roles, and values. Implement ARIA (Accessible Rich Internet Applications) attributes where necessary to enhance accessibility for assistive technologies.
2. Improve Content Structuring: Restructure the content to ensure proper use of HTML elements, such as headings, lists, and landmarks, to accurately convey relationships between different pieces of content.
3. Enhance Color Contrast and Visual Design: To meet WCAG minimum contrast ratios, adjust the color contrast. Ensure that all text, non-text elements, and background colors provide sufficient contrast to be readable by users with visual impairments.
4. Optimize Keyboard Navigation: Review and adjust the focus order of interactive elements to ensure logical and intuitive navigation. Make sure that all interactive elements are fully operable using a keyboard.
5. Provide Text Alternatives and Descriptions: Ensure that all non-text content, such as images and multimedia, has appropriate text alternatives. Implement audio descriptions or media alternatives where necessary to accommodate visually impaired users.

All barriers identified have been categorized by WCAG guidelines and listed below in order of prevalence on the website. Each guideline is paired with suggested steps for remediation, including a sampling of code that may be used as one of many potential solutions to each identified barrier.

1.3.1 Info & Relationship (31.75% of all barriers found): This guideline ensures that information and relationships conveyed through presentation can be programmatically determined or are available in text, helping users with disabilities understand the content structure. To address this, review and correct the HTML structure to ensure the proper use of headings, lists, and landmarks. For example:

- **Code Example:**

```
<!-- Incorrect -->
<div style="font-weight: bold;">Section Title</div>
<p>Some content here...</p>
<!-- Correct -->
<h2>Section Title</h2>
<p>Some content here...</p>
```

Ensure that elements like lists (`<ul>`, `<ol>`) and tables (`<table>`, `<thead>`, `<tbody>`, `<tr>`, `<th>`, `<td>`) are properly used to convey relationships between content. Use ARIA landmarks (`<header>`, `<nav>`, `<main>`, `<footer>`) to structure your content, enhancing the experience for assistive technologies.

4.1.2 Name, Role, Value (25.40% of all barriers found): This guideline ensures that all user interface components, including form elements, links, and components generated by scripts, are properly coded with the correct name, role, and value so assistive technologies can accurately interpret them.

- **Code Example:**

```
<!-- Incorrect -->
<div onclick="submitForm()">Submit</div>
<!-- Correct -->
<button type="submit">Submit</button>
<!-- If a custom component is necessary -->
<div role="button" aria-label="Submit" tabindex="0"
onclick="submitForm()">Submit</div>
```

Use ARIA attributes like `role`, `aria-label`, and `aria-labelledby` to clearly define the purpose and functionality of custom interactive elements, ensuring assistive technologies recognize them.

1.4.11 Non-Text Contrast (11.11% of all barriers found): This guideline requires sufficient contrast between non-text elements like buttons and icons to make them easier to perceive.

- **Code Example:**

```
/* Incorrect */
.icon-button {
    background-color: #e0e0e0;
    border-color: #cccccc;
}
/* Correct */
```

```
.icon-button {
    background-color: #0055cc;
    border-color: #003399;
}
```

Improve the contrast of non-text elements by adjusting their background or border colors to meet the recommended contrast ratio (3:1). Use CSS custom properties for consistency across the site.

1.4.3 Contrast (Minimum) (9.52% of all barriers found): This guideline requires sufficient contrast between text and its background to make it easier for people with low vision or color blindness. The recommended contrast ratio is 4.5:1 for regular text and 3:1 for large text.

- **Code Example:**

```
/* Incorrect */
button {
    background-color: #f0f0f0;
    color: #b0b0b0;
}
/* Correct */
button {
    background-color: #0055cc;
    color: #ffffff;
}
```

Use tools like the Contrast Checker from WebAIM to verify that your color schemes meet the required contrast ratios. Consider using CSS custom properties for color management to maintain consistency across your site.

2.4.3 Focus Order (6.35% of all barriers found): This guideline ensures that when users navigate sequentially through content using a keyboard, the focus moves logically, preserving meaning and operability.

- **Code Example:**

```
<!-- Incorrect -->
<div tabindex="3">Third item</div>
<div tabindex="1">First item</div>
<div tabindex="2">Second item</div>
<!-- Correct -->
<div tabindex="0">First item</div>
<div tabindex="0">Second item</div>
<div tabindex="0">Third item</div>
```

Ensure that the focus order follows the logical visual order of the page content. Avoid manually setting `tabindex` values that disrupt the natural flow; instead, use `tabindex="0"` for natural focus order or `tabindex="-1"` to programmatically set focus.

1.4.13 Content on Hover or Focus (4.76% of all barriers found): This guideline ensures that content that appears on hover or focus is accessible and that users can interact with it using a keyboard or other assistive technologies.

- **Code Example:**

```
<!-- Incorrect -->
<div class="tooltip" data-tooltip="Additional information">Hover over
me</div>
<!-- Correct -->
<div class="tooltip" tabindex="0" role="tooltip" aria-
describedby="tooltip1">Focus on me</div>
<div id="tooltip1" role="tooltip">Additional information</div>
```

Ensure that any content appearing on hover or focus can be accessed and dismissed via the keyboard. Use `role="tooltip"` and ensure the content remains accessible when it receives focus.

4.1.3 Status Messages (3.17% of all barriers found): This guideline ensures that status messages can be programmatically determined through roles or properties so they can be presented to the user by assistive technologies without receiving focus.

- **Code Example:**

```
<!-- Status message example -->
<div role="alert">
    Your changes have been saved successfully.
</div>
<!-- ARIA live region example -->
<div aria-live="assertive">
    Your changes have been saved successfully.
</div>
```

Use ARIA live regions (`aria-live="assertive"` or `aria-live="polite"`) or `role="alert"` to ensure that screen readers announce status messages without requiring a change in focus.

2.4.4 Link Purpose (3.17% of all barriers found): This guideline ensures that the purpose of each link can be determined from the link text alone or from the link text together with its context. Descriptive link text is crucial for users who rely on screen readers to navigate.

- **Code Example:**

```
<!-- Incorrect -->
<a href="download.pdf">Click here</a>
<!-- Correct -->
<a href="download.pdf">Download the latest financial report</a>
```

Use descriptive link text that clearly conveys the destination or purpose of the link to assist all users, especially those using screen readers. Avoid vague terms like "Click here" or "Read more."

1.1.1 Non-Text Content (3.17% of all barriers found): This guideline requires that all non-text content, such as images, charts, and multimedia, have text alternatives that serve the equivalent purpose, making the content accessible to screen readers.

- **Code Example:**

```
<!-- Incorrect -->
<img src="chart.png" alt=""/>
<!-- Correct -->
<img src="chart.png" alt="Sales performance chart showing an increase of
20% in Q4"/>
```

Provide descriptive `alt` text for images and ensure that all multimedia content has appropriate text alternatives, such as captions for videos and transcripts for audio content. For complex images, use detailed descriptions.

2.1.1 Keyboard (1.59% of all barriers found): This guideline ensures that all content functionality is operable through a keyboard interface, which is critical for users with motor disabilities.

- **Code Example:**

```
<!-- Incorrect -->
<div class="dropdown" onclick="toggleDropdown()">Dropdown</div>
<!-- Correct -->
<div class="dropdown" role="button" tabindex="0" aria-expanded="false"
aria-controls="dropdown-menu" onclick="toggleDropdown()"
onkeydown="if(event.key === 'Enter') toggleDropdown()">Dropdown</div>
<ul id="dropdown-menu" aria-hidden="true">
  <li><a href="#">Option 1</a></li>
  <li><a href="#">Option 2</a></li>
</ul>
```

Ensure all interactive elements are accessible via the keyboard, including drop-down menus, modal dialogs, and custom widgets. Use `role="button"` and `aria-expanded` to indicate the state of expandable elements.

Importance of Ongoing Compliance

To maintain WCAG compliance, it is essential to implement an ongoing accessibility management plan. This includes regular audits, continuous monitoring, and staff training to ensure that new content and updates meet accessibility standards.

Remediation efforts are estimated to require 3-5 hours of labor per web page, depending on the complexity and severity of the identified barriers. Based on industry rates for experienced website developers, costs are expected to range from $300 to $900 per webpage. The total price will vary depending on the selected vendor, the number of pages requiring remediation, and the complexity of the issues.

- **Online Accessibility Compliance Training for Staff:** Conduct a training program for website administrators and other relevant staff to familiarize them with accessibility guidelines and best practices.
- **Development of a Public Website Accessibility Policy:** Establish and publish a public accessibility policy that outlines the City’s commitment to ensuring its digital properties are

accessible to all users. This policy should include contact information for reporting accessibility barriers and a timeline for remediation efforts.

- **Continuous Monitoring and Reassessment Plan:** Implement a continuous monitoring plan to assess the accessibility of digital properties regularly. This plan should include scheduled audits, user feedback mechanisms, and updates to the accessibility policy as needed.
- **Technical Solutions Tailored to Each Property:** Develop and implement technical solutions specific to each digital property. This includes providing code samples and best practices to address common barriers and improve accessibility.
- **Vendor and Staffing Recommendations:** Engage with experienced accessibility vendors or in-house developers to do the necessary remediation work. Ensure that all work aligns with the latest WCAG guidelines and follows best practices for accessible design.

By following these remediation recommendations, the city of West Covina is well-positioned to enhance the accessibility of its digital properties, ensuring compliance with WCAG guidelines and fostering a more inclusive online environment for all users.

CONCLUSION

The city of West Covina is poised to demonstrate a strong commitment to digital accessibility by addressing the identified barriers on its website. Ensuring compliance with the Web Content Accessibility Guidelines (WCAG) is essential to fostering an inclusive community where all residents and visitors can access critical information and services. By implementing the recommended remediation strategies, the Town will significantly enhance the user experience for all, including those with disabilities, and mitigate potential legal risks associated with non-compliance.

Prioritizing the resolution of the most prevalent barriers—such as correcting interactive elements for screen reader compatibility, improving content structure, and ensuring sufficient contrast—will make the most substantial impact. These efforts will position the city of West Covina as a leader in digital inclusivity, reinforcing its reputation as a forward-thinking and responsible public entity. Continuous monitoring, staff training, and a commitment to regular updates will ensure that the City remains compliant with evolving standards, fostering ongoing accessibility improvements and serving as a model for other municipalities. By taking these proactive steps, the city of West Covina can create a more accessible and equitable digital environment.

ABOUT ACCESSIBILITIES

ACCESSIBILITIES is the leader in manual website accessibility inspections and remediation services. Since founding in 2018 as a web development consultancy, we have partnered with businesses of all sizes, attorneys, and professional liability insurance agencies to resolve thousands of website accessibility barriers. Our comprehensive approach and on-demand experts enable us to provide the context needed to ensure successful remediation of website accessibility issues. Our manual, human-powered website accessibility inspection is 2x more accurate than leading automated solutions. Our team consists of website accessibility experts, website development and WordPress specialists, and business consultants who have the knowledge and experience to help you meet your accessibility goals.

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Barrier Test	Bug_Id	Severity	WCAG Guideline	Environment	Users Affected	Page Name/ URL	Summary	Steps to Reproduce	Actual Result	Expected Result	User Impact	Screencast	Dev Recommendation
Color Contrast	WES_01	High	1.4.11 Non-Text Contrast	Win 10/ Chrome	Low Vision	Home	The color contrast ratio of border line of edit field is less than the standard ratio 3:1.	1. Launch the URL: https://www.westcovina.org/ 2. Verify color contrast ratio of border line of edit field	The color contrast ratio of border line of edit field having grey foreground and white background is less than the standard ratio 3:1.	The color contrast ratio of border line of edit field having grey foreground and white background should be equal to or more than the standard ratio 3:1.	If Color contrast ratio fails for the text, then low vision user will not be able to access that particular text on the	https://app.screencast.com/debJEQl06IND8	Change the color of border line to black. Change the colour of the element with respect to background such
Color Contrast	WES_02	High	1.4.11 Non-Text Contrast	Win 10/ Chrome	Low Vision	Home	The color contrast ratio of social media icon on hover is less than the standard ratio 3:1.	1. Launch the URL: https://www.westcovina.org/ 2. Verify color contrast ratio of social media icon on hover	The color contrast ratio of social media icon on hover having white foreground and yellow background is less than the standard ratio 3:1.	The color contrast ratio of social media icon on hover having white foreground and yellow background should be equal to or more than the standard ratio 3:1.	If Color contrast ratio fails for the text, then low vision user will not be able to access that particular text on the	https://app.screencast.com/CAqLM9SimD2I2	Change the colour of the element with respect to background such that it is as per standard color contrast ratio i.e 3:1 (Foreground : Background)
Color Contrast	WES_03	High	1.4.3 Contrast (Minimum)	Win 10/ Chrome	Low Vision	Home	The color contrast ratio of text 'About the city, residents' etc on hover are less than the standard ratio 4.5:1.	1. Launch the URL: https://www.westcovina.org/ 2. Verify color contrast ratio of text 'About the city, residents' etc on hover	The color contrast ratio of text 'About the city, residents' etc on hover having green foreground and yellow background is less than the standard ratio 4.5:1.	The color contrast ratio of text 'About the city, residents' etc on hover having green foreground and yellow background should be equal to or more than the standard ratio 4.5:1.	If Color contrast ratio fails for the text, then low vision user will not be able to access that particular text on the	https://app.screencast.com/sPXYN3SOyRBfC	Change the colour of the element with respect to background such that it is as per standard color contrast ratio i.e 4.5:1 (Foreground : Background)
Color Contrast	WES_04	High	1.4.11 Non-Text Contrast	Win 10/ Chrome	Low Vision	Home	The color contrast ratio of pause icon is less than the standard ratio 3:1.	1. Launch the URL: https://www.westcovina.org/ 2. Verify color contrast ratio of pause icon	The color contrast ratio of pause icon having white foreground and irregular background is less than the standard ratio 3:1.	The color contrast ratio of pause icon having white foreground and irregular background should be equal to or more than the standard ratio 3:1.	If Color contrast ratio fails for the text, then low vision user will not be able to access that particular text on the	https://app.screencast.com/qHWZ7CgX3HPFn	Change the colour of the element with respect to background such that it is as per standard color contrast ratio i.e 3:1 (Foreground : Background)
Color Contrast	WES_05	High	1.4.3 Contrast (Minimum)	Win 10/ Chrome	Low Vision	Home	The color contrast ratio of text 'Agendas $ Meetings, Permits' etc on hover are less than the standard ratio 4.5:1.	1. Launch the URL: https://www.westcovina.org/ 2. Verify color contrast ratio of text 'Agendas $ Meetings, Permits' etc on hover	The color contrast ratio of text 'Agendas $ Meetings, Permits' etc on hover having white foreground and green background is less than the standard ratio 4.5:1.	The color contrast ratio of text 'Agendas $ Meetings, Permits' etc on hover having white foreground and green background should be equal to or more than the standard ratio 4.5:1.	If Color contrast ratio fails for the text, then low vision user will not be able to access that particular text on the	https://app.screencast.com/OF78c4ciUYGvq	Change the colour of the element with respect to background such that it is as per standard color contrast ratio i.e 4.5:1 (Foreground : Background)
Color Contrast	WES_06	High	1.4.3 Contrast (Minimum)	Win 10/ Chrome	Low Vision	Home	The color contrast ratio of text 'More Events' is less than the standard ratio 4.5:1.	1. Launch the URL: https://www.westcovina.org/ 2. Verify color contrast ratio of text 'More Events'	The color contrast ratio of text 'More Events' having green foreground and yellow background is less than the standard ratio 4.5:1.	The color contrast ratio of text 'More Events' having green foreground and yellow background should be equal to or more than the standard ratio 4.5:1.	If Color contrast ratio fails for the text, then low vision user will not be able to access that particular text on the	https://app.screencast.com/WUUOOyFPd60MR	Change the colour of the element with respect to background such that it is as per standard color contrast ratio i.e 4.5:1 (Foreground : Background)
Color Contrast	WES_07	High	1.4.11 Non-Text Contrast	Win 10/ Chrome	Low Vision	Home	The color contrast ratio of social media icon is less than the standard ratio 3:1.	1. Launch the URL: https://www.westcovina.org/ 2. Verify color contrast ratio of social media icons	The color contrast ratio of social media icons having white foreground and grey background is less than the standard ratio 3:1.	The color contrast ratio of social media icons having white foreground and grey background should be equal to or more than the standard ratio 3:1.	If Color contrast ratio fails for the text, then low vision user will not be able to access that particular text on the	https://app.screencast.com/hG6gdLBXiCEMx	Change the colour of the element with respect to background such that it is as per standard color contrast ratio i.e 3:1 (Foreground : Background)
Color Contrast	WES_08	High	1.4.11 Non-Text Contrast	Win 10/ Chrome	Low Vision	Home	The color contrast ratio of social media icon on hover is less than the standard ratio 3:1.	1. Launch the URL: https://www.westcovina.org/ 2. Verify color contrast ratio of social media icon on hover	The color contrast ratio of social media icon on hover having white foreground and grey background is less than the standard ratio 3:1.	The color contrast ratio of social media icon on hover having white foreground and grey background should be equal to or more than the standard ratio 3:1.	If Color contrast ratio fails for the text, then low vision user will not be able to access that particular text on the	https://app.screencast.com/4Ci5R5YKTehbm	Change the colour of the element with respect to background such that it is as per standard color contrast ratio i.e 3:1 (Foreground : Background)
Color Contrast	WES_09	High	1.4.11 Non-Text Contrast	Win 10/ Chrome	Low Vision	Municipal Code	The color contrast ratio of '-, +' icons are less than the standard ratio 3:1.	1. Launch the URL: https://www.westcovina.org/departments/city-clerk/municipal-code 2. Verify color contrast ratio of '-, +' icons	The color contrast ratio of '-, +' icons having white foreground and yellow background is less than the standard ratio 3:1.	The color contrast ratio of '-, +' icons having white foreground and yellow background should be equal to or more than the standard ratio 3:1.	If Color contrast ratio fails for the text, then low vision user will not be able to access that particular text on the	https://app.screencast.com/5IElRVKvhsRw4	Change the colour of the element with respect to background such that it is as per standard color contrast ratio i.e 3:1 (Foreground : Background)
Color Contrast	WES_10	High	1.4.3 Contrast (Minimum)	Win 10/ Chrome	Low Vision	Municipal Code	The color contrast ratio of 'Red' is less than the standard ratio 3:1.	1. Launch the URL: https://www.westcovina.org/departments/city-clerk/municipal-code 2. Verify color contrast ratio of text 'Red'	The color contrast ratio of 'Red' having red foreground and white background is less than the standard ratio 3:1.	The color contrast ratio of 'Red' having red foreground and white background should be equal to or more than the standard ratio 3:1.	If Color contrast ratio fails for the text, then low vision user will not be able to access that particular text on the	https://app.screencast.com/KTX40DiVysoeH	Change the colour of the element with respect to background such that it is as per standard color contrast ratio i.e 3:1 (Foreground : Background)
Color Contrast	WES_11	High	1.4.3 Contrast (Minimum)	Win 10/ Chrome	Low Vision	Transit Services	The color contrast ratio of 'Red Line' is less than the standard ratio 3:1.	1. Launch the URL: https://www.westcovina.org/departments/community-services-department/transit-services 2. Verify color contrast ratio of text 'Red Line'	The color contrast ratio of 'Red Line' having red foreground and white background is less than the standard ratio 3:1.	The color contrast ratio of 'Red Line' having red foreground and white background should be equal to or more than the standard ratio 3:1.	If Color contrast ratio fails for the text, then low vision user will not be able to access that particular text on the	https://app.screencast.com/Wx3H9rzdqIv9z	Change the colour of the element with respect to background such that it is as per standard color contrast ratio i.e 3:1 (Foreground : Background)
Color Contrast	WES_12	High	1.4.3 Contrast (Minimum)	Win 10/ Chrome	Low Vision	Transit Services	The color contrast ratio of 'Green Line' is less than the standard ratio 3:1.	1. Launch the URL: https://www.westcovina.org/departments/community-services-department/transit-services 2. Verify color contrast ratio of text 'Green Line'	The color contrast ratio of 'Green Line' having green foreground and white background is less than the standard ratio 3:1.	The color contrast ratio of 'Green Line' having green foreground and white background should be equal to or more than the standard ratio 3:1.	If Color contrast ratio fails for the text, then low vision user will not be able to access that particular text on the	https://app.screencast.com/BSN2gB1t9Poij	Change the colour of the element with respect to background such that it is as per standard color contrast ratio i.e 3:1 (Foreground : Background)
Color Contrast	WES_13	High	1.4.11 Non-Text Contrast	Win 10/ Chrome	Low Vision	FAQs	The color contrast ratio of border line of combobox is less than the standard ratio 3:1.	1. Launch the URL: https://www.westcovina.org/what-s-new/faqs 2. Verify color contrast ratio of border line of combobox	The color contrast ratio of border line of combobox having grey foreground and white background is less than the standard ratio 3:1.	The color contrast ratio of border line of combobox having grey foreground and white background should be equal to or more than the standard ratio 3:1.	If Color contrast ratio fails for the text, then low vision user will not be able to access that particular text on the	https://app.screencast.com/UwYiiNimidzvl	Change the color of border line to black. Change the colour of the element with respect to background such
Screen Reader	WES_14	High	2.4.3 Focus Order	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	After hitting enter on 'Skip to main content' link, focus does not move to main content.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to 'Skip to main content' link hit enter and verify focus	After hitting enter on 'Skip to main content' link, focus does not move to main content.	After hitting enter on 'Skip to main content' link, focus should move to main content.	If after hitting enter on skip link focus will not move to main content then user will have to manually navigate to	https://app.screencast.com/qaAiRbHXfRE8O	Use proper '#' and id for skip link and to main content, so that when user hits enter on Skip link focus moves to main content of the page.
Screen Reader	WES_15	High	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	[Global] Main landmark region is not defined for the web page.	1. Launch the URL: https://www.westcovina.org/ 2. Press 'R' on JAWS and verify landmark region	Main landmark region is not defined for the web page.	Main landmark region should be properly defined for the web page.	Without the landmark regions, screen reader users would not be able to understand the structure of the page.	https://app.screencast.com/wvzX2iMBQEMvr	Use both HTML5 and ARIA landmarks to ensure all content is contained within a navigational region. In HTML5, you should use elements like <header>, <nav>,

Barrier Test	Bug_Id	Severity	WCAG Guideline	Environment	Users Affected	Page Name/ URL	Summary	Steps to Reproduce	Actual Result	Expected Result	User Impact	Screencast	Dev Recommendation
Screen Reader	WES_16	Medium	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	Elements with same functionality are not grouped together.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to logo using arrow keys and verify	Elements with same functionality are not grouped together. On first tap screen reader reads heading level 1 City of West Covina and on net tap it reads Link City.	Elements with same functionality should be grouped together. Both the elements should bind together in single focus.	If elements with same functionality will not be grouped together then it will confuse the screen reader users	https://app.screencast.com/zUmQkw75hjsjc	Bind the elements together in single focus.
Screen Reader	WES_17	Medium	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	Top navigation links are not tagged in list.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to top navigation links using arrow keys and verify	Top navigation links are not tagged in list.	Top navigation links should be tagged in list.	If content will not be tagged in list then screen reader user will get confuse and will find difficulty in	https://app.screencast.com/kYUz6UfY8eMty	Tug the link in list. Visit this link for code: 1. https://www.w3.org/WAI/tutorials/page-structure/content/
Screen Reader	WES_18	Medium	1.4.13 Content on Hover or Focus	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	Tooltip is not provided for 'search' icon.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to 'search' icon and verify	Tooltip is not provided for 'search' icon.	Tooltip should be provided for 'search' icon.	If tooltip will not be provided then user will not be able to identify the icons.	https://app.screencast.com/edbVSXNY6sMPW	1. Create a element, give it a role="tooltip" and an id="IDREF". Then, give it a brief description of the action. 2. This element has to be accessible
Screen Reader	WES_19	Medium	1.4.13 Content on Hover or Focus	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	Tooltip is not provided for carousel controls.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to carousel controls and verify	Tooltip is not provided for carousel controls.	Tooltip should be provided for carousel controls.	If tooltip will not be provided then user will not be able to identify the icons.	https://app.screencast.com/aCMqAsQyQHFs7	1. Create a element, give it a role="tooltip" and an id="IDREF". Then, give it a brief description of the action. 2. This element has to be accessible
Screen Reader	WES_20	High	4.1.2 Name, Role, Value	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	Incorrect role is defined to search icon.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to search icon using arrow keys and verify	Incorrect role is defined to search icon. Role is unnecessarily defined as link instead of button.	Role of search icon should be defined as button.	If incorrect role will be defined then screen reader user will not be able to understand the correct purpose and	https://app.screencast.com/Y8oeZKTgGxkSc	Provide correct aria role to the element. aria role should be defined as button. https://developer.mozilla.org/en-US/docs/Web/Accessibility/ARIA/R
Screen Reader	WES_21	Medium	4.1.2 Name, Role, Value	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	Name of search icon is incorrectly defined as 'go'.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to search icon using arrow keys and verify	Name of search icon is incorrectly defined as 'go'.	Name of search icon should be properly defined as 'search'.	If name will not be defined then screen reader user will not be able to understand the purpose of button.	https://app.screencast.com/Y8oeZKTgGxkSc	Provide proper aria label to the button. http://www.w3.org/TR/WCAG20-TECHS/ARIA6.html
Screen Reader	WES_22	High	2.1.1 Keyboard	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired Motor Impaired	Home	Sublinks present inside 'About The City, Residents' etc navigation elements are not accessible through tab/ arrow keys.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to 'About The City, Residents' etc navigation elements hit enter and verify	Sublinks present inside 'About The City, Residents' etc navigation elements are not accessible through tab/ arrow keys. When user hits enter on 'About The City, Residents' etc	Sublinks present inside 'About The City, Residents' etc navigation elements should be accessible through tab/ arrow keys. When user hits enter on 'About The City, Residents' etc navigation elements then it	If sub links will not be accessible then screen reader and keyboard user will not be able to access those links.	https://app.screencast.com/AZurRUyPP5jHg	Expandable/ collapsible role should be defined for the navigation links Visit link for code: https://www.w3.
Screen Reader	WES_23	High	4.1.2 Name, Role, Value	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	Expanded/ collapsed state of 'About The City, Residents' etc navigation elements are not announced.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to 'About The City, Residents' etc navigation elements using arrow keys and verify	Expanded/ collapsed state of 'About The City, Residents' etc navigation elements are not announced.	Expanded/ collapsed state of 'About The City, Residents' etc navigation elements should be announced.	If expanded/ collapsed state of element will not be announced then screen reader user will not be able to identify	https://app.screencast.com/AZurRUyPP5jHg	Visit this link for the code: https://www.w3.org/WAI/GL/wiki/Using_the_WAI-ARIA_aria-expanded_state_to_mark_expanda
Screen Reader	WES_24	High	2.4.3 Focus Order	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Motor Impaired	Home	Screen reader focus unnecessarily moves to hidden carousel content.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate on page using arrow keys and verify	Screen reader focus unnecessarily moves to hidden carousel content.	Screen reader focus should not move to hidden carousel content. Tab focus should move only to first visible slide, after that focus should move to carousel controls.	If focus will move to hidden content then users will have to put extra effort in navigating forward on	https://app.screencast.com/gv7KbhUif80hm	Provide proper tab indexing so that focus does not move to hidden carousel slides.
Screen Reader	WES_25	Medium	1.1.1 Non Text Content	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	Decorative carousel images are not hidden.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to carousel graphic using arrow keys and verify	Decorative carousel images are not hidden.	Decorative carousel images should be hidden for screen reader user. Alt text for these images should be null.	If decorative image is not hidden for screen reader users, it would confuse & cause inconvenience to the	https://app.screencast.com/pQf2wFtZwtVpy	For decorative images, add attribute alt=" " or null to avoid unnecessary tab focus.
Screen Reader	WES_26	High	4.1.3 Status Messages	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	Change in button name is not automatically announced by screen reader.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to 'pause' button of carousel, hit enter and verify	Change in button name is not automatically announced by screen reader.	Change in button name should automatically announced by screen reader.	If change in button name will not be announced then user will not able to identify the change.	https://app.screencast.com/y6yr1BP0CWObb	Provide aria-live=""assertive"" and role=""alert"" to the the changes that are made after hitting enter on sort button Visit this link for the code:
Screen Reader	WES_27	High	4.1.2 Name, Role, Value	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	Incorrect role is defined to play icon.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to play icon using arrow keys and verify	Incorrect role is defined to play icon. Role is unnecessarily defined as link instead of button.	Role of play icon should be defined as button.	If incorrect role will be defined then screen reader user will not be able to understand the correct purpose and	https://app.screencast.com/y6yr1BP0CWObb	Provide correct aria role to the element. aria role should be defined as button. https://developer.mozilla.org/en-US/docs/Web/Accessibility/ARIA/R
Screen Reader	WES_28	High	4.1.2 Name, Role, Value	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	Name and role of carousel paginations are not defined.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to carousel paginations using arrow keys and verify	Name and role of carousel paginations are not defined.	Name and role of carousel paginations should be defined. Screen reader should read it as button slide 1 of 5, button slide 1 of 6 etc.	If name and role of elements will not be defined then screen reader user will not be able to understand the	https://app.screencast.com/7PPO2fbFsWxRU	Provide proper aria role and aria label to icon. Visit this link for the code: 1. https://www.w3.org/TR/wai-
Screen Reader	WES_29	Low	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	Screen reader is unnecessarily reading '>' with 'more events, more news'.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to 'more events, more news' using arrow keys and verify	Screen reader is unnecessarily reading '>' with 'more events, more news'.	Screen reader should not read '>' with 'more events, more news'.	If screen reader will read '>' with 'more events, more news' then it will confuse the screen reader users.	https://app.screencast.com/ZNNViwPXlJHFy	Use aria hidden = true for the element.
Screen Reader	WES_30	High	4.1.2 Name, Role, Value	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	Current page status of currently active link is not defined.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to link home using arrow keys and verify	Current page status of currently active link is not defined.	Current page status of currently active link should be defined.	Without the current page state, screen reader users would not be able to identify the currently active link.	https://app.screencast.com/h4WbUEMLKT0Fu	Visit this link for the code: https://www.digitala11y.com/aria-current-state/

Barrier Test	Bug_Id	Severity	WCAG Guideline	Environment	Users Affected	Page Name/ URL	Summary	Steps to Reproduce	Actual Result	Expected Result	User Impact	Screencast	Dev Recommendation
Screen Reader	WES_31	Low	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	Screen reader is unnecessarily reading '|' with footer navigation links.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to footer navigation links using arrow keys and verify	Screen reader is unnecessarily reading '|' with footer navigation links.	Screen reader should not read '|' with footer navigation links.	If screen reader will read '|'with footer navigation links then it will confuse the screen reader users.	https://app.screencast.com/bcmunHiqnvtQe	Use aria hidden = true for the element.
Screen Reader	WES_32	Medium	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	Footer navigation links are not tagged in list.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to footer navigation links using arrow keys and verify	Footer navigation links are not tagged in list. Screen reader reads it in the form of plain text.	Footer navigation links should be tagged in list.	If content will not be tagged in list then screen reader user will get confuse and will find difficulty in	https://app.screencast.com/gPl0VQ83Q6uB8	Tug links in list Tug. Visit this link for code: 1. https://www.w3.org/WAI/tutorials/page-structure/content/
Screen Reader	WES_33	High	2.4.4 Link Purpose	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	Sufficient link text is not provided to social media links.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to social media links using arrow keys and verify	Sufficient link text is not provided to social media links.	Sufficient link text should be provided to social media links. Screen reader should read it as link west covina on linkedin, link west covina on x.	Without proper link text screen reader user will not be able to understand the purpose of the link.	https://app.screencast.com/sBASQLPYrRo1L	Provide proper and sufficient link text to social media links.
Screen Reader	WES_34	Medium	1.4.13 Content on Hover or Focus	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Home	Tooltip is not provided for 'social media' icons.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to 'social media' icons and verify	Tooltip is not provided for 'social media' icons.	Tooltip should be provided for 'social media' icons.	If tooltip will not be provided then user will not be able to identify the icons.	https://app.screencast.com/TpLXjIquLekAP	1. Create a element, give it a role="tooltip" and an id="IDREF". Then, give it a brief description of the action. 2. This element has to be accessible
Screen Reader	WES_35	High	4.1.2 Name, Role, Value	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Municipal Code	[Global] Role of accordion is incorrectly defined as link.	1. Launch the URL: https://www.westcovina.org/departments/city-clerk/municipal-code 2.Navigate to accordion using arrow keys and verify	Role of accordion is incorrectly defined as link. Screen reader reads it as plain text.	Role of accordion should be defined as button or tab.	Without proper role screen reader user will not be able to understand the purpose and	https://app.screencast.com/ybdkBUfR3jfcg	Provide proper aria role to the accordion. Visit this link for code: https://www.w3.org/TR/wai-aria-practices-1.1
Screen Reader	WES_36	Medium	4.1.2 Name, Role, Value	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Municipal Code	[Global] Name of accordion is not defined.	1. Launch the URL: https://www.westcovina.org/departments/city-clerk/municipal-code 2.Navigate to accordion using arrow keys and verify	Name of accordion is not defined.	Name of accordion should be properly defined.	If name will not be defined then screen reader user will not be able to understand the purpose of button.	https://app.screencast.com/ybdkBUfR3jfcg	Provide proper aria label to the button. http://www.w3.org/TR/WCAG20-TECHS/ARIA6.html
Screen Reader	WES_37	Medium	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Municipal Code	[Global] 'Departments » City Clerk' is not tagged in breadcrumb menu.	1. Launch the URL: https://www.westcovina.org/departments/city-clerk/municipal-code 2. Navigate to 'Departments » City Clerk' using arrow keys and verify	Departments » City Clerk' is not tagged in breadcrumb menu.	Departments » City Clerk' should be tagged in breadcrumb menu.	If breadcrumb will not be announced then screen reader user will not be able to identify it as breadcrumb	https://app.screencast.com/A8FUBwUjkhgB7	Provides a label that describes the type of navigation provided in the nav element. aria-label="Breadcrumb". Applied to the last link in the set to
Screen Reader	WES_38	Medium	4.1.2 Name, Role, Value	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Municipal Code	Name of '-, +' icon is not defined.	1. Launch the URL: https://www.westcovina.org/departments/city-clerk/municipal-code 2. Navigate to '-, +' icon using arrow keys and verify	Name of '-, +' icon is not defined.	Name of '-, +' icon should be properly defined.	If name will not be defined then screen reader user will not be able to understand the purpose of button.	https://app.screencast.com/jQ8nGZYKxRSfP	Provide proper aria label to the button. http://www.w3.org/TR/WCAG20-TECHS/ARIA6.html
Screen Reader	WES_39	High	4.1.3 Status Messages	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Municipal Code	After hitting enter on '-, +' icon screen reader does not automatically notifies the user about the change.	1. Launch the URL: https://www.westcovina.org/departments/city-clerk/municipal-code 2. Navigate to '-, +' icon hit enter and verify	After hitting enter on '-, +' icon screen reader does not automatically notifies the user about the change.	After hitting enter on '-, +' icon screen reader should automatically notify the user about the change.	If screen reader will not notify the user then screen reader user will not be able to identify whether change has	https://app.screencast.com/UHHD4ZuyrwRdn	Provide aria-live=""assertive"" and role=""alert"" to the the changes that are made after hitting enter on sort button Visit this link for the code:
Screen Reader	WES_40	Medium	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Municipal Code	Plain text is unnecessarily tagged in link.	1. Launch the URL: https://www.westcovina.org/departments/city-clerk/municipal-code/ 2. Navigate to text 'font size' using arrow keys and verify	Plain text is unnecessarily tagged in link.	Plain text should not be tagged in link.	If plain text will be tagged in link, then it will confuse the screen reader users.	https://app.screencast.com/JZ2er7ZyeV1Tc	Remove link Tug from the plain text.
Screen Reader	WES_41	High	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Municipal Code	Table headers are not associated with its respective data cells.	1. Launch the URL: https://www.westcovina.org/departments/city-clerk/municipal-code/ 2. Navigate to table using arrow keys and verify	Table headers are not associated with its respective data cells.	Table headers should be associated with its respective data cells.	Without table header association screen reader user will not be able to perceive the table content properly.	https://app.screencast.com/84iI7dPHOBEYJ	Tug the table properly so that table headers are associated with its respective data cells. https://www.w3.org/WAI/tutorials/tables/
Screen Reader	WES_42	Low	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Municipal Code	Screen reader is reading the same information twice.	1. Launch the URL: https://www.westcovina.org/departments/city-clerk/municipal-code/ 2. Navigate to 'font size, -, +, share & bookmarks' using arrow keys and verify	Screen reader is reading the same information twice. While navigating screen reader reads 'font size, -, +, share & bookmarks' twice.	Screen reader should not read same information twice.	If same information will be conveyed twice then it will confuse the screen reader user also user will unnecessarily	https://app.screencast.com/vvd0WxaoK5ThK	The link text and the text should be grouped together so that screen reader reads it only once.
Screen Reader	WES_43	High	4.1.2 Name, Role, Value	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Municipal Code	Incorrect role is defined to '-, +, share & bookmarks'.	1. Launch the URL: https://www.westcovina.org/departments/city-clerk/municipal-code/ 2. Navigate to '-, +, share & bookmarks' using arrow keys and verify	Incorrect role is defined to '-, +, share & bookmarks'. Role is unnecessarily defined as link instead of button.	Role of '-, +, share & bookmarks' should be defined as button.	If incorrect role will be defined then screen reader user will not be able to understand the correct purpose and	https://app.screencast.com/zgIarVY9TjmWp https://app.screencast.com/jQ8nGZYKxRSfP	Provide correct aria role to the element. aria role should be defined as button. https://developer.mozilla.org/en-US/docs/Web/Accessibility/ARIA/R
Screen Reader	WES_44	High	1.1.1 Non Text Content	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired Motor Impaired	Municipal Code	Decorative images are not hidden.	1. Launch the URL: https://www.westcovina.org/departments/city-clerk/municipal-code/ 2. Navigate to decorative print and feedback images using arrow keys and verify	Decorative images present on the page are not hidden for screen reader users.	Decorative images should be hidden for screen reader user. Alt text for these images should be null.	If decorative image is not hidden for screen reader users, it would confuse & cause inconvenience to the	https://app.screencast.com/6IyrXashqGwj8	For decorative images, add attribute alt=" " or null to avoid unnecessary tab focus.
Screen Reader	WES_45	Medium	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Municipal Code	Adobe, media player' etc links are not tagged in list.	1. Launch the URL: https://www.westcovina.org/departments/city-clerk/municipal-code/ 2. Navigate to 'Adobe, media player' etc links using arrow keys and verify	Adobe, media player' etc links are not tagged in list.	Adobe, media player' etc links should be tagged in list.	If content will not be tagged in list then screen reader user will get confuse and will find difficulty in	https://app.screencast.com/BYmG9xzZHYvIc	Tug the link in list. Visit this link for code: 1. https://www.w3.org/WAI/tutorials/page-structure/content/

Barrier Test	Bug_Id	Severity	WCAG Guideline	Environment	Users Affected	Page Name/ URL	Summary	Steps to Reproduce	Actual Result	Expected Result	User Impact	Screencast	Dev Recommendation
Screen Reader	WES_46	Medium	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Transit Services	Visually appearing headings are not tagged in heading.	1. Launch the URL: https://www.westcovina.org/departments/community-services-department/transit-services 2. Navigate to visually appearing headings using arrow keys and verify	Visually appearing headings are not tagged in heading.	Visually appearing headings should be tagged in heading. Instances: 1. Utilities	If text will not be tagged in heading then user will not be able to understand that the information present	https://app.screencast.com/r7RgiqKUjlwP9 https://app.screencast.com/Q3AStLdAtxRsX	Tug the text in heading tags.
Screen Reader	WES_47	Medium	2.4.4 Link Purpose	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Transit Services	Link text is not provided for play store and app store link.	1. Launch the URL: https://www.westcovina.org/departments/community-services-department/transit-services 2. Navigate to play store and app store link using arrow keys and verify	Link text is not provided for play store and app store link.	Proper link text should be provided for play store and app store link.	Without proper and descriptive link text screen reader user will not be able to understand the	https://app.screencast.com/7PHvOl6ZikuMx	Provide proper and descriptive link text to play store and app store link
Screen Reader	WES_48	High	4.1.2 Name, Role, Value	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Transit Services	Expanded/ collapsed state is unnecessarily defined for tabs.	1. Launch the URL: https://www.westcovina.org/departments/community-services-department/transit-services 2. Navigate to tabs using arrow keys and verify	Expanded/ collapsed state is unnecessarily defined for tabs.	Expanded/ collapsed state should not be defined for tabs.	If expanded/ collapsed state of 'see all' button will be announced then screen reader user will get confuse.	https://app.screencast.com/JyYuG70PGLmq7 https://app.screencast.com/uXq4zZ6zMjR0s	Remove aria expanded attributes from tabs.
Screen Reader	WES_49	Medium	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Transit Services	Screen reader is reading hidden link after uber graphic.	1. Launch the URL: https://www.westcovina.org/departments/community-services-department/transit-services 2. Navigate forward from Uber graphic using arrow keys and verify	Screen reader is reading hidden link after uber graphic.	Screen reader should not read any hidden content.	If screen reader will read hidden content then it will confuse the screen reader users.	https://app.screencast.com/BXsaq6lbNnJGT	Remove that hidden content from the code.
Screen Reader	WES_50	Medium	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	West Covina Growth	Text 'The Growth of The City of West Covina' is not tagged in heading.	1. Launch the URL: https://www.westcovina.org/about-the-city/history/west-covina-growth 2. Navigate to text 'The Growth of The City of West Covina' using arrow keys and verify	Text 'The Growth of The City of West Covina' is not tagged in heading. Screen reader reads it as plain text.	Text 'The Growth of The City of West Covina' should be tagged in heading.	If text will not be tagged in heading then user will not be able to understand that the information present	https://app.screencast.com/9LaIgPlcDOm2C	Tug the text in appropriate heading level.
Screen Reader	WES_51	High	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Cortez Park Community	Blank heading level 3 is present on the page.	1. Launch the URL: https://www.westcovina.org/departments/community-services-department/parks-and-community-center-facilities/cortez-park-community-senior-center	Blank heading level 3 is present on the page.	No blank heading should be present on the page. Heading hierarchy of the page should be correct. First heading of the page should be tagged in heading level 1 and after that rest of the headings should follow the	If headings are provided in an incorrect hierarchy, it would confuse screen reader users & they	https://app.screencast.com/GieXwGsJre4tC	First heading of the page should be tagged in H1 and rest of the heading should be tagged according to correct hierarchy of the page.
Screen Reader	WES_52	Medium	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Cortez Park Community	Screen reader is reading hidden link on page.	1. Launch the URL: https://www.westcovina.org/departments/community-services-department/parks-and-community-center-facilities/cortez-park-community-senior-center	Screen reader is reading hidden link on page.	Screen reader should not read any hidden content.	If screen reader will read hidden content then it will confuse the screen reader users.	https://app.screencast.com/dGHLSuG7qL5Fe	Remove that hidden content from the code.
Screen Reader	WES_53	High	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Cortez Park Community	Incorrect list Tug is implemented on the page.	1. Launch the URL: https://www.westcovina.org/departments/community-services-department/parks-and-community-center-facilities/cortez-park-community-senior-center	Incorrect list Tug is implemented on the page. There are 7 list items but all are not tagged in single list.	Correct list should be implemented for list items. List items should be tagged in list of 7 items.	If incorrect list will be implemented then it will confuse the screen reader users.	https://app.screencast.com/EOTFYOMIWefGU	Tug list items in list of 5 items.
Screen Reader	WES_54	High	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Cortez Park Community	Line is unnecessarily tagged in heading.	1. Launch the URL: https://www.westcovina.org/departments/community-services-department/parks-and-community-center-facilities/cortez-park-community-senior-center	Line is unnecessarily tagged in heading.	Line should not be tagged in heading.	If line will be tagged in heading then it will confuse the screen reader user.	https://app.screencast.com/nbBWUVdNBTHzi	Remove line from heading Tug. And place them in <p>
Screen Reader	WES_55	Low	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Cortez Park Community	Plain text is unnecessarily tagged in heading.	1. Launch the URL: https://www.westcovina.org/departments/community-services-department/parks-and-community-center-facilities/cortez-park-community-senior-center	Plain text 'Did you know that Cortez Park Community....' is unnecessarily tagged in heading.	Plain text should not be tagged in heading.	If regular text will be tagged in heading then it will confuse the screen reader user.	https://app.screencast.com/YcqYRDX6mSPZf	Remove these texts from heading Tug. And place them in <p>
Screen Reader	WES_56	High	4.1.2 Name, Role, Value	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	FAQs	Incorrect role is defined for 'Expand/Contract Questions and Answers'.	1. Launch the URL: https://www.westcovina.org/what-s-new/faqs 2. Navigate to 'Expand/Contract Questions and Answers' using arrow keys and verify	Incorrect role is defined for 'Expand/Contract Questions and Answers'. Role is unnecessarily defined as link instead of button.	Role of 'Expand/Contract Questions and Answers' should be defined as button.	If incorrect role will be defined then screen reader user will not be able to understand the correct purpose and	https://app.screencast.com/IM2KvdvweXrau	Provide correct aria role to the element. aria role should be defined as button. https://developer.mozilla.org/en-US/docs/Web/Accessibility/ARIA/R
Screen Reader	WES_57	High	4.1.2 Name, Role, Value	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	FAQs	Expanded/ collapsed state of 'Expand/Contract Questions and Answers' is not announced.	1. Launch the URL: https://www.westcovina.org/what-s-new/faqs 2. Navigate to 'Expand/Contract Questions and Answers' using arrow keys and verify	Expanded/ collapsed state of 'Expand/Contract Questions and Answers' is not announced.	Screen reader should announce the expanded/ collapsed state of 'Expand/Contract Questions and Answers'.	If expanded/ collapsed state of element will not be announced then screen reader user will not be able to identify	https://app.screencast.com/IM2KvdvweXrau	Visit this link for the code: https://www.w3.org/WAI/GL/wiki/Using_the_WAI-ARIA_aria-expanded_state_to_mark_expanda
Screen Reader	WES_58	High	2.4.3 Focus Order	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired Motor Impaired	FAQs	After hitting enter on same page links, focus does not move to required location.	1. Launch the URL: https://www.westcovina.org/what-s-new/faqs 2. Navigate to same page links 'Can we drain our pool into the street?, Can I recycle plastic?' etc, hit enter and verify	After hitting enter on same page links, focus does not move to required location. When user hits enter on these links, page scrolls down but focus does not move to	After hitting enter on same page links, focus should move to required location.	If focus will not move to required location then, same page links will be of no use.	https://app.screencast.com/kbrG2jJip5ika	Provide proper indexing and use '#' to shift focus to required location.
Screen Reader	WES_59	High	4.1.2 Name, Role, Value	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	FAQs	Role of accordion is incorrectly defined as link.	1. Launch the URL: https://www.westcovina.org/what-s-new/faqs 2. Navigate to accordion using arrow keys and verify	Role of accordion is incorrectly defined as link. Screen reader reads it as plain text.	Role of accordion should be defined as button.	Without proper role screen reader user will not be able to understand the purpose and	https://app.screencast.com/R8COLzOgcCNi1	Provide proper aria role to the accordion. Visit this link for code: https://www.w3.org/TR/wai-aria-practices-1.1
Screen Reader	WES_60	High	4.1.2 Name, Role, Value	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	FAQs	Expanded/ collapsed state of accordion is not announced.	1. Launch the URL: https://www.westcovina.org/what-s-new/faqs 2. Navigate to accordion using arrow keys and verify	Expanded/ collapsed state of accordion is not announced.	Expanded/ collapsed state of accordion should be defined.	If expanded/ collapsed state of element will not be announced then screen reader user will not be able to identify	https://app.screencast.com/R8COLzOgcCNi1	Visit this link for the code: https://www.w3.org/WAI/GL/wiki/Using_the_WAI-ARIA_aria-expanded_state_to_mark_expanda

Barrier Test	Bug_Id	Severity	WCAG Guideline	Environment	Users Affected	Page Name/ URL	Summary	Steps to Reproduce	Actual Result	Expected Result	User Impact	Screencast	Dev Recommendation
Screen Reader	WES_61	Medium	1.3.1 Info & Relationship	Win 10/ Chrome/ JAWS Win 10/ Edge/ JAWS	Visually Impaired	Fee Schedule	Links are not tagged in list.	1. Launch the URL: https://www.westcovina.org/departments/finance/budget-finance-reports/fee-schedule 2. Navigate to links on the page using arrow keys and verify	Links are not tagged in list.	Links should be tagged in list.	If content will not be tagged in list then screen reader user will get confuse and will find difficulty in	https://app.screencast.com/gwf3qga65bdM4	Tug the link in list. Visit this link for code: 1. https://www.w3.org/WAI/tutorials/page-structure/content/
Screen Reader	WES_62	High	4.1.2 Name, Role, Value	iOS/ Safari/ VoiceOver	Visually Impaired	Home	Incorrect role is defined to hamburger menu.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to hamburger menu using swipe gesture and verify	Incorrect role is defined to hamburger menu. Role is unnecessarily defined as link instead of button.	Role of hamburger menu should be defined as button.	If incorrect role will be defined then screen reader user will not be able to understand the correct purpose and		Provide correct aria role to the element. aria role should be defined as button. https://developer.mozilla.org/en-US/docs/Web/Accessibility/ARIA/R
Screen Reader	WES_63	High	2.4.3 Focus Order	iOS/ Safari/ VoiceOver	Visually Impaired	Home	After double tap on hamburger menu focus does not move inside it.	1. Launch the URL: https://www.westcovina.org/ 2. Navigate to hamburger menu double tap on it and verify	After double tap on hamburger menu focus does not move inside it.	After double tap on hamburger men focus should immediately move inside it.	If focus will not move inside hamburger menu user will not able to identify what has been updated also user		Provide proper indexing so that focus moves inside hamburger menu.

APPENDIX G:
ACCESSBILITY OF STATE AND LOCAL GOVERNMENT WEBSITES TO PEOPLE WITH DISABILITIES

U.S. Department of Justice
Civil Rights Division
Disability Rights Section

Accessibility of State and Local Government Websites to People with Disabilities

The Internet is dramatically changing the way that American government serves the public. Taking advantage of new technology, many State and local governments are using the web to offer citizens a host of services including:

- corresponding online with local officials;
- providing information about government services;
- renewing library books or driver's licenses;
- providing tax information and accepting tax returns; and
- applying for jobs or benefits.

These government websites are important because they:

- allow programs and services to be offered in a more dynamic, interactive way, increasing citizen participation;
- increase convenience and speed in obtaining information or services;
- reduce costs in providing programs and information about government services;
- reduce the amount of paperwork; and
- expand the possibilities of reaching new sectors of the community or offering new programs.



Local government websites provide important information and services to citizens

When government is constantly being asked to do more with less, the Internet is playing a vital role in allowing government to better serve all of its citizens.

The Americans with Disabilities Act (ADA) and, if the government entities receive Federal funding, the Rehabilitation Act of 1973, generally require that State and local governments provide qualified individuals with disabilities equal access to their programs, services, or activities, unless doing so would fundamentally alter the nature of their programs, services, or activities or would impose an undue burden. One way to help meet these requirements is to ensure that government websites have accessible features for people with disabilities, using the simple steps described in this document. An agency with an inaccessible website may also meet its legal obligations by providing an alternative accessible way for citizens to use the programs or services, such as a staffed telephone information line. These

alternatives, however, are unlikely to provide an equal degree of access in terms of hours of operation and the range of options and programs available. For example, job announcements and application forms, if posted on an accessible website, would be available to people with disabilities 24 hours a day, 7 days a week.

Online Barriers Faced By People with Disabilities

Many people with disabilities use "assistive technology" to enable them to use computers and access the Internet. Blind people who cannot see computer monitors may use screen readers – devices that speak the text that would normally appear on a monitor. People who have difficulty using a computer mouse can use voice recognition software to control their computers with verbal commands. People with other types of disabilities may use still other kinds of assistive technology. New and innovative assistive technologies are being introduced every day.

Poorly designed websites can create unnecessary barriers for people with disabilities, just as poorly designed buildings prevent some from entering. Designers may not realize how simple features built into a web page will assist someone who, for instance, cannot see a computer monitor or use a mouse.

One example of a barrier would be a photograph of a Mayor on a town website with no text identifying it. Because screen readers cannot interpret images unless there is text associated with it, a blind person would have no way of knowing whether the image is an unidentified photo or logo, artwork, a link to another page, or something else. Simply adding a line of simple hidden computer code to label the photograph "Photograph of Mayor Jane Smith" will allow the blind user to make sense of the image.

Accessible Design Benefits Everyone

When accessible features are built into web pages, websites are more convenient and more available to everyone – including users with disabilities. Web designers can follow techniques developed by private and government organizations to make even complex web pages usable by everyone including people with disabilities. For most websites, implementing accessibility features is not difficult and will seldom change the layout or appearance of web pages. These techniques also make web pages more usable both by people using older computers and by people using the latest technologies (such as personal digital assistants, handheld computers, or web-enabled cellular phones).

With the rapid changes in the Internet and in assistive technologies used by people with disabilities to access computers, private and government organizations have worked to establish flexible guidelines for accessible web pages that permit innovation to continue.

Resources for Web Developers

To make web pages accessible, the web developer needs to know about web page features that can make a web page less accessible or more accessible. Information about such features is easily available and many software developers are adding tools to web development software to make it easier to make web pages accessible.

Two important resources provide guidance for web developers designing accessible web pages. One is the **Section 508 Standards**, which Federal agencies must follow for their own new web pages. To learn more about the Section 508 Standards:

- The Access Board maintains information on its website at **www.access-board.gov** and has a useful guide for web developers at **www.access-board.gov/sec508/guide/1194.22.htm**;

- The Department of Justice has information about accessible web page design in an April 2000 report to the President. This report is available at **www.usdoj.gov/crt/508/report/content.htm**, and

- The General Services Administration hosts an online course for web developers interested in accessible web design. This program was developed in conjunction with the Access Board, the Department of Justice, and the Department of Education and provides an interactive demonstration of how to build accessible web pages. This course is available at **www.section508.gov**, which also provides information about the Federal government's initiative to make its electronic and information technology accessible to people with disabilities.

Voluntary Action Plan for Accessible Websites

- **Establish a policy that your web pages will be accessible** and create a process for implementation.

- **Ensure that all new and modified web pages and content are accessible:**

  - Check the HTML[1] of all new web pages. Make sure that accessible elements are used, including alt tags, long descriptions, and captions, as needed.

  - If images are used, including photos, graphics, scanned images, or image maps, make sure to include alt tags and/or long descriptions for each.

  - If you use online forms and tables, make those elements accessible.

  - When posting documents on the website, always provide them in HTML or a text-based format (even if you are also providing them in another format, such as Portable Document Format (PDF)).

- **Develop a plan for making your existing web content more accessible.** Describe your plan on an accessible web page. Encourage input on improvements, including which pages should be given high priority for change. Let citizens know about the standards or guidelines that are being used. Consider making the more popular web pages a priority.

- **Ensure that in-house staff and contractors responsible for web page and content development are properly trained.**

- **Provide a way for visitors to request accessible information or services by posting a telephone number or E-mail address on your home page.** Establish procedures to assure a quick response to users with disabilities who are trying to obtain information or services in this way.

- **Periodically enlist disability groups to test your pages for ease of use;** use this information to increase accessibility.

[1] Web pages are written using a language called HTML (or "hypertext markup language"). HTML is a "markup language" that tells a computer program (called a "browser") how information will appear or will be arranged on a computer screen. HTML tags are specific instructions understood by a web browser or screen reader.

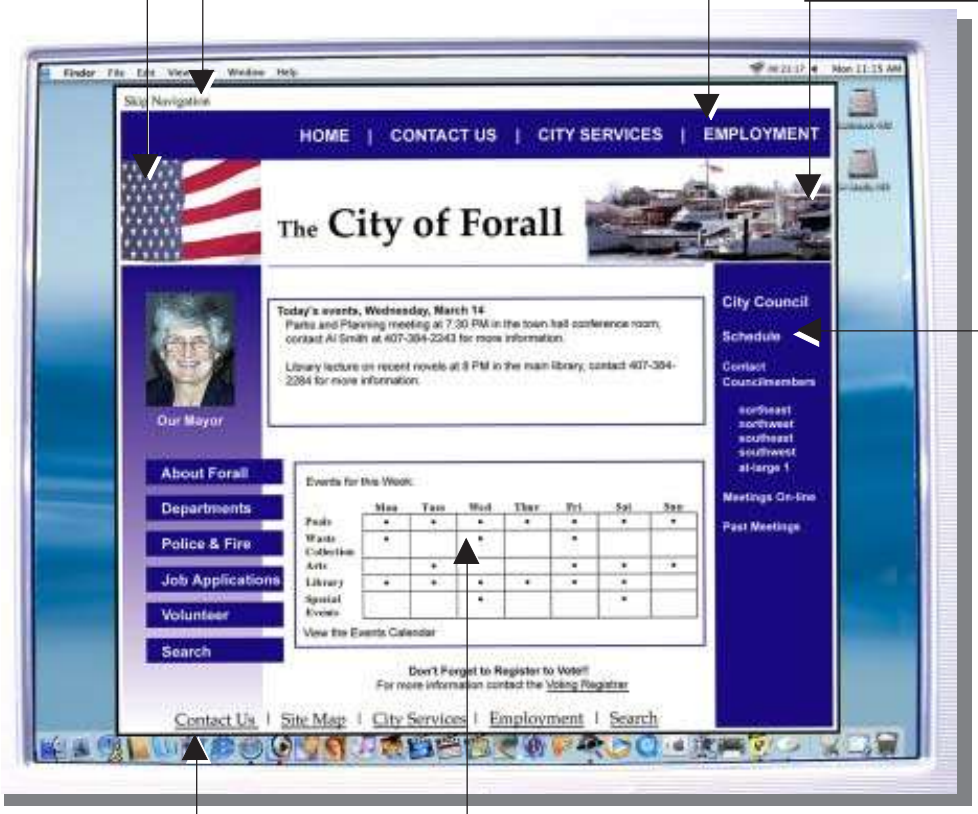
Examples of Accessible Features for Websites

All images and graphics need to have an alt tag or long description.

Use alt tags for image maps and for graphics associated with the image map so that a person using a screen reader will have access to the links and information.

When navigation links are used, people who use a screen reader must listen to all the links before proceeding. A skip navigation link provides a way to bypass the row of navigation links by jumping to the start of the web page content.

Some photos and images contain content that cannot be described with the limited text of an alt tag. Using a long description tag provides a way to have as much text as necessary to explain the image so it is accessible to a person using a screen reader but not visible on the web page.



Text links do not require any additional information or description if the text clearly indicates what the link is supposed to do. Links such as "click here" may confuse a user.

When tables with header and row identifiers are used to display information or data, the header and row information should be associated with each data cell by using HTML so a person using a screen reader can understand the information.

A link with contact information provides a way for users to request accessible services or to make suggestions.

Resources for Web Developers (continued)

A more comprehensive resource is the **Web Content Accessibility Guidelines** developed by the Web Accessibility Initiative. These guidelines help designers make web pages as accessible as possible to the widest range of users, including users with disabilities. The Web Accessibility Initiative is a subgroup of the World Wide Web Consortium — the same organization that standardizes the programming language followed by all web developers.

- Information for web developers interested in making their web pages as accessible as possible, including the current version of the **Web Content Accessibility Guidelines** (and associated checklists), can be found at **www.w3c.org/WAI/Resources**, and
- Information about the Web Accessibility Initiative can be found at **www.w3c.org/WAI**.

For More Information

Technical Information Regarding Web Accessibility

For technical assistance regarding Section 508 Standards and how to make web pages accessible to people with disabilities, please contact the Access Board:

800-872-2253 (voice)

800-993-2822 (TTY)

Information about the ADA

The Department of Justice provides technical assistance to help State and local governments understand and comply with the ADA. An important source of ADA information is the Department's ADA Home Page on the World Wide Web. This extensive website provides access to ADA regulations; all Department ADA technical assistance materials, including newly-released publications; proposed changes in the ADA regulations; and access to Freedom of Information Act materials, including technical assistance letters. The website also provides links to other Federal agencies with ADA responsibilities.

ADA Home Page -- www.ada.gov

In addition, the Department of Justice operates a toll-free ADA Information Line that provides access to ADA specialists during business hours.

ADA Information Line

800-514-0301 (voice)

800-514-0383 (TTY)

Reproduction

Reproduction of this document is encouraged.

June 2003

The Attorney General has determined that publication of this periodical is necessary in the transaction of the public business required by law of the Department of Justice.

APPENDIX H:
ACCESSIBILITY SUMMARIES BY FACILITY

Accessibility Summary Report

	Priority 1		Priority 2		Priority 3		Priority 4		Priority 5		Total	
Facility / Building	**Est. Cost**	**Items**	**Est. Cost**	**Items**	**Est. Cost**	**Items**	**Est. Cost**	**Items**	**Est. Cost**	**Items**	**Est. Cost**	**Items**
Aroma Parkette												
Aroma Parkette	$5,400	3									$5,400	3
Subtotal	**$5,400**	3									**$5,400**	3
Cameron Park												
Baseball Field			$4,504	3				1			$4,504	4
Community Center			$1,088	3	$4,483	7					$5,570	10
Exterior Accessible Route	$16,705	8									$16,705	8
Exterior Restrooms					$5,428	8					$5,428	8
Parking	$83,050	20					$350	1	$350	1	$83,750	22
Playground			$750	1							$750	1
Subtotal	**$99,755**	28	**$6,341**	7	**$9,910**	15	**$350**	2	**$350**	1	**$116,706**	53
City Hall & West Covina Civic Center												
ACCESSIBLE PARKING	$80,489	19	$8,135	1					$1,400	1	$90,024	23
CITY HALL	$210,872	74	$46,498	45	$113,350	92	$83,199	14	$4,000	2	$457,919	229
COMMUNICATIONS BUILDING	$10,030	8	$6,678	4	$14,758	23	$6,875	1			$38,341	36
EXTERIOR ROUTES	$291,747	20	$13,018	3	$3,250	2	$1,400	1			$309,414	26
POLICE DEPARTMENT	$72,220	50	$45,354	35	$191,433	101	$34,533	7			$343,540	193
Subtotal	**$665,357**	171	**$119,683**	88	**$322,791**	218	**$126,007**	23	**$5,400**	3	**$1,239,237**	507
City Yard												
BUILDING 1	$2,968	4	$10,354	6	$25,233	14	$4,081	3	$54,132	24	$96,767	51
BUILDING 2	$31,269	5			$15,138	2					$46,406	7
BUILDING 3	$1,563	1	$3,250	1							$4,813	2
MOTOR VEHICLE TRANSPORTATION BUILDING	$1,913	1	$500	1	$331	4					$2,744	6
PARKING & EXTERIOR	$40,328	15	$1,625	1	$10,000	1	$5,048	2	$925	2	$57,926	21
THROUGHOUT BUILDINGS	$13,523	2	$2,544	2			$16,250	1			$32,316	5
Subtotal	**$91,561**	28	**$18,273**	11	**$50,702**	21	**$25,379**	6	**$55,057**	26	**$240,971**	92
Cortez Park and Fire Station 2												
CORTEZ PARK	$115,771	43	$16,336	7	$92,815	20	$8,000	1	$32,617	6	$265,538	78
FIRE STATION 2	$9,201	7	$20,525	8	$37,570	14	$433	1	$22,188	6	$89,917	36
PARKING	$94,146	23					$350	1			$94,496	24
Subtotal	**$219,118**	73	**$36,861**	15	**$130,385**	34	**$8,783**	3	**$54,805**	12	**$449,951**	138
Del Norte Park												
Athletic Facilities	$2,061	3	$600	1	$1,250	2					$3,911	6

Accessibility Summary Report

	Priority 1		Priority 2		Priority 3		Priority 4		Priority 5		Total	
Exterior Access Route	$21,475	9	$800	1	$2,250	2					$24,525	12
Parking	$96,928	16					$700	1			$97,628	17
Playground			$13,125	2							$13,125	2
Restrooms					$32,461	13					$32,461	13
Snack Shack			$2,256	1	$1,751	7					$4,007	9
Subtotal	**$120,463**	28	**$16,781**	5	**$37,713**	24	**$700**	1			**$175,656**	59
Fire Station 3												
EXTERIOR	$24,535	11	$500	1			$700	2			$25,735	14
INTERIOR	$9,036	11	$46,258	7	$25,055	10	$4,357	2			$84,706	30
Subtotal	**$33,571**	22	**$46,758**	8	**$25,055**	10	**$5,057**	4			**$110,441**	44
Fire Station 4												
EXTERIOR	$49,955	10									$49,955	10
INTERIOR	$22,178	26	$9,414	7	$22,891	23	$7,565	2			$62,047	58
Subtotal	**$72,132**	36	**$9,414**	7	**$22,891**	23	**$7,565**	2			**$112,001**	68
Fire Station 5												
EXTERIOR	$12,086	6									$12,086	6
INTERIOR	$11,138	18	$6,150	9	$12,542	12	$4,375	7			$34,204	47
Subtotal	**$23,224**	24	**$6,150**	9	**$12,542**	12	**$4,375**	7			**$46,290**	53
Friendship Park												
EXTERIOR	$106,417	28	$11,199	8	$17,889	3	$15,344	6	$845	1	$151,694	46
INTERIOR					$6,171	8					$6,171	8
Subtotal	**$106,417**	28	**$11,199**	8	**$24,060**	11	**$15,344**	6	**$845**	1	**$157,865**	54
Galster Wilderness Park												
Exterior Accessible Route	$97,869	25	$2,201	2	$3,132	1	$142,500	1			$245,703	30
Nature Center	$2,313	2	$6,369	5			$1,373	1			$10,054	8
PARKING LOT P1	$23,275	8									$23,275	8
Restroom Building	$125	1	$600	3	$11,560	16					$12,285	20
Subtotal	**$123,582**	36	**$9,170**	10	**$14,692**	17	**$143,873**	2			**$291,317**	66
Gingrich Park												
EXTERIOR	$99,026	5	$11,818	10	$4,250	5	$5,298	3			$120,392	23
INTERIOR					$6,835	8					$6,835	8
Subtotal	**$99,026**	5	**$11,818**	10	**$11,085**	13	**$5,298**	3			**$127,227**	31
Maverick Field												
EXTERIOR	$53,875	8	$5,125	4							$59,000	12
RESTROOMS			$116	1	$26,163	11					$26,279	12
Subtotal	**$53,875**	8	**$5,241**	5	**$26,163**	11					**$85,279**	24
Orangewood Park												
Admin Building	$3,206	6			$986	1			$6,634	6	$10,826	13
Concession Building	$3,520	10	$993	1	$4,493	7			$3,173	8	$12,178	26
Exterior Accessible Route	$47,555	23	$2,855	14	$1,750	2	$3,131	1			$55,291	40
Indoor Hockey Arena	$34,094	10	$32,802	6	$28,336	22			$910	1	$96,142	39

Accessibility Summary Report

	Priority 1		Priority 2		Priority 3		Priority 4		Priority 5		Total	
Orangewood Park	$525	1									$525	1
Parking Lot 1	$45,575	9									$45,575	9
Parking Lot 3	$27,250	4									$27,250	4
Parking Lot 4	$1,925	4									$1,925	4
Restroom Building				2	$9,910	20			$910	1	$10,820	23
Subtotal	**$163,649**	67	**$36,649**	23	**$45,475**	52	**$3,131**	1	**$11,626**	16	**$260,531**	159
Palm View Park												
Community Center	$2,188	1	$1,100	2	$9,596	13					$12,883	16
Exterior Access Route	$28,347	8			$250	1					$28,597	9
Parking	$39,225	12					$1,050	1			$40,275	13
Restrooms					$10,063	7					$10,063	8
Subtotal	**$69,760**	21	**$1,100**	2	**$19,908**	21	**$1,050**	1			**$91,818**	46
Senior Citizens Center												
ACCESSIBLE PARKING	$124,490	38									$124,490	38
EXTERIOR ROUTES	$113,585	22	$1,319	2	$1,625	1					$116,529	25
INTERIOR	$32,788	16	$62,584	22	$44,159	50	$1,225	1			$140,756	89
Subtotal	**$270,863**	76	**$63,903**	24	**$45,784**	51	**$1,225**	1			**$381,775**	152
Shadow Oak Park												
ACCESSIBLE PARKING	$74,750	20					$700	2			$75,450	22
EXTERIOR ROUTES	$838,063	85	$12,328	9	$11,632	8	$19,598	12			$881,621	114
INTERIOR	$32,842	37	$37,128	14	$48,203	54	$2,366	2			$120,539	107
SPORTING AND PLAY AREAS	$54,510	12	$15,084	7							$69,594	21
Subtotal	**$1,000,165**	154	**$64,539**	30	**$59,835**	62	**$22,664**	16			**$1,147,204**	264
Sunset Field												
Sunset Field												1
Subtotal												1
Walmerado Park												
BUILDING 1	$13,674	19	$31,193	10	$1,873	5					$46,739	35
BUILDING BD2	$4,160	2									$4,160	2
Exterior Accessible Route	$140,399	24	$15,659	8	$4,875	3					$160,933	35
PARKING LOT	$10,500	7									$10,500	7
Subtotal	**$168,733**	52	**$46,852**	18	**$6,748**	8					**$222,332**	79
Woodgrove Park												
EXTERIOR	$88,216	10	$12,569	7	$11,925	4	$3,431	2			$116,141	23
INTERIOR					$7,923	8			$845	1	$8,768	9
Subtotal	**$88,216**	10	**$12,569**	7	**$19,848**	12	**$3,431**	2	**$845**	1	**$124,909**	32
Grand Total	**$3,474,867**	870	**$523,299**	287	**$885,584**	615	**$374,232**	80	**$128,928**	60	**$5,386,910**	1925

APPENDIX I:
BARRIERS BY TRANSITION PHASE

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435410	City Hall & West Covina Civic Center	Parking Lot P1	Compliant Amenity	0	The entire amenity is compliant.	$0
435412	City Hall & West Covina Civic Center	FOR REFERENCE TOTAL PARKING COUNTS - DO NOT DELETE	Compliant Amenity	0	The entire amenity is compliant.	$0
435401	City Hall & West Covina Civic Center	Print Dhop	Amenity Not Evaluated	0	The amenity cannot be accessed and, therefore, cannot be evaluated.	$0
435402	City Hall & West Covina Civic Center	WCSG.NET	Amenity Not Evaluated	0	The amenity cannot be accessed and, therefore, cannot be evaluated.	$0
426450	Palm View Park	RR-1 Men's Restroom	Amenity Not Evaluated	0	The amenity cannot be accessed and, therefore, cannot be evaluated.	$0
422649	Del Norte Park	Old Snack Shack	Amenity Not Evaluated	0	The amenity is under construction and cannot be evaluated.	$0
427186	Shadow Oak Park	Concession Stand	Building Entrance	0	The amenity cannot be accessed and, therefore, cannot be evaluated.	$0
427187	Shadow Oak Park	Press Box	Building Entrance	0	The amenity cannot be accessed and, therefore, cannot be evaluated.	$0
426253	Senior and Community Center at Cortez Park	Accessible Parking P1-A	Parking Space - Van	1	CALIFORNIA: The van parking stall slope is greater than 1:48 (2.08%).	$7,875
426254	Senior and Community Center at Cortez Park	Access Aisle Serving Accessible Parking P1-A	Parking Space - Van	1	CALIFORNIA: The van parking aisle slope is greater than 1:48 (2.08%).	$6,250
426255	Senior and Community Center at Cortez Park	Accessible Parking P1-B, P1-C, P1-D, P1-E, P1-F	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$1,750
426256	Senior and Community Center at Cortez Park	Accessible Parking P1-B	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
426257	Senior and Community Center at Cortez Park	Accessible Parking P1-C	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
426258	Senior and Community Center at Cortez Park	Access Aisle Serving Accessible Parking P1-C	Parking Space - Car	1	CALIFORNIA: The car parking aisle slope is greater than 1:48 (2.08%).	$6,250

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426259	Senior and Community Center at Cortez Park	Access Aisle Serving Accessible Parking P1-C	Parking Space - Car	1	CALIFORNIA: The car aisle markings are not compliant.	$525
426260	Senior and Community Center at Cortez Park	Accessible Parking P1-E	Parking Space - Van	1	CALIFORNIA: The van parking stall slope is greater than 1:48 (2.08%).	$7,875
426261	Senior and Community Center at Cortez Park	Accessible Parking P1-F	Parking Space - Van	1	CALIFORNIA: The van parking stall slope is greater than 1:48 (2.08%).	$7,875
426262	Senior and Community Center at Cortez Park	Access Aisle Serving Accessible Parking P1-E	Parking Space - Van	1	CALIFORNIA: The van parking aisle slope is greater than 1:48 (2.08%).	$6,250
426263	Senior and Community Center at Cortez Park	Access Aisle Serving Accessible Parking P1-E	Parking Space - Van	1	CALIFORNIA: The van aisle markings are not compliant.	$525
426264	Senior and Community Center at Cortez Park	Accessible Route To Entrance From P1-F	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route is less than 48" wide.	$250
426265	Senior and Community Center at Cortez Park	Accessible Route To Entrance From P1-F	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	$625
426266	Senior and Community Center at Cortez Park	Accessible Route To Entrance From P1-F	Raised Island/Cut-through median	1	CALIFORNIA: The raised island/cut-through median does not have a compliant detectable warning.	$840
426267	Senior and Community Center at Cortez Park	Accessible Route To Entrance From P1-F	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	$1,000
426268	Senior and Community Center at Cortez Park	Accessible Parking P2-A	Parking Space - Van	1	CALIFORNIA: Signage is not provided at the van accessible space, or the existing signage is not compliant.	$350
426269	Senior and Community Center at Cortez Park	Accessible Parking P2-B, P2-C, P2-D, P2-E, P2-F	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$1,750
426270	Senior and Community Center at Cortez Park	Accessible Parking P2-B, P2-C, P2-D, P2-E, P2-F	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$1,750

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426271	Senior and Community Center at Cortez Park	Access Aisle Serving Accessible Parking P2-A & P2-B	Parking Space - Van	1	CALIFORNIA: The van aisle markings are not compliant.	$525
426272	Senior and Community Center at Cortez Park	Access Aisle Serving Accessible Parking P2-C & P2-D	Parking Space - Van	1	CALIFORNIA: The van aisle markings are not compliant.	$525
426273	Senior and Community Center at Cortez Park	Access Aisle Serving Accessible Parking P2-E & P2-F	Parking Space - Van	1	CALIFORNIA: The van aisle markings are not compliant.	$525
426274	Senior and Community Center at Cortez Park	Accessible Parking P2-A, P2-B, P2-C, P2-D, P2-E, P2-F, P2-G	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$2,450
426275	Senior and Community Center at Cortez Park	Accessible Parking P2-G	Parking Space - Car	1	CALIFORNIA: The accessible route is located so that the disabled user is compelled to walk or wheel behind parked vehicles other than his or her own vehicle.	$525
426276	Senior and Community Center at Cortez Park	Accessible Parking P2-G	Parking Space - Car	1	CALIFORNIA: The accessible route is located so that the disabled user is compelled to walk or wheel behind parked vehicles other than his or her own vehicle.	$525
426277	Senior and Community Center at Cortez Park	Accessible Parking P2-A	Parking Space - Van	1	CALIFORNIA: The van parking stall slope is greater than 1:48 (2.08%).	$7,875
426278	Senior and Community Center at Cortez Park	Accessible Parking P2-E	Parking Space - Van	1	CALIFORNIA: The van parking stall slope is greater than 1:48 (2.08%).	$7,875
426279	Senior and Community Center at Cortez Park	Accessible Parking P2-F	Parking Space - Van	1	CALIFORNIA: The van parking stall slope is greater than 1:48 (2.08%).	$7,875
426280	Senior and Community Center at Cortez Park	Accessible Parking P2-G	Parking Space - Van	1	CALIFORNIA: The van parking stall slope is greater than 1:48 (2.08%).	$7,875
426363	Senior and Community Center at Cortez Park	Accessible Parking P3-A, P3-B, P3-C, P3-D, P3-E	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$1,750

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426364	Senior and Community Center at Cortez Park	Access Aisle Serving Accessible Parking P3-A & P3-B	Parking Space - Car	1	CALIFORNIA: The car aisle markings are not compliant.	$525
426365	Senior and Community Center at Cortez Park	Access Aisle Serving Accessible Parking P3-C & P3-D	Parking Space - Car	1	CALIFORNIA: The car aisle markings are not compliant.	$525
426366	Senior and Community Center at Cortez Park	Access Aisle Serving Accessible Parking P3-E & P3-F	Parking Space - Van	1	CALIFORNIA: The van aisle markings are not compliant.	$525
426367	Senior and Community Center at Cortez Park	Accessible Parking P3-E	Parking Space - Van	1	CALIFORNIA: The van parking stall slope is greater than 1:48 (2.08%).	$7,875
426368	Senior and Community Center at Cortez Park	Accessible Parking P3-F	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
426369	Senior and Community Center at Cortez Park	Accessible Parking P3-E	Parking Space - Van	1	CALIFORNIA: Signage is not provided at the van accessible space, or the existing signage is not compliant.	$350
426370	Senior and Community Center at Cortez Park	Accessible Parking P3-A, P3-B, P3-C, P3-D, P3-F	Parking Space - Car	1	The standard car stall and/or access aisle has openings in ground surfaces greater than 1/2" wide.	$125
426245	Senior and Community Center at Cortez Park	Accessible Parking P1-A	Parking Space - Van	1	CALIFORNIA: Signage is not provided at the van accessible space, or the existing signage is not compliant.	$350
426246	Senior and Community Center at Cortez Park	Access Aisle Serving Accessible Parking P1-A	Parking Space - Van	1	CALIFORNIA: The van aisle markings are not compliant.	$525
435405	City Hall & West Covina Civic Center	Parking Structure 3rd Level P4	Parking Space-General	1	CALIFORNIA: The number of accessible electric vehicle charging station stalls is not compliant.	$1,425
435407	City Hall & West Covina Civic Center	Parking Structure 2nd Level P3	Parking Spaces-General	1	The minimum number of accessible parking spaces is not provided.	$9,975
435409	City Hall & West Covina Civic Center	Parking Structure Ground Level P2	Parking Spaces-General	1	The minimum number of accessible parking spaces is not provided.	$5,700
435411	City Hall & West Covina Civic Center	Parking Lot P1	Parking Space-General	1	CALIFORNIA: The number of accessible electric vehicle charging station stalls is not compliant.	$1,425

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435413	City Hall & West Covina Civic Center	Parking Structure 2nd Level P3	Parking Space-General	1	CALIFORNIA: The number of accessible electric vehicle charging station stalls is not compliant.	$2,850
435403	City Hall & West Covina Civic Center	Parking Structure 3rd Level P4	Parking Spaces-General	1	The minimum number of accessible parking spaces is not provided.	$11,400
435319	City Hall & West Covina Civic Center	Accessible Parking Sace P1-A, B,C,E,F,H,L,& N	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$2,450
435320	City Hall & West Covina Civic Center	Accessible Route From P1-A to Elevators	Parking Space - General	1	CALIFORNIA: A curb or wheelstop is not provided where needed to prevent encroachment of vehicles over the required accessible route clear width.	$1,654
435321	City Hall & West Covina Civic Center	Accessible Parking Space P1-C,	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
435322	City Hall & West Covina Civic Center	Accessible Parking Space P1-G	Parking Space - Van	1	CALIFORNIA: The van parking stall slope is greater than 1:48 (2.08%).	$7,875
435323	City Hall & West Covina Civic Center	Accessible Parking Space P1-I	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
435324	City Hall & West Covina Civic Center	Accessible Parking Sace P1-H, I, J	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$1,050
435325	City Hall & West Covina Civic Center	Accessible Route From P1-A to Elevators	Parking Space - General	1	The accessible parking space and/or aisle obstructs the clear width of the adjacent accessible route.	$525
435326	City Hall & West Covina Civic Center	Accessible Parking Space P1-C And P1-D	Parking Space - Car	1	CALIFORNIA: The parking stall is less than the required minimum length of 216" (18').	$1,050
435327	City Hall & West Covina Civic Center	Accessible Parking Sace P1-F, I, K, And L	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$1,400
435328	City Hall & West Covina Civic Center	Accessible Parking Space P1-D	Parking Space - Van	1	CALIFORNIA: The van accessible electric vehicle charging station stall or access aisle is not compliant.	$525
435329	City Hall & West Covina Civic Center	Curb Ramps CR-1,2,3,4,5,6	Curb Ramp	1	CALIFORNIA: The parallel curb ramp does not have a compliant detectable warning on the landing at the bottom of the curb ramp.	$5,880
435330	City Hall & West Covina Civic Center	Curb Ramps CR-4 And 5	Curb Ramp	1	CALIFORNIA: The parallel curb ramp does not have a compliant detectable warning on the landing at the bottom of the curb ramp.	$1,680
435332	City Hall & West Covina Civic Center	Accessible Parking Space P1-M	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427126	Shadow Oak Park	Accessible Parking Space P1-A	Parking Space - Van	1	CALIFORNIA: The van parking stall slope is greater than 1:48 (2.08%).	$7,875
427127	Shadow Oak Park	Access Aisle Serving Accessible Parking Space P1-A, P1-B	Parking Space - Van	1	CALIFORNIA: The van parking aisle slope is greater than 1:48 (2.08%).	$6,250
427128	Shadow Oak Park	Accessible Parking Space P1-B	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
427129	Shadow Oak Park	Accessible Parking Space P2-A, P2-B, P2-C	Parking Space - Car	1	CALIFORNIA: The parking stall is less than the required minimum length of 216" (18').	$1,575
427130	Shadow Oak Park	Access Aisle Serving Accessible Parking Space P1-A, P1-B	Parking Space - Van	1	CALIFORNIA: The van aisle markings are not compliant.	$525
427131	Shadow Oak Park	Accessible Parking Space P1-A	Parking Space - Van	1	CALIFORNIA: Signage is not provided at the van accessible space, or the existing signage is not compliant.	$350
427030	Shadow Oak Park	Parking Lot 1	Parking Space - General	1	The minimum number of accessible parking spaces is not provided.	$525
427032	Shadow Oak Park	Accessible Parking Space P2-A	Parking Space - Van	1	CALIFORNIA: The van parking stall slope is greater than 1:48 (2.08%).	$7,875
427033	Shadow Oak Park	Access Aisle Serving Accessible Parking Space P2-A, P2-B	Parking Space - Van	1	CALIFORNIA: The van parking aisle slope is greater than 1:48 (2.08%).	$6,250
427034	Shadow Oak Park	Accessible Parking Space P2-B	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
427035	Shadow Oak Park	Accessible Parking Space P2-C	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
427036	Shadow Oak Park	Access Aisle Serving Accessible Parking Space P2-A, P2-B	Parking Space - Car	1	CALIFORNIA: The car parking aisle slope is greater than 1:48 (2.08%).	$6,250
427037	Shadow Oak Park	Accessible Parking Space P2-C	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427038	Shadow Oak Park	Accessible Parking Space P2-B, P2-D	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$700
427039	Shadow Oak Park	Accessible Parking Space P2-A	Parking Space - Van	1	CALIFORNIA: Signage is not provided at the van accessible space, or the existing signage is not compliant.	$350
427040	Shadow Oak Park	Access Aisle Serving Accessible Parking Space P2-A, P2-B	Parking Space - Van	1	CALIFORNIA: The van aisle markings are not compliant.	$525
427041	Shadow Oak Park	Accessible Parking Space P2-A, P2-B, P2-C	Parking Space - Car	1	CALIFORNIA: The parking stall is less than the required minimum length of 216" (18').	$1,575
427042	Shadow Oak Park	Access Aisle Serving Accessible Parking Space P2-C, P2-D	Parking Space - Car	1	CALIFORNIA: The parking stall is less than the required minimum length of 216" (18').	$525
427043	Shadow Oak Park	Accessible Parking Space P2-A, P2-B, P2-C	Parking Space - Car	1	CALIFORNIA: The car parking stall markings are not compliant.	$1,575
427044	Shadow Oak Park	Accessible Parking Space P2-A	Parking Space - Van	1	CALIFORNIA: The van parking stall markings are not compliant.	$525
421812	Orangewood Park	Bldg 4 - Ent 2	Building Entrance - Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$845
421813	Orangewood Park	Bldg 4 - Ent 2	Building Entrance - Door	1	The threshold at the accessible door is greater than ½" in height.	$224
421806	Orangewood Park	Bldg 4 - Ent 1	Building Entrance - Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$845
421807	Orangewood Park	Bldg 4 - Ent 1	Building Entrance - Door	1	The threshold at the accessible door is greater than ½" in height.	$224

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
421808	Orangewood Park	Bldg 4 - Ent 1	Building Entrance - Door	1	The threshold at the accessible door is greater than ½" in height.	$224
421866	Orangewood Park	Bldg 4 - Ent 3	Building Entrance - Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$845
422441	Del Norte Park	Tennis courts	Gate	1	The gate hardware is not compliant.	$750
422582	Del Norte Park	Dugout	Stairs	1	CALIFORNIA: Handrails are not compliant or are not provided.	$1,223
422583	Del Norte Park	Dugout	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$88
435365	City Hall & West Covina Civic Center	City Hall First Floor Men's Restroom	Restroom/Bath room - Door	1	The space between two doors in a series is less than 48" clear with doors open 90 degrees.	$1,350
435378	City Hall & West Covina Civic Center	City Hall First Floor Women's Restroom	Restroom/Bath room - Door	1	The space between two doors in a series is less than 48" clear with doors open 90 degrees.	$1,350
435125	City Hall & West Covina Civic Center	City Hall Doors With Knob Hardware	Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$31,498
435127	City Hall & West Covina Civic Center	City Managers Office	Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$1,465
435128	City Hall & West Covina Civic Center	City Hall Doors	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$20,130
435129	City Hall & West Covina Civic Center	City Hall Doors	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$0
435131	City Hall & West Covina Civic Center	City Managers Office Door To Restroom	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$250
435132	City Hall & West Covina Civic Center	City Managers Office Door To Restroom	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$1,563
435133	City Hall & West Covina Civic Center	City Managers Conference Room to Restroom	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$1,563

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435140	City Hall & West Covina Civic Center	City Manager Restroom	Controls And Dispensers	1	Clear space is not provided at the control or operating mechanism.	$250
435148	City Hall & West Covina Civic Center	Mayors Office Door To Conference Room	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$250
435149	City Hall & West Covina Civic Center	3rd Floor Mayor / City Manager Conference	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435150	City Hall & West Covina Civic Center	City Hall 3rd Floor City Attorney Office	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435151	City Hall & West Covina Civic Center	3rd Floor Mayor / City Manager Conference	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$910
435156	City Hall & West Covina Civic Center	City Hall 305 City Council / Manager Suite	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$750
435160	City Hall & West Covina Civic Center	City Hall 305 Storage Room Near City Attorney	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$250
435162	City Hall & West Covina Civic Center	City Hall 305 Storage Room Near City Attorney	Door	1	The door has less than 32" clear width.	$3,250
435164	City Hall & West Covina Civic Center	City Hall Doors Locking Hardware	Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$5,860
435187	City Hall & West Covina Civic Center	City Hall 3rd Floor Main Corridor	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$250
435188	City Hall & West Covina Civic Center	City Hall 3rd Floor Main Corridor	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$1,000
435192	City Hall & West Covina Civic Center	City Hall 3rd Floor 311 Suite	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$250
435193	City Hall & West Covina Civic Center	City Hall 3rd Floor 311 Suite	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,250
435194	City Hall & West Covina Civic Center	City Hall 3rd Floor 311 Suite	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435196	City Hall & West Covina Civic Center	City Hall 3rd Floor 317 Suite	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$250

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435197	City Hall & West Covina Civic Center	City Hall 3rd Floor 317 Suite	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$250
435199	City Hall & West Covina Civic Center	City Hall Exit Doors	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$2,748
435200	City Hall & West Covina Civic Center	City Hall Exit Doors	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$0
435201	City Hall & West Covina Civic Center	City Hall 3rd Floor 318 Suite	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$750
435202	City Hall & West Covina Civic Center	City Hall 3rd Floor 318 Suite	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$500
435203	City Hall & West Covina Civic Center	City Hall 3rd Floor 318 Suite	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435205	City Hall & West Covina Civic Center	City Hall 3rd Floor 314 Suite	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$250
435210	City Hall & West Covina Civic Center	City Hall 3rd Floor 312 Suite	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$750
435212	City Hall & West Covina Civic Center	City Hall 3rd Floor 308 Suite	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,500
435213	City Hall & West Covina Civic Center	City Hall 3rd Floor 308 Suite	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$250
435214	City Hall & West Covina Civic Center	City Hall 3rd Floor 308 Suite	Interior Access Route	1	CALIFORNIA: The width of the aisle is not compliant.	$6,975
435219	City Hall & West Covina Civic Center	City Hall 3rd Floor 308 Suite	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435222	City Hall & West Covina Civic Center	City Hall West & East Elevator	Elevator	1	The elevator car controls are not compliant.	$61,738
435223	City Hall & West Covina Civic Center	City Hall 2nd Floor Main Corridor	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$250
435224	City Hall & West Covina Civic Center	City Hall 2nd Floor 205 Suite	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,250

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435226	City Hall & West Covina Civic Center	City Hall 2nd Floor 205 Suite	Interior Access Route	1	CALIFORNIA: The width of the aisle is not compliant.	$500
435227	City Hall & West Covina Civic Center	City Hall 2nd Floor 205 Suite	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$500
435229	City Hall & West Covina Civic Center	City Hall 2nd Floor 215 Suite	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$1,563
435231	City Hall & West Covina Civic Center	City Hall 2nd Floor Main Corridor	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$910
435234	City Hall & West Covina Civic Center	City Hall 2nd Floor Suite 218	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$250
435235	City Hall & West Covina Civic Center	City Hall 2nd Floor Suite 218	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$250
435236	City Hall & West Covina Civic Center	City Hall 2nd Floor Suite 218	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,750
435237	City Hall & West Covina Civic Center	City Hall 2nd Floor Suite 218	Interior Access Route	1	Alcoves are not 36" wide minimum where the depth exceeds 24" with forward approach, or 60" wide minimum with parallel approach and depth exceeding 15".	$500
435241	City Hall & West Covina Civic Center	City Hall 2nd Floor Suite 218	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$250
435243	City Hall & West Covina Civic Center	City Hall 2nd Floor Suite 208	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435244	City Hall & West Covina Civic Center	City Hall 2nd Floor Suite 208	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$250
435246	City Hall & West Covina Civic Center	City Hall 2nd Floor Suite 208	Interior Access Route	1	CALIFORNIA: The width of the corridor serving an occupancy of 10 or more is less than 44".	$500
435248	City Hall & West Covina Civic Center	City Hall 2nd Floor Suite 208	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435271	City Hall & West Covina Civic Center	City Hall 1st Floor Exit Doors	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$0

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435272	City Hall & West Covina Civic Center	City Hall 1st Floor Exit Doors	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$2,745
435273	City Hall & West Covina Civic Center	City Hall 1st Floor Community Center	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$1,820
435274	City Hall & West Covina Civic Center	City Hall 1st Floor Community Center	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$500
435275	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$0
435276	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$915
435279	City Hall & West Covina Civic Center	City Hall 1st Floor Community Center Kitchen	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$500
435283	City Hall & West Covina Civic Center	City Hall 1st Floor Community Center Lounge Room	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$250
435284	City Hall & West Covina Civic Center	City Hall 1st Floor Community Center	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$2,500
435285	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers	Stairs	1	CALIFORNIA: Treads, including top and bottom treads, of the interior stair flight do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$88
435287	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers	Ramp	1	The ramp running slope exceeds 1:12 (8.33%).	$16,550
435288	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers	Door	1	The door has less than 32" clear width.	$3,250
435289	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers	Ramp	1	Handrail heights are not compliant.	$3,260
435290	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$1,563
435291	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435292	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers	Interior Access Route	1	The width of the accessible route is less than 36".	$500
435295	City Hall & West Covina Civic Center	HOPE Room	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$250
435297	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$1,563
435298	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435299	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109	Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$366
435309	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109 Restroom	Controls And Dispensers	1	Clear space is not provided at the control or operating mechanism.	$250
435318	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$1,820
434887	City Hall & West Covina Civic Center	Entrance Door	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458
434890	City Hall & West Covina Civic Center	Doors With Knob Hardware	Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$2,198
434891	City Hall & West Covina Civic Center	Kitchen Patio Door	Ramp	1	The ramp is required but not provided.	$5,793
434894	City Hall & West Covina Civic Center	Kitchen	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$250
434895	City Hall & West Covina Civic Center	Kitchen	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$625
434896	City Hall & West Covina Civic Center	Kitchen	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$250
434897	City Hall & West Covina Civic Center	Door Leading To Women's Restroom	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
434898	City Hall & West Covina Civic Center	Door Leading To Women's Restroom	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$0
426433	Palm View Park	Community Center	Building Entrance - Door	1	CALIFORNIA: The maneuvering clearance at the entry door is not compliant.	$2,188
421786	Orangewood Park	Bldg 3 - Ent 3	Building Entrance - Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$845
421787	Orangewood Park	Bldg 3 - Ent 3	Building Entrance - Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
421788	Orangewood Park	Bldg 3 - Ent 3	Building Entrance - Door	1	CALIFORNIA: The non-fire, hinged accessible exterior door takes more than 5#s of pressure to operate.	$0
421794	Orangewood Park	Bldg 3 - Ent 5	Building Entrance - Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$845
421795	Orangewood Park	Bldg 3 - Ent 5	Building Entrance - Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
421796	Orangewood Park	Bldg 3 - Ent 5	Building Entrance - Door	1	CALIFORNIA: The non-fire, hinged accessible exterior door takes more than 5#s of pressure to operate.	$0
421800	Orangewood Park	Bldg 3 - Ent 6	Building Entrance - Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
421801	Orangewood Park	Bldg 3 - Ent 6	Building Entrance - Door	1	CALIFORNIA: The non-fire, hinged accessible exterior door takes more than 5#s of pressure to operate.	$0

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
421804	Orangewood Park	Bldg 3 - Ent 7	Building Entrance - Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
421805	Orangewood Park	Bldg 3 - Ent 7	Building Entrance - Door	1	CALIFORNIA: The non-fire, hinged accessible exterior door takes more than 5#s of pressure to operate.	$0
426438	Palm View Park	ST-1	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$132
426439	Palm View Park	ST-1	Stairs	1	CALIFORNIA: Handrails are not compliant or are not provided.	$4,075
426440	Palm View Park	Path North of Community Center	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$17,500
426441	Palm View Park	Path of Travel Southeast of P1 Lot	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$1,500
426442	Palm View Park	Path of Travel Southeast of P1 Lot	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$50
426417	Palm View Park	CR-1	Curb Ramp	1	CALIFORNIA: The parallel curb ramp does not have a compliant detectable warning on the landing at the bottom of the curb ramp.	$840
426448	Palm View Park	Exterior Route South of P2	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$2,750
426449	Palm View Park	Exterior Route West or RR-1	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$1,500
422433	Del Norte Park	Route from Accessible Parking P1	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$2,250

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
422434	Del Norte Park	Access route near parking	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$1,250
422424	Del Norte Park	PROW near Accessible parking	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$1,200
422444	Del Norte Park	Access rout to tennis court from public right of way	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$12,500
422438	Del Norte Park	Access route near Snack shack	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$1,500
422439	Del Norte Park	Access rout to tennis Court	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$625
422440	Del Norte Park	Access rout to tennis Court	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$150
422594	Del Norte Park	Dog park	Gate	1	The gate hardware is not compliant.	$1,000
422595	Del Norte Park	Splash Pad	Gate	1	The gate hardware is not compliant.	$1,000
426102	Cameron Park	Near Playground	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$2,250
426103	Cameron Park	Near Playground	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$450
426079	Cameron Park	CR-2	Curb Ramp	1	CALIFORNIA: The curb ramp run does not have a compliant detectable warning.	$840
426080	Cameron Park	CR-3	Curb Ramp	1	CALIFORNIA: The curb ramp has non-compliant slopes.	$2,188
426081	Cameron Park	CR-3	Curb Ramp	1	CALIFORNIA: The curb ramp run does not have a compliant detectable warning.	$840
426066	Cameron Park	CR-1	Curb Ramp	1	CALIFORNIA: The curb ramp run does not have a compliant detectable warning.	$4,200

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426073	Cameron Park	CR-2	Curb Ramp	1	CALIFORNIA: The curb ramp has non-compliant slopes.	$2,188
426513	Cameron Park	Entry Nearest Bus Stop	Exterior Accessible Route	1	CALIFORNIA: An accessible route is not provided from the bus stop and its alighting area to adjacent sidewalks, paths, and streets.	$3,750
421872	Orangewood Park	Gate G7	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route is less than 48" wide.	$4,301
421875	Orangewood Park	Gate G6	Gate	1	The gate hardware is not compliant.	$250
422646	Orangewood Park	Gate G7	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route is less than 48" wide.	$4,301
421735	Orangewood Park	Curb Ramp CR2	Curb Ramp	1	The curb ramp projects into vehicular traffic lanes, parking space, or associated access aisle.	$2,188
421732	Orangewood Park	Curb Ramp CR2	Curb Ramp	1	CALIFORNIA: The parallel curb ramp does not have a compliant detectable warning on the landing at the bottom of the curb ramp.	$840
421662	Orangewood Park	Accessible route from PL4 to AF3	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$1,200
421667	Orangewood Park	Accessible route from PLZ to PG2	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$525
421670	Orangewood Park	Passenger Loading Zone PLZ	Curb Ramp	1	A curb ramp is not provided where the accessible route crosses a curb.	$2,188
421671	Orangewood Park	Accessible route from PL3 to PA2	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$750
421676	Orangewood Park	Gate G1	Gate	1	The gate hardware is not compliant.	$250
421678	Orangewood Park	Gate G2	Gate	1	The gate hardware is not compliant.	$250
421680	Orangewood Park	Gate G3	Gate	1	The gate hardware is not compliant.	$250

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
421682	Orangewood Park	Accessible route from PL3 to G1	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$448
421683	Orangewood Park	Curb Ramp CR5	Curb Ramp	1	CALIFORNIA: The curb ramp has non-compliant slopes.	$2,188
421685	Orangewood Park	Gate G4	Gate	1	The gate maneuvering clearance area is not compliant.	$1,563
421686	Orangewood Park	Gate G4	Gate	1	The gate hardware is not compliant.	$250
421809	Orangewood Park	Stair ST1	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$176
421810	Orangewood Park	Stair ST1	Stairs	1	CALIFORNIA: Handrails are not compliant or are not provided.	$1,223
421811	Orangewood Park	Stair ST1	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$176
421756	Orangewood Park	Ramp 6	Ramp	1	CALIFORNIA: The ramp has running slopes and/or rises in excess of 1:12.	$20,688
421744	Orangewood Park	Curb Ramp CR1	Curb Ramp	1	The curb ramp projects into vehicular traffic lanes, parking space, or associated access aisle.	$2,188
421741	Orangewood Park	Curb Ramp CR1	Curb Ramp	1	CALIFORNIA: The parallel curb ramp does not have a compliant detectable warning on the landing at the bottom of the curb ramp.	$840
424857	Orangewood Park	Parking Lot P2	Parking Space-Van	1	A van space is not provided.	$525
426247	Senior and Community Center at Cortez Park	Accessible Route From Sidewalk	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$625
426248	Senior and Community Center at Cortez Park	Accessible Route From Sidewalk	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$3,150
426249	Senior and Community Center at Cortez Park	Curb Ramp CR-1	Curb Ramp	1	CALIFORNIA: The curb ramp has non-compliant slopes.	$2,188
426250	Senior and Community Center at Cortez Park	Curb Ramp CR-1	Curb Ramp	1	CALIFORNIA: The hazardous vehicular area does not have a detectable warning or the existing detectable warning is not compliant.	$672

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426251	Senior and Community Center at Cortez Park	Curb Ramp CR-1	Curb Ramp	1	The curb ramp surface has vertical height changes greater than 1/4" that are not ramped.	$2,188
426252	Senior and Community Center at Cortez Park	Curb Ramp CR-1	Curb Ramp	1	CALIFORNIA: The curb ramp is non-compliant.	$3,028
426281	Senior and Community Center at Cortez Park	Accessible Route To Entrance From P2-G	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$8,750
426282	Senior and Community Center at Cortez Park	Accessible Route To Entrance From P2-G	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$1,225
426285	Senior and Community Center at Cortez Park	Accessible Route To Entrance From P2-G	Exterior Accessible Route	1	CALIFORNIA: The hazardous vehicular area does not have a detectable warning or the existing detectable warning is not compliant.	$32,928
426362	Senior and Community Center at Cortez Park	Breeze way	Ramp	1	CALIFORNIA: The exterior ramp railings are not compliant.	$11,003
426305	Senior and Community Center at Cortez Park	Main Hall - Outdoor Dining Area	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$7,500
426372	Senior and Community Center at Cortez Park	Accessible Route To Entrance From P3-A	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	$8,125
426373	Senior and Community Center at Cortez Park	Accessible Route To Entrance From P3-A	Raised Island/Cut-through median	1	CALIFORNIA: The raised island/cut-through median does not have a compliant detectable warning.	$840
426374	Senior and Community Center at Cortez Park	Ramp Near Main Hall North Entrance	Ramp	1	CALIFORNIA: The ramp landings are not compliant.	$4,965
426375	Senior and Community Center at Cortez Park	Ramp Near Main Hall North Entrance	Ramp	1	CALIFORNIA: The ramp has running slopes and/or rises in excess of 1:12.	$8,275

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426376	Senior and Community Center at Cortez Park	Ramp Near Main Hall North Entrance	Ramp	1	CALIFORNIA: The exterior ramp railings do not extend 12" horizontally above the landing beyond the top and bottom of the ramp runs and in the same direction of the ramp run.	$815
426377	Senior and Community Center at Cortez Park	Stairs Between Main Hall And North Wing	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$220
426378	Senior and Community Center at Cortez Park	Ramp Near Leading to North Wing	Ramp	1	CALIFORNIA: The ramp has running slopes and/or rises in excess of 1:12.	$8,275
426379	Senior and Community Center at Cortez Park	Ramp Near Leading to North Wing	Ramp	1	CALIFORNIA: The ramp landings are not compliant.	$4,965
426380	Senior and Community Center at Cortez Park	Ramp Near Leading to North Wing	Exterior Accessible Route	1	In areas along the route there are level changes of 1/2" or greater that are not ramped.	$1,200
426381	Senior and Community Center at Cortez Park	Ramp Near Main Hall North Entrance	Exterior Accessible Route	1	In areas along the route there are level changes of 1/2" or greater that are not ramped.	$150
426382	Senior and Community Center at Cortez Park	Sidewalk Between Main Hall And North Wing	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$2,500
435334	City Hall & West Covina Civic Center	Curb Ramps CR-7	Curb Ramp	1	CALIFORNIA: The curb ramp is non-compliant.	$3,028
435335	City Hall & West Covina Civic Center	Sidewalk Leading To City Hall From Library	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route is less than 48" wide.	$1,982
435336	City Hall & West Covina Civic Center	Sidewalk Leading To City Hall From Library	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$2,379
435338	City Hall & West Covina Civic Center	Sidewalk East Of Police Station	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$260

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435339	City Hall & West Covina Civic Center	Sidewalk SouthEast Of Police Station	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$200
435340	City Hall & West Covina Civic Center	Accessible Route From City Sidewalk	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$5,000
435341	City Hall & West Covina Civic Center	Accessible Route From City Sidewalk	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$2,500
435342	City Hall & West Covina Civic Center	Benches West Of The Flag Poles	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$9,000
435343	City Hall & West Covina Civic Center	Long Ramp South of City Hall R2	Ramp	1	The ramp has a running slope in excess of 1:12 (8.33%) and/or cross slope in excess of 1:48 (2.08%).	$187,005
435346	City Hall & West Covina Civic Center	Ramp Leading to Stage Area in Front Of Communications Building R1	Ramp	1	CALIFORNIA: The ramp landings are not compliant.	$4,965
435347	City Hall & West Covina Civic Center	Ramp Leading to Stage Area in Front Of Communications Building R1	Ramp	1	CALIFORNIA: The exterior ramp is less than 48" wide.	$14,068
435348	City Hall & West Covina Civic Center	Ramp Leading to Stage Area in Front Of Communications Building R1	Ramp	1	CALIFORNIA: The ramp run does not have edge protection or the edge protection is not compliant.	$10,188
435349	City Hall & West Covina Civic Center	Ramp Leading to Stage Area in Front Of Communications Building R1	Ramp	1	CALIFORNIA: The ramp landings are not compliant.	$4,965
435350	City Hall & West Covina Civic Center	Stairs Leading to Stage Area in Front Of Communications Building ST5	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$88

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435351	City Hall & West Covina Civic Center	Stairs West Side of Communications Building ST4	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$704
435352	City Hall & West Covina Civic Center	Stairs West Side of Communications Building ST4	Stairs	1	Steps do not have uniform and compliant riser heights and/or tread depths.	$30,600
435353	City Hall & West Covina Civic Center	Sidewalk Leading To Communications Building	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$1,625
435355	City Hall & West Covina Civic Center	Stairs Southeast Side of City Hall ST2	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$1,056
435356	City Hall & West Covina Civic Center	Stairs Southeast Side of City Hall ST2	Stairs	1	Steps do not have uniform and compliant riser heights and/or tread depths.	$11,475
435357	City Hall & West Covina Civic Center	Stairs Northeast Side Of Police Building ST1	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$660
427028	Shadow Oak Park	Accessible Route From P2-D To Picnic Shelter 1	Exterior Accessible Route	1	CALIFORNIA: The hazardous vehicular area does not have a detectable warning or the existing detectable warning is not compliant.	$840
427029	Shadow Oak Park	Curb Ramp CR-4	Curb Ramp	1	CALIFORNIA: The curb ramp run does not have a compliant detectable warning.	$840
427196	Shadow Oak Park	Sidewalk Southwest of Diamond 1	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$2,500
427197	Shadow Oak Park	Sidewalk Southwest of Diamond 1	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$4,000
427198	Shadow Oak Park	Sidewalks Adjacent To Play Area 1, 2	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	$11,700

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427200	Shadow Oak Park	Accessible Route to Picnic Shelter 3	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$1,000
427201	Shadow Oak Park	Accessible Route to Picnic Shelter 3	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route is less than 48" wide.	$250
427132	Shadow Oak Park	Curb Ramp CR-3	Curb Ramp	1	CALIFORNIA: The curb ramp has non-compliant slopes.	$4,375
427133	Shadow Oak Park	Curb Ramp CR-3	Exterior Accessible Route	1	CALIFORNIA: The hazardous vehicular area does not have a detectable warning or the existing detectable warning is not compliant.	$672
427134	Shadow Oak Park	Route of Travel from City Sidewalk Off Shadow Oak Drive	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$2,478
427135	Shadow Oak Park	Stairs ST-2	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$880
427136	Shadow Oak Park	Stairs ST-3	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$880
427137	Shadow Oak Park	Stairs ST-4	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$748
427138	Shadow Oak Park	Stairs ST-5	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$792
427139	Shadow Oak Park	Sidewalk near the north west side	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$5,000

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427121	Shadow Oak Park	Route of Travel from City Sidewalk Off Shadow Oak Drive	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$10,000
427122	Shadow Oak Park	Route of Travel from City Sidewalk Off Shadow Oak Drive	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	$4,000
427123	Shadow Oak Park	Stairs ST-1	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$2,376
427191	Shadow Oak Park	Accessible Route From P2-D To Community Center	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	$9,600
427192	Shadow Oak Park	Accessible Route From P2-D To Community Center	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$625
427193	Shadow Oak Park	Sidewalk at West Bleacher at Diamond 1	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$625
427188	Shadow Oak Park	Accessible Route From P2-D To Community Center	Exterior Accessible Route	1	CALIFORNIA: The hazardous vehicular area does not have a detectable warning or the existing detectable warning is not compliant.	$672
427189	Shadow Oak Park	Accessible Route From P2-D To Community Center	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$6,000
427211	Shadow Oak Park	Sidewalk Leading to Community Center Restrooms	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$5,000
427046	Shadow Oak Park	Accessible Route From P2-D To PicNic Shelter #2	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$3,750

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427047	Shadow Oak Park	Accessible Route From P2-D To Picnic Shelter #2	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	$375
427048	Shadow Oak Park	Accessible Route From P2-D To Picnic Shelter #2	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	$375
427049	Shadow Oak Park	Accessible Route to Concession Stands	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route is less than 48" wide.	$1,250
427099	Shadow Oak Park	Accessible Route to to Picnic Table Near Basketball Court	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$1,950
427100	Shadow Oak Park	Accessible Route to Picnic Table Near Concession Stand	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$2,700
427113	Shadow Oak Park	Route of Travel from City Sidewalk Off Shadow Oak Drive	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$1,250
427114	Shadow Oak Park	Route of Travel from City Sidewalk Off Shadow Oak Drive	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$30,275
427115	Shadow Oak Park	Curb Ramp CR-1	Curb Ramp	1	CALIFORNIA: The curb ramp has non-compliant slopes.	$2,188
427116	Shadow Oak Park	Route of Travel from City Sidewalk Off Shadow Oak Drive	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	$2,000
427117	Shadow Oak Park	Curb Ramp CR-2	Curb Ramp	1	CALIFORNIA: The curb ramp has non-compliant slopes.	$2,188
427149	Shadow Oak Park	West Park - Sidewalk South Side	Exterior Accessible Route	1	The accessible route has areas of vertical level changes in excess of 1/4" that are not beveled or ramped.	$2,800

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427150	Shadow Oak Park	Drinking Fountain DR-3	Exterior Accessible Route	1	Clear space is not provided at the control or operating mechanism.	$600
427154	Shadow Oak Park	West Park - Picnic Area With Grill	Exterior Accessible Route	1	An accessible route does not connect accessible building or facility entrances with all accessible spaces and elements within the building or facility. At least one accessible route shall connect accessible elements that are on the same site.	$2,500
427155	Shadow Oak Park	Sidewalk Near Bottom of Ramp R1	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$500
427157	Shadow Oak Park	Ramp R1	Ramp	1	CALIFORNIA: The exterior ramp railings do not extend 12" horizontally above the landing beyond the top and bottom of the ramp runs and in the same direction of the ramp run.	$408
427159	Shadow Oak Park	Ramp R2	Ramp	1	CALIFORNIA: The ramp run does not have edge protection or the edge protection is not compliant.	$28,118
427160	Shadow Oak Park	Ramp R3	Ramp	1	CALIFORNIA: The ramp run does not have edge protection or the edge protection is not compliant.	$14,059
427161	Shadow Oak Park	Ramp R4	Ramp	1	CALIFORNIA: The ramp run does not have edge protection or the edge protection is not compliant.	$14,059
427162	Shadow Oak Park	Ramp R4	Ramp	1	CALIFORNIA: The ramp landings are not compliant.	$4,965
427163	Shadow Oak Park	Ramp R5	Ramp	1	CALIFORNIA: The ramp run does not have edge protection or the edge protection is not compliant.	$116,138
427164	Shadow Oak Park	Sidewalk Adjacent to Ramp 4	Exterior Accessible Route	1	The edge protection is higher than 4" maximum and/or wider than 2" maximum.	$11,206
427165	Shadow Oak Park	Picnic Table Near Stair ST-3	Exterior Accessible Route	1	An accessible route does not connect accessible building or facility entrances with all accessible spaces and elements within the building or facility. At least one accessible route shall connect accessible elements that are on the same site.	$3,300

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427167	Shadow Oak Park	Ramp R6	Ramp	1	CALIFORNIA: The exterior ramp railings do not extend 12" horizontally above the landing beyond the top and bottom of the ramp runs and in the same direction of the ramp run.	$408
427168	Shadow Oak Park	Ramp R6	Ramp	1	CALIFORNIA: The ramp run does not have edge protection or the edge protection is not compliant.	$14,059
427169	Shadow Oak Park	Ramp R6	Ramp	1	CALIFORNIA: The ramp landings are not compliant.	$4,138
427170	Shadow Oak Park	Ramp R7	Ramp	1	CALIFORNIA: The ramp landings are not compliant.	$4,965
427171	Shadow Oak Park	Ramp R7	Ramp	1	CALIFORNIA: The ramp run does not have edge protection or the edge protection is not compliant.	$14,059
427172	Shadow Oak Park	Ramp R8	Ramp	1	CALIFORNIA: The ramp has running slopes and/or rises in excess of 1:12.	$13,240
427173	Shadow Oak Park	Ramp R8	Ramp	1	CALIFORNIA: The ramp run does not have edge protection or the edge protection is not compliant.	$14,059
427174	Shadow Oak Park	Ramp R9	Ramp	1	CALIFORNIA: The ramp run does not have edge protection or the edge protection is not compliant.	$14,059
427175	Shadow Oak Park	Ramp R9	Ramp	1	CALIFORNIA: The exterior ramp railings do not extend 12" horizontally above the landing beyond the top and bottom of the ramp runs and in the same direction of the ramp run.	$408
427176	Shadow Oak Park	Sidewalk Near Ramp R10	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$1,250
427177	Shadow Oak Park	Ramp 10	Ramp	1	CALIFORNIA: The ramp run does not have edge protection or the edge protection is not compliant.	$72,331
427178	Shadow Oak Park	Ramp 10	Ramp	1	CALIFORNIA: The ramp landings are not compliant.	$4,965
427179	Shadow Oak Park	Ramp 10	Ramp	1	CALIFORNIA: The ramp has running slopes and/or rises in excess of 1:12.	$6,620
427180	Shadow Oak Park	Ramp 10	Ramp	1	CALIFORNIA: The ramp landings are not compliant.	$4,138
427181	Shadow Oak Park	Ramp 10	Ramp	1	CALIFORNIA: The ramp has running slopes and/or rises in excess of 1:12.	$13,240
427182	Shadow Oak Park	Ramp 10	Ramp	1	CALIFORNIA: The ramp has running slopes and/or rises in excess of 1:12.	$20,688
427183	Shadow Oak Park	Picnic Table Near P1-A	Exterior Accessible Route	1	The accessible route has gaps in the surface greater than 1/2" wide.	$375

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427051	Shadow Oak Park	Accessible Route from E Brenda Street	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$2,000
427052	Shadow Oak Park	Accessible Route from E Brenda Street	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$15,000
427053	Shadow Oak Park	Accessible Route from E Brenda Street	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$6,000
427054	Shadow Oak Park	Accessible Route from Adrienne Drive	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$2,500
427055	Shadow Oak Park	Accessible Route from Adrienne Drive	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$3,200
427056	Shadow Oak Park	Accessible Route from Adrienne Drive	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$27,000
427057	Shadow Oak Park	Accessible Route from Adrienne Drive	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$12,800
427058	Shadow Oak Park	Accessible Route from Adrienne Drive	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$4,000
427059	Shadow Oak Park	Accessible Route from Adrienne Drive	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$20,000
427061	Shadow Oak Park	Accessible Route from E Woodgate	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$40,000

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427062	Shadow Oak Park	Accessible Route from E Woodgate	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$15,000
427063	Shadow Oak Park	Accessible Route from Cindy Street	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$43,400
427064	Shadow Oak Park	Accessible Route from E Woodgate	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$49,000
427065	Shadow Oak Park	Accessible Route from Angela Street	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$5,000
427066	Shadow Oak Park	Accessible Route from Adrienne Drive	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$44,200
427068	Shadow Oak Park	Accessible Route to Pic-Nic Shelter #2	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$3,125
427070	Shadow Oak Park	Accessible Route to Men's Restroom	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the accessible route.	$910
427071	Shadow Oak Park	Accessible Route to Men's Restroom	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$250
426989	Shadow Oak Park	Accessible Route to Tiny Tots Classroom 5	Exterior Accessible Route	1	The accessible route has gaps in the surface greater than 1/2" wide.	$625
426974	Shadow Oak Park	Accessible Route to Community Center	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	$1,250

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427016	Shadow Oak Park	Main Hall Exterior Patio	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	$17,000
421823	Orangewood Park	Bldg 1 Locker Rooms 1-8	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$5,000
421847	Orangewood Park	Bldg 1 Men's Restroom	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$200
421848	Orangewood Park	Bldg 1 Men's Restroom	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$200
421851	Orangewood Park	Bldg 1 Women's Restroom	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$200
421852	Orangewood Park	Bldg 1 Women's Restroom	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$200
421853	Orangewood Park	Bldg 1 Hockey rink gate	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$11,895
421855	Orangewood Park	Bldg 1 Hockey rink player seating	Interior Access Route	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$5,490
421860	Orangewood Park	Bldg 1 Hockey rink spectator seating	Ramp	1	The ramp has no edge protection.	$10,000
421861	Orangewood Park	Bldg 1 Hockey rink spectator seating	Stairs	1	CALIFORNIA: Treads, including top and bottom treads, of the interior stair flight do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$176
421864	Orangewood Park	Bldg 1 Hockey rink spectator seating	Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$733
427215	Shadow Oak Park	Community Center Women's Restroom	Interior Access Route	1	The width of the accessible route is less than 36".	$1,150
427148	Shadow Oak Park	West Side of Park All Gender Restrooms	Interior Access Route	1	A compliant turning space is not provided at the change of direction.	$1,141
427018	Shadow Oak Park	Main Hall Exterior Patio Doors	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$915

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427019	Shadow Oak Park	Community Center NE Exit	Door	1	The threshold at the accessible door is greater than ½" in height.	$224
427021	Shadow Oak Park	Community Center NE Exit	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458
427022	Shadow Oak Park	Community Center NE Exit	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458
427023	Shadow Oak Park	Community Center Kitchen Door	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
427025	Shadow Oak Park	Community Center Kitchen	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$500
427027	Shadow Oak Park	Community Center Doors	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$915
426975	Shadow Oak Park	Tiny Tots Classroom 5	Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$366
426977	Shadow Oak Park	Tiny Tots Classroom 5	Door	1	The threshold at the accessible door is greater than ½" in height.	$224
426978	Shadow Oak Park	Tiny Tots Classroom 5	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$1,250
426979	Shadow Oak Park	Tiny Tots Classroom 5	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$910
426980	Shadow Oak Park	Tiny Tots Classroom 5	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$250
426982	Shadow Oak Park	Tiny Tots Classroom 4	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458
426983	Shadow Oak Park	Tiny Tots Classroom 4	Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$733
426985	Shadow Oak Park	Tiny Tots Classroom 4	Door	1	The threshold at the accessible door is greater than ½" in height.	$224
426986	Shadow Oak Park	Tiny Tots Classroom 4	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
426987	Shadow Oak Park	Tiny Tots Classroom 4	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$1,250
426988	Shadow Oak Park	Tiny Tots Classroom 5	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
426992	Shadow Oak Park	Classroom 2	Door	1	The threshold at the accessible door is greater than ½" in height.	$224

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426993	Shadow Oak Park	Classroom 2	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458
426994	Shadow Oak Park	Classroom 2	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$0
426995	Shadow Oak Park	Classroom 3	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$1,563
426996	Shadow Oak Park	Classroom 3	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$1,250
426997	Shadow Oak Park	Classroom 3	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$250
426998	Shadow Oak Park	Classroom 3	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$250
427000	Shadow Oak Park	Computer Room	Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$366
427002	Shadow Oak Park	Computer Room	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$1,250
427003	Shadow Oak Park	Computer Room	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$250
427007	Shadow Oak Park	Main Hall - Auditium	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$250
427009	Shadow Oak Park	Community Center	Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$2,198
427010	Shadow Oak Park	Main Hall - Auditium	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$6,250
427013	Shadow Oak Park	Main Hall - Auditium	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$625
427015	Shadow Oak Park	Main Hall Exterior Patio Doors	Door	1	The threshold at the accessible door is greater than ½" in height.	$448
427082	Shadow Oak Park	Men's Restroom	Interior Access Route	1	A compliant turning space is not provided at the change of direction.	$1,066
427093	Shadow Oak Park	Women's Restroom	Interior Access Route	1	A compliant turning space is not provided at the change of direction.	$1,141

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426231	Senior and Community Center at Cortez Park	Main Hall - TV Room	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$522
426232	Senior and Community Center at Cortez Park	Main Hall - TV Room	Door	1	The door does not have 80" minimum head clearance from finish floor, excluding door closer hinged bar and door stops which can be 78" minimum.	$0
426235	Senior and Community Center at Cortez Park	Main Hall - Typical Doors	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$3,203
426241	Senior and Community Center at Cortez Park	North Wing-Billiarsds	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458
426242	Senior and Community Center at Cortez Park	North Wing-Typical Doors With Closers Close Too Fast	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$2,288
426244	Senior and Community Center at Cortez Park	North Wing-Meeting Room 14	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
426288	Senior and Community Center at Cortez Park	Main Hall - Storage Room Near Reception	Door	1	The door has less than 32" clear width.	$3,250
426289	Senior and Community Center at Cortez Park	Main Hall - Office 1	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
426290	Senior and Community Center at Cortez Park	Main Hall - Typical Light Switches	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$8,750
426292	Senior and Community Center at Cortez Park	Main Hall - Computer 3	Controls And Dispensers	1	Controls throughout the common area are not compliant.	$625
426293	Senior and Community Center at Cortez Park	Main Hall - Meeting Room 4	Controls And Dispensers	1	Controls throughout the common area are not compliant.	$625
426297	Senior and Community Center at Cortez Park	Main Hall - Meeting Room 4	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$200
426298	Senior and Community Center at Cortez Park	Main Hall - Meeting Room 4	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$625
426308	Senior and Community Center at Cortez Park	Main Hall - Kitchen 7	Door	1	The threshold at the accessible door is greater than ½" in height.	$224
426358	Senior and Community Center at Cortez Park	North Wing-Typical Light Switches	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$7,500

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426360	Senior and Community Center at Cortez Park	North Wing-Typical FireExtinguisher	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$2,500
424858		Parking Lot P2	Parking Space-Van	1	A van access aisle is not provided.	$525
426067	Cameron Park	P1-B	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$350
426068	Cameron Park	P1-B	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
426069	Cameron Park	P1-B	Parking Space - Car	1	CALIFORNIA: The parking stall is less than the required minimum length of 216" (18').	$525
426070	Cameron Park	P1-A	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
426071	Cameron Park	P1-A	Parking Space - Car	1	CALIFORNIA: The parking stall is less than the required minimum length of 216" (18').	$525
426072	Cameron Park	P1-access aisle	Parking Space - Car	1	CALIFORNIA: The car parking aisle slope is greater than 1:48 (2.08%).	$12,500
426075	Cameron Park	P2-A	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$350
426076	Cameron Park	P2-A	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
426077	Cameron Park	P2-A	Parking Space - Car	1	CALIFORNIA: The parking stall is less than the required minimum length of 216" (18').	$525
426078	Cameron Park	P2- A access aisle	Parking Space - Car	1	CALIFORNIA: The car parking aisle slope is greater than 1:48 (2.08%).	$6,250
426082	Cameron Park	P2- B access aisle	Parking Space - Car	1	CALIFORNIA: The car parking aisle slope is greater than 1:48 (2.08%).	$6,250
426083	Cameron Park	P2-B	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
426084	Cameron Park	P2-B	Parking Space - Car	1	CALIFORNIA: The parking stall is less than the required minimum length of 216" (18').	$525

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426085	Cameron Park	P2-B	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$350
426086	Cameron Park	P3-A	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
426087	Cameron Park	P3-A	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$350
426088	Cameron Park	P3-access aisle	Parking Space - Car	1	CALIFORNIA: The car parking aisle slope is greater than 1:48 (2.08%).	$6,250
426089	Cameron Park	P3-A	Parking Space - Car	1	CALIFORNIA: The parking stall is less than the required minimum length of 216" (18').	$525
426091	Cameron Park	P3-A	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
426092	Cameron Park	P3-B	Parking Space - Car	1	CALIFORNIA: The parking stall is less than the required minimum length of 216" (18').	$525
426434	Palm View Park	P1-A	Parking Space - Van	1	CALIFORNIA: Signage is not provided at the van accessible space, or the existing signage is not compliant.	$350
426435	Palm View Park	P1-A, B, Access aisle.	Parking Space- Van	1	CALIFORNIA: The van aisle markings are not compliant.	$525
426436	Palm View Park	P1-B	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
426437	Palm View Park	P1-Access Aisle	Parking Space - Van	1	CALIFORNIA: The van parking stall markings are not compliant.	$525
426458	Palm View Park	P2-C	Parking Space- Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
426459	Palm View Park	P2-C	Parking Space- Car	1	CALIFORNIA: The parking stall is less than the required minimum length of 216" (18').	$525
426460	Palm View Park	P2-C	Parking Space- Car	1	CALIFORNIA: The car aisle markings are not compliant.	$525
426461	Palm View Park	P2-C	Parking Space- Car	1	CALIFORNIA: The car parking aisle slope is greater than 1:48 (2.08%).	$6,250

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426462	Palm View Park	P2-C	Parking Space - Van	1	CALIFORNIA: The accessible route is located so that the disabled user is compelled to walk or wheel behind parked vehicles other than his or her own vehicle.	$525
426444	Palm View Park	P2-A, B	Parking Space - Van	1	CALIFORNIA: Signage is not provided at the van accessible space, or the existing signage is not compliant.	$700
426445	Palm View Park	P2- Access Aisle	Parking Space - Van	1	CALIFORNIA: The van aisle markings are not compliant.	$1,050
426446	Palm View Park	P2- A, B	Parking Space- Van	1	CALIFORNIA: The van parking aisle slope is greater than 1:48 (2.08%).	$12,500
422425	Del Norte Park	P1 - A,B,C,D.	Parking Space - Car	1	CALIFORNIA: The car parking aisle slope is greater than 1:48 (2.08%).	$18,750
422426	Del Norte Park	P1 - A,B,C,D.	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$31,500
422428	Del Norte Park	P1 - A	Parking Space - Van	1	CALIFORNIA: The van parking aisle is less than 96" wide, where the van stall is less than 144" wide.	$525
422429	Del Norte Park	P1 - A,B,C,D.	Parking Space - Car	1	CALIFORNIA: The car parking stall markings are not compliant.	$525
422430	Del Norte Park	P1 - D	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$350
422431	Del Norte Park	P1 - B,C,D	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$1,050
422446	Del Norte Park	P2 - A,B Rowland Ave	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$350
422447	Del Norte Park	P2 - A,B Rowland Ave	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$15,750
422448	Del Norte Park	P2 - A,B	Parking Space - Car	1	CALIFORNIA: The car parking aisle slope is greater than 1:48 (2.08%).	$6,250
422449	Del Norte Park	P3 - A Nora Ave	Parking Space - Car	1	CALIFORNIA: The car parking aisle slope is greater than 1:48 (2.08%).	$6,250
422450	Del Norte Park	R - 1	Curb Ramp	1	CALIFORNIA: The curb ramp has non-compliant slopes.	$2,188

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
422451	Del Norte Park	R - 1	Curb Ramp	1	CALIFORNIA: The landing at the top of the curb ramp is less than 48" long and/or does not extend the full width of the curb ramp excluding flares.	$2,188
422453	Del Norte Park	P3 - A Nora Ave	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
422454	Del Norte Park	P3 - A Nora Ave	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$350
422455	Del Norte Park	R - 2	Curb Ramp	1	CALIFORNIA: The curb ramp has non-compliant slopes.	$2,188
422456	Del Norte Park	R - 2	Curb Ramp	1	CALIFORNIA: The parallel curb ramp does not have a compliant detectable warning on the landing at the bottom of the curb ramp.	$840
421774	Orangewood Park	Accessible Parking Stall P1-C	Parking Space - Car	1	CALIFORNIA: The car aisle markings are not compliant.	$525
421769	Orangewood Park	Accessible Parking Stall P1-C	Parking Space - Car	1	CALIFORNIA: The car aisle markings are not compliant.	$525
421739	Orangewood Park	Accessible Parking Stall P1-C	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
421746	Orangewood Park	Accessible Parking Stall P1-B	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
421751	Orangewood Park	Accessible Parking Stall P1-A	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
421748	Orangewood Park	Accessible Parking Stall P1-B	Parking Space - Car	1	CALIFORNIA: The car parking aisle slope is greater than 1:48 (2.08%).	$6,250
421765	Orangewood Park	Accessible Parking Stall P1-A	Parking Space - Car	1	CALIFORNIA: The car aisle markings are not compliant.	$525
421730	Orangewood Park	Accessible Parking Stall P1-D	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
421737	Orangewood Park	Accessible Parking Stall P1-D	Parking Space - Car	1	CALIFORNIA: The car parking aisle slope is greater than 1:48 (2.08%).	$6,250
421672	Orangewood Park	Accessible Parking Stall P3-C	Parking Space - Car	1	CALIFORNIA: The accessible route is located so that the disabled user is compelled to walk or wheel behind parked vehicles other than his or her own vehicle.	$5,250

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
421673	Orangewood Park	Accessible Parking Stall P3-A	Parking Space - Van	1	CALIFORNIA: The van parking stall slope is greater than 1:48 (2.08%).	$7,875
421674	Orangewood Park	Accessible Parking Stall P3-A	Parking Space - Van	1	CALIFORNIA: The van parking aisle slope is greater than 1:48 (2.08%).	$6,250
421675	Orangewood Park	Accessible Parking Stall P3-B	Parking Space - Van	1	CALIFORNIA: The van parking stall slope is greater than 1:48 (2.08%).	$7,875
421663	Orangewood Park	Accessible Parking Stall P4-A	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$350
421664	Orangewood Park	Accessible Parking Stall P4-A	Parking Space - Car	1	CALIFORNIA: The car aisle markings are not compliant.	$525
421665	Orangewood Park	Accessible Parking Stall P4-B	Parking Space - Car	1	CALIFORNIA: The car aisle markings are not compliant.	$525
421666	Orangewood Park	Accessible Parking Stall P4-B	Parking Space - Car	1	CALIFORNIA: The car parking stall is less than 108" wide.	$525
434926	City Hall & West Covina Civic Center	Lobby And Waiting Area	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$910
434927	City Hall & West Covina Civic Center	Lobby And Waiting Area Office Entrance	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
434930	City Hall & West Covina Civic Center	Lobby And Waiting Area Office Entrance	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$0
434931	City Hall & West Covina Civic Center	Lobby And Waiting Area Office Entrance	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
434933	City Hall & West Covina Civic Center	Records Office Area	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$500
434934	City Hall & West Covina Civic Center	Records Office Area	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$250
434937	City Hall & West Covina Civic Center	Records Area Office	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
434938	City Hall & West Covina Civic Center	Records Area Office To Restroom Vestibule	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
434940	City Hall & West Covina Civic Center	Records Area Office To Restroom Vestibule	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$0
434944	City Hall & West Covina Civic Center	Men's Restroom Near Records	Interior Access Route	1	The width of the accessible route is less than 36".	$2,952
434978	City Hall & West Covina Civic Center	Doors With Opening Forces Exceeding 5 Pounds	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$10,980
434979	City Hall & West Covina Civic Center	Break Room	Controls And Dispensers	1	Clear space is not provided at the control or operating mechanism.	$250
434981	City Hall & West Covina Civic Center	Break Room	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458
434982	City Hall & West Covina Civic Center	Break Room	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$250
434984	City Hall & West Covina Civic Center	Office Doors Not Providing Maneuvering Clearances	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,250
434986	City Hall & West Covina Civic Center	Doors With Knob Hardware	Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$12,453
434987	City Hall & West Covina Civic Center		Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
434994	City Hall & West Covina Civic Center	Men's Restroom Near South Stairs	Restroom/Bath room - Door	1	The space between two doors in a series is less than 48" clear with doors open 90 degrees.	$1,350
435019	City Hall & West Covina Civic Center	Detective Bureau Circulation	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$250
435020	City Hall & West Covina Civic Center	Detective Bureau Circulation	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$125
435021	City Hall & West Covina Civic Center	Detective Bureau Circulation	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$125
435024	City Hall & West Covina Civic Center	Detective Bureau Kitchen	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$625
435025	City Hall & West Covina Civic Center	Detective Bureau Conference Room	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$910

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435026	City Hall & West Covina Civic Center	Detective Bureau Circulation	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$250
435027	City Hall & West Covina Civic Center	Detective Bureau Background Check Room	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435028	City Hall & West Covina Civic Center	Detective Bureau Circulation	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$250
435029	City Hall & West Covina Civic Center	Detective Bureau Circulation	Door	1	The door has less than 32" clear width.	$3,250
435032	City Hall & West Covina Civic Center	Report Writing Room	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435033	City Hall & West Covina Civic Center	Evidence Locker Room	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435035	City Hall & West Covina Civic Center	Briefing Room Kitchen	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435043	City Hall & West Covina Civic Center	Men's Locker Room	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435044	City Hall & West Covina Civic Center	Men's Locker Room	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$1,563
435062	City Hall & West Covina Civic Center	Briefing Room	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435080	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435097	City Hall & West Covina Civic Center	Processing Holding Cell	Door	1	The door has less than 32" clear width.	$3,250
435100	City Hall & West Covina Civic Center	Jail Circulation	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$4,688
435101	City Hall & West Covina Civic Center	Jail Circulation	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$250
435105	City Hall & West Covina Civic Center	Evidence Storage Room	Accessible Route	1	Clear widths are less than 36" minimum, including protruding objects.	$500

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435106	City Hall & West Covina Civic Center	Evidence Storage Room	Accessible Route	1	Clear widths are less than 36" minimum, including protruding objects.	$250
435107	City Hall & West Covina Civic Center	Evidence Storage Room	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$250
435108	City Hall & West Covina Civic Center	Gym Room	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$250
435109	City Hall & West Covina Civic Center	Gym Room	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$250
435110	City Hall & West Covina Civic Center	Gym Room	Accessible Route	1	Clear widths are less than 36" minimum, including protruding objects.	$250
435111	City Hall & West Covina Civic Center	Forensics Lab	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435112	City Hall & West Covina Civic Center	Forensics Lab	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$250
435113	City Hall & West Covina Civic Center	Forensics Lab	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$250
435114	City Hall & West Covina Civic Center	Forensics Lab	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$125
435117	City Hall & West Covina Civic Center	Forensics Evidence Storage	Door	1	The door has less than 32" clear width.	$3,250
435118	City Hall & West Covina Civic Center	Forensics Evidence Storage	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$250
435120	City Hall & West Covina Civic Center	Police Parking - FOR REFERENCE ONLY	Parking Space - Van	1	A van space is not provided.	$0
427095	Shadow Oak Park	Accessible Route to Tennis Courts	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$5,000

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427097	Shadow Oak Park	Accessible Route to The Bleachers	Exterior Accessible Route	1	An accessible route does not connect accessible building or facility entrances with all accessible spaces and elements within the building or facility. At least one accessible route shall connect accessible elements that are on the same site.	$5,000
427106	Shadow Oak Park	Accessible Route to The Bleachers At NE Baseball Field	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route is less than 48" wide.	$1,500
427107	Shadow Oak Park	Accessible Route to The Bleachers At NE Baseball Field	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$2,500
427108	Shadow Oak Park	Accessible Route to The Bleachers At Diamond 2 Behind Press Box	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$2,500
427109	Shadow Oak Park	Accessible Route to The Batting Cages	Exterior Accessible Route	1	An accessible route does not connect accessible building or facility entrances with all accessible spaces and elements within the building or facility. At least one accessible route shall connect accessible elements that are on the same site.	$11,500
427110	Shadow Oak Park	Accessible Route to Team Dugout	Exterior Accessible Route	1	An accessible route does not connect accessible building or facility entrances with all accessible spaces and elements within the building or facility. At least one accessible route shall connect accessible elements that are on the same site.	$8,800
427111	Shadow Oak Park	Accessible Route to Team Dugout	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the accessible route.	$910
427102	Shadow Oak Park	Accessible Route to Diamond 2	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$2,000
427190	Shadow Oak Park	Accessible Route to Bleachers South Side of Diamond 1	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$2,400

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427194	Shadow Oak Park	Sidewalk Adjacent to West Dug-Out Diamond 1	Exterior Accessible Route	1	The accessible route has cross slopes greater than 1:50 (2%).	$10,000
427195	Shadow Oak Park	Sidewalk Adjacent to West Dug-Out Diamond 1	Exterior Accessible Route	1	The walkway has areas with greater than 1:20 (5%) running slope.	$2,400
435331	City Hall & West Covina Civic Center	Pay Stations Near CR-5	Reach Range	2	The vending machines have operable parts which are not within reach range.	$8,135
422584	Del Norte Park	Dugout	Player Seating	2	A wheelchair space is not provided at each team bench area at the ball field.	$600
426105	Cameron Park	Bleacher seats	Bleacher Seating	2	The required number of wheelchair spaces is not provided at the bleacher seating for the ball field.	$2,500
426106	Cameron Park	Bleacher seats	Player Seating	2	A wheelchair space is not provided at each team bench area at the ball field.	$500
426107	Cameron Park	Snack shack counter	Service Counter	2	The service counter height is greater than 36" and/or the counter length is less than 36", where a parallel approach is present.	$1,504
435369	City Hall & West Covina Civic Center	City Hall First Floor Men's Restroom	Restroom/Bathroom-Unisex	2	The slope of the floor surface is greater than 2% cross or 5% running	$1,280
435380	City Hall & West Covina Civic Center	City Hall First Floor Women's Restroom	Restroom/Bathroom-Unisex	2	The slope of the floor surface is greater than 2% cross or 5% running	$1,280
435126	City Hall & West Covina Civic Center	City Managers Office	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$1,000
435134	City Hall & West Covina Civic Center	City Manager Restroom	Restroom/Bathroom - Door	2	The swinging door does not have a smooth surface within 10" of the ground measured vertically on the push side extending the full width of the door.	$250
435154	City Hall & West Covina Civic Center	City Hall 305 City Council / Manager Suite	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$250
435157	City Hall & West Covina Civic Center	City Hall 305 Coffee Station	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
435159	City Hall & West Covina Civic Center	City Hall 305 Coffee Station	Reach Range	2	Items requiring an obstructed side reach motion are higher than 48" maximum where the obstruction depth is 10" maximum, or higher than 46" maximum where the obstruction depth is between 10" and 24" and/or lower than 15" minimum height above finish floor.	$750

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435161	City Hall & West Covina Civic Center	City Hall 305 Storage Room Near City Attorney	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$250
435168	City Hall & West Covina Civic Center	City Hall 3rd Floor 307 Men's Restroom	Restroom/Bath room - Door	2	The swinging door does not have a smooth surface within 10" of the ground measured vertically on the push side extending the full width of the door.	$249
435170	City Hall & West Covina Civic Center	City Hall 3rd Floor 307 Men's Restroom	Protruding Object	2	The restroom circulation path is not free of objects protruding more than 4" from wall in the space between 27" and 80" height above finish floor.	$250
435173	City Hall & West Covina Civic Center	City Hall 3rd Floor 307 Men's Restroom	Restroom/Bath room-Unisex	2	The slope of the floor surface is greater than 2% cross or 5% running	$1,280
435179	City Hall & West Covina Civic Center	City Hall 3rd Floor 309 Women's Restroom	Restroom/Bath room - Door	2	The swinging door does not have a smooth surface within 10" of the ground measured vertically on the push side extending the full width of the door.	$250
435185	City Hall & West Covina Civic Center	City Hall 3rd Floor 309 Women's Restroom	Restroom/Bath room-Unisex	2	The slope of the floor surface is greater than 2% cross or 5% running	$1,280
435189	City Hall & West Covina Civic Center	City Hall 3rd Floor 311 Suite	Interior Access Route	2	CALIFORNIA: The service counter does not have 36" long section that is 34" maximum above finished floor that is oriented for a parallel approach, or the service counter does not have a 36" long section that is 34" maximum above the finished floor, with knee and toe clearance oriented for a forward approach.	$2,256
435190	City Hall & West Covina Civic Center	City Hall 3rd Floor 311 Suite	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
435191	City Hall & West Covina Civic Center	City Hall 3rd Floor 311 Suite	Reach Range	2	Items that require a forward reach motion to an element are located over an obstruction that prohibits clear floor space beneath the element.	$750
435195	City Hall & West Covina Civic Center	City Hall 3rd Floor 317 Suite	Service Counter	2	CALIFORNIA: The service counter does not have 36" long section that is 34" maximum above finished floor that is oriented for a parallel approach, or the service counter does not have a 36" long section that is 34" maximum above the finished floor, with knee and toe clearance oriented for a forward approach.	$1,504
435198	City Hall & West Covina Civic Center	City Hall Exit Doors	Signage	2	Tactile means of egress signage is not provided at the latch side of the door. (Applies to designated egress stairways, exit doors, areas of refuge)	$963

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435204	City Hall & West Covina Civic Center	City Hall 3rd Floor 318 Suite	Door	2	CALIFORNIA: The service counter does not have 36" long section that is 34" maximum above finished floor that is oriented for a parallel approach, or the service counter does not have a 36" long section that is 34" maximum above the finished floor, with knee and toe clearance oriented for a forward approach.	$2,256
435206	City Hall & West Covina Civic Center	City Hall 3rd Floor 314 Suite	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$125
435207	City Hall & West Covina Civic Center	City Hall 3rd Floor 314 Suite	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
435208	City Hall & West Covina Civic Center	City Hall 3rd Floor 314 Suite	Reach Range	2	Items that require a forward reach motion to an element are located over an obstruction that prohibits clear floor space beneath the element.	$750
435209	City Hall & West Covina Civic Center	City Hall 3rd Floor 314 Suite	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$250
435211	City Hall & West Covina Civic Center	City Hall 3rd Floor 312 Suite	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$500
435215	City Hall & West Covina Civic Center	City Hall 3rd Floor 308 Suite	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$250
435216	City Hall & West Covina Civic Center	City Hall 3rd Floor 308 Suite	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
435217	City Hall & West Covina Civic Center	City Hall 3rd Floor 308 Suite	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$250
435218	City Hall & West Covina Civic Center	City Hall 3rd Floor 308 Suite	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$250
435225	City Hall & West Covina Civic Center	City Hall 2nd Floor 205 Suite	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$250
435230	City Hall & West Covina Civic Center	City Hall 2nd Floor 215 Suite	Interior Access Route	2	CALIFORNIA: The service counter does not have 36" long section that is 34" maximum above finished floor that is oriented for a parallel approach, or the service counter does not have a 36" long section that is 34" maximum above the finished floor, with knee and toe clearance oriented for a forward approach.	$2,256

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435232	City Hall & West Covina Civic Center	City Hall 2nd Floor Suite 218	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
435233	City Hall & West Covina Civic Center	City Hall 2nd Floor Suite 218	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$750
435239	City Hall & West Covina Civic Center	City Hall 2nd Floor Suite 218	Door	2	The bottom of the door vision light is higher than 43" and less than 66".	$3,250
435240	City Hall & West Covina Civic Center	City Hall 2nd Floor Suite 218	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$250
435242	City Hall & West Covina Civic Center	City Hall 2nd Floor Suite 208	Interior Access Route	2	CALIFORNIA: The service counter does not have 36" long section that is 34" maximum above finished floor that is oriented for a parallel approach, or the service counter does not have a 36" long section that is 34" maximum above the finished floor, with knee and toe clearance oriented for a forward approach.	$2,256
435245	City Hall & West Covina Civic Center	City Hall 2nd Floor Suite 208	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
435247	City Hall & West Covina Civic Center	City Hall 2nd Floor Suite 208	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$500
435251	City Hall & West Covina Civic Center	City Hall 2nd Floor 211 Men's Restroom	Restroom/Bath room - Door	2	The swinging door does not have a smooth surface within 10" of the ground measured vertically on the push side extending the full width of the door.	$250
435270	City Hall & West Covina Civic Center	City Hall 1st Floor Exit Doors	Signage	2	Tactile means of egress signage is not provided at the latch side of the door. (Applies to designated egress stairways, exit doors, areas of refuge)	$756
435277	City Hall & West Covina Civic Center	City Hall 1st Floor Community Center Kitchen	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
435280	City Hall & West Covina Civic Center	City Hall 1st Floor Community Center Kitchen	Reach Range	2	Items that require a forward reach motion to an element are located over an obstruction that prohibits clear floor space beneath the element.	$625
435281	City Hall & West Covina Civic Center	City Hall 1st Floor Community Center Kitchen	Vending Machine	2	The vending machines have operable parts which are not within reach range.	$8,135
435282	City Hall & West Covina Civic Center	City Hall 1st Floor Community Center Lounge Room	Interior Access Route	2	CALIFORNIA: The dining or work surface is not compliant.	$1,300

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435301	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
435306	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109 Restroom	Restroom/Bath room-Door	2	The swinging door does not have a smooth surface within 10" of the ground measured vertically on the push side extending the full width of the door.	$250
434888	City Hall & West Covina Civic Center	Lobby	Service Counter	2	CALIFORNIA: The service counter does not have 36" long section that is 34" maximum above finished floor that is oriented for a parallel approach, or the service counter does not have a 36" long section that is 34" maximum above the finished floor, with knee and toe clearance oriented for a forward approach.	$2,256
434892	City Hall & West Covina Civic Center	Kitchen	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
434893	City Hall & West Covina Civic Center	Kitchen	Shelving	2	The height of the shelving is not within reach range.	$1,267
434899	City Hall & West Covina Civic Center	Lobby	Service Counter	2	CALIFORNIA: The service counter does not have 36" long section that is 34" maximum above finished floor that is oriented for a parallel approach, or the service counter does not have a 36" long section that is 34" maximum above the finished floor, with knee and toe clearance oriented for a forward approach.	$2,256
426430	Palm View Park	Community Center Kitchen	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
426432	Palm View Park	Community Center Kitchen	Door	2	CALIFORNIA: The surface of the swinging door within 10" of the finish floor or ground for the full width of the door on the push side is not smooth.	$200
426515	Cameron Park	Community Center	Signage	2	Means of egress signage does not have tactile lettering.	$688
426518	Cameron Park	Mens Restroom Community Center	Restroom/Bath room - Door	2	The swinging door does not have a smooth surface within 10" of the ground measured vertically on the push side extending the full width of the door.	$200
426522	Cameron Park	Woman's Restroom Community Center	Restroom/Bath room - Door	2	The swinging door does not have a smooth surface within 10" of the ground measured vertically on the push side extending the full width of the door.	$200
421797	Orangewood Park	Bldg 3 Men's Restroom	Restroom/Bath room	2	CALIFORNIA: The baby changing table is not compliant.	$993

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427610	Del Norte Park	Splash Pad	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$800
421870	Orangewood Park	Gate G5	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$200
421871	Orangewood Park	Gate G6	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$200
421873	Orangewood Park	Gate G7	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$200
421874	Orangewood Park	Gate G8	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$200
421668	Orangewood Park	Playground PG-2	Play Component	2	The number of existing ground level components is less than the required minimum.	$0
421669	Orangewood Park	Playground PG-2	Play Component	2	The number of existing types of ground level components is less than the required minimum.	$0
421677	Orangewood Park	Gate G1	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$200
421679	Orangewood Park	Gate G2	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$200
421681	Orangewood Park	Gate G3	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$200
421684	Orangewood Park	Gate G4	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$200
421763	Orangewood Park	Playground PG-1	Ground Surface	2	The ground surface within the use zone does not comply with ASTM F 1292.	$30
421760	Orangewood Park	Playground PG-1	Ground Surface	2	The ground surface within the use zone does not comply with ASTM F 1292.	$1,225
421758	Orangewood Park	Playground PG-1	Play Component	2	The number of existing types of ground level components is less than the required minimum.	$0
421753	Orangewood Park	Playground PG-1	Play Component	2	The number of existing ground level components is less than the required minimum.	$0
426284	Senior and Community Center at Cortez Park	Main Hall - South Entrane	Building Entrance	2	The provided signage does not have color contrast and a non-glare finish.	$69
426361	Senior and Community Center at Cortez Park	North Wing- Outdoor Dining Area	Exterior Accessible Route	2	A minimum of 5% ADA compliant dining seating and standing spaces are not provided.	$1,250
435123	City Hall & West Covina Civic Center	Pay Stations Near P1-A	Reach Range	2	The vending machines have operable parts which are not within reach range.	$8,135
435354	City Hall & West Covina Civic Center	Stairs Southeast Side of City Hall ST3	Stairs	2	CALIFORNIA: The stair handrail extensions are not compliant.	$815

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435358	City Hall & West Covina Civic Center	Vending Machine East Side Of Police Building	Exterior Accessible Route	2	The vending machines have operable parts which are not within reach range.	$4,068
427247	Shadow Oak Park	Vending Machine Near Community Center	Exterior Accessible Route	2	The vending machines have operable parts which are not within reach range.	$4,068
427124	Shadow Oak Park	Stairs ST-1	Stairs	2	CALIFORNIA: The stair handrail extensions are not compliant.	$408
427210	Shadow Oak Park	Drinking Fountain DR-2	Drinking Fountain/Water Cooler	2	Clear floor space is not provided at the operable part.	$625
427045	Shadow Oak Park	Accessible Route From P2-D To Pic-Nic Shelter	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$250
427112	Shadow Oak Park	Vending Machine Near Restrooms	Vending Machine	2	The vending machines have operable parts which are not within reach range.	$4,068
427156	Shadow Oak Park	Doggy Bag Dispenser Near Bottom of Ramp R1	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$1,250
427060	Shadow Oak Park	Accessible Route from Adrienne Drive	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$250
426990	Shadow Oak Park	Tables Near Tiny Tots Classroom 5	Exterior Accessible Route	2	Dining Surfaces for Children: Minimum 5% of the dining surface does not have minimum 30" wide section of the dining surface at minimum 26" and maximum 30" height, with knee and toe clearance for children at 24" minimum above floor or ground level.	$610
427017	Shadow Oak Park	Community Center Gates	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$800
421822	Orangewood Park	Bldg 1 Consession	Dining And Work Surface	2	CALIFORNIA: The dining or work surface is not compliant.	$12,903
421854	Orangewood Park	Bldg 1 Hockey rink player seating	Player Seating	2	The wheelchair space is not the minimum required dimensions at the team or player seating for the skate rink.	$6,250
421858	Orangewood Park	Bldg 1 Hockey rink press box	Player Seating	2	The wheelchair space is not the minimum required dimensions at the team or player seating for the skate rink.	$625

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
421862	Orangewood Park	Bldg 1 Hockey rink spectator seating	Interior Access Route	2	The sales or service counter does not have an accessible portion with maximum 36" height surface above finish floor or ground.	$4,511
421863	Orangewood Park	Bldg 1 Hockey rink spectator seating	Interior Access Route	2	The sales or service counter does not have an accessible portion with maximum 36" height surface above finish floor or ground.	$5,263
421865	Orangewood Park	Bldg 1 Hockey rink spectator seating	Door	2	The picnic table does not allow a clear space for forward wheelchair approach with knee and toe clearance.	$3,250
427214	Shadow Oak Park	Community Center Women's Restroom	Restroom/Bath room - Door	2	The swinging door does not have a smooth surface within 10" of the ground measured vertically on the push side extending the full width of the door.	$116
427231	Shadow Oak Park	Community Center Men's Restroom	Restroom/Bath room - Door	2	The swinging door does not have a smooth surface within 10" of the ground measured vertically on the push side extending the full width of the door.	$125
427020	Shadow Oak Park	Community Center NE Exit And Kitchen	Door	2	The bottom of the door vision light is higher than 43" and less than 66".	$6,500
427024	Shadow Oak Park	Community Center Kitchen	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
427026	Shadow Oak Park	Community Center Doors	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$500
426976	Shadow Oak Park	Tiny Tots Classroom 5	Door	2	The bottom of the door vision light is higher than 43" and less than 66".	$3,250
426981	Shadow Oak Park	Tiny Tots Classroom 5	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
426984	Shadow Oak Park	Tiny Tots Classroom 4	Door	2	The bottom of the door vision light is higher than 43" and less than 66".	$6,500
426991	Shadow Oak Park	Classroom 2	Door	2	The bottom of the door vision light is higher than 43" and less than 66".	$3,250
426999	Shadow Oak Park	Computer Room	Dining And Work Surface	2	CALIFORNIA: The dining or work surface is not compliant.	$3,970
427004	Shadow Oak Park	Main Hall - Auditium	Signage	2	Tactile means of egress signage is not provided at the latch side of the door. (Applies to designated egress stairways, exit doors, areas of refuge)	$344
427006	Shadow Oak Park	Main Hall - Auditium	Interior Access Route	2	An assistive listening system is required, but not provided.	$2,188

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427011	Shadow Oak Park	Main Hall - Auditium	Service Counter	2	CALIFORNIA: The service counter does not have 36" long section that is 34" maximum above finished floor that is oriented for a parallel approach, or the service counter does not have a 36" long section that is 34" maximum above the finished floor, with knee and toe clearance oriented for a forward approach.	$7,519
427083	Shadow Oak Park	Men's Restroom	Restroom/Bathroom-Unisex	2	The slope of the floor surface is greater than 2% cross or 5% running	$1,066
426229	Senior and Community Center at Cortez Park	Main Hall - TV Room	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$116
426230	Senior and Community Center at Cortez Park	North Wing	Signage	2	Tactile means of egress signage is not provided at the latch side of the door. (Applies to designated egress stairways, exit doors, areas of refuge)	$206
426233	Senior and Community Center at Cortez Park	Main Hall - TV Room	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$116
426234	Senior and Community Center at Cortez Park	Main Hall - Exit Doors	Signage	2	Tactile means of egress signage is not provided at the latch side of the door. (Applies to designated egress stairways, exit doors, areas of refuge)	$413
426236	Senior and Community Center at Cortez Park	Main Hall - Northeast Extit	Signage	2	Tactile means of egress signage is not provided at the latch side of the door. (Applies to designated egress stairways, exit doors, areas of refuge)	$69
426237	Senior and Community Center at Cortez Park	Main Hall - Fire Alarm NE Side	Fire Alarm	2	The fire alarm appliance location is not compliant.	$625
426239	Senior and Community Center at Cortez Park	North Wing-Typical Door With High Vision Panel	Door	2	The bottom of the door vision light is higher than 43" and less than 66".	$16,250
426240	Senior and Community Center at Cortez Park	North Wing-Billiarsds	Door	2	The bottom of the door vision light is higher than 43" and less than 66".	$3,250
426243	Senior and Community Center at Cortez Park	North Wing-Meeting Room 14	Door	2	The bottom of the door vision light is higher than 43" and less than 66".	$3,250
426286	Senior and Community Center at Cortez Park	Main Hall - Fire Extinguisher Near Reception	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$116
426287	Senior and Community Center at Cortez Park	Main Hall - Storage Room Near Reception	Signage	2	The interior signage does not have compliant visual and tactile characters, with raised or indented characters or symbols.	$69

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426291	Senior and Community Center at Cortez Park	Main Hall - Computer 3	Work Surface	2	The work surface height is not compliant. Knee and toe clearances are not provided.	$416
426295	Senior and Community Center at Cortez Park	Main Hall - Meeting Room 4	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
426296	Senior and Community Center at Cortez Park	Main Hall - Meeting Room 4	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$116
426301	Senior and Community Center at Cortez Park	Main Hall - Supervisor 6	Signage	2	The existing signage is not mounted at the latch side of the door or at a compliant height.	$69
426302	Senior and Community Center at Cortez Park	Main Hall - Concession Counter	Signage	2	CALIFORNIA: The service counter does not have 36" long section that is 34" maximum above finished floor that is oriented for a parallel approach, or the service counter does not have a 36" long section that is 34" maximum above the finished floor, with knee and toe clearance oriented for a forward approach.	$18,797
426303	Senior and Community Center at Cortez Park	Main Hall - Vending Machines	Controls And Dispensers	2	The vending machines have operable parts which are not within reach range.	$8,135
426307	Senior and Community Center at Cortez Park	Main Hall - Kitchen 7	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$116
426355	Senior and Community Center at Cortez Park	North Wing-Meeting 20	Interior Access Route	2	CALIFORNIA: The dining or work surface is not compliant.	$5,955
426356	Senior and Community Center at Cortez Park	North Wing-Meeting 20	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
426357	Senior and Community Center at Cortez Park	North Wing - Kitchen	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
426359	Senior and Community Center at Cortez Park	North Wing-Meeting 14	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$1,800
426104	Cameron Park	Playground	Ground Surface - Poured - In - Place Rubber	2	The ground surface has not been inspected and maintained regularly.	$750

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
422593	Del Norte Park	Playground	Ground Surface-Fibar	2	The ground surface has not been inspected and maintained regularly.	$625
422612	Del Norte Park	Playground	Exterior Accessible Route	2	An accessible route to at least one of each type of ground component within the play area has not been provided.	$12,500
434924	City Hall & West Covina Civic Center	Entrance Intercom	Reach Range	2	Items that require a reach motion are less than 15" height for a frontal approach.	$625
434932	City Hall & West Covina Civic Center	Reception Counter	Service Counter	2	CALIFORNIA: The service counter does not have 36" long section that is 34" maximum above finished floor that is oriented for a parallel approach, or the service counter does not have a 36" long section that is 34" maximum above the finished floor, with knee and toe clearance oriented for a forward approach.	$2,256
434935	City Hall & West Covina Civic Center	Records Office Area	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$250
434939	City Hall & West Covina Civic Center	Records Area Office To Restroom Vestibule	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$125
434943	City Hall & West Covina Civic Center	Men's Restroom Near Records	Restroom/Bath room-Unisex	2	The slope of the floor surface is greater than 2% cross or 5% running	$1,280
434953	City Hall & West Covina Civic Center	Men's Restroom Near Records	Restroom/Bath room-Unisex	2	Alcoves are not 36" wide min. if depth exceeds 24" with forward approach or 60" wide min. with parallel approach and depth exceeds 15"	$2,500
434955	City Hall & West Covina Civic Center	Men's Restroom Near Records	Protruding Object	2	The restroom circulation path is not free of objects protruding more than 4" from wall in the space between 27" and 80" height above finish floor.	$250
434959	City Hall & West Covina Civic Center	Women's Restroom Near Records	Restroom/Bath room-Unisex	2	The slope of the floor surface is greater than 2% cross or 5% running	$1,280
434970	City Hall & West Covina Civic Center	Women's Restroom Near Records	Protruding Object	2	The restroom circulation path is not free of objects protruding more than 4" from wall in the space between 27" and 80" height above finish floor.	$250
434973	City Hall & West Covina Civic Center	Break Room	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
434975	City Hall & West Covina Civic Center	Break Room	Reach Range	2	Items that require a forward reach motion to an element are located over an obstruction that prohibits clear floor space beneath the element.	$1,500

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
434976	City Hall & West Covina Civic Center	Break Room	Reach Range	2	Items that require a forward reach motion to an element are located over an obstruction that prohibits clear floor space beneath the element.	$625
434977	City Hall & West Covina Civic Center	Exit Doors And Doors Leading To Exits	Signage	2	Tactile means of egress signage is not provided at the latch side of the door. (Applies to designated egress stairways, exit doors, areas of refuge)	$894
434980	City Hall & West Covina Civic Center	Break Room	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$250
434985	City Hall & West Covina Civic Center	Doors Not Providing 10 Inch Bottom Smooth Surface	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$7,000
434991	City Hall & West Covina Civic Center	Men's Restroom Near South Stairs	Restroom/Bath room - Door	2	The swinging door does not have a smooth surface within 10" of the ground measured vertically on the push side extending the full width of the door.	$250
435000	City Hall & West Covina Civic Center	Men's Restroom Near South Stairs	Protruding Object	2	The restroom circulation path is not free of objects protruding more than 4" from wall in the space between 27" and 80" height above finish floor.	$250
435022	City Hall & West Covina Civic Center	Detective Bureau Kitchen	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
435023	City Hall & West Covina Civic Center	Detective Bureau Kitchen	Reach Range	2	Items that require a forward reach motion to an element are located over an obstruction that prohibits clear floor space beneath the element.	$116
435030	City Hall & West Covina Civic Center	Detective Bureau Entrance	Door	2	The bottom of the door vision light is higher than 43" and less than 66".	$3,250
435036	City Hall & West Covina Civic Center	Briefing Room Kitchen	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
435037	City Hall & West Covina Civic Center	Briefing Room Kitchen	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$500
435038	City Hall & West Covina Civic Center	Briefing Room Kitchen	Reach Range	2	Items that require a forward reach motion to an element are located over an obstruction that prohibits clear floor space beneath the element.	$250
435039	City Hall & West Covina Civic Center	Briefing Room Kitchen	Door	2	The bottom of the door vision light is higher than 43" and less than 66".	$3,250
435041	City Hall & West Covina Civic Center	Briefing Room Door	Door	2	The bottom of the door vision light is higher than 43" and less than 66".	$3,250
435042	City Hall & West Covina Civic Center	Men's Locker Room	Door	2	The bottom of the door vision light is higher than 43" and less than 66".	$3,250

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435063	City Hall & West Covina Civic Center	FTO Office	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
435069	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bath room - Door	2	The swinging door does not have a smooth surface within 10" of the ground measured vertically on the push side extending the full width of the door.	$250
435082	City Hall & West Covina Civic Center	Evidence Storage Room	Service Counter	2	CALIFORNIA: The service counter does not have 36" long section that is 34" maximum above finished floor that is oriented for a parallel approach, or the service counter does not have a 36" long section that is 34" maximum above the finished floor, with knee and toe clearance oriented for a forward approach.	$2,256
435088	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bath room - Door	2	The swinging door does not have a smooth surface within 10" of the ground measured vertically on the push side extending the full width of the door.	$249
435093	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Protruding Object	2	The restroom circulation path is not free of objects protruding more than 4" from wall in the space between 27" and 80" height above finish floor.	$250
435103	City Hall & West Covina Civic Center	Jail Employee Kitchen	Sink	2	The accessible sink is not installed with the front of the higher of the rim or counter surface 34" maximum above finished floor.	$900
435115	City Hall & West Covina Civic Center	Forensics Lab	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
435119	City Hall & West Covina Civic Center	Basement Parking Lot Entrance	Door	2	The bottom of the door vision light is higher than 43" and less than 66".	$3,250
435121	City Hall & West Covina Civic Center	Basement Parking Lot Entrance	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$250
421704	Orangewood Park	Bldg 2 Men's Restroom	Restroom/Bath room - Door	2	The swinging door does not have a smooth surface within 10" of the ground measured vertically on the push side extending the full width of the door.	$0
421687	Orangewood Park	Bldg 2 Women's Restroom	Restroom/Bath room - Door	2	The swinging door does not have a smooth surface within 10" of the ground measured vertically on the push side extending the full width of the door.	$0
422581	Del Norte Park	Snack shack	Service Counter	2	CALIFORNIA: The service counter does not have 36" long section that is 34" maximum above finished floor that is oriented for a parallel approach, or the service counter does not have a 36" long section that is 34" maximum above the finished floor, with knee and toe clearance oriented for a forward approach.	$2,256

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427050	Shadow Oak Park	Concession Stand Counter	Service Counter	2	CALIFORNIA: The service counter does not have 36" long section that is 34" maximum above finished floor that is oriented for a parallel approach, or the service counter does not have a 36" long section that is 34" maximum above the finished floor, with knee and toe clearance oriented for a forward approach.	$13,534
427096	Shadow Oak Park	Tennis Courts	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$800
427098	Shadow Oak Park	Accessible Route to The Bleachers	Bleacher Seating	2	A wheelchair space is not provided or is not compliant at the bleacher seating.	$750
427202	Shadow Oak Park	Play Area 1	Play Component	2	The number of existing ground level components is less than the required minimum.	$0
427203	Shadow Oak Park	Play Area 1	Play Component	2	The number of existing ground level components is less than the required minimum.	$0
427205	Shadow Oak Park	Play Area 2	Play Component	2	The number of existing ground level components is less than the required minimum.	$0
427206	Shadow Oak Park	Play Area 2	Play Component	2	The number of existing ground level components is less than the required minimum.	$0
421821	Orangewood Park	Bldg 4 - Office	Locker and Dressing Rooms	3	The locker room does not have a compliant bench.	$986
422445	Del Norte Park	Drinking Fountain	Drinking Fountain/Water Cooler	3	CALIFORNIA: The drinking fountain is not located completely within alcoves, positioned completely between wing walls, or otherwise positioned so as not to encroach into pedestrian ways.	$625
422437	Del Norte Park	Drinking Fountain	Drinking Fountain/Water Cooler	3	CALIFORNIA: The drinking fountain is not located completely within alcoves, positioned completely between wing walls, or otherwise positioned so as not to encroach into pedestrian ways.	$625
435362	City Hall & West Covina Civic Center	City Hall First Floor Men's Restroom	Restroom/Bathroom-Signage	3	The provided signage is not mounted at the latch side of the door or at a compliant height.	$69
435363	City Hall & West Covina Civic Center	City Hall First Floor Men's Restroom	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	$0

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435364	City Hall & West Covina Civic Center	City Hall First Floor Men's Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$915
435366	City Hall & West Covina Civic Center	City Hall First Floor Men's Restroom	Restroom/Bathroom - Water Closet	3	The wheelchair stall door is not compliant.	$625
435367	City Hall & West Covina Civic Center	City Hall First Floor Men's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The toilet paper dispenser is not compliant.	$350
435368	City Hall & West Covina Civic Center	City Hall First Floor Men's Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444
435370	City Hall & West Covina Civic Center	City Hall First Floor Men's Restroom	Restroom/Bathroom - Urinal	3	The urinal dimensions are not compliant.	$1,169
435371	City Hall & West Covina Civic Center	City Hall First Floor Men's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$325
435372	City Hall & West Covina Civic Center	City Hall First Floor Men's Restroom	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
435373	City Hall & West Covina Civic Center	City Hall First Floor Men's Restroom	Restroom/Bathroom - Lavatory	3	The automatic faucet, when activated, does not remain on for minimum 10 seconds.	$694
435375	City Hall & West Covina Civic Center	City Hall First Floor Women's Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The women's restroom does not have compliant signage at the door.	$138
435376	City Hall & West Covina Civic Center	City Hall First Floor Women's Restroom	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	$915
435377	City Hall & West Covina Civic Center	City Hall First Floor Women's Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$0
435379	City Hall & West Covina Civic Center	City Hall First Floor Women's Restroom	Restroom/Bathroom - Door	3	The push side of the door does not have the required maneuvering clearances.	$1,563

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435381	City Hall & West Covina Civic Center	City Hall First Floor Women's Restroom	Restroom/Bathroom - Water Closet	3	The height of the water closet is not 17" minimum to 19" maximum above finished floor.	$788
435382	City Hall & West Covina Civic Center	City Hall First Floor Women's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The toilet paper dispenser is not compliant.	$350
435383	City Hall & West Covina Civic Center	City Hall First Floor Women's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$325
435384	City Hall & West Covina Civic Center	City Hall First Floor Women's Restroom	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
435385	City Hall & West Covina Civic Center	City Hall Basement Women's Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
435386	City Hall & West Covina Civic Center	City Hall Basement Women's Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall door is not compliant.	$625
435387	City Hall & West Covina Civic Center	City Hall Basement Women's Restroom	Restroom/Bathroom - Water Closet	3	The grab bars at the water closet are not compliant.	$888
435388	City Hall & West Covina Civic Center	City Hall Basement Women's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The disposal unit at the water closet is not compliant.	$350
435389	City Hall & West Covina Civic Center	City Hall Basement Women's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The centerline of the toilet in the wheelchair stall or single-user restroom is not 17" minimum to 18" maximum from the sidewall.	$1,710
435390	City Hall & West Covina Civic Center	City Hall Basement Women's Restroom	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
435391	City Hall & West Covina Civic Center	City Hall Basement Women's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$500

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435393	City Hall & West Covina Civic Center	City Hall Basement Men's Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
435394	City Hall & West Covina Civic Center	City Hall Basement Men's Restroom	Controls And Dispensers	3	The height of controls are not compliant.	$250
435395	City Hall & West Covina Civic Center	City Hall Basement Men's Restroom	Controls And Dispensers	3	The height of controls are not compliant.	$500
435396	City Hall & West Covina Civic Center	City Hall Basement Men's Restroom	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
435397	City Hall & West Covina Civic Center	City Hall Basement Men's Restroom	Restroom/Bathroom - Water Closet	3	The grab bars at the water closet are not compliant.	$888
435398	City Hall & West Covina Civic Center	City Hall Basement Men's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The toilet paper dispenser is not compliant.	$350
435399	City Hall & West Covina Civic Center	City Hall Basement Men's Restroom	Restroom/Bathroom - Water Closet	3	The height of the water closet is not 17" minimum to 19" maximum above finished floor.	$788
435400	City Hall & West Covina Civic Center	City Hall West & East Elevator	Elevator	3	CALIFORNIA: A tactile, raised star minimum 2" high is not provided to the left of the floor designation on both jambs at the main elevator entry level OR existing stars are not compliant.	$1,400
435135	City Hall & West Covina Civic Center	City Manager Restroom	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435136	City Hall & West Covina Civic Center	City Manager Restroom	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
435137	City Hall & West Covina Civic Center	City Manager Restroom	Restroom/Bathroom - Water Closet	3	The flush control is located on the closed side and/or is not within reach range.	$391

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435138	City Hall & West Covina Civic Center	City Manager Restroom	Restroom/Bathroom - Water Closet	3	The grab bars at the water closet are not compliant.	$888
435139	City Hall & West Covina Civic Center	City Manager Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA- The water closet does not have the required clear floor space.	$1,375
435141	City Hall & West Covina Civic Center	City Manager Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The toilet paper dispenser is not compliant.	$350
435142	City Hall & West Covina Civic Center	City Manager Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$498
435143	City Hall & West Covina Civic Center	City Manager Restroom	Restroom/Bathroom-Floor Space	3	The required turning space within the restroom is not provided.	$11,563
435144	City Hall & West Covina Civic Center	City Manager Restroom	Restroom/Bathroom - Transfer Shower Stall	3	The transfer shower is not compliant.	$0
435166	City Hall & West Covina Civic Center	City Hall 3rd Floor 307 Men's Restroom	Restroom/Bathroom	3	Restroom is not accessible, and directional signs to the nearest accessible restroom is not provided.	$69
435167	City Hall & West Covina Civic Center	City Hall 3rd Floor 307 Men's Restroom	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435169	City Hall & West Covina Civic Center	City Hall 3rd Floor 307 Men's Restroom	Restroom/Bathroom - Door	3	The push side of the door does not have the required maneuvering clearances.	$1,563
435171	City Hall & West Covina Civic Center	City Hall 3rd Floor 307 Men's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$250
435172	City Hall & West Covina Civic Center	City Hall 3rd Floor 307 Men's Restroom	Restroom/Bathroom - Toilet Stall	3	A wheelchair stall is not provided in a multi-user restroom.	$3,438

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435174	City Hall & West Covina Civic Center	City Hall 3rd Floor 307 Men's Restroom	Restroom/Bathroom - Urinal	3	The urinal dimensions are not compliant.	$1,169
435175	City Hall & West Covina Civic Center	City Hall 3rd Floor 307 Men's Restroom	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
435176	City Hall & West Covina Civic Center	City Hall 3rd Floor 307 Men's Restroom	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	$250
435177	City Hall & West Covina Civic Center	City Hall 3rd Floor 309 Women's Restroom	Signage	3	Restroom is not accessible, and directional signs to the nearest accessible restroom is not provided.	$69
435178	City Hall & West Covina Civic Center	City Hall 3rd Floor 309 Women's Restroom	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435180	City Hall & West Covina Civic Center	City Hall 3rd Floor 309 Women's Restroom	Restroom/Bathroom - Door	3	The push side of the door does not have the required maneuvering clearances.	$1,563
435181	City Hall & West Covina Civic Center	City Hall 3rd Floor 309 Women's Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
435182	City Hall & West Covina Civic Center	City Hall 3rd Floor 309 Women's Restroom	Restroom/Bathroom - Toilet Stall	3	A wheelchair stall is not provided in a multi-user restroom.	$3,438
435183	City Hall & West Covina Civic Center	City Hall 3rd Floor 309 Women's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$250
435184	City Hall & West Covina Civic Center	City Hall 3rd Floor 309 Women's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$250
435220	City Hall & West Covina Civic Center	City Hall West & East Elevator	Elevator	3	CALIFORNIA: Visible and audible signal fixtures indicating which car is answering the call and the car's direction of travel are not compliant or are not provided.	$2,750
435249	City Hall & West Covina Civic Center	City Hall 2nd Floor 211 Men's Restroom	Restroom/Bathroom-Signage	3	The provided signage is not mounted at the latch side of the door or at a compliant height.	$69
435250	City Hall & West Covina Civic Center	City Hall 2nd Floor 211 Men's Restroom	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435253	City Hall & West Covina Civic Center	City Hall 2nd Floor 211 Men's Restroom	Restroom/Bathroom - Door	3	The push side of the door does not have the required maneuvering clearances.	$1,563
435255	City Hall & West Covina Civic Center	City Hall 2nd Floor 211 Men's Restroom	Restroom/Bathroom - Toilet Stall	3	A wheelchair stall is not provided in a multi-user restroom.	$3,438
435256	City Hall & West Covina Civic Center	City Hall 2nd Floor 211 Men's Restroom	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
435257	City Hall & West Covina Civic Center	City Hall 2nd Floor 211 Men's Restroom	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	$250
435258	City Hall & West Covina Civic Center	City Hall 2nd Floor 211 Men's Restroom	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 35" above finish floor to the bottom of the reflective surface, where it is not installed above a lavatory or counter.	$250
435259	City Hall & West Covina Civic Center	City Hall 2nd Floor 211 Men's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$500
435260	City Hall & West Covina Civic Center	City Hall 2nd Floor 213 Women's Restroom	Signage	3	Restroom is not accessible, and directional signs to the nearest accessible restroom is not provided.	$69
435261	City Hall & West Covina Civic Center	City Hall 2nd Floor 213 Women's Restroom	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435262	City Hall & West Covina Civic Center	City Hall 2nd Floor 213 Women's Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
435263	City Hall & West Covina Civic Center	City Hall 2nd Floor 213 Women's Restroom	Restroom/Bathroom - Door	3	The push side of the door does not have the required maneuvering clearances.	$1,563
435265	City Hall & West Covina Civic Center	City Hall 2nd Floor 213 Women's Restroom	Restroom/Bathroom - Toilet Stall	3	A wheelchair stall is not provided in a multi-user restroom.	$3,438
435266	City Hall & West Covina Civic Center	City Hall 2nd Floor 213 Women's Restroom	Restroom/Bathroom-Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	$250
435267	City Hall & West Covina Civic Center	City Hall 2nd Floor 213 Women's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$750

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435268	City Hall & West Covina Civic Center	City Hall West & East Elevator	Elevator	3	CALIFORNIA: Visible and audible signal fixtures indicating which car is answering the call and the car's direction of travel are not compliant or are not provided.	$1,375
435269	City Hall & West Covina Civic Center	City Hall West & East Elevator	Elevator	3	CALIFORNIA: The elevator car dimensions are not compliant.	$500
435278	City Hall & West Covina Civic Center	City Hall 1st Floor Community Center Kitchen	Appliance	3	The range or cooktop controls require reaching across burners.	$975
435294	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Lift	Platform Lift	3	CALIFORNIA: The platform lift is not compliant.	$28,156
435296	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Lift	Platform Lift	3	CALIFORNIA: The platform lift is not compliant.	$69
435302	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109 Restroom	Signage	3	Restroom is not accessible, and directional signs to the nearest accessible restroom is not provided.	$69
435303	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109 Restroom	Restroom/Bathroom-Signage	3	The restroom does not have compliant signage at the door with the International Symbol of Accessibility, raised characters, and Braille.	$69
435304	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109 Restroom	Restroom/Bathroom-Signage	3	CALIFORNIA: The unisex restroom does not have compliant signage at the door.	$138
435305	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109 Restroom	Restroom/Bathroom-Door	3	CALIFORNIA: The hardware at the accessible door is not compliant.	$366
435307	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109 Restroom	Restroom/Bathroom-Door	3	The door has less than 32" clear width.	$1,405
435308	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109 Restroom	Restroom/Bathroom-Water Closet	3	CALIFORNIA- The water closet does not have the required clear floor space.	$1,375

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435310	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109 Restroom	Controls And Dispensers	3	The height of controls are not compliant.	$625
435311	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109 Restroom	Restroom/Bathroom-Coat Hook	3	The coat hook is not within an allowable reach range.	$144
435312	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109 Restroom	Restroom/Bathroom-Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	$250
435313	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109 Restroom	Controls And Dispensers	3	The height of controls are not compliant.	$500
435314	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109 Restroom	Restroom/Bathroom-Water Closet	3	CALIFORNIA: The toilet paper dispenser is not compliant.	$350
435315	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109 Restroom	Restroom/Bathroom-Water Closet	3	The grab bars at the water closet are not provided or not compliant.	$888
435316	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109 Restroom	Restroom/Bathroom-Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
435317	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109 Restroom	Restroom/Bathroom-Lavatory	3	Pipes are not insulated.	$81
434900	City Hall & West Covina Civic Center	Women's Restroom	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	$0
434901	City Hall & West Covina Civic Center	Women's Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
434902	City Hall & West Covina Civic Center	Women's Restroom	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
434903	City Hall & West Covina Civic Center	Women's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA- The water closet does not have the required clear floor space.	$1,375
434904	City Hall & West Covina Civic Center	Women's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The centerline of the toilet in the wheelchair stall or single-user restroom is not 17" minimum to 18" maximum from the sidewall.	$1,710
434905	City Hall & West Covina Civic Center	Women's Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444
434906	City Hall & West Covina Civic Center	Women's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The toilet paper dispenser is not compliant.	$0
434907	City Hall & West Covina Civic Center	Women's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$625
434908	City Hall & West Covina Civic Center	Women's Restroom	Restroom/Bathroom - Water Closet	3	The space between the grab bar and the wall is greater than or less than 1-1/2".	$0
434909	City Hall & West Covina Civic Center	Women's Restroom	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	$250
434910	City Hall & West Covina Civic Center	Women's Restroom	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
434911	City Hall & West Covina Civic Center	Women's Restroom	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	$81
434912	City Hall & West Covina Civic Center	Women's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$250
434913	City Hall & West Covina Civic Center	Lockers	Interior Access Route	3	The locker room does not have accessible lockers.	$826

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
434915	City Hall & West Covina Civic Center	Men's Restroom	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	$0
434916	City Hall & West Covina Civic Center	Men's Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
434917	City Hall & West Covina Civic Center	Men's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA- The water closet does not have the required clear floor space.	$1,375
434918	City Hall & West Covina Civic Center	Men's Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444
434919	City Hall & West Covina Civic Center	Men's Restroom	Restroom/Bathroom - Water Closet	3	The flush control is located on the closed side and/or is not within reach range.	$391
434920	City Hall & West Covina Civic Center	Men's Restroom	Restroom/Bathroom - Water Closet	3	The space between the grab bar and the wall is greater than or less than 1-1/2".	$500
434921	City Hall & West Covina Civic Center	Men's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The centerline of the toilet in the wheelchair stall or single-user restroom is not 17" minimum to 18" maximum from the sidewall.	$1,710
434922	City Hall & West Covina Civic Center	Men's Restroom	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
434923	City Hall & West Covina Civic Center	Men's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$500
426418	Palm View Park	Comunity Center Woman's Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The women's restroom does not have compliant signage at the door.	$138
426419	Palm View Park	Comunity Center Woman's Restroom	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426420	Palm View Park	Comunity Center Woman's Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall with a wall mounted water closet, in a multi-stall restroom, is less than 60" wide and 56" deep.	$1,710
426421	Palm View Park	Comunity Center Woman's Restroom	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	$250
426422	Palm View Park	Comunity Center Unisex Restroom	Restroom/Bathroom-Signage	3	CALIFORNIA: The unisex restroom does not have compliant signage at the door.	$138
426423	Palm View Park	Comunity Center Unisex Restroom	Restroom/Bathroom-Water Closet	3	CALIFORNIA: The toilet stall door is not compliant.	$1,375
426424	Palm View Park	Comunity Center Unisex Restroom	Restroom/Bathroom - Toilet Stall	3	The rear grab bar in the wheelchair stall is not compliant.	$444
426425	Palm View Park	Comunity Center Unisex Restroom	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	$250
426426	Palm View Park	Comunity Center Men's Restroom	Restroom/Bathroom-Signage	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138
426427	Palm View Park	Comunity Center Men's Restroom	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
426428	Palm View Park	Comunity Center Men's Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall with a wall mounted water closet, in a multi-stall restroom, is less than 60" wide and 56" deep.	$1,710
426429	Palm View Park	Comunity Center Woman's Restroom	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	$250
426431	Palm View Park	Throughout Building	Signage	3	Means of egress signage is not provided.	$69
426517	Cameron Park	Mens Restroom Community Center	Restroom/Bathroom - Signage	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426519	Cameron Park	Mens Restroom Community Center	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	$81
426520	Cameron Park	Mens Restroom Community Center	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall with a wall mounted water closet, in a multi-stall restroom, is less than 60" wide and 56" deep.	$1,710
426523	Cameron Park	Woman's Restroom Community Center	Restroom/Bathroom - Signage	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138
426524	Cameron Park	Woman's Restroom Community Center	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	$81
426525	Cameron Park	Woman's Restroom Community Center	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall with a wall mounted water closet, in a multi-stall restroom, is less than 60" wide and 56" deep.	$1,710
426526	Cameron Park	Woman's Restroom Community Center	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall door is not compliant.	$625
421789	Orangewood Park	Bldg 3 Women's Restroom	Restroom/Bathroom - Lavatory	3	The automatic faucet, when activated, does not remain on for minimum 10 seconds.	$694
421790	Orangewood Park	Bldg 3 Women's Restroom	Restroom/Bathroom - Door	3	The wheelchair stall door is not self closing.	$366
421791	Orangewood Park	Bldg 3 Women's Restroom	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444
421792	Orangewood Park	Bldg 3 Women's Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
421793	Orangewood Park	Bldg 3 Women's Restroom	Restroom/Bathroom - Water Closet	3	The flush control is located on the closed side and/or is not within reach range.	$391
421798	Orangewood Park	Bldg 3 Men's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The centerline of the toilet in the wheelchair stall or single-user restroom is not 17" minimum to 18" maximum from the sidewall.	$1,710
421799	Orangewood Park	Bldg 3 Men's Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444
426443	Palm View Park	All Covered Picnic Areas	Picnic Table	3	CALIFORNIA: A compliant picnic table is not provided.	$250
422442	Del Norte Park	Tennis courts	Drinking Fountain/Water Cooler	3	CALIFORNIA: The drinking fountain is not located completely within alcoves, positioned completely between wing walls, or otherwise positioned so as not to encroach into pedestrian ways.	$625
422452	Del Norte Park	Most covered picnic areas.	Picnic Table	3	CALIFORNIA: A compliant picnic table is not provided.	$1,625
421728	Orangewood Park	Drinking Fountain DF-1	Drinking Fountain/Water Cooler	3	CALIFORNIA: The drinking fountain is not located completely within alcoves, positioned completely between wing walls, or otherwise positioned so as not to encroach into pedestrian ways.	$1,000
421724	Orangewood Park	Drinking Fountain DF-1	Drinking Fountain/Water Cooler	3	CALIFORNIA: The drinking fountain is not located completely within alcoves, positioned completely between wing walls, or otherwise positioned so as not to encroach into pedestrian ways.	$750
426093	Cameron Park	Mens Restroom near P3	Restroom/Bathroom - Door	3	CALIFORNIA: The hardware at the accessible door is not compliant.	$366
426094	Cameron Park	Mens Restroom near P3	Restroom/Bathroom - Signage	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138
426095	Cameron Park	Mens Restroom near P3	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall with a wall mounted water closet, in a multi-stall restroom, is less than 60" wide and 56" deep.	$1,710
426096	Cameron Park	Mens Restroom near P3	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$500

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426097	Cameron Park	Women's Restroom near P3	Restroom/Bathroom - Door	3	CALIFORNIA: The hardware at the accessible door is not compliant.	$366
426098	Cameron Park	Women's Restroom near P3	Restroom/Bathroom - Signage	3	CALIFORNIA: The women's restroom does not have compliant signage at the door.	$138
426099	Cameron Park	Women's Restroom near P3	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall with a wall mounted water closet, in a multi-stall restroom, is less than 60" wide and 56" deep.	$1,710
426100	Cameron Park	Mens Restroom near P3	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$500
426304	Senior and Community Center at Cortez Park	Main Hall - Outdoor Dining Area	Dining And Work Surface	3	CALIFORNIA: A compliant dining table is not provided.	$1,625
435337	City Hall & West Covina Civic Center	Tables At Outdoor Area South Side of City Hall	Dining And Work Surface	3	CALIFORNIA: A compliant dining table is not provided.	$1,625
435345	City Hall & West Covina Civic Center	Tables At Outdoor Area Between City Hall & Communications Building	Dining And Work Surface	3	CALIFORNIA: A compliant dining table is not provided.	$1,625
427140	Shadow Oak Park	Drinking Fountain DR-4	Clear Space	3	Clear space is not provided at the operable part.	$750
427105	Shadow Oak Park	Drinking Fountain DR-5	Clear Space	3	Clear space is not provided at the operable part.	$625
427207	Shadow Oak Park	Drinking Fountain DR-2	Drinking Fountain/Water Cooler	3	CALIFORNIA: The minimum number of drinking fountains is not provided.	$3,132
427101	Shadow Oak Park	Picnic Table Near Concession Stand	Picnic Table	3	CALIFORNIA: A compliant picnic table is not provided.	$1,625
427153	Shadow Oak Park	West Park - Picnic Area With Grill	Picnic Table	3	CALIFORNIA: A compliant picnic table is not provided.	$1,625
427184	Shadow Oak Park	Picnic Table Near P1-A	Exterior Accessible Route	3	CALIFORNIA: A compliant picnic table is not provided.	$1,625
427069	Shadow Oak Park	Pic-Nic Shelter #2	Picnic Table	3	CALIFORNIA: A compliant picnic table is not provided.	$1,625

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427072	Shadow Oak Park	Drinking Fountain DR-6	Clear Space	3	Clear space is not provided at the operable part.	$625
421824	Orangewood Park	Bldg 1 Locker Rooms 1-8	Locker and Dressing Rooms	3	The locker room does not have a compliant bench.	$7,890
421825	Orangewood Park	Bldg 1 Women's Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
421826	Orangewood Park	Bldg 1 Women's Restroom	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	$0
421827	Orangewood Park	Bldg 1 Women's Restroom	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	$81
421828	Orangewood Park	Bldg 1 Women's Restroom	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	$250
421829	Orangewood Park	Bldg 1 Women's Restroom	Restroom/Bathroom - Door	3	The wheelchair stall door is not self closing.	$366
421830	Orangewood Park	Bldg 1 Women's Restroom	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444
421831	Orangewood Park	Bldg 1 Women's Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444
421833	Orangewood Park	Bldg 1 drinking fountain by women's restroom	Drinking Fountain/Water Cooler	3	CALIFORNIA: The drinking fountain is not located completely within alcoves, positioned completely between wing walls, or otherwise positioned so as not to encroach into pedestrian ways.	$6,799
421834	Orangewood Park	Bldg 1 drinking fountain by women's restroom	Drinking Fountain/Water Cooler	3	CALIFORNIA: The minimum number of drinking fountains is not provided.	$6,799
421836	Orangewood Park	Bldg 1 Men's Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
421837	Orangewood Park	Bldg 1 Men's Restroom	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	$0
421839	Orangewood Park	Bldg 1 Men's Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138
421840	Orangewood Park	Bldg 1 Men's Restroom	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	$250
421841	Orangewood Park	Bldg 1 Men's Restroom	Restroom/Bathroom - Urinal	3	The urinal dimensions are not compliant.	$1,169
421842	Orangewood Park	Bldg 1 Men's Restroom	Restroom/Bathroom - Urinal	3	The urinal dimensions are not compliant.	$1,169
421843	Orangewood Park	Bldg 1 Men's Restroom	Restroom/Bathroom - Door	3	The wheelchair stall door is not self closing.	$366
421844	Orangewood Park	Bldg 1 Men's Restroom	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444
421845	Orangewood Park	Bldg 1 Men's Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444
421846	Orangewood Park	Bldg 1 Men's Restroom	Restroom/Bathroom - Shelving	3	The shelf is not located between 40" minimum and 48" maximum above finish floor.	$116
421849	Orangewood Park	Bldg 1 Women's Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138
421850	Orangewood Park	Bldg 1 Women's Restroom	Restroom/Bathroom - Shelving	3	The shelf is not located between 40" minimum and 48" maximum above finish floor.	$116

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427212	Shadow Oak Park	Community Center Women's Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The women's restroom does not have compliant signage at the door.	$138
427213	Shadow Oak Park	Community Center Women's Restroom	Restroom/Bathroom - Door	3	The threshold at the accessible door is greater than ½" in height.	$224
427216	Shadow Oak Park	Community Center Women's Restroom	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
427217	Shadow Oak Park	Community Center Women's Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall door is not compliant.	$625
427218	Shadow Oak Park	Community Center Women's Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall with a floor mounted water closet, in a multi-stall restroom, is less than 60" wide and 59" deep.	$1,710
427219	Shadow Oak Park	Community Center Women's Restroom	Restroom/Bathroom - Water Closet	3	The flush control is located on the closed side and/or is not within reach range.	$391
427220	Shadow Oak Park	Community Center Women's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The centerline of the toilet in the wheelchair stall or single-user restroom is not 17" minimum to 18" maximum from the sidewall.	$1,710
427221	Shadow Oak Park	Community Center Women's Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444
427222	Shadow Oak Park	Community Center Women's Restroom	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444
427223	Shadow Oak Park	Community Center Women's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The toilet paper dispenser is not compliant.	$350

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427224	Shadow Oak Park	Community Center Women's Restroom	Restroom/Bathroom - Lavatory	3	The lavatory does not have the required knee clearance.	$900
427225	Shadow Oak Park	Community Center Women's Restroom	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	$81
427226	Shadow Oak Park	Community Center Women's Restroom	Restroom/Bathroom - Lavatory	3	The automatic faucet, when activated, does not remain on for minimum 10 seconds.	$694
427227	Shadow Oak Park	Community Center Women's Restroom	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	$250
427228	Shadow Oak Park	Community Center Women's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$500
427229	Shadow Oak Park	Community Center Women's Restroom	Controls And Dispensers	3	Controls on dispensers are not compliant.	$250
427230	Shadow Oak Park	Community Center Men's Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138
427232	Shadow Oak Park	Community Center Men's Restroom	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	$458
427233	Shadow Oak Park	Community Center Men's Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$0
427234	Shadow Oak Park	Community Center Men's Restroom	Restroom/Bathroom - Door	3	The threshold at the accessible door is greater than ½" in height.	$224
427235	Shadow Oak Park	Community Center Men's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The centerline of the toilet in the wheelchair stall or single-user restroom is not 17" minimum to 18" maximum from the sidewall.	$1,710
427236	Shadow Oak Park	Community Center Men's Restroom	Restroom/Bathroom - Water Closet	3	The grab bars at the water closet are not compliant.	$888

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427237	Shadow Oak Park	Community Center Men's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The toilet paper dispenser is not compliant.	$350
427238	Shadow Oak Park	Community Center Men's Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall door is not compliant.	$625
427239	Shadow Oak Park	Community Center Men's Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall with a floor mounted water closet, in a multi-stall restroom, is less than 60" wide and 59" deep.	$1,710
427240	Shadow Oak Park	Community Center Men's Restroom	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
427241	Shadow Oak Park	Community Center Men's Restroom	Restroom/Bathroom - Urinal	3	The urinal dimensions are not compliant.	$1,169
427242	Shadow Oak Park	Community Center Men's Restroom	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
427243	Shadow Oak Park	Community Center Men's Restroom	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	$163
427244	Shadow Oak Park	Community Center Men's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$250
427245	Shadow Oak Park	Community Center Men's Restroom	Controls And Dispensers	3	Controls on dispensers are not compliant.	$250
427143	Shadow Oak Park	West Side of Park All Gender Restrooms	Restroom/Bathroom - Signage	3	CALIFORNIA: The unisex restroom does not have compliant signage at the door.	$275
427144	Shadow Oak Park	West Side of Park All Gender Restrooms	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$3,125
427145	Shadow Oak Park	West Side of Park All Gender Restrooms	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	$915

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427146	Shadow Oak Park	West Side of Park All Gender Restrooms	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$915
427005	Shadow Oak Park	Main Hall - Auditium	Interior Access Route	3	Assistive listening signage is not compliant or is not provided.	$69
427012	Shadow Oak Park	Main Hall - Auditium	Drinking Fountain/Water Cooler	3	CALIFORNIA: The minimum number of drinking fountains is not provided.	$3,132
427014	Shadow Oak Park	Main Hall - Auditium	Drinking Fountain/Water Cooler	3	CALIFORNIA: The drinking fountain is not located completely within alcoves, positioned completely between wing walls, or otherwise positioned so as not to encroach into pedestrian ways.	$6,799
427075	Shadow Oak Park	Men's Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138
427076	Shadow Oak Park	Men's Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall door is not compliant.	$625
427077	Shadow Oak Park	Men's Restroom	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444
427078	Shadow Oak Park	Men's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The centerline of the toilet in the wheelchair stall or single-user restroom is not 17" minimum to 18" maximum from the sidewall.	$1,710
427079	Shadow Oak Park	Men's Restroom	Restroom/Bathroom - Water Closet	3	Projecting object above the grab bar is less than 12" minimum above the bar.	$250
427080	Shadow Oak Park	Men's Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall with a wall mounted water closet, in a multi-stall restroom, is less than 60" wide and 56" deep.	$1,710

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427084	Shadow Oak Park	Men's Restroom	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
427085	Shadow Oak Park	Men's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$250
427086	Shadow Oak Park	Women's Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall door is not compliant.	$625
427087	Shadow Oak Park	Women's Restroom	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444
427088	Shadow Oak Park	Women's Restroom	Restroom/Bathroom - Water Closet	3	The space between the grab bar and projecting objects above the grab bar is less than 12" minimum.	$250
427089	Shadow Oak Park	Women's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The centerline of the toilet in the wheelchair stall or single-user restroom is not 17" minimum to 18" maximum from the sidewall.	$1,710
427090	Shadow Oak Park	Women's Restroom	Restroom/Bathroom - Water Closet	3	The flush control is located on the closed side and/or is not within reach range.	$391
427091	Shadow Oak Park	Women's Restroom	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
427092	Shadow Oak Park	Women's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$250
427094	Shadow Oak Park	Women's Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall with a wall mounted water closet, in a multi-stall restroom, is less than 60" wide and 56" deep.	$1,710

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426238	Senior and Community Center at Cortez Park	North Wing	Drinking Fountain/Water Cooler	3	CALIFORNIA: The drinking fountain is not located completely within alcoves, positioned completely between wing walls, or otherwise positioned so as not to encroach into pedestrian ways.	$6,799
426294	Senior and Community Center at Cortez Park	Main Hall - Meeting Room 4	Interior Access Route	3	CALIFORNIA: A compliant dining table is not provided.	$1,625
426300	Senior and Community Center at Cortez Park	Main Hall - Drinking Fountain Near North Exit	Drinking Fountain/Water Cooler	3	CALIFORNIA: The minimum number of drinking fountains is not provided.	$6,799
426306	Senior and Community Center at Cortez Park	Main Hall - Unisex Restroom	Restroom/Bathroom - Signage	3	The restroom does not have compliant signage at the door with the International Symbol of Accessibility, raised characters, and Braille.	$69
426309	Senior and Community Center at Cortez Park	Main Hall - Unisex Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The unisex restroom does not have compliant signage at the door.	$138
426310	Senior and Community Center at Cortez Park	Main Hall - Unisex Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
426311	Senior and Community Center at Cortez Park	Main Hall - Unisex Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The centerline of the toilet in the wheelchair stall or single-user restroom is not 17" minimum to 18" maximum from the sidewall.	$1,710
426312	Senior and Community Center at Cortez Park	Main Hall - Unisex Restroom	Restroom/Bathroom - Water Closet	3	The height of the water closet is not 17" minimum to 19" maximum above finished floor.	$788
426313	Senior and Community Center at Cortez Park	Main Hall - Unisex Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA- The water closet does not have the required clear floor space.	$250
426314	Senior and Community Center at Cortez Park	Main Hall - Women's Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The women's restroom does not have compliant signage at the door.	$138
426315	Senior and Community Center at Cortez Park	Main Hall - Women's Restroom	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	$458

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426316	Senior and Community Center at Cortez Park	Main Hall - Women's Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
426317	Senior and Community Center at Cortez Park	Main Hall - Women's Restroom	Restroom/Bathroom - Door	3	The door has less than 32" clear width.	$250
426318	Senior and Community Center at Cortez Park	Main Hall - Women's Restroom	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
426319	Senior and Community Center at Cortez Park	Main Hall - Women's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA- The water closet does not have the required clear floor space.	$125
426320	Senior and Community Center at Cortez Park	Main Hall - Women's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The centerline of the toilet in the wheelchair stall or single-user restroom is not 17" minimum to 18" maximum from the sidewall.	$1,710
426321	Senior and Community Center at Cortez Park	Main Hall - Men's Restroom	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	$458
426322	Senior and Community Center at Cortez Park	Main Hall - Men's Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
426323	Senior and Community Center at Cortez Park	Main Hall - Men's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The centerline of the toilet in the wheelchair stall or single-user restroom is not 17" minimum to 18" maximum from the sidewall.	$1,710
426324	Senior and Community Center at Cortez Park	Main Hall - Men's Restroom	Restroom/Bathroom - Water Closet	3	The space between the grab bar and projecting objects below and at the ends of the bar is less than 1-1/2".	$125
426325	Senior and Community Center at Cortez Park	Main Hall - Men's Restroom	Restroom/Bathroom - Urinal	3	The clear floor space at the urinal is less than minimum 30" by minimum 48".	$1,375
426326	Senior and Community Center at Cortez Park	Main Hall - Men's Restroom	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
426327	Senior and Community Center at Cortez Park	North Wing - Men's Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426328	Senior and Community Center at Cortez Park	North Wing - Men's Restroom	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	$458
426329	Senior and Community Center at Cortez Park	North Wing - Men's Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
426330	Senior and Community Center at Cortez Park	North Wing - Men's Restroom	Controls And Dispensers	3	The height of controls are not compliant.	$625
426331	Senior and Community Center at Cortez Park	North Wing - Men's Restroom	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
426332	Senior and Community Center at Cortez Park	North Wing - Men's Restroom	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
426333	Senior and Community Center at Cortez Park	North Wing - Men's Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall door is not compliant.	$625
426334	Senior and Community Center at Cortez Park	North Wing - Men's Restroom	Restroom/Bathroom - Water Closet	3	The space between the grab bar and projecting objects below and at the ends of the bar is less than 1-1/2".	$125
426335	Senior and Community Center at Cortez Park	North Wing - Men's Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444
426336	Senior and Community Center at Cortez Park	North Wing - Men's Restroom	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444
426337	Senior and Community Center at Cortez Park	North Wing - Men's Restroom	Restroom/Bathroom - Water Closet	3	The space between the grab bar and projecting objects below and at the ends of the bar is less than 1 1/2" minimum.	$125
426338	Senior and Community Center at Cortez Park	North Wing - Men's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The toilet paper dispenser is not compliant.	$350
426339	Senior and Community Center at Cortez Park	North Wing - Men's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$116

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426340	Senior and Community Center at Cortez Park	North Wing - Men's Restroom	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	$81
426341	Senior and Community Center at Cortez Park	North Wing - Women's Restroom	Restroom/Bathroom - Signage	3	The provided signage is not mounted at the latch side of the door or at a compliant height.	$69
426342	Senior and Community Center at Cortez Park	North Wing - Women's Restroom	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	$458
426343	Senior and Community Center at Cortez Park	North Wing - Women's Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
426344	Senior and Community Center at Cortez Park	North Wing - Women's Restroom	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
426345	Senior and Community Center at Cortez Park	North Wing - Women's Restroom	Restroom/Bathroom - Toilet Stall	3	A wheelchair stall is not provided in a multi-user restroom.	$3,438
426346	Senior and Community Center at Cortez Park	North Wing - Women's Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall door is not compliant.	$625
426347	Senior and Community Center at Cortez Park	North Wing - Women's Restroom	Restroom/Bathroom - Coat Hook	3	The coat hook is not within an allowable reach range.	$144
426348	Senior and Community Center at Cortez Park	North Wing - Women's Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444
426349	Senior and Community Center at Cortez Park	North Wing - Women's Restroom	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444
426350	Senior and Community Center at Cortez Park	North Wing - Women's Restroom	Restroom/Bathroom - Water Closet	3	The space between the grab bar and the wall is greater than or less than 1-1/2".	$250

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426351	Senior and Community Center at Cortez Park	North Wing - Women's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The toilet paper dispenser is not compliant.	$350
426352	Senior and Community Center at Cortez Park	North Wing - Women's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$116
426353	Senior and Community Center at Cortez Park	North Wing - Women's Restroom	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	$81
426354	Senior and Community Center at Cortez Park	North Wing - Women's Restroom	Controls And Dispensers	3	The height of controls are not compliant.	$250
436328	City Hall & West Covina Civic Center	Men's Restroom Near Records	Restroom/Bathroom-Water Closet	3	The height of the water closet is not 17" minimum to 19" maximum above finished floor.	$788
435948	City Hall & West Covina Civic Center	Processing Holding Cell	Holding Cell	3	At least on of each type of holding cell must contain mobility features.	$21,875
435950	City Hall & West Covina Civic Center	Accessible Jail Cell	Detention Cell	3	CALIFORNIA: Less than 2% of the detention cells are communication cells.	$1,938
435951	City Hall & West Covina Civic Center	Detox Cell	Detention Cell	3	CALIFORNIA: Less than 2% of the detention cells are communication cells.	$1,938
435952	City Hall & West Covina Civic Center	Detox Cell	Detention Cell	3	Less than 3% of the detention cells are mobility cells.	$16,938
435953	City Hall & West Covina Civic Center	Accessible Jail Cell	Detention Cell	3	Less than 3% of the detention cells are mobility cells.	$16,938
434928	City Hall & West Covina Civic Center	Lobby And Waiting Area	Drinking Fountain/Water Cooler	3	CALIFORNIA: The minimum number of drinking fountains is not provided.	$6,799
434941	City Hall & West Covina Civic Center	Men's Restroom Near Records	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	$0
434942	City Hall & West Covina Civic Center	Men's Restroom Near Records	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
434945	City Hall & West Covina Civic Center	Men's Restroom Near Records	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
434947	City Hall & West Covina Civic Center	Men's Restroom Near Records	Restroom/Bathroom - Coat Hook	3	The coat hook is not within an allowable reach range.	$125
434948	City Hall & West Covina Civic Center	Men's Restroom Near Records	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444
434949	City Hall & West Covina Civic Center	Men's Restroom Near Records	Restroom/Bathroom - Water Closet	3	The space between the grab bar and the wall is greater than or less than 1-1/2".	$250
434950	City Hall & West Covina Civic Center	Men's Restroom Near Records	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$250
434951	City Hall & West Covina Civic Center	Men's Restroom Near Records	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444
434952	City Hall & West Covina Civic Center	Men's Restroom Near Records	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall with a wall mounted water closet, in a multi-stall restroom, is less than 60" wide and 56" deep.	$1,710
434954	City Hall & West Covina Civic Center	Men's Restroom Near Records	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	$250
434956	City Hall & West Covina Civic Center	Men's Restroom Near Records	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$500
434957	City Hall & West Covina Civic Center	Women's Restroom Near Records	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	$0
434958	City Hall & West Covina Civic Center	Women's Restroom Near Records	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
434960	City Hall & West Covina Civic Center	Women's Restroom Near Records	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
434961	City Hall & West Covina Civic Center	Women's Restroom Near Records	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
434962	City Hall & West Covina Civic Center	Women's Restroom Near Records	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall door is not compliant.	$625
434963	City Hall & West Covina Civic Center	Women's Restroom Near Records	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall with a wall mounted water closet, in a multi-stall restroom, is less than 60" wide and 56" deep.	$250
434964	City Hall & West Covina Civic Center	Women's Restroom Near Records	Restroom/Bathroom - Water Closet	3	The height of the water closet is not 17" minimum to 19" maximum above finished floor.	$788
434965	City Hall & West Covina Civic Center	Women's Restroom Near Records	Restroom/Bathroom - Water Closet	3	The flush control is located on the closed side and/or is not within reach range.	$391
434966	City Hall & West Covina Civic Center	Women's Restroom Near Records	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444
434967	City Hall & West Covina Civic Center	Women's Restroom Near Records	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The toilet paper dispenser is not compliant.	$350
434968	City Hall & West Covina Civic Center	Women's Restroom Near Records	Restroom/Bathroom - Water Closet	3	The space between the grab bar and the wall is greater than or less than 1-1/2".	$625
434969	City Hall & West Covina Civic Center	Women's Restroom Near Records	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$250
434971	City Hall & West Covina Civic Center	Women's Restroom Near Records	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	$81
434972	City Hall & West Covina Civic Center	Women's Restroom Near Records	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$500

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
434989	City Hall & West Covina Civic Center	Men's Restroom Near South Stairs	Restroom/Bathroom - Signage	3	Restroom is not accessible, and directional signs to the nearest accessible restroom is not provided.	$138
434990	City Hall & West Covina Civic Center	Men's Restroom Near South Stairs	Restroom/Bathroom - Signage	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138
434992	City Hall & West Covina Civic Center	Men's Restroom Near South Stairs	Restroom/Bathroom - Door	3	The door has less than 32" clear width.	$2,810
434993	City Hall & West Covina Civic Center	Men's Restroom Near South Stairs	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
434995	City Hall & West Covina Civic Center	Men's Restroom Near South Stairs	Restroom/Bathroom - Door	3	The door has less than 32" clear width.	$500
434996	City Hall & West Covina Civic Center	Men's Restroom Near South Stairs	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	$0
434997	City Hall & West Covina Civic Center	Men's Restroom Near South Stairs	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$915
434999	City Hall & West Covina Civic Center	Men's Restroom Near South Stairs	Restroom/Bathroom - Toilet Stall	3	A wheelchair stall is not provided in a multi-user restroom.	$3,438
435001	City Hall & West Covina Civic Center	Men's Restroom Near South Stairs	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	$250
435002	City Hall & West Covina Civic Center	Men's Restroom Near South Stairs	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$250
435003	City Hall & West Covina Civic Center	Men's Restroom Near South Stairs	Restroom/Bathroom - Coat Hook	3	The coat hook is not within an allowable reach range.	$144
435004	City Hall & West Covina Civic Center	Men's Restroom Near South Stairs	Restroom/Bathroom - Urinal	3	The urinal dimensions are not compliant.	$1,169

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435005	City Hall & West Covina Civic Center	Men's Restroom Near South Stairs	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
435006	City Hall & West Covina Civic Center	Men's Restroom Near South Stairs	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$250
435007	City Hall & West Covina Civic Center	Women's Restroom Near South Stairs	Restroom/Bathroom - Signage	3	Restroom is not accessible, and directional signs to the nearest accessible restroom is not provided.	$138
435008	City Hall & West Covina Civic Center	Women's Restroom Near South Stairs	Restroom/Bathroom - Signage	3	CALIFORNIA: The women's restroom does not have compliant signage at the door.	$138
435009	City Hall & West Covina Civic Center	Women's Restroom Near South Stairs	Restroom/Bathroom - Door	3	The door has less than 32" clear width.	$2,810
435010	City Hall & West Covina Civic Center	Women's Restroom Near South Stairs	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$3,125
435012	City Hall & West Covina Civic Center	Women's Restroom Near South Stairs	Restroom/Bathroom - Toilet Stall	3	A wheelchair stall is not provided in a multi-user restroom.	$3,438
435013	City Hall & West Covina Civic Center	Women's Restroom Near South Stairs	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
435014	City Hall & West Covina Civic Center	Women's Restroom Near South Stairs	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	$250
435015	City Hall & West Covina Civic Center	Women's Restroom Near South Stairs	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$500
435016	City Hall & West Covina Civic Center	Women's Restroom Near South Stairs	Restroom/Bathroom - Locker	3	The locker area does not have accessible lockers.	$413
435017	City Hall & West Covina Civic Center	Women's Restroom Near South Stairs	Restroom/Bathroom - Locker	3	The locker area does not have a compliant bench.	$500

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435018	City Hall & West Covina Civic Center	Women's Restroom Near South Stairs	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$250
435034	City Hall & West Covina Civic Center	Basement Floor Drinking Fountain	Drinking Fountain/Water Cooler	3	CALIFORNIA: The minimum number of drinking fountains is not provided.	$6,799
435045	City Hall & West Covina Civic Center	Men's Locker Room Shower	Restroom/Bathroom - Transfer Shower Stall	3	The transfer shower is not compliant.	$4,550
435046	City Hall & West Covina Civic Center	Men's Locker Room	Restroom/Bathroom - Locker	3	The locker area does not have accessible lockers.	$2,477
435047	City Hall & West Covina Civic Center	Men's Locker Room	Restroom/Bathroom - Locker	3	The locker area does not have a compliant bench.	$2,400
435048	City Hall & West Covina Civic Center	Men's Locker Room Restroom	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	$458
435049	City Hall & West Covina Civic Center	Men's Locker Room Restroom	Restroom/Bathroom - Door	3	The door has less than 32" clear width.	$1,405
435050	City Hall & West Covina Civic Center	Men's Locker Room Restroom	Restroom/Bathroom - Door	3	The push side of the door does not have the required maneuvering clearances.	$1,563
435051	City Hall & West Covina Civic Center	Men's Locker Room Restroom	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
435052	City Hall & West Covina Civic Center	Men's Locker Room Restroom	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	$81
435053	City Hall & West Covina Civic Center	Men's Locker Room Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$750
435054	City Hall & West Covina Civic Center	Men's Locker Room Restroom	Restroom/Bathroom - Signage	3	The restroom does not have compliant signage at the door with the International Symbol of Accessibility, raised characters, and Braille.	$69

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435055	City Hall & West Covina Civic Center	Men's Locker Room Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138
435056	City Hall & West Covina Civic Center	Men's Locker Room Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The toilet stall door is not compliant.	$1,375
435057	City Hall & West Covina Civic Center	Men's Locker Room Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The centerline of the toilet in the wheelchair stall or single-user restroom is not 17" minimum to 18" maximum from the sidewall.	$1,710
435058	City Hall & West Covina Civic Center	Men's Locker Room Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444
435059	City Hall & West Covina Civic Center	Men's Locker Room Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The toilet paper dispenser is not compliant.	$350
435060	City Hall & West Covina Civic Center	Men's Locker Room Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall with a floor mounted water closet, in a multi-stall restroom, is less than 60" wide and 59" deep.	$1,710
435061	City Hall & West Covina Civic Center	Parking Lot Lockers	Locker Rooms	3	The locker room does not have accessible lockers.	$413
435064	City Hall & West Covina Civic Center	Basement Drinking Fountain Near Gym	Drinking Fountain/Water Cooler	3	CALIFORNIA: The minimum number of drinking fountains is not provided.	$6,799
435066	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bathroom - Signage	3	The restroom does not have compliant signage at the door with the International Symbol of Accessibility, raised characters, and Braille.	$69
435067	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The women's restroom does not have compliant signage at the door.	$138

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435068	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bathroom - Door	3	The door has less than 32" clear width.	$1,405
435070	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$250
435072	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
435073	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$250
435074	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$250
435075	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$250
435076	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bathroom - Toilet Stall	3	A wheelchair stall is not provided in a multi-user restroom.	$3,438
435077	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bathroom - Signage	3	The restroom does not have compliant signage at the door with the International Symbol of Accessibility, raised characters, and Braille.	$69
435078	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bathroom - Door	3	The push side of the door does not have the required maneuvering clearances.	$1,563
435079	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bathroom - Coat Hook	3	The coat hook is not within an allowable reach range.	$144
435083	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bathroom - Door	3	The door has less than 32" clear width.	$250
435084	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	$0
435085	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435086	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
435087	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bathroom - Door	3	The push side of the door does not have the required maneuvering clearances.	$1,563
435089	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bathroom - Door	3	The door has less than 32" clear width.	$250
435090	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bathroom - Locker	3	The locker area does not have accessible lockers.	$413
435091	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bathroom - Locker	3	The locker area does not have a compliant bench.	$500
435092	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Restroom/Bathroom - Transfer Shower Stall	3	The transfer shower is not compliant.	$4,550
435099	City Hall & West Covina Civic Center	Holding Cell Restroom	Detention Cell	3	The toilet facilities within the cell are not accessible.	$15,000
435102	City Hall & West Covina Civic Center	Detox Cell	Detention Cell	3	The toilet facilities within the cell are not accessible.	$15,000
435104	City Hall & West Covina Civic Center	Accessible Jail Cell	Detention Cell	3	CALIFORNIA: Less than 2% of the detention cells are communication cells.	$1,938
435116	City Hall & West Covina Civic Center	Forensics Lab	Locker Rooms	3	The locker room does not have accessible lockers.	$826
421721	Orangewood Park	Bldg 2 Men's Restroom	Restroom/Bathroom - Water Closet	3	The flush control is located on the closed side and/or is not within reach range.	$391
421701	Orangewood Park	Bldg 2 Women's Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
421702	Orangewood Park	Bldg 2 Women's Restroom	Restroom/Bathroom - Water Closet	3	The flush control is located on the closed side and/or is not within reach range.	$391
421703	Orangewood Park	Bldg 2 Men's Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The women's restroom does not have compliant signage at the door.	$138
421707	Orangewood Park	Bldg 2 Men's Restroom	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
421708	Orangewood Park	Bldg 2 Men's Restroom	Restroom/Bathroom - Lavatory	3	The lavatory faucet hardware is not compliant.	$694
421709	Orangewood Park	Bldg 2 Men's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$233
421710	Orangewood Park	Bldg 2 Men's Restroom	Restroom/Bathroom - Urinal	3	The urinal dimensions are not compliant.	$250
421712	Orangewood Park	Bldg 2 Men's Restroom	Restroom/Bathroom - Door	3	The wheelchair stall door is not self closing.	$366
421715	Orangewood Park	Bldg 2 Men's Restroom	Restroom/Bathroom - Door	3	CALIFORNIA: The hardware at the accessible door is not compliant.	$366
421717	Orangewood Park	Bldg 2 Men's Restroom	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444
421719	Orangewood Park	Bldg 2 Men's Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444
421689	Orangewood Park	Bldg 2 Women's Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The women's restroom does not have compliant signage at the door.	$138

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
421690	Orangewood Park	Bldg 2 Women's Restroom	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
421691	Orangewood Park	Bldg 2 Women's Restroom	Restroom/Bathroom - Lavatory	3	The lavatory faucet hardware is not compliant.	$694
421692	Orangewood Park	Bldg 2 Women's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$233
421693	Orangewood Park	Bldg 2 Women's Restroom	Restroom/Bathroom - Door	3	The wheelchair stall door is not self closing.	$366
421694	Orangewood Park	Bldg 2 Women's Restroom	Restroom/Bathroom - Door	3	CALIFORNIA: The hardware at the accessible door is not compliant.	$366
421696	Orangewood Park	Bldg 2 Women's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The centerline of the toilet in the wheelchair stall or single-user restroom is not 17" minimum to 18" maximum from the sidewall.	$1,710
421699	Orangewood Park	Bldg 2 Women's Restroom	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444
422598	Del Norte Park	Men's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The toilet stall door is not compliant.	$1,375
422599	Del Norte Park	Men's Restroom	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444
422600	Del Norte Park	Men's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The centerline of the toilet in the wheelchair stall or single-user restroom is not 17" minimum to 18" maximum from the sidewall.	$1,710
422601	Del Norte Park	Men's Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
422602	Del Norte Park	Men's Restroom	Restroom/Bathroom - Water Closet	3	The flush control is located on the closed side and/or is not within reach range.	$391
422603	Del Norte Park	Men's Restroom	Restroom/Bathroom - Floor Space	3	The required turning space within the restroom is not provided.	$11,563
422604	Del Norte Park	Men's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$500
422605	Del Norte Park	Women's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The toilet stall door is not compliant.	$1,375
422606	Del Norte Park	Women's Restroom	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444
422607	Del Norte Park	Women's Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The centerline of the toilet in the wheelchair stall or single-user restroom is not 17" minimum to 18" maximum from the sidewall.	$1,710
422608	Del Norte Park	Women's Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444
422610	Del Norte Park	Women's Restroom	Restroom/Bathroom - Floor Space	3	The required turning space within the restroom is not provided.	$11,563
422611	Del Norte Park	Men's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$500
426451	Palm View Park	RR-1 Women's Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall door is not compliant.	$625

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
426452	Palm View Park	RR-1 Women's Restroom	Restroom/Bathroom - Toilet Stall	3	The side grab bar is not compliant in the wheelchair stall.	$444
426453	Palm View Park	RR-1 Women's Restroom	Restroom/Bathroom - Toilet Stall	3	The rear grab bar in the wheelchair stall is not compliant.	$444
426454	Palm View Park	RR-1 Women's Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall with a wall mounted water closet, in a multi-stall restroom, is less than 60" wide and 56" deep.	$1,710
426455	Palm View Park	RR-1 Women's Restroom	Controls And Dispensers	3	The wheelchair stall with a wall mounted water closet, in a multi-stall restroom, is less than 60" wide and 56" deep.	$3,420
426456	Palm View Park	RR-1 Women's Restroom	Restroom/Bathroom - Toilet Stall	3	The wheelchair stall with a floor mounted water closet, in a multi-stall restroom, is less than 60" wide and 59" deep.	$1,710
426457	Palm View Park	RR-1 Women's Restroom	Controls And Dispensers	3	The wheelchair stall with a wall mounted water closet, in a multi-stall restroom, is less than 60" wide and 56" deep.	$1,710
422586	Del Norte Park	Concession men's restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$275
422587	Del Norte Park	Concession men's restroom	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	$81
422588	Del Norte Park	Concession men's restroom	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444
422589	Del Norte Park	Concession men's restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$116
422590	Del Norte Park	Concession woman's restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$275

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
422591	Del Norte Park	Concession woman's restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$116
422592	Del Norte Park	Concession woman's restroom	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444
427248	Shadow Oak Park	Parking Lot 2	Parking Space - General	4	CALIFORNIA: The parking facility does not have facility entrance/ accessible parking signage indicating that accessible parking violators will be towed, or the existing signage is not compliant.	$350
427119	Shadow Oak Park	Entrances to Parking Lot1	Parking Space - General	4	CALIFORNIA: The parking facility does not have facility entrance/ accessible parking signage indicating that accessible parking violators will be towed, or the existing signage is not compliant.	$350
426514	Cameron Park	Snack Shack Restrooms.	Amenity Not Evaluated	4		$0
435359	City Hall & West Covina Civic Center	City Hall 1st Floor Drinking Fountain	Drinking Fountain/Water Cooler	4	The location of the spout of the wheelchair height drinking fountain is not compliant.	$3,132
435360	City Hall & West Covina Civic Center	City Hall 1st Floor Drinking Fountain	Drinking Fountain/Water Cooler	4	Knee and toe clearance is not provided at the lower level fountain.	$1,225
435374	City Hall & West Covina Civic Center	City Hall First Floor Men's Restroom	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$1,250
435392	City Hall & West Covina Civic Center	City Hall Basement Women's Restroom	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$625
435124	City Hall & West Covina Civic Center	City Hall Typical Permanent Rooms	Signage	4	Signage identifying the name of a permanent indoor or outdoor space does not have raised lettering and/or visual characters.	$7,038
435130	City Hall & West Covina Civic Center	City Hall Typical Light Switches	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$57,500
435155	City Hall & West Covina Civic Center	City Hall Typical Tactile Room Identification Signs	Signage	4	Signage identifying the name of a permanent indoor or outdoor space does not have raised lettering and/or visual characters.	$3,726

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435158	City Hall & West Covina Civic Center	City Hall 305 Coffee Station	Turning Space	4	A compliant turning space is not provided.	$2,500
435163	City Hall & West Covina Civic Center	City Hall 305 Storage Room Near City Attorney	Turning Space	4	A compliant turning space is not provided.	$2,478
435165	City Hall & West Covina Civic Center	City Hall 3rd Floor Drinking Fountain	Drinking Fountain/Water Cooler	4	Knee and toe clearance is not provided at the lower level fountain.	$1,225
435186	City Hall & West Covina Civic Center	City Hall 3rd Floor 309 Women's Restroom	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$625
435254	City Hall & West Covina Civic Center	City Hall 2nd Floor 211 Men's Restroom	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$625
435264	City Hall & West Covina Civic Center	City Hall 2nd Floor 213 Women's Restroom	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$625
435300	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers Room 109	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$625
434889	City Hall & West Covina Civic Center	Light Switches	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$6,875
421726	Orangewood Park	Drinking Fountain DF-1	Drinking Fountain/Water Cooler	4	Knee and toe clearance is not provided at the lower level fountain.	$3,131
435344	City Hall & West Covina Civic Center	Long Ramp South of City Hall R2	Signage	4	Directional signage indicating the accessible route from accessible parking to the facility is not provided, where existing routes are both accessible and non-accessible.	$1,400
427141	Shadow Oak Park	Drinking Fountain DR-4	Drinking Fountain/Water Cooler	4	The controls at the accessible drinking fountain are not compliant.	$2,698
427120	Shadow Oak Park	Route of Travel from City Sidewalk Off Shadow Oak Drive	Signage	4	Directional signage indicating the accessible route from accessible parking to the facility is not provided, where existing routes are both accessible and non-accessible.	$350

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427125	Shadow Oak Park	Route of Travel from City Sidewalk Off Shadow Oak Drive	Signage	4	Directional signage indicating the accessible route from accessible parking to the facility is not provided, where existing routes are both accessible and non-accessible.	$350
427103	Shadow Oak Park	Drinking Fountain DR-5	Drinking Fountain/Water Cooler	4	Knee and toe clearance is not provided at the lower level fountain.	$3,131
427104	Shadow Oak Park	Drinking Fountain DR-5	Drinking Fountain/Water Cooler	4	The spout and/or water flow of the lower level drinking fountain is not compliant.	$2,698
427208	Shadow Oak Park	Drinking Fountain DR-2	Drinking Fountain/Water Cooler	4	Knee and toe clearance is not provided at the lower level fountain.	$0
427209	Shadow Oak Park	Drinking Fountain DR-2	Drinking Fountain/Water Cooler	4	The spout and/or water flow of the lower level drinking fountain is not compliant.	$0
427118	Shadow Oak Park	Curb Ramp CR-2	Signage	4	Directional signage indicating the accessible route from accessible route to the facility is not provided, where existing routes are both accessible and non-accessible.	$350
427151	Shadow Oak Park	Drinking Fountain DR-3	Drinking Fountain/Water Cooler	4	The controls at the accessible drinking fountain are not compliant.	$3,132
427152	Shadow Oak Park	West Park - Picnic Area With Grill	Picnic Table	4	The total number of accessible picnic tables is less than the required 20% or not less than one.	$1,625
427166	Shadow Oak Park	Drinking Fountain DR-1	Drinking Fountain/Water Cooler	4	The controls at the accessible drinking fountain are not compliant.	$2,132
427074	Shadow Oak Park	Drinking Fountain DR-6	Drinking Fountain/Water Cooler	4	The controls at the accessible drinking fountain are not compliant.	$3,132

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
427001	Shadow Oak Park	Permanent Room Identification Signs	Signage	4	Signage identifying the name of a permanent indoor or outdoor space does not have raised lettering and/or visual characters.	$966
427008	Shadow Oak Park	Main Hall - Auditium	Signage	4	Directional signage indicating the accessible path of travel is not provided, where existing path of travels are both accessible and non-accessible.	$1,400
426299	Senior and Community Center at Cortez Park	Main Hall - Drinking Fountain Near North Exit	Drinking Fountain/Water Cooler	4	Knee and toe clearance is not provided at the lower level fountain.	$1,225
426074	Cameron Park	Parking Entry	Parking Space - General	4	CALIFORNIA: The parking facility does not have facility entrance/ accessible parking signage indicating that accessible parking violators will be towed, or the existing signage is not compliant.	$350
426447	Palm View Park	Tow Sign at P2	Parking Space - General	4	CALIFORNIA: The parking facility does not have facility entrance/ accessible parking signage indicating that accessible parking violators will be towed, or the existing signage is not compliant.	$1,050
422432	Del Norte Park	P1 - B,C,D	Parking Space - General	4	CALIFORNIA: The parking facility does not have facility entrance/ accessible parking signage indicating that accessible parking violators will be towed, or the existing signage is not compliant.	$700
434936	City Hall & West Covina Civic Center	Permanent spaces Without Tactile Room Identification Signs	Exterior Accessible Route-Signage	4	Signage identifying the name of a permanent indoor or outdoor space does not have raised lettering and/or visual characters.	$4,209
434974	City Hall & West Covina Civic Center	Break Room	Kitchen-Range/Cooktop/Oven	4	The location of the controls requires reaching across burners.	$949
434983	City Hall & West Covina Civic Center	Light Switches Above 48 Inches	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$25,625
434998	City Hall & West Covina Civic Center	Men's Restroom Near South Stairs	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$625
435011	City Hall & West Covina Civic Center	Women's Restroom Near South Stairs	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$625
435071	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$625

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
435094	City Hall & West Covina Civic Center	Women's Locker Room Restroom	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$1,875
435333	City Hall & West Covina Civic Center	Accessible Parking Space P1-O,P1-P, P,1-Q, P1-R	Parking Space - Car	5	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$1,400
421814	Orangewood Park	Bldg 4 - Office	Door	5	CALIFORNIA: The hardware at the accessible door is not compliant.	$733
421815	Orangewood Park	Bldg 4 - Office	Protruding Object	5	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$200
421816	Orangewood Park	Bldg 4 - Office	Protruding Object	5	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$200
421817	Orangewood Park	Bldg 4 - Office	Door	5	The threshold at the accessible door is greater than ½" in height.	$224
421818	Orangewood Park	Bldg 4 - Office	Shelving	5	The height of the shelving is not within reach range.	$2,111
421819	Orangewood Park	Bldg 4 - Office	Shelving	5	The height of the shelving is not within reach range.	$3,167
435238	City Hall & West Covina Civic Center	City Hall 2nd Floor Suite 218	Interior Access Route	5	CALIFORNIA: The employee work station is not compliant.	$1,000
435293	City Hall & West Covina Civic Center	City Hall 1st Floor Council Chambers	Work Area	5	CALIFORNIA: The employee work station is not compliant.	$3,000
421779	Orangewood Park	Bldg 3 - Ent 1	Building Entrance - Door	5	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
421780	Orangewood Park	Bldg 3 - Ent 1	Building Entrance - Door	5	CALIFORNIA: The non-fire, hinged accessible exterior door takes more than 5#s of pressure to operate.	$0
421781	Orangewood Park	Bldg 3 - Ent 2	Building Entrance - Door	5	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
421782	Orangewood Park	Bldg 3 - Ent 2	Building Entrance - Door	5	CALIFORNIA: The non-fire, hinged accessible exterior door takes more than 5#s of pressure to operate.	$0

PHASE ONE BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
421783	Orangewood Park	Bldg 3 - Ent 4	Building Entrance - Door	5	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
421784	Orangewood Park	Bldg 3 - Ent 4	Building Entrance - Door	5	CALIFORNIA: The non-fire, hinged accessible exterior door takes more than 5#s of pressure to operate.	$0
421802	Orangewood Park	Bldg 3 Consessions	Sink	5	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
421803	Orangewood Park	Bldg 3 Consessions	Sink	5	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
421869	Orangewood Park	Bldg 1 Hockey rink spectator seating	Protruding Object	5	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$910
426090	Cameron Park	P3-B	Parking Space - Car	5	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$350
421778	Orangewood Park	Bldg 2 Cargo Bay	Protruding Object	5	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$910
					Total Barriers: 1240, Total Cost: $3,412,927	

PHASE TWO BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
422627	Maverick Field	Path to Restrooms	Exterior Accessible Route	1	CALIFORNIA: An accessible route is not provided to each functional area in the restaurant, cafeteria, banquet facility, bar or similar facility, including sunken, raised and outdoor areas.	$3,750
422618	Maverick Field	Public Right of Way	Exterior Accessible Route	1	CALIFORNIA: An accessible route is not provided from the bus stop and its alighting area to adjacent sidewalks, paths, and streets.	$25,000
422619	Maverick Field	Parking lot	Parking Space - General	1	The minimum number of accessible parking spaces is not provided.	$14,000
422623	Maverick Field	Path to Restrooms	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$1,500
422624	Maverick Field	Path to Restrooms	Exterior Accessible Route	1	CALIFORNIA: An accessible route is not provided to each functional area in the restaurant, cafeteria, banquet facility, bar or similar facility, including sunken, raised and outdoor areas.	$3,750
422634	Maverick Field	Path to Restrooms	Exterior Accessible Route	1	CALIFORNIA: An accessible route is not provided to each functional area in the restaurant, cafeteria, banquet facility, bar or similar facility, including sunken, raised and outdoor areas.	$3,750
422635	Maverick Field	Path to Restrooms	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$1,500
422642	Maverick Field	Snack shack	Exterior Accessible Route	1	CALIFORNIA: An accessible route is not provided to each functional area in the restaurant, cafeteria, banquet facility, bar or similar facility, including sunken, raised and outdoor areas.	$625
422056	Friendship Park	Ramp 1 (R-1)	Ramp	1	CALIFORNIA: The ramp landings are not compliant.	$14,895
422057	Friendship Park	Ramp 1 (R-1)	Ramp	1	CALIFORNIA: The exterior ramp railings are not compliant.	$8,558
422058	Friendship Park	Walkway 1 (W-1)	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$4,050
422059	Friendship Park	Walkway 2 (W-2)	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$7,500
422060	Friendship Park	Walkway 2 (W-2)	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the accessible route.	$7,280
422065	Friendship Park	Ball Field 1 (BF-1) Route to Dugout	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route is less than 48" wide.	$7,000

PHASE TWO BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
422071	Friendship Park	Concessions	Building Entrance - Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$1,690
422072	Friendship Park	Press Box	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$704
422073	Friendship Park	Stair 1 (ST-1)	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$440
422074	Friendship Park	Stair 1 (ST-1)	Stairs	1	CALIFORNIA: Handrails are not compliant or are not provided.	$6,928
422076	Friendship Park	Parking Lot 1 Stall P1-A	Parking Space - Van	1	CALIFORNIA: Signage is not provided at the van accessible space, or the existing signage is not compliant.	$350
422077	Friendship Park	Parking Lot 1 Stall P1-A	Parking Space - Van	1	CALIFORNIA: The van parking stall is less than 108" wide.	$0
422078	Friendship Park	Parking Lot 1 Stall P1-A	Parking Space - Van	1	CALIFORNIA: The van parking stall slope is greater than 1:48 (2.08%).	$7,875
422079	Friendship Park	Parking Lot 1 Stall P1-A	Parking Space - Van	1	CALIFORNIA: The van parking aisle is less than 96" wide, where the van stall is less than 144" wide.	$0
422080	Friendship Park	Parking Lot 1 Stall P1-A	Parking Space - Van	1	CALIFORNIA: The van aisle markings are not compliant.	$0
422081	Friendship Park	Parking Lot 1 Stall P1-A	Parking Space - Van	1	CALIFORNIA: The van parking aisle slope is greater than 1:48 (2.08%).	$6,250
422083	Friendship Park	Parking Lot 1 Stall P1-B	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
422084	Friendship Park	Curb Ramp 1 (CR-1)	Curb Ramp	1	CALIFORNIA: The curb ramp has non-compliant slopes.	$2,188
422085	Friendship Park	Curb Ramp 1 (CR-1)	Curb Ramp	1	CALIFORNIA: The curb ramp run does not have a compliant detectable warning.	$840
422086	Friendship Park	Curb Ramp 1 (CR-1)	Curb Ramp	1	CALIFORNIA: The landing at the top of the curb ramp is less than 48" long and/or does not extend the full width of the curb ramp excluding flares.	$2,188
422087	Friendship Park	Curb Ramp 1 (CR-1)	Curb Ramp	1	The adjacent surfaces at transitions to adjoining walks, gutters and streets at the curb ramp are not at the same level.	$0

PHASE TWO BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
422088	Friendship Park	Walkway 3 (W-3)	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$3,900
422090	Friendship Park	Stair 2 (ST-2)	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$748
422091	Friendship Park	Stair 2 (ST-2)	Stairs	1	CALIFORNIA: Handrails are not compliant or are not provided.	$8,965
422096	Friendship Park	Restroom Building	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the accessible route.	$910
422114	Friendship Park	Playground 1 (PG-1)	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$660
422116	Friendship Park	Walkway 4 (W-4)	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$4,000
422117	Friendship Park	Walkway 4 (W-4)	Exterior Accessible Route	1	The walkway does not have a compliant turning space at a change of direction.	$625
422251	Galster Wilderness Park	Stair ST1	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$176
422240	Galster Wilderness Park	Curb Ramp CR1	Curb Ramp	1	CALIFORNIA: The curb ramp has non-compliant slopes.	$2,188
422262	Galster Wilderness Park	Stair ST2	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$1,056
422263	Galster Wilderness Park	Stair ST2	Stairs	1	CALIFORNIA: Handrails are not compliant or are not provided.	$4,890
422264	Galster Wilderness Park	Stair ST2	Stairs	1	Steps do not have uniform and compliant riser heights and/or tread depths.	$2,295
422255	Galster Wilderness Park	Route from Parking lot P1 to bldg 1 entrance 2	Exterior Accessible Route	1	A compliant accessible route is not provided from accessible parking to the public facility entrance.	$3,300

PHASE TWO BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
422256	Galster Wilderness Park	Curb Ramp CR1	Curb Ramp	1	The curb ramp projects into vehicular traffic lanes, parking space, or associated access aisle.	$2,188
422284	Galster Wilderness Park	Accessible route from parking lot p1 to picnic area PA1	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$400
422286	Galster Wilderness Park	Ramp R1	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$150
422287	Galster Wilderness Park	Accessible route from parking lot P1 to picnic area PA1	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$400
422288	Galster Wilderness Park	Accessible route from picnic area PA1 to curb ramp CR1	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$8,750
422290	Galster Wilderness Park	Accessible route from curb ramp CR1 to playground PG1	Exterior Accessible Route	1	The accessible route has gaps in the surface greater than 1/2" wide.	$25
422291	Galster Wilderness Park	Accessible route from curb ramp CR1 to playground PG1	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$150
422295	Galster Wilderness Park	Accessible route from parking lot P1 to playground PG1	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$150
422296	Galster Wilderness Park	Accessible route from parking lot P1 to playground PG1	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$300
422297	Galster Wilderness Park	Trail T1	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has an unstable surface.	$20,000
422298	Galster Wilderness Park	Trail T1	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has an unstable surface.	$750

PHASE TWO BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
422299	Galster Wilderness Park	Trail T1	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has an unstable surface.	$500
422300	Galster Wilderness Park	Trail T1	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has an unstable surface.	$2,000
422301	Galster Wilderness Park	Trail T1	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has an unstable surface.	$6,750
422302	Galster Wilderness Park	Trail T2	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has an unstable surface.	$21,250
422303	Galster Wilderness Park	Trail T2	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has an unstable surface.	$3,000
422304	Galster Wilderness Park	Trail T2	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has an unstable surface.	$4,000
422307	Galster Wilderness Park	Trail T3	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$12,902
422310	Galster Wilderness Park	Trail T3	Exterior Accessible Route	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$300
422252	Galster Wilderness Park	Building 1 Entrance 2	Building Entrance - Door	1	CALIFORNIA: The maneuvering clearance at the entry door is not compliant.	$2,188
422250	Galster Wilderness Park	Building 1 Common Areas	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$125
422241	Galster Wilderness Park	Accessible Parking Stall P1A	Parking Space - Car	1	CALIFORNIA: The car aisle markings are not compliant.	$525
422242	Galster Wilderness Park	Accessible Parking Stall P1A	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$350
422243	Galster Wilderness Park	Accessible Parking Stall P1A	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
422244	Galster Wilderness Park	Accessible Parking Stall P1A	Parking Space - Car	1	CALIFORNIA: The car parking aisle slope is greater than 1:48 (2.08%).	$6,250
422258	Galster Wilderness Park	Accessible Parking Stall P1A	Parking Space - Car	1	The standard car stall and/or access aisle has openings in ground surfaces greater than 1/2" wide.	$25

PHASE TWO BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
422259	Galster Wilderness Park	Accessible Parking Stall P1B	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$350
422260	Galster Wilderness Park	Accessible Parking Stall P1B	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
422261	Galster Wilderness Park	Accessible Parking Stall P1B	Parking Space - Car	1	The standard car stall and/or access aisle has openings in ground surfaces greater than 1/2" wide.	$25
422289	Galster Wilderness Park	Building 2 Men's Restroom	Exterior Accessible Route	1	The accessible route has gaps in the surface greater than 1/2" wide.	$125
422620	Maverick Field	Right field, next to 1st base	Bleacher Seating	2	The required number of wheelchair spaces is not provided at the bleacher seating for the ball field.	$1,250
422621	Maverick Field	Behind home plate	Bleacher Seating	2	The required number of wheelchair spaces is not provided at the bleacher seating for the ball field.	$1,250
422622	Maverick Field	All sanitizer dispensers	Reach Range	2	Operable parts or items requiring an obstructed side reach motion are higher than 48" maximum where the obstruction depth is 10" maximum, or higher than 46" maximum where the obstruction depth is between 10" and 24" and/or lower than 15" minimum height above finish floor.	$125
422641	Maverick Field	Both players dug out	Player Seating	2	A wheelchair space is not provided at each team bench area at the ball field.	$2,500
422054	Friendship Park	Playground 1 (PG-1)	Play Component	2	The number of existing ground level components is less than the required minimum.	$0
422055	Friendship Park	Playground 1 (PG-1)	Play Component	2	The number of existing types of ground level components is less than the required minimum.	$0
422064	Friendship Park	Ball Field 1 (BF-1) Bleachers	Bleacher Seating	2	The required number of wheelchair spaces is not provided at the bleacher seating for the ball field.	$2,400
422066	Friendship Park	Ball Field 1 (BF-1)	Player Seating	2	A wheelchair space is not provided at each team bench area at the ball field.	$600
422067	Friendship Park	Ball Field 1 (BF-1)	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$1,200
422069	Friendship Park	Concessions	Counter	2	The sales or service counter does not have an accessible portion with maximum 36" height surface above finish floor or ground.	$4,511
422070	Friendship Park	Concessions	Exterior Accessible Route	2	Clear ground space is not provided at the operable part.	$300
422118	Friendship Park	Ball Field 1 (BF-1)	Assembly Area	2	An assistive listening system is required, but not provided.	$2,188

PHASE TWO BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
422257	Galster Wilderness Park	Stair ST2	Stairs	2	CALIFORNIA: The stair handrail extensions are not compliant.	$408
422294	Galster Wilderness Park	Playground PG1	Ground Surface-Fibar	2	The ground surface has not been inspected and maintained regularly.	$1,794
422253	Galster Wilderness Park	Building 1 Entrance 2	Protruding Object	2	Tactile means of egress signage is not provided at the latch side of the door. (Applies to designated egress stairways, exit doors, areas of refuge)	$69
422254	Galster Wilderness Park	Building 1 Entrance 1	Protruding Object	2	Tactile means of egress signage is not provided at the latch side of the door. (Applies to designated egress stairways, exit doors, areas of refuge)	$69
422245	Galster Wilderness Park	Building 1 Common Areas	Shelving	2	The height of the shelving is not within reach range.	$1,267
422246	Galster Wilderness Park	Building 1 Common Areas	Sink	2	The sink is not compliant.	$2,483
422247	Galster Wilderness Park	Building 1 Office	Sink	2	The sink is not compliant.	$2,483
422308	Galster Wilderness Park	Building 2 Women's Restroom	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$200
422268	Galster Wilderness Park	Building 2 Men's Restroom	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$200
422278	Galster Wilderness Park	Building 2 Women's Restroom	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$200
422633	Maverick Field	Woman's restroom.	Protruding Object	2	The restroom circulation path is not free of objects protruding more than 4" from wall in the space between 27" and 80" height above finish floor.	$116
422061	Friendship Park	Drinking Fountain 1 & 2 (DF-1 & DF-2)	Drinking Fountain/Water Cooler	3	CALIFORNIA: The minimum number of drinking fountains is not provided.	$6,264
422092	Friendship Park	Drinking Fountain 3 (DF-3)	Drinking Fountain/Water Cooler	3	CALIFORNIA: The drinking fountain is not located completely within alcoves, positioned completely between wing walls, or otherwise positioned so as not to encroach into pedestrian ways.	$10,000
422105	Friendship Park	Picnic Shelter 1 (PS-1)	Picnic Table	3	CALIFORNIA: A compliant picnic table is not provided.	$1,625

PHASE TWO BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
422265	Galster Wilderness Park	Drinking Fountain DF1	Drinking Fountain/Water Cooler	3	CALIFORNIA: The minimum number of drinking fountains is not provided.	$3,132
422097	Friendship Park	Mens Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138
422098	Friendship Park	Men & Women Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$1,000
422099	Friendship Park	Mens Restroom	Restroom/Bathroom-Urinal	3	CALIFORNIA- Less than the required number of accessible urinals are provided.	$1,169
422100	Friendship Park	Men & Women Restroom	Restroom/Bathroom-Door	3	The wheelchair stall door is not self closing.	$733
422101	Friendship Park	Men & Women Restroom	Restroom/Bathroom-Door	3	The hardware at the wheelchair stall door is not compliant.	$733
422103	Friendship Park	Men & Women Restroom	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$888
422104	Friendship Park	Women Restroom	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The wheelchair stall with in-swinging door does not have the required dimensions.	$1,375
422095	Friendship Park	Women Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The women's restroom does not have compliant signage at the door.	$138
422266	Galster Wilderness Park	Building 2 Men's Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138
422267	Galster Wilderness Park	Building 2 Men's Restroom	Restroom/Bathroom - Door	3	The door has less than 32" clear width.	$1,405
422269	Galster Wilderness Park	Building 2 Men's Restroom	Controls And Dispensers	3	The door has less than 32" clear width.	$2,810
422270	Galster Wilderness Park	Building 2 Men's Restroom	Restroom/Bathroom - Urinal	3	The door has less than 32" clear width.	$1,405
422271	Galster Wilderness Park	Building 2 Men's Restroom	Restroom/Bathroom - Door	3	The wheelchair stall door is not self closing.	$366
422272	Galster Wilderness Park	Building 2 Men's Restroom	Restroom/Bathroom - Door	3	CALIFORNIA: The hardware at the accessible door is not compliant.	$366

PHASE TWO BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
422273	Galster Wilderness Park	Building 2 Men's Restroom	Restroom/Bathroom - Water Closet	3	The height of the water closet is not 17" minimum to 19" maximum above finished floor.	$788
422274	Galster Wilderness Park	Building 2 Men's Restroom	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444
422275	Galster Wilderness Park	Building 2 Men's Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444
422276	Galster Wilderness Park	Building 2 Women's Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The women's restroom does not have compliant signage at the door.	$138
422277	Galster Wilderness Park	Building 2 Women's Restroom	Restroom/Bathroom - Door	3	The door has less than 32" clear width.	$1,405
422279	Galster Wilderness Park	Building 2 Women's Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$233
422280	Galster Wilderness Park	Building 2 Women's Restroom	Restroom/Bathroom - Door	3	The wheelchair stall door is not self closing.	$366
422281	Galster Wilderness Park	Building 2 Women's Restroom	Restroom/Bathroom - Door	3	CALIFORNIA: The hardware at the accessible door is not compliant.	$366
422282	Galster Wilderness Park	Building 2 Women's Restroom	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444
422283	Galster Wilderness Park	Building 2 Women's Restroom	Restroom/Bathroom - Water Closet	3	The rear grab bar at the water closet is not compliant.	$444
422626	Maverick Field	Woman's restroom.	Restroom/Bathroom - Signage	3	CALIFORNIA: The women's restroom does not have compliant signage at the door.	$138
422628	Maverick Field	Woman's restroom.	Reach Range	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$125
422629	Maverick Field	Woman's restroom.	Restroom/Bathroom - Water Closet	3	CALIFORNIA: The toilet stall door is not compliant.	$1,375
422630	Maverick Field	Woman's restroom.	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$125
422631	Maverick Field	Woman's restroom.	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444

PHASE TWO BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
422632	Maverick Field	Woman's restroom.	Restroom/Bathroom - Floor Space	3	The required turning space within the restroom is not provided.	$11,563
422636	Maverick Field	Men's restroom.	Restroom/Bathroom - Signage	3	CALIFORNIA: The women's restroom does not have compliant signage at the door.	$138
422637	Maverick Field	Men's restroom.	Reach Range	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$125
422638	Maverick Field	Men's restroom.	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$125
422639	Maverick Field	Men's restroom.	Restroom/Bathroom - Water Closet	3	The side grab bar at the water closet is not compliant.	$444
422640	Maverick Field	Men's restroom.	Restroom/Bathroom - Floor Space	3	The required turning space within the restroom is not provided.	$11,563
422062	Friendship Park	Drinking Fountain 1 & 2 (DF-1 & DF-2)	Drinking Fountain/Water Cooler	4	A clear space is not positioned at the lower level drinking fountain for a forward approach and centered on the unit.	$600
422089	Friendship Park	Park Entrance 1 (PE-1)	Signage	4	Signage directing pedestrians to the nearest accessible building entrance on an accessible route is not present.	$350
422093	Friendship Park	Drinking Fountain 3 (DF-3)	Drinking Fountain/Water Cooler	4	The minimum number and types of drinking fountains are not provided.	$4,698
422106	Friendship Park	Drinking Fountain 4 (DF-4)	Drinking Fountain/Water Cooler	4	The minimum number and types of drinking fountains are not provided.	$4,698
422108	Friendship Park	Drinking Fountain 4 (DF-4)	Drinking Fountain/Water Cooler	4	A clear space is not positioned at the lower level drinking fountain for a forward approach and centered on the unit.	$300
422111	Friendship Park	Drinking Fountain 5 (DF-5)	Drinking Fountain/Water Cooler	4	The minimum number and types of drinking fountains are not provided.	$4,698
422285	Galster Wilderness Park	Trail T1	Trail	4	The surface is not firm and stable.	$142,500
422309	Galster Wilderness Park	Building 3	Amenity Not Evaluated	4	The amenity cannot be accessed and, therefore, cannot be evaluated.	$0
422248	Galster Wilderness Park	Building 1 Office	Controls And Dispensers	4	Controls and/or dispensers are not within an allowable reach range.	$1,373

PHASE TWO BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
422094	Friendship Park	Restroom Building	Building Entrance - Door	5	CALIFORNIA: The hardware at the accessible door is not compliant.	$845
					Total Barriers: 144, Total Cost: $534,461	

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
422337	Walmerado Park	BD1 Snack Bar	Controls And Dispense	1	The height of controls throughout the common area are not compliant.	$625
422338	Walmerado Park	BD1 Snack Bar	Controls And Dispense	1	The height of controls throughout the common area are not compliant.	$125
422339	Walmerado Park	BD1 Kitchen	Controls And Dispense	1	The height of controls throughout the common area are not compliant.	$1,625
422340	Walmerado Park	BD1 Kitchen	Controls And Dispense	1	The height of controls throughout the common area are not compliant.	$1,625
422341	Walmerado Park	BD1 Kitchen	Controls And Dispense	1	The height of controls throughout the common area are not compliant.	$125
422343	Walmerado Park	BD1 Kitchen	Controls And Dispense	1	The height of controls throughout the common area are not compliant.	$125
422344	Walmerado Park	BD1 Kitchen	Controls And Dispense	1	The height of controls throughout the common area are not compliant.	$250
422348	Walmerado Park	BD1 Kitchen	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$125
422350	Walmerado Park	BD1 Kitchen	Controls And Dispense	1	The height of controls throughout the common area are not compliant.	$375
422351	Walmerado Park	BD1 Kitchen	Interior Access Route	1	The accessible route has vertical level changes in excess of ½" which are not ramped.	$300
422353	Walmerado Park	BD1 Entrance EN2	Building Entrance - Doo	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$1,690
422355	Walmerado Park	BD1 Entrance EN1	Gate	1	The gate hardware is not compliant.	$250
422356	Walmerado Park	BD1 Snack Bar	Controls And Dispense	1	The height of controls throughout the common area are not compliant.	$125
422357	Walmerado Park	BD1 Snack Bar	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$910
422359	Walmerado Park	BD1 Snack Bar	Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$366
422360	Walmerado Park	BD1 Entrance EN1	Building Entrance - Doo	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$1,690
422362	Walmerado Park	BD1 Board Room	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$310
422363	Walmerado Park	BD1 Entrance EN4	Building Entrance - Doo	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$845
422364	Walmerado Park	BD1 Entrance EN4	Building Entrance - Doo	1	CALIFORNIA: The maneuvering clearance at the entry door is not compliant.	$2,188
422367	Walmerado Park	BD2 Mechanical Room	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$910
422370	Walmerado Park	BD2 Mechanical Room	Door	1	The door has less than 32" clear width.	$3,250
421554	Cortez Park and Fire Station 2	CR1	Curb Ramp	1	CALIFORNIA: The parallel curb ramp does not have a compliant detectable warning on the landing at the bottom of the curb ramp.	$840
421555	Cortez Park and Fire Station 2	CR1 Blended Transition	Exterior Accessible Rou	1	CALIFORNIA: The hazardous vehicular area does not have a detectable warning or the existing detectable warning is not compliant.	$840

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
421556	Cortez Park and Fire Station 2	Entrance Walkway	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$1,000
421557	Cortez Park and Fire Station 2	CR2	Curb Ramp	1	CALIFORNIA: The parallel curb ramp does not have a compliant detectable warning on the landing at the bottom of the curb ramp.	$840
421524	Cortez Park and Fire Station 2	Concession Stand	Exterior Accessible Rou	1	The accessible route has greater than 1:20 (5%) running slope and 1:50 (2%) cross slope.	$2,750
421525	Cortez Park and Fire Station 2	Concession Stand	Exterior Accessible Rou	1	The accessible route has greater than 1:20 (5%) running slope and 1:50 (2%) cross slope.	$1,250
421529	Cortez Park and Fire Station 2	Concession Stand	Building Entrance-Door	1	The threshold at the accessible door is greater than ½" in height.	$448
421533	Cortez Park and Fire Station 2	BF 1 Dug Out walkway East	Exterior Accessible Rou	1	An accessible route does not connect accessible building or facility entrances with all accessible spaces and elements within the building or facility. At least one accessible route shall connect accessible elements that are on the same site.	$600
421535	Cortez Park and Fire Station 2	BF 1 Dug Out East	Gate	1	The gate hardware is not compliant.	$500
421536	Cortez Park and Fire Station 2	BF 1 Dug Out walkway West	Exterior Accessible Rou	1	An accessible route does not connect accessible building or facility entrances with all accessible spaces and elements within the building or facility. At least one accessible route shall connect accessible elements that are on the same site.	$625
421537	Cortez Park and Fire Station 2	BF 1 Dug Out West	Gate	1	The gate hardware is not compliant.	$500
421541	Cortez Park and Fire Station 2	Batting Cage	Gate	1	The gate hardware is not compliant.	$250
421542	Cortez Park and Fire Station 2	Concession Stand	Building Entrance-Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$845
421543	Cortez Park and Fire Station 2	BF 2 walkway	Exterior Accessible Rou	1	The accessible route has areas of vertical level changes in excess of 1/4" that are not beveled or ramped.	$2,750
421547	Cortez Park and Fire Station 2	BF 2 West Bleacher Walkway	Exterior Accessible Rou	1	The accessible route has areas of vertical level changes in excess of 1/4" that are not beveled or ramped.	$1,000

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
421548	Cortez Park and Fire Station 2	BF 2 Score keeper box	Door	1	The threshold at the accessible door is greater than ½" in height.	$224
421549	Cortez Park and Fire Station 2	Concession Stand	Door	1	The threshold at the accessible door is greater than ½" in height.	$224
421550	Cortez Park and Fire Station 2	Lower to Upper walkway	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$2,000
421551	Cortez Park and Fire Station 2	North Walkway	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$9,750
421552	Cortez Park and Fire Station 2	North Walkway	Exterior Accessible Rou	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$1,600
421604	Cortez Park and Fire Station 2	CR8	Curb Ramp	1	A curb ramp is not provided where the accessible route crosses a curb.	$2,188
421595	Cortez Park and Fire Station 2	CR7	Curb Ramp	1	The curb ramp projects into vehicular traffic lanes, parking space, or associated access aisle.	$2,188
421596	Cortez Park and Fire Station 2	FS 2 walkway	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$11,875
421559	Cortez Park and Fire Station 2	Football Stand walkway	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$4,625
421562	Cortez Park and Fire Station 2	Football Stand Walkway South	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$6,125
421563	Cortez Park and Fire Station 2	Upper Walkway	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$11,000
421566	Cortez Park and Fire Station 2	Upper walkway	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$14,000
421568	Cortez Park and Fire Station 2	Upper Stair walkway	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$4,375
421581	Cortez Park and Fire Station 2	CR3	Curb Ramp	1	The curb ramp projects into vehicular traffic lanes, parking space, or associated access aisle.	$2,188
421582	Cortez Park and Fire Station 2	CR4	Curb Ramp	1	The curb ramp projects into vehicular traffic lanes, parking space, or associated access aisle.	$2,188

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
421583	Cortez Park and Fire Station 2	Bocce Ball Court Walkway	Exterior Accessible Rou	1	The accessible route has areas of vertical level changes in excess of 1/4" that are not beveled or ramped.	$3,000
421584	Cortez Park and Fire Station 2	Bocce ball court walkway	Exterior Accessible Rou	1	CALIFORNIA: The hazardous vehicular area does not have a detectable warning or the existing detectable warning is not compliant.	$840
421585	Cortez Park and Fire Station 2	Bocce ball Bridge	Exterior Accessible Rou	1	The accessible route has areas of vertical level changes in excess of 1/4" that are not beveled or ramped.	$192
421586	Cortez Park and Fire Station 2	Bocce ball Bridge	Exterior Accessible Rou	1	The accessible route has gaps in the surface greater than 1/2" wide.	$200
421587	Cortez Park and Fire Station 2	CR5	Curb Ramp	1	CALIFORNIA: The landing at the top of the curb ramp is less than 48" long and/or does not extend the full width of the curb ramp excluding flares.	$2,188
421588	Cortez Park and Fire Station 2	CR5	Curb Ramp	1	CALIFORNIA: The curb ramp run does not have a compliant detectable warning.	$840
421589	Cortez Park and Fire Station 2	CR6	Curb Ramp	1	CALIFORNIA: The curb ramp run does not have a compliant detectable warning.	$840
421495	Cortez Park and Fire Station 2	RR1	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the accessible route.	$910
421502	Cortez Park and Fire Station 2	Concession Stand	Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$733
421513	Cortez Park and Fire Station 2	East walkway	Exterior Accessible Rou	1	The accessible route has areas of vertical level changes in excess of 1/4" that are not beveled or ramped.	$10,000
421514	Cortez Park and Fire Station 2	Playground Walkway	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$3,500
421517	Cortez Park and Fire Station 2	Playground	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$440
421518	Cortez Park and Fire Station 2	Covered Picnic Area	Drinking Fountain/Wat	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$2,500
421142	Gingrich Park	Men & Women Restroom Building	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the accessible route.	$910

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
421112	Gingrich Park	Site Parking	Parking Space - Genera	1	An accessible parking space is not provided where an off-street parking facility is not provided.	$1,400
421115	Gingrich Park	Throughout Park	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$92,500
421124	Gingrich Park	Playground 1 (PG-1)	Exterior Accessible Rou	1	CALIFORNIA: A warning curb is not provided on a walkway where the walkway edge is more than 4" above the adjacent surface.	$3,600
421126	Gingrich Park	Playground 1 (PG-1)	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$616
422311	Aroma Parkette	Accessible Path from public way to playground	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$1,050
422312	Aroma Parkette	Accessible Path from public way to playground	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$1,050
422317	Aroma Parkette	Accessible Path from public way to playground	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$3,300
422036	Woodgrove Park	Walkway 2 (W2) Restroom Building to Playground	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$37,500
422039	Woodgrove Park	Walkway 1 (W1)	Exterior Accessible Rou	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$500
422040	Woodgrove Park	Park Entrance 2 (PE-2)	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$4,500
422041	Woodgrove Park	Site Parking	Parking Space - Genera	1	An accessible parking space is not provided where an off-street parking facility is not provided.	$14,000
422042	Woodgrove Park	Parking to Park Entrances	Exterior Accessible Rou	1	A compliant accessible route is not provided from accessible parking to the public facility entrance.	$15,000

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
422043	Woodgrove Park	Playground 1 (PG-1)	Exterior Accessible Rou	1	Sidewalk has areas of vertical level changes in excess of 1/4" that are not ramped.	$400
422044	Woodgrove Park	Playground 1 (PG-1)	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$12,000
422045	Woodgrove Park	Playground 1 (PG-1)	Exterior Accessible Rou	1	CALIFORNIA: A warning curb is not provided on a walkway where the walkway edge is more than 4" above the adjacent surface.	$2,790
422048	Woodgrove Park	Playground 1 (PG-1)	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$616
422023	Woodgrove Park	Men & Women Restroom Building	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the accessible route.	$910
422324	Walmerado Park	Curb Ramp CR1	Curb Ramp	1	CALIFORNIA: The counter slopes of adjoining gutters and streets within 24" of the curb ramp are greater than 1:20 (5%).	$2,188
422325	Walmerado Park	Curb Ramp CR1	Curb Ramp	1	CALIFORNIA: The curb ramp run does not have a compliant detectable warning.	$840
422326	Walmerado Park	Curb Ramp CR2	Curb Ramp	1	CALIFORNIA: The curb ramp run does not have a compliant detectable warning.	$840
422327	Walmerado Park	Curb Ramp CR2	Curb Ramp	1	CALIFORNIA: The curb ramp has non-compliant slopes.	$2,188
422328	Walmerado Park	Curb Ramp CR2	Curb Ramp	1	CALIFORNIA: The landing at the top of the curb ramp is less than 48" long and/or does not extend the full width of the curb ramp excluding flares.	$2,188
422329	Walmerado Park	Curb Ramp CR2	Exterior Accessible Rou	1	The accessible route has gaps in the surface greater than 1/2" wide.	$50
422330	Walmerado Park	Curb Ramp CR2	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$12,250
422331	Walmerado Park	Curb Ramp CR2	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$35,000
422332	Walmerado Park	Curb Ramp CR2	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$11,900
422396	Walmerado Park	Picnic Area PA4	Exterior Accessible Rou	1	A compliant accessible route is not provided from the property line to the site facilities.	$4,375

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
422398	Walmerado Park	Picnic Area PA2	Exterior Accessible Rou	1	A compliant accessible route is not provided from the property line to the site facilities.	$5,750
422401	Walmerado Park	Picnic Area PA1	Exterior Accessible Rou	1	A compliant accessible route is not provided from the property line to the site facilities.	$4,375
422407	Walmerado Park	Picnic Area PA1	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$13,500
422408	Walmerado Park	Picnic Area PA3	Exterior Accessible Rou	1	A compliant accessible route is not provided from the property line to the site facilities.	$2,080
422410	Walmerado Park	Picnic Area PA5	Exterior Accessible Rou	1	A compliant accessible route is not provided from the property line to the site facilities.	$5,000
422318	Walmerado Park	Curb Ramp CR1	Curb Ramp	1	CALIFORNIA: The curb ramp has non-compliant slopes.	$2,188
422382	Walmerado Park	Curb Ramp CR4	Curb Ramp	1	CALIFORNIA: The curb ramp has non-compliant slopes.	$2,188
422385	Walmerado Park	Stair ST1	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$748
422386	Walmerado Park	Stair ST1	Stairs	1	CALIFORNIA: Handrails are not compliant or are not provided.	$3,668
422387	Walmerado Park	Stair ST2	Stairs	1	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$748
422388	Walmerado Park	Stair ST2	Stairs	1	CALIFORNIA: Handrails are not compliant or are not provided.	$3,668
422390	Walmerado Park	Stair ST2	Stairs	1	The underside of the nosings are abrupt.	$5,579
422391	Walmerado Park	Stair ST1	Stairs	1	Stairs have open risers.	$18,900
422392	Walmerado Park	Stair ST1	Stairs	1	Steps do not have uniform riser heights and tread widths.	$191
421498	Cortez Park and Fire Station 2	FS 2 Main Entrance	Building Entrance - Doo	1	The maneuvering clearance at the accessible door is not level and clear.	$1,563
421876	Cortez Park and Fire Station 2	Main Entrance	Exterior Accessible Rou	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$5,200
421878	Cortez Park and Fire Station 2	Main Entrance	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
421897	Cortez Park and Fire Station 2	Patio	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458
421898	Cortez Park and Fire Station 2	Patio	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458
421906	Cortez Park and Fire Station 2	Rear Exit	Curb Ramp	1	CALIFORNIA: The curb ramp run does not have a compliant detectable warning.	$840
421911	Cortez Park and Fire Station 2	Garage Door 2	Door	1	The threshold at the accessible door is greater than ½" in height.	$224
421553	Cortez Park and Fire Station 2	P1A	Parking Space - Van	1	CALIFORNIA: The van parking aisle slope is greater than 1:48 (2.08%).	$6,250
421523	Cortez Park and Fire Station 2	P2 A	Parking Space-Van	1	CALIFORNIA: The van parking stall slope is greater than 1:48 (2.08%).	$7,875
421570	Cortez Park and Fire Station 2	P2A	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
421571	Cortez Park and Fire Station 2	P2B	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
421572	Cortez Park and Fire Station 2	P1A	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
421573	Cortez Park and Fire Station 2	P2C	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
421574	Cortez Park and Fire Station 2	P2D	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
421575	Cortez Park and Fire Station 2	P1A	Parking Space - Car	1	CALIFORNIA: The car parking aisle slope is greater than 1:48 (2.08%).	$6,500
421576	Cortez Park and Fire Station 2	P2C	Parking Space - Car	1	CALIFORNIA: The car parking aisle slope is greater than 1:48 (2.08%).	$6,499
421577	Cortez Park and Fire Station 2	P1A	Parking Space - Car	1	CALIFORNIA: The car aisle markings are not compliant.	$525
421578	Cortez Park and Fire Station 2	P2C	Parking Space - Car	1	CALIFORNIA: The car aisle markings are not compliant.	$525

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
421579	Cortez Park and Fire Station 2	P2ABCD	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$350
421558	Cortez Park and Fire Station 2	P1A, B, E	Parking Space - Van	1	CALIFORNIA: Signage is not provided at the van accessible space, or the existing signage is not compliant.	$350
421590	Cortez Park and Fire Station 2	P2 Blended Transition	Exterior Accessible Rou	1	CALIFORNIA: The hazardous vehicular area does not have a detectable warning or the existing detectable warning is not compliant.	$672
421592	Cortez Park and Fire Station 2	P4 Fire Station 2	Parking Space - Van	1	CALIFORNIA: The van parking stall slope is greater than 1:48 (2.08%).	$7,875
421593	Cortez Park and Fire Station 2	P4 Fire Station 2	Parking Space - Van	1	CALIFORNIA: The van parking aisle slope is greater than 1:48 (2.08%).	$6,500
421594	Cortez Park and Fire Station 2	P4 Fire Station 2	Parking Space - Van	1	CALIFORNIA: The van aisle markings are not compliant.	$525
421598	Cortez Park and Fire Station 2	P3A	Parking Space - Van	1	CALIFORNIA: The van aisle markings are not compliant.	$525
421599	Cortez Park and Fire Station 2	P3A	Parking Space - Van	1	CALIFORNIA: The parking stall is less than the required minimum length of 216" (18').	$525
421600	Cortez Park and Fire Station 2	P3A	Parking Space - Van	1	CALIFORNIA: The parking stall is less than the required minimum length of 216" (18').	$525
421601	Cortez Park and Fire Station 2	P3B	Parking Space - Van	1	CALIFORNIA: The parking stall is less than the required minimum length of 216" (18').	$525
421602	Cortez Park and Fire Station 2	P3B	Parking Space - Van	1	CALIFORNIA: The van parking aisle slope is greater than 1:48 (2.08%).	$7,875
421603	Cortez Park and Fire Station 2	P3AB	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$350
422372	Walmerado Park	Accessible Parking Stall P2A	Parking Space - Van	1	CALIFORNIA: Signage is not provided at the van accessible space, or the existing signage is not compliant.	$350
422373	Walmerado Park	Accessible Parking Stall P2B	Parking Space - Van	1	CALIFORNIA: Signage is not provided at the van accessible space, or the existing signage is not compliant.	$350
422319	Walmerado Park	Accessible Parking Stall P1B	Parking Space - Car	1	CALIFORNIA: The car parking stall markings are not compliant.	$525

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
422320	Walmerado Park	Accessible Parking Stall P1A	Parking Space - Car	1	CALIFORNIA: The car aisle markings are not compliant.	$525
422321	Walmerado Park	Accessible Parking Stall P1A	Parking Space - Car	1	CALIFORNIA: The car parking stall markings are not compliant.	$525
422322	Walmerado Park	Accessible Parking Stall P1A	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
422323	Walmerado Park	Accessible Parking Stall P1A	Parking Space - Van	1	CALIFORNIA: Signage is not provided at the van accessible space, or the existing signage is not compliant.	$350
422383	Walmerado Park	Building BD1 Snack Bar	Counter	2	The sales or service counter does not have an accessible portion with maximum 36" height surface above finish floor or ground.	$14,286
422335	Walmerado Park	Building BD1 Kitchen	Counter	2	The sales or service counter does not have an accessible portion with maximum 36" height surface above finish floor or ground.	$7,519
422336	Walmerado Park	BD1 Snack Bar	Shelving	2	The height of the shelving is not within reach range.	$3,378
422342	Walmerado Park	BD1 Kitchen	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
422345	Walmerado Park	BD1 Kitchen	Shelving	2	The height of the shelving is not within reach range.	$633
422346	Walmerado Park	BD1 Kitchen	Shelving	2	The height of the shelving is not within reach range.	$633
422347	Walmerado Park	BD1 Kitchen	Shelving	2	The height of the shelving is not within reach range.	$1,689
422349	Walmerado Park	BD1 Kitchen	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
422354	Walmerado Park	BD1 Entrance EN1	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$200
422358	Walmerado Park	BD1 Snack Bar	Shelving	2	The height of the shelving is not within reach range.	$1,056
421530	Cortez Park and Fire Station 2	BF 1 East and West	Bleacher Seating	2	The wheelchair space is not the minimum required dimensions at the bleacher seating for the baseball field.	$600
421534	Cortez Park and Fire Station 2	BF 1 Dug Out walkway East	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$400
421538	Cortez Park and Fire Station 2	BF 1 Dug Out West	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$200
421540	Cortez Park and Fire Station 2	Batting Cage	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$200

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
421546	Cortez Park and Fire Station 2	BF 2	Gate	2	The gate does not have a smooth surface within 10" of the ground.	$1,400
421561	Cortez Park and Fire Station 2	Football Ticket Stand	Counter	2	The sales or service counter does not have an accessible portion with maximum 36" height surface above finish floor or ground.	$9,024
421522	Cortez Park and Fire Station 2	BF Concession Stand	Counter	2	The sales or service counter does not have an accessible portion with maximum 36" height surface above finish floor or ground.	$4,512
421110	Gingrich Park	Playground 1 (PG-1)	Play Component	2	The number of existing ground level components is less than the required minimum.	$0
421111	Gingrich Park	Playground 1 (PG-1)	Play Component	2	The number of existing types of ground level components is less than the required minimum.	$0
421114	Gingrich Park	Park Main Entrance	Reach Range	2	Operable parts or items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$500
421117	Gingrich Park	Picnic Shelter 1 (PS-1)	Grill	2	The grill cooking surface is lower than 15" or higher than 34" height above ground.	$1,250
421123	Gingrich Park	Picnic Shelter 3 (PS-3)	Picnic Table	2	Clear ground space around the picnic table is less than 36" wide.	$125
421125	Gingrich Park	Playground 1 (PG-1)	Exterior Accessible Rou	2	An accessible route to at least one of each type of ground component within the play area has not been provided.	$900
421127	Gingrich Park	Playground 1 (PG-1)	Transfer System	2	A means of support is not provided at the transfer platform and/or transfer steps.	$619
421128	Gingrich Park	Playground 1 (PG-1)	Transfer System	2	A means of support is not provided at the transfer platform and/or transfer steps.	$1,856
421129	Gingrich Park	Playground 1 (PG-1)	Exterior Accessible Rou	2	An accessible route to at least one of each type of ground component within the play area has not been provided.	$2,500
421133	Gingrich Park	Men & Women Restroom Building	Vending Machine	2	The vending machines are not accessible.	$4,068
422037	Woodgrove Park	Playground 1 (PG-1)	Bench	2	An adjacent clear space is not provided at the bench.	$300
422046	Woodgrove Park	Playground 1 (PG-1)	Ground Surface - Poure	2	The ground surface has not been inspected and maintained regularly.	$3,600
422047	Woodgrove Park	Playground 1 (PG-1)	Transfer System	2	A means of support is not provided at the transfer platform and/or transfer steps.	$1,856

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
422050	Woodgrove Park	Playground 1 (PG-1)	Exterior Accessible Rou	2	An accessible route to at least one of each type of ground component within the play area has not been provided.	$6,563
422019	Woodgrove Park	Playground 1 (PG-1)	Play Component	2	The number of existing ground level components is less than the required minimum.	$0
422020	Woodgrove Park	Playground 1 (PG-1)	Play Component	2	The number of existing types of ground level components is less than the required minimum.	$0
422021	Woodgrove Park	Park Entrance 1 (PE-1)	Reach Range	2	Operable parts or items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$250
422394	Walmerado Park	Athletic Field AF1	Bleacher Seating	2	The required number of wheelchair spaces is not provided at the bleacher seating for the ball field.	$1,500
422397	Walmerado Park	Picnic Area PA4	Picnic Table	2	Clear ground space around the picnic table is less than 36" width.	$3,000
422400	Walmerado Park	Picnic Area PA2	Picnic Table	2	Clear ground space around the picnic table is less than 36" width.	$1,344
422403	Walmerado Park	Picnic Area PA1	Picnic Table	2	Clear ground space around the picnic table is less than 36" width.	$3,000
422409	Walmerado Park	Picnic Area PA3	Picnic Table	2	Clear ground space around the picnic table is less than 36" width.	$3,000
422411	Walmerado Park	Picnic Area PA3	Picnic Table	2	Clear ground space around the picnic table is less than 36" width.	$3,000
422384	Walmerado Park	Stair ST1	Stairs	2	CALIFORNIA: The stair handrail extensions are not compliant.	$408
422389	Walmerado Park	Stair ST2	Stairs	2	CALIFORNIA: The stair handrail extensions are not compliant.	$408
421877	Cortez Park and Fire Station 2	Main Entrance	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$1,250
421879	Cortez Park and Fire Station 2	Main Entrance Office	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$625
421880	Cortez Park and Fire Station 2	Main Office, Garage, Patio, Exercise Room	Door	2	The bottom of the door vision light is higher than 43" and less than 66".	$3,250
421881	Cortez Park and Fire Station 2	Main Office, Dorm Room 1,2,3,4 and 5, Patio	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$875
421896	Cortez Park and Fire Station 2	Kitchen	Sink	2	The accessible sink is not installed with the front of the higher of the rim or counter surface 34" maximum above finished floor.	$900

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
421899	Cortez Park and Fire Station 2	Garage Exit Doors	Door	2	The bottom of the door vision light is higher than 43" and less than 66".	$9,750
421904	Cortez Park and Fire Station 2	Rear Exit	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$625
421905	Cortez Park and Fire Station 2	Rear Exit	Building Entrance - Doo	2	The bottom of the entry door vision light is higher than 43".	$3,250
422374	Walmerado Park	BD1 Women's Restroom	Restroom/Bathroom - S	3	CALIFORNIA: The women's restroom does not have compliant signage at the door.	$138
422376	Walmerado Park	BD1 Women's Restroom	Restroom/Bathroom -	3	The wheelchair stall door is not self closing.	$366
422377	Walmerado Park	BD1 Women's Restroom	Restroom/Bathroom - V	3	The height of the water closet is not 17" minimum to 19" maximum above finished floor.	$788
422378	Walmerado Park	BD1 Women's Restroom	Restroom/Bathroom - V	3	The rear grab bar at the water closet is not compliant.	$444
422379	Walmerado Park	BD1 Men's Restroom	Restroom/Bathroom - S	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138
421531	Cortez Park and Fire Station 2	BF 1 East and West	Drinking Fountain/Wat	3	CALIFORNIA: The drinking fountain is located on a wall or post-mounted cantilevered, but is not minimum 18" and maximum 19" in depth.	$8,000
421532	Cortez Park and Fire Station 2	BF 1	Drinking Fountain/Wat	3	CALIFORNIA: The minimum number of drinking fountains is not provided.	$8,000
421539	Cortez Park and Fire Station 2	Batting Cage	Exterior Accessible Rou	3	The amenity is not located on an accessible route.	$15,000
421544	Cortez Park and Fire Station 2	BF 2	Drinking Fountain/Wat	3	CALIFORNIA: The drinking fountain is located on a wall or post-mounted cantilevered, but is not minimum 18" and maximum 19" in depth.	$8,000
421545	Cortez Park and Fire Station 2	BF 2	Drinking Fountain/Wat	3	CALIFORNIA: The minimum number of drinking fountains is not provided.	$8,000
421564	Cortez Park and Fire Station 2	Upper Level Picnic Area 2	Drinking Fountain/Wat	3	CALIFORNIA: The drinking fountain is not located completely within alcoves, positioned completely between wing walls, or otherwise positioned so as not to encroach into pedestrian ways.	$8,000

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
421565	Cortez Park and Fire Station 2	Upper Level Picnic Area 2	Drinking Fountain/Wat	3	CALIFORNIA: The minimum number of drinking fountains is not provided.	$8,000
421497	Cortez Park and Fire Station 2	RR1 Mens	Restroom/Bathroom - '	3	The side grab bar at the water closet is not compliant.	$444
421503	Cortez Park and Fire Station 2	RR1 Women	Restroom/Bathroom - '	3	The rear grab bar at the water closet is not compliant.	$444
421504	Cortez Park and Fire Station 2	RR1 Mens	Restroom/Bathroom - '	3	CALIFORNIA: The centerline of the toilet in the wheelchair stall or single-user restroom is not 17" minimum to 18" maximum from the sidewall.	$1,710
421505	Cortez Park and Fire Station 2	RR1 Mens	Restroom/Bathroom -	3	The wheelchair stall door is not self closing.	$366
421506	Cortez Park and Fire Station 2	RR1 Mens	Restroom/Bathroom -	3	The hardware at the wheelchair stall door is not compliant.	$366
421507	Cortez Park and Fire Station 2	RR1 Women	Restroom/Bathroom - '	3	The side grab bar at the water closet is not compliant.	$444
421508	Cortez Park and Fire Station 2	RR1 Women	Restroom/Bathroom -	3	The wheelchair stall door is not self closing.	$366
421509	Cortez Park and Fire Station 2	RR1 Women	Controls And Dispense	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$250
421510	Cortez Park and Fire Station 2	RR1 Women	Controls And Dispense	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$625
421511	Cortez Park and Fire Station 2	RR1	Drinking Fountain/Wat	3	CALIFORNIA: The drinking fountain is not located completely within alcoves, positioned completely between wing walls, or otherwise positioned so as not to encroach into pedestrian ways.	$8,000
421519	Cortez Park and Fire Station 2	Covered Picnic Area	Drinking Fountain/Wat	3	CALIFORNIA: The drinking fountain is not located completely within alcoves, positioned completely between wing walls, or otherwise positioned so as not to encroach into pedestrian ways.	$1,000
421520	Cortez Park and Fire Station 2	Covered Picnic Area	Drinking Fountain/Wat	3	CALIFORNIA: The drinking fountain is not automatically activated or the location of the manual activation is neither the front or side 6" maximum from the front.	$800

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
421521	Cortez Park and Fire Station 2	Horseshoe Court	Exterior Accessible Rou	3	The amenity is not located on an accessible route.	$15,000
421113	Gingrich Park	Picnic Area 1 (PA-1)	Picnic Table	3	CALIFORNIA: A compliant picnic table is not provided.	$1,625
421119	Gingrich Park	Drinking Fountain 1 (DF-1)	Drinking Fountain/Wat	3	CALIFORNIA: The drinking fountain is located on a wall or post-mounted cantilevered, but is not minimum 18" and maximum 19" in depth.	$0
421121	Gingrich Park	Picnic Shelter 2 (PS-2)	Picnic Table	3	CALIFORNIA: A compliant picnic table is not provided.	$1,625
421130	Gingrich Park	Drinking Fountain 2 (DF-2)	Drinking Fountain/Wat	3	CALIFORNIA: The drinking fountain is not located completely within alcoves, positioned completely between wing walls, or otherwise positioned so as not to encroach into pedestrian ways.	$1,000
421131	Gingrich Park	Drinking Fountain 2 (DF-2)	Drinking Fountain/Wat	3	CALIFORNIA: The drinking fountain is located on a wall or post-mounted cantilevered, but is not minimum 18" and maximum 19" in depth.	$0
422038	Woodgrove Park	Picnic Area 1 (PA-1)	Picnic Table	3	CALIFORNIA: A compliant picnic table is not provided.	$1,625
422022	Woodgrove Park	Park Entrance 1 (PE-1)	Clear Space	3	Clear space is not provided at the operable part.	$300
422024	Woodgrove Park	Drinking Fountain 1 (DF-1)	Drinking Fountain/Wat	3	CALIFORNIA: The drinking fountain is not located completely within alcoves, positioned completely between wing walls, or otherwise positioned so as not to encroach into pedestrian ways.	$0
422025	Woodgrove Park	Drinking Fountain 1 (DF-1)	Drinking Fountain/Wat	3	CALIFORNIA: The drinking fountain is located on a wall or post-mounted cantilevered, but is not minimum 18" and maximum 19" in depth.	$10,000
422395	Walmerado Park	Picnic Area PA4	Picnic Table	3	CALIFORNIA: A compliant picnic table is not provided.	$1,625
422399	Walmerado Park	Picnic Area PA2	Picnic Table	3	CALIFORNIA: A compliant picnic table is not provided.	$1,625
422402	Walmerado Park	Picnic Area PA1	Picnic Table	3	CALIFORNIA: A compliant picnic table is not provided.	$1,625
421882	Cortez Park and Fire Station 2	RR1	Restroom/Bathroom -	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
421883	Cortez Park and Fire Station 2	RR1	Restroom/Bathroom -	3	The lavatory is mounted higher than 34" to the higher of the rim or counter.	$900
421884	Cortez Park and Fire Station 2	RR1	Restroom/Bathroom -	3	CALIFORNIA: The roll-in shower stall is not compliant.	$2,813
421885	Cortez Park and Fire Station 2	RR1	Restroom/Bathroom -	3	CALIFORNIA: The controls, faucets, and shower spray unit are not compliant.	$813

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
421886	Cortez Park and Fire Station 2	RR1	Restroom/Bathroom -	3	The wheelchair stall with a wall mounted water closet, in a multi-stall restroom, is less than 60" wide and 56" deep.	$1,710
421887	Cortez Park and Fire Station 2	RR1	Restroom/Bathroom -	3	The rear grab bar at the water closet is not compliant.	$444
421888	Cortez Park and Fire Station 2	RR2 Mens	Restroom/Bathroom -	3	The roll-in shower stall is not compliant.	$5,938
421889	Cortez Park and Fire Station 2	RR2 Mens	Restroom/Bathroom -	3	The urinal dimensions are not compliant.	$1,169
421890	Cortez Park and Fire Station 2	RR2 Mens	Restroom/Bathroom	3	The entire restroom is not compliant due to limited room dimensions.	$15,000
421891	Cortez Park and Fire Station 2	RR2 Mens	Restroom/Bathroom -	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
421892	Cortez Park and Fire Station 2	RR2 Mens	Restroom/Bathroom -	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
421893	Cortez Park and Fire Station 2	RR2 Mens	Restroom/Bathroom -	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138
421895	Cortez Park and Fire Station 2	Kitchen	Sink	3	CALIFORNIA: The sink does not have the required clear floor space of minimum 30" by minimum 48" for a forward approach with knee and toe clearance.	$2,813
421900	Cortez Park and Fire Station 2	Garage	Drinking Fountain/Wat	3	CALIFORNIA: The minimum number of drinking fountains is not provided.	$3,132
422412	Woodgrove Park	Men Restroom	Restroom/Bathroom-S	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138
422028	Woodgrove Park	Women Restroom	Restroom/Bathroom -	3	CALIFORNIA: The women's restroom does not have compliant signage at the door.	$138
422029	Woodgrove Park	Men & Women Restroom	Restroom/Bathroom-D	3	The wheelchair stall door is not self closing.	$733
422030	Woodgrove Park	Men & Women Restroom	Restroom/Bathroom-D	3	The hardware at the wheelchair stall door is not compliant.	$733

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
422031	Woodgrove Park	Men & Women Restroom	Restroom/Bathroom -	3	The side grab bar at the water closet is not compliant.	$888
422032	Woodgrove Park	Women Restroom	Restroom/Bathroom -	3	CALIFORNIA: The wheelchair stall with out-swinging door does not have the required dimensions.	$1,375
422033	Woodgrove Park	Men & Women Restroom	Restroom/Bathroom -	3	CALIFORNIA: The centerline of the toilet in the wheelchair stall or single-user restroom is not 17" minimum to 18" maximum from the sidewall.	$3,420
422034	Woodgrove Park	Men & Women Restroom	Controls And Dispense	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$500
421134	Gingrich Park	Men & Women Restroom	Restroom/Bathroom-D	3	The wheelchair stall door is not self closing.	$733
421135	Gingrich Park	Men & Women Restroom	Restroom/Bathroom-D	3	The hardware at the wheelchair stall door is not compliant.	$733
421136	Gingrich Park	Men & Women Restroom	Restroom/Bathroom -	3	The coat hook is not within an allowable reach range.	$288
421137	Gingrich Park	Men & Women Restroom	Restroom/Bathroom -	3	The side grab bar at the water closet is not compliant.	$888
421138	Gingrich Park	Men & Women Restroom	Restroom/Bathroom -	3	CALIFORNIA: The centerline of the toilet in the wheelchair stall or single-user restroom is not 17" minimum to 18" maximum from the sidewall.	$3,420
421139	Gingrich Park	Men & Women Restroom	Controls And Dispense	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$500
421140	Gingrich Park	Mens Restroom	Restroom/Bathroom -	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138
421141	Gingrich Park	Women Restroom	Restroom/Bathroom -	3	CALIFORNIA: The women's restroom does not have compliant signage at the door.	$138
422393	Walmerado Park	School District Park	Amenity Not Evaluated	4	The amenity cannot be accessed and, therefore, cannot be evaluated.	$0
421512	Cortez Park and Fire Station 2	RR1	Drinking Fountain/Wat	4	The minimum number and types of drinking fountains are not provided.	$8,000
421118	Gingrich Park	Drinking Fountain 1 (DF-1)	Drinking Fountain/Wat	4	A clear space is not positioned at the lower level drinking fountain for a forward approach and centered on the unit.	$300

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
421120	Gingrich Park	Drinking Fountain 1 (DF-1)	Drinking Fountain/Wat	4	The minimum number and types of drinking fountains are not provided.	$4,698
421132	Gingrich Park	Drinking Fountain 2 (DF-2)	Drinking Fountain/Wat	4	A clear space is not positioned at the lower level drinking fountain for a forward approach and centered on the unit.	$300
422026	Woodgrove Park	Drinking Fountain 1 (DF-1)	Drinking Fountain/Wat	4	A clear space is not positioned at the lower level drinking fountain for a forward approach and centered on the unit.	$300
422027	Woodgrove Park	Drinking Fountain 1 (DF-1)	Drinking Fountain/Wat	4	The spout of the standing height drinking fountain is not between 38" minimum and 43" maximum.	$3,131
421902	Cortez Park and Fire Station 2	Garage	Drinking Fountain/Wat	4	A clear space is not positioned at the lower level drinking fountain for a forward approach and centered on the unit.	$433
421591	Cortez Park and Fire Station 2	P4 Fire Station 2	Parking Space - Genera	4	CALIFORNIA: The parking facility does not have facility entrance/ accessible parking signage indicating that accessible parking violators will be towed, or the existing signage is not compliant.	$350
421526	Cortez Park and Fire Station 2	Concession Stand	Stairs	5	Handrails are not compliant.	$10,608
421527	Cortez Park and Fire Station 2	Concession Stand	Stairs	5	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$660
421528	Cortez Park and Fire Station 2	Concession Stand	Stairs	5	Steps do not have uniform and compliant riser heights and/or tread depths.	$1,440
421560	Cortez Park and Fire Station 2	Football Stand	Stairs	5	Handrails are not compliant.	$16,320
421567	Cortez Park and Fire Station 2	Lower to Upper Level Stairs	Stairs	5	CALIFORNIA: The top of the stair flight and all stair treads do not have a stripe which provides visual contrast of dark-on-light or light-on-dark distinguished from the remainder of the surface.	$1,549
421569	Cortez Park and Fire Station 2	Lower to Upper Level Stairs	Stairs	5	CALIFORNIA: The stair handrail extensions are not compliant.	$2,040
421903	Cortez Park and Fire Station 2	Garage Door 1	Ramp	5	The ramp running slope exceeds 1:12 (8.33%).	$6,624

PHASE THREE BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
421907	Cortez Park and Fire Station 2	Rear Exit	Curb Ramp	5	CALIFORNIA: The exterior curb ramp clear width is less than 48".	$2,188
421908	Cortez Park and Fire Station 2	Garage Door 2	Ramp	5	The ramp running slope exceeds 1:12 (8.33%).	$6,624
421909	Cortez Park and Fire Station 2	Garage Door 2	Ramp	5	Handrail heights are not compliant.	$3,264
421910	Cortez Park and Fire Station 2	Garage Door 1	Ramp	5	Handrail heights are not compliant.	$3,264
421912	Cortez Park and Fire Station 2	Garage Door 1	Door	5	The threshold at the accessible door is greater than ½" in height.	$224
422051	Woodgrove Park	Men & Women Restroom Building	Building Entrance - Doc	5	CALIFORNIA: The hardware at the accessible door is not compliant.	$845
					Total Barriers: 282, Total Cost: $929,808	

PHASE FOUR BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
429618	Fire Station 5	Locker Room Door South Door	Amenity Not Evaluated	0	The amenity cannot be accessed and, therefore, cannot be evaluated.	$0
422192	City Yard	Building 1 Kitchen	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$625
422209	City Yard	Building 1 Entrance Doors	Building Entrance - Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$1,373
422178	City Yard	Building 1 Public Entrance	Building Entrance - Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$845
422181	City Yard	Building 1 Public Entrance	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$125
422171	City Yard	Building 2 Maintenance Shop Buildings	Building Entrance - Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$2,535
422172	City Yard	Building 2 Maintenance Shop Buildings	Building Entrance - Door	1	CALIFORNIA: Maneuvering clearance at the exterior side of the pull door with frontal approach is not level and clear.	$3,125
422173	City Yard	Building 2 Maintenance Shop Buildings	Building Entrance - Door	1	The threshold at the accessible door is greater than ½" in height.	$671
422174	City Yard	Building 2 Maintenance Shop Buildings (Southeast Entrance)	Building Entrance - Door	1	CALIFORNIA: The maneuvering clearance at the entry door is not compliant.	$2,188
422211	City Yard	Building 2 Maintenance Shop Buildings	Door	1	The door has less than 32" clear width and/or less than 80" head clearance.	$22,750
422177	City Yard	Building 3	Building Entrance - Door	1	CALIFORNIA: Maneuvering clearance at the exterior side of the pull door with frontal approach is not level and clear.	$1,563
430009	Fire Station 4	Accessible Route From Accessible Parking	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$3,000
430010	Fire Station 4	Accessible Route From Accessible Parking	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$14,000

PHASE FOUR BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
430011	Fire Station 4	Accessible Parking Space	Parking Space - Car	1	CALIFORNIA: The car stall slope is greater than 1:48 (2.08%).	$7,875
430012	Fire Station 4	Accessible Parking Space	Parking Space - Car	1	CALIFORNIA: The car parking stall markings are not compliant.	$525
430013	Fire Station 4	Accessible Parking Space	Parking Space - Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$350
430014	Fire Station 4	Accessible Parking Space	Parking Space - Car	1	CALIFORNIA: A car accessible stall and adjacent aisle are not provided.	$6,250
430015	Fire Station 4	Accessible Route From Accessible Parking	Exterior Accessible Route	1	CALIFORNIA: The hazardous vehicular area does not have a detectable warning or the existing detectable warning is not compliant.	$672
430016	Fire Station 4	Accessible Route From City Sidewalk	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$9,000
430017	Fire Station 4	Accessible Route From City Sidewalk	Exterior Accessible Route	1	CALIFORNIA: The hazardous vehicular area does not have a detectable warning or the existing detectable warning is not compliant.	$6,720
430019	Fire Station 4	Facility Entrance	Building Entrance - Door	1	CALIFORNIA: Maneuvering clearance at the exterior side of the pull door with frontal approach is not level and clear.	$1,563
429594	Fire Station 5	Accessible Route From City Sidewalk	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$4,000
429595	Fire Station 5	Facility Entrance	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$250
429596	Fire Station 5	Facility Entrance	Building Entrance - Door	1	The threshold at the accessible door is greater than ½" in height.	$224
429783	Fire Station 5	Break Room Exit Door	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
429646	Fire Station 5	Break Room Exit Door	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route is less than 48" wide.	$5,000
433820	Fire Station 5	Rear Parking	Parking Space-Van	1	CALIFORNIA: A van space and adjacent van aisle are not provided.	$1,050
421706	Fire Station 3	P1A	Parking Space - Van	1	CALIFORNIA: The van aisle markings are not compliant.	$525
421700	Fire Station 3	P1A	Parking Space - Van	1	CALIFORNIA: The van aisle markings are not compliant.	$525
421697	Fire Station 3	P1A	Parking Space - Van	1	Compliant signage is not provided at the van space.	$350
421698	Fire Station 3	P1A	Parking Space - Van	1	CALIFORNIA: The van parking stall slope is greater than 1:48 (2.08%).	$7,875

PHASE FOUR BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
421720	Fire Station 3	Front Entrance	Building Entrance - Door	1	The maneuvering clearance at the accessible door is not level and clear.	$1,563
421718	Fire Station 3	Rear Entrance	Building Entrance - Door	1	The maneuvering clearance at the accessible door is not level and clear.	$1,563
421716	Fire Station 3	Entrance Walkway	Exterior Accessible Route	1	CALIFORNIA: The exterior accessible route has slopes in excess of maximum 1:20 (5%) running slope and/or maximum 1:48 (2.08)% cross slope.	$2,750
421713	Fire Station 3	CR1	Curb Ramp	1	CALIFORNIA: The exterior curb ramp clear width is less than 48".	$2,818
421714	Fire Station 3	CR1	Curb Ramp	1	CALIFORNIA: The curb ramp has non-compliant slopes.	$2,818
421722	Fire Station 3	Front Entrance	Building Entrance - Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
421695	Fire Station 3	CR1	Curb Ramp	1	CALIFORNIA: The exterior curb ramp clear width is less than 48".	$2,188
430020	Fire Station 4	Facility Entrance	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$0
430021	Fire Station 4	Facility Entrance	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
430022	Fire Station 4	Facility Entrance	Door	1	The door has less than 32" clear width.	$3,250
430023	Fire Station 4	Facility Entrance	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$250
430024	Fire Station 4	Office	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
430025	Fire Station 4	Office	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$625
430027	Fire Station 4	Office	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
430029	Fire Station 4	Kitchen	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$625
430030	Fire Station 4	Kitchen	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$625

PHASE FOUR BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
430031	Fire Station 4	Kitchen	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$625
430032	Fire Station 4	Kitchen Exterior Door	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458
430033	Fire Station 4	Kitchen Exterior Door	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$0
430034	Fire Station 4	Kitchen Exterior Door	Door	1	The door does not have 80" minimum head clearance from finish floor, excluding door closer hinged bar and door stops which can be 78" minimum.	$350
430035	Fire Station 4	Kitchen	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$125
430040	Fire Station 4	Door Near Office Leading To Apparatus Floor	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458
430041	Fire Station 4	Door Near Office Leading To Apparatus Floor	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$0
430042	Fire Station 4	Door Near Office Leading To Apparatus Floor	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
430044	Fire Station 4	Door Leading To Dorms	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
430045	Fire Station 4	Dorm Room Doors	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$0
430046	Fire Station 4	Dorm Room Doors	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$1,373
430049	Fire Station 4	Door Leading to Dorm Room Suite	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
430050	Fire Station 4	Dorm Room Doors	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
430051	Fire Station 4	Door Near Dorms Leading To Apparratus	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$1,563

PHASE FOUR BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
430053	Fire Station 4	Door Near Dorms Leading To Apparratus	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
430054	Fire Station 4	Door Near Dorms Leading To Apparratus	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458
430055	Fire Station 4	Door Near Dorms Leading To Apparratus	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$0
421775	Fire Station 3	Lounge Exit Door	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
421776	Fire Station 3	Front Entrance	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
421777	Fire Station 3	Front Entrance	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458
421749	Fire Station 3	Lounge	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$250
421750	Fire Station 3	Lounge	Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$733
421752	Fire Station 3	Lounge Exit Door	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458
421754	Fire Station 3	Lounge Exit Door	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
421755	Fire Station 3	Garage Door	Interior Door	1	CALIFORNIA: Maneuvering clearance at the door is not level and clear.	$1,563
421770	Fire Station 3	Kitchen	Interior Access Route	1	CALIFORNIA: The width of the aisle is not compliant.	$1,170
421771	Fire Station 3	Office Garage Door	Interior Door	1	CALIFORNIA: Maneuvering clearance at the door is not level and clear.	$1,563
421773	Fire Station 3	Lounge Exit Door	Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$366
429597	Fire Station 5	Office Vestibule Door	Door	1	The push side of the accessible door does not have the required maneuvering clearances.	$1,563
429598	Fire Station 5	Facility Entrance	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458

PHASE FOUR BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
429599	Fire Station 5	Facility Entrance	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$0
429602	Fire Station 5	Office Vestibule Door	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$0
429603	Fire Station 5	Office Vestibule Door	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
429606	Fire Station 5	Door Near Office Leading To Apparatus	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458
429608	Fire Station 5	Dorm Room 1	Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$366
429609	Fire Station 5	Dorm Room 2	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
429610	Fire Station 5	Dorm Room Vestibule	Protruding Object	1	Protruding objects in the 27" to 80" range above finished floor protrude more than 4" into the circulation path along the interior accessible route.	$910
429613	Fire Station 5	Door Leading To Apparatus Near Dorm Room	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
429614	Fire Station 5	Door Leading To Apparatus Near Dorm Room	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$458
429615	Fire Station 5	Door Leading To Apparatus Near Dorm Room	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
429634	Fire Station 5	Door Room 3	Door	1	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
429637	Fire Station 5	Rear Entry Door	Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$366
429638	Fire Station 5	Rear Entry Door	Door	1	The opening force required to open the accessible, hinged, non-fire door is more than 5 pounds.	$0

PHASE FOUR BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
429639	Fire Station 5	Rear Entry Door	Door	1	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$458
429640	Fire Station 5	Accessible Route From Rear Entry Door	Interior Access Route	1	The accessible route has vertical level changes in excess of ½" which are not ramped.	$250
429645	Fire Station 5	Break Room	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$250
422160	City Yard	Stair 1 (ST-1)	Stairs	1	Steps do not have uniform and compliant riser heights and/or tread depths.	$1,913
422953	City Yard	Parking Lot 1	Parking Space-Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$700
422954	City Yard	Parking Lot 2	Parking Space-Van	1	CALIFORNIA: Signage is not provided at the van accessible space, or the existing signage is not compliant.	$350
422955	City Yard	Parking Lot 3	Parking Space - Van	1	CALIFORNIA: A van space and adjacent van aisle are not provided.	$1,050
422956	City Yard	Parking Lot 3	Parking Space-Car	1	CALIFORNIA: Signage is not provided at the standard accessible space, or the existing signage is not compliant.	$350
422151	City Yard	Parking Lot 1	Parking Space - Car	1	CALIFORNIA: A car accessible stall and adjacent aisle are not provided.	$2,100
422152	City Yard	Parking Lot 1 Stall P1-A & P1-B	Parking Space - Van	1	CALIFORNIA: Signage is not provided at the van accessible space, or the existing signage is not compliant.	$700
422153	City Yard	Parking Lot 1 Stall P1-A & P1-B	Parking Space - Van	1	CALIFORNIA: The van parking stall slope is greater than 1:48 (2.08%).	$15,750
422154	City Yard	Parking Lot 1 Stall P1-A & P1-B	Parking Space - Van	1	CALIFORNIA: The van parking aisle slope is greater than 1:48 (2.08%).	$6,250
422155	City Yard	Parking Lot 1 Stall P1-A & P1-B	Parking Space - Van	1	CALIFORNIA: The van aisle markings are not compliant.	$525
422156	City Yard	Parking Lot 1 Stall P1-A & P1-B	Parking Space - Van	1	CALIFORNIA: The van parking stall markings are not compliant.	$1,050
422157	City Yard	Curb Ramp 1 (CR-1)	Curb Ramp	1	CALIFORNIA: The parallel curb ramp is not compliant, or is required but not provided.	$2,188
422175	City Yard	Ramp 1 (R-1)	Ramp	1	CALIFORNIA: The exterior ramp is less than 48" wide.	$6,165

PHASE FOUR BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
422167	City Yard	Parking Lot 3	Parking Space - Van	1	CALIFORNIA: A van space and adjacent van aisle are not provided.	$1,050
422168	City Yard	Parking Lot 3	Parking Space - Car	1	CALIFORNIA: A car accessible stall and adjacent aisle are not provided.	$1,050
422161	City Yard	Parking Lot 2	Parking Space - Van	1	CALIFORNIA: A van space and adjacent van aisle are not provided.	$1,050
422184	City Yard	Throughout Buildings	Door	1	CALIFORNIA: The hardware at the accessible door is not compliant.	$9,523
422185	City Yard	Throughout Buildings	Controls And Dispensers	1	The height of controls throughout the common area are not compliant.	$4,000
422188	City Yard	Building 1 Conference/Training Room	Assembly Area	2	An assistive listening system is required, but not provided.	$625
422193	City Yard	Building 1 Kitchenette	Sink	2	The accessible sink is not installed with the front of the higher of the rim or counter surface 34" maximum above finished floor.	$900
422203	City Yard	Building 1 Women's Restroom	Protruding Object	2	The restroom circulation path is not free of objects protruding more than 4" from wall in the space between 27" and 80" height above finish floor.	$250
422179	City Yard	Building 1 Public Entrance Lobby	Counter	2	The sales or service counter does not have an accessible portion with maximum 36" height surface above finish floor or ground.	$2,256
422182	City Yard	Building 1 North Entrance Lobby	Counter	2	The sales or service counter does not have an accessible portion with maximum 36" height surface above finish floor or ground.	$2,256
422186	City Yard	Building 1	Vending Machine	2	The vending machines have operable parts which are not within reach range.	$4,068
422176	City Yard	Building 3	Building Entrance - Door	2	The bottom of the entry door vision light is higher than 43".	$3,250
421723	Fire Station 3	Front Entrance	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$500
430026	Fire Station 4	Office	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$116
430028	Fire Station 4	Kitchen	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
430047	Fire Station 4	Dorm Room Doors	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$465

PHASE FOUR BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
430048	Fire Station 4	Dorm Room Doors	Door	2	The bottom of the door vision light is higher than 43" and less than 66".	$6,500
430052	Fire Station 4	Door Near Dorms Leading To Apparratus	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$116
430060	Fire Station 4	Men's Multi-User	Restroom/Bathroom-Unisex	2	The slope of the floor surface is greater than 2% cross or 5% running	$1,066
430076	Fire Station 4	Single User Unisex	Protruding Object	2	The restroom circulation path is not free of objects protruding more than 4" from wall in the space between 27" and 80" height above finish floor.	$250
421766	Fire Station 3	Kitchen Sink	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
421727	Fire Station 3	Dorm Room 2, Dorm Room 1, Kitchen, RR1, Equipment Room, Lounge	Door	2	CALIFORNIA: The surface of the swinging door within 10" of the finish floor or ground for the full width of the door on the push side is not smooth.	$10,000
421729	Fire Station 3	Dorm Room 1, kitchen,RR1, Equipment Room, Lounge	Door	2	The bottom of the door vision light is higher than 43" and less than 66".	$22,750
421731	Fire Station 3	Entire Facility	Reach Range	2	Items requiring an unobstructed side reach motion are higher than 48" maximum and/or lower than 15" minimum height above finish floor.	$7,500
421747	Fire Station 3	Entire Facility	Reach Range	2	The bottom of the door vision light is higher than 43" and less than 66".	$2,500
421764	Fire Station 3	Kitchen Counter	Kitchen - Counter - Residential And Employee-Only	2	The height of the counter is greater than 34".	$2,483
421772	Fire Station 3	Lounge Exit Door	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$125
429600	Fire Station 5	Facility Entrance	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$250

PHASE FOUR BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
429604	Fire Station 5	Office Vestibule Door	Door	2	The bottom of the door vision light is higher than 43" and less than 66".	$3,250
429605	Fire Station 5	Door Near Office Leading To Apparatus	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$250
429612	Fire Station 5	Door Leading To Apparatus Near Dorm Room	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$250
429617	Fire Station 5	Locker Room South Door	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$250
429620	Fire Station 5	Unisex Multi-User Restroom	Restroom/Bathroom - Door	2	The swinging door does not have a smooth surface within 10" of the ground measured vertically on the push side extending the full width of the door.	$250
429633	Fire Station 5	Door Room 3	Door	2	The surface of the swinging door within 10 inches of the finish floor or ground for the full width of the door on the push side is not smooth.	$250
429641	Fire Station 5	Break Room	Sink	2	The sink rim is higher than 34", and does not have knee and toe clearance (does not apply to mop basins, utility sinks, or bar sinks).	$900
429644	Fire Station 5	Break Room	Reach Range	2	Items requiring an unobstructed forward reach motion are higher than 48" maximum or lower than 15" minimum height above finish floor.	$500
422237	City Yard	Motor Vehicle Transportation Unisex Restroom	Protruding Object	2	The restroom circulation path is not free of objects protruding more than 4" from wall in the space between 27" and 80" height above finish floor.	$500
422166	City Yard	Picnic Area 1 (PA-1)	Picnic Table	2	The picnic table does not allow a clear space for forward wheelchair approach with knee and toe clearance.	$1,625
422183	City Yard	Throughout Buildings	Signage	2	The interior signage does not have compliant visual and tactile characters, with raised or indented characters or symbols.	$1,788
422180	City Yard	Throughout Buildings	Signage	2	Tactile means of egress signage is not provided at the latch side of the door. (Applies to designated egress stairways, exit doors, areas of refuge)	$756

PHASE FOUR BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
422189	City Yard	Building 1 Kitchen	Sink	3	CALIFORNIA: The sink does not have the required clear floor space of minimum 30" by minimum 48" for a forward approach with knee and toe clearance.	$3,750
422195	City Yard	Building 1	Drinking Fountain/Water Cooler	3	CALIFORNIA: The minimum number of drinking fountains is not provided.	$0
422196	City Yard	Building 1	Drinking Fountain/Water Cooler	3	CALIFORNIA: The drinking fountain is not located completely within alcoves, positioned completely between wing walls, or otherwise positioned so as not to encroach into pedestrian ways.	$6,799
422197	City Yard	Building 1 Men's Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138
422198	City Yard	Building 1 Women's Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The women's restroom does not have compliant signage at the door.	$138
422199	City Yard	Building 1 Men & Women Restroom	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$915
422200	City Yard	Building 1 Men & Women Restroom	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$3,125
422201	City Yard	Building 1 Men & Women Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$1,250
422202	City Yard	Building 1 Women's Restroom	Controls And Dispensers	3	Controls on dispensers are not compliant.	$250
422204	City Yard	Building 1 Men & Women Restroom	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	$163
422205	City Yard	Building 1 Women's Restroom	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 35" above finish floor to the bottom of the reflective surface, where it is not installed above a lavatory or counter.	$250
422206	City Yard	Building 1 Men & Women Restroom	Restroom/Bathroom - Toilet Stall	3	A wheelchair stall is not provided in a multi-user restroom.	$6,875
422207	City Yard	Building 1 Men's Restroom	Restroom/Bathroom-Urinal	3	CALIFORNIA- Less than the required number of accessible urinals are provided.	$1,169

PHASE FOUR BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
422208	City Yard	Building 1 Men's Restroom	Restroom/Bathroom - Locker	3	The locker area does not have accessible lockers.	$413
422210	City Yard	Building 2 Unisex Restroom	Restroom/Bathroom	3	The entire restroom is not compliant due to limited room dimensions.	$15,000
422212	City Yard	Building 2 Unisex Restroom	Signage	3	CALIFORNIA: The unisex restroom does not have compliant signage at the door.	$138
430036	Fire Station 4	Kitchen	Interior Access Route	3	CALIFORNIA: A compliant dining table is not provided.	$1,625
430056	Fire Station 4	Men's Multi-User	Restroom/Bathroom - Signage	3	The restroom does not have compliant signage at the door with the International Symbol of Accessibility, raised characters, and Braille.	$69
430057	Fire Station 4	Men's Multi-User	Restroom/Bathroom - Signage	3	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138
430058	Fire Station 4	Men's Multi-User	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
430059	Fire Station 4	Men's Multi-User	Restroom/Bathroom - Toilet Stall	3	A wheelchair stall is not provided in a multi-user restroom.	$3,438
430061	Fire Station 4	Men's Multi-User	Restroom/Bathroom - Urinal	3	The urinal dimensions are not compliant.	$1,169
430063	Fire Station 4	Men's Multi-User	Restroom/Bathroom - Coat Hook	3	The coat hook is not within an allowable reach range.	$144
430064	Fire Station 4	Men's Multi-User	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$116
430065	Fire Station 4	Men's Multi-User	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
430066	Fire Station 4	Men's Multi-User	Restroom/Bathroom - Transfer Shower Stall	3	The transfer shower is not compliant.	$4,550
430068	Fire Station 4	Single User Unisex	Restroom/Bathroom - Signage	3	CALIFORNIA: The unisex restroom does not have compliant signage at the door.	$138
430069	Fire Station 4	Single User Unisex	Restroom/Bathroom - Door	3	The force required to open the interior, hinged, non-fire door is more than 5 pounds.	$458

PHASE FOUR BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
430070	Fire Station 4	Single User Unisex	Restroom/Bathroom - Door	3	The accessible door with door closer has a sweep period of less than 5 seconds from 90 degrees to a position 12 degrees from latch.	$0
430071	Fire Station 4	Single User Unisex	Restroom/Bathroom - Door	3	The door has less than 32" clear width	$250
430072	Fire Station 4	Single User Unisex	Restroom/Bathroom - Door	3	CALIFORNIA: The hardware at the accessible door is not compliant.	$366
430073	Fire Station 4	Single User Unisex	Restroom/Bathroom - Water Closet	3	CALIFORNIA- The water closet does not have the required clear floor space.	$1,375
430074	Fire Station 4	Single User Unisex	Restroom/Bathroom - Door	3	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
430075	Fire Station 4	Single User Unisex	Restroom/Bathroom - Door	3	CALIFORNIA: The hardware at the accessible door is not compliant.	$366
430077	Fire Station 4	Single User Unisex	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$116
430078	Fire Station 4	Single User Unisex	Restroom/Bathroom - Coat Hook	3	The coat hook is not within an allowable reach range.	$144
430079	Fire Station 4	Single User Unisex	Restroom/Bathroom - Transfer Shower Stall	3	The transfer shower is not exactly 36" by 36".	$2,750
430081	Fire Station 4	Single User Unisex	Restroom/Bathroom - Transfer Shower Stall	3	A transfer seat is provided but is not compliant.	$756
430082	Fire Station 4	Single User Unisex	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
421767	Fire Station 3	Kitchen Sink	Sink	3	CALIFORNIA: The sink does not have the required clear floor space of minimum 30" by minimum 48" for a forward approach with knee and toe clearance.	$3,750
421733	Fire Station 3	RR1	Restroom/Bathroom - Door	3	The door has less than 32" clear width.	$1,405
421734	Fire Station 3	RR1	Restroom/Bathroom - Urinal	3	The urinal dimensions are not compliant.	$1,169

PHASE FOUR BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
421736	Fire Station 3	RR1	Restroom/Bathroom	3	The urinal dimensions are not compliant.	$1,169
421738	Fire Station 3	RR1	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
421740	Fire Station 3	RR1	Restroom/Bathroom - Lavatory	3	The lavatory is mounted higher than 34" to the higher of the rim or counter.	$900
421742	Fire Station 3	RR1	Controls And Dispensers	3	The lavatory is mounted higher than 34" to the higher of the rim or counter.	$900
421743	Fire Station 3	RR1	Restroom/Bathroom-Roll-In Shower Stall	3	CALIFORNIA: The roll-in shower stall is not compliant.	$8,438
421745	Fire Station 3	Locker Room	Locker and Dressing Rooms	3	The locker room does not have a compliant bench.	$986
421761	Fire Station 3	Lounge	Drinking Fountain/Water Cooler	3	CALIFORNIA: The minimum number of drinking fountains is not provided.	$5,439
429616	Fire Station 5	Locker Room	Locker and Dressing Rooms	3	The locker room does not have accessible lockers.	$413
429621	Fire Station 5	Unisex Multi-User Restroom	Restroom/Bathroom - Signage	3	CALIFORNIA: The unisex restroom does not have compliant signage at the door.	$138
429622	Fire Station 5	Unisex Multi-User Restroom	Restroom/Bathroom - Signage	3	The restroom does not have compliant signage at the door with the International Symbol of Accessibility, raised characters, and Braille.	$69
429623	Fire Station 5	Unisex Multi-User Restroom	Restroom/Bathroom - Lavatory	3	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$900
429624	Fire Station 5	Unisex Multi-User Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$500
429625	Fire Station 5	Unisex Multi-User Restroom	Controls And Dispensers	3	The height of controls are not compliant.	$250
429626	Fire Station 5	Unisex Multi-User Restroom	Controls And Dispensers	3	The height of controls are not compliant.	$500

PHASE FOUR BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
429627	Fire Station 5	Unisex Multi-User Restroom	Restroom/Bathroom - Mirror	3	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	$250
429628	Fire Station 5	Unisex Multi-User Restroom	Restroom/Bathroom - Toilet Stall	3	A wheelchair stall is not provided in a multi-user restroom.	$3,438
429629	Fire Station 5	Unisex Multi-User Restroom	Restroom/Bathroom - Urinal	3	The urinal dimensions are not compliant.	$1,169
429630	Fire Station 5	Unisex Multi-User Restroom	Restroom/Bathroom - Transfer Shower Stall	3	The transfer shower is not compliant.	$4,550
429631	Fire Station 5	Unisex Multi-User Restroom	Restroom/Bathroom - Door	3	CALIFORNIA: The hardware at the accessible door is not compliant.	$366
422235	City Yard	Motor Vehicle Transportation Unisex Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$250
422236	City Yard	Motor Vehicle Transportation Unisex Restroom	Restroom/Bathroom - Lavatory	3	Pipes are not insulated.	$81
422238	City Yard	Motor Vehicle Transportation Unisex Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$0
422239	City Yard	Motor Vehicle Transportation Unisex Restroom	Controls And Dispensers	3	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$0
422164	City Yard	Drinking Fountain 1 (DF-1)	Drinking Fountain/Water Cooler	3	CALIFORNIA: The drinking fountain is not located completely within alcoves, positioned completely between wing walls, or otherwise positioned so as not to encroach into pedestrian ways.	$10,000
422190	City Yard	Building 1 Kitchen	Kitchen Appliance Controls	4	Appliance controls cannot be operated with one hand, require tight grasping, pinching, or twisting of the wrist, or require more than 5 pounds force to operate.	$0

PHASE FOUR BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
422191	City Yard	Building 1 Kitchen	Kitchen-Range/Cooktop/Oven	4	The location of the controls requires reaching across burners.	$949
422194	City Yard	Building 1	Drinking Fountain/Water Cooler	4	The location of the spout of the wheelchair height drinking fountain is not compliant.	$3,132
421711	Fire Station 3	P1A	Parking Space - General	4	CALIFORNIA: The parking facility does not have facility entrance/ accessible parking signage indicating that accessible parking violators will be towed, or the existing signage is not compliant.	$350
421725	Fire Station 3	Front Closed Entrance	Signage	4	Directional signage indicating the accessible route from accessible parking to the facility is not provided, where existing routes are both accessible and non-accessible.	$350
430018	Fire Station 4	Typical light switches	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$6,875
430043	Fire Station 4	Typical Rooms With No Tactile Room Identification	Signage	4	Signage identifying the name of a permanent indoor or outdoor space does not have raised lettering and/or visual characters.	$690
421757	Fire Station 3	Lounge	Drinking Fountain/Water Cooler	4	The controls at the accessible drinking fountain are not compliant.	$3,132
421759	Fire Station 3	Lounge	Drinking Fountain/Water Cooler	4	Knee and toe clearance is not provided at the lower level fountain.	$1,225
429647	Fire Station 5	Break Room	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$625
429601	Fire Station 5	Office	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$625
429607	Fire Station 5	Refrigerator Vestibule	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$625
429611	Fire Station 5	Dorm Room Vestibule	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$625
429619	Fire Station 5	Locker Room	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$625

PHASE FOUR BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
429632	Fire Station 5	Unisex Multi-User Restroom	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$625
429635	Fire Station 5	Door Room 3	Controls And Dispensers	4	CALIFORNIA: The location of electrical controls and outlets are not compliant.	$625
422165	City Yard	Drinking Fountain 1 (DF-1)	Drinking Fountain/Water Cooler	4	The minimum number and types of drinking fountains are not provided.	$4,698
422170	City Yard	Parking Lot 3	Parking Space - General	4	CALIFORNIA: The parking facility does not have facility entrance/ accessible parking signage indicating that accessible parking violators will be towed, or the existing signage is not compliant.	$350
422187	City Yard	Throughout Buildings	Controls And Dispensers	4	Controls and/or dispensers are not within an allowable reach range.	$16,250
422159	City Yard	Building 1 Equipment Room Doors	Building Entrance - Door	5	CALIFORNIA: The hardware at the accessible door is not compliant.	$1,690
422162	City Yard	Building 1 Entrance Doors	Building Entrance - Door	5	The bottom of the entry door vision light is higher than 43".	$6,500
422163	City Yard	Building 1 Entrance Doors	Building Entrance - Door	5	CALIFORNIA: Maneuvering clearance at the exterior side of the pull door with frontal approach is not level and clear.	$4,688
422213	City Yard	Building 1 Employee Men's Restroom	Restroom/Bathroom - Signage	5	CALIFORNIA: The men's restroom does not have compliant signage at the door.	$138
422214	City Yard	Building 1 Employee Women Restroom	Restroom/Bathroom - Signage	5	CALIFORNIA: The women's restroom does not have compliant signage at the door.	$138
422215	City Yard	Building 1 Employee Men's Restroom	Drinking Fountain/Water Cooler	5	The minimum number of drinking fountains is not provided. If the minimum number is provided, two levels or a hi-lo are not provided. If more than 2 are provided, less than 50% are high or less than 50% are low.	$4,698
422216	City Yard	Building 1 Employee Men's Restroom	Drinking Fountain/Water Cooler	5	CALIFORNIA: The drinking fountain is not located completely within alcoves, positioned completely between wing walls, or otherwise positioned so as not to encroach into pedestrian ways.	$6,799
422217	City Yard	Building 1 Employee Men's Restroom	Restroom/Bathroom-Urinal	5	CALIFORNIA- Less than the required number of accessible urinals are provided.	$1,169

PHASE FOUR BARRIERS						
Id	Facility	Location Description	Category	Barrier Priority	Detail	Estimate
422218	City Yard	Building 1 Employee Men & Women Restroom	Controls And Dispensers	5	CALIFORNIA: Dispensers in restrooms are not located maximum 40" AFF.	$1,500
422219	City Yard	Building 1 Employee Men & Women Restroom	Restroom/Bathroom - Mirror	5	The mirror is mounted higher than 40" above finish floor to the bottom of the reflective surface, where it is installed above a lavatory or counter.	$500
422220	City Yard	Building 1 Employee Men & Women Restroom	Restroom/Bathroom - Lavatory	5	CALIFORNIA: The lavatory does not have the required knee and toe clearance.	$1,800
422221	City Yard	Building 1 Employee Men & Women Restroom	Restroom/Bathroom - Toilet Stall	5	A wheelchair stall is not provided in a multi-user restroom.	$6,875
422222	City Yard	Building 1 Employee Men Restroom	Restroom/Bathroom - Ambulatory Stall	5	The ambulatory stall size is not compliant, or an ambulatory stall is not provided.	$900
422223	City Yard	Building 1 Employee Men Restroom	Restroom/Bathroom - Locker	5	The locker area does not have accessible lockers.	$2,064
422224	City Yard	Building 1 Employee Men Restroom	Restroom/Bathroom - Locker	5	The locker area does not have a compliant bench.	$986
422225	City Yard	Building 1 Employee Men Restroom	Restroom/Bathroom-Roll-In Shower Stall	5	CALIFORNIA: The roll-in shower stall is not compliant.	$2,813
422226	City Yard	Building 1 Employee Women Restroom	Restroom/Bathroom - Locker	5	The locker area does not have accessible lockers.	$413
422227	City Yard	Building 1 Employee Women Restroom	Restroom/Bathroom - Locker	5	The locker area does not have a compliant bench.	$986
422228	City Yard	Building 1 Employee Women Restroom	Restroom/Bathroom - Roll - In Shower Stall	5	CALIFORNIA: The roll-in shower stall is not compliant.	$2,813
422229	City Yard	Building 1 Employee Women Restroom	Restroom/Bathroom - Door	5	The pull side of the accessible door does not have the required maneuvering clearances.	$1,563
422230	City Yard	Building 1 Employee Men Restroom	Restroom/Bathroom - Locker	5	The locker area does not have a compliant bench.	$986
422231	City Yard	Building 1 Employee Women Restroom	Building Entrance - Door	5	CALIFORNIA: The maneuvering clearance at the entry door is not compliant.	$2,188

PHASE FOUR BARRIERS						
Id	**Facility**	**Location Description**	**Category**	**Barrier Priority**	**Detail**	**Estimate**
422232	City Yard	Building 1 Employee Men Restroom	Building Entrance - Door	5	CALIFORNIA: Maneuvering clearance at the exterior side of the pull door with frontal approach is not level and clear.	$1,563
422233	City Yard	Building 1 Employee Men Restroom	Restroom/Bathroom - Door	5	CALIFORNIA: The hardware at the accessible door is not compliant.	$366
422158	City Yard	Gate 1 & 2 (G-1 & G-2)	Gate	5	The gate does not have a smooth surface within 10" of the ground.	$400
422169	City Yard	Parking Lot 3	Parking Space - General	5	CALIFORNIA: The number of accessible electric vehicle charging station stalls is not compliant.	$525
					Total Barriers: 257, Total Cost: $509,704	

AGENDA ITEM NO. 9

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: July 15, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF AUTHORIZATION TO PURCHASE VEHICLES FROM PEORIA FORD**

RECOMMENDATION:

It is recommended that the City Council authorize the Acting City Manager to issue a purchase order in the amount of $279,620.20, for the purchase of street-sweeping Public Safety vehicles.

BACKGROUND:

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

At the November 7, 2023 and December 5, 2023 City Council meetings, the Council considered the City's options regarding the City's street sweeping program. On December 5, 2023, the Council approved changing street sweeping from bi-weekly to weekly, including four-hour windows for parking restrictions.

At the October 15, 2024 City Council meeting, the City Council approved the purchase and installation of street sweeping signage along every street where the restriction is in place in accordance with California Vehicle Code Section 22507.6. This included all streets that do not currently have another restriction such as no stopping or no stopping anytime.

DISCUSSION:

To effectively implement a comprehensive parking restriction and enforcement program, the acquisition of new Public Safety vehicles is necessary. These vehicles, four 2025 F150s and two 2025 Police Interceptors, will also support compliance with NPDES requirements by enabling more efficient monitoring and enforcement of regulations related to stormwater runoff, illegal discharges, and environmental code violations.

On June 5, 2025, the City released a Request for Bids for the vehicles. On June 19, 2025, the City received and opened three (3) bid proposals for the Public Safety vehicles. The bid results are shown in the table below:

Bidder	Bid Amount	Bid Details
Performance Ford	$175,887.32	Four (4) 2024 F-150s
Winner Chevrolet	$195,104.64	Four (4) 2026 Silverados
Peoria Ford	$279,620.20	Four (4) 2025 F-150s and Two (2) 2025 Police Interceptors

Following the bid opening, the three (3) bid proposals were reviewed for completeness and accuracy. The bid proposal from Peoria Ford provided all the required documents, and Peoria Ford was deemed the responsive bidder. The anticipated turnaround time for these vehicles is 30 days.

While the vehicles are primarily intended for street sweeping enforcement, they may also be used to support other NPDES-related activities as needed, including emergency response to major stormwater runoff events, provided such use aligns with Measure W funding requirements. Vehicles purchased utilizing Measure W funds are restricted to street sweeping enforcement functions, maintaining compliance with NPDES requirements, and responding to force majeure events. They may not be used by other departments or for unrelated purposes, in accordance with Measure W funding limitations.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

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

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Fiscal Impact

FISCAL IMPACT:

The recommendation allows the City Manager to procure vehicles for any purpose. However, the immediate need is for code enforcement vehicles to be used for street sweeping enforcement.

The original FY 2024-25 budget for Project No. C25015 (Street Sweeping Signs & Equip.) was $1,200,000 and is funded by Fund 197 (Measure W). In October 2024, City Council Approved the Signage Installation Contract ($403,759) and the purchase of signage and Mounting Equipment ($734,993). This left a balance of $61,248 to be used for the purchase of new Public Safety vehicles. After reviewing other program activities under Measure W, staff proposes to reallocate funds to the Street Sweeping Signs & Equip. Project from recently adopted Projects C26005 City Hall Campus Improvements Design $250,000 and C26012-Street Sweeping Materials $75,000. The projects will be defunded and the new project budget for C25015 Street Sweeping Signs will be $1,461,000. Below is the new project budget. The balance will be used for unfitting the vehicles.

C25015 Street Sweeping Signs & Equip.	Amount
Revised Budget	$1,461,000
Signage Installation Contract with Contingency	-403,759

Signage and Mounting Equipment	-734,993
Four Public Safety Trucks	-179,741.60
Two Public Safety SUV's	-99,878.60
Project Balance	**42,627.80**

Attachments

Attachment No. 1 - Performance Ford Bid
Attachment No. 2 - Winner Chevrolet Bid
Attachment No. 3 - Peoria Ford Bid

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

PERFORMANCE FORD
QUOTE

2000 E GARVEY AVE WEST COVINA 91791

DATE 05/13/2025

CITY OF WEST COVINA
1444 W GARVEY AVE S
WEST COVINA CA,91791

YEAR	2024
MAKE	FORD
MODEL sc	F150

INCLUDING BODY AND LIFT

SALES PRICE	$ 39988.00
SALES TAX	$ 3898.83
TIRE FEE AND DOC	$ 85.00
TOTAL QUOTE ea.	$ 43971.83

If you should have any questions regarding this Invoice please contact Manny Hernandez-Fleet Manager

MANNY HERNANDEZ 6/19/25

by (Sign and Print Name) Date

ATTACHMENT NO.2

Winner Chevrolet

7220 Fawn Way
Sacramento, Ca 95823
(916) 509-8597

DATE June 17, 2025

To: City of West Covina
1444 W Garvey Ave S
West Covina, Ca 91790

Prepared by: David Brewer

Comments or special instructions: Vehicle build and options are in additional pages.

Description	AMOUNT
2026 Silverado 1500 CC10753	$ 44,350.00
(4) Keys/Fobs in total	
Subtotal	$ 44,350.00
DOC Fee	$ 85.00
Taxable Subtotal:	$ 44,435.00
Tax Rate(Subject to change): 9.750%	$ 4,332.41
CA Tire Fee: $1.75 / Per Tire — **Tire Fee:**	$8.75
No Delivery Charge (included in bid price):	
Total:	**$ 48,776.16**
Total for (4):	$ 195,104.64

If you have any questions, contact David Brewer at 916-509-8597 or email at Dbrewer@Knightelkgrove.com

THANK YOU FOR YOUR BUSINESS!

Winner Chevrolet / Elk Grove Auto Group

[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck (✓ Complete)



Note:Photo may not represent exact vehicle or selected equipment.

[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck



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Data Version: 25726. Data Updated: Jun 15, 2025 6:43:00 PM PDT.

Table of Contents

- Vehicle Image
- Dealership Information
- Window Sticker
- Selected Model and Options
- Standard Equipment
- Weight Rating
- Technical Specifications

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Winner Chevrolet / Elk Grove Auto Group

Prepared By:

Winner Chevrolet / Elk Grove Auto Group

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[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck (Complete)

Window Sticker

SUMMARY

[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck

Interior:Jet Black, Vinyl seat trim

Exterior 1:Summit White

Exterior 2:No color has been selected.

Engine, TurboMax

Transmission, 8-speed automatic, electronically controlled

OPTIONS

CODE	MODEL		MSRP
CC10753	[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck	W/A	
	OPTIONS		
1WT	Work Truck Preferred Equipment Group	W/A	
5H1	Key equipment, two additional key fobs.	W/A	
AZ3	Seats, front 40/20/40 split-bench	W/A	
CGN	Chevytec spray-on bedliner, Black	W/A	
CTT	Hitch Guidance	Inc.	
G80	Auto-locking rear differential	W/A	
GAZ	Summit White	W/A	
GU6	Rear axle, 3.42 ratio	W/A	
H2G	Jet Black, Vinyl seat trim	W/A	
IOR	Audio system, Chevrolet Infotainment 3 system	W/A	
L3B	Engine, TurboMax	W/A	
MFC	Transmission, 8-speed automatic, electronically controlled	W/A	
QBN	Tires, 255/70R17 all-season, blackwall	W/A	
QBR	Tire, spare 255/70R17 all-season, blackwall	W/A	
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel	W/A	
VK3	License plate kit, front	W/A	
VQ2	Fleet Processing Option	W/A	
VQK	LPO, Molded splash guards, Black	W/A	

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[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck (Complete)

YF5	Emissions, California state requirements	W/A
Z82	Trailering Package	W/A
	SUBTOTAL	**W/A**
	Adjustments Total	W/A
	Destination Charge	W/A
	TOTAL PRICE	**W/A**

FUEL ECONOMY

Est City:18 (2025) MPG

Est Highway:21 (2025) MPG

Est Highway Cruising Range:504.00 mi

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[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck (✓ Complete)

Selected Model and Options

MODEL

CODE	MODEL
CC10753	2026 Chevrolet Silverado 1500 2WD Double Cab 147" Work Truck

COLORS

CODE	DESCRIPTION
GAZ	Summit White

EMISSIONS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
YF5	Emissions, California state requirements	0.00 lbs	0.00 lbs

ENGINE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
L3B	Engine, TurboMax (310 hp [231 kW] @ 5600 rpm, 430 lb-ft of torque [583 Nm] @ 3000 rpm) (STD) (Not available with (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (ZW9) pickup bed delete.)	0.00 lbs	0.00 lbs

TRANSMISSION

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
MFC	Transmission, 8-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Included and only available with (L3B) TurboMax engine. Requires (AZ3) front 40/20/40 split-bench seats.)	0.00 lbs	0.00 lbs

AXLE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
GU6	Rear axle, 3.42 ratio	0.00 lbs	0.00 lbs

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PREFERRED EQUIPMENT GROUP

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
1WT	Work Truck Preferred Equipment Group includes standard equipment	0.00 lbs	0.00 lbs

WHEELS

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
RD6	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel (STD)	0.00 lbs	0.00 lbs

TIRES

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
QBN	Tires, 255/70R17 all-season, blackwall (STD)	0.00 lbs	0.00 lbs

SPARE TIRE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
QBR	Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)	0.00 lbs	0.00 lbs

PAINT

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
GAZ	Summit White	0.00 lbs	0.00 lbs

SEAT TYPE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
AZ3	Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)	0.00 lbs	0.00 lbs

SEAT TRIM

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
H2G	Jet Black, Vinyl seat trim	0.00 lbs	0.00 lbs

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[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck (✓ Complete)

RADIO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
IOR	Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)	0.00 lbs	0.00 lbs

ADDITIONAL EQUIPMENT - PACKAGE

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
Z82	Trailering Package includes trailer hitch, 7-pin and 4-pin connectors and (CTT) Hitch Guidance (With (L84) 5.3L EcoTec3 V8 engine requires (G80) locking differential. Included with (PEB) WT Value Package.)	0.00 lbs	0.00 lbs

ADDITIONAL EQUIPMENT - MECHANICAL

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
G80	Auto-locking rear differential (Required with (L84) 5.3L EcoTec3 V8 engine when (Z82) Trailering Package is ordered. Included with (Z71) Z71 Off-Road Package or (9C1) Police Pursuit Package.)	0.00 lbs	0.00 lbs

ADDITIONAL EQUIPMENT - EXTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
CGN	Chevytec spray-on bedliner, Black (does not include spray-on liner on tailgate due to Black composite inner panel) (Not available with (ZW9) pickup bed delete. Double Cab and Crew Cab models are available with Ship Thru codes (VCO), (VDT), (VYC) or (VYS). Crew Cab and Regular Cab models are available with Ship Thru codes (A6T), (TW3), (VI1), (VDJ), (VKZ), (VUH) or (WEZ). Crew Cab models are available with Ship Thru code (TFA).)	0.00 lbs	0.00 lbs
VK3	License plate kit, front (will be shipped to orders with ship-to states that require front license plate)	0.00 lbs	0.00 lbs

ADDITIONAL EQUIPMENT - SAFETY-INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
CTT	Hitch Guidance dynamic single line to aid in trailer alignment for hitching (Included and only available with (Z82) Trailering Package.)	0.00 lbs	0.00 lbs

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[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck (✓ Complete)

ADDITIONAL EQUIPMENT - INTERIOR

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
5H1	Key equipment, two additional key fobs. Provides two additional spare key fobs for a total of (4). NOTE: programming of key fobs is at customer's expense. (Requires (SAF) spare tire lock. Not available with SEO (5Z4) spare wheel, carrier and lock delete or (AMF) Remote keyless entry package.)	0.00 lbs	0.00 lbs

ADDITIONAL EQUIPMENT - LPO

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
VQK	LPO, Molded splash guards, Black (dealer-installed)	0.00 lbs	0.00 lbs

ADDITIONAL EQUIPMENT - OTHER

CODE	DESCRIPTION	FRONT WEIGHT	REAR WEIGHT
VQ2	Fleet Processing Option	0.00 lbs	0.00 lbs
	Options Total	**0.00 lbs**	**0.00 lbs**

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[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck (✓ Complete)

Standard Equipment

Package	
	Chevy Safety Assist includes (UHY) Automatic Emergency Braking, (UKJ) Front Pedestrian Braking, (UHX) Lane Keep Assist with Lane Departure Warning, (UE4) Following Distance Indicator, (UEU) Forward Collision Alert and (TQ5) IntelliBeam
Mechanical	
	Durabed, pickup bed
	Engine, TurboMax (310 hp [231 kW] @ 5600 rpm, 430 lb-ft of torque [583 Nm] @ 3000 rpm) (STD) (Not available with (Z71) Z71 Off-Road Package, (VYU) Snow Plow Prep Package or (ZW9) pickup bed delete.)
	Transmission, 8-speed automatic, electronically controlled with overdrive and tow/haul mode. Includes Cruise Grade Braking and Powertrain Grade Braking (STD) (Included and only available with (L3B) TurboMax engine. Requires (AZ3) front 40/20/40 split-bench seats.)
	GVWR, 6800 lbs. (3084 kg) (Requires 2WD Crew Cab, Double Cab or Regular Cab Long Bed model with (L3B) TurboMax engine. Requires 2WD Double Cab or Regular Cab Long Bed model and (L84) 5.3L EcoTec3 V8 engine.)
	Rear axle, 3.42 ratio
	Push Button Start
	Automatic Stop/Start (Not available with (5W4) Special Services Package, (9C1) Police Pursuit Package or (FHS) E85 FlexFuel capability.)
	Rear wheel drive
	Battery, heavy-duty 730 cold-cranking amps/80 Amp-hr, maintenance-free with rundown protection and retained accessory power
	Alternator, 220 amps (Included with (L3B) TurboMax engine, (VYU) Snow Plow Prep Package, (5W4) Special Service Package or (9C1) Police Pursuit Package.)
	Recovery hooks, front, frame-mounted, Black
	Frame, fully-boxed, hydroformed front section
	Suspension Package, Standard
	Steering, Electric Power Steering (EPS) assist, rack-and-pinion
	Brakes, 4-wheel antilock, 4-wheel disc with DURALIFE rotors
	Brake lining wear indicator
	Capless Fuel Fill
	Exhaust, single outlet
Exterior	
	Wheels, 17" x 8" (43.2 cm x 20.3 cm) Ultra Silver painted steel (STD)
	Tires, 255/70R17 all-season, blackwall (STD)

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[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck (✓ Complete)

Exterior	
	Tire, spare 255/70R17 all-season, blackwall (STD) (Included with (QBN) 255/70R17 all-season, blackwall tires.)
	Wheel, 17" x 8" (43.2 cm x 20.3 cm) full-size, steel spare
	Tire carrier lock, keyed cylinder lock that utilizes same key as ignition and door
	Bumpers, front, Black (semi-gloss)
	Bumpers, rear, Black (semi-gloss)
	CornerStep, rear bumper
	Cargo tie downs (12), fixed rated at 500 lbs per corner
	Headlamps, halogen reflector with halogen Daytime Running Lamps
	IntelliBeam, automatic high beam on/off
	Lamps, cargo area, cab mounted integrated with center high mount stop lamp, with switch in bank on left side of steering wheel (incandescent on Regular Cab models, LED on Crew Cab and Double Cab models)
	Taillamps with incandescent tail, stop and reverse lights
	Mirrors, outside manual, Black (Standard on Crew Cab and Double Cab models only. Not available on Regular Cab models.)
	Glass, solar absorbing, tinted
	Door handles, Black
	Tailgate and bed rail protection cap, top
	Tailgate, standard
	Tailgate, locking utilizes same key as ignition and door (Removed when (QT5) EZ Lift power lock and release tailgate is ordered.)
	Tailgate, gate function manual, no EZ Lift
Entertainment	
	Audio system, Chevrolet Infotainment 3 system 7" diagonal HD color touchscreen, AM/FM stereo, Bluetooth audio streaming for 2 active devices, voice command pass-through to phone, Wireless Apple CarPlay and Wireless Android Auto compatibility (STD)
	Sirius XM, delete (Can be upgraded to (U2K) SiriusXM.)
	Audio system feature, 6-speaker system (Requires Crew Cab or Double Cab model.)
	Wireless phone projection for Apple CarPlay and Android Auto
	Bluetooth for phone, connectivity to vehicle infotainment system
	Wi-Fi Hotspot capable (Terms and limitations apply. See onstar.com or dealer for details.)
Interior	
	Seats, front 40/20/40 split-bench with covered armrest storage and under-seat storage (lockable) (STD)
	Seat trim, Vinyl

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[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck (Complete)

Interior	
	Seat adjuster, driver 4-way manual
	Seat adjuster, passenger 4-way manual
	Seat, rear 60/40 folding bench (folds up), 3-passenger (includes child seat top tether anchor) (Requires Crew Cab or Double Cab model.)
	Floor covering, rubberized-vinyl (Not available with LPO floor liners.)
	Steering wheel, urethane
	Steering column, Tilt-Wheel, manual with wheel locking security feature
	Steering column lock, electrical
	Instrument cluster, 6-gauge cluster featuring speedometer, fuel level, engine temperature, tachometer, voltage and oil pressure
	Driver Information Center, 3.5" diagonal monochromatic display
	Exterior Temperature Display located in radio display
	Compass located in instrument cluster
	Window, power front, drivers express up/down
	Window, power front, passenger express down
	Windows, power rear, express down (Not available with Regular Cab models.)
	Door locks, power
	Remote Keyless Entry, with 2 transmitters
	Cruise control, electronic with set and resume speed, steering wheel-mounted
	Power outlet, front auxiliary, 12-volt
	USB Ports, 2, Charge/Data ports located on instrument panel
	Air conditioning, single-zone manual
	Air vents, rear, heating/cooling (Not available on Regular Cab models.)
	Mirror, inside rearview, manual tilt
	Assist handles front A-pillar mounted for driver and passenger, rear B-pillar mounted
Safety-Mechanical	
	Automatic Emergency Braking
	Front Pedestrian Braking
	StabiliTrak, stability control system with Proactive Roll Avoidance and traction control, includes electronic trailer sway control and hill start assist
Safety-Exterior	
	Daytime Running Lamps with automatic exterior lamp control

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[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck (✓ Complete)

Safety-Interior	
	Airbags, Dual-stage frontal airbags for driver and front outboard passenger; Seat-mounted side-impact airbags for driver and front outboard passenger; Head-curtain airbags for front and rear outboard seating positions; Includes front outboard Passenger Sensing System for frontal outboard passenger airbag (Always use seat belts and child restraints. Children are safer when properly secured in a rear seat in the appropriate child restraint. See the Owner's Manual for more information.)
	OnStar services capable (See onstar.com for details and limitations. Services vary by model. Service plan required.)
	OnStar Basics (OnStar Fleet Basics for Fleet) Drive confidently with core OnStar services including remote commands, built-in voice assistance, real-time traffic and navigation, and Automatic Crash Response to help if you're in need. (Requires (UE1) OnStar. OnStar Basics includes remote commands, Navigation, Voice Assistance, and Automatic Crash Response, for eligible vehicles with compatible software. OnStar Basics is standard for 8 years; OnStar plan, working electrical system, cell reception and GPS signal required. OnStar links to emergency services. Service coverage varies with conditions and location. Service availability, features and functionality vary by device and software version. See onstar.com for details and limitations.)
	HD Rear Vision Camera
	Lane Keep Assist with Lane Departure Warning
	Following Distance Indicator
	Forward Collision Alert
	Rear Seat Reminder (Requires Crew Cab or Double Cab model.)
	Rear Seat Belt Indicator (Requires Crew Cab or Double Cab model.)
	Teen Driver a configurable feature that lets you activate customizable vehicle settings associated with a key fob, to help encourage safe driving behavior. It can limit certain available vehicle features, and it prevents certain safety systems from being turned off. An in-vehicle report card gives you information on driving habits and helps you to continue to coach your new driver
	Buckle to Drive prevents vehicle from being shifted out of Park until driver seat belt is fastened; times out after 20 seconds and encourages seat belt use, can be turned on and off in Settings menu
	Tire Pressure Monitoring System, auto learn includes Tire Fill Alert (does not apply to spare tire)

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[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck (Complete)

WARRANTY

Warranty Note: <<< Preliminary 2026 Warranty >>>
Basic Years: 3
Basic Miles/km: 36,000
Drivetrain Years: 5
Drivetrain Miles/km: 60,000
Drivetrain Note: Silverado TurboMax^{TM} engines, 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Corrosion Years (Rust-Through): 6
Corrosion Years: 3
Corrosion Miles/km (Rust-Through): 100,000
Corrosion Miles/km: 36,000
Roadside Assistance Years: 5
Roadside Assistance Miles/km: 60,000
Roadside Assistance Note: Silverado TurboMax^{TM} engines, 3.0L & 6.0L Duramax® Turbo-Diesel engines, and certain commercial, government, and qualified fleet vehicles: 5 years/100,000 miles
Maintenance Note: First Visit: 12 Months/12,000 Miles

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[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck (Complete)

Weight Ratings

WEIGHT RATINGS	
Front Gross Axle Weight Rating:	3700 lbs
Rear Gross Axle Weight Rating:	3800 lbs
Gross Vehicle Weight Rating:	6800.00 lbs

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[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck (Complete)

Technical Specifications

Powertrain

Transmission

Drivetrain	Rear Wheel Drive	Trans Order Code	MFC
Trans Type	8	Trans Description Cont.	Automatic
Trans Description Cont. Again	N/A	First Gear Ratio (:1)	4.56
Second Gear Ratio (:1)	2.97	Third Gear Ratio (:1)	2.08
Fourth Gear Ratio (:1)	1.69	Fifth Gear Ratio (:1)	1.27
Sixth Gear Ratio (:1)	1.00	Reverse Ratio (:1)	3.82
Clutch Size	N/A	Trans Power Take Off	N/A
Final Drive Axle Ratio (:1)	N/A	Transfer Case Model	N/A
Transfer Case Gear Ratio (:1), High	N/A	Transfer Case Gear Ratio (:1), Low	N/A
Transfer Case Power Take Off	N/A	Seventh Gear Ratio (:1)	0.85
Eighth Gear Ratio (:1)	0.65		

Mileage

EPA Fuel Economy Est - Hwy	21 (2025) MPG	Cruising Range - City	432.00 mi
EPA Fuel Economy Est - City	18 (2025) MPG	Fuel Economy Est-Combined	19 (2025) MPG
Cruising Range - Hwy	504.00 mi	Estimated Battery Range	N/A

Engine

Engine Order Code	L3B	Engine Type	Turbocharged Gas I4
Displacement	2.7L/166	Fuel System	Direct Injection
SAE Net Horsepower @ RPM	310 @ 5600	SAE Net Torque @ RPM	430 @ 3000
Engine Oil Cooler	N/A		

Electrical

Cold Cranking Amps @ 0° F (Primary)	730	Cold Cranking Amps @ 0° F (2nd)	N/A
Cold Cranking Amps @ 0° F (3rd)	N/A	Maximum Alternator Capacity (amps)	220

Cooling System

Total Cooling System Capacity	N/A

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Data Version: 25726. Data Updated: Jun 15, 2025 6:43:00 PM PDT.

[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck (Complete)

Vehicle

Emissions

Tons/yr of CO2 Emissions @ 15K mi/year	9.2 (2025)	EPA Greenhouse Gas Score	4 (2025)

Chassis

Weight Information

Standard Weight - Front	0.00 lbs	Standard Weight - Rear	0.00 lbs
Base Curb Weight	N/A	Gross Axle Wt Rating - Front	3700 lbs
Gross Axle Wt Rating - Rear	3800 lbs	Curb Weight - Front	2682 lbs
Curb Weight - Rear	1912 lbs	Option Weight - Front	0.00 lbs
Option Weight - Rear	0.00 lbs	Reserve Axle Capacity - Front	1018.00 lbs
Reserve Axle Capacity - Rear	1888.00 lbs	As Spec'd Curb Weight	4594.00 lbs
As Spec'd Payload	2206.00 lbs	Maximum Payload Capacity	2206.00 lbs
Gross Combined Wt Rating	14500 lbs	Gross Axle Weight Rating	7500.00 lbs
Curb Weight	4594.00 lbs	Reserve Axle Capacity	2906.00 lbs
Total Option Weight	0.00 lbs	Payload Weight Front	0 lbs
Payload Weight Rear	0 lbs	Gross Vehicle Weight Rating	6800.00 lbs

Trailering

Dead Weight Hitch - Max Trailer Wt.	5000 lbs	Dead Weight Hitch - Max Tongue Wt.	500 lbs
Wt Distributing Hitch - Max Trailer Wt.	9300 lbs	Wt Distributing Hitch - Max Tongue Wt.	930 lbs
Fifth Wheel Hitch - Max Trailer Wt.	9200 lbs	Fifth Wheel Hitch - Max Tongue Wt.	2300 lbs
Maximum Trailering Capacity	9700 lbs		

Frame

Frame Type	Box Ladder	Sect Modulus Rails Only	N/A
Frame RBM	N/A	Frame Strength	N/A
Frame Thickness	N/A		

Suspension

Suspension Type - Front	Independent coil-over-shock	Suspension Type - Rear	Solid Axle
Spring Capacity - Front	N/A	Spring Capacity - Rear	N/A

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[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck (Complete)

Chassis

Suspension

Axle Type - Front	N/A	Axle Type - Rear	N/A
Axle Capacity - Front	N/A	Axle Capacity - Rear	N/A
Axle Ratio (:1) - Front	N/A	Axle Ratio (:1) - Rear	3.42
Shock Absorber Diameter - Front	N/A	Shock Absorber Diameter - Rear	N/A
Stabilizer Bar Diameter - Front	1.30 in	Stabilizer Bar Diameter - Rear	N/A

Tires

Front Tire Order Code	QBN	Rear Tire Order Code	QBN
Spare Tire Order Code	QBR	Front Tire Size	255/70R17
Rear Tire Size	255/70R17	Spare Tire Size	255/70R17
Front Tire Capacity	N/A	Rear Tire Capacity	N/A
Spare Tire Capacity	N/A	Revolutions/Mile @ 45 mph - Front	N/A
Revolutions/Mile @ 45 mph - Rear	N/A	Revolutions/Mile @ 45 mph - Spare	N/A

Wheels

Front Wheel Size	17 x 8 in	Rear Wheel Size	17 x 8 in
Spare Wheel Size	17 x 8 in	Front Wheel Material	Steel
Rear Wheel Material	Steel	Spare Wheel Material	Steel

Steering

Steering Type	Electric Rack & Pinion	Steering Ratio (:1), Overall	N/A
Steering Ratio (:1), On Center	N/A	Steering Ratio (:1), At Lock	N/A
Turning Diameter - Curb to Curb	46.3 ft	Turning Diameter - Wall to Wall	N/A

Brakes

Brake Type	Pwr	Brake ABS System	4-Wheel
Brake ABS System (Second Line)	N/A	Disc - Front (Yes or)	Yes
Disc - Rear (Yes or)	Yes	Front Brake Rotor Diam x Thickness	13 x 1.18 in
Rear Brake Rotor Diam x Thickness	13.6 x 0.79 in	Drum - Rear (Yes or)	N/A
Rear Drum Diam x Width	N/A		

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Data Version: 25726. Data Updated: Jun 15, 2025 6:43:00 PM PDT.

[Fleet] 2026 Chevrolet Silverado 1500 (CC10753) 2WD Double Cab 147" Work Truck (Complete)

Chassis

Fuel Tank

Fuel Tank Capacity, Approx	24 gal	Aux Fuel Tank Capacity, Approx	N/A
Fuel Tank Location	N/A	Aux Fuel Tank Location	N/A

Dimensions

Interior Dimensions

Passenger Capacity	6	Front Head Room	43.03 in
Front Leg Room	44.53 in	Front Shoulder Room	66.02 in
Front Hip Room	61.18 in	Second Head Room	39.88 in
Second Leg Room	35.24 in	Second Shoulder Room	64.88 in
Second Hip Room	60.24 in		

Exterior Dimensions

Wheelbase	147.4 in	Length, Overall w/o rear bumper	N/A
Length, Overall w/rear bumper	N/A	Length, Overall	231.88 in
Width, Max w/o mirrors	81.24 in	Height, Overall	75.6 in
Overhang, Front	N/A	Overhang, Rear w/o bumper	N/A
Front Bumper to Back of Cab	N/A	Cab to Axle	N/A
Cab to End of Frame	N/A	Ground to Top of Load Floor	N/A
Ground to Top of Frame	N/A	Frame Width, Rear	N/A
Ground Clearance, Front	7.87 in	Ground Clearance, Rear	7.87 in
Body Length	0.00 ft	Cab to Body	N/A

Cargo Area Dimensions

Cargo Box Length @ Floor	79.44 in	Cargo Box Width @ Top, Rear	N/A
Cargo Box Width @ Floor	71.4 in	Cargo Box Width @ Wheelhousings	50.63 in
Cargo Box (Area) Height	22.4 in	Tailgate Width	N/A
Cargo Volume	71.7 ft^3	Ext'd Cab Cargo Volume	N/A

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Data Version: 25726. Data Updated: Jun 15, 2025 6:43:00 PM PDT.

ATTACHMENT NO.3

PFVT MOTORS, LLC.
9130 West Bell Road
Peoria, AZ 85382
Wesley Boswell
Government Account Team
Direct: 480-696-5930

Quote

Date	6/25/2025
Valid Until	6/30/2025
Contract	CTR059322 - AZ STATE
PO	
Lead Time	In stock

Customer:	Invoice Address:	Delivery Address:
City of West Covina	1444 W. Garvey Avenue S	1444 W. Garvey Avenue S
Jazmin Hernandez	Room 308	Room 308
(626) 939-8705	West Covina, CA 91790	West Covina
jhernandez@westcovina.org		
Ford FIN: QC627		

Customer unit number	Description			Line Total
	POLICE INTERCEPTOR SG A23475 2025 UTILITY AWD EXTERIOR 119" WHEELBASE OXFORD WHITE 3.3L TI-VCT V6 ENGINE INTERIOR 10-SPEED AUTO TRANSMISSION EBONY CLOTH FRT/VINYL REAR			$47,185.00
EXTERIOR 18" H.D.STEEL WHEELS 255/60R18 A/S BSW POLICE TIRES CLASS III HITCH RECEIVER DUAL EXHAUST SYSTEM DUAL POWER MIRRORS FULL SIZE 18" SPARE W/TPMS HEADLAMPS - AUTO, LED LOW/HIGH INCLUDES FRONT HOUSING (W/ LED WIG-WAG) KEY LOCKS (DR/PASS/LFTGT) PRIVACY GLASS 2ND/3RD ROW	INTERIOR 35/30/35 SPLIT VINYL REAR A/C W/AUTOMATIC CLIMATE CONTROL, DUAL ZONE BLACK VINYL FLOOR COVERING CERTIFIED SPEEDOMETER CLOTH BUCKET FRONT SEATS CONSOLE MOUNTING PLATE ENGINE HOUR / IDLE METER HTD SANITIZATION SOLUTION RED/WHITE TASK LIGHTING PWR DR/PASS SEAT W/LUMBAR SEATBACK INTRUSION PLATES TILT/TELESCOPING STEERING WHL W/ 4 CONFIGURABLE LATCHING SWITCHES	UNIVERSAL TOP TRAY FUNCTIONAL AM/FM/MP3/BLUETOOTH & USB COLUMN MOUNTED SHIFTER ENGINE OIL COOLER FULL-TIME ALL WHEEL DRIVE SYSTEM HEAVY DUTY SUSPENSION HEAVY-DUTY 80-AMP BATTERY INTERIOR TRUNK/LIFTGATE RELEASE POLICE BRAKES: 4 WHL DISC W/ ABS & TRACTION CONTROL POWER STEERING W/EPAS REAR VIEW CAMERA TRANSMISSION OIL COOLER	TRANSMISSION-10-SPEED AUTO SAFETY/SECURITY 75 MPH REAR-CRASH TESTED ADVANCETRAC™ WITH RSC® AIRBAGS - FRONT AND SIDE AIRBAGS - SAFETY CANOPY SOS POST CRASH ALERT SYS TIRE PRESSURE MONITOR SYS WARRANTY 3 YR/36K MILE BUMPER-TOBUMPER WARRANTY 5 YR/100K MILE POWERTRAIN CARE EXTENDED SERVICE PLAN (ZERO DEDUCTIBLE)	
INCLUDED ON THIS VEHICLE EQUIPMENT GROUP 500A OPTIONAL EQUIPMENT/OTHER .FM STEREO 3.3L TI-VCT V6 ENGINE - 2,330.00 10-SPEED AUTO TRANSMISSION NO CHARGE 50 STATE EMISSIONS NO CHARGE FRONT LICENSE PLATE BRACKET NO CHARGE				
			Phase 2 discount applied 9.39%	($4,430.43)
			Ford Destination & Delivery	$1,595.00

Subtotal		$44,349.57
Sales Tax	9.75%	$4,324.08
Tire Tax	5	$11.65
Extended Warranty		$0.00
Flooring		$0.00
Freight / Delivery		$1,000.00
Docs & Registration		$254.00
Total Per Unit		$49,939.30
Quantity of Units		2
PO Total		**$99,878.60**

Special Notes and Instructions

Arizona sales tax exempt with out of state delivery

Shipping from Auburn, WA to West Covina, CA, 1,120 miles

Vehicle registration applied

Unit(s) in stock and ready for delivery

Stock #'s SGA23475, SGA30602

Above information is not an invoice and only an estimate of services/goods described above. Quote subject to change.

Please confirm your acceptance of this quote by signing this document, and returning your PO.

Signature _____

Print Name _____

Date _____

Terms: Net 30

If you have any questions concerning this quote, contact Wesley Boswell

Thank you for your business!

9130 W Bell Road, Peoria AZ 85382
480-696-5930 - wesley.boswell@governmentautosales.com

PFVT MOTORS, LLC.
9130 West Bell Road
Peoria, AZ 85382
Wesley Boswell
Government Account Team
Direct: 480-696-5930

Quote

Date	6/18/2025
Valid Until	6/23/2025
Contract	CTR059322 - AZ STATE
PO	
Lead Time	2-4 Months

Customer:	Invoice Address:	Delivery Address:
City of West Covina	1444 W. Garvey Avenue S	1444 W. Garvey Avenue S
Jazmin Hernandez	Room 308	Room 308
(626) 939-8705	West Covina, CA 91790	West Covina
jhernandez@westcovina.org		
Ford FIN: QC627		

Customer unit number	Description		Line Total
2025-18	2025 F-150 (X2K) - 4x2 STX SuperCab	MSRP	$43,140.00
F150 4X2 SUPERCAB STX - 145$45015 145 INCH WHEELBASE$0 TOTAL BASE VEHICLE$45015 OXFORD WHITE$0 STX CLOTH 40/CON/40$0 BLACK$0 EQUIPMENT GROUP 200B$0 .STX SERIES$0 .18" GLOSS BLACK WHEELS$0 .EXTENDED RANGE 36GAL FUEL TANK$0 2.7L V6 ECOBOOST$0 ELEC TEN-SPEED AUTO TRANS$0 .265/60R18 BSW ALL-SEASON$0 3.55 RATIO REGULAR AXLE$0 6365# GVWR PACKAGE$0	FORD FLEET SPECIAL ADJUSTMENT$0 JOB #2 ORDER$0 FRONT LICENSE PLATE BRACKET$0 50 STATE EMISSIONS$0 FLOOR LINER - TRAY STYLE$200 BEDLINER-TOUGHBED SPRAYIN*ACCY$625 SPECIAL DEALER ACCOUNT ADJUSTM$0 SPECIAL FLEET ACCOUNT CREDIT$0 FUEL CHARGE$0 NET INVOICE FLEET OPTION (B4A)$0 PRICED DORA$0 ADVERTISING ASSESSMENT$0 DESTINATION & DELIVERY$2195 DIO_Kit- ICE Mudflap$300 TOTAL DIO OPTS$300		
		Phase 1 discount applied 12.65%	-$5,457.21
		Add: 2 Additional keys 4 total	$368.00
		Ford Destination & Delivery	$2,195.00

Subtotal		$40,245.79
Sales Tax	9.75%	$3,923.96
Tire Tax	5	$11.65
Extended Warranty		$0.00
Flooring		$0.00
Freight / Delivery		$500.00
Docs & Registration		$254.00
Total Per Unit		$44,935.40
Quantity of Units		4
PO Total		**$179,741.60**

Special Notes and Instructions

Arizona tax exempt with out of state delivery

Shipping to West Covina, CA 359 miles

Unit(s) will be ordered once approved

Vehicle Registration not included

Signature

Print Name

Date

If you have any questions concerning this quote, contact Wesley Boswell

Thank you for your business!

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: July 15, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF ADOPTION OF A RESOLUTION APPROVING THE SUBMISSION OF AN APPLICATION FOR THE LAND AND WATER CONSERVATION FUND FOR THE DEL NORTE PARK IMPROVEMENTS PROJECT**

RECOMMENDATION:

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

RESOLUTION NO. 2025-56 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE APPLICATION FOR THE LAND AND WATER CONSERVATION FUND FOR THE DEL NORTE PARK IMPROVEMENTS PROJECT

BACKGROUND:

On February 14, 1963, President Kennedy's Administration proposed legislation to establish a "Land and Water Conservation Fund" to assist states in planning, acquisition, and development of recreation lands. With bipartisan support, President Johnson signed it into law on September 3, 1964, as Public Law 88-578. The National Park Service administers the Land and Water Conservation Fund (LWCF) program at the federal level. Funds allocated to California are administered by the California Department of Parks and Recreation.

LWCF grants provide federal funding for the acquisition or development of land to create new outdoor recreation opportunities for the health and wellness of Californians. Since 1965, over 1,000 parks throughout California have been created or improved with LWCF assistance. When an LWCF project is completed, the land within the approved LWCF Boundary Map is placed under federal protection, preserving the public's outdoor recreational use of the site in perpetuity for the benefit of our nation's future generations.

DISCUSSION:

The State is currently accepting applications for LWCF funding through August 5, 2025. There is an estimated $35 million in LWCF funding available for eligible agencies in California. Each agency may apply for up to $6 million. The LWCF grant provides funding for two types of projects – acquisition or development.

The City of West Covina is proposing to submit an application for a development project to improve Del Norte Park. Under the development application, projects must develop recreation features for outdoor recreation, intended for outdoor recreational opportunities for the health and wellness of Californians. The

development application also allows funding for major support amenities, such as parking lots, lighting and landscaping.

The Del Norte Park Improvements project is a strong candidate for the LWCF program as it aligns with many of the grant criteria, goals, and objectives. Public engagement activities conducted as part of the Parks Master Plan development allowed the community to identify their preferred improvements for Del Norte Park.

The proposed scope of work to improve Del Norte Park includes expanding the dog park and separating it into three (3) sections, replacing existing fencing with new predator-resistant fencing including coyote rollers, installing new security gates, installing new concrete paving, and installing new equipment and facilities such as pet waste stations, drinking fountains, benches, trash receptacles, dog play amenities, and area lighting. The proposed improvements also include upgrading the restroom facilities with new toilets, sinks, and hand dryers, constructing ADA improvements, and installing new exterior materials including the roof, fascia boards, and roof eaves.

As part of the application, the City must submit a resolution adopted by its governing body which approves the filing of an application and designates an authorized representative to conduct all negotiations and execute and submit all program documents. The proposed resolution designates the City Manager or the Acting City Manager as the City's agent.

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

---

Fiscal Impact

FISCAL IMPACT:

There is a 50% minimum match requirement for the total project cost. The City will utilize funding from its Measure A account to meet the 50% match requirement. The City must be able to cover 100% of the project cost prior to receiving reimbursement from the LWCF program. If application is approved, staff will come forward with a budget amendment to recognize revenue and potential increased expenditures for the CIP project in Measure A (Fund 236).

Attachments

Attachment No. 1 - Resolution No. 2025-56
Attachment No. 2 - Draft Application

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

ATTACHMENT NO. 1

RESOLUTION NO. 2025-56

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE APPLICATION FOR THE LAND AND WATER CONSERVATION FUND FOR THE DEL NORTE PARK IMPROVEMENTS PROJECT

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

WHEREAS, the Congress under Public Law 88-578 has authorized the establishment of a federal Land and Water Conservation Fund Grant-In-Aid program, providing matching funds to the State of California and its political subdivisions for acquiring lands and developing facilities for public outdoor recreation purposes; and

WHEREAS, the California Department of Parks and Recreation is responsible for administration of the program in the State, setting up necessary rules and procedures governing applications by local agencies under the program; and

WHEREAS, the applicant certifies by resolution the approval of the application and the availability of eligible matching funds prior to submission of the application to the State.

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

SECTION 1. The City Council approves the filing of an application for Land and Water Conservation Fund assistance for the proposed Del Norte Park Improvements Project.

SECTION 2. The City Council certifies that the City of West Covina has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Grant Administration Guide.

SECTION 3. The City Council agrees to abide by 54 U.S.C. §200305(f)(3) which requires, “No property acquired or developed with assistance under this section shall, without the approval of the Secretary, be converted to other than public outdoor recreation use. The Secretary shall approve a conversion only if the Secretary finds it to be in accordance with the then-existing comprehensive statewide outdoor recreation plan and only on such conditions as the Secretary considers necessary to ensure the substitution of other recreation properties of at least equal fair market value and of reasonably equivalent usefulness and location.”

SECTION 4. The City Council certifies that the City of West Covina has matching funds from eligible source(s) and can finance 100 percent of the project, which up to half may be reimbursed.

SECTION 5. The City Council agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

SECTION 6. The City Council appoints the City Manager or the Acting City Manager as agent of the City of West Covina to conduct all negotiations and execute and submit all documents, including, but not limited to, applications, contracts, amendments, payment requests, and compliance with all applicable current state and federal laws which may be necessary for the completion of the aforementioned project.

SECTION 7. 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 15th day of July, 2025.

Tony Wu
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Monique S. De La Rosa
Deputy City Clerk

I, MONIQUE S. DE LA ROSA, DEPUTY CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2025-56 as duly adopted by the City Council of the City of West Covina at a regular meeting thereof held on the 15th day of July, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Monique S. De La Rosa
Deputy City Clerk

ATTACHMENT NO.2

California Natural Resources Agency
Department of Parks and Recreation

Land and Water Conservation Fund Application Form

Project Name:		**County:**
Total Project Cost:	**Minimum Grant Request:**	
Total Pre-Award Planning Costs:	**Maximum Grant Request:**	
Project Site Address:		
Project Site Latitude and Longitude:		**Nearest Cross Streets:**
Grant Applicant (Entity)**:**		
Grant Applicant Mailing Address:		
Authorized Representative (as shown in the Resolution)		
Name:	**Title:**	
Email:	**Phone:**	
Day-to-Day Contact (if different from the Authorized Representative)		
Name:	**Title:**	
Email:	**Phone:**	
Type of Project:	**Acres to be Acquired:**	
Total Site Acreage Currently Under LWCF Protection:	**Total Acreage to be Placed Under LWCF Protection:**	

GRANT SCOPE: I represent and warrant that this APPLICATION describes the intended use of the requested GRANT to complete the RECREATION FEATURES and MAJOR SUPPORT AMENITIES proposed through the PROJECT. I agree with the APPLICATION and procedural requirements described in the Application Guide and GRANT ADMINISTRATION GUIDE. I declare under penalty of perjury, under the laws of the State of California, that the information contained in this APPLICATION PACKET, including required attachments, is accurate.

Signature of the Authorized Representative (as shown in the Resolution)	**Date**
Print Name	**Title**

Project Summary

Provide a brief summary of the proposed project scope. List the recreation features and major support amenities that are proposed for the grant plus match.

The proposed scope of work to improve Del Norte Park includes expanding the dog park and separating it into three (3) sections, replacing existing fencing with new predator resistant fencing including coyote rollers, installing new security gates, installing new concrete paving, and installing new equipment and facilities such as pet waste stations, drinking fountains, benches, trash receptacles, dog play amenities, and area lighting. The proposed improvements also include upgrading the restroom facilities with new toilets, sinks, and hand dryers, constructing ADA improvements, and installing new exterior materials including the roof, fascia boards, and roof eaves.

Recreation Features include: dog parks and fixed features; open space; and recreational trails.

Major Support Amenities include: restroom building; and lighting.

Explain how this project meets SCORP priorities. Cite and explain which SCORP and LWCF priorities will be met by this project.

2. Multi-Use Parks Designed for All Age Groups

Del Norte Park offers passive and active recreational spaces for youth, adults, and seniors to enjoy together. Renovating the dog park and creating ADA-compliant walking paths creates a multigenerational gathering space where grandparents can engage meaningfully with their grandchildren in a safe, family-friendly setting.

3. Health Design Goals

Community engagement activities conducted in 2022 and 2025 provided feedback which shaped the design of this project. Community members requested improvements be made to the dog park and walking paths so that they could experience the health benefits associated with walking, playing, and socializing outdoors.

4. Safety and Beautification

The proposed dog park renovation with new play equipment and waste receptacles, benches, fence replacement, area lighting, and restroom improvements will enhance the park's appearance. The proposed lighting will support longer hours of use. The proposed fence replacement, security gate, coyote rollers, and area lighting will improve safety for park visitors and their pets. All of these elements will make Del Norte Park more welcoming for visitors of all ages and abilities.

5. Preservation

Del Norte Park is not currently under protection. Through the LWCF, when the Del Norte Park Improvements project is completed, the land within the approved LWCF boundary map will be placed under federal protection, thus preserving the public's outdoor recreational use of the site in perpetuity for the benefit of West Covina's and the nation's future generations.

Unmet Need

Why is this DEVELOPMENT a high priority PROJECT to serve the region, city-wide public, or neighborhood residents (based on the type of PARK and the SCORP/LWCF priorities described in the Project Summary)?

The proposed development at Del Norte Park is a high-priority project for the City of West Covina and surrounding communities because it meaningfully addresses multiple SCORP priorities and urgent local needs through a multi-use, multi-generational park design. As one of the only parks in the city to offer adjacent recreation zones—youth sports fields, a playground, walking paths, and a dedicated dog park—the Del Norte site is uniquely positioned to serve as an inclusive, community-centered hub. Renovating the dog park area, upgrading the restrooms for ADA accessibility, and increasing lighting for safe, extended use directly supports the SCORP goals of promoting healthy lifestyles, expanding park access for all Californians, and encouraging meaningful, multi-generational use of public space.

This project aligns with the SCORP focus on "Multi-Use Parks Designed for All Age Groups" by offering spaces for youth, adults, seniors, and families to engage in recreation simultaneously. A typical scene might include a grandparent supervising a toddler at the playground, while parents walk the dog in the gated dog park, and an older child practices with their sports league nearby—all within view of one another and with safe access to improved facilities. This holistic, accessible layout reflects intentional health-forward design and responds directly to feedback from local users who requested more lighting and ADA upgrades.

Renovating the dog park at Del Norte Park is a high priority project because it is the only public, off-leash dog park in the City of West Covina. As such, it serves the citywide public and neighborhood residents. The 2016 Los Angeles Countywide Park Needs Assessment reported every amenity within Del Norte Park to be in fair condition. Over the past 9 years, the condition of Del Norte Park's amenities has continued to decline and approach poor condition, especially the dog park which suffers from extensive daily wear and tear. The Assessment also identified replacing/adding restrooms at Del Norte Park to be the 3rd top prioritized project for the City of West Covina. The proposed project will directly address these high priority concerns.

The urgency of this project is underscored by data from the Los Angeles County Department of Public Health. According to the Los Angeles County Health Survey (2015), 28% of West Covina adults age 18 and older are obese, 10% are diagnosed with diabetes, and 6% are diagnosed with depression. These rates highlight the critical role accessible parks play in reducing sedentary lifestyles, managing chronic health conditions, and supporting mental health through outdoor activity, routine, and community engagement.

If this proposed DEVELOPMENT is not completed in the next five years, what effect will the continued lack of this proposed recreational opportunity(s) have on the region, city-wide public, or neighborhood residents?

If development is delayed or not completed within the next five years, the lack of improved, accessible recreational amenities will continue to have a negative impact on the physical and mental health of residents, especially in underserved or park-poor areas. The dog park is a rare active recreation site that reduces social isolation, encourages daily physical activity, and provides

therapeutic benefits—particularly for veterans, at-risk youth, individuals with service animals, and older adults. Del Norte Park's proximity to neighboring jurisdictions such as Baldwin Park, La Puente, and Irwindale extends its value regionally, and enhances economic activity through league enrollment, nearby businesses, and higher property values.

Without these improvements, West Covina risks missing a critical opportunity to reduce chronic health disparities and strengthen community ties in an area where park acreage per capita is already below recommended thresholds. If the proposed development is not completed in the next five years, the condition of the dog park, restroom, walking path, and other amenities will continue to decline from fair to poor condition. This decline could result in the amenities becoming unusable by the citywide public, neighborhood residents, and the larger region. As amenities and the dog park become unusable, the park becomes unwelcoming, and the community is less inclined to visit. Moreover, a lack of safe and well-lit facilities may diminish public perception of the park as a secure and family-friendly space, reducing usage and undermining the City's goals of inclusion, community wellness, and long-term sustainability.

Del Norte Park's proposed development is not just about upgrading one area—it is about enhancing quality of life, supporting public health, and safeguarding 9.2 acres of open space under permanent LWCF protection for current and future generations.

Type of Project
Identify the type of project: Development to improve an existing park

New Acreage Placed Under LWCF Protection
Number of acres to be placed under new LWCF Protection: 9.2 acres

Park Deficient or Economically Disadvantaged Area
Park Access Tool – Percentage of residents that live further than a half mile from a park: 22%

Project is in a City or County that has more than the state average of 21% of its residents living further than a half mile from a park (Park Access Tool).

Population Served
How will this project serve older adults? List the specific recreation elements designed to serve this group.

Del Norte Park in West Covina is poised to become a vibrant, inclusive community space through a series of planned improvements that thoughtfully incorporate the needs of older adults. These enhancements aim not only to improve accessibility, but to create a welcoming, dignified environment where older residents can thrive physically, socially, and emotionally. Constructing smooth, ADA-compliant walking paths to wind throughout the park will offer gentle, safe routes for walking, light exercise, and nature appreciation. Installing shaded seating areas will provide comfortable rest stops along these paths, inviting opportunities for conversation, people-watching, or quiet reflection under the trees. Constructing ADA-compliant restrooms will ensure that all visitors, regardless of age and mobility, can access the park's full amenities with ease and

confidence. Upgrading area lighting will improve safety and visibility for all visitors, especially those with aging vision.

The renovation of the park presents opportunities for age-friendly recreation such as senior walking clubs, low-impact group fitness, and even casual or competitive games—offering a renewed sense of purpose and vitality for older adults seeking active lifestyles. Renovating and expanding the dog park to include separate areas based on dog size will create a safer, calmer environment for older adults who typically have smaller dogs. After the renovations, older adults will have less concern for potentially being jumped on and knocked down by excited large dogs. Upgrading the dog park also creates a multigenerational gathering space where grandparents can engage meaningfully with their grandchildren in a safe, family-friendly setting.

Moreover, these thoughtful upgrades will allow the City of West Covina to host specialized events that cater directly to older adults. Programming such as "Senior Mornings in the Park," "Pet Meetups for Seniors," chair yoga classes, or seasonal walking tours can help reduce social isolation and promote community belonging. The proposed improvements are more than just physical upgrades—they represent a commitment to the health, connection, and joy of West Covina's older adult population, ensuring Del Norte Park becomes a place where residents of all ages feel valued, engaged, and empowered.

How will this project serve at risk youth? List the specific recreation elements designed to serve this group.

The proposed improvements to Del Norte Park in West Covina are designed to enhance accessibility, safety, and recreational opportunities for the community, with a focus on supporting the needs of at-risk youth.

Upgrades to the dog park, including the separation of areas for large and small dogs, improved walking paths, and new shaded seating areas, will create a safer, more welcoming environment for youth and families. These spaces offer opportunities for supervised outdoor time and pet-related programming, which can be especially impactful for at-risk youth in developing empathy, responsibility, and community connection. Constructing ADA-compliant restrooms and accessible paths throughout the park will ensure all visitors can safely participate in recreational activities. Installing dog play equipment in the dog park will create vibrant, modern spaces that encourage active play between at-risk youth and their pets, helping to foster creativity, coordination, and positive peer interaction among younger children and adolescents.

The proposed improvements will also allow the City of West Covina to host special events specifically designed for at-risk youth, such as youth sports clinics, mentoring meetups, wellness walks, and community-building events like "Youth Field Day" or "Play in the Dog Park" programs. Together, the upgrades at Del Norte Park will create a safe, inclusive, and engaging environment that encourages positive youth development through recreation, community involvement, and consistent access to quality outdoor spaces.

How will this project serve persons with disabilities? List the specific recreation elements designed to serve this group.

Del Norte Park in West Covina is set to become a more inclusive and accessible space through a series of thoughtful improvements that prioritize the needs of individuals with disabilities. Central to the plan is the integration of ADA-compliant restrooms and a network of accessible walking paths, which will ensure that all visitors can comfortably navigate and enjoy the park. The redesigned dog park, with separate areas for large and small dogs, will feature smooth surfaces and shaded seating areas that make it easier and safer for people with mobility challenges to participate and observe. Upgrading area lighting will improve safety and visibility for all visitors, especially those navigating mobility challenges.

The upgrades go beyond basic compliance—they aim to create meaningful recreational experiences. Installation of new dog play equipment will be designed to accommodate adaptive and inclusive play, expanding participation opportunities for those who may not have previously been able to engage in traditional dog play programs.

These enhancements open the door for West Covina to host a variety of inclusive community events. Sensory-friendly mornings, adaptive sports clinics, and accessible dog park socials are just a few examples of how the improved park can serve as a gathering place that celebrates diversity and promotes recreation for everyone, regardless of ability. With these changes, Del Norte Park will become more than just a recreational space—it will stand as a welcoming, inclusive destination for the entire community.

Public Input

Describe the process that led to the development of this proposal and how the public was involved within the last 5 years.

Over the past five years, the proposal to enhance Del Norte Park has been carefully shaped through an inclusive and multi-layered community engagement process, deeply rooted in the voices, priorities, and lived experiences of West Covina residents. Recognizing the park's significance as a cornerstone of neighborhood life, the City undertook a proactive approach to gather meaningful public input—not simply to check a box, but to ensure the vision for Del Norte Park reflects the true needs and aspirations of its community.

In 2022, the City of West Covina launched a bilingual outreach campaign as part of its broader "Green Streets and Park Improvements" initiative, specifically spotlighting Del Norte Park. Engagement activities were intentionally embedded in popular community events—such as family movie nights, youth soccer tournaments, and the city's Halloween carnival—ensuring that input was captured from a diverse cross-section of the community, including families, older adults, dog owners, and youth. Attendees were invited to share their thoughts through interactive displays, comment cards, and live idea boards, resulting in a wealth of feedback that informed the direction of the proposal.

Building on this foundation, the City's 2025 Parks and Recreation Master Plan development process brought a more structured phase of public input. Facilitated by RJM Design Group, this process included multiple in-person community workshops, digital surveys, and design

charrettes—giving residents the opportunity to engage in real-time dialogue about park features, accessibility improvements, and priorities for recreation spaces. Key themes that emerged—such as ADA-compliant pathways and restrooms, modernized ball fields, upgraded playground equipment, and a safer, more inclusive dog park—became central components of the proposed improvements. Importantly, the planning team made extra effort to remove barriers to participation, offering bilingual materials (English and Spanish) and both online and in-person feedback options.

Additionally, earlier insights from the 2016 Los Angeles Countywide Park Needs Assessment were revisited and reaffirmed. That report had already highlighted Del Norte Park as a location in need of enhanced recreational infrastructure, citing requests for improved restrooms, walking paths, and inclusive facilities. By integrating those long-standing priorities with the more recent, detailed input gathered since 2020, the City ensured that the final proposal reflects both consistency over time and responsiveness to current needs.

This layered, sustained, and inclusive engagement strategy has done more than guide a capital improvement plan—it has created a shared vision. The public was not just consulted; they were collaborators in shaping a park that will better serve their families, neighbors, and future generations. This thorough and recent engagement process fully meets and exceeds the expectations outlined under the LWCF's "Public Input" selection criterion.

Project Readiness

	Actual Completion Date	*Estimated Completion Date*
Concept Level Site Plan	7/2025	
Engineer Cost Estimate for Further Design Development	7/2025	
Construction Documents		11/2026
Construction Permits		11/2026
Bid Package Prepared		01/2027

Applicant's Eligibility

Has the City administered a competitive bond act or federal grant with OGALS since 2000?

If yes, does the City have any unresolved conversion or prior failure to comply with OGALS grant requirements?

If yes, does the City have a recent track record of failing to complete or otherwise comply with grant and project operation/maintenance requirements of grant-funded sites administered by OGALS?

If no, what are the City's most recent successes from any funding sources? List recent federal, state, or local acquisition or development grants successfully administered by the City. Provide up to 5 examples that include date of completion, funding amount, scope, and funding source.

Response still being prepared, awaiting details and information from city staff.

Detailed Budget Narrative

Project Name:	Del Norte Park Improvements			**Project Scope:**	Renovate existing dog park, upgrade restroom facilities, add lighting, and improve walking paths.
Project Number:	06-	**State:**	**California**		
Grant Amount:	$650,000				

A. Scope of Work Elements (General Description)	B. Number of Units	C. Cost Per Unit	D. Total Line Cost	E. LWCF Grant Amount (Federal Share)	F. Match Amount (non Federal Share)	G. Total (Grant + Match) Cost	H. Category Subtotals	I. Pre-Award Planning Cost	J. Milestones (Month/Year)	K. Percentage (%) Complete	L. Basis of Cost (Methodology) for each line item	M. Justification for each objective/scope item
Instructions listed below each cost category.	Include the number of units for each scope of work element. **For example**, if a project includes 5 Full Court Basketball Courts. "Full court basketball courts" would be listed in column A, then column B would list the number of basketball courts ("5"). For costs that are a 1:1 ratio, enter "1".	Include the PER UNIT cost for each Scope of Work Element. **For example**, column A - "Basketball Court", column B - 5 UNITS, column C - $150.00 cost per unit, column F - Total Line Cost $750.	This column autocalculates.			This column autocalculates.	This column autocalculates.	Enter the pre-award planning costs that will occur **before** NPS awards the project. Pre-Award Planning Costs can only be backdated up to three years from the date of application submission to NPS. ORLP projects are limited to 25% of the total project cost and LWCF has no limit. **Remember, no ground disturbance can occur before the award is made.** Examples include Section 106, Design Costs, CEQA, and NEPA.	**Applicant:** List the month and year each line cost is estimated to be complete. If the project is selected, these dates are flexible and can change throughout the grant performance period. **Grantee/Post Award:** Update the month and year of each line with each progress/status report and reimbursement request to reflect updated estimates, or actual date of completion.	**Applicants:** List the percentage complete of each line at the time of application. **Grantee/Post Award:** Update the percentage complete of each line with each progress/status report and reimbursement request.	Describe the methodology for how each cost was estimated. For example, engineering estimates, prior construction experience, etc.	**Example:** For completion of the project.

1. Administrative and Legal Expenses

Direct costs associated with administrative or clerical services integral to the project or activity.
Individuals involved can be specifically identified with the project.

Scope of Work Elements	Number of Units	Cost Per Unit	Total Line Cost (auto calculated)	Federal Share	Match Share	Total Grant + Match (auto calculated)	Category Subtotal	Pre-Award Planning Costs	Month/Year	% Complete	Cost Methodology	Justification Objective
		$0.00	$0.00	$0.00	$0.00	$0.00		$0.00	Jan-00	0%		
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00	$0.00	$0.00	$0.00						
Subtotals *(Columns D,G, and H should match)*			$0.00			$0.00	$0.00	$0.00				

2. Acquisition only - Cost of Land, structures, rights-of-way, appraisals, etc.

When listing the cost of land, structures, right-of-way, appraisals, etc., include the Assessor Parcel Number (APN) and acres.

Scope of Work Elements	Number of Units	Cost Per Unit	Total Line Cost (auto calculated)	Federal Share	Match Share	Total Grant + Match (auto calculated)	Category Subtotal	Pre-Award Planning Costs	Month/Year	% Complete	Cost Methodology	Justification Objective
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
Subtotals *(Columns D,G, and H should match)*			$0.00			$0.00	$0.00	$0.00				

3. Acquisition only - Relocation expenses

Cost of relocation expenses & payments.

Scope of Work Elements	Number of Units	Cost Per Unit	Total Line Cost (auto calculated)	Federal Share	Match Share	Total Grant + Match (auto calculated)	Category Subtotal	Pre-Award Planning Costs	Month/Year	% Complete	Cost Methodology	Justification Objective
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
Subtotals *(Columns D,G, and H should match)*			$0.00			$0.00	$0.00	$0.00				

4 & 5. Architectural and Engineering Fees

Professional services of an architectural or engineering nature. Including studies, investigations, surveying, mapping, tests, evaluations, consultations, comprehensive planning, program management, conceptual designs, plans and specifications, value engineering, construction phase services, soils engineering, and drawing reviews. For example: Section 106, NEPA, CEQA etc.

Scope of Work Elements	Number of Units	Cost Per Unit	Total Line Cost (auto calculated)	Federal Share	Match Share	Total Grant + Match (auto calculated)	Category Subtotal	Pre-Award Planning Costs	Month/Year	% Complete	Cost Methodology	Justification Objective
Design Engineering	1	$82,800.00	$82,800.00	$41,400.00	$41,400.00	$82,800.00		$82,800.00	Jan-27	0%	Percentage of construction subtotal	For completion of design of the project.
Construction Management and Inspection	1	$90,200.00	$90,200.00	$45,100.00	$45,100.00	$90,200.00		$0.00		0%	Percentage of construction subtotal	For completion of the project
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
Subtotals *(Columns D,G, and H should match)*			$173,000.00			$173,000.00	$173,000.00	$82,800.00				

6. Project Inspection Fees

Inspection fees including municipal inspection and other required professional inspection fees.

Scope of Work Elements	Number of Units	Cost Per Unit	Total Line Cost (auto calculated)	Federal Share	Match Share	Total Grant + Match (auto calculated)	Category Subtotal	Pre-Award Planning Costs	Month/Year	% Complete	Cost Methodology	Justification Objective

			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
Subtotals *(Columns D,G, and H should match)*			$0.00			$0.00	$0.00	$0.00				
7. Site Work/Site Prep												
Mobilization, grading, trenching, etc.												
Scope of Work Elements	**Number of Units**	**Cost Per Unit**	**Total Line Cost (auto calculated)**	**Federal Share**	**Match Share**	**Total Grant + Match (auto calculated)**	**Category Subtotal**	**Pre-Award Planning Costs**	**Month/Year**	**% Complete**	**Cost Methodology**	**Justification Objective**
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
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			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
Subtotals *(Columns D,G, and H should match)*			$0.00			$0.00	$0.00	$0.00				
8. Demolition and Removal												
Scope of Work Elements	**Number of Units**	**Cost Per Unit**	**Total Line Cost (auto calculated)**	**Federal Share**	**Match Share**	**Total Grant + Match (auto calculated)**	**Category Subtotal**	**Pre-Award Planning Costs**	**Month/Year**	**% Complete**	**Cost Methodology**	**Justification Objective**
Building Demo	1	$75,000.00	$75,000.00	$37,500.00	$37,500.00	$75,000.00						
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
Subtotals *(Columns D,G, and H should match)*			$75,000.00			$75,000.00	$75,000.00	$0.00				
9. Construction												
Construction means installation and materials associated with the scope of work elements. Only a general description is needed. Some examples are age 5-12 playground(s), shade structures, athletic field with natural turf and field lights, walking paths with lights, perimeter fencing, large and small dog park with fencing, etc.												
Scope of Work Elements	**Number of Units**	**Cost Per Unit**	**Total Line Cost (auto calculated)**	**Federal Share**	**Match Share**	**Total Grant + Match (auto calculated)**	**Category Subtotal**	**Pre-Award Planning Costs**	**Month/Year**	**% Complete**	**Cost Methodology**	**Justification Objective**
Dog Park Renovation with fencing, lighting, 12 waste receptacles, 3 drinking fountains, 6 benches, and dog play equipment	1	$555,000.00	$555,000.00	$277,500.00	$277,500.00	$555,000.00		$0.00		0%	Engineering estimate	For completion of the project
Recreational Trails (concrete paving)	1	$100,000.00	$100,000.00	$50,000.00	$50,000.00	$100,000.00		$0.00		0%	Engineering estimate	For completion of the project
Restroom Improvements	1	$250,000.00	$250,000.00	$125,000.00	$125,000.00	$250,000.00		$0.00		0%	Engineering estimate	For completion of the project
			$0.00			$0.00						
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			$0.00			$0.00						
			$0.00			$0.00						
Subtotals *(Columns D,G, and H should match)*			$905,000.00			$905,000.00	$905,000.00	$0.00				

10. Contingencies Costs

Scope of Work Elements	Number of Units	Cost Per Unit	Total Line Cost (auto calculated)	Federal Share	Match Share	Total Grant + Match (auto calculated)	Category Subtotal	Pre-Award Planning Costs	Month/Year	% Complete	Cost Methodology	Justification Objective
Construction Contingency	1	$147,000.00	$147,000.00	$73,500.00	$73,500.00	$147,000.00		$0.00		0%	Percentage of construction subtotal	For completion of the project
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
			$0.00			$0.00						
Subtotals *(Columns D,G, and H should match)*			$147,000.00			$147,000.00	$147,000.00	$0.00				

$650,000.00	**Total Federal Share**
$650,000.00	**Total Match**
$1,300,000.00	**Total Project Cost** (sum of all category subtotals)
50.00%	**Rate of Reimbursement***

*Although this is the current rate of reimbursement estimate based on this budget narrative, should the grantee spend less than the full grant amount listed or the total project cost change, the rate will change.

$82,800.00	**Total Pre-Award Cost**
6.37%	**Pre-Award** *__Note:__ ORLP projects are limited to 25% pre-award costs . LWCF projects do not have a pre-award cost limit.*

By submitting this document, the APPLICANT understands that this form will be used to establish the expected GRANT deliverables that must be completed before final GRANT payment is processed as specified in the LWCF Grant Administration Guide. The APPLICANT understands the ELIGIBLE COSTS shown in the LWCF Application Guide. The APPLICANT also understands that the remaining portion of the estimated total project cost not funded by an LWCF grant is the required MATCH.

Funding Sources

A. Name of the Funding Source	B. Match Amount/Value	C. Source (State, Local City/County, Federal, or Private)	Type (Cash or In-kind)	E. Date Secured (*before* the application deadline)
List the name of the funding source contributing to the overall total project cost (match *and* grant). For example, Statewide Park (SPP), General Fund, Measure A - Park & Recreation, etc.	List the dollar value of each funding source. If requesting a maximum and minimum grant range, use the highest amount of the range to calculate the funding source amounts. Both match and grant must be eligible sources for reimbursement under the program.	List whether the funding source is state funding, local (for example, city or county), private, or federal. **Note:** there are strict limits on what federal funding can be used as a match. Federal sources are generally only eligible if named explicitly in the enabling legislation authorizing their use as an LWCF match (e.g., CDBG and FAST Act). If using federal funds please contact your project officer.	Include the source's type, such as donations, grants, tax measures, or general funds.	List the commitment date for each fund source secured or committed to the grant project. All funding sources must be secured **before** the application deadline.
Park Dedication Fee	$1,300,000.00	Local City	Cash - Development Impact Fee	7/1/2025
	$0.00			
	$0.00			
	$0.00			
	$0.00			
	$0.00			
Total Project Cost*	$1,300,000.00			

*The total project cost on this tab must match the total project cost on the Detailed Budget Narrative tab.

By submitting this document, the APPLICANT understands the definition of COMMITTED FUNDS as defined in the LWCF Application Guide and the APPLICANT certifies that they have eligible MATCH sources and can cash-flow 100 percent of the Project, which will be partially reimbursed at the RATE OF REIMBURSEMENT.

CEQA Compliance Certification Form

APPLICANT/GRANTEE: _____ PROJECT Name: _____

PROJECT Address: _____

When was CEQA analysis completed for this PROJECT? Date:

What documents were completed for this PROJECT'S CEQA analysis (check all that apply)?

Initial Study	Environmental Impact Report
Negative Declaration	Mitigated Negative Declaration
Notice of Exemption	Notice of Determination
State Clearinghouse Receipt	Other:

Please attach all checked documents.

If these forms were not completed, please attach a letter from the Lead Agency explaining why, certifying the PROJECT has complied with CEQA, and noting the date that the PROJECT was approved by the Lead Agency.

Lead Agency Contact Information:

Agency Name: _____ Contact Person: _____

Mailing Address: _____

Phone: __ _____ Email: _____

Certification:

I hereby certify that the Lead Agency listed above has determined that it has complied with the California Environmental Quality Act (CEQA) for the PROJECT identified above and that the PROJECT is described in adequate and sufficient detail to allow the PROJECT'S construction or ACQUISITION.
I certify that the CEQA analysis for this PROJECT encompasses all aspects of the work to be completed with GRANT funds.

_____ _____

AUTHORIZED REPRESENTATIVE (Signature) Date

AUTHORIZED REPRESENTATIVE (Printed Name and Title)

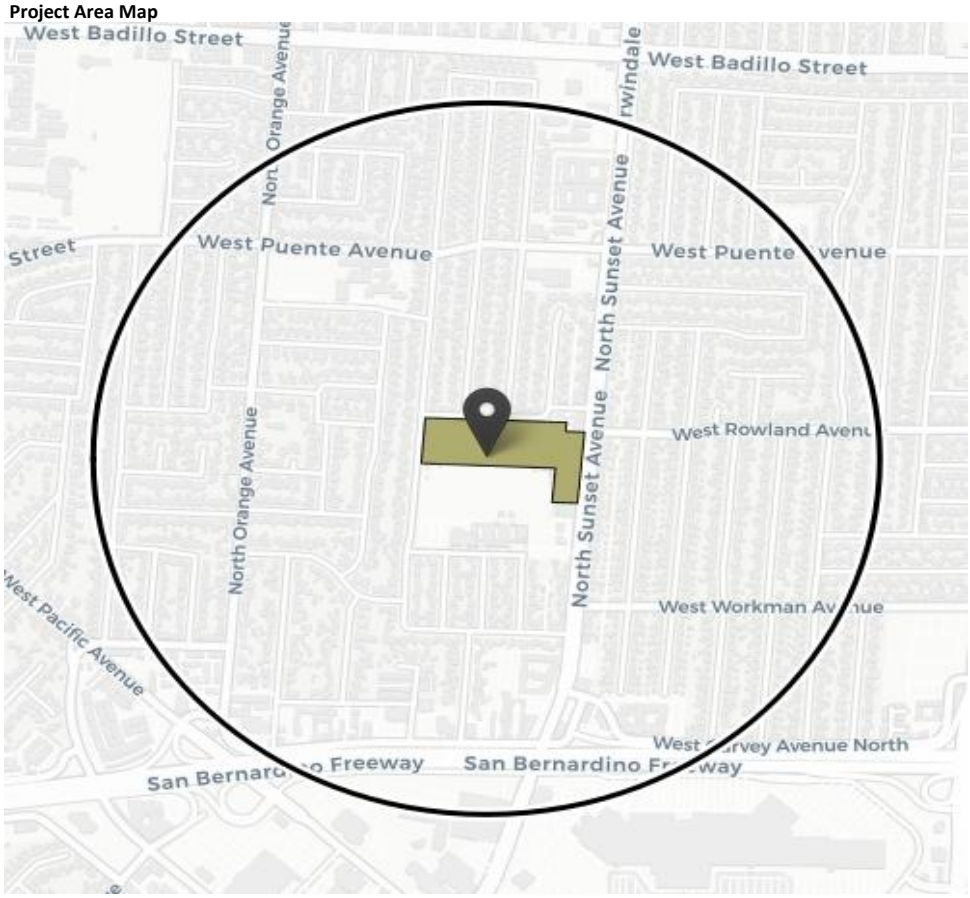
California State Parks Community FactFinder Report

This is your project report for the site you have defined. Please refer to your Project ID below in any future communications

Project ID	Coordinates	Date	Address
114659	34.0785255, -117.9373186	07/07/2025	1500 West Rowland Avenue West Covina, CA 91790

Field	Value
Total Population	5,761
Youth Population	1,191
Senior Population	1,036
Median Household Income	$111,738
Per Capita Income	$36,476
People in Poverty	507
Households Without Access to a Car	76
Parks Total Area	9.23
Parks per 1,000 People	1.6023

Project Area Map



Map description: Within a half-mile radius around "1500 W Rowland Ave, West Covina, CA 91790", there are 9.2 acres of parks shown in green. The circle does not contain severely disadvantaged communities but does contain disadvantaged communities.

SCORP Community FactFinder is a service of the California Department of Parks and Recreation (CDPR) https://www.parks.ca.gov/

SCORP Community FactFinder created by GreenInfo Network in consultation with CDPR https://www.greeninfo.org/

California State Parks Park Access Tool Report

This is your project report for the site you have defined.

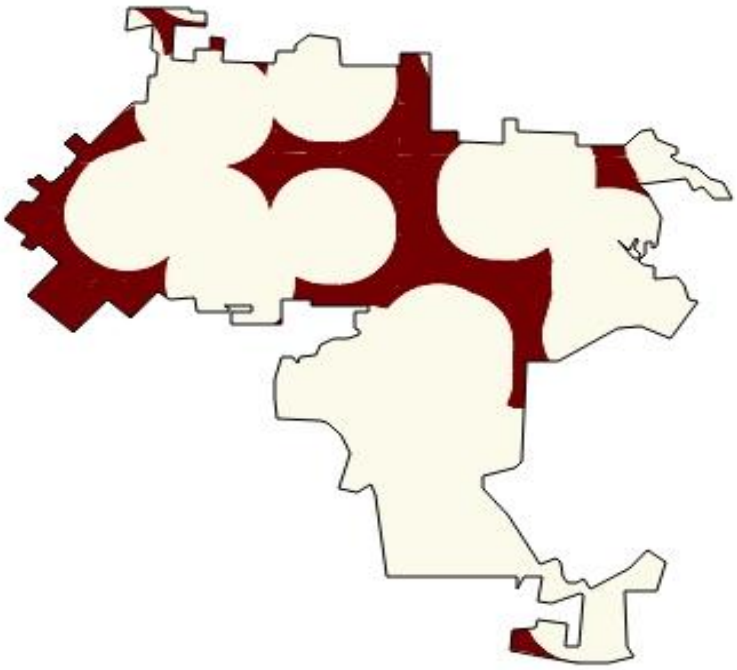
Date
07/07/2025

Statewide	**Value**
Percent who live farther than a half mile from a park	21%
Percent who live in areas with less than 3 acres of parks per thousand residents	61%

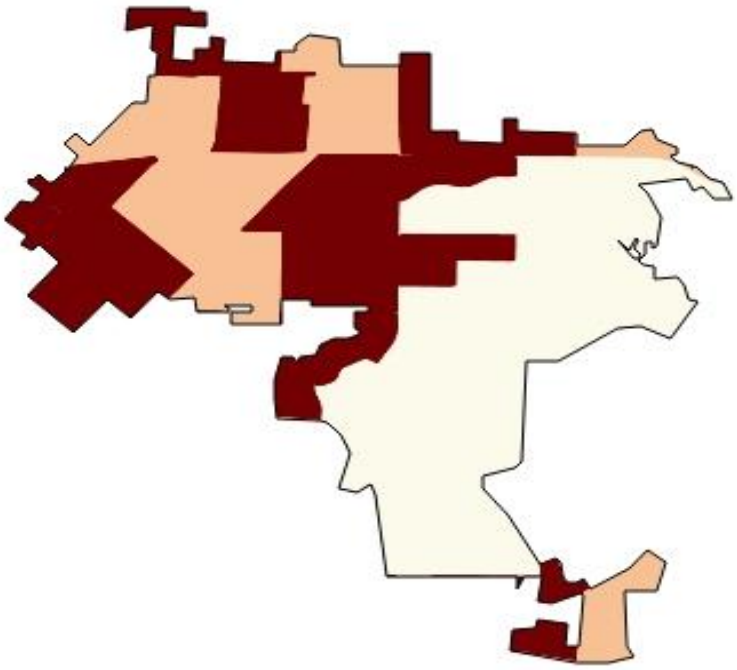
Location
West Covina (city)

Field	**Value**
Percent who live farther than a half mile from a park	22%
Percent who live in areas with less than 3 acres of parks per thousand residents	60%

Map: Living farther than a half mile from a park



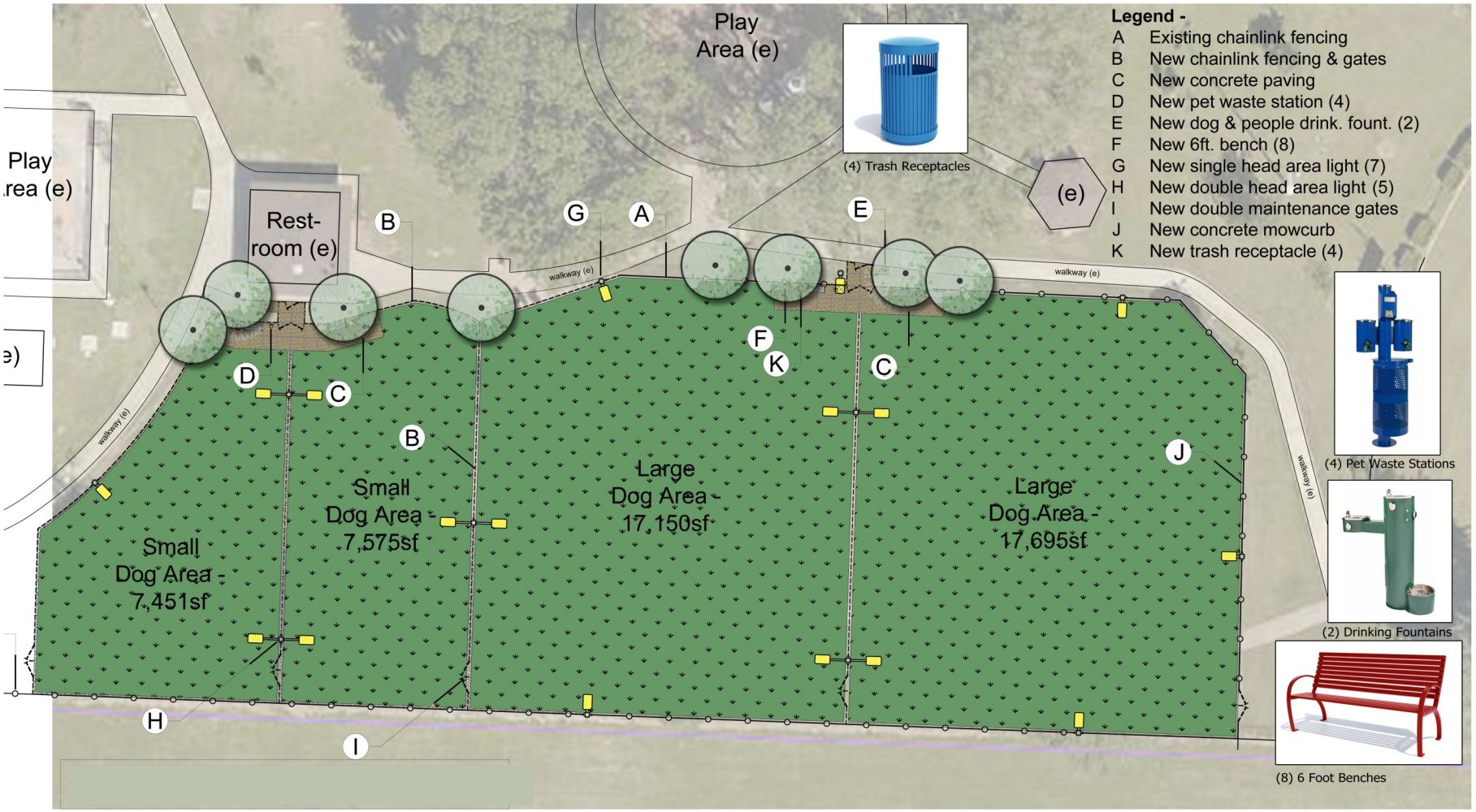
Map: Park acres per one thousand residents



SCORP Community FactFinder is a service of the California Department of Parks and Recreation (CDPR) https://www.parks.ca.gov/

SCORP Community FactFinder created by GreenInfo Network in consultation with CDPR https://www.greeninfo.org/

Concept Level Site Plan
Del Norte Park Improvements Project



NORTH

Scale: 1" = 30'

0 30 60

Large Scale site plan still being developed—to be inserted.

Property report for each parcel still being developed—to be inserted.

Project location map still being developed—to be inserted.

Boundary map still being developed—to be inserted.

Site photos still being developed—to be inserted.

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: July 15, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENT BETWEEN FIRE RECOVERY USA AND THE CITY OF WEST COVINA FOR INSPECTION AND PERMIT BILLING SERVICES**

RECOMMENDATION:

It is recommended that the City Council authorize the Acting City Manager to execute a Professional Services Agreement with Fire Recovery USA, LLC for inspection and permit billing services for a five-year term, in such final form as approved by the City Attorney.

BACKGROUND:

Pursuant to California Health & Safety Code Section 13145 and 13146, the Fire Department conducts annual state-mandated inspections of state-regulated buildings and structures, such as daycare facilities, schools, institutional facilities, multifamily residential dwellings, and high-rise buildings.

Also, in accordance with the California Fire Code sections 105.1.1 through 105.7.18, the Fire Department conducts annual operational inspections that allow the applicant to conduct an operation or a business for which a permit is required. The fees for these inspections are set forth in the City's Master Fee Schedule.

DISCUSSION:

Fire Recovery USA provides third-party billing services for Fire Department inspections and other Fire Department services. The Fire Department spends a significant amount of time billing for and receiving payment for state-mandated fire inspections and annual operational inspections. It is more efficient and cost-effective to have a third party bill for these fire inspections. By using a third-party billing service for these administrative responsibilities, fire inspectors can focus their efforts on conducting inspections to ensure compliance with the Fire Code.

Fire Recovery USA is the nation's largest cost-recovery company created to serve fire departments across the U.S. Since 2006, they have provided cost recovery services to departments in 33 states and are the leading provider of incident cost recovery in the nation. Their proprietary system and software allows Fire Recovery USA to efficiently and effortlessly bill for fire inspections in accordance with the City's Master Fee Schedule. Because of efficiencies delivered by their software and support services, Fire Recovery USA offers cost recovery that is extremely efficient and cost-effective.

Section 2-335(7) of Division 2 of Article VII of the West Covina Municipal Code provides an exemption

from competitive bidding requirements for purchases made using another governmental or public agency's contract or substantially the same terms, provided: (a) the other agency used a solicitation method substantially similar to the method required by the City; and (b) the Purchasing Officer determines the City will realize overall value by utilizing the other agency's contract or contract terms compared to the City performing its own procurement. The Purchasing Division has verified that the City of San BuenaVentura's RFP (Attachment No. 1) meets the City of West Covina's bidding requirements as outlined in the City's Municipal Code and has confirmed that City will realize a greater overall value in cost savings and efficiency by using substantially the same terms as the City of San BuenaVentura's agreement with Fire Recovery USA (Attachment No. 3). During the San BuenaVentura RFP process, Fire Recovery was the only company to submit a bid.

Fire Recovery USA will process, invoice, and collect the inspection billing revenue on behalf of the City. Fire Recovery USA charges the City $18.50 per paid collection. It collects its fees from the amounts collected on behalf of the City prior to issuing such amounts to the City. Because Fire Recovery USA is conducting cost-recovery services for the City and deducting its fees directly from the amounts collected on behalf of the City, there is no maximum compensation amount specified in the agreement. However, staff estimate that Fire Recovery USA's compensation will not exceed $30,000 annually.

The current agreement with Fire Recovery ended on June 30, 2025. The company has agreed to continue providing services on a month-to-month basis until a new agreement can be finalized.

Currently, the Fire Department does not have the staffing to manage this billing internally. Over the past five years, Fire Recovery has collected an average of $152,647 annually in revenue for the Fire Department and their cost for inspection billing is $4,932. Fire Recovery has staff dedicated to:

- Creates invoice immediately after the completed inspection.
- An invoice is emailed. If an email is not provided, Fire Recovery will mail the invoice.
- Offers payment options: check or credit card.
- Each invoice's progress is tracked and processed.
- If payment is delayed, notifications are sent every 30, 60, 90 days.
- If it is over 90+ days, an invoice is sent to finance for collections.
- Fire Recovery keeps an entry log regarding every invoice (dates, time, notes).
- Fire Recovery makes every effort to collect fees.

Given these factors and considering Fire Recovery is the largest cost-recovery company serving fire departments across 33 states, it is unlikely that an in-house solution could match the efficiency or cost-effectiveness of continuing with the current provider.

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. Provide alternative direction.

Prepared by: Mike Browne, Acting Fire Chief
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

For each inspection conducted for state-mandated properties (ex. daycare facility commercial/residential, convalescent hospital, medical facility, hospitals, high-rise buildings, hotels/motels/apartments, schools, public/private) and operational annual inspections (ex. aerosol products, battery system, combustible fiber storage handling, combustible material storage, etc.), Fire Recovery will charge a $18.50 fee per each paid inspection. Each time Fire Recovery generates an invoice, the $18.50 fee is applied. If Fire Recovery is unable to collect on an invoice, the $18.50 fee does not apply, and the City will not need to reimburse Fire Recovery.

Fiscal Year	Revenue to City
Fiscal Year 2019-2020	$148,116
Fiscal Year 2020-2021	$158,515
Fiscal Year 2021-2022	$140,591
Fiscal Year 2022-2023	$169,434
Fiscal Year 2023-2024	$146,584

Fire inspectors work hard to obtain accurate responsible party information when the inspection is conducted so that the billing process will be simplified for Fire Recovery. When Fire Recovery has an outstanding non-paid bill in excess of 90 days, they will ask the City to recover the inspection fee using the City's collection agency. If successful, the City would pay Fire Recovery the $18.50 fee.

Attachments

Attachment No. 1-RFP No. 20 Fire department 3rd Party Inspection Billing

Attachment No. 2-Total Proposal - Ventura

Attachment No. 3 - Agreement between Ventura and Fire Recovery USA

Attachment No. 4 - Ventura - First Amendment

Attachment No. 5 - Professional Services Agreement

Attachment No. 6_Agreement-Fire Recovery USA LLC_Inspection and Permit Billing Services

Attachment No. 7_FRUSA Inspection and Permit Billing Services_Amendment No. One

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



CITY OF VENTURA

FIRE DEPARTMENT 3RD PARTY INSPECTION BILLING
REQUEST FOR PROPOSALS
PROPOSAL NO. P-130000622
March 1, 2021

The City of Ventura invites your proposal for **Fire Department Inspection Billing Services,** per the attached Instructions/General Background, Scope of Work, Proposal Submittals, Proposal Format, Evaluation Factors, Evaluation Criteria, Award of Contract, General Provisions for Standard Form Contracts, and Attachment "A" - Standard Form General Services Agreement.

All questions shall be submitted via email to Jennifer Yates, Purchasing Supervisor, at jyates@cityofventura.ca.gov, no later than Wednesday, March 10, 2021, at 2:00 PM.

Closing Time and Date

Your proposal and six (6) identical copies and a digital copy must be submitted in a sealed envelope marked "RFP No P-130000622." prior to:

Wednesday, March 31, 2021, at 4:00pm

Until further notice Purchasing and Contracts will only accept electronic bid submittals. Please follow the instructions on how to utilize the Form Center to submit your bids/proposals.

1. Go to https://www.cityofventura.ca.gov/FormCenter/Purchasing-13/Bid-Opportunity-93
2. Enter all the fields listed. "Bid Number" is the only ***required*** field, but we are asking bidders to fill in all the fields.
3. Select "Browse…". to upload your bid/proposal. ***NOTE: Each File size cannot exceed 20 MB.***
4. Check "Receive an email copy of this form" and enter your email address
5. Select Submit
6. For additional information, please contact Jennifer Yates at (805) 658-4710.

Proposals received after the scheduled submittal deadline will be returned unopened.

Proposals will not be opened publicly, and the City will endeavor to keep such confidential until an award of contract.

Any communication with City staff, except for the Purchasing and Contracts Division, regarding this RFP, is prohibited. Disregard of this provision shall the result in rejection of the proposal.

Copies of the bid package and subsequent addenda may be obtained at www.cityofventura.ca.gov/bids

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1. RFP Overview

1.1. Background

City of Ventura Description

The City of Ventura (City), incorporated in 1866 as the City of San Buenaventura, has a population of 109,000 and employs approximately 660 full-time employees and up to 450 temporary employees. Located in the State of California thirty (30) miles south of Santa Barbara, and sixty (60) miles northwest of Los Angeles, Ventura is a coastal community known for its historic downtown, harbor, pier, golf courses, beaches, parks, and passion for art and culture. The City operates under its own charter with the Council-Manager form of government. Ventura is a full-service city providing police and fire services, parks and recreation, public works, and community development in addition to water treatment and distribution, stormwater processing, and wastewater management.

City of Ventura Fire Department

The Ventura City Fire Department maintains a highly trained and skilled workforce in many disciplines due to the unpredictable nature of emergencies. Our Firefighters provide exemplary service out of six fire stations located strategically across the City. The Fire Suppression/Operations Division provides daily staffing of 22 Firefighters to protect the city, with one Battalion Chief overseeing the on-duty crews as well as a three-man 40-hour roving engine. In 2018, Ventura City Fire responded to over 16,000 calls for service.

The Fire Prevention Division is responsible for developing and implementing programs and policies that prevent or reduce the magnitude of emergency occurrences such as loss of property and life, personal injury, or environmental damage. In addition, this division reviews permits and oversees the proper installation of fire sprinkler, fire alarm, and fire suppression systems. Fire inspectors conduct inspections to ensure that current codes and standards are followed. Hazardous Materials Specialists provide inspections for regulatory programs involving storage tanks and dangerous materials.

A program administered by the Fire Prevention Division is the state mandated annual inspection program which involves performing annual inspections of over 2,600 buildings including public and private schools, apartments, hotels/motels, condominiums, other R1 or R2 occupancies and Jails. Additionally, the Fire Prevention Division performs fire clearance, operational permit inspections, approximately 6,500 annual Fire Hazard Reduction Inspections, and other fire/life inspections of occupancies and parcels. In addition, the FPD also performs complaint inspections for complaints related to fire/life safety hazards at properties while another division within the City, Code Enforcement (which is part of the Community Development Department), performs nuisance and other non-life safety related complaint inspections.

1.2. Statement of Purpose and Objectives

The primary objective of this request for proposal is to seek a vendor to provide a range of billing for fire inspections and other fire prevention services as per the City adopted fee schedule for five years (beginning May 2021) with the option to extend services on a year-to-year basis after May 2026. The fee schedule is adopted by the City Council annually for fee increases and every two years for more substantial fee schedule changes. The revenues from these services will be utilized for the Fire Department to appropriately staff the Fire Prevention Division to perform the required inspections.

The Ventura Fire Department currently utilizes the Digital Health Department (DHD, a Tyler product) to document performance of inspections from the field on a tablet. Billing for inspections would be based on the City approved fee schedule and data from the DHD inspection program (from a billing export report provided to the vendor by the City on a recurring basis) on recent inspections performed.

The vendor must indicate what information is needed from the City (i.e., billing contacts, billing amount, etc.) in order to administer billing for the above programs. Additionally, the vendor must identify the cost to bill which will be added onto the customer's invoice; consideration should be given to the invoice amount. A 7% Technology fee will also be added to each invoice as per the City's adopted fee schedule.

Vendor billing and collections for services rendered on behalf of the Fire Department and City must be handled efficiently and effectively by an organization with experience providing similar services. We are looking for specified criteria in addition to an organization that will be responsive to staff needs. We are also seeking an organization that will be attentive to customer needs and inquiries through a friendly and helpful customer service-oriented staff. The Fire Department billing for Hazardous Materials inspections as participating agency (PA) in the California Environmental Reporting Agency (CUPA) Program is currently performed by the County CUPA and new construction fire protection system plan check, and inspections are billed by the City; services for billing types do not need to be included in the vendors proposal.

Thus, the City of Ventura and the Ventura Fire Department (Herein referred to as the CITY) is accepting proposals that meet the terms, conditions, guidelines, and special requirements listed in this request for proposals.

1.3. Basic Information Requested

To be considered to begin an association with the City of Ventura, please include all applicable scope of services offered as well as the following:

A. **Billing Procedure** – Utilization of billing contacts, updating billing contacts, creating and mailing/emailing invoices, invoice and payment tracking, late notice reminders/tracking/billing, account reconciliation, payment processing, City access to

billing software program for checking payment status, internal workings.

B. **Cashing Procedure** – Payment processing fee, internal schedule of procurement and deposit or mailing of check for revenues collected (on behalf of the City) to City Finance Department.
C. **Customer Service** – As a professional representative of the Ventura Fire Department and City, specify how the vendor will address answering questions from customers on billing (process, the reason for billing, etc.), retrieving phone calls, accessibility, designated email address, online payment and other payment options for customers, response time to customer inquiries/messages, etc. Vendors should consider that the City is seeking a vendor to provide the full scope of billing service from start to finish to reduce the workload on Fire Department and City staff (which is not staffed sufficiently to perform billing services without a 3rd party vendor performing the billing, accounts receivable, collections, answering customer questions on billing contacts used/amounts/fire services provided, and complaints before escalating to Fire or City staff) to administer a billing program.
D. **Reporting:** Recurring reporting to the City on amounts billed and collected (cost recovery percentages) based on billing types.
E. **Billing Structure**: Consider and specify billing costs for specific types of billing. For instance, vendor should specify whether billing amounts are graduated (based on invoice amount or inspection type such as a parcel inspection vs. an occupancy inspection). **Note:** The City may pursue billing for additional services in the future (as approved with fee schedule changes) such as for short duration inspections (i.e., a fifteen-minute inspection billable at an hourly rate) and the cost for invoicing for those inspections vs. longer duration inspections should be considered and specified.
F. Cost recovery methodology and track record on cost recovery percentages
G. **Information and City involvement** for vendor to provide the above services.
H. Billing Implementation Process and proposed timeline

1.4. RFP Schedule of Events

Request for Proposal Issued	March 1, 2021
Deadline for Submitting Questions	March 10, 2021, by 2:00 PM
Proposal Submission Deadline	March 31, 2021
Interviews/Selection of selected firm	Completed by April 30, 2021
Planned Award of Contract	May 2021

1.5. Term of Agreement

The term of this Agreement shall be May 2021, or the date both parties execute this Agreement (the “Effective Date”) and ending June 30, 2024.

Option to Extend for Good Performance: The City, with the consent of the Contractor, shall have the option for two (2) consecutive (1) one-year extensions, in accordance with the scope of work and general terms and conditions of the General Services Agreement. Any price increases or decreases shall be negotiated at the time of contract extension.

2. Content Requirements and Information

2.1. Responsibilities of Vendor

Provide adequate staffing that has a high enough level of expertise to implement a billing program meeting the needs of the City and City customers.

Consultant technician(s) is expected to provide their own transportation between City sites during their support activities.

Identify level of information and resources to collect from City departments. Identify level of City staff time across all development services’ departments needed to participate in project scope of work.

2.2. Basic Qualifications of Vendor

The qualified firms shall have extensive experience performing the billing services required for agencies of similar size and range of services as the City of Ventura.

The qualified firms must be properly licensed, staffed, equipped, and financed to perform the work relevant to a project of this nature.

The qualified firms shall have proven methodologies for implementation of billing programs in coordination with agencies and shall provide a project manager to lead the vendors efforts in implementing the required billing services.

2.3. Vendor’s Employee Conduct

Vendor will agree to remove any employee whose conduct is improper, inappropriate, or offensive as determined by the City. A removed employee is not to work on City premises or services for

the City without the written consent of the City. The Vendor will remove any employee from working in, or delivering to, City facilities that are convicted of a felony during his/her employment.

2.4. Staffing

The City may, at its sole discretion, relinquish the services of any and all of the Vendor's staff without further obligation to the Vendor. In the event that the City relinquishes the services of one or more staff of the Vendor, the City may elect but shall not be obligated to accept alternate personnel from the Vendor to fulfill outstanding requirements. The vendor shall have the right to withdraw the services of individual Vendor staff upon 14 days written notice to the City.

3. Proposal Submission Requirements

3.1. General Instructions

Proposals should provide a straightforward, concise description of the vendor's qualifications, proposed solution, and capabilities to satisfy the requirements of this RFP. Emphasis should be on completeness and clarity of content and any specific data/staff time needed from City departments to implement the specified services. Glossy sales and marketing brochures are not necessary or desired. Proposals should be organized, consistent with the outline provided in this section of the RFP. Vendors must follow all formats and address all portions of the RFP set forth herein, providing all information requested. Vendors may retype or duplicate any portion of this RFP for use in responding to the RFP.

3.1.1 Examination of the Content of the RFP: By submitting a proposal, the Vendor represents that it has thoroughly examined and become familiar with the contents of the RFP and that it can perform quality work to achieve the City objectives. The submission of a *signed* proposal shall be considered an agreement to all the terms, conditions, and specifications provided in the RFP.

i. Sample Agreement: A Sample General Services Agreement is attached (**Attachment "A"**) for the purpose of informing the proposer of the fixed, predetermined, standard contract provisions with which they will be required to comply. These provisions are subject to revision by the City at any time prior to the signing of the agreement.

ii. Exceptions: If the Vendor suggests alternatives or states exceptions to any term or condition in the Agreement, or to any provision or recurrent of the RFP, such alternative or exception shall be clearly stated and identified in the submitted proposal. Otherwise, the successful Vendor will be expected to sign the Agreement upon award of the contract. Any alternative proposed must satisfy all minimum qualifications specified in the RFP. The City expressly reserves the right, in its sole discretion, to (1) reject a proposal containing any exception or alternatives as non-conforming, or (2) accept any proposal alternative or exception and to award a contract based thereon if determined to be in the best interest of the City.

3.2. Proposal Format

Proposals must be structured, presented, and labeled in the following manner:

Section 1.0 – RFP Cover Page: Provides basic Vendor contact information and an authorized signature accepting the City's terms and conditions as stated in this solicitation. This section of the proposal must include the following company information:

1. Provide the legal entity name, Federal Employer Identification Number (EIN), and form of business (i.e., Corporation, LLC, etc.).
2. Identify if the vendor is a subsidiary of a larger company. If so, whom?
3. Provide the proposal contact name, address, phone number, and email address.
4. Identify the location of company headquarters and office which will support the service.
5. Identify any pending litigation against the vendor.
6. Identify if the vendor has filed any bankruptcy or insolvency processing in the last 10 years.
7. Identify any mergers, acquisitions, or sales of the vendor company within the last five years (if so, an explanation providing relevant details).

Section 2.0 – Vendor Response to RFP: Answers should be complete and in the order presented. The proposal should be as short as possible and do not include generic marketing materials.

Section 3.0 – Optional Appendices or Exhibits: Vendors may include sample reports, letters of recommendation, or other exhibits that may assist the City in favorably evaluating the Vendor. Do not include generic marketing materials.

Section 4.0 – Company Background

This section should identify the following:

1. A description of the vendor's background, nature of business and organizational history.
2. A statement of how long the vendor has been providing support as required by this RFP.

The Company Background section should not exceed three (3) pages.

Section 5.0 – Company Qualifications

In this section of the proposal, identify company and staff qualifications and experience providing the requested services.

More specifically, this section should identify the following:

1. Describe your experience in government/municipal billing

2. Identify your existing client base including the number of clients you provided the services being proposed here.

The Company Qualifications section should not exceed three (3) pages.

Section 6.0 - References

Provide at least three references. For each reference, provide a technical and functional contact. To the extent possible, the City prefers references from local government agencies with full City services like the City of Ventura.

For each reference, vendor should provide the following information:

1. Entity name
2. Customer technical and functional contact information (name, title, phone, and email)
3. Scope of work performed identifying the services provided

Section 7.0 - Pricing

The City is seeking a clear and comprehensive understanding of all costs associated to provide the requested services.

4. Proposal Evaluation

Evaluation:

- Firm/Consultant Qualifications, services offered to satisfy RFP criteria, Experience, and Resources: experience, qualifications, and resources of the Proposer as reflected in the nature of its organization, its past experience, and its reputation.

- Completeness of Proposal: compliance with Proposal submittal requirements, including overall quality, clarity and concise presentation.

- References: quality of service, communications, and professionalism.

- Reasonableness of Cost.

Evaluation Criteria and Award of Contract

Proposals submitted will be subject to the City's selection procedures for consultants. Accordingly, the final selection will be based upon overall capability to perform services, and not exclusively upon cost of services.

All proposals received by the submittal deadline will be evaluated in two phases by an evaluation team, based on the selection criteria described herein, and its associated point value.

The City of Ventura reserves the right to reject any or all proposals, in part or in their entirety. In addition, the City will award any resulting contract in a manner consistent with the City Purchasing and Contracts ordinance.

A selection panel will evaluate proposals that satisfactorily meet the evaluation criteria. These proposals will be evaluated in the following areas:

Scoring Component		**% of Score**
1.	Qualifications, services offered to satisfy RFP criteria, experience, resources, including expertise, competence, and availability of consultant	50%
2.	Completeness of Proposal	10%
3.	References	20%
4.	Reasonableness of Cost	20%
Total Possible Score		100%

5. CITY OF SAN BUENAVENTURA - GENERAL PROVISIONS FOR STANDARD FORM CONTRACTS

Please Read Carefully
These provisions are part of your Bid/Proposal/Quotation and any resultant Agreement

Definitions:

A. "Bidder' is any individual, partnership, or corporation that submits a bid, proposal, or quotation.

B. "Bid," "Proposal," or "Quotation" shall hereafter be referred to as "Bid."

C. "Assistant Finance Director" shall mean the Assistant Finance Director or designee.

The Bidder agrees that:

A. Bidder has carefully examined the specifications, and all provisions relating to the item(s) to be furnished or the work to be done;

B. Bidder understands the meaning, intent, and requirements of the items to be furnished or work to be done; and

C. Bidder will enter into a written contract and furnish the item(s) or complete the work required in the time specified, in strict conformity with the specifications of the City of San Buenaventura ("City") for the prices quoted.

1. Prices:

All prices and notations must be in ink or typewritten. Mistakes may be crossed out and corrections typed or written in with ink adjacent to the error. The person signing the bid must initial corrections in ink.

Bids shall indicate the unit price extended to show the total price for each item bid. Any difference between the unit price extended and the total price shown for all items bid shall be resolved in favor of the unit prices.

2. Bidder's Security: NOT REQUIRED

A bid deposit in an amount equal to at least 10% of the bid may be required as a bid security by the City. The bid security may only be in cash, a cashier's check, a certified check made payable to the City, or a bid bond. If the bid security is a bond, it shall be executed by an insurer authorized to issue surety bonds in the State of California. The bid security must be executed by the Bidder and enclosed with the bid in the sealed bid envelope.

3. Faithful Performance Bond: NOT REQUIRED

If required, the Bidder will furnish the City with a surety bond conditioned upon the faithful performance of the contract. This may take the form of a bond executed by a surety company authorized to do business in the State of California and approved by the City, an endorsed Certificate of Deposit, or a money order or a certified check drawn on a solvent bank. The bond shall be in a sum equal to one hundred percent (100%) of the amount of the contract price. Such bond or deposit shall be forfeited to the City in the event that bidder receiving the contract shall fail or refuse to fulfill the requirements and all terms and conditions of the contract.

4. Items Offered:
If the item offered has a trade name, brand, and/or catalog number, such shall be stated in the bid. If the Bidder proposes to furnish an item of a manufacturer or bidder other than that mentioned on the face hereof, Bidder must specify maker, brand, quality, catalog number, or other trade designation. Unless such is noted on the bid form, it will be deemed that the item offered is that designated even though the bid may state "or equal."

5. Brand Names:
Whenever reference to a specific brand name is made, it is intended to describe a component that has been determined to best meet operational, performance, or reliability standards of the City, thereby incorporating these standards by reference within the specifications. These specifications are not meant to limit the Bidder. They are guidelines to minimum qualifications. The Bidder shall indicate their compliance or non-compliance for each line of the specification. Any deviations from the specifications, or where submitted literature does not fully support the meaning of the specifications, must be clearly cited in writing by the Bidder.

An equivalent ("or equal") may be offered by the Bidder, subject to evaluation and acceptance by the City. It is the Bidder's responsibility to provide, at Bidder's expense, samples, test data, or other documentation the City may require to fully evaluate and determine acceptability of an offered substitute. The City reserves the right to reject a substituted component that will not meet or exceed City specifications.

6. Samples:
Samples may be required for bid evaluation and testing purposes. Bidders agree to provide samples within forty-eight (48) hours upon request and at no additional cost to the City.

7. Verification of Quotations:
Prices must be verified prior to bid submittal, as withdrawal or correction may not be permitted after the bid has been opened.

8. Firm Prices:
Prices on bid shall be firm prices not subject to escalation. In the event the specifications provide for escalation, the maximum limit shall be shown, or the bid shall not be considered. In the event of a decline in market price below a price bid, the City shall receive the benefit of such decline.

9. Alternative Bids:
To be responsive, Bidder must submit a bid that meets all specific bid requirements. Once Bidder has proposed a product which is responsive to the specification, Bidder may include with the bid any additional bids or alternative products that Bidder believes can meet or exceed the City's requirements and that may offer additional advantages, benefits, or cost savings. The City reserves the right to evaluate, and accept or reject, such alternatives as though they were part of the original specifications without advertising for further bids, when in the best interests of the City. Any awards so made will be based on operational and cost analysis considerations that would result in the optimum economic advantage to the City.

10. Confidential Information:
Any information deemed confidential or proprietary should be clearly identified by the Bidder as such. It may then be protected and treated with confidentiality only to the extent permitted by law. Otherwise, the information shall be considered a public record. Information or data submitted with a bid will not be returned.

11. Quality:
Unless otherwise required in the specifications, Bidder shall assume that all goods furnished shall be new and unused.

12. Tropical Hardwoods:
Bidder shall not provide any tropical hardwood items to the City.

13. Modification or Withdrawal of Bids:
Bids may be modified or withdrawn by written notice sent by regular U.S. mail or email and received by the Purchasing and Contracts Section of the City's Finance & Technology Department prior to the exact hour and date specified for receipt of bid. A bid may also be withdrawn in person by a bidder, or bidder's authorized representative, prior to the exact hour and date set for receipt of bids. Telephone withdrawals are not permitted.

14. Late Bids:
Bids received after the exact time and date specified for receipt will not be considered.

15. Mistake in Bid:
(a) If the Bidder discovers a mistake in the bid prior to the hour and date specified for receipt of bid, Bidder may correct the mistake by modifying or withdrawing the bid in accordance with Section 13 above.

(b) If prior to the issuance of a purchase order or a contract, the apparent low and best bidder discovers a mistake in the bid of a serious and significant nature which is unfavorable to Bidder, Bidder may request consideration be given to modify the bid if it remains the lowest, responsive, and responsible bid. The right is reserved by the City to reject any and all requests for correction of mistakes in bids received after the hour and date of the bid closing. The decision of the Assistant Finance Director is final with regard to acceptance or rejection of requests for correction of bids.

16. Signature:
All bids shall be signed, and the title and firm name indicated. A bid by a corporation shall be signed by an authorized officer, employee, or agent, and indicate his or her title.

17. Litigation Warranty:
The Bidder warrants that Bidder is not currently involved in litigation or arbitration concerning the materials or performance relative to the same or similar material or service to be supplied pursuant to this bid. Bidder further warrants that no judgments or awards have been made against Bidder on this basis. Disclosure to the City in the bid of pending litigation, arbitration, judgment, or award involving the same or similar material or service as to be supplied herein may disqualify the Bidder. The City reserves the right to consider the facts surrounding such disclosure and, in the event the bid is awarded to Bidder, to require Bidder to furnish the City with a surety bond pursuant to Section 2, above.

18. Royalties, Licenses and Patents:
Unless otherwise specified, the Bidder shall pay all royalties, license fees, and patent fees. The Bidder warrants that the materials to be supplied do not infringe any patent, trademark, or copyright, and further agrees to defend any and all suits, actions, and claims for infringement that are brought against the City, and to defend, indemnify, and hold harmless the City from all loss or damages, whether general, exemplary or punitive, as a result of any actual or claimed infringement asserted against the City, the Bidder, or those furnishing materials to Bidder to meet the bid specifications.

19. Performance Standards:
Performance of work and acceptability of equipment or materials supplied pursuant to any contract or award shall be to the satisfaction of the City.

20. Warranties:
(a) All material, labor, or equipment provided under the contract shall be warranted by Bidder and/or manufacturer for at least twelve (12) months after acceptance by City. Greater warranty protection will be accepted. Lesser warranty protection must be indicated by Bidder on the bid as an exception.

(b) Bidder shall be considered primarily responsible to the City for all warranty service, parts, and labor applicable to the goods or equipment provided by Bidder under this bid, regardless of whether Bidder is an agent, broker, fabricator, or manufacturer's dealer. Bidder shall be responsible for ensuring that warranty work is performed at a local agency or facility convenient to City and that services, parts, and labor are available and provided to meet City's schedules and deadlines.

21. Addenda:
Before submitting a bid, each bidder shall ascertain whether any addenda have been issued. Failure to cover in this bid any such addenda issued may render the bid non-responsive and result in its rejection.

22. Taxes:
The City is exempt from Federal Excise Tax. The City is liable for State, City, and County Sales Taxes.

23. Living Wage Requirements:
Bidder understands and agrees that if Living Wages are applicable subject to the provisions of Chapter 2.525 of the San Buenaventura Municipal Code (the "Code") entitled, "Living Wages and Benefits for City Services" (a copy of which is available upon request), Bidder will pay and/or provide the wages and/or benefits required therein to all of its employees engaged in whole or in part in performing the services required pursuant to the solicitation.

Moreover, Bidder will require any of its successors, assigns, and subcontractors who receive any compensation or other emoluments arising out of the performance of the services required to similarly pay and/or provide such wages and/or benefits to all of their employees engaged in whole or in part in performing such services.

24. Prevailing Wage Requirements:
Effective January 1, 2015, the payment of State prevailing rates of wages as designated for Ventura County for on-site work and delivery of materials shall apply to projects for alteration, demolition, repair, or maintenance work over $15,000. Prevailing wages are required to be paid to all workers, including subcontracted employees.
For information, go to:
https://www.dir.ca.gov/Public-Works/PublicWorksSB854FAQ.html

Use of Prevailing Wages vs. Living Wages: In the event that there is a difference between the amount of wages to be paid under the City's local Living Wage requirements and the requirements of this provision, the wage rate that is the higher of the two shall be applicable to the contract. **PLEASE NOTE, with respect to Federal contracts, other requirements may apply, in which case, the highest of the federal Prevailing Wage, state Prevailing Wage and local Living Wage prevails.**

It is unlawful to split, or separate into small portions, work orders, projects, purchases, or public works projects for the purpose of evading these prevailing wage requirements.

25. Conflict of Interest:

No City employee or elected or appointed member of City government, or member of the employee's immediate family, may participate directly or indirectly in the procurement process pertaining to this bid if they:

(a) Have a financial interest or other personal interest that is incompatible with the proper discharge of their official duties in the public interest or would tend to impair their independence, judgment, or action in the performance of their official duties.

(b) Are negotiating for or have an arrangement concerning prospective employment with Bidder. The Bidder warrants to the best of his knowledge that the submission of the bid will not create such conflict of interest. In the event such a conflict occurs, the Bidder is to report it immediately to the Assistant Finance Director. For breach or violation of this warranty, the City shall have the right to annul this contract without liability at its discretion, and Bidder may be subject to damages and/or debarment or suspension.

26. Gratuities:

The City may rescind the right of the Bidder to proceed under this agreement if it is found that gratuities in the form of entertainment, gifts, or otherwise are offered or given by the Bidder, or any agent or representative of the Bidder, to any officer or employee of the City with the intent of influencing award of this agreement or securing favorable treatment with respect to performance of this agreement.

27. Insurance: REQUIRED

Prior to commencement of the services required by this bid, the Bidder shall procure and maintain in full force and effect all of the insurance required by Exhibit "C," attached hereto and incorporated herein by this reference.

28. Indemnification:

As a separate and independent covenant from BIDDER's obligations under Section 27 hereof, BIDDER shall indemnify, protect, defend with counsel acceptable to the CITY, and hold CITY and CITY's officers, employees, agents, and volunteers harmless and free from any and all claims, liabilities, or expenses, including attorney's fees, arising out of or relating to any negligent act, negligent omission, or wrongful conduct related in any way to BIDDER's performance of its services pursuant to this Agreement. In the event CITY and/or any of CITY's officers, employees, agents, or volunteers are named in any lawsuit, or should any claim be made against it or any of them by lawsuit or otherwise arising out of or relating to such negligent act, negligent omission, or wrongful conduct, BIDDER shall indemnify them for any judgment rendered against them for such negligent act, negligent omission, or wrongful act, any sums paid out in settlement or otherwise, and all costs incurred by them in their defense, including but not limited to attorney's fees.

BIDDER also understands and agrees that it is being employed to perform the services provided for by this Agreement because of BIDDER's professed expertise and experience in performing such services. In addition, BIDDER understands and agrees that while CITY or CITY's officers, employees, agents, or volunteers may elect to do so, they have no duty to review, inspect, monitor, or supervise the work performed by BIDDER pursuant to this Agreement except as otherwise expressly provided for by this Agreement. As a consequence, BIDDER waives any right of contribution against CITY or any of CITY's officers, employees, agents, or volunteers arising out of such failure to inspect, review, monitor, or supervise the work performed by BIDDER pursuant to this Agreement.

The BIDDER's obligations under this Section of the Agreement shall survive the termination of the agreement.

29. Award of Contract:

(a) Bids will be analyzed, and award will be made to the lowest, responsive, and responsible bidder whose bid conforms to the solicitation and whose bid is considered to be most advantageous to the City.

(b) The City reserves the right to reject any item or items.

(c) The City reserves the right to award one or more contracts on the bids submitted, either by award of all items to one bidder or by award of separate items or groups of items to various bidders as the interests of the City may require unless the bidder clearly specifies otherwise in his bid.

Upon acceptance by the City, the solicitation, bid, price quotation, and a purchase order issued to the successful bidder shall be deemed to result in a binding contract incorporating those terms and these General Provisions.

30. Request for Proposal (RFP) Submittals:

The documents submitted by prospective bidders are competitive sealed proposals and not competitive sealed bids. When proposals are opened, prices and other information will not be made public until the proposal is awarded. There will be no disclosure of any bidder's information to competing bidders prior to the award of the proposal. At that time, the executed contract and proposals will become public information.

31. Protests:

Protests by unsuccessful bidders to the selection for award shall be submitted in writing to the Assistant Finance Director no later than ten (10) calendar days from the date of the letter of notice. Failure to submit a timely written protest to the Assistant Finance Director shall bar consideration of such protest. The Assistant Finance Director shall consider the merits of the protest and make a determination that shall be immediately communicated to the protesting bidder. Any appeal concerning the determination of the Assistant Finance Director shall be submitted in writing to the Finance & Technology Director no later than five (5) calendar days after the original determination is communicated to the Bidder. The Finance & Technology Director shall hear the documented arguments of the protest and a written determination will be made and returned to the affected bidder(s). Determinations by the Finance & Technology Director concerning protests are final.

32. Documentation:

Due to the time constraints that affect contract performance, all required documents, certificates of insurance, and bonds shall be provided to the City within ten (10) calendar days following award or date of request by City, whichever is later. Any failure to comply may result in the bid being declared non-responsive and rejected, and at City's option, if a bid bond was required, it may be attached for damages suffered.

33. Document Ownership:

(a) All technical documents and records originated or prepared pursuant to this solicitation, including papers, reports, charts, and computer programs, shall be delivered to and become the exclusive property of the City and may be copyrighted by the City. Bidder assigns all copyrights to City by undertaking this agreement.

(b) All inventions, discoveries, enhancements, changes, or improvements of computer programs developed pursuant to this solicitation shall be the property of the City, and all patents or copyrights shall be assigned to City, unless otherwise agreed. Bidder agrees that City may make modifications to computer software furnished by Bidder without infringing Bidder's copyright or any license granted to City.

34. Advertisements, Product Endorsements:
City employees and agencies or organizations funded by the City are prohibited from making endorsements, either implied or direct, of their company, commercial products, or services, without prior written approval of the City Manager.

35. Optional Cooperative Purchase Agreement
It is intended that any other public agency (i.e., city, district, public agency, municipality, or state agency) located within California shall have the option to participate in any award made as a result of this bid. The City shall incur no financial responsibility in connection with purchase orders or contracts made by the Bidder with another public agency resulting from this bid. The public agency shall accept sole responsibility for placing orders and making applicable payments to the Bidder. The option shall not be considered in the bid evaluation.

36. City Provisions to Prevail:
The City's General Provisions shall govern any contract award. Any standard terms and conditions submitted by Bidder may result in the rejection of the bid. To the extent not otherwise provided for by the contract documents, the California Commercial Code shall apply.

37. Invalid Provisions:
In the event that any one or more of the provisions of this bid shall be found to be invalid, illegal, or unenforceable, the remaining provisions shall remain in effect and be enforceable.

38. Lawful Performance:
Bidder shall abide by all Federal, State and Local Laws, Ordinances, Regulations, and Statutes as may be related to the performance of duties under this solicitation. In addition, all applicable permits and licenses required shall be obtained by the Bidder, at Bidder's sole expense.

39. Venue:
This agreement shall be governed by and interpreted according to the laws of the State of California, and venue for any proceeding shall be in the Superior Court of California, County of Ventura.

40. Small Local Business Purchasing Preference: NOT APPLICABLE
In determining the lowest responsible bidder for any city purchase of goods or public works construction contract that is for $250,000 or less, and when responsibility and quality are equal, a credit of five percent (5%) of the bid submitted by the lowest responsible bidder meeting specifications shall be given to a bidder that meets the definition of a "Small Local Business," as defined in Attachment "B."
C**ertification:** Should Bidder meet the requirements of a Small Local Business, Attachment "B" must be completed and returned with a valid and authorized quotation.

APPROVED AS TO FORM
PER SBMC, SECTION 4.600.050
Gregory G. Diaz, City Attorney

6. AUTHORIZATION SHEET

REQUEST FOR PROPOSAL P-130000622 FIRE DEPARTMENT 3RD PARTY INSPECTION BILLING SERVICES

1. Price, terms and any other conditions quoted shall remain valid and in effect from bid closing date to _____.

2. This is to certify that I have carefully reviewed the City of San Buenaventura's Proposal for REQUEST FOR Proposal NO. P-130000622 Fire Department 3rd Party Inspection Billing Services and have clearly indicated in writing any exceptions my firm is making. Therefore, I, the undersigned, hereby agree to both furnish and deliver the Proposal in this quotation complete as specified, if awarded, within the time specified and at the price quoted therein and without any additional charges to the City of San Buenaventura.

_____
COMPANY NAME

_____ _____
PHONE NUMBER FAX NUMBER

_____
COMPLETE MAILING ADDRESS

_____
EMAIL ADDRESS

_____
NAME AND TITLE OF AUTHORIZED COMPANY OFFICIAL

_____
SIGNATURE DATE

Attachment "A"

CITY OF VENTURA

GENERAL SERVICES AGREEMENT

CITY OF SAN BUENAVENTURA AND _____
AGREEMENT NO. _____

By this General Services Agreement ("Agreement"), the City of San Buenaventura ("CITY") agrees to engage the services of CONTRACTOR (identified below), and CONTRACTOR agrees to perform the services for CITY as herein described, for the compensation, during the term, and otherwise subject to the covenants and conditions herein set forth. CITY and CONTRACTOR may be individually referred to as "Party" or collectively as the "Parties."

1. FEDERAL FUNDING.

☐ Check this box if the Agreement is funded by a federal grant or cooperative agreement program, either directly or indirectly. If checked, Exhibit D must be included with and applies to this Agreement. (*Indirect funding is when the City of San Buenaventura receives federal funding through a source other than the federal government. E.g., the federal government provides funding to the State of California and the State then passes the funding through to a local government entity such as the City of San Buenaventura.*) In the event of any contradictions or inconsistencies between Exhibit D and the provisions of the Agreement itself, the terms of Exhibit D shall control.

2. SUMMARY DESCRIPTION OF SERVICES. _____
_____
_____

3. PARTIES.

CITY OF SAN BUENAVENTURA ("CITY"), a charter city and municipal corporation of the State of California, located at 501 Poli Street, Ventura, CA 93002

_____ ("CONTRACTOR"), [capacity]_____
_____, located at _____

4. TERM OF AGREEMENT: From (Date): _____ ("Effective Date") To (Date): _____

Optional Extension (initial term, plus any option to extend, shall not exceed a total of five (5) years):
_____
_

5. AGREEMENT AMOUNT: $_____

6. DESIGNATED REPRESENTATIVES.

The Designated Representatives listed below shall be authorized to act on behalf of the named Party, be responsible for negotiations and contractual matters, and coordinate with each other to perform the services under this Agreement. Additionally, CONTRACTOR's services shall be performed or immediately supervised by the CONTRACTOR's Representative:

CITY Designated Representative: CONSULTANT Designated Representative:

Name:	Name:
Title:	Title:
Phone:	Phone:
Email:	Email:
Mailing Address (if differs from above):	Mailing Address (if differs from above):

7. CONTRACTUAL PREREQUISITES.

7.1. This Agreement must first be approved as to form by the City Attorney, then executed by the CONTRACTOR, after which the Agreement may be executed by an authorized person on behalf of the CITY.

7.2. A request for modification of the terms herein must be made in writing and presented to the Designated Representative of the CITY prior to the time this Agreement is executed.

7.3. All proof of business license, insurance, and W-9 forms is required prior to execution of this Agreement.

8. CONTRACTOR'S SERVICES.

CONTRACTOR shall perform/agrees to perform the tasks, obligations, and services set forth in the "Scope of Services," attached to and incorporated into this Agreement as "Exhibit A." Once this Agreement is executed, the Scope of Services may only be modified by written Amendment pursuant to Section 18 of this Agreement.

9. COMPENSATION.

CITY shall pay CONTRACTOR for the services performed pursuant to the terms of this Agreement in the time and manner set forth in the "Schedule of Compensation," attached to and incorporated into this Agreement as "Exhibit B." Once this Agreement is executed, the Schedule of Compensation may only be modified by written Amendment pursuant to Section 18 of this Agreement.

10. PAYMENT.

The CITY shall pay all undisputed portions of any applicable invoice within thirty (30) days after receipt of an invoice. In the event the CITY disputes one or more items in an invoice, the CITY shall, within thirty (30) days after receipt of such invoice, notify the CONTRACTOR of the item(s) being disputed and the reason(s) therefore. The CITY may withhold payment for such disputed items until resolution of the dispute.

11. COMMENCEMENT OF PERFORMANCE.

CONTRACTOR shall not perform any work under this Agreement until: (i) CONTRACTOR furnishes proof of insurance as required under Section 21 of this Agreement, and (ii) CITY provides CONTRACTOR a signed General Services Agreement, which shall serve as a Notice to Proceed. All services required of CONTRACTOR under this Agreement shall be completed on or before the end of the term of the Agreement.

12. STATUS OF CONTRACTOR.

The Parties agree that CONTRACTOR (and any subcontractors), in performing the services herein specified, shall act as an independent contractor and shall have control of all work for which CONTRACTOR is responsible, and the manner in which it is performed. CONTRACTOR shall be free to contract for similar service to be performed for other employers while under contract with CITY, provided that such work does not create a conflict of interest. CONTRACTOR shall have no right or power to bind the CITY to any contracts or agreements with third parties. CONTRACTOR is not an agent or employee of the CITY and is not entitled to participate in any pension plan, insurance, bonus, or similar benefits CITY provides for its employees. However, the CITY retains the right to provide general instructions to and observe the CONTRACTOR in the performance of all services done on behalf of the CITY.

In the event CONTRACTOR or an employee, agent, or subcontractor of CONTRACTOR providing services under this Agreement is determined by a court of competent jurisdiction with the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the CITY, CONTRACTOR shall indemnify, protect, defend, and hold harmless the CITY for the payment of any employee and/or employer contributions for PERS benefits on behalf of CONTRACTOR or their employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which might otherwise be deemed the responsibility of the CITY.

13. LAWFUL PERFORMANCE.

CONTRACTOR shall abide by all Federal, State, and Local Laws and Regulations as may be related to the performance of duties under this Agreement. CONTRACTOR, at its sole expense, shall obtain and maintain during the term of this Agreement, all appropriate permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

14. SAFETY REQUIREMENTS.

CONTRACTOR shall not perform any services for the CITY when the CONTRACTOR is impaired by alcohol or a controlled substance. When there is reasonable cause to believe that any person has violated this provision, that person shall be immediately removed from the premises and be subject to any applicable civil and/or criminal penalties under the CITY's Code and/or under state law. All work performed under this Agreement shall be performed in such a manner as to provide safety to the public. The CITY reserves the right to issue restraining or cease and desist orders to CONTRACTOR when unsafe or harmful acts are observed or reported relative to the performance of the work under this Agreement. The acceptance of CONTRACTOR's work by CITY shall not operate as a release of the CONTRACTOR from such standard of care and workmanship.

15. OWNERSHIP OF CONTRACTOR'S WORK PRODUCT.

CITY shall be the owner of any and all technical documents and records, including, computations, plans, correspondence, and/or other pertinent data and information, both hard copy and electronic, gathered or prepared by CONTRACTOR in performance of this Agreement and shall be entitled to immediate possession of the same upon completion of the work under this Agreement, or at any earlier or later time when the same may be requested by CITY.

15.1. Records and Inspections. The CONTRACTOR shall maintain full and accurate records, with respect to all services and matters covered under this Agreement. The CITY shall have free access at all reasonable times to such records, both hard copy and electronic, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings, and activities.

15.2. Deliverables. CONTRACTOR shall deliver to the CITY the studies, plans, specifications, or other documents as are identified in the Scope of Services; and CONTRACTOR shall, upon completion of all work, submit to the CITY all information developed in the course of the CONTRACTOR's services. CONTRACTOR shall, in such time and in such form as the CITY may require, furnish reports concerning the status of services required under this Agreement. CONTRACTOR shall, upon request by CITY and upon completion or termination of this Agreement, deliver to the CITY all material furnished to CONTRACTOR by the CITY.

15.3. Ownership – Generally. All inventions, discoveries, enhancements, changes, or improvements of computer programs developed pursuant to this Agreement shall be the property of the CITY, and all patents or copyrights shall be assigned to the CITY, unless otherwise agreed. CONTRACTOR agrees that CITY may make modifications to computer software furnished by CONTRACTOR without infringing CONTRACTOR's copyright or any license granted to CITY, unless otherwise agreed.

15.4. Ownership of Documents. Every report, draft, work product, map, record, and other document reproduced, prepared, or caused to be prepared by the CONTRACTOR pursuant to or in connection with this Agreement shall be the exclusive property of the CITY.

15.5. Confidentiality. CONTRACTOR may be granted access to information that is exempt from disclosure to the public (Government Code Section 6254 and 6254.16) and may contain "trade secrets" (see Government Code Section 6254.7) when it is necessary for CONTRACTOR to perform its obligations pursuant to this Agreement. If CONTRACTOR is granted such access to confidential information, CONTRACTOR shall not be considered to be a member of the public as that term is used in Government Code Section 6254.5.

15.6. Disclosure of Information. CONTRACTOR shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to CONTRACTOR by the CITY or other information to which the CONTRACTOR has had access during the term of this Agreement without the prior written approval of the CITY's Designated Representative during the term of this Agreement and for a period of two (2) years after the termination of this Agreement.

16. NON-APPROPRIATION OF FUNDS.

Payments due and payable to CONTRACTOR for current services are within the current budget and within an available, unexhausted, and unencumbered appropriation of the CITY. In the event the CITY has not appropriated sufficient funds for payment of CONTRACTOR's services beyond the current fiscal year, and if no funds are legally available from other sources to lawfully make the payments, this Agreement may be terminated at the end of the original term or renewal term and the CITY shall not be obligated to make further payments beyond the current original or renewal term. The CITY will provide notice of its inability to continue the Agreement at such time as the CITY's Designated Representative is aware of the non-appropriation of funds. However, failure to notify does not renew the term of the contract.

17. TERMINATION OF AGREEMENT.

At any time, with or without cause, the CITY shall have the right, in its sole discretion, to terminate this Agreement by giving written notice to CONTRACTOR pursuant to Section 31 of this Agreement, and such termination shall be effective immediately upon giving notice. There shall be no period of grace after giving the notice of termination. Upon termination, CITY shall be liable to CONTRACTOR only for work done by CONTRACTOR up to and including the date of termination of this Agreement unless the termination is for cause, in which event CONTRACTOR need be compensated only to the extent required by law. CONTRACTOR may terminate this Agreement at any time during the term of the Agreement by giving the CITY sixty (60) days' written notice.

17. OPTION TO EXTEND AGREEMENT.

When in the CITY's best interest, this Agreement may be extended on a daily, month-to-month, annual, or other basis by modification pursuant to Section 18 of this Agreement. The initial term, plus any option to extend, shall not exceed a total of five (5) years.

18. MODIFICATION OF AGREEMENT.

This Agreement may be amended, modified, or otherwise altered, or its provisions waived, only upon mutual consent of the Parties by written amendment, and as authorized by the San Buenaventura Municipal Code, sections 4.600.190 and 4.600.200.

19. ASSIGNMENT.

This Agreement is for the non-professional services of CONTRACTOR. Any attempt by CONTRACTOR to assign the benefits or burdens of this Agreement without the prior written approval of CITY shall be prohibited and shall be null and void. CONTRACTOR's services pursuant to this Agreement shall be provided by the CONTRACTOR's Designated Representative or directly under his/her supervision, and CONTRACTOR shall not assign another to supervise the CONTRACTOR's performance of this Agreement without the prior written approval of CITY, by and through the CITY's Designated Representative.

20. INDEMNIFICATION & HOLD HARMLESS.

As a separate and independent covenant from CONTRACTOR's obligations under Section 21 hereof, CONTRACTOR shall indemnify, protect, defend with counsel acceptable to the CITY, and hold CITY and CITY's officers, employees, agents, and volunteers harmless and free from any and all claims, liabilities, or expenses, including attorney's fees, arising out of or relating to any negligent act, negligent omission, or wrongful conduct related in any way to CONTRACTOR's performance of its services pursuant to this Agreement. In the event CITY and/or any of CITY's officers, employees,

agents, or volunteers are named in any lawsuit, or should any claim be made against it or any of them by lawsuit or otherwise arising out of or relating to such negligent act, negligent omission, or wrongful conduct, CONTRACTOR shall indemnify them for any judgment rendered against them for such negligent act, negligent omission, or wrongful act, any sums paid out in settlement or otherwise, and all costs incurred by them in their defense, including but not limited to attorney's fees.

CONTRACTOR also understands and agrees that it is being employed to perform the services provided for by this Agreement because of CONTRACTOR's professed expertise and experience in performing such services. In addition, CONTRACTOR understands and agrees that while CITY or CITY's officers, employees, agents, or volunteers may elect to do so, they have no duty to review, inspect, monitor, or supervise the work performed by CONTRACTOR pursuant to this Agreement except as otherwise expressly provided for by this Agreement. As a consequence, CONTRACTOR waives any right of contribution against CITY or any of CITY's officers, employees, agents, or volunteers arising out of such failure to inspect, review, monitor, or supervise the work performed by CONTRACTOR pursuant to this Agreement.

The CONTRACTOR's obligations under this Section of the Agreement shall survive the termination of the Agreement.

21. INSURANCE.

Prior to commencing the services required by this Agreement, and at all other times this Agreement remains in effect, the CONTRACTOR shall procure and maintain in full force and effect all of the insurance required by Exhibit "C," attached hereto and incorporated herein by this reference.

22. LIVING WAGE REQUIREMENTS.

During the term of this Agreement, CONTRACTOR understands and agrees that if Living Wages are applicable subject to the provisions of Chapter 2.525 of the San Buenaventura Municipal Code (the "Code") entitled, "Living Wages and Benefits for City Services" (a copy of which is available upon request), CONTRACTOR will pay and/or provide the wages and/or benefits required therein to all of its employees engaged in whole or in part in performing the services provided for by this Agreement.

23. PREVAILING WAGE REQUIREMENTS.

23.1. Application. The payment of State prevailing rates of wages as designated for Ventura County for on-site work and delivery of materials shall apply to public works construction projects over $25,000 and projects for alteration, demolition, repair, or maintenance work over $15,000. Prevailing wages are required to be paid to all workers, including subcontracted employees.

23.2. Compliance with California Department of Industrial Relations (DIR). To determine if this Agreement is subject to compliance monitoring and enforcement, go to: https://www.dir.ca.gov/Public-Works/PublicWorksSB854FAQ.html

23.3. Contract Splitting. It is unlawful to split, or separate into small portions, work orders, projects, purchases, or public works projects for the purpose of evading these prevailing wage requirements.

23.4. **Use of Prevailing Wages vs. Living Wages.** In the event that there is a difference between the amount of wages to be paid under the CITY of Ventura's local Living Wage requirements and the requirements of this provision, the wage rate that is the higher of the two shall be applicable to this Agreement. **PLEASE NOTE, with respect to Federal contracts, other requirements may apply, in which case, the highest of the federal Prevailing Wage, state Prevailing Wage and local Living Wage prevails.**

24. COVENANTS AND CONDITIONS.

Each term and each provision of this Agreement to be performed by CONTRACTOR shall be construed to be both a covenant and a condition.

25. NOTICE OF BREACH AND OPPORTUNITY TO CURE.

Neither Party will be deemed to be in breach of this Agreement based on a breach that is capable of being cured until it has received written notice of the breach from the other Party. The Party charged with breach will have fifteen (15) days from the date of receiving such notice in which to cure the breach or otherwise respond. If the circumstances leading to the charge that the Agreement was breached have not been cured or explained to the satisfaction of the other Party within fifteen (15) days from the date on which the Party received notice of breach, the non-breaching Party may terminate this Agreement.

26. WAIVER.

CITY's review or acceptance of, or payment for, work product prepared by CONTRACTOR under this Agreement will not be construed to operate as a waiver of any rights CITY may have under this Agreement or of any cause of action arising from CONTRACTOR's performance. A waiver by CITY of any breach of any term, covenant, or condition contained in this Agreement will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement, whether of the same or different character.

27. DISPUTES.

Except as otherwise provided in these provisions, any dispute concerning a question of fact arising under this Agreement, shall be decided by the CITY's Designated Representative, who shall reduce this decision to writing and mail a copy to the CONTRACTOR. The decision of the CITY's Designated Representative shall be final and conclusive unless CONTRACTOR requests mediation within ten (10) calendar days. Pending final decision of a dispute, the CONTRACTOR shall proceed diligently with the performance of the Agreement and in accordance with the decision of the CITY's Designated Representative.

28. DISPUTE RESOLUTION.

Should an unresolved dispute arise out of this Agreement, any Party may request that it be submitted to mediation. The Parties shall meet in mediation within a reasonable time not to exceed forty-five (45) days of a request. The mediator shall be agreed to by the mediating Parties. In the absence of an agreement on a mediator, the Parties shall each submit one name from mediators listed by the American Arbitration Association, the California State Board of Mediation and Conciliation, or other agreed-upon service. The mediator shall be selected by a "blindfold" process. The cost of mediation shall be borne equally by both Parties. Neither Party shall be deemed the prevailing Party. No Party shall be permitted to file a legal action without first meeting in mediation

and making a good faith attempt to reach a mediated settlement. The mediation process, once commenced by a meeting with the mediator, shall last until agreement is reached by the Parties but not more than sixty (60) days, unless the maximum time is extended in writing by both Parties.

29. TAXPAYER IDENTIFICATION NUMBER.

CONTRACTOR shall provide CITY with a complete Request for Taxpayer Identification Number and Certification as issued by the Internal Revenue Service.

30. USE OF THE TERM "CITY."

Reference to "CITY" in this Agreement includes the CITY, its City Manager, or any authorized representative acting on behalf of the CITY.

31. NOTICES.

All notices given or required to be given pursuant to this Agreement shall be in writing and may be given by personal delivery or by first-class mail. Notice sent by mail shall be addressed to each Party's Designated Representative as set forth above in Section 5. When addressed in accordance with this Section, such notice shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices shall be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this Section.

32. FORCE MAJEURE.

Neither the CONTRACTOR nor the CITY shall be responsible for any delay caused by any contingency beyond their control, including, but not limited to, war or insurrection, walkouts by the Party's own employees, fires, natural calamities, riots, or demands or requirements of governmental agencies other than the CITY.

33. GOVERNING LAW.

The terms of this Agreement shall be interpreted according to the laws of the State of California. Should litigation occur, venue shall be in the Superior Court of California, County of Ventura.

34. SEVERABILITY.

If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect and be enforceable.

35. INTEGRATED AGREEMENT.

This Agreement and the attached exhibits to this Agreement represent the entire understanding between the Parties. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the Parties to this Agreement and any subsequent successors and assigns.

36. NO THIRD-PARTY BENEFICIARY.

This Agreement shall not be construed to be an agreement for the benefit of any third-party or parties, and no third party or parties shall have any claim or right of action under this Agreement.

37. AUTHORITY TO EXECUTE.

Each Party hereto expressly warrants and represents that through its Designated Representative it has the authority to execute this Agreement on behalf of its corporation, partnership, business entity, or governmental entity, and warrants and represents that the Designated Representative has the authority to bind each Party to the performance of its obligations hereunder.

38. EXECUTION – COUNTERPARTS.

This Agreement may be executed in any number of counterparts and each such duplicate counterpart shall constitute an original, but they shall not be effective nor enforceable unless and until it is executed with the handwritten signature of an authorized representative of each of the relevant Parties. No counterpart shall be deemed to be an original or presumed delivered unless and until the counterpart executed by the other Party to this Agreement is in the physical possession of the Party seeking enforcement thereof.

39. INCONSISTENT OR CONFLICTING TERMS.

In the event of any contradictions or inconsistencies between any attached documents or exhibits incorporated by reference herein and the provisions of the Agreement itself, the terms of the Agreement shall control. Any exhibit that is attached and incorporated by reference shall be limited to the purposes for which it is attached, as specified in this Agreement. Any contractual terms or conditions contained in such exhibit imposing additional obligations on the CITY are not binding upon the CITY's Designated Representative unless specifically agreed to in writing, and initiated by CITY's Designated Representative, as to each additional contractual term or condition.

40. ACKNOWLEDGEMENT.

By signing below, CONTRACTOR acknowledges that it has reviewed the CITY's General Services Agreement terms and conditions and insurance requirements, and that CONTRACTOR hereby agrees to full compliance.

Signatures Follow

In witness whereof, the Parties have entered this Agreement on the date last signed below ("Effective Date").

CITY OF SAN BUENAVENTURA

_____
Name:
Title:

_____
Date

[CONTRACTOR NAME]

_____
Name:
Title:

_____
Date

_____
Name:
Title:

_____
Date

_____
Tax Identification Number

APPROVED AS TO FORM
GREGORY G. DIAZ, CITY ATTORNEY
PER SBMC, SECTION 4.600.050

Any modification to this pre-approved Standard Form requires further review and approval by the City Attorney.

EXHIBIT A

GENERAL SERVICE AGREEMENT
(City of San Buenaventura and ___)

SCOPE OF SERVICES

EXHIBIT B

GENERAL SERVICE AGREEMENT
(City of San Buenaventura and ___)

SCHEDULE OF COMPENSATION

EXHIBIT C

GENERAL SERVICES AGREEMENT
(City of San Buenaventura and ___)

INSURANCE REQUIREMENTS

Prior to contract approval, CONSULTANT/CONTRACTOR/SELLER/BIDDER (hereafter referred to as "Contractor") must procure, agree to maintain and supply evidence of insurance at the levels listed and in accordance with the other provisions listed in this document.

1. Coverage Types and Limits

a) Commercial General Liability (ISO CGL CG 00 01) - including coverage for bodilyinjury, property damage, products & completed operations, and personal injury arising from the contractor's activities. Commercial General Liability (CGL) per Occurrence Commercial General Liability Aggregate or Combined Single Limit (CSL)	 $2 million $4 million
b) Auto Liability for owned, hired, and non-owned vehicles per Occurrence(or non-owned & hired if contractor has no autos). Auto Liability Aggregate or Combined Single Limit	$1 million
c) Worker's Compensation *with a Waiver of Subrogation in favor of the City* Employer's Liability	$ 1million
d) Crime/Employee Dishonesty Policy *The Crime policy shall name The City of San Buenaventura as Loss Payee. Pertainsto IT and Financial contracts. Contact Risk Manager for specific requirements.*	$2 million
e) Cyber Liability Policy with Network Security/Data Privacy Coverage *Pertains to contracts with IT component. Contact Risk Manager for specific requirements.*	$2 million
f) Technology E&O/Technology Professional Liability *Contact Risk Manager for specific requirements.*	$2 million

2. Insurance Policy Provisions, Endorsements, and other Requirements

Contractor agrees to comply with the following additional requirements with respect to the insurance:

a) Liability Coverage shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance, primary or excess, available to City or any officer, employee, agent, or volunteer of City. Assuch, a Primary and Non-Contributory Endorsement (with coverage at least as broad as ISO CG 2001 04 13) is required on all liability policies.

b) Contractor waives its right of subrogation against the City. As such, a Waiver of Subrogation Endorsement is required on the Contractor's Worker's Compensation policy.

c) A "Blanket" Additional Insured Endorsement (a/k/a "automatic additional insured endorsement"), attached to the Commercial General Liability policy covering premises liability, ongoing operations, product liability, and completed operations is required. If a "Blanket" endorsement is not available, Contractor may submit a combination of the following endorsements:

An Additional Insured Endorsement covering Premises and Ongoing Operations CG 20 10 04 13 or its equivalent (CG 20 26, CG 20 33, or CG 20 38) AND

and Additional Insured Endorsement covering Completed Operations CG 20 37 04 13.

d) Insurance Policies must be issued by an insurance company licensed to do business in the State of California with an *AM Best* rating of not less than A:VII.

e) Each insurance policy required above shall provide that coverage shall not be canceled except with 30 days' notice to the City.

f) The Description section of the Certificate must include the following language:

The City of San Buenaventura, its officers, officials, agents, employees and volunteers shall be named as an additional insured under the General Liability and Auto Liability policies. All Liability policies are primary and Non-Contributory. Waiver of Subrogation applies to the Worker's Compensation policy. 30-day notice of cancellation will be provided to the Certificate Holder.

g) A Certificate of Insurance must include the following language in the Certificate Holder section:

City of San Buenaventura, its officers, officials, agents, employees and volunteers
501 Poli Street
Ventura, CA 93002

h) Contractor will provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be submitted to the City within 10 days of renewal.

i) Contractor shall provide evidence of the insurance required herein, satisfactory to City, consisting of certificate(s) of insurance and any required endorsements evidencing all of the coverages required. Any failure on the part of City or any other additional insured under these requirements to obtain proof of insurance required under this Agreement in no way waives any right or remedy of City or any other additional insured in this or any other regard.

j) Contractor shall ensure that coverage provided to meet these requirements is applicable separately to each insured, and that there will be no cross-liability exclusions that preclude coverage for any legal action between Contractor and City, between Contractor and any other named insureds or additional insureds under the insurance policy, or between City and any party associated with City or City's officers, officials, employees, agents, or volunteers.

k) Coverage shall not be limited to the vicarious liability or supervisory role of any additional insured. There shall be no cross-liability exclusion and no Contractor limitation endorsement. In addition, there shall be no endorsement or modification limiting the scope of coverage for liability arising from pollution, explosion, collapse, underground property damage, or employment-related practices, except for a provision or endorsement limiting liability arising from pollution to liability caused by sudden or accidental pollution.

l) Any umbrella liability insurance over primary insurance provided to meet primary limits shall apply to bodily injury, personal injury, and property damage, at a minimum. Coverage shall be as broad as any required underlying primary coverage and shall include a "drop down" provision providing primary coverage for liability not covered by primary policies but covered by the umbrella policy. Coverage shall be provided with defense costs payable in addition to policy limits. Coverage shall have starting and ending dates concurrent with the underlying coverage.

m) Coverage shall be written on an "occurrence basis" if such coverage is available, or on a "claims made" basis if not available. When coverage is provided on a "claims made" basis, Contractor shall continue to maintain the insurance in effect for a period of three (3) years after this Agreement expires or is terminated. Such insurance shall have the same coverage and limits as the policy that was in effect during the term of this Agreement and shall cover Contractor for all claims made by City arising out of any errors or omissions of Contractor, or the officers, employees or agents of Contractor during the time this Agreement was in effect.

n) Contractor shall require all sub-contractors or other parties hired by

Contractor to perform any part of the services required by this Agreement to purchase and maintain all of the insurance specified above and submit evidence of all such insurance. Contractor shall obtain certificates evidencing such coverage and make reasonable efforts to ensure that such coverage is provided as required herein.

o) No contract used by any Contractor, or contracts Contractor enters into on behalf of City, will reserve the right to charge back to City the cost of insurance required by this Agreement. When requested, Contractor shall provide City with all agreements with sub-Contractors or others with whom Contractor contracts on behalf of City, and with all certificates of insurance obtained in compliance with this paragraph. Failure of City to request copies of such documents will not impose any liability on City, or its employees.

p) In the event any policy of insurance required under this Agreement does not comply with these requirements or is canceled and not replaced, City has the right, but not the duty, to obtain the insurance it deems necessary to meet the requirements of this Agreement, and any premium paid by City for such insurance will be promptly reimbursed by Contractor, or, if not promptly reimbursed, deducted from any compensation to be paid by City to Contractor pursuant to this Agreement.

q) Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only and is not intended by any party to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. Coverage shall not be limited to the specific location, individual, or entity designated as the address of the project or services provided for by this Agreement. Insurance coverage limits are subject to change based on the unique liability associated with each project over and above standard coverage limits at the discretion of the City's Risk Manager or their designee.

r) Contractor shall provide immediate notice to City of any claim against Contractor or any loss involving Contractor that could result in City or any of City's officers, employees, agents, or volunteers being named as a defendant in any litigation arising out of such claim or loss. City shall not incur any obligation or liability by reason of the receipt of such notice. However, City shall have the right, but not the duty, to monitor the handling of any such claim or loss that is likely to involve City.

s) In the event of any loss that is not insured due to the failure of Contractor to comply with these requirements, Contractor will be personally responsible for any and all losses, claims, suits, damages, defense obligations, and

liability of any kind attributed to City, or City's officers, employees, agents, orvolunteers as a result of such failure.

Please note:

t) Automobile Liability insurance is not required if the Vendor and its employees does NO traveling in providing services for completion of the Agreement (e.g., telecommuting). If the Vendor has employees but no vehicles registered to the business (personal vehicles only), the non-owned and hired automobile liability coverage should be included in the Vendor's Commercial Auto Liability policy

u) Workers Compensation insurance is not required if the Contractor is a sole proprietor/partner/corporate officer with no employees. Otherwise, Worker's Compensation is required under CA Labor Code Section 3700. A Workers Compensation Insurance Waiver is required stating Contractor is a sole proprietor/partner/corporate officer with no employees. This waiver is to be included with the other submitted documents.

v) Professional Liability may be required for the following types of contractors. These are only examples and not an all-inclusive list. Contact Risk Manager for clarification and requirements.
Examples:
Appraisers, notaries, imaging of records, EOC plan, Fair Housing assessments, trainers

Chemists, auditors, insurance agents and brokers, lawyers, laboratories, surveyors, building inspectors, traffic engineering services.

Ambulance services, actuaries, counselors, medical providers. Also includes engineers, architects, construction managers, hazardous materials evaluators, environmental impact evaluators. All IT related projects, contractors and consultants.

w) Cyber Liability and Network Security/Data Privacy Coverage and Technology E&O/Technology Professional Liability coverage may be required in agreements that have an IT or data component. Contact Risk Manager for clarification and requirements.

ATTACHMENT NO. 2



City of Ventura

Fire Department 3rd Party Inspection Billing

Jennifer Yates
Purchasing Supervisor
501 Poli Street
Ventura, CA 93001

DUE DATE: Wednesday, March 31, 2021

Justin Powell
VP of National Sales

2271 Lava Ridge Court, Suite 120
Roseville, CA 95661-3065

email: j.powell@FireRecoveryUSA.com
office: 1.888.640.7222
cell: 916.297.0205

www.FireRecoveryUSA.com

Fire RecoveryUSA
Fire & EMS Billing Solutions

CITY OF VENTURA

Section 1	RFP Cover Page
Section 2	Vendor Response to RFP
Section 3	Optional Appendices or Exhibits
Section 4	Company Background
Section 5	Company Qualifications
Section 6	References
Section 7	Pricing

Fire Recovery USA
Fire & EMS Billing Solutions

SECTION 1 - RFP COVER PAGE

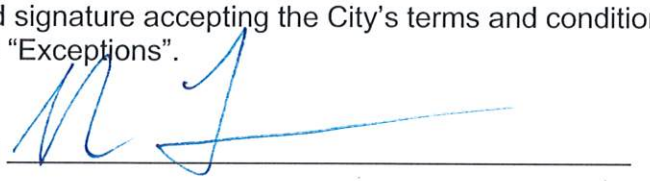
Fire Recovery USA, LLC
2271 Lava Ridge Ct, Suite 120
Roseville, CA 95661

(888) 640-7222
(916) 943-1661 – fax

www.FireRecoveryUSA.com

Contact: Justin Powell – (916) 229-8852 – j.powell@FireRecoveryUSA.com
Business Hours: 6 AM (PST) to 6 PM (PST)
Incorporation: California, USA
Years in Business: 15
Work to be performed at office location listed above.

Authorized signature accepting the City's terms and conditions as stated in this solicitation (other than listed "Exceptions".

Signature: 

Name: Rick Benner - CFO

Legal Name: FIRE RECOVERY USA, LLC
Fire Recovery USA, LLC
FEIN: 26-2305306
Bus. Lic.# 036266

Identify if the vendor is a subsidiary of a larger company. **No.**

Identify any pending litigation against the vendor. **None.**

Identify if the vendor has filed any bankruptcy or insolvency processing in the last 10 years. **No.**

Identify any mergers, acquisitions, or sales of the vendor company within the last five years. **None.**

SECTION 2.0 – VENDOR RESPONSE TO RFP

A. Billing Procedure

Fire Recovery has numerous current customers that are of the similar size and scope of the City's program and we are confident that we will be able to effectively implement and manage the program for the City of Ventura. We have years of previous experience implementing customers both large and small. The process is similar regardless if the customer invoices 1,000 invoices per year or 10,000 invoices per year.

Fire Recovery USA has a proprietary billing system developed specifically to meet industry needs of invoicing fire inspections directly to the customer/business owners that the fire department has inspected. Data will be received electronically, and invoices will be first class mailed within one business day. If an email address is available invoices are emailed to the business owner or representative.

We Will:

Perform Address Confirmation using the USPS address validation tools to ensure invoices are delivered accurately and reliably. Any billable address issues are identified prior to mailing.

Process all invoices the same or following business day from the time the billing data is received from the City.

Mail or Email the Invoice – email delivery of invoices to your customer results in an average payment being received in 18 days. If an email address is unavailable or if it is not delivered, we will mail the invoice using USPS First Class Mail.

Cross Check System data with your Standard Practices to assure your invoice is billed in accordance with your standard practices. Any abnormalities are brought to your administrator's attention for confirmation and/or adjustment.

Account Tracking/Aging – Our system will track the invoice and all activities on this invoice from the day it is received until the day it is paid. The system provides 100% transparency to our clients so they can see the detailed status of any invoice in our system.

Log all Customer contact – Our system allows the City to see any contact with your customer by date and time. All communications are logged, date and time stamped with detail regarding the contact or action on the account.

Confirm Receipt – 10 Days after mailing or emailing the invoice we will confirm receipt with the account to affirm receipt and to answer questions or clarify details of the invoice. We stimulate resolution of questions and prompt payment of invoices.

Send a reminder email within 15 days from invoice date as a reminder that payment has not been received.

Provide late notice or billing of subsequent late fee, if required, 30 days after invoice date.

Provide online portal for accepting payments via credit card or e-check.

Provide an online help desk and ticketing system to ensure communications for accounts are tracked and prompted for immediate resolution. This system notifies the City of the question we need assistance with and logs the question and response to assure we provide the proper resolution to questions and issues. It further prompts our staff for follow up on open issues, which are unresolved to assure prompt resolution. All contacts and communications are logged and retained for future reference.

Receive and process all payments in our offices and deposit all monies into the City's bank account nightly.

Promptly post all payments the day they are received for prompt recording and credit to your account.

Any delinquent accounts will be handled in a manner acceptable to the City. Each customer has a different approach for handling delinquent accounts, however if Fire Recovery feels an account is collectible, we will exhaust all efforts before providing the account back to the City or to collections, whichever is appropriate to the City.

Provide ALL Accounting and Account Reconciliation – We provide all accounting and audit trail necessary for the City thus reducing the need for internal functions other than to confirm our Monthly Reporting and Audit of payments. This is a major advantage over our competition and significant cost savings for the City. This includes Income and Expense, Adjustments and Accounts Receivable reports.

Provide all front-line customer service to your businesses via telephone and email to answer general and specific questions regarding invoices, basis for billing, and payment status. We provide W-9's as requested.

Any customer complaints will be handled through our JitBit Help Desk ticketing system so that all inquiries/complaints and documented and handle appropriately. If the City has a specific dispute resolution policy, Fire Recovery will follow that policy.

Most Importantly we will provide consistent and repetitive business support for the City. We pride ourselves on timeliness, detail, and consistency. Through this approach, we become an effortless key piece of your business process. All with Best Practices and a full audit trail for the City.

All billing data and customer contacts are 100% transparent and available in real time 24/7 to the end to the end user through the secure Recovery Hub portal (www.therecoveryhub.com)

B. Cashing Procedure

We will provide an online portal for accepting payments via credit card or e-check.

We will pass an electronic payment processing fees (convenience fee) of 3% for payments made by E-check or credit card to the consumer paying each invoice.

We will pay the funds due to the City for its inspections and/or permits on a monthly basis.

C. Customer Service

Customer Service is a key component in Fire Recovery's success and has directly led to our industry-leading achievement. Customer service is stressed as a vital factor that makes us different from our competitors.

Each piece of correspondence sent to residents and businesses in your community will include phone numbers and email addresses that can be used to contact Fire Recovery USA. We respond to each contact as soon as possible, but never more than one business day after contact. If the contact has a question our staff cannot answer we have a "Ticketing System" whereby we contact a City employee, as designated by the City, who will answer the question by email and Fire Recovery will contact the person with the response. Fire Recovery USA has successfully employed this system with our existing client base. The system allows each question or problem to be tracked until its resolution and helps assure no open items are lost or overlooked at they remain open until completion. Our clients also appreciate this system as they are not subject to numerous phone calls from our staff and they can respond to open issues by email through the "Ticketing System" as time allows within their work schedule.

As part of his or her training, each employee of Fire Recovery USA is versed in the importance of customer service. They are required to maintain a courteous, business-like demeanor in all contact and correspondence with our clients and their constituents.

Fire Recovery USA's ownership and management believe in modeling our commitment to high-level customer service. Employees are our "customers" and need a regular demonstration of appreciation. We strive to maintain a family atmosphere in our office environment while continually encouraging our employees to reach higher levels of achievement through further evaluation and testing, as well as incentive programs to encourage success and managerial thinking.

D. Reporting:

All billing data and customer contacts are 100% transparent and available in real time 24/7 to the end to the end user through the secure RecoveryHub portal (www.therecoveryhub.com).

Your administrative team will have access to the RecoveryHub from any computer with internet access and see REAL-TIME data and reports, 24/7. This fully transparent system will allow you to see every contact and phone call we've made, the status of the bill, and track and reconcile every payment we've received. Each step in our process is visible to you, the end user, so you always know the status of your recovery efforts.

E. Billing Structure

We will bill per the City's approved Fee Schedule, as provided to Fire Recovery USA. This could entail graduated fees (based on invoice amount or inspection type such as a parcel inspection vs. an occupancy inspection). We can also bill for additional services in the future (as approved with fee schedule changes) such as for short duration inspections (i.e., a fifteen-minute inspection billable at an hourly rate) and the cost for invoicing for those inspections vs. longer duration inspections should be considered and specified. We will also add a billing/administrative fee for each invoice if approved and allowed per the City's fee schedule. A 7% technology fee will also be added to each invoice per the City's approved fee schedule.

F. Cost recovery methodology and track record on cost recovery percentages

In order to not duplicate information, this is listed above in ***A. Billing Procedure***. Our average collection percentage is greater than 94%. ***See Exhibit A (Marketing Brochure/Statement of work)***

G. Information and City involvement for vendor to provide the above services.

Upon approval and or award of the contract we will provide a new client setup form with questions relating to the setup of your account. The City will also need to produce and Excel or .CSV file form Tyler/DHD with the below required fields in the order listed to be able to import the inspection data into the billing software. Fire Recovery will provide an Excel template. Once the contract is approved Fire Recovery USA will configure the City's billing account and generate sample invoices for the City to approve. We will provide an initial invoice, a reminder invoice, a delinquent invoice and a final notice. We

will then upload test data to ensure the file format and invoices generate correctly in the billing software and review this with the City.
This is outlined in the section below: ***H. Billing Implementation Process and Proposed Timeline***

H. Billing Implementation Process and Proposed Timeline

Upon signing of the contract with the City, Fire Recovery will immediately get to work implementing the program. Our recommended project plan will be to immediately coordinate a meeting with stakeholders from the City and Fire Recovery. During this meeting we will layout the tasks along with implementation dates for each task.

Configuration of the City's account in Fire Recovery's billing system will take approximately one day. We will then provide sample invoices from our system. We will provide an initial invoice, a reminder invoice, a delinquent invoice and a final invoice. We will work with the City to make any modifications to these invoices and once approved they will be ready for mail and email to the customers. Sample invoices are attached for your review.

Once we configure the billing system, we will need to test sample data based in information/data provided to us from the City's software used to collect inspection and permit information. We will upload test files and make any modifications to our data import to ensure accuracy and integrity. Each and every inspection that is loaded into our system is checked by a member of our billing team to ensure data accuracy. Each address is also confirmed with an address validation too and noted as a valid or invalid address in our billing system. Any discrepancies in this data will result in our processing team generating a Help Desk ticket that will define and explain the issue as well as notify a representative at the City of the discrepancy. It will be up to the City's staff to provide a resolution or clarification on the discrepancy. This is the same process used to address any irregularities or discrepancies after an invoice is produced.

Lastly, we will configure the payment processing workflows. The finance representative from the City will work directly with our CFO to determine the best workflows for receiving and depositing cash.

Contacts and or personnel needed from the City will include a data contact who is responsible for extracting and providing data on the inspections. We will also need a contact for someone wo can help resolve any billing issues or question on addresses, inspection questions and invoice irregularities. Reports are provided on a monthly or an as needed bases and a list of contacts or an email group will be needed for those reports. **The only specific tasks required of City staff is to work with us to provide the necessary data and contacts to implement this program.**

SECTION 3 – OPTIONAL APPENDICES OR EXHIBITS

Fire Recovery USA is an industry leading billing service provider. As a billing provider City staff will be hands off on the billing process once data is imported via a CSV file into Recovery Hub. Fire Recovery USA will work with the City to ensure that the export format from the City's software for collecting permit and inspection data is accurate and easily imported into The Recovery Hub. It is our expectation that the City will see a dramatic increase in collection rate from what was provided in the RFP as based upon prior work with other similar sized municipalities, all with a decrease in workload for City staff as information collected by inspectors is used for the purposes of billing and no City staff hours are required to sustain the billing process.

Fire Recovery USA has aligned itself with some of the best service providers in the industry to ensure the security of our client's data and availability of our services. Our entire infrastructure is hosted in Microsoft's Azure Cloud Platform. This platform has its own Security Center that is inherent to that environment. However, we go a step further. Qualys is a third-party application that we use to monitor for malware and conduct additional vulnerability scans. The combination of the 2 services provide us a robust security solution with real time threat detection and a true geo-redundant footprint.

We know how important and how difficult it can be to become and remain PCI compliant. Once again, we have aligned with an industry leader. Authorize.net handles all of our online transactions and maintains a full PCI DSS/SSAE-16 compliant data center to secure your client's sensitive financial data. A full copy of the PCI DSS/SAE-16 compliance report, document handling, and full Business Continuity Disaster plan can be provided upon request.

Microsoft Azure

- Geo-Redundant Services with real time database replication (backed up in real time) and application failover
- Database uptime 99.9999%
- The only public cloud platform to offer continuous security and health monitoring using Azure Security Center
- All connections and data transfers are encrypted
- All databases are encrypted at rest
- More certifications than any other cloud platform including ISO and HIPAA
- Real time health alerts and active scaling based on predefined threshold limits

Qualys

- Provides additional 3rd party web applications scans and malware monitoring
- Zero-day vulnerability scans utilizing behavioral analysis
- Web application scanning for OWASP top 10 defined threats
- Real time alerts on active threats

Authorize.net (A Visa Solution)

- All customer billing transactions are conducted through Authorize.net servers and are PCI DSS compliant
- SSAE-16 compliance validated annually

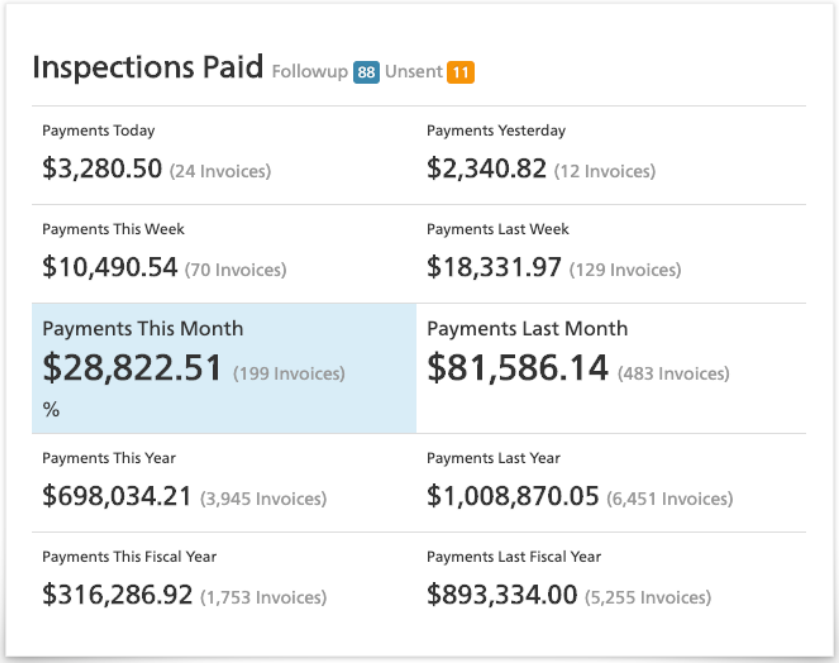
- HIPAA, GLBA, & California Senate Bill 1386 (SB1386) compliant. Regular audits conducted as required to maintain compliance.

Fire Recovery will receive the data provided by the City in a secure format agreeable to both parties. Our current process requires to place files in a secure Microsoft Azure Storage container that Fire Recovery can then access and upload the data directly into our Recovery Hub Billing Platform. If that is not acceptable to the City, we can also support a Secure FTP location provided by the City. It is our preference to automate this process to maximize efficiency.

Inspections

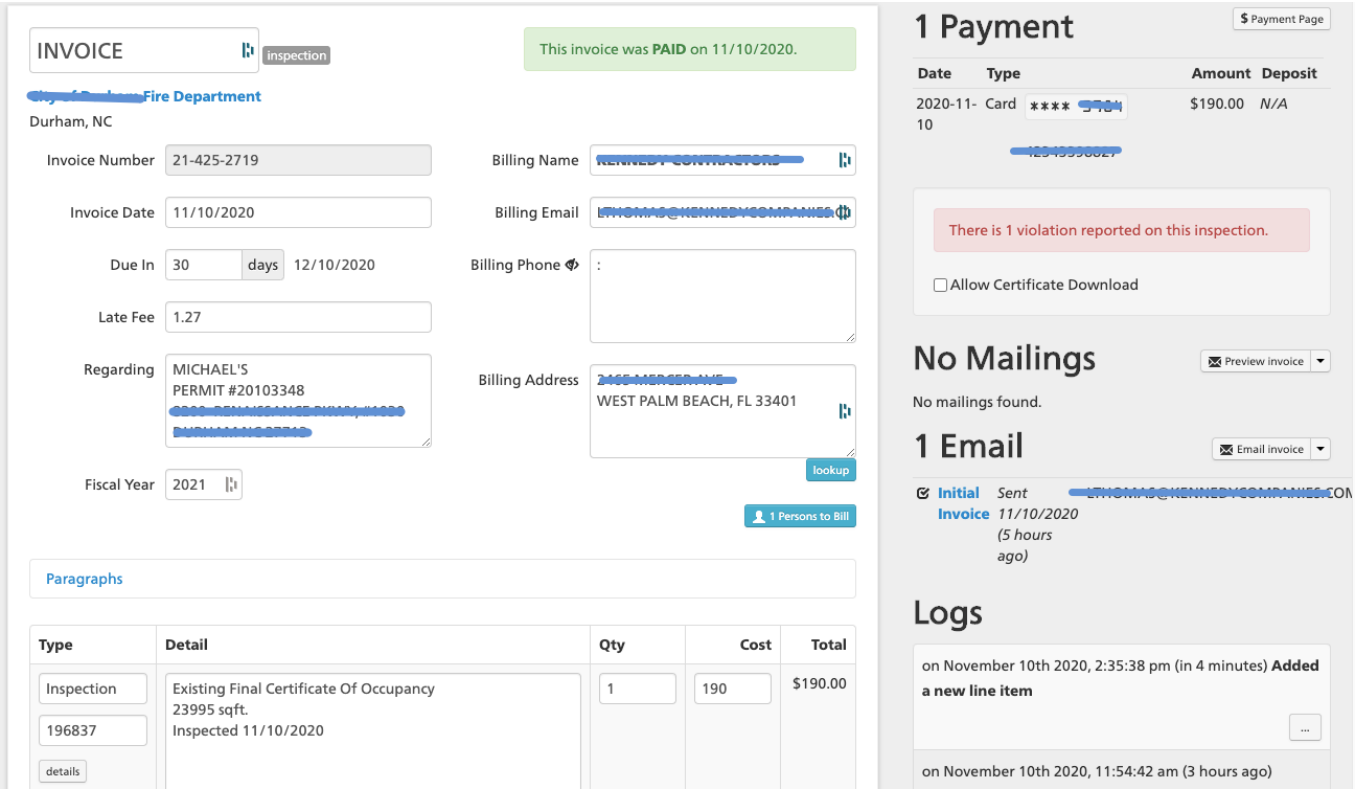
Billing by Status (FRUSA Collection activity)

Billing Status	Total	Fire Department Amount
Open	581	$81,571.03
-30 days	425	$57,635.50
-60 days	95	$14,654.85
-90 days	44	$6,605.90
90+ days	17	$2,674.78
Collections	2	$131.32
Paid	42004	$5,592,175.80
Refunded	3	$279.50
Returned To Department	936	$82,961.77
All	43526	$5,757,119.42



The Recovery Hub billing application is a proprietary system designed and built by Fire Recovery. This application was specifically designed to suit our needs and the needs of our client as well has the end user/customer. This software has been used by our team for over 10 years and has billed millions of invoices. We support our inhouse billing program with a team of developers, quality control and database analysts as well as system security and web security project managers. The system is browser based and all web traffic is secured. Our system is accessible to our clients 24x7 and we recommend using 64-bit web browsers.

Each of the screens in our system provides a different level of billing details and access for our clients.



RECORDS MAINTENANCE

Fire Recovery USA produces all inspections invoice in our proprietary billing system, The Recovery Hub (www.therecoveryhub.com). Every invoice is electronically produced and mailed or emailed to the end user. We also log and track all correspondence in The Recovery Hub. Each time a change is made to an invoice an audit record is logged. Each time we have correspondence with a customer, either by phone or email, it is also logged in The Recovery Hub. These documents and records are available to the City using The Recovery Hub in real time, 24x7. Records are maintained in a digital format indefinitely in our system.

Customer complaints, invoice discrepancies or questions and questions regarding invoices are all tracked electronically using our Help Desk Ticketing system JitBit. City personnel would also have access to this system and these records are also maintained indefinitely.

REPORTS

Fire Recovery USA is committed to providing the City with the most advanced reporting tools available through our website, The Recovery Hub. Recovery Hub provides custom report capabilities that we continue to develop in order to satisfy your needs.

We will provide monthly detail and summary reports (automatically and electronically).

We will provide an accounts receivable aging report.

We provide a web-based portal to appropriate your Community Risk Reduction and Accounting staff to access and view the status of all relevant reports or files, all updated real time. This is based on user security and roll access to the system.

Fire Recovery will also develop any custom reports that you require. The City will have the ability to download all invoice data in a csv. xls. or .html format on demand. This data can be produced electronically or via hard copy/printed. If desired, we can automate these reports to be distributed to you weekly or monthly.

AUDITING

Fire Recovery balances deposit totals daily by checks, credit card and E-checks. On a monthly basis we perform a detailed audit of all payments received to assure the receipts balance to the detailed invoice by invoice report that will be provided to the City as support for the amounts received by the City and for the invoice for Fire Recovery' s services. We will comply with any reasonable audit request made by the City. Our records will be made available to the City; however, all invoicing records are available to the City 24 hours a day 365 days a year through our web-based processing site, The Recovery Hub.



You Inspect

WE INVOICE AND COLLECT

Fire Recovery USA
Fire & EMS Billing Solutions

94%
AVG. COLLECTION RATE

OUR PROCESS DELIVERS RESULTS

Our average collection rate is above 94%.

Call today!

Fire Recovery USA is the leader in Cost Recovery & Efficiency services for the fire industry. Call today to find out how we can help your department.

1.888.640.7222

info@firerecoveryusa.com

www.firerecoveryusa.com

INCREASED EFFICIENCY AND REVENUE

- **ELECTRONIC DATA TRANSFER** – No transposition errors. Data is extracted automatically from Streamline Inspections or from your RMS.
- **ADDRESS CONFIRMATION & ADJUSTMENT** – Adjustment Automatically updates address received to Standard Postal Code Address to ensure your lookup tables are accurate and consistent. Any billable address issues are identified up front prior to costly delays and mailings.
- **INVOICE CREATION** – The next business day after the inspection is completed we will create an invoice based on your inspection data (which is received directly from Streamline Inspections).
- **MAIL OR EMAIL THE INVOICE** – email delivery of invoices to your customer results in a faster payment. If a email address is unavailable or if it is not delivered we will mail the invoice using USPS First Class Mail.
- **ACCURACY CHECKS** – Cross Check System data with your Standard Practices to assure your invoice is billed in accordance with your standard practices. Any abnormalities are brought to your administrator's attention for confirmation and/or adjustment.
- **AUTOMATICALLY UPDATE BILLING INFORMATION** – Fire Recovery USA Staff, with the City's permission, will update billing information in the Streamline Inspections Software if more accurate billing information is found during the billing efforts.
- **ACCOUNT TRACKING/AGING** – Our system will track the invoice and all activities on this invoice from the day it is received until the day it is paid. The system is transparent to our clients so they can see the detailed status of any invoice in our system.



Invoice Processing Services

DESIGNED FOR FIRE INSPECTIONS

Integrates Seamlessly with Streamline Inspections!

Fire Recovery USA
Fire & EMS Billing Solutions

- **LOG ALL CUSTOMER CONTACTS** – Our system allows our Clients to see any contact with their customer by date and time. All communications are logged, date and time stamped with detail regarding the contact or action on the account.
- **CONFIRM RECEIPTS** – 10 Days after invoice we will confirm receipt with the account to affirm receipt and to answer questions or clarify details of the invoice. We stimulate resolution of questions and prompt payment of invoices.
- **EMAIL REMINDERS** – Reminder email is sent 15 days from invoice date (we recommend invoices be due upon receipt for prompt payment).
- **LATE NOTICE/FEE** – Provide late notice or billing of subsequent late fee (if your fee schedule provides for one) 30 days after invoice date.
- **PAYMENT PORTAL** – Provide online portal for making payments by credit card or e-check. (we find much faster payment remittance by this convenience) Visa/Mastercard
- **LOCKBOX PAYMENTS** – We utilize a regional lockbox system to receive mailed payments promptly and with proper logging. Based upon your location we will direct you to the nearest location.
- **PAYMENTS POSTED PROMPTLY** – We post all payments the day they are received in most cases but never longer than the next business day for prompt recording and credit to your account.
- **ISSUE NECESSARY PERMITS** – We issue the appropriate Fire Inspection Notice, Permit or Certification of Inspection when Inspection is completed and passed and payments are made.
- **ACCOUNTING & ACCOUNT RECONCILIATION** – We provide all accounting and audit trail necessary for your Municipality thus reducing the need for Municipal Accounting functions other than to confirm our Monthly Reporting and Audit Trail. This is a major advantage over our competition and significant cost savings for your Municipality. This includes Income and Expense, Adjustments and Accounts Receivable reports.
- **CUSTOMER SERVICE** – We provide customer service to your businesses via telephone and email to answer general and specific questions about inspection programs, basis for billing, and payment status. We provide W-9's as requested by inspection accounts.
- **HELP DESK** – We provide an online help desk and ticketing system to ensure communications for accounts are tracked and prompted for immediate resolution. This system notifies a department of the question we need assistance with and logs the question and response to assure we provide the proper resolution to questions and issues. It further prompts our staff for follow up on open issues, which are unresolved to assure prompt resolution. All contacts and communications are logged and retained for future reference.
- **DATA TRANSFER** – One of the key benefits of utilizing FRUSA is our ability to convey data back to your system at the conclusion of the business transaction with your client. This allows your system to update contact information and billing information to your system for future use as well as confirmation of payment.
- **SUPPORT** – Most Importantly we will provide consistent and repetitive business support for your Department. We pride ourselves on timeliness, detail, and consistency. Through this approach we become an effortless key piece of your business process. All with Best Practices and a full audit trail for your Municipality.
- **TRANSPARENCY** – All billing data and customer contacts are 100% transparent and available in real time 24x7 to the end to the end user through the secure Recovery Hub portal (www.therecoveryhub.com)
- **INTEGRATED 2 WAY API** – Works with/integrated 2 way API with Streamline Inspections
- **COMPATIBLE WITH OTHER INSPECTION SOFTWARE** – Also works with any other inspection software by uploading Excel or Csv files for billing.

SECTION 4 – COMPANY BACKGROUND

Fire Recovery USA, LLC was founded in 2006, is located in Roseville, California. We provide cities and fire departments across the United States with cost recovery funding programs in conjunction with motor vehicle incidents, structure fires, hazardous material spills, and fire inspection programs. Fire Recovery USA is the sole provider of these programs and the software developed to administer them. We do not use partners to administer the above-mentioned programs.

Inspections and Emergency Incident billing is handled in our Roseville, CA facility and is staffed by over 25 employees. EMS transport billing is handled in our Arlington Heights IL facility and is staffed by over 50 employees. Our system provides 24/7 access to our billing software and reporting system from any web-browser.

Fire Recovery USA has established and implemented systems for over 1,300 customers in 42 states (over 100 in California). We have the experience and brand recognition that has positioned us as the market leader in this niche. The company has a proprietary and very successful billing system developed specifically to meet industry needs. This system and its efficiencies have proven to successfully provide collection rates far superior to other competitors.

Fire Recovery USA has developed a methodology to process claims that has not been matched by the competition. This methodology centers around the company's policy of communicating and corresponding with the responsible parties as well as providing flexible payment options and electronic communication.

TOTAL ORGANIZATION

Fire Recovery USA is one of three entities that comprise our family of cost recovery and technology services.

1. **Fire Recovery USA**
2. **Fire Recovery EMS**
3. **Streamline Inspections**

1. Fire Recovery USA provides eight main cost recovery programs.

Emergency Response Cost Recovery Program - You incur significant costs responding to incidents. Appropriately recovering the costs of high impact events is becoming the new standard. Let us provide you with an estimate of your potential recovery.

Inspection and/or Permit Billing - By combining technology with automation we can greatly enhance your inspection and permitting program. You inspect, we do the rest, efficiently and quickly with full transparency. We follow up on payments; have 24/7 live data reporting and the highest recovery rate in the industry.

First Responder Support Program - There are real costs to responding to medical incidents. Medical insurance typically covers the cost of the EMS service while most first responders have had to absorb these enormous costs. Our First Responder Support Program allows you to track and bill to recover these costs. We bill, collect, and pass the revenue back to our departments monthly.

Paramedic Subscription Program - Our Paramedic Subscription Program is an "insurance policy" to help cover first responder fees for resident in your region. Combined with our First Responder Support Program, the Paramedic Subscription Program allows for affordable fees to cover a possible first responder event. For a small annual fee, a resident or business can pre-pay for any incident for their family or employees.

2. Fire Recovery EMS provides EMS Transport billing services. With nearly 20 years experience and advanced technology, let Fire Recovery EMS perform for you. Our track record is impeccable, our recovery rates among the highest, and our reporting is real time. Plus, we handle all the headache of collecting.

3. Streamline Inspections Fire Recovery USA and Streamline Inspections develop, market, and support our proprietary systems used for false alarm management. All components of this response are controlled by Fire Recovery USA, so no other vendors/partnerships are necessary for this response.

Data and information is seamlessly and automatically transferred from the CAD or RMS into the secure, online web based user interface and customized front-end portal. It is securely and conveniently stored in the cloud for remote and immediate access for updates, validation and follow-up. Streamline's proprietary software is hardware agnostic, meaning you can access your data via any computer, tablet device, or smartphone. Our proprietary systems allow for complete customization, and quick and agile turnkey deployment. Customizable features include personalized portals, site management, billing, mapping and interface design, among other elements.

Streamline Inspections is a mobile and cloud-based inspection platform designed for state and local government and business performing inspection services. Streamline is designed to make inspections easier and more cost effective to manage regardless of the department or AHJ. The Application was designed by inspectors for inspectors and

with multiple programs in mind: Fire Inspections, HazMat, Brush or Weed Abatement, Community Development and Code Enforcement, together in one system.

It is designed to work the way you work: our iPad-based software goes anywhere you need to go. Locally stored data on the device allows you to work where there is no connection to Wi-Fi or cell. Push notices allow notification of time critical new tasks.

The checklist-based system will incorporate any checklist and data field, from true/false to text, photos, numeric values, dynamic rules and more. Have you found violations not on your checklist? No problem, your local codes can be loaded on the device as well. We have agreements with ICC and NFPA, to deliver a number of different code sets. No shuffling multiple inspection forms or using software that just doesn't meet your needs. It's the most intuitive and versatile inspections application on the market.

HIPAA

Our Emergency Incident billing programs require no HIPAA information, and as such, no HIPAA information is collected or harvested. In addition, we have been certified by a third-party consultant as not having any exposure to HIPAA. None of the data we collect falls within HIPAA regulations.

Our EMS division is located in a separate office and all programs that require HIPAA information to be collected are run through that facility in order to insure 100% compliance and information protection.

NON-DISCRIMINATION

Fire Recovery USA affirms that we comply with all state and federal regulations related to non-discrimination.

STAFF CRITERIA

Fire Recovery USA strives to employ highly competent and efficient processors. Once a prospective employee is identified they are screened through the E-Verify system to establish and document their legal work status. Each candidate is subject to several interviews with management personnel and must pass a series of tests Fire Recovery has developed. These proprietary tests measure a candidate's ability to perform at established standards in computer competence, language skills and customer service.

Upon employment, new processors are teamed with an experienced staff member who spends a week with them in intensive side-by-side training. The new processor is able to experience how a veteran processor handles the various challenges of their workday and is exposed to the high standards expected by Fire Recovery USA. Once the week of intensive training has concluded, the new processor remains assigned to the experienced staff member who continues to act as a mentor until the new processor is able to operate independently.

CUSTOMER SERVICE PHILOSOPHY

Customer Service is a key component in Fire Recovery's success and has directly led to our industry-leading achievement. Customer service is stressed as a vital factor that makes us different from our competitors.

Each piece of correspondence sent to residents and businesses in your community will include phone numbers and email addresses that can be used to contact Fire Recovery USA. We respond to each contact as soon as possible, but never more than one business day after contact. If the contact has a question our staff cannot answer we have a "Ticketing System" whereby we contact a City employee, as designated by the City, who will answer the question by email and Fire Recovery will contact the person with the response. Fire Recovery USA has successfully employed this system with our existing client base. The system allows each question or problem to be tracked until its resolution and helps assure no open items are lost or overlooked at they remain open until completion. Our clients also appreciate this system as they are not subject to numerous phone calls from our staff and they can respond to open issues by email through the "Ticketing System" as time allows within their work schedule.

As part of his or her training, each employee of Fire Recovery USA is versed in the importance of customer service. They are required to maintain a courteous, business-like demeanor in all contact and correspondence with our clients and their constituents.

Fire Recovery USA's ownership and management believe in modeling our commitment to high-level customer service. Employees are our "customers" and need a regular demonstration of appreciation. We strive to maintain a family atmosphere in our office environment while continually encouraging our employees to reach higher levels of achievement through further evaluation and testing, as well as incentive programs to encourage success and managerial thinking.

SECTION 5 – COMPANY QUALIFICATIONS

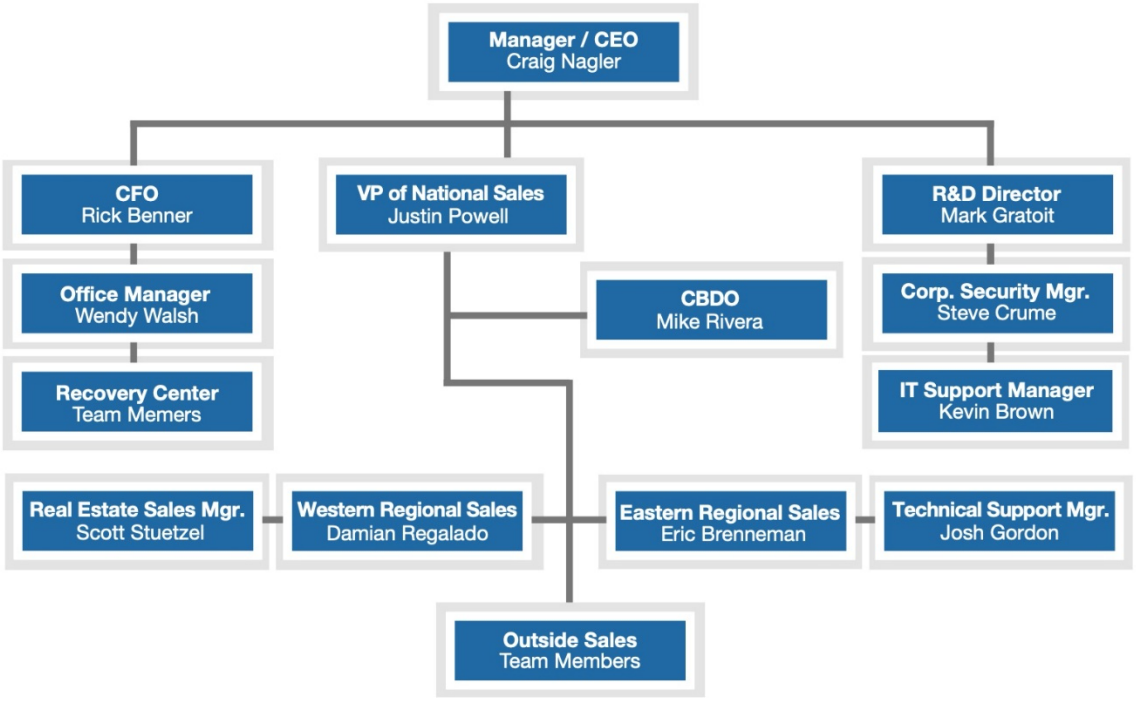
Fire Recovery USA, LLC was founded in 2006 and is located in Roseville, California and provides cities and fire departments across the United States with cost recovery funding programs in conjunction with motor vehicle incidents, structure fires, hazardous material spills, and fire inspection programs. Fire Recovery USA is the sole provider of these programs and the software developed to administer them. We do not use any partners to administer the above-mentioned programs.

Fire Recovery USA has established and implemented systems for over 1,300 customers in 42 states. We have the experience and brand recognition that has positioned us as the market leader in this niche. The company has a proprietary and very successful billing system developed specifically to meet industry needs. This system and its efficiencies have proven to successfully provide collection rates far superior to large competitors.

Fire Recovery USA has developed a methodology to process invoices and permits that has not been matched by the competition. This methodology centers around the company's policy of communicating and corresponding with the responsible parties as well as providing flexible payment options and electronic communication.

As for similar projects we have notated these where applicable, but we would draw your attention to the city of Oxnard, CA, Redondo Beach, CA, Durham, NC, and Greensboro, NC. Based on our overall collection percentages for these three agencies it is safe to say that Fire Recovery USA has a reputation in the industry as a leader as a billing service when implemented in great cooperation with the City.

ORGANIZATIONAL STRUCTURE



Working as a cohesive team utilizing project management technology such as Basecamp, Google Hangouts, and JitBit Ticket Tracking software, we have on-boarded over 1,300 clients quickly and efficiently. Damian Regalado will be the project manager and will oversee project implementation, including on-boarding and the delegation of tasks to the appropriate internal personnel. He will oversee the progress and work to keep the project on schedule.

KEY INDIVIDUALS and Assigned Time Percentage

Damian Regalado – Regional Account Manager, co-project manager (50% time assigned)
Justin Powell – VP of Sales, co-project manager (20% assigned)
Rick Benner – Coordinate and facilitate financial account setup (15% assigned)
Wendy Mangan – Office Manager and secondary project manager (15% assigned)
Steve Crume – Technical/data import contact
Josh Gordon – Technical/data import contact

Identify your existing client base including the number of clients you provided the services being proposed here.

Our References are located in "Section 6.0 – References" as requested in your Proposal Format.

EXPERIENCE OF THE FIRM

As the nation's largest and most successful biller of Emergency Incidents for cities and fire departments, our growth of clients of clients over the past 36 months has been staggering. We've grown from 373 clients in January of 2014 to over 1300 clients as of the date of this proposal, over 100% growth in three years. Our collections are the highest in the industry averaging between 70% and 80% depending on the type of run.

Emergency Incident billing is handled in our Roseville, CA facility and is staffed by over 25 employees. EMS transport billing is handled in our Arlington Heights IL facility and is staffed by over 125 employees. Our Emergency Incident system provide 24/7 access to our billing software and reporting system from any web-browser.

We will provide one person for the live training component of the project and unlimited web-based live webinar training for new employees.

Virtually all of our metro/muni clients are government clients (local government / city or county) and our experience is the equivalent as with our non-government accounts. They achieve the same high collection rates of between 70% and 80% depending on the type of run.

Fire Recovery USA is a privately held LLC, and as such does not provide financial information, however, we are happy to provide banking references upon request.

Damian Regalado

Regional Account Manager

Fire Recovery USA
D.Regalado@FireRecoveryUSA.com
(916) 462-6739 - Direct

January 2017 – Present

Regional Sales and Account Manager (Western Territory)
Fire Recovery USA

Damian began a career in sales with State Farm Insurance in fall of 2007 in Monterey, CA. After two years he moved to Folsom, CA and found a position with a local State Farm Agent where he continued to develop his skills in the industry. In 2010 Damian moved into a management position with State Farm where he conducted team member training sessions for sales, CSR and enterprise application usage.

He maintained his management position until April of 2017 when he took the Regional Account Manager position with Fire Recovery USA. Since he took his position with Fire Recovery, he has helped grow the customer base by nearly 2-dozen new customers, all of which he has trained and/or is currently training personally.

Damian will be the project manager with the assistance of the Fire Recovery USA management team and will personally conduct any necessary onsite training for the department. His training sessions focus on providing ample knowledge of the system to the department users and aiding the department in configuring the system in full to be fully functional by the end of training.



March 2013 – Present

In March of 2013 Justin made the transition to join the Executive Management team at Fire Recovery USA. As the market demand grows and the increasing need for service and technology unfolds, strong leadership and direction is needed, as is in-depth knowledge of industry systems and practices. As part of the Executive Management team, Justin is responsible for providing direction and vision for company decisions and investments of the company's capital and resource. Justin is also responsible for leading our sales and marketing team with an intense focus on product and service delivery. Our complete focus is to provide the best overall experience to our customers. The first point of contact in any organization is your sales representative and our commitment is to be available to our customers, listen to their needs and deliver.

National Sales Manager
FIREHOUSE Software
September 2007 – March 2013 (5 years 7 months) Urbandale, IA
Growing the market-leading Fire Records Management Software domestically and internationally. Responsible for leading all advertising and marketing campaigns using print and web media. Involved in market research, product development and R&D to lead company direction and industry leading products. Advising software development for .net conversion and application development for iPad and Android platforms.
Led an external independent sales staff of 4 and an internal staff of 3.

Firefighter/EMT
City of Clive
August 2006 – November 2011 (5 years +) Clive, IA
Primary EMS care on ambulance and engine company response. Structural fire suppression. Life safety fire inspections and prevention Public education FFI, FFII, HazMat Operations, Driver Operator, EMT

Rick Benner

Chief Financial Officer

Fire Recovery USA
rick@firerecoveryusa.com
(916) 462-6721 – Direct

January 2008 – Present

Rick began his career as a certified public accountant with Coopers & Lybrand, an international public accounting firm. After five years with the firm he became Vice President of Finance for the National Basketball Association's Kansas City Kings before relocating with the team to Sacramento, California in 1985. He quickly developed an expertise in the NBA's salary cap and negotiated multi-million dollar player contracts on behalf of the Kings' organization. Rick was promoted to president of the Kings and Arco Arena in 1989 and at the time was the youngest president of any major professional sports franchise. As president he had overall responsibility for ticket sales, radio and television game broadcasts and advertising sales, media and public relations, in arena advertising and arena operations, including concessions, security and parking. He remained in the role as president through 1999.

After leaving the Kings, he has owned and participated in the development of businesses in the health care, airline transportation and mortgage industries.

Rick joined Fire Recovery USA in 2008 and has made a major contribution to the development of the company's proprietary software assuring proper financial controls are in place. While his primary responsibility is managing all financial and legal aspects of the company's operations, he assists in all areas of the company's business development.

Wendy Mangan

Manager – Processing Center

Fire Recovery USA
wendy@firerecoveryusa.com
(916) 462-6723 – Direct

January 2010 – Present

As a member of the Fire Recovery management team Wendy brings with her a significant amount of experience. Her previous experiences uniquely position her to lead our service and processing center. Wendy is an experienced manager specializing in professional billing services and superior customer manager. She is an experienced police dispatcher in a metropolitan agency and knows first hand the difficulties in providing public safety. At Fire Recovery Wendy is responsible for all processing center staff. Wendy manages scheduling and staff performance and insures the office is compliant with all state, OSHA and HIPAA laws and regulations.

Manager – Medical Office
Curts G. Croft, DDS
January 2008 – 2010 (2 years +) Roseville, CA
Responsible for staff schedule and staff performance and ensured the office was compliant with all state, OSHA and HIPAA laws and regulations. Observed and protected patient confidentiality per policies and procedures. Managed business re- cords as well as accounts receivable/payable.

Dispatcher
Sacramento Police Department
January 2004 – 2008 (4 years +) Sacramento, CA
Duties required the ability to effectively communicate, multi-task, evaluate, prioritize and quickly make decisions in extremely critical situations demanding immediate and accurate response while providing a high level of service to the public. Responsible for providing pertinent data in response to requests for information regarding vehicle registration, driving records and warrants. Monitored direct emergency alarms and complex public safety radio frequencies while operating a variety of communications equipment.

EXCEPTIONS

We cannot add fees to invoices that are not associated with the fee schedule.

EXPERIENCE IN PROVIDING SIMILAR SERVICES

Fire Recovery USA, LLC was founded in 2006 and is located in Roseville, California and provides third party billing services to fire and EMS agencies across the United States. In our Roseville office our team specializes in only billing for fire related incidents, fire and life safety inspections and false alarms.

Fire Recovery USA has established and implemented systems for over 1,300 customers in 42 states and we invoice and collect nearly 45,000 inspection invoices annually, for 31 Cities/Fire Departments.

CUSTOMER REFERENCES

REDONDO BEACH FIRE DEPARTMENT
401 S Broadway
Redondo Beach, CA 90277
Contact: Fire Marshal Jason May
310.318-0663 X4346 – jason.may@redondo.org
Description of Project - Fire and Life Safety Inspection Billing
Start Date - December 6, 2017
Overall Collection Rate: 97%

OXNARD FIRE DEPARTMENT
360 W 2nd St
Oxnard, CA 93030
Contact: Fire Marshal Stephen McNaughten
805.385.7720 – stephen.mcnaughten@oxnard.org
Description of Project - Fire and Life Safety Inspection Billing
Start Date – November 13, 2017
Overall Collection Rate: 96.8%

CITY OF GREENSBORO
1514 N. Church St.
Greensboro, NC 27405
Contact: Fire Marshal Timothy Henshaw
336.373.2032 - Timothy.henshaw@greensboro-nc.gov
Description of Project - Fire and Life Safety Inspection Billing
Start Date July 1, 2020
Overall Collection Rate: 96.21%

CITY OF DURHAM
2008 E. Club Blvd
Durham, NC 27704
Contact: Fire Marshal Jody Morton
919.560.4242 – Jody.morton@durhamnc.gov
Description of Project - Fire and Life Safety Inspection Billing
Start Date June 1, 2013
Overall Collection Rate: 97.78%

TOWN OF CHAPEL HILL
403 Martin Luther King Jr. Blvd
Chapel Hill, NC 27514
Contact: Deputy Fire Marshal Rob Pruitt
919.968.2781 – rpruitt@townofchapelhill.org
Description of Project – Fire and Life Safety Inspection Billing
Start Date: September 1, 2015
Overall Collection Rate: 97.49%

TOWN OF DAVIE
6901 Orange Dr
Davie, FL 33314
Contact: Assistant Chief Frank Suriano
954.797.1213 - frank_suriano@davie-fl.gov
Description of Project – Fire and Life Safety Inspection Billing
Start Date: July 1, 2015
Overall Collection Rate: 92.88%

CITY OF MYRTLE BEACH
921-B Oak St
Myrtle Beach, SC 29577
Contact: Fire Marshal James Clement
843.918.1109 - jclement@cityofmyrtlebeach.com
Description of Project – Fire and Life Safety Inspection Billing
Start Date: June 7, 2013
Overall Collection Rate: 97.72%

Additional Fire and Life Safety Inspection Billing Client List

North County FPD, CA
El Dorado County FPD, CA
City of South Lake Tahoe, CA
City of Selma FD, CA
Palm Springs Fire Department, CA
Delta Fire Protection District, CA
Arcata Fire Protection District, CA
Newcastle FPD, CA
City of Beverly Hills, CA
Monterey County Fire District, CA
City of El Cajon, CA
City of Morgan Hill (CAL FIRE), CA
Santee Fire Department, CA
Clayton County Fire Department, GA
French Village Fire Department, IL
Harvey Fire Department, IL
Country Club Hills Fire, IL
Morrisville Fire/Rescue Department, NC
Burlington FD, NC
North Lyon County Fire District, NV
Oberlin FD, OH
Murrells Inlet-Garden, SC
Tyler Fire Department, TX
Farmers Branch FD, TX

6. AUTHORIZATION SHEET

REQUEST FOR PROPOSAL P-130000622 FIRE DEPARTMENT 3RD PARTY INSPECTION BILLING SERVICES

1. Price, terms and any other conditions quoted shall remain valid and in effect from bid closing date to **June 30, 2021**.

2. This is to certify that I have carefully reviewed the City of San Buenaventura's Proposal for REQUEST FOR Proposal NO. P-130000622 Fire Department 3rd Party Inspection Billing Services and have clearly indicated in writing any exceptions my firm is making. Therefore, I, the undersigned, hereby agree to both furnish and deliver the Proposal in this quotation complete as specified, if awarded, within the time specified and at the price quoted therein and without any additional charges to the City of San Buenaventura.

Fire Recovery USA, LLC

COMPANY NAME

(888) 640-7222 | **(916) 943-1661**

PHONE NUMBER | FAX NUMBER

2271 Lava Ridge Court, Suite 120, Roseville, CA 95661

COMPLETE MAILING ADDRESS

j.powell@FireRecoveryUSA.com

EMAIL ADDRESS

Rick Benner - CFO

NAME AND TITLE OF AUTHORIZED COMPANY OFFICIAL

SIGNATURE

March 20, 2021

DATE

SECTION 7 - PRICING AND SCOPE

1. Company agrees to bill the responsible party on the City's behalf for fire inspection services rendered by the City and recorded and processed by Company, as well as any issued permits by the City.

2. Company will provide, as a normal matter of business; processing and invoicing of inspections and permits and submission to the responsible party for payment, receipts of monies deemed due to the City, payments of the agreed upon amounts of said monies to City, and reporting of progress via The Recovery Hub.

3. Company will assist the City to determine a workflow of acceptable process to enter the information in The Recovery Hub for inspections/permits.

4. Company agrees to bill to the best of its ability all inspections and permits provided to Company by the City through The Recovery Hub

5. Company agrees to remit to City the full amount collected for each inspection less a processing fee of Eighteen Dollars and Fifty Cents ($18.50) for each paid inspection and permit invoice. Parties acknowledge a critical component to the success of the billing effort is the acquisition by the City of the necessary contact information for the responsible party at each inspection location to whom the invoice will be sent. The City agrees to obtain, for each business location, the e-mail address and telephone number for the responsible party for payment, inspection type, square footage and, number of units.

6. Company will pass an electronic payment processing fee (convenience fee) of 3% for payments made by E-check or credit card to the consumer paying each invoice.

7. Company agrees to pay the funds due to the City for its inspections and/or permits on a monthly basis.

8. Company agrees to make reports available via The Recovery Hub, a password protected website, for the City which will set forth the status of all inspections and provide an accounting of all payments and amounts due the City under the terms of this Agreement.

9. Company will not be responsible for, nor accept any liability for, any erroneous, invalid, or illegal inspections or permits performed by City.

10. Online Training will be conducted at no charge to the City. If on-site training is required a fee of $1,495 would apply. This fee would include any travel and expense. The City's training of our systems will take around 60 minutes.

CITY OF VENTURA

GENERAL SERVICES AGREEMENT

CITY OF SAN BUENAVENTURA AND FIRE RECOVERY USA
AGREEMENT NO. P2021-035

By this General Services Agreement ("Agreement"), the City of San Buenaventura ("CITY") agrees to engage the services of CONTRACTOR (identified below), and CONTRACTOR agrees to perform the services for CITY as herein described, for the compensation, during the term, and otherwise subject to the covenants and conditions herein set forth. CITY and CONTRACTOR may be individually referred to as "Party" or collectively as the "Parties."

1. FEDERAL FUNDING.

☐ Check this box if the Agreement is funded by a federal grant or cooperative agreement program, either directly or indirectly. If checked, Exhibit D must be included with and applies to this Agreement. (*Indirect funding is when the City of San Buenaventura receives federal funding through a source other than the federal government. E.g. the federal government provides funding to the State of California and the State then passes the funding through to a local government entity such as the City of San Buenaventura.*) In the event of any contradictions or inconsistencies between Exhibit D and the provisions of the Agreement itself, the terms of Exhibit D shall control.

2. SUMMARY DESCRIPTION OF SERVICES. FIRE DEPARTMENT 3RD PARTY INSPECTION BILLING

3. PARTIES.

CITY OF SAN BUENAVENTURA ("CITY"), a charter city and municipal corporation of the State of California, located at 501 Poli Street, Ventura, CA 93002

Fire Recovery USA, LLC ("CONTRACTOR"), limited liability corporation of the State of California, located at 2271 Lava Ridge Court, Suite 120 Roseville, CA 95661-3065

4. TERM OF AGREEMENT: From: May 1, 2021 ("Effective Date") To: June 30, 2024

Optional Extension (initial term, plus any option to extend, shall not exceed a total of five (5) years): The City, with the consent of the Contractor, shall have the option for two (2) consecutive (1) one-year extensions, in accordance with the scope of work and general terms and conditions of the General Services Agreement. Any price increases or decreases shall be negotiated at the time of contract extension.

5. AGREEMENT AMOUNT: $Refer to Exhibit "B" Schedule of Compensation

6. DESIGNATED REPRESENTATIVES.

The Designated Representatives listed below shall be authorized to act on behalf of the named Party, be responsible for negotiations and contractual matters, and coordinate with each other to perform the services under this Agreement. Additionally, CONTRACTOR's services shall be performed or immediately supervised by the CONTRACTOR's Representative:

CITY Designated Representative:
Name: Joe Morelli
Title: Fire Marshall
Phone: 805-658-4717
Email: jmorelli@cityofventura.ca.gov
Mailing Address:
1425 Dowell Dr., Ventura, CA 93003

CONSULTANT Designated Representative:
Name: Justin Powell
Title: VP of National Sales
Phone: 916-297-0205
Email: j.powell@FireRecoveryUSA.com
Mailing Address (if differs from above):

7. CONTRACTUAL PREREQUISITES.

7.1. This Agreement must first be approved as to form by the City Attorney, then executed by the CONTRACTOR, after which the Agreement may be executed by an authorized person on behalf of the CITY.

7.2. A request for modification of the terms herein must be made in writing and presented to the Designated Representative of the CITY prior to the time this Agreement is executed.

7.3. All proof of business license, insurance, and W-9 forms is required prior to execution of this Agreement.

8. CONTRACTOR'S SERVICES.

CONTRACTOR shall perform/agrees to perform the tasks, obligations, and services set forth in the "Scope of Services," attached to and incorporated into this Agreement as "Exhibit A." Once this Agreement is executed, the Scope of Services may only be modified by written Amendment pursuant to Section 18 of this Agreement.

9. COMPENSATION.

CITY shall pay CONTRACTOR for the services performed pursuant to the terms of this Agreement in the time and manner set forth in the "Schedule of Compensation," attached to and incorporated into this Agreement as "Exhibit B." Once this Agreement is executed, the Schedule of Compensation may only be modified by written Amendment pursuant to Section 18 of this Agreement.

10. PAYMENT.

The CITY shall pay all undisputed portions of any applicable invoice within thirty (30) days after receipt of an invoice. In the event the CITY disputes one or more items in an invoice, the CITY shall, within thirty (30) days after receipt of such invoice, notify the CONTRACTOR of the item(s) being disputed and the reason(s) therefore. The CITY may withhold payment for such disputed items until resolution of the dispute.

11. COMMENCEMENT OF PERFORMANCE.

CONTRACTOR shall not perform any work under this Agreement until: (i) CONTRACTOR furnishes proof of insurance as required under Section 21 of this Agreement, and (ii) CITY provides CONTRACTOR a signed General Services Agreement, which shall serve as a Notice to Proceed. All services required of CONTRACTOR under this Agreement shall be completed on or before the end of the term of the Agreement.

12. STATUS OF CONTRACTOR.

The Parties agree that CONTRACTOR (and any subcontractors), in performing the services herein specified, shall act as an independent contractor and shall have control of all work for which CONTRACTOR is responsible, and the manner in which it is performed. CONTRACTOR shall be free to contract for similar service to be performed for other employers while under contract with CITY, provided that such work does not create a conflict of interest. CONTRACTOR shall have no right or power to bind the CITY to any contracts or agreements with third parties. CONTRACTOR is not an agent or employee of the CITY and is not entitled to participate in any pension plan, insurance, bonus, or similar benefits CITY provides for its employees. However, the CITY retains the right to provide general instructions to and observe the CONTRACTOR in the performance of all services done on behalf of the CITY.

In the event CONTRACTOR or an employee, agent, or subcontractor of CONTRACTOR providing services under this Agreement is determined by a court of competent jurisdiction with the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the CITY, CONTRACTOR shall indemnify, protect, defend, and hold harmless the CITY for the payment of any employee and/or employer contributions for PERS benefits on behalf of CONTRACTOR or their employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which might otherwise be deemed the responsibility of the CITY.

13. LAWFUL PERFORMANCE.

CONTRACTOR shall abide by all Federal, State, and Local Laws and Regulations as may be related to the performance of duties under this Agreement. CONTRACTOR, at its sole expense, shall obtain and maintain during the term of this Agreement, all appropriate permits, licenses, and certificates that may be required in connection with the performance of services under this Agreement.

14. SAFETY REQUIREMENTS.

CONTRACTOR shall not perform any services for the CITY when the CONTRACTOR is impaired by alcohol or a controlled substance. When there is reasonable cause to believe that any person has violated this provision, that person shall be immediately removed from the premises and be subject to any applicable civil and/or criminal penalties under the CITY’s Code and/or under state law. All work performed under this Agreement shall be performed in such a manner as to provide safety to the public. The CITY reserves the right to issue restraining or cease and desist orders to CONTRACTOR when unsafe or harmful acts are observed or reported relative to the performance of the work under this Agreement. The acceptance of CONTRACTOR's work by CITY shall not operate as a release of the CONTRACTOR from such standard of care and workmanship.

15. OWNERSHIP OF CONTRACTOR'S WORK PRODUCT.

CITY shall be the owner of any and all technical documents and records, including, computations, plans, correspondence, and/or other pertinent data and information, both hard copy and electronic, gathered or prepared by CONTRACTOR in performance of this Agreement and shall be entitled to immediate possession of the same upon completion of the work under this Agreement, or at any earlier or later time when the same may be requested by CITY.

15.1. Records and Inspections. The CONTRACTOR shall maintain full and accurate records, with respect to all services and matters covered under this Agreement. The CITY shall have free access at all reasonable times to such records, both hard copy and electronic, and the right to examine and audit the same and to make transcripts therefrom, and to inspect all program data, documents, proceedings, and activities.

15.2. Deliverables. CONTRACTOR shall deliver to the CITY the studies, plans, specifications, or other documents as are identified in the Scope of Services; and CONTRACTOR shall, upon completion of all work, submit to the CITY all information developed in the course of the CONTRACTOR's services. CONTRACTOR shall, in such time and in such form as the CITY may require, furnish reports concerning the status of services required under this Agreement. CONTRACTOR shall, upon request by CITY and upon completion or termination of this Agreement, deliver to the CITY all material furnished to CONTRACTOR by the CITY.

15.3. Ownership of Documents. Every report, draft, work product, map, record, and other document reproduced, prepared, or caused to be prepared by the CONTRACTOR pursuant to or in connection with this Agreement shall be the exclusive property of the CITY.

15.4. Confidentiality. CONTRACTOR may be granted access to information that is exempt from disclosure to the public (Government Code Section 6254 and 6254.16) and may contain "trade secrets" (see Government Code Section 6254.7) when it is necessary for CONTRACTOR to perform its obligations pursuant to this Agreement. If CONTRACTOR is granted such access to confidential information, CONTRACTOR shall not be considered to be a member of the public as that term is used in Government Code Section 6254.5.

15.5. Disclosure of Information. CONTRACTOR shall not disclose, publish, or authorize others to disclose or publish, design data, drawings, specifications, reports, or other information pertaining to the projects assigned to CONTRACTOR by the CITY or other information to which the CONTRACTOR has had access during the term of this Agreement without the prior written approval of the CITY's Designated Representative during the term of this Agreement and for a period of two (2) years after the termination of this Agreement.

16. PCI DSS COMPLIANCE.

In the event CONTRACTOR engages in payment card transactions as a part of the services provided to CITY, CONTRACTOR shall comply with the Payment Card Industry Data Security Standards ("PCI DSS") and any amendments or restatements of the PCI DSS during the

Term of this Agreement. CONTRACTOR accepts responsibility for the security of CITY's and/or any customer's credit card data in its possession.

17. ATTORNEY-IN-FACT

CITY appoints CONTRACTOR as CITY's attorney-in-fact for the following purposes:

(a) Billing and Collections: To bill and collect ("Collections") all revenue earned by and due to CITY, in connection with CITY's provision of inspection and permits, and to receive all Collections on CITY's behalf and to sue for and give satisfaction for monies due on account and to withdraw any claims, suits, or proceedings pertaining to or arising out of CONTRACTOR's or CITY's right to collect such amounts; and
(b) Endorsement: To take possession of and endorse in CITY's name any notes, checks, money orders, and any other instruments received as Collections.

18. NON-APPROPRIATION OF FUNDS.

Payments due and payable to CONTRACTOR for current services are within the current budget and within an available, unexhausted, and unencumbered appropriation of the CITY. In the event the CITY has not appropriated sufficient funds for payment of CONTRACTOR's services beyond the current fiscal year, and if no funds are legally available from other sources to lawfully make the payments, this Agreement may be terminated at the end of the original term or renewal term and the CITY shall not be obligated to make further payments beyond the current original or renewal term. The CITY will provide notice of its inability to continue the Agreement at such time as the CITY's Designated Representative is aware of the non-appropriation of funds. However, failure to notify does not renew the term of the contract.

19. TERMINATION OF AGREEMENT.

At any time, with or without cause, the CITY shall have the right, in its sole discretion, to terminate this Agreement by giving written notice to CONTRACTOR pursuant to Section 31 of this Agreement, and such termination shall be effective 30 days after giving notice. There shall be no period of grace after giving the notice of termination. Upon termination, CITY shall be liable to CONTRACTOR only for work done by CONTRACTOR up to and including the date of termination of this Agreement unless the termination is for cause, in which event CONTRACTOR need be compensated only to the extent required by law. CONTRACTOR may terminate this Agreement at any time during the term of the Agreement by giving the CITY sixty (60) days' written notice.

20. OPTION TO EXTEND AGREEMENT.

When in the CITY's best interest, this Agreement may be extended on a daily, month-to-month, annual, or other basis by modification pursuant to Section 21 of this Agreement. The initial term, plus any option to extend, shall not exceed a total of five (5) years.

21. MODIFICATION OF AGREEMENT.

This Agreement may be amended, modified, or otherwise altered, or its provisions waived, only upon mutual consent of the Parties by written amendment, and as authorized by the San Buenaventura Municipal Code, sections 4.600.190 and 4.600.200.

22. ASSIGNMENT.

This Agreement is for the non-professional services of CONTRACTOR. Any attempt by CONTRACTOR to assign the benefits or burdens of this Agreement without the prior written approval of CITY shall be prohibited and shall be null and void. CONTRACTOR's services pursuant to this Agreement shall be provided by the CONTRACTOR's Designated Representative or directly under his/her supervision, and CONTRACTOR shall not assign another to supervise the CONTRACTOR's performance of this Agreement without the prior written approval of CITY, by and through the CITY's Designated Representative.

23. INDEMNIFICATION & HOLD HARMLESS.

As a separate and independent covenant from CONTRACTOR's obligations under Section 21 hereof, CONTRACTOR shall indemnify, protect, defend with counsel acceptable to the CITY, and hold CITY and CITY's officers, employees, agents, and volunteers harmless and free from any and all claims, liabilities, or expenses, including attorney's fees, arising out of or relating to any negligent act, negligent omission, or wrongful conduct related in any way to CONTRACTOR's performance of its services pursuant to this Agreement. In the event CITY and/or any of CITY's officers, employees, agents, or volunteers are named in any lawsuit, or should any claim be made against it or any of them by lawsuit or otherwise arising out of or relating to such negligent act, negligent omission, or wrongful conduct, CONTRACTOR shall indemnify them for any judgment rendered against them for such negligent act, negligent omission, or wrongful act, any sums paid out in settlement or otherwise, and all costs incurred by them in their defense, including but not limited to attorney's fees.

CONTRACTOR also understands and agrees that it is being employed to perform the services provided for by this Agreement because of CONTRACTOR's professed expertise and experience in performing such services. In addition, CONTRACTOR understands and agrees that while CITY or CITY's officers, employees, agents, or volunteers may elect to do so, they have no duty to review, inspect, monitor, or supervise the work performed by CONTRACTOR pursuant to this Agreement except as otherwise expressly provided for by this Agreement. As a consequence, CONTRACTOR waives any right of contribution against CITY or any of CITY's officers, employees, agents, or volunteers arising out of such failure to inspect, review, monitor, or supervise the work performed by CONTRACTOR pursuant to this Agreement.

The CONTRACTOR's obligations under this Section of the Agreement shall survive the termination of the Agreement.

24. INSURANCE.

Prior to commencing the services required by this Agreement, and at all other times this Agreement remains in effect, the CONTRACTOR shall procure and maintain in full force and effect

all of the insurance required by Exhibit "C," attached hereto and incorporated herein by this reference.

25. LIVING WAGE REQUIREMENTS.

During the term of this Agreement, CONTRACTOR understands and agrees that if Living Wages are applicable subject to the provisions of Chapter 2.525 of the San Buenaventura Municipal Code (the "Code") entitled, "Living Wages and Benefits for City Services" (a copy of which is available upon request), CONTRACTOR will pay and/or provide the wages and/or benefits required therein to all of its employees engaged in whole or in part in performing the services provided for by this Agreement.

26. PREVAILING WAGE REQUIREMENTS.

26.1. Application. The payment of State prevailing rates of wages as designated for Ventura County for on-site work and delivery of materials shall apply to public works construction projects over $25,000 and projects for alteration, demolition, repair, or maintenance work over $15,000. Prevailing wages are required to be paid to all workers, including subcontracted employees.

26.2. Compliance with California Department of Industrial Relations (DIR). To determine if this Agreement is subject to compliance monitoring and enforcement, go to: https://www.dir.ca.gov/Public-Works/PublicWorksSB854FAQ.html

26.3. Contract Splitting. It is unlawful to split, or separate into small portions, work orders, projects, purchases, or public works projects for the purpose of evading these prevailing wage requirements.

26.4. Use of Prevailing Wages vs. Living Wages. In the event that there is a difference between the amount of wages to be paid under the CITY of Ventura's local Living Wage requirements and the requirements of this provision, the wage rate that is the higher of the two shall be applicable to this Agreement. **PLEASE NOTE, with respect to Federal contracts, other requirements may apply, in which case, the highest of the federal Prevailing Wage, state Prevailing Wage and local Living Wage prevails.**

27. COVENANTS AND CONDITIONS.

Each term and each provision of this Agreement to be performed by CONTRACTOR shall be construed to be both a covenant and a condition.

28. NOTICE OF BREACH AND OPPORTUNITY TO CURE.

Neither Party will be deemed to be in breach of this Agreement based on a breach that is capable of being cured until it has received written notice of the breach from the other Party. The Party charged with breach will have fifteen (15) days from the date of receiving such notice in which to cure the breach or otherwise respond. If the circumstances leading to the charge that the Agreement was breached have not been cured or explained to the satisfaction of the other Party

within fifteen (15) days from the date on which the Party received notice of breach, the non-breaching Party may terminate this Agreement.

29. WAIVER.

CITY's review or acceptance of, or payment for, work product prepared by CONTRACTOR under this Agreement will not be construed to operate as a waiver of any rights CITY may have under this Agreement or of any cause of action arising from CONTRACTOR's performance. A waiver by CITY of any breach of any term, covenant, or condition contained in this Agreement will not be deemed to be a waiver of any subsequent breach of the same or any other term, covenant, or condition contained in this Agreement, whether of the same or different character.

30. DISPUTES.

Except as otherwise provided in these provisions, any dispute concerning a question of fact arising under this Agreement, shall be decided by the CITY's Designated Representative, who shall reduce this decision to writing and mail a copy to the CONTRACTOR. The decision of the CITY's Designated Representative shall be final and conclusive unless CONTRACTOR requests mediation within ten (10) calendar days. Pending final decision of a dispute, the CONTRACTOR shall proceed diligently with the performance of the Agreement and in accordance with the decision of the CITY's Designated Representative.

31. DISPUTE RESOLUTION.

Should an unresolved dispute arise out of this Agreement, any Party may request that it be submitted to mediation. The Parties shall meet in mediation within a reasonable time not to exceed forty-five (45) days of a request. The mediator shall be agreed to by the mediating Parties. In the absence of an agreement on a mediator, the Parties shall each submit one name from mediators listed by the American Arbitration Association, the California State Board of Mediation and Conciliation, or other agreed-upon service. The mediator shall be selected by a "blindfold" process. The cost of mediation shall be borne equally by both Parties. Neither Party shall be deemed the prevailing Party. No Party shall be permitted to file a legal action without first meeting in mediation and making a good faith attempt to reach a mediated settlement. The mediation process, once commenced by a meeting with the mediator, shall last until agreement is reached by the Parties but not more than sixty (60) days, unless the maximum time is extended in writing by both Parties.

32. TAXPAYER IDENTIFICATION NUMBER.

CONTRACTOR shall provide CITY with a complete Request for Taxpayer Identification Number and Certification as issued by the Internal Revenue Service.

33. USE OF THE TERM "CITY."

Reference to "CITY" in this Agreement includes the CITY, its City Manager, or any authorized representative acting on behalf of the CITY.

34. NOTICES.

All notices given or required to be given pursuant to this Agreement shall be in writing and may be given by personal delivery or by first-class mail. Notice sent by mail shall be addressed to each Party's Designated Representative as set forth above in Section 5. When addressed in accordance with this Section, such notice shall be deemed given upon deposit in the United States mail, postage prepaid. In all other instances, notices shall be deemed given at the time of actual delivery. Changes may be made in the names or addresses of persons to whom notices are to be given by giving notice in the manner prescribed in this Section.

35. FORCE MAJEURE.

Neither the CONTRACTOR nor the CITY shall be responsible for any delay caused by any contingency beyond their control, including, but not limited to, war or insurrection, walkouts by the Party's own employees, fires, natural calamities, riots, or demands or requirements of governmental agencies other than the CITY.

36. GOVERNING LAW.

The terms of this Agreement shall be interpreted according to the laws of the State of California. Should litigation occur, venue shall be in the Superior Court of California, County of Ventura.

37. SEVERABILITY.

If any portion of this Agreement is declared by a court of competent jurisdiction to be invalid or unenforceable, then such portion will be deemed modified to the extent necessary in the opinion of the court to render such portion enforceable and, as so modified, such portion and the balance of this Agreement will continue in full force and effect and be enforceable.

38. INTEGRATED AGREEMENT.

This Agreement and the attached exhibits to this Agreement represent the entire understanding between the Parties. No verbal agreement or implied covenant shall be held to vary the provisions of this Agreement. This Agreement shall bind and inure to the benefit of the Parties to this Agreement and any subsequent successors and assigns.

39. NO THIRD-PARTY BENEFICIARY.

This Agreement shall not be construed to be an agreement for the benefit of any third-party or parties, and no third party or parties shall have any claim or right of action under this Agreement.

40. AUTHORITY TO EXECUTE.

Each Party hereto expressly warrants and represents that through its Designated Representative it has the authority to execute this Agreement on behalf of its corporation, partnership, business entity, or governmental entity, and warrants and represents that the

Designated Representative has the authority to bind each Party to the performance of its obligations hereunder.

41. EXECUTION – COUNTERPARTS.

This Agreement may be executed in any number of counterparts and each such duplicate counterpart shall constitute an original, but they shall not be effective nor enforceable unless and until it is executed with the handwritten signature of an authorized representative of each of the relevant Parties. No counterpart shall be deemed to be an original or presumed delivered unless and until the counterpart executed by the other Party to this Agreement is in the physical possession of the Party seeking enforcement thereof.

42. INCONSISTENT OR CONFLICTING TERMS.

In the event of any contradictions or inconsistencies between any attached documents or exhibits incorporated by reference herein and the provisions of the Agreement itself, the terms of the Agreement shall control. Any exhibit that is attached and incorporated by reference shall be limited to the purposes for which it is attached, as specified in this Agreement. Any contractual terms or conditions contained in such exhibit imposing additional obligations on the CITY are not binding upon the CITY's Designated Representative unless specifically agreed to in writing, and initiated by CITY's Designated Representative, as to each additional contractual term or condition.

43. ACKNOWLEDGEMENT.

By signing below, CONTRACTOR acknowledges that it has reviewed the CITY's General Services Agreement terms and conditions and insurance requirements and that CONTRACTOR hereby agrees to full compliance.

Signatures Follow

In witness whereof, the Parties have entered this Agreement on the date last signed below ("Effective Date").

CITY OF SAN BUENAVENTURA

Name: David Endaya
Title: Fire Chief

4/26/2021
Date

[CONTRACTOR NAME]

Name: Rick Benner
Title: CFO

4/23/2021
Date

Name: M. Craig Nagler
Title: Manager CEO

4/23/2021
Date

26-2305306
Tax Identification Number

APPROVED AS TO FORM
GREGORY G. DIAZ, CITY ATTORNEY

Digitally signed by Megan Lorenzen
Date: 2021.04.22 16:25:23 -07'00'

Megan Lorenzen
Assistant City Attorney

4/22/21
Date

EXHIBIT A

GENERAL SERVICE AGREEMENT
(City of San Buenaventura and Fire Recovery USA)

SCOPE OF SERVICES

In accordance with Fire Recovery USA Request for Proposal No. P-130000622.

Perform Address Confirmation using the USPS address validation tools to ensure invoices are delivered accurately and reliably. Any billable address issues are identified prior to mailing.

Process all invoices the same or following business day from the time the billing data is received from the City.

Mail or Email the Invoice – email delivery of invoices to your customer results in an average payment being received in 18 days. If an email address is unavailable or if it is not delivered, we will mail the invoice using USPS First Class Mail.

Cross Check System data with your Standard Practices to assure your invoice is billed in accordance with your standard practices. Any abnormalities are brought to your administrator's attention for confirmation and/or adjustment.

Account Tracking/Aging – Our system will track the invoice and all activities on this invoice from the day it is received until the day it is paid. The system provides 100% transparency to our clients so they can see the detailed status of any invoice in our system.

Log all Customer contact – Our system allows the City to see any contact with your customer by date and time. All communications are logged, date and time stamped with detail regarding the contact or action on the account.

Confirm Receipt – 10 Days after mailing or emailing the invoice we will confirm receipt with the account to affirm receipt and to answer questions or clarify details of the invoice. We stimulate resolution of questions and prompt payment of invoices.
Send a reminder email within 15 days from invoice date as a reminder that payment has not been received.

Send a reminder email within 15 days from invoice date as a reminder that payment has not been received.

Provide late notice or billing of subsequent late fee, if required, 30 days after invoice date.

Provide online portal for accepting payments via credit card or e-check.

Provide an online help desk and ticketing system to ensure communications for accounts are tracked and prompted for immediate resolution. This system notifies the City of the question we need assistance with and logs the question and response to assure we provide the proper resolution to questions and issues. It further prompts our staff for follow up on open issues, which are unresolved to assure prompt resolution. All contacts and communications are logged and retained for future reference.

Receive and process all payments in our offices and deposit all monies into the City's bank account nightly, unless other arrangements are agreed upon with the City.

Promptly post all payments the day they are received for prompt recording and credit to your account.

Any delinquent accounts will be handled in a manner acceptable to the City. Each customer has a different approach for handling delinquent accounts, however if Fire Recovery feels an account is collectible, we will exhaust all efforts before providing the account back to the City or to collections, whichever is appropriate to the City.
Provide ALL Accounting and Account Reconciliation – We provide all accounting and audit trail necessary for the City thus reducing the need for internal functions other than to confirm our Monthly Reporting and Audit of payments. This is a major advantage over our competition and significant cost savings for the City. This includes Income and Expense, Adjustments and Accounts Receivable reports.

Provide all front-line customer service to your businesses via telephone and email to answer general and specific questions regarding invoices, basis for billing, and payment status. We provide W-9's as requested.

Any customer complaints will be handled through our JitBit Help Desk ticketing system so that all inquiries/complaints and documented and handle appropriately. If the City has a specific dispute resolution policy, Fire Recovery will follow that policy.

Most Importantly we will provide consistent and repetitive business support for the City. We pride ourselves on timeliness, detail, and consistency. Through this approach, we become an effortless key piece of your business process. All with Best Practices and a full audit trail for the City.

All billing data and customer contacts are 100% transparent and available in real time 24/7 to the end to the end user through the secure Recovery Hub portal (www.therecoveryhub.com)

B. Cashing Procedure
We will provide an online portal for accepting payments via credit card or e-check.
We will pass an electronic payment processing fees (convenience fee) of 3% for payments made by E-check or credit card to the consumer paying each invoice.
We will pay the funds due to the City for its inspections and/or permits on a monthly basis.

C. Customer Service
Customer Service is a key component in Fire Recovery's success and has directly led to our industry-leading achievement. Customer service is stressed as a vital factor that makes us different from our competitors.
Each piece of correspondence sent to residents and businesses in your community will include phone numbers and email addresses that can be used to contact Fire Recovery USA. We respond to each contact as soon as possible, but never more than one business day after contact. If the contact has a question our staff cannot answer we have a "Ticketing System" whereby we contact a City employee, as designated by the City, who will answer the question by email and Fire Recovery will contact the person with the response. Fire Recovery USA has successfully employed this system with our existing client base. The system allows each question or problem to be tracked until its resolution and helps assure no open items are lost or overlooked at they remain open until completion. Our clients also appreciate this system as they are not subject to numerous phone calls from our staff and they can respond to open issues by email through the "Ticketing System" as time allows within their work schedule.
As part of his or her training, each employee of Fire Recovery USA is versed in the importance of customer service. They are required to maintain a courteous, businesslike demeanor in all contact and correspondence with our clients and their constituents.
Fire Recovery USA's ownership and management believe in modeling our commitment to high-level customer service. Employees are our "customers" and need a regular demonstration of appreciation. We strive to maintain a family atmosphere in our office environment while continually encouraging our employees to reach higher levels of achievement through further evaluation and testing, as well as incentive programs to encourage success and managerial thinking.

D. Reporting:
All billing data and customer contacts are 100% transparent and available in real time 24/7 to the end to the end user through the secure RecoveryHub portal (www.therecoveryhub.com).
Your administrative team will have access to the RecoveryHub from any computer with internet access and see REAL-TIME data and reports, 24/7. This fully transparent system will allow you to see every contact and phone call we've made, the status of the bill, and track and reconcile every payment we've received. Each step in our process is visible to you, the end user, so you always know the status of your recovery efforts.

EXHIBIT B

GENERAL SERVICE AGREEMENT
(City of San Buenaventura and Fire Recovery USA)

SCHEDULE OF COMPENSATION

PRICING AND SCOPE

Invoice all the commercial/industrial/multi-family/state mandated and other inspections (with the exception of defensible space inspections as noted below) in accordance with our response in the RFP for a fee of $18.50 plus a 3% credit card fee for electronic payments on each invoice collected. We will bill per the City's approved Fee Schedule, as provided to Fire Recovery USA; we can also bill for additional services in the future (as approved with fee schedule changes). We will also add a billing/administrative fee for each invoice if approved and allowed per the City's fee schedule. A 7% technology fee will also be added to each invoice per the City's approved fee schedule.

Invoice for the defensible space inspections for a fee of $16.50 plus a 3% credit card fee for electronic payments on each invoice collected. Each defensible space invoice we create will include an initial invoice, a reminder invoice, and a delinquent invoice. We will state in the delinquent invoice that if unpaid the fees may be turned over to a collection agency to help increase the collection rates of these invoices. Because we do not have any contact information such as email addresses or phone numbers, we are relying only on mail to help collect these invoices, therefore we cannot accept a fee less than $16.50. If the City would like, a late fee could be applied to these subject to the City approved fee schedule.

1. Company agrees to bill the responsible party on the City's behalf for fire and inspection services rendered by the City and recorded and processed by Company, as well as any issued permits by the City.

2. Company will provide, as a normal matter of business; processing and invoicing of inspections and permits and submission to the responsible party for payment, receipts of monies deemed due to the City, payments of the agreed upon amounts of said monies to City, and reporting of progress via The Recovery Hub.

3. Company will assist the City to determine a workflow of acceptable process to enter the information in The Recovery Hub for inspections/permits.

4. Company agrees to bill to the best of its ability all inspections and permits provided to Company by the City through The Recovery Hub

5. Company agrees to remit to City the full amount collected for each commercial/industrial/multi-family/state mandated and other inspections (with the exception of defensible space inspections as noted below) inspection less a processing fee of Eighteen Dollars and Fifty Cents ($18.50) for each paid inspection and

permit invoice. Company agrees to remit to City the full amount collected for each fire hazard reduction inspection (also referred to as defensible space inspection) inspection less a processing fee of Eighteen Dollars and Fifty Cents ($18.50) for each paid inspection and permit invoice. Parties acknowledge a critical component to the success of the billing effort is the acquisition by the City of the necessary contact information for the responsible party at each inspection location to whom the invoice will be sent. The City agrees to obtain, for each business location, the e-mail address (when available to the City) and telephone number for the responsible party for payment, inspection type, square footage (where needed for billing) and number of units. If an email address is not available, invoices will be mailed to the responsible party via USPS First Class mail. **If an email address is not available we will mail all invoices via USPS First Class mail. We do encourage users to collect email addresses as it enhances the delivery of the invoices and in turn revenue to the City, but we will mail invoices without email addresses.**

6. Company will pass an electronic payment processing fee (convenience fee) of 3% for payments made by E-check or credit card to the consumer paying each invoice.
7. Company agrees to pay the funds due to the City for its inspections and/or permits on a monthly basis.

8. Company agrees to make reports available via The Recovery Hub, a password protected website, for the City which will set forth the status of all inspections and provide an accounting of all payments and amounts due the City under the terms of this Agreement.

9. Company will not be responsible for, nor accept any liability for, any erroneous, invalid, or illegal inspections or permits performed by City.

10. Online Training will be conducted at no charge to the City. If on-site training is required a fee of $1,495 would apply. This fee would include any travel and expense. The City's training of our systems will take around 60 minutes.

EXHIBIT C

GENERAL SERVICES AGREEMENT
(City of San Buenaventura and Fire Recovery USA)

INSURANCE REQUIREMENTS

Prior to contract approval, CONSULTANT/CONTRACTOR/SELLER/BIDDER (hereafter referred to as "Contractor") must procure, agree to maintain and supply evidence of insurance at the levels listed and in accordance with the other provisions listed in this document.

1. Coverage Types and Limits

a) Commercial General Liability (ISO CGL CG 00 01) - including coverage for bodilyinjury, property damage, products & completed operations, and personal injury arising from the contractor's activities. Commercial General Liability (CGL) per Occurrence Commercial General Liability Aggregate or Combined Single Limit (CSL)	 $2 million $4 million
b) Auto Liability for owned, hired, and non-owned vehicles per Occurrence(or non-owned & hired if contractor has no autos). Auto Liability Aggregate or Combined Single Limit	$1 million
c) Worker's Compensation *with a Waiver of Subrogation in favor of the City* Employer's Liability	$ 1million
d) Crime/Employee Dishonesty Policy *The Crime policy shall name The City of San Buenaventura as Loss Payee. Pertainsto IT and Financial contracts. Contact Risk Manager for specific requirements.*	$2 million
f) Cyber Liability Policy with Network Security/Data Privacy Coverage *Pertains to contracts with IT component. Contact Risk Manager for specific requirements.*	$2 million
g) Technology E&O/Technology Professional Liability *Contact Risk Manager for specific requirements.*	$2 million

2. Insurance Policy Provisions, Endorsements, and other Requirements

Contractor agrees to comply with the following additional requirements with respect to the insurance:

a) Liability Coverage shall apply on a primary non-contributing basis in relation to any other insurance or self-insurance, primary or excess, available to City or any officer, employee, agent, or volunteer of City. As such, a Primary and Non-Contributory Endorsement (with coverage at least as broad as ISO CG 2001 04 13) is required on all liability policies.

b) Contractor waives its right of subrogation against the City. As such, a Waiver of Subrogation Endorsement is required on the Contractor's Worker's Compensation policy.

c) A "Blanket" Additional Insured Endorsement (a/k/a "automatic additional insured endorsement"), attached to the Commercial General Liability policy covering premises liability, ongoing operations, product liability, and completed operations is required. If a "Blanket" endorsement is not available, Contractor may submit a combination of the following endorsements:

An Additional Insured Endorsement covering Premises and Ongoing Operations CG 20 10 04 13 or its equivalent (CG 20 26, CG 20 33, or CG 20 38) AND

and Additional Insured Endorsement covering Completed Operations CG 20 37 04 13.

d) Insurance Policies must be issued by an insurance company licensed to do business in the State of California with an *AM Best* rating of not less than A:VII.

e) Each insurance policy required above shall provide that coverage shall not be canceled except with 30 days' notice to the City.

f) The Description section of the Certificate must include the following language:

The City of San Buenaventura, its officers, officials, agents, employees and volunteers shall be named as an additional insured under the General Liability and Auto Liability policies. All Liability policies are primary and Non-Contributory. Waiver of Subrogation applies to the Worker's Compensation policy. 30 day notice of cancellation will be provided to the Certificate Holder.

g) A Certificate of Insurance must include the following language in the Certificate Holder section:

City of San Buenaventura, its officers, officials, agents, employees and volunteers
501 Poli Street
Ventura, CA 93002

h) Contractor will provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Such proof will be submitted to the City within 10 days of renewal.

i) Contractor shall provide evidence of the insurance required herein, satisfactory to City, consisting of certificate(s) of insurance and any required endorsements evidencing all of the coverages required. Any failure on the part of City or any other additional insured under these requirements to obtain proof of insurance required under this Agreement in no way waives any right or remedy of City or any other additional insured in this or any other regard.

j) Contractor shall ensure that coverage provided to meet these requirements is applicable separately to each insured, and that there will be no cross liability exclusions that preclude coverage for any legal action between Contractor and City, between Contractor and any other named insureds or additional insureds under the insurance policy, or between City and any party associated with City or City's officers, officials, employees, agents, or volunteers.

k) Coverage shall not be limited to the vicarious liability or supervisory role of any additional insured. There shall be no cross liability exclusion and no Contractor limitation endorsement. In addition, there shall be no endorsement or modification limiting the scope of coverage for liability arising from pollution, explosion, collapse, underground property damage, or employment-related practices, except for a provision or endorsement limiting liability arising from pollution to liability caused by sudden or accidental pollution.

l) Any umbrella liability insurance over primary insurance provided to meet primary limits shall apply to bodily injury, personal injury, and property damage, at a minimum. Coverage shall be as broad as any required underlying primary coverage and shall include a "drop down" provision providing primary coverage for liability not covered by primary policies but covered by the umbrella policy. Coverage shall be provided with defense costs payable in addition to policy limits. Coverage shall have starting and ending dates concurrent with the underlying coverage.

m) Coverage shall be written on an “occurrence basis” if such coverage is available, or on a “claims made” basis if not available. When coverage is provided on a “claims made” basis, Contractor shall continue to maintain the insurance in effect for a period of three (3) years after this Agreement expires or is terminated. Such insurance shall have the same coverage and limits as the policy that was in effect during the term of this Agreement, and shall cover Contractor for all claims made by City arising out of any errors or omissions of Contractor, or the officers, employees or agents of Contractor during the time this Agreement was in effect.

n) Contractor shall require all sub-contractors or other parties hired by Contractor to perform any part of the services required by this Agreement to purchase and maintain all of the insurance specified above and submit evidence of all such insurance. Contractor shall obtain certificates evidencing such coverage and make reasonable efforts to ensure that such coverage is provided as required herein.

o) No contract used by any Contractor, or contracts Contractor enters into on behalf of City, will reserve the right to charge back to City the cost of insurance required by this Agreement. When requested, Contractor shall provide City with all agreements with sub-Contractors or others with whom Contractor contracts on behalf of City, and with all certificates of insurance obtained in compliance with this paragraph. Failure of City to request copies of such documents will not impose any liability on City, or its employees.

p) In the event any policy of insurance required under this Agreement does not comply with these requirements or is canceled and not replaced, City has the right, but not the duty, to obtain the insurance it deems necessary to meet the requirements of this Agreement, and any premium paid by City for such insurance will be promptly reimbursed by Contractor, or, if not promptly reimbursed, deducted from any compensation to be paid by City to Contractor pursuant to this Agreement.

q) Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only and is not intended by any party to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. Coverage shall not be limited to the specific location, individual, or entity designated as the address of the project or services provided for by this Agreement. Insurance coverage limits are

subject to change based on the unique liability associated with each project over and above standard coverage limits at the discretion of the City's Risk Manager or their designee.

r) Contractor shall provide immediate notice to City of any claim against Contractor or any loss involving Contractor that could result in City or any of City's officers, employees, agents, or volunteers being named as a defendant in any litigation arising out of such claim or loss. City shall not incur any obligation or liability by reason of the receipt of such notice. However, City shall have the right, but not the duty, to monitor the handling of any such claim or loss that is likely to involve City.

s) In the event of any loss that is not insured due to the failure of Contractor to comply with these requirements, Contractor will be personally responsible for any and all losses, claims, suits, damages, defense obligations, and liability of any kind attributed to City, or City's officers, employees, agents, or volunteers as a result of such failure.

Please note:

t) Automobile Liability insurance is not required if the Vendor and its employees does NO traveling in providing services for completion of the Agreement (e.g. telecommuting). If the Vendor has employees but no vehicles registered to the business (personal vehicles only), the non-owned and hired automobile liability coverage should be included in the Vendor's Commercial Auto Liability policy

u) Workers Compensation insurance is not required if the Contractor is a sole proprietor/partner/corporate officer with no employees. Otherwise, Worker's Compensation is required under CA Labor Code Section 3700. A Workers Compensation Insurance Waiver is required stating Contractor is a sole proprietor/partner/corporate officer with no employees. This waiver is to be included with the other submitted documents.

v) Professional Liability may be required for the following types of contractors. These are only examples and not an all-inclusive list. Contact Risk Manager for clarification and requirements.
Examples:
Appraisers, notaries, imaging of records, EOC plan, Fair Housing assessments, trainers

Chemists, auditors, insurance agents and brokers, lawyers, laboratories, surveyors, building inspectors, traffic engineering services.

Ambulance services, actuaries, counselors, medical providers. Also includes engineers, architects, construction managers, hazardous materials evaluators, environmental impact evaluators. All IT related projects, contractors and consultants.

w) Cyber Liability and Network Security/Data Privacy Coverage and Technology E&O/Technology Professional Liability coverage may be required in agreements that have an IT or data component. Contact Risk Manager for clarification and requirements.

GENERAL SERVICES AGREEMENT

FIRST AMENDMENT TO GENERAL SERVICES AGREEMENT NO. P2021-035 BETWEEN THE CITY OF SAN BUENAVENTURA AND FIRE RECOVERY USA, LLC

This First Amendment ("Amendment") to General Services Agreement No. P2021-035 ("Agreement") is made and entered, effective on June 1, 2025, by and between the City of San Buenaventura, a California charter law municipal corporation ("City"), and Fire Recovery USA, LLC, a California limited liability company ("Contractor"), collectively "the Parties".

Whereas, the Parties entered into the original Agreement on or about April 26, 2021, where Contractor agreed to provide Fire Department with third party inspection billing services in accordance with Request for Proposal number P-130000622 through June 30, 2024; and

Whereas, the Parties now desire to extend the term of the Agreement and update the City's Designated Representative.

Now, therefore, pursuant to Paragraphs 18 and 19 of the Agreement, "OPTION TO EXTEND AGREEMENT" and "MODIFICATION OF AGREEMENT," respectively, the Agreement is amended as follows:

1. Section 4 of the Agreement, "TERM OF AGREEMENT," is replaced in its entirety and amended to read as follows:

   "**4. TERM OF AGREEMENT**: From May 1, 2021 To: April 30, 2026"

2. Section 6 of the Agreement, "DESIGNATED REPRESENTATIVES," is replaced in its entirety and amended to read as follows:

   "**6. DESIGNATED REPRESENTATIVES.**

   The Designated Representatives listed below shall be authorized to act on behalf of the named Party, be responsible for negotiations and contractual matters, and coordinate with each other to perform the services under this Agreement. Additionally, CONTRACTOR's services shall be performed or immediately supervised by the CONTRACTOR's Representative:

City Designated Representative:	**Consultant Designated Representative**:
Name: Brett Reed	Name: Justin Powell
Title: Fire Marshall	Title: VP of National Sales
Phone: (805) 658-4717	Phone: (916) 297-0205
Email: breed@cityofventura.ca.gov	Email: j.powell@FireRecoveryUSA.com
Mailing Address (if differs from above): 1425 Dowell Dr., Ventura CA 93003"	Mailing Address (if differs from above):

Except as otherwise specifically provided herein, all other provisions of the Agreement shall remain in full force and effect.

In witness whereof, the Parties have executed this First Amendment on the last date signed.

FIRE RECOVERY USA, LLC

Rick Benner

By: Rick Benner (May 23, 2025 09:05 PDT) 05/23/2025

Rick Benner — Date

Chief Financial Officer

M. Craig Nagler

By: M. Craig Nagler (May 23, 2025 09:35 PDT) 05/23/2025

M. Craig Nagler — Date

Manager Chief Executive Officer

CITY OF SAN BUENAVENTURA

By: David Endaya (May 23, 2025 14:30 PDT) 05/23/2025

David Endaya — Date

Fire Chief

APPROVED AS TO FORM
Javan N. Rad, City Attorney

Yesania Anderson

By: Yesania Anderson (May 22, 2025 17:21 PDT)

Yesania Anderson

Assistant City Attorney I

PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF WEST COVINA AND FIRE RECOVERY USA, LLC FOR INSPECTION AND PERMIT BILLING SERVICES

THIS PROFESSIONAL SERVICES AGREEMENT is made and entered into as of July 1, 2025 ("Effective Date"), by and between the CITY OF WEST COVINA, a municipal corporation ("City"), and FIRE RECOVERY USA, LLC, a California limited liability company ("Contractor").

RECITALS

A. City proposes to utilize the services of Contractor as an independent contractor to City to provide inspection and billing services, as more fully described herein; and

B. Contractor represents that it has that degree of specialized expertise necessary and holds all necessary licenses to practice and perform the services herein contemplated; and

C. City and Contractor 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.

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 CONTRACTOR

1.1. Scope of Services. Contractor shall provide the professional services described in the Scope of Services, attached hereto as Exhibit "A" and incorporated herein.

(a) Billing and Collections. Contractor will bill and collect all revenue earned and due to City ("Collections") in connection with City's provision of inspection and permit services provided/rendered as set forth in Exhibit "A," and receive all Collections on City's behalf and may sue for and give satisfaction for monies due on account and withdraw any claims, suits, or proceedings pertaining to or arising out of City's or Contractor's right to collect to such amounts; provided, however, that Contractor may not take legal action to collect fees without the prior written permission of City.

(b) Contact Information for Responsible Parties. City and Contractor acknowledge a critical component to the success of the billing effort is the acquisition by the City of the necessary contact information for the responsible party at each inspection location to whom the invoice will be sent. The City agrees to obtain, for each business location, the e-mail address (when available to the City) and telephone number for the

responsible party for payment, inspection type, square footage (where needed for billing) and number of units. If an email address is not available, Contractor will mail the invoice to the responsible party via USPS First Class mail.

(c) Endorsement. Contractor may take possession of and endorse in City's name any notes, money orders, and any other instruments received as Collections.

(d) Payment. On or before the 7th day of each month, Contractor will issue a check to the City for all payments received prior to the previous month's cut-off date (typically the 24th of the month), minus Contractor's collection fee as set forth herein. Contractor will provide with the monthly payment an itemized statement detailing the inspections and/or permits the check is paid against.

1.2. Professional Practices. All professional services to be provided by Contractor 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 Contractors in similar fields and circumstances in accordance with sound professional practices. Contractor 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 Contractor's performance of this Agreement. Contractor 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. Contractor 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 Contractor to comply with this section.

1.3. Performance to Satisfaction of City. Contractor 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 Contractor to review the quality of the work and resolve the matters of concern;

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

(c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Contractor 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, Contractor shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religious creed, color, national origin, ancestry, physical disability, mental disability, reproductive

health decisionmaking, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or veteran or military status, except as permitted pursuant to Section 12940 of the California Government Code.

1.6. Non-Exclusive Agreement. Contractor acknowledges that City may enter into agreements with other Contractors 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 Contractor in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Contractor covenants that all data, documents, discussion, or other information developed or received by Contractor or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Contractor 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. Contractor's covenant under this Section shall survive the termination of this Agreement.

1.8. Public Records Act Disclosure. Contractor 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 Contractor, 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 Contractor informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the court.

2.0. COMPENSATION AND BILLING

2.1. Compensation. City agrees to pay Contractor at a rate of Eighteen Dollars and Fifteen Cents ($18.50) for each invoice paid. Contractor will deduct its fees from the amount issued to the City each month pursuant to Section 1.1(d) of this Agreement.

2.2. Additional Services. Contractor shall not receive compensation for any services provided outside the Scope of Service specified herein unless the City, prior to Contractor performing the additional services, approves such additional services in writing, memorialized in a written amendment to this Agreement. 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. Records and Audits. Records of Contractor's services relating to this Agreement shall be maintained in accordance with generally recognized accounting principles and shall be made available to City for inspection and/or audit at mutually convenient times from the Effective Date until three (3) years after the termination or expiration of this Agreement.

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. Unless otherwise agreed to by the

parties, the professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party. If a delay beyond the control of Contractor is encountered, a time extension may be mutually agreed upon in writing by the City and Contractor. Contractor shall present documentation satisfactory to the City to substantiate any request for a time extension.

4.0. TERM AND TERMINATION

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of five (5) years, ending on June 30, 2030, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing at least fifteen (15) days prior written notice to Contractor. In the event of such termination, Contractor 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 Contractor 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 Contractor 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 Contractor, 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. Documents. In the event of termination of this Agreement, all documents prepared by Contractor in its performance of this Agreement shall be delivered to the City within ten (10) days of the effective date of the notice of termination, at no cost to City.

5.0. INSURANCE

5.1. Minimum Scope and Limits of Insurance. Contractor 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 Contractor 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. Contractor 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 Contractor 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, Contractor certifies as follows:

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

Contractor shall also comply with Section 3800 of the California Labor Code by securing, paying for and maintaining in full force and effect for the duration of this Agreement, complete Workers' Compensation Insurance,

and shall furnish a Certificate of Insurance to the City before execution of this Agreement by the City. The City, its officers and employees shall not be responsible for any claims in law or equity occasioned by failure of Contractor 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 Contractor agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

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

(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: Contractor'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: Contractor hereby grants to City a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City by virtue of the payment of any loss under such insurance. Contractor 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: Contractor'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 Contractor 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. Contractor 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.

Contractor shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Contractor 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 Contractor shall make available the professional services of Justin Powell, 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 CONTRACTOR:

Fire Recovery USA
2271 Lava Ridge Court, Suite 120
Roseville, CA 95661
Tel: (888) 640-7222
Email: cnagler@firerecoveryusa.com
Attn: Craig Nagler

IF TO CITY:

City of West Covina
1444 West Garvey Ave. South
West Covina, CA 91790
Tel: (626) 939-8830
Email: mbrowne@westcovina.org
Attn: Mike Browne

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. Contractor shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Contractor'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 Contractor of Contractor's obligation to perform all other obligations to be performed by Contractor hereunder for the term of this Agreement.

6.8. Indemnification and Hold Harmless. Contractor agrees to defend, with counsel of City's choosing, indemnify, and hold free and harmless the City, its elected and appointed officials, officers, agents and employees, at Contractor'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 Contractor, 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 Contractor, 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 Contractor, 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 Contractor, its employees, and/or authorized subcontractors under this Agreement, whether or not Contractor, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, Contractor 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.

6.9. Independent Contractor. Contractor is and shall be acting at all times as an independent contractor and not as an employee of City. Contractor 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 Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor 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. Contractor 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 Contractor and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Contractor 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. Contractor further agrees to indemnify and hold City harmless from any failure of Contractor to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Contractor under this Agreement any amount due to City from Contractor as a result of Contractor's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.10. PERS Eligibility Indemnification. In the event that Contractor or any employee, agent, or subcontractor of Contractor 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, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor 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, Contractor 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 Contractor's performance or services rendered under this Agreement, Contractor shall render any reasonable assistance and cooperation which City might require.

6.12. Ownership of Documents. All findings, reports, documents, information and data furnished or prepared by Contractor or any of its subcontractors in the course of performance of this Agreement shall be and remain the sole property of City. Contractor 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 Contractor. Contractor shall deliver to City any findings, reports, documents, information, data, in any form, as requested by City or its authorized representative, at no additional cost to the City. Contractor or Contractor'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. Contractor 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. Contractor 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. Contractor hereby acknowledges that pursuant to California Government Code Section 87300 and the Conflict of Interest Code adopted by City, Contractor 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. Contractor and its officers, employees, associates and subcontractors, if any, will comply with all conflict of interest statutes of the State of California applicable to Contractor'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. Contractor covenants that none of Contractor'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. Contractor further covenants that in the performance of this Agreement, no person having such interest shall be used by Contractor as an officer, employee, agent, or subcontractor. Contractor further covenants that Contractor 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 Contractor and/or its subcontractors 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. Contractor 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 Contractor and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.20. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.21. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement and have had an adequate opportunity to review each and every provision of the Agreement and submit the same to counsel or other Contractors 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. Contractor shall provide City with a complete Request for Taxpayer Identification Number and Certification, Form W9, as issued by the Internal Revenue Service.

[SIGNATURE PAGE FOLLOWS.]

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

CONTRACTOR

_____ Date: _____
Craig Nagler
Chief Executive Officer

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

SCOPE OF SERVICES

1. Contractor will bill the responsible party on the City's behalf for fire inspection services and/or permits issued by the City. Contractor will bill per the City's approved fee schedule, as provided to Contractor by City. The inspection and/or permit fees may change over time due to updates to the City's fee schedule. City will provide notice to Contractor of changes to its fee schedule.

2. Contractor will provide, as a normal matter of business, processing and invoicing of inspections and/or permits and submission to the responsible party for payment, receipt of monies deemed due to the City, payments of the agreed upon amounts of said monies to City, and reporting of progress via The Recovery Hub.

3. Contractor will ensure each City user has access to The Recovery Hub software and will provide ongoing training and support to the City in the use of the software and Contractor's systems.

4. Contractor will assist the City to determine the workflow of acceptable process to enter the information in The Recovery Hub for inspections/permits.

5. Contractor will bill to the best of its ability all inspections and/or permits provided to Contractor by the City through The Recovery Hub.

6. Contractor will not begin litigation against a person or entity without prior written approval by the City.

7. Contractor will remit to City the full amount collected for each inspection and permit less a processing fee of Eighteen Dollars and Fifty Cents ($18.50) for each paid inspection and permit invoice.

8. Contractor will pass an electronic payment processing fee (convenience fee) of 3% for payments made by E-check or credit card to the consumer paying each invoice.

9. Contractor will pay the funds due to the City for its inspections and/or permits on a monthly basis, within seven (7) working days after the close and accounting of the monthly billing cycle.

10. Contractor agrees to make reports available via The Recovery Hub, a password protected website, for the City which will set forth the status of all inspections and/or permits and provide an accounting of all payments and amounts due the City under the terms of the Agreement.

11. Contractor will not be responsible for, nor accept any liability for, any erroneous, invalid, or illegal inspections or permits performed by City.

12. City will, to the extent it deems appropriate and necessary, expend the resources and take the required actions to obtain payment for all invoices that remain unpaid after 60 days of the invoice date and arrange for those payments to be forwarded to Contractor for processing.

CITY OF WEST COVINA
PROFESSIONAL SERVICES AGREEMENT
WITH
FIRE RECOVERY USA, LLC
FOR
INSPECTION AND PERMIT BILLING SERVICES

THIS AGREEMENT is made and entered into as of the 1st day of July, 2020 ("Effective Date"), by and between the CITY OF WEST COVINA, a municipal corporation ("City"), and FIRE RECOVERY USA, LLC, a California limited liability company ("Contractor").

W I T N E S S E T H :

A. WHEREAS, City proposes to utilize the services of Contractor as an independent contractor to City to provide inspection and permit billing services, as more fully described herein; and

B. WHEREAS, Contractor 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, except that if Contractor is required to but does not yet hold a City business license, it will promptly obtain a business license and will not provide services to the City until it has done so; and

C. WHEREAS, City and Contractor 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. WHEREAS, 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. WHEREAS, Contractor has provided the services contemplated herein pursuant to that certain Professional Services Agreement dated November 9, 2018; and

F. WHEREAS, the parties intend and desire that this Agreement be effective retroactive to the Effective Date.

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 CONTRACTOR

1.1. Scope of Services. Contractor shall provide the professional services described in the Scope of Services attached hereto as Exhibit "A," incorporated herein by this reference.

(a) Billing and Collections. Contractor will bill and collect all revenue earned and due to City ("Collections"), in connection with City's provision of inspection and permit services provided/rendered as set forth in Exhibit "A," and receive all Collections on City's behalf and may sue for and give satisfaction for monies due on account and withdraw any claims, suits, or proceedings pertaining to or arising out of City's

or Contractor's right to collect to such amounts; provided, however, that Contractor may not take legal action to collect fees without the prior written permission of City; and

(b) Endorsement. Contractor may take possession of and endorse in City's name any notes, money orders, and any other instruments received as Collections.

(c) Payment. On or before the 7th day of each month, Contractor will issue a check to the City for all payments received prior to the previous month's cut-off date (typically the 24th of the month), minus the Contractor's collection fee as set forth herein. Contractor will provide with the monthly payment an itemized statement detailing the inspections and/or permits the check is paid against.

1.2. Professional Practices. All professional services to be provided by Contractor 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 Contractors in similar fields and circumstances in accordance with sound professional practices. Contractor 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 Contractor's performance of this Agreement. Contractor shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Contractor shall at all times observe and comply with all such laws and regulations. City officers and employees shall not be liable at law or in equity for any claims or damages occurring as a result of failure of the Contractor to comply with this section.

1.3. Performance to Satisfaction of City. Contractor 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 Contractor to review the quality of the work and resolve the matters of concern;

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

(c) Terminate the Agreement as hereinafter set forth.

1.4. Warranty. Contractor 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, Contractor shall not engage in, nor permit its agents to engage in, discrimination in employment of persons because of their race, religion, color, national origin, ancestry, age, physical or mental disability, medical condition, genetic information, pregnancy, marital status, sex, gender, gender identity, gender expression, sexual orientation, or military or veteran status, except as permitted pursuant to Section 12940 of the Government Code.

1.6. Non-Exclusive Agreement. Contractor acknowledges that City may enter into agreements with other Contractors 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 Contractor in the course of their duties may have access to financial, accounting, statistical, and personnel data of private individuals and employees of City. Contractor covenants that all data, documents, discussion, or other information developed or received by Contractor or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Contractor 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. Contractor's covenant under this Section shall survive the termination of this Agreement.

1.8. Public Records Act Disclosure. Contractor 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 Contractor, 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 6250 *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 6254.7, and of which Contractor 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. Contractor will be compensated according to the following fee schedule:

Description	Amount
Processing Fee	$17.00 per paid inspection
Late Fee Billing	50% of any late fee collected

Contractor will deduct its fees from the amount issued to the City each month pursuant to Section 1.1(c) of this Agreement.

2.2. Additional Services. Contractor shall not receive compensation for any services provided outside the scope of services specified in the Contractor's Proposal unless the City, prior to Contractor performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable. Should the City request in writing additional services that increase the Scope of Services, an additional fee based upon the Contractor's standard hourly rates shall be paid to the Contractor for such additional services. Such increase in additional fees shall be limited to 25% of the total contract sum or to the maximum total contract amount of $25,000, whichever is greater. The Department Head or City Manager is authorized to approve a Change Order for such additional services.

2.3. Records and Audits. Records of Contractor's services relating to this Agreement

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

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. Unless otherwise agreed to by the parties, the professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party. If a delay beyond the control of the Contractor is encountered, a time extension may be mutually agreed upon in writing by the City and the Contractor. The Contractor 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 be effective retroactive to the Effective Date and continue for three (3) years, through June 30, 2023, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties.

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing at least fifteen (15) days prior written notice to Contractor. In the event of such termination, Contractor shall immediately stop rendering services under this Agreement unless directed otherwise by the City. If the City suspends, terminates or abandons a portion of this Agreement such suspension, termination or abandonment shall not make void or invalidate the remainder of this Agreement.

If the Contractor defaults in the performance of any of the terms or conditions of this Agreement, it shall have ten (10) days after service upon it of written notice of such default in which to cure the default by rendering a satisfactory performance. In the event that the Contractor fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled to at law, in equity, or under this Agreement.

The City also shall have the right, notwithstanding any other provisions of this Agreement, to terminate this Agreement, at its option and without prejudice to any other remedy to which it may be entitled to at law, in equity, or under this Agreement, immediately upon service of written notice of termination on the Contractor, if the latter should:

a. Be adjudged a 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 Contractor for reasonable costs incurred and professional services satisfactorily performed up to and including the effective date of the City's written notice of termination, within forty-five (45) days after the effective date of the notice of termination or the final invoice of the Contractor, 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 Contractor 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. Contractor 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) Broad-form commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than Two Million Dollars ($2,000,000.00), combined single limits, per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or shall be twice the required occurrence limit.

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

(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. Contractor 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 Contractor for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

By execution of this Agreement, the Contractor 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.

The Contractor 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 the Contractor to comply with this section.

(d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars ($1,000,000.00), combined single limits, per occurrence or claim, and Two Million Dollars ($2,000,000.00) aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retroactivity date shall be prior to the start of the work set forth herein. Contractor shall obtain and maintain said E&O liability insurance during the life of this Agreement and for five (5) years after completion of the work hereunder. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of this Agreement, Contractor shall purchase "extended reporting" coverage for a minimum of five (5) years after completion of the work.

If the Contractor maintains higher limits or has broader coverage than the minimums shown above, the City requires and shall be entitled to all coverage, and to the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

5.2. Endorsements. The insurance policies are to contain, or be endorsed to contain, the following provisions:

(a) Additional Insureds: The City of West Covina and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Contractor pursuant to its contract with the City; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; automobiles owned, leased, hired, or borrowed by the Contractor.

(b) Notice of Cancelation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.

(c) Primary Coverage: The Contractor'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: Contractor hereby grants to City a waiver of any right to subrogation which any insurer of said Contractor may acquire against the City by virtue of the payment of any loss under such insurance. Contractor agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

(e) Coverage Not Affected: Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of West Covina, its officers, officials, agents, employees, and volunteers.

(f) Coverage Applies Separately: The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

5.3. Deductible or Self Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. The City may require the Contractor 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. Contractor 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.

Contractor shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Contractor 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 Contractor shall make available the professional services of Justin Powell, Vice President, and Mike Rivera, Chief Business Development Officer, 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, facsimile, 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) at the time of transmission if such communication is sent by facsimile or by Email; 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 CONTRACTOR:

Fire Recovery USA, LLC
2271 Lava Ridge Court, Suite 120
Roseville, CA 95661
Tel: (888) 640-7222
Fax: (916) 943-1661
Email: cnagler@firerecoveryusa.com
Attn: Craig Nagler

IF TO CITY:

City of West Covina
1444 West Garvey Ave. South
West Covina, CA 91790
Tel: (626) 939-8830
Fax: (626) 939-8650
Email: vcapelle@westcovina.org
Attn: Vincent Capelle, Fire Chief

6.5. Attorneys' Fees. If litigation is brought by any party in connection with this Agreement against another party, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.6. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Los Angeles County, California.

6.7. Assignment. Contractor shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Contractor'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 Contractor of Contractor's obligation to perform all other obligations to be performed by Contractor hereunder for the term of this Agreement.

6.8. Indemnification and Hold Harmless. Contractor agrees to defend, indemnify, hold free and harmless the City, its elected and appointed officials, officers, agents and employees, at Contractor's sole expense, from and against any and all claims, demands, actions, suits or other legal proceedings brought against the City, its elected and appointed officials, officers, agents and employees arising out of the performance of the Contractor, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by the Contractor, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of the Contractor, its employees, and/or authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected and appointed officials, officers, agents and employees based upon the work performed by the Contractor, its employees, and/or authorized subcontractors under this Agreement, whether or not the Contractor, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Contractor 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 Contractor's Proposal, which shall be of no force and effect.

6.9. Independent Contractor. Contractor is and shall be acting at all times as an independent contractor and not as an employee of City. Contractor 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 Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not, at any time, or in any manner, represent that it or any of its or employees are in any manner agents or employees of City. Contractor 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 Contractor and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Contractor 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. Contractor further agrees to indemnify and hold City harmless from any failure of Contractor to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Contractor under this Agreement any amount due to City from Contractor as a result of Contractor's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.10. PERS Eligibility Indemnification. In the event that Contractor or any employee, agent, or subcontractor of Contractor 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, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor 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, Contractor 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 Contractor's performance or services rendered under this Agreement, Contractor 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 Contractor or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Contractor 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 Contractor. City shall indemnify and hold harmless Contractor 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 Contractor. Contractor 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. Contractor or Contractor'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. Contractor 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. Contractor 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. Contractor hereby acknowledges that pursuant to Government Code Section 87300 and the Conflict of Interest Code adopted by City, Contractor 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. Contractor and its officers, employees, associates and subcontractors, if any, will comply with all conflict of interest statutes of the State of California applicable to Contractor's services under this agreement, including, but not limited to, the Political Reform Act of 1974 (Government Code Section 81000, *et seq.*) and Government Code Sections 1090-1092. Contractor covenants that none of Contractor'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. Contractor further covenants that in the performance of this Agreement, no person having such interest shall be used by Contractor as an officer, employee, agent, or subcontractor. Contractor further covenants that Contractor 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 Contractor and/or its subcontractors 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. Contractor 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 Contractor and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.20. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.21. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.22. 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.

6.23. 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.

6.24. Counterparts and Electronic Signatures. This Agreement 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. Counterpart written signatures may be transmitted by facsimile, email or other electronic means and have the same legal effect as if they were original signatures.

6.25. 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.

6.26. Taxpayer Identification Number. Contractor shall provide City with a complete Request for Taxpayer Identification Number and Certification, Form W9, as issued by the Internal Revenue Service.

[SIGNATURE PAGE FOLLOWS.]

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: 2.4.21
David Carmany
City Manager

CONTRACTOR

_____ Date: 1/20/2021
Rick Benner
CFO, Manager

ATTEST:

_____
Lisa Sherrick
Assistant City Clerk

APPROVED AS TO FORM:

_____ Date: 02/03/21
Thomas P. Duarte
City Attorney

APPROVED AS TO INSURANCE:

_____ Date: 2/8/21
Helen Tran
Human Resources and Risk Management
Director

EXHIBIT A

SCOPE OF SERVICES

INSPECTION AND PERMIT BILLING

1. Contractor agrees to bill the responsible party on the City's behalf for fire inspection and/or permit services rendered by the City and recorded and processed by Contractor. The inspection and/or permit fees may change over time due to update of City's fee schedule. City will provide notice to Contractor of changes to its fee schedule.

2. Contractor will provide, as a normal matter of business; processing and invoicing of inspections and/or permits and submission to the responsible party for payment, receipt of monies deemed due to the City, payments of the agreed upon amounts of said monies to City, and reporting of progress via Inspection Hub.

3. Contractor will assure the equipment used by the City to perform inspections and/or permits are properly loaded with the appropriate software and will provide on-going training and support to the City in the use of the equipment and software.

4. Contractor agrees to bill to the best of its ability all inspections and/or permits provided to Contractor by the City.

5. Contractor will not begin litigation against a person or entity without prior written approval by the City.

6. Contractor agrees to remit to City the full amount collected for each inspection less a processing fee of Seventeen Dollars ($17.00) for each paid inspection. Contractor will also collect Fifty Percent (50%) of any late fee assessed by the City and collected by Contractor on City's behalf as compensation for Contractor's billing efforts.

7. Contractor will pass any electronic payment processing for payments made by E-check or credit card to the consumer paying each invoice.

8. Contractor agrees to pay the funds due to the City for its inspections and/or permits on a monthly basis, within seven (7) working days after the close and accounting of the monthly billing cycle.

9. Contractor agrees to make reports available via InspectionHub, a password protected website, for the City which will set forth the status of all inspections and/or permits and provide an accounting of all payments and amounts due the City under the terms of this Agreement.

10. Contractor will not be responsible for, nor accept any liability for, any erroneous, invalid, or illegal inspections or permits performed by City.

11. Parties acknowledge a critical component to the success of the billing effort is the acquisition by the City of the necessary contact information for the responsible party at each inspection and/or permit location to whom the invoice will be sent. The City agrees to obtain, for each business location, the e-mail address and telephone number for the responsible party for payment. If the City does not maintain an 80% success rate for obtaining accurate contact information, the Contractor reserves the right to charge a Fifteen Dollar ($15.00) processing charge for attempting to identify the responsible party, whether that effort is successful or not.

If this fee is charged by the Contractor, the total fee for each month will be documented and subtracted from the monthly payment set forth in paragraph 7, above.

12. City will, to the extent it deems appropriate and necessary, expend the resources and take the required actions to obtain payment for all invoices that remain unpaid after 60 days of the invoice date and arrange for those payments to be forwarded to the Contractor for processing under the terms of this Agreement.

Client#: 449205 FIRERECOVE

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 01/28/2021

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Stephanie Buchwieser
Marsh & McLennan Agency LLC Marsh & McLennan Ins. Agency LLC PO Box 85638 San Diego, CA 92186	PHONE (A/C, No, Ext): 619-496-0098 FAX (A/C, No): E-MAIL ADDRESS: stephanie.buchwieser@marshmma.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Sentinel Insurance Company Ltd	11000
INSURER B : Underwriters at Lloyd's London	555555
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Fire Recovery USA LLC
2271 Lava Ridge Ct.
Suite 120
Roseville, CA 95661-3065

COVERAGES CERTIFICATE NUMBER: 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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [ ] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [ ] LOC [ ] OTHER:	Y	Y	72SBABB5481	05/01/2020	05/01/2021	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$1,000,000 $1,000,000 $10,000 $1,000,000 $2,000,000 $2,000,000
A	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	Y	Y	72SBABB5481	05/01/2020	05/01/2021	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$1,000,000 $ $ $ $
A	X UMBRELLA LIAB X OCCUR [ ] EXCESS LIAB [ ] CLAIMS-MADE [ ] DED X RETENTION $10000			72SBABB5481	05/01/2020	05/01/2021	EACH OCCURRENCE AGGREGATE $	$1,000,000 $1,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N: N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	Y	72WECPO7250	05/01/2020	05/01/2021	[ ] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $1,000,000 $1,000,000 $1,000,000
B	E&O			MPL209914820	05/01/2020	05/01/2021	2,000,000 Aggregate	

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

The City of West Covina and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Contractor pursuant to its contract with the City; products and completed operations of the Contractor; premises owned, occupied or used by the Contractor; automobiles owned, leased, hired, or borrowed by the Contractor. Coverage is primary insurance as respects the City of West Covina, its
(See Attached Descriptions)

CERTIFICATE HOLDER

City of West Covina
1444 W. Garvey Ave. S, Suite 218
West Covina, CA 91790

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

Stephanie Buchwieser

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WSSUB

DESCRIPTIONS (Continued from Page 1)

officers,officials, agents, employees, and volunteers. Any other insurance maintained by the City of West Covina shall be excess. A waiver of subrogation has been added in favor of the additional insured. Certificate Holder is named as an Additional Insured per the attached policy provisions.

INSURED: Fire Recovery USA LLC

POLICY #: 72SBABB5481 POLICY PERIOD: 05/01/2020 TO: 05/01/2021

COMMERCIAL GENERAL LIABILITY
CG 20 37 04 13

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – OWNERS, LESSEES OR CONTRACTORS – COMPLETED OPERATIONS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART
PRODUCTS/COMPLETED OPERATIONS LIABILITY COVERAGE PART

SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s)	Location And Description Of Completed Operations
Blanket as required by written contract	Blanket as required by written contract. It is agreed that such insurance as is afforded by this policy for the benefit of the additional insured shown shall be primary insurance, and any other insurance maintained by the additional insured(s) shall be excess and noncontributory as respects any claim, loss or liability allegedly arising out of the operations of the named insured, provided however that this insurance will not apply to any claim loss or liability which is determined to be solely the result of the additional insured's negligence or solely the additional insured's responsibility
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.	

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury" or "property damage" caused, in whole or in part, by "your work" at the location designated and described in the Schedule of this endorsement performed for that additional insured and included in the "products-completed operations hazard".

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

© Insurance Services Office, Inc., 2012

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III – Limits Of Insurance:**

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

© ISO Properties, Inc., 2004

BUSINESS LIABILITY COVERAGE FORM

This Paragraph **f.** applies separately to you and any additional insured.

3. **Financial Responsibility Laws**

   a. When this policy is certified as proof of financial responsibility for the future under the provisions of any motor vehicle financial responsibility law, the insurance provided by the policy for "bodily injury" liability and "property damage" liability will comply with the provisions of the law to the extent of the coverage and limits of insurance required by that law.

   b. With respect to "mobile equipment" to which this insurance applies, we will provide any liability, uninsured motorists, underinsured motorists, no-fault or other coverage required by any motor vehicle law. We will provide the required limits for those coverages.

4. **Legal Action Against Us**

   No person or organization has a right under this Coverage Form:

   a. To join us as a party or otherwise bring us into a "suit" asking for damages from an insured; or

   b. To sue us on this Coverage Form unless all of its terms have been fully complied with.

   A person or organization may sue us to recover on an agreed settlement or on a final judgment against an insured; but we will not be liable for damages that are not payable under the terms of this insurance or that are in excess of the applicable limit of insurance. An agreed settlement means a settlement and release of liability signed by us, the insured and the claimant or the claimant's legal representative.

5. **Separation Of Insureds**

   Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this policy to the first Named Insured, this insurance applies:

   a. As if each Named Insured were the only Named Insured; and

   b. Separately to each insured against whom a claim is made or "suit" is brought.

6. **Representations**

   a. **When You Accept This Policy**

      By accepting this policy, you agree:

      (1) The statements in the Declarations are accurate and complete;

      (2) Those statements are based upon representations you made to us; and

      (3) We have issued this policy in reliance upon your representations.

   b. **Unintentional Failure To Disclose Hazards**

      If unintentionally you should fail to disclose all hazards relating to the conduct of your business at the inception date of this Coverage Part, we shall not deny any coverage under this Coverage Part because of such failure.

7. **Other Insurance**

   If other valid and collectible insurance is available for a loss we cover under this Coverage Part, our obligations are limited as follows:

   a. **Primary Insurance**

      This insurance is primary except when **b.** below applies. If other insurance is also primary, we will share with all that other insurance by the method described in **c.** below.

   b. **Excess Insurance**

      This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis:

      (1) **Your Work**

      That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";

      (2) **Premises Rented To You**

      That is fire, lightning or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;

      (3) **Tenant Liability**

      That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner;

      (4) **Aircraft, Auto Or Watercraft**

      If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of Section **A.** – Coverages.

      (5) **Property Damage To Borrowed Equipment Or Use Of Elevators**

      If the loss arises out of "property damage" to borrowed equipment or the use of elevators to the extent not subject to Exclusion **k.** of Section **A.** – Coverages.

(6) **When You Are Added As An Additional Insured To Other Insurance**

That is other insurance available to you covering liability for damages arising out of the premises or operations, or products and completed operations, for which you have been added as an additional insured by that insurance; or

(7) **When You Add Others As An Additional Insured To This Insurance**

That is other insurance available to an additional insured.

However, the following provisions apply to other insurance available to any person or organization who is an additional insured under this Coverage Part:

(a) Primary Insurance When Required By Contract

This insurance is primary if you have agreed in a written contract, written agreement or permit that this insurance be primary. If other insurance is also primary, we will share with all that other insurance by the method described in **c.** below.

(b) Primary And Non-Contributory To Other Insurance When Required By Contract

If you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

Paragraphs **(a)** and **(b)** do not apply to other insurance to which the additional insured has been added as an additional insured.

When this insurance is excess, we will have no duty under this Coverage Part to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

(1) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and

(2) The total of all deductible and self-insured amounts under all that other insurance.

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Method Of Sharing

If all the other insurance permits contribution by equal shares, we will follow this method also. Under this approach, each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

8. Transfer Of Rights Of Recovery Against Others To Us

a. Transfer Of Rights Of Recovery

If the insured has rights to recover all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them. This condition does not apply to Medical Expenses Coverage.

b. Waiver Of Rights Of Recovery (Waiver Of Subrogation)

If the insured has waived any rights of recovery against any person or organization for all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, we also waive that right, provided the insured waived their rights of recovery against such person or organization in a contract, agreement or permit that was executed prior to the injury or damage.

POLICY NUMBER: 72SBABB5481

COMMERCIAL GENERAL LIABILITY
CG 24 04 10 93

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

Name of Person or Organization:

City of West Covina

(If no entry appears above, information required to complete this endorsement will be shown in the Declarations as applicable to this endorsement.)

The TRANSFER OF RIGHTS OF RECOVERY AGAINST OTHERS TO US Condition (Section **IV** – COMMERCIAL GENERAL LIABILITY CONDITIONS) is amended by the addition of the following:

We waive any right of recovery we may have against the person or organization shown in the Schedule above because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard". This waiver applies only to the person or organization shown in the Schedule above.

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INSURED: Fire Recovery USA LLC

POLICY#: 72WECPO7250 POLICY PERIOD: 05/01/2020 TO: 05/01/2021

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

Endorsement Number:
Effective hour is the same as stated on the Information Page of the policy.

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule.

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

SCHEDULE

Any person or organization from whom you are required by contract or agreement to obtain this waiver from us.

AMENDMENT NUMBER ONE TO CITY OF WEST COVINA PROFESSIONAL SERVICES AGREEMENT WITH FIRE RECOVERY USA, LLC FOR INSPECTION AND PERMIT BILLING SERVICES

THIS AMENDMENT NUMBER ONE ("Amendment") is made and entered into as of June 30, 2023 ("Effective Date") by and between the CITY OF WEST COVINA, a municipal corporation ("City"), and FIRE RECOVERY USA, LLC, a California limited liability company ("Contractor").

WHEREAS, City and Contractor entered into a Professional Services Agreement dated July 1, 2020 for Contractor to provide inspection and permit billing services ("Agreement"); and

WHEREAS, Section 4.1 of the Agreement provides for an initial term of three (3) years, nding June 30, 2023; and

WHEREAS, City and Contractor now desire to extend the term for two (2) years, through June 30, 2025.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The term of the Agreement shall be extended through June 30, 2025.

2. All terms not defined herein shall have the same meaning and use as set forth in the Agreement.

3. All other terms, conditions, and provisions of the Agreement shall remain in full force and effect.

[SIGNATURE PAGE FOLLOWS.]

IN WITNESS WHEREOF, City and Contractor have executed this Amendment as of the date set forth above.

CITY OF WEST COVINA

Paulina Morales
Acting City Manager

CONTRACTOR

Rick Benner
CFO, Manager

ATTEST:

Lisa Sherrick
Assistant City Clerk

APPROVED AS TO FORM:

Thomas P. Duarte
City Attorney

APPROVED AS TO INSURANCE:

Stephanie Sikkema
Acting Human Resources and Risk Management Director

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 7/12/2023

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
Marsh & McLennan Agency LLC
Marsh & McLennan Ins. Agency LLC
PO Box 85638
San Diego CA 92186

License#: 0H18131

CONTACT NAME: Kearstyn Freerking
PHONE (A/C, No, Ext): 858-768-4075
FAX (A/C, No):
E-MAIL ADDRESS: Kearstyn.Freerking@MarshMMA.com

INSURER(S) AFFORDING COVERAGE	NAIC #
INSURER A : Sentinel Insurance Company Ltd	11000
INSURER B : United Specialty Insurance Company	12537
INSURER C :	
INSURER D :	
INSURER E :	
INSURER F :	

INSURED
Fire Recovery USA LLC
2271 Lava Ridge Ct.
Suite 120
Roseville CA 95661-3065

FIRERECOVE

COVERAGES **CERTIFICATE NUMBER:** 507818083 **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 GEN'L AGGREGATE LIMIT APPLIES PER: POLICY X PRO-JECT LOC OTHER:	Y	N	72SBABB5481	5/1/2023	5/1/2024	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY X HIRED AUTOS ONLY SCHEDULED AUTOS X NON-OWNED AUTOS ONLY			72SBABB5481	5/1/2023	5/1/2024	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ 1,000,000 $ $ $ $
A	X UMBRELLA LIAB X OCCUR EXCESS LIAB CLAIMS-MADE DED X RETENTION $ 10,000			72SBABB5481	5/1/2023	5/1/2024	EACH OCCURRENCE AGGREGATE $	$ 1,000,000 $ 1,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANYPROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A		72WECPO7250	5/1/2023	5/1/2024	PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
B	Cyber/Tech E&O			GCT181028301	3/1/2023	3/1/2024	Aggregate	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Certificate Holder, City of West Covina, is included as Additional Insured with respects to General Liability per attached endorsement.

CERTIFICATE HOLDER

City of West Covina
1444 W. Garvey Ave. S
Suite 218
West Covina CA 91790

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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BUSINESS LIABILITY COVERAGE FORM

Various provisions in this policy restrict coverage. Read the entire policy carefully to determine rights, duties and what is and is not covered.

Throughout this policy the words "you" and "your" refer to the Named Insured shown in the Declarations. The words "we", "us" and "our" refer to the stock insurance company member of The Hartford providing this insurance.

The word "insured" means any person or organization qualifying as such under Section **C.** - Who Is An Insured.

Other words and phrases that appear in quotation marks have special meaning. Refer to Section **G.** - Liability And Medical Expenses Definitions.

A. COVERAGES

1. BUSINESS LIABILITY COVERAGE (BODILY INJURY, PROPERTY DAMAGE, PERSONAL AND ADVERTISING INJURY)

Insuring Agreement

a. We will pay those sums that the insured becomes legally obligated to pay as damages because of "bodily injury", "property damage" or "personal and advertising injury" to which this insurance applies. We will have the right and duty to defend the insured against any "suit" seeking those damages. However, we will have no duty to defend the insured against any "suit" seeking damages for "bodily injury", "property damage" or "personal and advertising injury" to which this insurance does not apply.

We may, at our discretion, investigate any "occurrence" or offense and settle any claim or "suit" that may result. But:

(1) The amount we will pay for damages is limited as described in Section **D.** - Liability And Medical Expenses Limits Of Insurance; and

(2) Our right and duty to defend ends when we have used up the applicable limit of insurance in the payment of judgments, settlements or medical expenses to which this insurance applies.

No other obligation or liability to pay sums or perform acts or services is covered unless explicitly provided for under Coverage Extension - Supplementary Payments.

b. This insurance applies:

(1) To "bodily injury" and "property damage" only if:

(a) The "bodily injury" or "property damage" is caused by an "occurrence" that takes place in the "coverage territory";

(b) The "bodily injury" or "property damage" occurs during the policy period; and

(c) Prior to the policy period, no insured listed under Paragraph **1.** of Section **C.** – Who Is An Insured and no "employee" authorized by you to give or receive notice of an "occurrence" or claim, knew that the "bodily injury" or "property damage" had occurred, in whole or in part. If such a listed insured or authorized "employee" knew, prior to the policy period, that the "bodily injury" or "property damage" occurred, then any continuation, change or resumption of such "bodily injury" or "property damage" during or after the policy period will be deemed to have been known prior to the policy period.

(2) To "personal and advertising injury" caused by an offense arising out of your business, but only if the offense was committed in the "coverage territory" during the policy period.

c. "Bodily injury" or "property damage" will be deemed to have been known to have occurred at the earliest time when any insured listed under Paragraph **1.** of Section **C.** – Who Is An Insured or any "employee" authorized by you to give or receive notice of an "occurrence" or claim:

(1) Reports all, or any part, of the "bodily injury" or "property damage" to us or any other insurer;

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(2) Receives a written or verbal demand or claim for damages because of the "bodily injury" or "property damage"; or

(3) Becomes aware by any other means that "bodily injury" or "property damage" has occurred or has begun to occur.

d. Damages because of "bodily injury" include damages claimed by any person or organization for care, loss of services or death resulting at any time from the "bodily injury".

e. **Incidental Medical Malpractice**

(1) "Bodily injury" arising out of the rendering of or failure to render professional health care services as a physician, dentist, nurse, emergency medical technician or paramedic shall be deemed to be caused by an "occurrence", but only if:

(a) The physician, dentist, nurse, emergency medical technician or paramedic is employed by you to provide such services; and

(b) You are not engaged in the business or occupation of providing such services.

(2) For the purpose of determining the limits of insurance for incidental medical malpractice, any act or omission together with all related acts or omissions in the furnishing of these services to any one person will be considered one "occurrence".

2. **MEDICAL EXPENSES**

Insuring Agreement

a. We will pay medical expenses as described below for "bodily injury" caused by an accident:

(1) On premises you own or rent;

(2) On ways next to premises you own or rent; or

(3) Because of your operations;

provided that:

(1) The accident takes place in the "coverage territory" and during the policy period;

(2) The expenses are incurred and reported to us within three years of the date of the accident; and

(3) The injured person submits to examination, at our expense, by physicians of our choice as often as we reasonably require.

b. We will make these payments regardless of fault. These payments will not exceed the applicable limit of insurance. We will pay reasonable expenses for:

(1) First aid administered at the time of an accident;

(2) Necessary medical, surgical, x-ray and dental services, including prosthetic devices; and

(3) Necessary ambulance, hospital, professional nursing and funeral services.

3. **COVERAGE EXTENSION - SUPPLEMENTARY PAYMENTS**

a. We will pay, with respect to any claim or "suit" we investigate or settle, or any "suit" against an insured we defend:

(1) All expenses we incur.

(2) Up to $1,000 for the cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which Business Liability Coverage for "bodily injury" applies. We do not have to furnish these bonds.

(3) The cost of appeal bonds or bonds to release attachments, but only for bond amounts within the applicable limit of insurance. We do not have to furnish these bonds.

(4) All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to $500 a day because of time off from work.

(5) All costs taxed against the insured in the "suit".

(6) Prejudgment interest awarded against the insured on that part of the judgment we pay. If we make an offer to pay the applicable limit of insurance, we will not pay any prejudgment interest based on that period of time after the offer.

(7) All interest on the full amount of any judgment that accrues after entry of the judgment and before we have paid, offered to pay, or deposited in court the part of the judgment that is within the applicable limit of insurance.

Any amounts paid under **(1)** through **(7)** above will not reduce the limits of insurance.

b. If we defend an insured against a "suit" and an indemnitee of the insured is also named as a party to the "suit", we will defend that indemnitee if all of the following conditions are met:

(1) The "suit" against the indemnitee seeks damages for which the insured has assumed the liability of the indemnitee in a contract or agreement that is an "insured contract";

(2) This insurance applies to such liability assumed by the insured;

(3) The obligation to defend, or the cost of the defense of, that indemnitee, has also been assumed by the insured in the same "insured contract";

(4) The allegations in the "suit" and the information we know about the "occurrence" are such that no conflict appears to exist between the interests of the insured and the interest of the indemnitee;

(5) The indemnitee and the insured ask us to conduct and control the defense of that indemnitee against such "suit" and agree that we can assign the same counsel to defend the insured and the indemnitee; and

(6) The indemnitee:

(a) Agrees in writing to:

(i) Cooperate with us in the investigation, settlement or defense of the "suit";

(ii) Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the "suit";

(iii) Notify any other insurer whose coverage is available to the indemnitee; and

(iv) Cooperate with us with respect to coordinating other applicable insurance available to the indemnitee; and

(b) Provides us with written authorization to:

(i) Obtain records and other information related to the "suit"; and

(ii) Conduct and control the defense of the indemnitee in such "suit".

So long as the above conditions are met, attorneys' fees incurred by us in the defense of that indemnitee, necessary litigation expenses incurred by us and necessary litigation expenses incurred by the indemnitee at our request will be paid as Supplementary Payments.

Notwithstanding the provisions of Paragraph **1.b.(b)** of Section **B.** – Exclusions, such payments will not be deemed to be damages for "bodily injury" and "property damage" and will not reduce the Limits of Insurance.

Our obligation to defend an insured's indemnitee and to pay for attorneys' fees and necessary litigation expenses as Supplementary Payments ends when:

(1) We have used up the applicable limit of insurance in the payment of judgments or settlements; or

(2) The conditions set forth above, or the terms of the agreement described in Paragraph **(6)** above, are no longer met.

B. EXCLUSIONS

1. Applicable To Business Liability Coverage

This insurance does not apply to:

a. Expected Or Intended Injury

(1) "Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property; or

(2) "Personal and advertising injury" arising out of an offense committed by, at the direction of or with the consent or acquiescence of the insured with the expectation of inflicting "personal and advertising injury".

b. Contractual Liability

(1) "Bodily injury" or "property damage"; or

(2) "Personal and advertising injury"

for which the insured is obligated to pay damages by reason of the assumption of liability in a contract or agreement.

This exclusion does not apply to liability for damages because of:

(a) "Bodily injury", "property damage" or "personal and advertising injury" that the insured would have in the absence of the contract or agreement; or

(b) "Bodily injury" or "property damage" assumed in a contract or agreement that is an "insured contract", provided the "bodily injury" or "property damage" occurs subsequent to the execution of the contract or agreement. Solely for the purpose of liability assumed in an "insured contract", reasonable attorneys' fees and necessary litigation expenses incurred by or for a party other than an insured are deemed to be damages because of "bodily injury" or "property damage" provided:

(i) Liability to such party for, or for the cost of, that party's defense has also been assumed in the same "insured contract", and

(ii) Such attorneys' fees and litigation expenses are for defense of that party against a civil or alternative dispute resolution proceeding in which damages to which this insurance applies are alleged.

c. Liquor Liability

"Bodily injury" or "property damage" for which any insured may be held liable by reason of:

(1) Causing or contributing to the intoxication of any person;

(2) The furnishing of alcoholic beverages to a person under the legal drinking age or under the influence of alcohol; or

(3) Any statute, ordinance or regulation relating to the sale, gift, distribution or use of alcoholic beverages.

This exclusion applies only if you are in the business of manufacturing, distributing, selling, serving or furnishing alcoholic beverages.

d. Workers' Compensation And Similar Laws

Any obligation of the insured under a workers' compensation, disability benefits or unemployment compensation law or any similar law.

e. Employer's Liability

"Bodily injury" to:

(1) An "employee" of the insured arising out of and in the course of:

(a) Employment by the insured; or

(b) Performing duties related to the conduct of the insured's business, or

(2) The spouse, child, parent, brother or sister of that "employee" as a consequence of **(1)** above.

This exclusion applies:

(1) Whether the insured may be liable as an employer or in any other capacity; and

(2) To any obligation to share damages with or repay someone else who must pay damages because of the injury.

This exclusion does not apply to liability assumed by the insured under an "insured contract".

f. Pollution

(1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of the actual, alleged or threatened discharge, dispersal, seepage, migration, release or escape of "pollutants":

(a) At or from any premises, site or location which is or was at any time owned or occupied by, or rented or loaned to any insured. However, this subparagraph does not apply to:

(i) "Bodily injury" if sustained within a building and caused by smoke, fumes, vapor or soot produced by or originating from equipment that is used to heat, cool or dehumidify the building, or equipment that is used to heat water for personal use, by the building's occupants or their guests;

(ii) "Bodily injury" or "property damage" for which you may be held liable, if you are a contractor and the owner or lessee of such premises, site or location has been added to your policy as an additional insured with respect to your ongoing operations performed for that additional insured at that premises, site or location and such premises, site or location is not and never was owned or occupied by, or rented or loaned to, any insured, other than that additional insured; or

(iii) "Bodily injury" or "property damage" arising out of heat, smoke or fumes from a "hostile fire";

(b) At or from any premises, site or location which is or was at any time used by or for any insured or others for the handling, storage, disposal, processing or treatment of waste;

(c) Which are or were at any time transported, handled, stored, treated, disposed of, or processed as waste by or for:

(i) Any insured; or

(ii) Any person or organization for whom you may be legally responsible;

(d) At or from any premises, site or location on which any insured or any contractors or subcontractors working directly or indirectly on any insured's behalf are performing operations if the "pollutants" are brought on or to the premises, site or location in connection with such operations by such insured, contractor or subcontractor. However, this subparagraph does not apply to:

(i) "Bodily injury" or "property damage" arising out of the escape of fuels, lubricants or other operating fluids which are needed to perform the normal electrical, hydraulic or mechanical functions necessary for the operation of "mobile equipment" or its parts, if such fuels, lubricants or other operating fluids escape from a vehicle part designed to hold, store or receive them. This exception does not apply if the "bodily injury" or "property damage" arises out of the intentional discharge, dispersal or release of the fuels, lubricants or other operating fluids, or if such fuels, lubricants or other operating fluids are brought on or to the premises, site or location with the intent that they be discharged, dispersed or released as part of the operations being performed by such insured, contractor or subcontractor;

(ii) "Bodily injury" or "property damage" sustained within a building and caused by the release of gases, fumes or vapors from materials brought into that building in connection with operations being performed by you or on your behalf by a contractor or subcontractor; or

(iii) "Bodily injury" or "property damage" arising out of heat, smoke or fumes from a "hostile fire"; or

(e) At or from any premises, site or location on which any insured or any contractors or subcontractors working directly or indirectly on any insured's behalf are performing operations if the operations are to test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of, "pollutants".

(2) Any loss, cost or expense arising out of any:

(a) Request, demand, order or statutory or regulatory requirement that any insured or others test for, monitor, clean up, remove, contain, treat, detoxify or neutralize, or in any way respond to, or assess the effects of, "pollutants"; or

(b) Claim or suit by or on behalf of a governmental authority for damages because of testing for, monitoring, cleaning up, removing, containing, treating, detoxifying or neutralizing, or in any way responding to, or assessing the effects of, "pollutants".

However, this paragraph does not apply to liability for damages because of "property damage" that the insured would have in the absence of such request, demand, order or statutory or regulatory requirement, or such claim or "suit" by or on behalf of a governmental authority.

g. Aircraft, Auto Or Watercraft

"Bodily injury" or "property damage" arising out of the ownership, maintenance, use or entrustment to others of any aircraft, "auto" or watercraft owned or operated by or rented or loaned to any insured. Use includes operation and "loading or unloading".

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage" involved the ownership, maintenance, use or entrustment to others of any aircraft, "auto" or watercraft that is owned or operated by or rented or loaned to any insured.

This exclusion does not apply to:

(1) A watercraft while ashore on premises you own or rent;

(2) A watercraft you do not own that is:

(a) Less than 51 feet long; and

(b) Not being used to carry persons for a charge;

(3) Parking an "auto" on, or on the ways next to, premises you own or rent, provided the "auto" is not owned by or rented or loaned to you or the insured;

(4) Liability assumed under any "insured contract" for the ownership, maintenance or use of aircraft or watercraft;

(5) "Bodily injury" or "property damage" arising out of the operation of any of the equipment listed in Paragraph **f.(2)** or **f.(3)** of the definition of "mobile equipment"; or

(6) An aircraft that is not owned by any insured and is hired, chartered or loaned with a paid crew. However, this exception does not apply if the insured has any other insurance for such "bodily injury" or "property damage", whether the other insurance is primary, excess, contingent or on any other basis.

h. Mobile Equipment

"Bodily injury" or "property damage" arising out of:

(1) The transportation of "mobile equipment" by an "auto" owned or operated by or rented or loaned to any insured; or

(2) The use of "mobile equipment" in, or while in practice or preparation for, a prearranged racing, speed or demolition contest or in any stunting activity.

i. War

"Bodily injury", "property damage" or "personal and advertising injury", however caused, arising, directly or indirectly, out of:

(1) War, including undeclared or civil war;

(2) Warlike action by a military force, including action in hindering or defending against an actual or expected attack, by any government, sovereign or other authority using military personnel or other agents; or

(3) Insurrection, rebellion, revolution, usurped power, or action taken by governmental authority in hindering or defending against any of these.

j. Professional Services

"Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or failure to render any professional service. This includes but is not limited to:

(1) Legal, accounting or advertising services;

(2) Preparing, approving, or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications;

(3) Supervisory, inspection, architectural or engineering activities;

(4) Medical, surgical, dental, x-ray or nursing services treatment, advice or instruction;

(5) Any health or therapeutic service treatment, advice or instruction;

(6) Any service, treatment, advice or instruction for the purpose of appearance or skin enhancement, hair removal or replacement or personal grooming;

(7) Optical or hearing aid services including the prescribing, preparation, fitting, demonstration or distribution of ophthalmic lenses and similar products or hearing aid devices;

(8) Optometry or optometric services including but not limited to examination of the eyes and the prescribing, preparation, fitting,demonstration or distribution of ophthalmic lenses and similar products;

(9) Any:

(a) Body piercing (not including ear piercing);

(b) Tattooing, including but not limited to the insertion of pigments into or under the skin; and

(c) Similar services;

(10) Services in the practice of pharmacy; and

(11) Computer consulting, design or programming services, including web site design.

Paragraphs **(4)** and **(5)** of this exclusion do not apply to the Incidental Medical Malpractice coverage afforded under Paragraph **1.e.** in Section **A.** - Coverages.

k. Damage To Property

"Property damage" to:

(1) Property you own, rent or occupy, including any costs or expenses incurred by you, or any other person, organization or entity, for repair, replacement, enhancement, restoration or maintenance of such property for any reason, including prevention of injury to a person or damage to another's property;

(2) Premises you sell, give away or abandon, if the "property damage" arises out of any part of those premises;

(3) Property loaned to you;

(4) Personal property in the care, custody or control of the insured;

(5) That particular part of real property on which you or any contractors or subcontractors working directly or indirectly on your behalf are performing operations, if the "property damage" arises out of those operations; or

(6) That particular part of any property that must be restored, repaired or replaced because "your work" was incorrectly performed on it.

Paragraphs **(1)**, **(3)** and **(4)** of this exclusion do not apply to "property damage" (other than damage by fire) to premises, including the contents of such premises, rented to you for a period of 7 or fewer consecutive days. A separate Limit of Insurance applies to Damage To Premises Rented To You as described in Section **D.** - Limits Of Insurance.

Paragraph **(2)** of this exclusion does not apply if the premises are "your work" and were never occupied, rented or held for rental by you.

Paragraphs **(3)** and **(4)** of this exclusion do not apply to the use of elevators.

Paragraphs **(3)**, **(4)**, **(5)** and **(6)** of this exclusion do not apply to liability assumed under a sidetrack agreement.

Paragraphs **(3)** and **(4)** of this exclusion do not apply to "property damage" to borrowed equipment while not being used to perform operations at a job site.

Paragraph **(6)** of this exclusion does not apply to "property damage" included in the "products-completed operations hazard".

l. Damage To Your Product

"Property damage" to "your product" arising out of it or any part of it.

m. Damage To Your Work

"Property damage" to "your work" arising out of it or any part of it and included in the "products-completed operations hazard".

This exclusion does not apply if the damaged work or the work out of which the damage arises was performed on your behalf by a subcontractor.

n. Damage To Impaired Property Or Property Not Physically Injured

"Property damage" to "impaired property" or property that has not been physically injured, arising out of:

(1) A defect, deficiency, inadequacy or dangerous condition in "your product" or "your work"; or

(2) A delay or failure by you or anyone acting on your behalf to perform a contract or agreement in accordance with its terms.

This exclusion does not apply to the loss of use of other property arising out of sudden and accidental physical injury to "your product" or "your work" after it has been put to its intended use.

o. Recall Of Products, Work Or Impaired Property

Damages claimed for any loss, cost or expense incurred by you or others for the loss of use, withdrawal, recall, inspection, repair, replacement, adjustment, removal or disposal of:

(1) "Your product";

(2) "Your work"; or

(3) "Impaired property";

if such product, work or property is withdrawn or recalled from the market or from use by any person or organization because of a known or suspected defect, deficiency, inadequacy or dangerous condition in it.

p. Personal And Advertising Injury

"Personal and advertising injury":

(1) Arising out of oral, written or electronic publication of material, if done by or at the direction of the insured with knowledge of its falsity;

(2) Arising out of oral, written or electronic publication of material whose first publication took place before the beginning of the policy period;

(3) Arising out of a criminal act committed by or at the direction of the insured;

(4) Arising out of any breach of contract, except an implied contract to use another's "advertising idea" in your "advertisement";

(5) Arising out of the failure of goods, products or services to conform with any statement of quality or performance made in your "advertisement";

(6) Arising out of the wrong description of the price of goods, products or services;

(7) Arising out of any violation of any intellectual property rights such as copyright, patent, trademark, trade name, trade secret, service mark or other designation of origin or authenticity.

However, this exclusion does not apply to infringement, in your "advertisement", of

(a) Copyright;

(b) Slogan, unless the slogan is also a trademark, trade name, service mark or other designation of origin or authenticity; or

(c) Title of any literary or artistic work;

(8) Arising out of an offense committed by an insured whose business is:

(a) Advertising, broadcasting, publishing or telecasting;

(b) Designing or determining content of web sites for others; or

(c) An Internet search, access, content or service provider.

However, this exclusion does not apply to Paragraphs **a.**, **b.** and **c.** under the definition of "personal and advertising injury" in Section **G.** – Liability And Medical Expenses Definitions.

For the purposes of this exclusion, placing an "advertisement" for or linking to others on your web site, by itself, is not considered the business of advertising, broadcasting, publishing or telecasting;

(9) Arising out of an electronic chat room or bulletin board the insured hosts, owns, or over which the insured exercises control;

(10) Arising out of the unauthorized use of another's name or product in your e-mail address, domain name or metatags, or any other similar tactics to mislead another's potential customers;

(11) Arising out of the violation of a person's right of privacy created by any state or federal act.

However, this exclusion does not apply to liability for damages that the insured would have in the absence of such state or federal act;

(12) Arising out of:

(a) An "advertisement" for others on your web site;

(b) Placing a link to a web site of others on your web site;

(c) Content from a web site of others displayed within a frame or border on your web site. Content includes information, code, sounds, text, graphics or images; or

(d) Computer code, software or programming used to enable:

(i) Your web site; or

(ii) The presentation or functionality of an "advertisement" or other content on your web site;

(13) Arising out of a violation of any anti-trust law;

(14) Arising out of the fluctuation in price or value of any stocks, bonds or other securities; or

(15) Arising out of discrimination or humiliation committed by or at the direction of any "executive officer", director, stockholder, partner or member of the insured.

q. Electronic Data

Damages arising out of the loss of, loss of use of, damage to, corruption of, inability to access, or inability to manipulate "electronic data".

r. Employment-Related Practices

"Bodily injury" or "personal and advertising injury" to:

(1) A person arising out of any:

(a) Refusal to employ that person;

(b) Termination of that person's employment; or

(c) Employment-related practices, policies, acts or omissions, such as coercion, demotion, evaluation, reassignment, discipline, defamation, harassment, humiliation or discrimination directed at that person; or

(2) The spouse, child, parent, brother or sister of that person as a consequence of "bodily injury" or "personal and advertising injury" to the person at whom any of the employment-related practices described in Paragraphs **(a)**, **(b)**, or **(c)** above is directed.

This exclusion applies:

(1) Whether the insured may be liable as an employer or in any other capacity; and

(2) To any obligation to share damages with or repay someone else who must pay damages because of the injury.

s. Asbestos

(1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of the "asbestos hazard".

(2) Any damages, judgments, settlements, loss, costs or expenses that:

(a) May be awarded or incurred by reason of any claim or suit alleging actual or threatened injury or damage of any nature or kind to persons or property which would not have occurred in whole or in part but for the "asbestos hazard";

(b) Arise out of any request, demand, order or statutory or regulatory requirement that any insured or others test for, monitor, clean up, remove, encapsulate, contain, treat, detoxify or neutralize or in any way respond to or assess the effects of an "asbestos hazard"; or

(c) Arise out of any claim or suit for damages because of testing for, monitoring, cleaning up, removing, encapsulating, containing, treating, detoxifying or neutralizing or in any way responding to or assessing the effects of an "asbestos hazard".

t. Violation Of Statutes That Govern E-Mails, Fax, Phone Calls Or Other Methods Of Sending Material Or Information

"Bodily injury", "property damage", or "personal and advertising injury" arising directly or indirectly out of any action or omission that violates or is alleged to violate:

(1) The Telephone Consumer Protection Act (TCPA), including any amendment of or addition to such law;

(2) The CAN-SPAM Act of 2003, including any amendment of or addition to such law; or

(3) Any statute, ordinance or regulation, other than the TCPA or CAN-SPAM Act of 2003, that prohibits or limits the sending, transmitting, communicating or distribution of material or information.

Damage To Premises Rented To You – Exception For Damage By Fire, Lightning or Explosion

Exclusions **c.** through **h.** and **k.** through **o.** do not apply to damage by fire, lightning or explosion to premises rented to you or temporarily occupied by you with permission of the owner. A separate Limit of Insurance applies to this coverage as described in Section **D.** - Liability And Medical Expenses Limits Of Insurance.

2. Applicable To Medical Expenses Coverage

We will not pay expenses for "bodily injury":

a. Any Insured

To any insured, except "volunteer workers".

b. Hired Person

To a person hired to do work for or on behalf of any insured or a tenant of any insured.

c. Injury On Normally Occupied Premises

To a person injured on that part of premises you own or rent that the person normally occupies.

d. Workers' Compensation And Similar Laws

To a person, whether or not an "employee" of any insured, if benefits for the "bodily injury" are payable or must be provided under a workers' compensation or disability benefits law or a similar law.

e. Athletics Activities

To a person injured while practicing, instructing or participating in any physical exercises or games, sports or athletic contests.

f. Products-Completed Operations Hazard

Included with the "products-completed operations hazard".

g. Business Liability Exclusions

Excluded under Business Liability Coverage.

C. WHO IS AN INSURED

1. If you are designated in the Declarations as:

a. An individual, you and your spouse are insureds, but only with respect to the conduct of a business of which you are the sole owner.

b. A partnership or joint venture, you are an insured. Your members, your partners, and their spouses are also insureds, but only with respect to the conduct of your business.

c. A limited liability company, you are an insured. Your members are also insureds, but only with respect to the conduct of your business. Your managers are insureds, but only with respect to their duties as your managers.

d. An organization other than a partnership, joint venture or limited liability company, you are an insured. Your "executive officers" and directors are insureds, but only with respect to their duties as your officers or directors. Your stockholders are also insureds, but only with respect to their liability as stockholders.

e. A trust, you are an insured. Your trustees are also insureds, but only with respect to their duties as trustees.

2. Each of the following is also an insured:

a. Employees And Volunteer Workers

Your "volunteer workers" only while performing duties related to the conduct of your business, or your "employees", other than either your "executive officers" (if you are an organization other than a partnership, joint venture or limited liability company) or your managers (if you are a limited liability company), but only for acts within the scope of their employment by you or while performing duties related to the conduct of your business.

However, none of these "employees" or "volunteer workers" are insureds for:

(1) "Bodily injury" or "personal and advertising injury":

(a) To you, to your partners or members (if you are a partnership or joint venture), to your members (if you are a limited liability company), or to a co-"employee" while in the course of his or her employment or performing duties related to the conduct of your business, or to your other "volunteer workers" while performing duties related to the conduct of your business;

(b) To the spouse, child, parent, brother or sister of that co-"employee" or that "volunteer worker" as a consequence of Paragraph **(1)(a)** above;

(c) For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraphs **(1)(a)** or **(b)** above; or

(d) Arising out of his or her providing or failing to provide professional health care services.

If you are not in the business of providing professional health care services, Paragraph **(d)** does not apply to any nurse, emergency medical technician or paramedic employed by you to provide such services.

(2) "Property damage" to property:

(a) Owned, occupied or used by,

(b) Rented to, in the care, custody or control of, or over which physical control is being exercised for any purpose by you, any of your "employees", "volunteer workers", any partner or member (if you are a partnership or joint venture), or any member (if you are a limited liability company).

b. Real Estate Manager

Any person (other than your "employee" or "volunteer worker"), or any organization while acting as your real estate manager.

c. Temporary Custodians Of Your Property

Any person or organization having proper temporary custody of your property if you die, but only:

(1) With respect to liability arising out of the maintenance or use of that property; and

(2) Until your legal representative has been appointed.

d. Legal Representative If You Die

Your legal representative if you die, but only with respect to duties as such. That representative will have all your rights and duties under this insurance.

e. Unnamed Subsidiary

Any subsidiary and subsidiary thereof, of yours which is a legally incorporated entity of which you own a financial interest of more than 50% of the voting stock on the effective date of this Coverage Part.

The insurance afforded herein for any subsidiary not shown in the Declarations as a named insured does not apply to injury or damage with respect to which an insured under this insurance is also an insured under another policy or would be an insured under such policy but for its termination or upon the exhaustion of its limits of insurance.

3. Newly Acquired Or Formed Organization

Any organization you newly acquire or form, other than a partnership, joint venture or limited liability company, and over which you maintain financial interest of more than 50% of the voting stock, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:

a. Coverage under this provision is afforded only until the 180th day after you acquire or form the organization or the end of the policy period, whichever is earlier; and

b. Coverage under this provision does not apply to:

(1) "Bodily injury" or "property damage" that occurred; or

(2) "Personal and advertising injury" arising out of an offense committed

before you acquired or formed the organization.

4. Operator Of Mobile Equipment

With respect to "mobile equipment" registered in your name under any motor vehicle registration law, any person is an insured while driving such equipment along a public highway with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the equipment, and only if no other insurance of any kind is available to that person or organization for this liability. However, no person or organization is an insured with respect to:

a. "Bodily injury" to a co-"employee" of the person driving the equipment; or

b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

5. Operator of Nonowned Watercraft

With respect to watercraft you do not own that is less than 51 feet long and is not being used to carry persons for a charge, any person is an insured while operating such watercraft with your permission. Any other person or organization responsible for the conduct of such person is also an insured, but only with respect to liability arising out of the operation of the watercraft, and only if no other insurance of any kind is available to that person or organization for this liability.

However, no person or organization is an insured with respect to:

a. "Bodily injury" to a co-"employee" of the person operating the watercraft; or

b. "Property damage" to property owned by, rented to, in the charge of or occupied by you or the employer of any person who is an insured under this provision.

6. Additional Insureds When Required By Written Contract, Written Agreement Or Permit

The person(s) or organization(s) identified in Paragraphs **a.** through **f.** below are additional insureds when you have agreed, in a written

contract, written agreement or because of a permit issued by a state or political subdivision, that such person or organization be added as an additional insured on your policy, provided the injury or damage occurs subsequent to the execution of the contract or agreement, or the issuance of the permit.

A person or organization is an additional insured under this provision only for that period of time required by the contract, agreement or permit.

However, no such person or organization is an additional insured under this provision if such person or organization is included as an additional insured by an endorsement issued by us and made a part of this Coverage Part, including all persons or organizations added as additional insureds under the specific additional insured coverage grants in Section **F.** – Optional Additional Insured Coverages.

a. Vendors

Any person(s) or organization(s) (referred to below as vendor), but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

(1) The insurance afforded to the vendor is subject to the following additional exclusions:

This insurance does not apply to:

(a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;

(b) Any express warranty unauthorized by you;

(c) Any physical or chemical change in the product made intentionally by the vendor;

(d) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

(e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

(f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

(g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

(h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(i) The exceptions contained in Subparagraphs **(d)** or **(f)**; or

(ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

(2) This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

b. Lessors Of Equipment

(1) Any person or organization from whom you lease equipment; but only with respect to their liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person or organization.

(2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after you cease to lease that equipment.

c. Lessors Of Land Or Premises

(1) Any person or organization from whom you lease land or premises, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land or premises leased to you.

(2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:

(a) Any "occurrence" which takes place after you cease to lease that land or be a tenant in that premises; or

(b) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

d. Architects, Engineers Or Surveyors

(1) Any architect, engineer, or surveyor, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

(a) In connection with your premises; or

(b) In the performance of your ongoing operations performed by you or on your behalf.

(2) With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:

This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of or the failure to render any professional services by or for you, including:

(a) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or

(b) Supervisory, inspection, architectural or engineering activities.

e. Permits Issued By State Or Political Subdivisions

(1) Any state or political subdivision, but only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.

(2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:

(a) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or

(b) "Bodily injury" or "property damage" included within the "products-completed operations hazard".

f. Any Other Party

(1) Any other person or organization who is not an insured under Paragraphs **a.** through **e.** above, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

(a) In the performance of your ongoing operations;

(b) In connection with your premises owned by or rented to you; or

(c) In connection with "your work" and included within the "products-completed operations hazard", but only if

(i) The written contract or written agreement requires you to provide such coverage to such additional insured; and

(ii) This Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

(2) With respect to the insurance afforded to these additional insureds, this insurance does not apply to:

"Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

(a) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or

(b) Supervisory, inspection, architectural or engineering activities.

The limits of insurance that apply to additional insureds are described in Section **D.** – Limits Of Insurance.

How this insurance applies when other insurance is available to an additional insured is described in the Other Insurance Condition in Section **E.** – Liability And Medical Expenses General Conditions.

No person or organization is an insured with respect to the conduct of any current or past partnership, joint venture or limited liability company that is not shown as a Named Insured in the Declarations.

D. LIABILITY AND MEDICAL EXPENSES LIMITS OF INSURANCE

1. The Most We Will Pay

The Limits of Insurance shown in the Declarations and the rules below fix the most we will pay regardless of the number of:

a. Insureds;

b. Claims made or "suits" brought; or

c. Persons or organizations making claims or bringing "suits".

2. Aggregate Limits

The most we will pay for:

a. Damages because of "bodily injury" and "property damage" included in the "products-completed operations hazard" is the Products-Completed Operations Aggregate Limit shown in the Declarations.

b. Damages because of all other "bodily injury", "property damage" or "personal and advertising injury", including medical expenses, is the General Aggregate Limit shown in the Declarations.

This General Aggregate Limit applies separately to each of your "locations" owned by or rented to you.

"Location" means premises involving the same or connecting lots, or premises whose connection is interrupted only by a street, roadway or right-of-way of a railroad.

This General Aggregate limit does not apply to "property damage" to premises while rented to you or temporarily occupied by you with permission of the owner, arising out of fire, lightning or explosion.

3. Each Occurrence Limit

Subject to **2.a.** or **2.b** above, whichever applies, the most we will pay for the sum of all damages because of all "bodily injury", "property damage" and medical expenses arising out of any one "occurrence" is the Liability and Medical Expenses Limit shown in the Declarations.

The most we will pay for all medical expenses because of "bodily injury" sustained by any one person is the Medical Expenses Limit shown in the Declarations.

4. Personal And Advertising Injury Limit

Subject to **2.b.** above, the most we will pay for the sum of all damages because of all "personal and advertising injury" sustained by any one person or organization is the Personal and Advertising Injury Limit shown in the Declarations.

5. Damage To Premises Rented To You Limit

The Damage To Premises Rented To You Limit is the most we will pay under Business Liability Coverage for damages because of "property damage" to any one premises, while rented to you, or in the case of damage by fire, lightning or explosion, while rented to you or temporarily occupied by you with permission of the owner.

In the case of damage by fire, lightning or explosion, the Damage to Premises Rented To You Limit applies to all damage proximately caused by the same event, whether such damage results from fire, lightning or explosion or any combination of these.

6. How Limits Apply To Additional Insureds

The most we will pay on behalf of a person or organization who is an additional insured under this Coverage Part is the lesser of:

a. The limits of insurance specified in a written contract, written agreement or permit issued by a state or political subdivision; or

b. The Limits of Insurance shown in the Declarations.

Such amount shall be a part of and not in addition to the Limits of Insurance shown in the Declarations and described in this Section.

If more than one limit of insurance under this policy and any endorsements attached thereto applies to any claim or "suit", the most we will pay under this policy and the endorsements is the single highest limit of liability of all coverages applicable to such claim or "suit". However, this paragraph does not apply to the Medical Expenses limit set forth in Paragraph **3.** above.

The Limits of Insurance of this Coverage Part apply separately to each consecutive annual period and to any remaining period of less than 12 months, starting with the beginning of the policy period shown in the Declarations, unless the policy period is extended after issuance for an additional period of less than 12 months. In that case, the additional period will be deemed part of the last preceding period for purposes of determining the Limits of Insurance.

E. LIABILITY AND MEDICAL EXPENSES GENERAL CONDITIONS

1. Bankruptcy

Bankruptcy or insolvency of the insured or of the insured's estate will not relieve us of our obligations under this Coverage Part.

2. Duties In The Event Of Occurrence, Offense, Claim Or Suit

a. Notice Of Occurrence Or Offense

You or any additional insured must see to it that we are notified as soon as practicable of an "occurrence" or an offense which may result in a claim. To the extent possible, notice should include:

(1) How, when and where the "occurrence" or offense took place;

(2) The names and addresses of any injured persons and witnesses; and

(3) The nature and location of any injury or damage arising out of the "occurrence" or offense.

b. Notice Of Claim

If a claim is made or "suit" is brought against any insured, you or any additional insured must:

(1) Immediately record the specifics of the claim or "suit" and the date received; and

(2) Notify us as soon as practicable.

You or any additional insured must see to it that we receive a written notice of the claim or "suit" as soon as practicable.

c. Assistance And Cooperation Of The Insured

You and any other involved insured must:

(1) Immediately send us copies of any demands, notices, summonses or legal papers received in connection with the claim or "suit";

(2) Authorize us to obtain records and other information;

(3) Cooperate with us in the investigation, settlement of the claim or defense against the "suit"; and

(4) Assist us, upon our request, in the enforcement of any right against any person or organization that may be liable to the insured because of injury or damage to which this insurance may also apply.

d. Obligations At The Insured's Own Cost

No insured will, except at that insured's own cost, voluntarily make a payment, assume any obligation, or incur any expense, other than for first aid, without our consent.

e. Additional Insured's Other Insurance

If we cover a claim or "suit" under this Coverage Part that may also be covered by other insurance available to an additional insured, such additional insured must submit such claim or "suit" to the other insurer for defense and indemnity.

However, this provision does not apply to the extent that you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance.

f. Knowledge Of An Occurrence, Offense, Claim Or Suit

Paragraphs **a.** and **b.** apply to you or to any additional insured only when such "occurrence", offense, claim or "suit" is known to:

(1) You or any additional insured that is an individual;

(2) Any partner, if you or an additional insured is a partnership;

(3) Any manager, if you or an additional insured is a limited liability company;

(4) Any "executive officer" or insurance manager, if you or an additional insured is a corporation;

(5) Any trustee, if you or an additional insured is a trust; or

(6) Any elected or appointed official, if you or an additional insured is a political subdivision or public entity.

This Paragraph **f.** applies separately to you and any additional insured.

3. Financial Responsibility Laws

a. When this policy is certified as proof of financial responsibility for the future under the provisions of any motor vehicle financial responsibility law, the insurance provided by the policy for "bodily injury" liability and "property damage" liability will comply with the provisions of the law to the extent of the coverage and limits of insurance required by that law.

b. With respect to "mobile equipment" to which this insurance applies, we will provide any liability, uninsured motorists, underinsured motorists, no-fault or other coverage required by any motor vehicle law. We will provide the required limits for those coverages.

4. Legal Action Against Us

No person or organization has a right under this Coverage Form:

a. To join us as a party or otherwise bring us into a "suit" asking for damages from an insured; or

b. To sue us on this Coverage Form unless all of its terms have been fully complied with.

A person or organization may sue us to recover on an agreed settlement or on a final judgment against an insured; but we will not be liable for damages that are not payable under the terms of this insurance or that are in excess of the applicable limit of insurance. An agreed settlement means a settlement and release of liability signed by us, the insured and the claimant or the claimant's legal representative.

5. Separation Of Insureds

Except with respect to the Limits of Insurance, and any rights or duties specifically assigned in this policy to the first Named Insured, this insurance applies:

a. As if each Named Insured were the only Named Insured; and

b. Separately to each insured against whom a claim is made or "suit" is brought.

6. Representations

a. When You Accept This Policy

By accepting this policy, you agree:

(1) The statements in the Declarations are accurate and complete;

(2) Those statements are based upon representations you made to us; and

(3) We have issued this policy in reliance upon your representations.

b. Unintentional Failure To Disclose Hazards

If unintentionally you should fail to disclose all hazards relating to the conduct of your business at the inception date of this Coverage Part, we shall not deny any coverage under this Coverage Part because of such failure.

7. Other Insurance

If other valid and collectible insurance is available for a loss we cover under this Coverage Part, our obligations are limited as follows:

a. Primary Insurance

This insurance is primary except when **b.** below applies. If other insurance is also primary, we will share with all that other insurance by the method described in **c.** below.

b. Excess Insurance

This insurance is excess over any of the other insurance, whether primary, excess, contingent or on any other basis:

(1) Your Work

That is Fire, Extended Coverage, Builder's Risk, Installation Risk or similar coverage for "your work";

(2) Premises Rented To You

That is fire, lightning or explosion insurance for premises rented to you or temporarily occupied by you with permission of the owner;

(3) Tenant Liability

That is insurance purchased by you to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner;

(4) Aircraft, Auto Or Watercraft

If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion **g.** of Section **A.** – Coverages.

(5) Property Damage To Borrowed Equipment Or Use Of Elevators

If the loss arises out of "property damage" to borrowed equipment or the use of elevators to the extent not subject to Exclusion **k.** of Section **A.** – Coverages.

(6) When You Are Added As An Additional Insured To Other Insurance

That is other insurance available to you covering liability for damages arising out of the premises or operations, or products and completed operations, for which you have been added as an additional insured by that insurance; or

(7) When You Add Others As An Additional Insured To This Insurance

That is other insurance available to an additional insured.

However, the following provisions apply to other insurance available to any person or organization who is an additional insured under this Coverage Part:

(a) Primary Insurance When Required By Contract

This insurance is primary if you have agreed in a written contract, written agreement or permit that this insurance be primary. If other insurance is also primary, we will share with all that other insurance by the method described in **c.** below.

(b) Primary And Non-Contributory To Other Insurance When Required By Contract

If you have agreed in a written contract, written agreement or permit that this insurance is primary and non-contributory with the additional insured's own insurance, this insurance is primary and we will not seek contribution from that other insurance.

Paragraphs **(a)** and **(b)** do not apply to other insurance to which the additional insured has been added as an additional insured.

When this insurance is excess, we will have no duty under this Coverage Part to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.

When this insurance is excess over other insurance, we will pay only our share of the amount of the loss, if any, that exceeds the sum of:

(1) The total amount that all such other insurance would pay for the loss in the absence of this insurance; and

(2) The total of all deductible and self-insured amounts under all that other insurance.

We will share the remaining loss, if any, with any other insurance that is not described in this Excess Insurance provision and was not bought specifically to apply in excess of the Limits of Insurance shown in the Declarations of this Coverage Part.

c. Method Of Sharing

If all the other insurance permits contribution by equal shares, we will follow this method also. Under this approach, each insurer contributes equal amounts until it has paid its applicable limit of insurance or none of the loss remains, whichever comes first.

If any of the other insurance does not permit contribution by equal shares, we will contribute by limits. Under this method, each insurer's share is based on the ratio of its applicable limit of insurance to the total applicable limits of insurance of all insurers.

8. Transfer Of Rights Of Recovery Against Others To Us

a. Transfer Of Rights Of Recovery

If the insured has rights to recover all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them. This condition does not apply to Medical Expenses Coverage.

b. Waiver Of Rights Of Recovery (Waiver Of Subrogation)

If the insured has waived any rights of recovery against any person or organization for all or part of any payment, including Supplementary Payments, we have made under this Coverage Part, we also waive that right, provided the insured waived their rights of recovery against such person or organization in a contract, agreement or permit that was executed prior to the injury or damage.

F. OPTIONAL ADDITIONAL INSURED COVERAGES

If listed or shown as applicable in the Declarations, one or more of the following Optional Additional Insured Coverages also apply. When any of these Optional Additional Insured Coverages apply, Paragraph **6.** (Additional Insureds When Required by Written Contract, Written Agreement or Permit) of Section **C.**, Who Is An Insured, does not apply to the person or organization shown in the Declarations. These coverages are subject to the terms and conditions applicable to Business Liability Coverage in this policy, except as provided below:

1. **Additional Insured - Designated Person Or Organization**

   WHO IS AN INSURED under Section **C.** is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

   a. In the performance of your ongoing operations; or

   b. In connection with your premises owned by or rented to you.

2. **Additional Insured - Managers Or Lessors Of Premises**

   a. WHO IS AN INSURED under Section **C.** is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured - Designated Person Or Organization; but only with respect to liability arising out of the ownership, maintenance or use of that part of the premises leased to you and shown in the Declarations.

   b. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

   This insurance does not apply to:

   (1) Any "occurrence" which takes place after you cease to be a tenant in that premises; or

   (2) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

3. **Additional Insured - Grantor Of Franchise**

   WHO IS AN INSURED under Section **C.** is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured - Grantor Of Franchise, but only with respect to their liability as grantor of franchise to you.

4. **Additional Insured - Lessor Of Leased Equipment**

   a. WHO IS AN INSURED under Section **C.** is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured – Lessor of Leased Equipment, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your maintenance, operation or use of equipment leased to you by such person(s) or organization(s).

   b. With respect to the insurance afforded to these additional insureds, this insurance does not apply to any "occurrence" which takes place after you cease to lease that equipment.

5. **Additional Insured - Owners Or Other Interests From Whom Land Has Been Leased**

   a. WHO IS AN INSURED under Section **C.** is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured – Owners Or Other Interests From Whom Land Has Been Leased, but only with respect to liability arising out of the ownership, maintenance or use of that part of the land leased to you and shown in the Declarations.

   b. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

   This insurance does not apply to:

   (1) Any "occurrence" that takes place after you cease to lease that land; or

   (2) Structural alterations, new construction or demolition operations performed by or on behalf of such person or organization.

6. **Additional Insured - State Or Political Subdivision – Permits**

   a. WHO IS AN INSURED under Section **C.** is amended to include as an additional insured the state or political subdivision shown in the Declarations as an Additional

Insured – State Or Political Subdivision - Permits, but only with respect to operations performed by you or on your behalf for which the state or political subdivision has issued a permit.

b. With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:

This insurance does not apply to:

(1) "Bodily injury", "property damage" or "personal and advertising injury" arising out of operations performed for the state or municipality; or

(2) "Bodily injury" or "property damage" included in the "product-completed operations" hazard.

7. Additional Insured – Vendors

a. WHO IS AN INSURED under Section **C.** is amended to include as an additional insured the person(s) or organization(s) (referred to below as vendor) shown in the Declarations as an Additional Insured - Vendor, but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business and only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

b. The insurance afforded to the vendor is subject to the following additional exclusions:

(1) This insurance does not apply to:

(a) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;

(b) Any express warranty unauthorized by you;

(c) Any physical or chemical change in the product made intentionally by the vendor;

(d) Repackaging, unless unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;

(e) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;

(f) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;

(g) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or

(h) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:

(i) The exceptions contained in Subparagraphs **(d)** or **(f)**; or

(ii) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.

(2) This insurance does not apply to any insured person or organization from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.

8. Additional Insured – Controlling Interest

WHO IS AN INSURED under Section **C.** is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured – Controlling Interest, but only with respect to their liability arising out of:

a. Their financial control of you; or

b. Premises they own, maintain or control while you lease or occupy these premises.

This insurance does not apply to structural alterations, new construction and demolition operations performed by or for that person or organization.

9. **Additional Insured – Owners, Lessees Or Contractors – Scheduled Person Or Organization**

   a. WHO IS AN INSURED under Section **C.** is amended to include as an additional insured the person(s) or organization(s) shown in the Declarations as an Additional Insured – Owner, Lessees Or Contractors, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

      (1) In the performance of your ongoing operations for the additional insured(s); or

      (2) In connection with "your work" performed for that additional insured and included within the "products-completed operations hazard", but only if this Coverage Part provides coverage for "bodily injury" or "property damage" included within the "products-completed operations hazard".

   b. With respect to the insurance afforded to these additional insureds, this insurance does not apply to "bodily injury", "property damage" or "personal an advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:

      (1) The preparing, approving, or failure to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or

      (2) Supervisory, inspection, architectural or engineering activities.

10. **Additional Insured – Co-Owner Of Insured Premises**

    WHO IS AN INSURED under Section **C.** is amended to include as an additional insured the person(s) or Organization(s) shown in the Declarations as an Additional Insured – Co-Owner Of Insured Premises, but only with respect to their liability as co-owner of the premises shown in the Declarations.

The limits of insurance that apply to additional insureds are described in Section **D.** – Limits Of Insurance.

How this insurance applies when other insurance is available to an additional insured is described in the Other Insurance Condition in Section **E.** – Liability And Medical Expenses General Conditions.

G. LIABILITY AND MEDICAL EXPENSES DEFINITIONS

1. "Advertisement" means the widespread public dissemination of information or images that has the purpose of inducing the sale of goods, products or services through:

   a. **(1)** Radio;
      (2) Television;
      (3) Billboard;
      (4) Magazine;
      (5) Newspaper;

   b. The Internet, but only that part of a web site that is about goods, products or services for the purposes of inducing the sale of goods, products or services; or

   c. Any other publication that is given widespread public distribution.

   However, "advertisement" does not include:

   a. The design, printed material, information or images contained in, on or upon the packaging or labeling of any goods or products; or

   b. An interactive conversation between or among persons through a computer network.

2. "Advertising idea" means any idea for an "advertisement".

3. "Asbestos hazard" means an exposure or threat of exposure to the actual or alleged properties of asbestos and includes the mere presence of asbestos in any form.

4. "Auto" means a land motor vehicle, trailer or semi-trailer designed for travel on public roads, including any attached machinery or equipment. But "auto" does not include "mobile equipment".

5. "Bodily injury" means physical:

   a. Injury;

   b. Sickness; or

   c. Disease

   sustained by a person and, if arising out of the above, mental anguish or death at any time.

6. "Coverage territory" means:

a. The United States of America (including its territories and possessions), Puerto Rico and Canada;

b. International waters or airspace, but only if the injury or damage occurs in the course of travel or transportation between any places included in **a.** above;

c. All other parts of the world if the injury or damage arises out of:

(1) Goods or products made or sold by you in the territory described in **a.** above;

(2) The activities of a person whose home is in the territory described in **a.** above, but is away for a short time on your business; or

(3) "Personal and advertising injury" offenses that take place through the Internet or similar electronic means of communication

provided the insured's responsibility to pay damages is determined in the United States of America (including its territories and possessions), Puerto Rico or Canada, in a "suit" on the merits according to the substantive law in such territory, or in a settlement we agree to.

7. "Electronic data" means information, facts or programs:

a. Stored as or on;

b. Created or used on; or

c. Transmitted to or from

computer software, including systems and applications software, hard or floppy disks, CD-ROMS, tapes, drives, cells, data processing devices or any other media which are used with electronically controlled equipment.

8. "Employee" includes a "leased worker". "Employee" does not include a "temporary worker".

9. "Executive officer" means a person holding any of the officer positions created by your charter, constitution, by-laws or any other similar governing document.

10. "Hostile fire" means one which becomes uncontrollable or breaks out from where it was intended to be.

11. "Impaired property" means tangible property, other than "your product" or "your work", that cannot be used or is less useful because:

a. It incorporates "your product" or "your work" that is known or thought to be defective, deficient, inadequate or dangerous; or

b. You have failed to fulfill the terms of a contract or agreement;

if such property can be restored to use by:

a. The repair, replacement, adjustment or removal of "your product" or "your work"; or

b. Your fulfilling the terms of the contract or agreement.

12. "Insured contract" means:

a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by fire, lightning or explosion to premises while rented to you or temporarily occupied by you with permission of the owner is subject to the Damage To Premises Rented To You limit described in Section **D.** – Liability and Medical Expenses Limits of Insurance.

b. A sidetrack agreement;

c. Any easement or license agreement, including an easement or license agreement in connection with construction or demolition operations on or within 50 feet of a railroad;

d. Any obligation, as required by ordinance, to indemnify a municipality, except in connection with work for a municipality;

e. An elevator maintenance agreement; or

f. That part of any other contract or agreement pertaining to your business (including an indemnification of a municipality in connection with work performed for a municipality) under which you assume the tort liability of another party to pay for "bodily injury" or "property damage" to a third person or organization, provided the "bodily injury" or "property damage" is caused, in whole or in part, by you or by those acting on your behalf. Tort liability means a liability that would be imposed by law in the absence of any contract or agreement.

Paragraph **f.** includes that part of any contract or agreement that indemnifies a railroad for "bodily injury" or "property damage" arising out of construction or demolition operations within 50 feet of any railroad property and affecting any railroad bridge or trestle, tracks, road-beds, tunnel, underpass or crossing.

However, Paragraph **f.** does not include that part of any contract or agreement:

(1) That indemnifies an architect, engineer or surveyor for injury or damage arising out of:

(a) Preparing, approving or failing to prepare or approve maps, shop drawings, opinions, reports, surveys, field orders, change orders, designs or drawings and specifications; or

(b) Giving directions or instructions, or failing to give them, if that is the primary cause of the injury or damage; or

(2) Under which the insured, if an architect, engineer or surveyor, assumes liability for an injury or damage arising out of the insured's rendering or failure to render professional services, including those listed in **(1)** above and supervisory, inspection, architectural or engineering activities.

13. "Leased worker" means a person leased to you by a labor leasing firm under an agreement between you and the labor leasing firm, to perform duties related to the conduct of your business. "Leased worker" does not include a "temporary worker".

14. "Loading or unloading" means the handling of property:

a. After it is moved from the place where it is accepted for movement into or onto an aircraft, watercraft or "auto";

b. While it is in or on an aircraft, watercraft or "auto"; or

c. While it is being moved from an aircraft, watercraft or "auto" to the place where it is finally delivered;

but "loading or unloading" does not include the movement of property by means of a mechanical device, other than a hand truck, that is not attached to the aircraft, watercraft or "auto".

15. "Mobile equipment" means any of the following types of land vehicles, including any attached machinery or equipment:

a. Bulldozers, farm machinery, forklifts and other vehicles designed for use principally off public roads;

b. Vehicles maintained for use solely on or next to premises you own or rent;

c. Vehicles that travel on crawler treads;

d. Vehicles, whether self-propelled or not, on which are permanently mounted:

(1) Power cranes, shovels, loaders, diggers or drills; or

(2) Road construction or resurfacing equipment such as graders, scrapers or rollers;

e. Vehicles not described in **a.**, **b.**, **c.**, or **d.** above that are not self-propelled and are maintained primarily to provide mobility to permanently attached equipment of the following types:

(1) Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment; or

(2) Cherry pickers and similar devices used to raise or lower workers;

f. Vehicles not described in **a.**, **b.**, **c.**, or **d.** above maintained primarily for purposes other than the transportation of persons or cargo.

However, self-propelled vehicles with the following types of permanently attached equipment are not "mobile equipment" but will be considered "autos":

(1) Equipment, of at least 1,000 pounds gross vehicle weight, designed primarily for:

(a) Snow removal;

(b) Road maintenance, but not construction or resurfacing; or

(c) Street cleaning;

(2) Cherry pickers and similar devices mounted on automobile or truck chassis and used to raise or lower workers; and

(3) Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment.

16. "Occurrence" means an accident, including continuous or repeated exposure to substantially the same general harmful conditions.

17. "Personal and advertising injury" means injury, including consequential "bodily injury", arising out of one or more of the following offenses:

a. False arrest, detention or imprisonment;

b. Malicious prosecution;

c. The wrongful eviction from, wrongful entry into, or invasion of the right of private occupancy of a room, dwelling or premises that the person occupies, committed by or on behalf of its owner, landlord or lessor;

d. Oral, written or electronic publication of material that slanders or libels a person or organization or disparages a person's or organization's goods, products or services;

e. Oral, written or electronic publication of material that violates a person's right of privacy;

f. Copying, in your "advertisement", a person's or organization's "advertising idea" or style of "advertisement";

g. Infringement of copyright, slogan, or title of any literary or artistic work, in your "advertisement"; or

h. Discrimination or humiliation that results in injury to the feelings or reputation of a natural person.

18. "Pollutants" means any solid, liquid, gaseous or thermal irritant or contaminant, including smoke, vapor, soot, fumes, acids, alkalis, chemicals and waste. Waste includes materials to be recycled, reconditioned or reclaimed.

19. "Products-completed operations hazard";

a. Includes all "bodily injury" and "property damage" occurring away from premises you own or rent and arising out of "your product" or "your work" except:

(1) Products that are still in your physical possession; or

(2) Work that has not yet been completed or abandoned. However, "your work" will be deemed to be completed at the earliest of the following times:

(a) When all of the work called for in your contract has been completed.

(b) When all of the work to be done at the job site has been completed if your contract calls for work at more than one job site.

(c) When that part of the work done at a job site has been put to its intended use by any person or organization other than another contractor or subcontractor working on the same project.

Work that may need service, maintenance, correction, repair or replacement, but which is otherwise complete, will be treated as completed.

The "bodily injury" or "property damage" must occur away from premises you own or rent, unless your business includes the selling, handling or distribution of "your product" for consumption on premises you own or rent.

b. Does not include "bodily injury" or "property damage" arising out of:

(1) The transportation of property, unless the injury or damage arises out of a condition in or on a vehicle not owned or operated by you, and that condition was created by the "loading or unloading" of that vehicle by any insured; or

(2) The existence of tools, uninstalled equipment or abandoned or unused materials.

20. "Property damage" means:

a. Physical injury to tangible property, including all resulting loss of use of that property. All such loss of use shall be deemed to occur at the time of the physical injury that caused it; or

b. Loss of use of tangible property that is not physically injured. All such loss of use shall be deemed to occur at the time of "occurrence" that caused it.

As used in this definition, "electronic data" is not tangible property.

21. "Suit" means a civil proceeding in which damages because of "bodily injury", "property damage" or "personal and advertising injury" to which this insurance applies are alleged. "Suit" includes:

a. An arbitration proceeding in which such damages are claimed and to which the insured must submit or does submit with our consent; or

b. Any other alternative dispute resolution proceeding in which such damages are claimed and to which the insured submits with our consent.

22. "Temporary worker" means a person who is furnished to you to substitute for a permanent "employee" on leave or to meet seasonal or short-term workload conditions.

23. "Volunteer worker" means a person who:

a. Is not your "employee";

b. Donates his or her work;

c. Acts at the direction of and within the scope of duties determined by you; and

d. Is not paid a fee, salary or other compensation by you or anyone else for their work performed for you.

24. "Your product":

a. Means:

(1) Any goods or products, other than real property, manufactured, sold, handled, distributed or disposed of by:

(a) You;

(b) Others trading under your name; or

(c) A person or organization whose business or assets you have acquired; and

(2) Containers (other than vehicles), materials, parts or equipment furnished in connection with such goods or products.

b. Includes:

(1) Warranties or representations made at any time with respect to the fitness, quality, durability, performance or use of "your product"; and

(2) The providing of or failure to provide warnings or instructions.

c. Does not include vending machines or other property rented to or located for the use of others but not sold.

25. "Your work":

a. Means:

(1) Work or operations performed by you or on your behalf; and

(2) Materials, parts or equipment furnished in connection with such work or operations.

b. Includes:

(1) Warranties or representations made at any time with respect to the fitness, quality, durability, performance or use of "your work"; and

(2) The providing of or failure to provide warnings or instructions.

INSURED: Fire Recovery USA LLC

POLICY #: 72WECPO7250 POLICY PERIOD: 05/01/2023 TO: 05/01/2024

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT - CALIFORNIA

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

You must maintain payroll records accurately segregating the remuneration of your employees while engaged in the work described in the Schedule.

The additional premium for this endorsement shall be % of the California workers' compensation premium otherwise due on such remuneration.

SCHEDULE

Person or Organization	Job Description
BLANKET PER WRITTEN CONTRACT	

INSURED: Fire Recovery USA LLC

POLICY #: 72SBABB5481 POLICY PERIOD: 05/01/2023 TO 05/01/2024

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

NOTICE OF CANCELLATION TO CERTIFICATE HOLDER(S)

This policy is subject to the following additional Conditions:

A. If this policy is cancelled by the Company, other than for non-payment of premium, notice of such cancellation will be provided at least thirty (30) days in advance of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.

B. If this policy is cancelled by the company for non-payment of premium, or by the insured, notice of such cancellation will be provided within ten (10) days of the cancellation effective date to the certificate holder(s) with mailing addresses on file with the agent of record or the Company.

If notice is mailed, proof of mailing to the last known mailing address of the certificate holder(s) on file with the agent of record or the Company will be sufficient proof of notice.

Any notification rights provided by this endorsement apply only to active certificate holder(s) who were issued a certificate of insurance applicable to this policy's term.

Failure to provide such notice to the certificate holder(s) will not amend or extend the date the cancellation becomes effective, nor will it negate cancellation of the policy. Failure to send notice shall impose no liability of any kind upon the Company or its agents or representatives.

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AGENDA ITEM NO. 12

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: July 15, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **RECLASSIFICATION OF ONE POLICE LIEUTENANT POSITION TO A POLICE CAPTAIN POSITION**

RECOMMENDATION:

It is recommended that the City Council approve the reclassification of one Police Lieutenant position to a Police Captain position by adopting the following resolution:

RESOLUTION NO. 2025-58 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING THE SCHEDULE OF FULL-TIME POSITIONS BUDGETED FOR FISCAL YEAR 2025-26 TO REFLECT THE RECLASSIFICATION OF A POLICE LIEUTENANT POSITION TO A POLICE CAPTAIN POSITION

BACKGROUND:

Historically, the Police Department has maintained three Police Captain positions (formerly Commander), with each Captain overseeing one of the Police Department's three Divisions; Patrol, Investigations and Support Services, and Administration. Presently, the Police Department has two Captains; one is assigned to Patrol, and one who concurrently oversees the Administration Division and the Investigations and Support Services Division, which includes the Special Enforcement Team (SET).

DISCUSSION:

The duties of Detectives and SET Officers involve complex investigations and specialized enforcement operations that differ significantly from the administrative functions of the Police Department . These operations often include undercover work, surveillance, and multi-agency coordination, all of which carry significant risk and potential liability for the City if not supervised properly.

To ensure proper oversight and return to a more effective and proven supervisory structure, the Police Department proposes to reclassify one Lieutenant position currently assigned to the Administration Division and instead allocate that funding to create a third Police Captain position. The new Captain would be responsible exclusively for the Investigation and Support Services Division, including SET operations.

This restructuring will reinstate the optimal three-Captain configuration that has historically provided effective leadership and division-specific oversight across the Police Department.

LEGAL REVIEW:

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

Prepared by: Tony Cortina, Chief of Police
Additional Approval: Roxanne E. Lerma, Assistant City Manager

Fiscal Impact

FISCAL IMPACT:

Reclassifying a Police Lieutenant to a Police Captain is projected to cost approximately $16,500 in Fiscal Year 2025-26. This cost will be absorbed within the existing Police Department budget for sworn salaries, as several positions remain unfilled in July 2025.

Attachments

Attachment No. 1 - Resolution No. 2025-58

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety

ATTACHMENT NO. 1

RESOLUTION NO. 2025-58

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING THE SCHEDULE OF FULL-TIME POSITIONS BUDGETED FOR FISCAL YEAR 2025-26 TO REFLECT THE RECLASSIFICATION OF A POLICE LIEUTENANT POSITION TO A POLICE CAPTAIN POSITION

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

WHEREAS, on June 17, 2025, the City Council adopted Resolution No. 2025-40, adopting the Fiscal Year 2025-26 Operating and Capital Improvement Budget ("Fiscal Year 2025-26 Budget"); and

WHEREAS, the Fiscal Year 2025-26 Budget includes the approved Schedule of Full-Time Positions, which includes 326 full-time positions; and

WHEREAS, the City Council desires to amend the Schedule of Full-Time Positions to reflect the reclassification of a Police Lieutenant position to a Police Captain position.

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

SECTION 1. The City Council hereby approves the revised Schedule of Full-Time Positions for Fiscal Year 2025-26 as set forth in Exhibit A, attached hereto and incorporated herein.

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

APPROVED AND ADOPTED on this 15th day of July, 2025.

_____
Tony Wu
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Monique S. De La Rosa
Deputy City Clerk

I, MONIQUE S. DE LA ROSA, DEPUTY CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2025-58 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 15th day of July, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Monique S. De La Rosa
Deputy 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 Revised Schedule Of Full-Time Positions

Department/Classification	FY2025-26 Adopted Budget	Adjustments	FY2025-26 Amended
Administration			
Assistant City Manager	2	0	2
Assistant to the City Manager	1	0	1
City Manager	1	0	1
Econ Dev Project Coordinator	1	0	1
Econ Dev/Housing Manager	1	0	1
Exec Assistant to City Manager	1	0	1
Sr Administrative Assistant	1	0	1
Administration Total	**8**	**0**	**8**
City Clerk			
Assistant City Clerk	1	0	1
Deputy City Clerk	1	0	1
City Clerk Total	**2**	**0**	**2**
Community Development			
Administrative Assistant I	1	0	1
Administrative Assistant II	1	0	1
Deputy Community Development Director	1	0	1
Planning Assistant	1	0	1
Planning Associate	1	0	1
Project Manager	1	0	1
Sr Administrative Assistant	1	0	1
Community Development Total	**7**	**0**	**7**
Community Services			
Administrative Assistant I	1	0	1
Community Services Coordinator	5	0	5
Deputy Comm Svs Director	1	0	1
Head Cook	1	0	1
Recreation Services Supervisor	1	0	1
Community Services Total	**9**	**0**	**9**
Finance			
Accounting Technician II	2	0	2
Accountant II	2	0	2
Accounting Manager	1	0	1
Assistant Finance Director	1	0	1
Computer Services Technician	1	0	1

Department/Classification	FY2025-26 Adopted Budget	Adjustments	FY2025-26 Amended
Finance Director	1	0	1
GIS Analyst	1	0	1
Information Tech Analyst I	1	0	1
Information Technology Manager	1	0	1
Payroll Specialist	2	0	2
Purchasing Manager	1	0	1
Sr Administrative Assistant	1	0	1
Finance Total	**15**	**0**	**15**
Fire			
Administrative Aide	2	0	2
Assistant Fire Chief	3	0	3
Fire Captain	15	0	15
Fire Chief	1	0	1
Fire Engineer	15	0	15
Fire Protection Specialist	1	0	1
Firefighter	9	0	9
Firefighter/Paramedic	27	0	27
Sr Administrative Assistant	1	0	1
Deputy Fire Marshal	1	0	1
Fire Total	**75**	**0**	**75**
Human Resources			
Human Resources Director	1	0	1
Human Resources Manager	1	0	1
Human Resources Analyst I	1	0	1
Sr Human Resources Technician	1	0	1
Human Resources Total	**4**	**0**	**4**
Police			
Code Enforcement Supervisor	1	0	1
Communications Manager	1	0	1
Communications Supervisor	4	0	4
Community Services Officer	8	0	8
Criminal Justice Res Analyst I	1	0	1
Forensic Specialist Supervisor	1	0	1
Jailer	6	0	6
Lead Jailer	1	0	1
Police Admin Svcs Manager	1	0	1
Police Captain	2	1	3
Police Chief	1	0	1
Police Corporal	17	0	17

Department/Classification	FY2025-26 Adopted Budget	Adjustments	FY2025-26 Amended
Police Lieutenant	6	-1	5
Police Officer	63	0	63
Police Officer Recruit	10	0	10
Police Records Manager	1	0	1
Police Records Specialist I	5	0	5
Police Records Specialist II	2	0	2
Police Records Supervisor	1	0	1
Police Sergeant	13	0	13
Public Safety Dispatcher	8	0	8
Sr Administrative Assistant	2	0	2
Sr Communications Operator	4	0	4
Victim Advocate	1	0	1
Police Total	**160**	**0**	**160**
Public Safety			
Code Enforcement Director	1	0	1
Code Enforcement Manager	1	0	1
Code Enforcement Officer	4	0	4
Public Safety Total	**6**	**0**	**6**
Public Works			
Administrative Assistant II	1	0	1
Building Maint Lead Worker	1	0	1
Electrician I	1	0	1
Electrician II	1	0	1
Equipment Operator	1	0	1
Fleet Services Coordinator	1	0	1
Maintenance Lead Worker	2	0	2
Maintenance Svcs Coordinator	2	0	2
Maintenance Worker II	22	0	22
Maintenance Worker III	4	0	4
Management Analyst I	1	0	1
Public Works Superintendent	1	0	1
Street Maintenance Supervisor	1	0	1
Public Works Director	1	0	1
Public Works Total	**40**	**0**	**40**
Grand Total	**326**	**0**	**326**

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: July 15, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF PY 2025-2029 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CONSOLIDATED PLAN AND RELATED BUDGET AMENDMENT**

RECOMMENDATION:

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

1. Approve the proposed PY 2025-2029 CDBG Consolidated Plan; and
2. Adopt the following resolution:

RESOLUTION NO. 2025-57 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2029 (CDBG CONPLAN)

BACKGROUND:

This is the second of two required hearings for the Consolidated Plan.

The Community Development Block Grant (CDBG) program is a flexible program of the U.S. Department of Housing and Urban Development (HUD) that provides communities with resources to address a wide range of unique community development needs. Beginning in 1974, the CDBG program is one of the longest continuously run programs at HUD. The CDBG program provides annual grants on a formula basis to 1,209 general units of states and local governments.

The CDBG program works to ensure decent affordable housing, to provide services to the most vulnerable in our communities, and to create jobs through the expansion and retention of businesses. CDBG is an important tool for helping local governments tackle serious challenges facing their communities. The CDBG program has made a difference in the lives of millions of people and their communities across the Nation.

The annual CDBG appropriation is allocated between states and local jurisdictions called "non-entitlement" and "entitlement" communities respectively. Entitlement communities are comprised of central cities of Metropolitan Statistical Areas (MSAs); metropolitan cities with populations of at least 50,000; and qualified urban counties with a population of 200,000 or more (excluding the populations of entitlement cities). States distribute CDBG funds to non-entitlement localities not qualified as entitlement communities.

HUD determines the amount of the City’s grant by using a formula comprised of several measures of community need, including the extent of poverty, population, housing overcrowding, age of housing, and

population growth lag in relationship to other metropolitan areas. West Covina is a direct entitlement community and uses these federal funds to create transformative impact, and to improve the lives of residents, especially those with low- and moderate-income levels.

In recent years, the City of West Covina has utilized these funds for the Domestic Violence Victim Advocate (Police Department), the Senior Meals program, the Business Assistance Loan Program, the Housing Preservation Program, Public Infrastructure Projects, and to fund various public service providers (i.e., food banks, homeless advocates, meals on wheels, etc.).

As a recipient of CDBG funds, the City is required to develop and submit a Consolidated Plan as a condition of receiving the funds. The Consolidated Plan is intended to serve as a visioning and strategic planning document, which will guide the use of HUD funds over a five-year period. The Plan meets the application, planning, and submission requirements for CDBG, which has an overall objective of developing viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities principally for low- and moderate-income persons.

The City approved its first Consolidated Plan in May 2000. HUD requires that the Consolidated Plan be updated every five years. The proposed Consolidated Plan will cover the 2025-2029 time period. During this time, staff estimates resources in the amount of $5,530,000.

The Consolidated Plan development process requires two public hearings. On May 20, 2025, the Pre-Development hearing occurred. At that hearing, the City Council approved the prioritization of community needs shown in Table 1 below and directed staff to develop a draft PY 2025-2029 Consolidated Plan based on the approved priorities.

As described at the prior hearing, a section of the Consolidated Plan, referred to as the Strategic Plan, represents the course of action to be taken in order to respond to the needs of the community. As a basis for the Strategic Plan, an assessment and prioritization of community needs, relative to the use of CDBG funds, was required. The categories of community need identified in the current Consolidated Plan are: (1) Economic Development, (2) Homelessness, (3) Infrastructure Improvements, (4) Owner Occupied Housing, (5) Public Facilities, (6) Non-Homeless Special Needs, (7) Public Services, and (8) Rental Housing. Attachment No. 1 describes each category in detail.

To facilitate prioritization and to evaluate the categories, HUD utilizes four levels of priority: High, Medium, Low, and No Such Need. A High Priority means that activities in that category will be funded by CDBG funds. A Medium Priority means activities in that category may be funded by CDBG funds. A Low Priority means CDBG funds will not be used to fund activities in a particular category.

The categories shown as "Medium" and "Low" do not indicate that these are not priorities of the City of West Covina, but with limited CDBG funds, the City Council determined these as the priorities for CDBG funding.

Table 1
PY 2025-2029 Consolidated Plan Priorities

Categories of Need	Priority Level
Economic Development	High
Homelessness	High
Infrastructure Improvements	High
Owner-Occupied Housing	High
Public Facilities	High
Non-Homeless Special Needs	Medium
Public Services	Medium

Rental Housing	Low

DISCUSSION:

In PY 2025, the first year of the new cycle, the City will receive $819,862.

Program income is another source of funding for eligible activities. In prior years, the City used CDBG funds to make loans to eligible applicants through the City's Home Improvement Loan Program, now the Housing Preservation Program. Repayments of the CDBG-funded home improvement loans are considered Program Income and impact the overall availability of CDBG resources, as the funds can be re-programmed for eligible activities. Staff estimates program income in the amount of $10,138 in PY 2025.

Five-Year Consolidated Plan (PY 2025-2029)

The City's proposed PY 2025-2029 Consolidated Plan consists of the Five-Year Strategic Plan (PY 2025-2029) and One-Year Action Plan (PY 2025). The Consolidated Plan also includes a required Citizen Participation Plan, which describes the City's practices, policies, and efforts to encourage public participation. The Citizen Participation Plan presented for consideration was established in the previous 5-year cycle. After the 30-day notice, no comments or changes were proposed.

Five-Year Strategic Plan (PY 2025-2029)

The Strategic Plan describes strategies and proposed funding for addressing affordable housing, homelessness, special needs, community development and public services. The proposed PY 2025-2029 Strategic Plan incorporates the Priorities approved by the City Council on May 20, 2025. The proposed PY 2025-2029 Strategic Plan Budget is shown in Table 2.

Table 2
PY 2025-2029 Proposed Strategic Plan CDBG Budget

Proposed Project	**Proposed Funding ($)**
Fair Housing	$ 50,000
Public Services	572,500
Housing Preservation Program	500,000
Neighborhood Improvement Program	2,197,500
Planning and Administration	830,000
Total	**$ 4,150,000**

Approved Activities to be Carried Over from Prior Cycle

Several activities that were approved and funded in the prior cycle will be carried over as new activities in the new cycle. The four activities are shown in Table 3, along with their unexpended budgets. They are not included in Table 2 or 4, but are detailed in Table 5.

Table 3
Approved Activities to be Carried Over from Prior Cycle

Activiity	**Funding ($)**
Neighborhood Improvement Program	
Friendship Park Improvements, Phase II	$ 755,000
Housing Preservation Program	425,000

Economic Development	
Facade Improvement Program	100,000
Economic Development Technical Assistance	100,000
Total	**$ 1,380,000**

Relative to the Neighborhood Improvement Program, Friendship Park Improvements, Phase II ($755,000) will be carried forward into the new cycle. Friendship Park is located in Park District H. Economic Development Activities - Facade Improvement Program ($100,000) and the Economic Development Technical Assistance Program ($100,000) - will be carried forward. The Housing Preservation Program and its unexpended balance ($425,000) will be carried forward to PY 2025. The activities shown in Table 3 are designated below in Table 5 with an asterisk (*).

One-Year Action Plan (PY 2025)

The PY 2025 Action Plan assumes a continuation of current City programs, i.e., Fair Housing, Public Services, and the Capital Improvement Program. The City will receive $819,862 from HUD in PY 2025. Staff estimates $10,138 will be received through loan repayments. The proposed PY 2025 Action Plan Budget is shown in Table 4.

Table 4
PY 2025 Proposed Action Plan CDBG Budget

Proposed Project	Proposed Funding ($)
Fair Housing	$ 10,000
Public Services	114,500
Neighborhood Improvement Program	539,500
Planning and Administration	166,000
Total	$ 830,000

1. ***Neighborhood Improvement Program:*** *Funds eligible capital improvements such as public facilities improvements, street rehabilitation, replacement of curbs and gutters, removal of barriers to accessibility, park improvements, etc.*
2. ***Planning and Administration****: By statute, capped at 20% of the sum of allocation and* ***current*** *year (PY 2025) program income (PY 2025) program income, to be received through repayment to the Housing Preservation Program, is estimated at $10,000.*
3. ***Public Services****: By statute, capped at 15% of the sum of allocation and* ***prior*** *year (PY 2024) program income. PY 2024 program income, received through repayment to the Housing Preservation Program, is $10,138.*

Relative to the Neighborhood Improvement Program, a project for the rehabilitation of residential streets in CDBG-eligible areas is proposed. A project scheduled for FY 2026-2027 is recommended to be brought into FY 2025-2026, as the area, which is bordered at City limits on the North and West, the I10 on the South, and Vincent Avenue on the East, is CDBG-eligible based on the current Census data.

Regarding Public Services, the City published a Notice of Funding Availability in March 2025 and received 10 funding requests totaling $220,000 ($95,500 more than available) from public service providers serving West Covina residents. Descriptions of services are included as Attachment No. 3.

With an interest in mitigating impacts to the General Fund, staff earmarked funding for City projects at the levels requested by the individual departments. This will offset City-program expenses that would otherwise be supported by the City's General Fund. All City projects are designated with a double asterisk (**) in Table 5. A decrease in CDBG funding to these programs would result in an increased burden on the General Fund to maintain current service levels.

Staff has also recommended funding for the Housing Rights Center. As a CDBG recipient, HUD requires grantees to provide services that promote and support fair housing in the community. Funding for the Housing Rights Center addresses this HUD requirement. Staff recommends funding the projects (Projects No. 7 through No. 10) as shown below in Table 5.

The balance of public service applicants was evaluated by the CDBG Ad Hoc Committee of the Community and Senior Services Commission. The Ad Hoc Committee recommended funding (Projects Nos. 11-16) (shown in Table 5) for consideration by the City Council.

Table 5 details proposed PY 2025 funding by activity.

Table 5
Proposed PY 2025 CDBG Action Plan Funding

Project/Activity	PY 2025 Proposed	Account No
1. Residential Street Improvement	539,500	
2. Friendship Park Improvements, Phase II *	755,000	131.503.80.84.00.77.77000
3. Economic Development Technical Assistance *	100,000	131.505.22.23.21.00.61.61200
4. Facade Improvement Program *	100,000	131.505.22.23.21.00.61.61200
5. Housing Preservation Program *	425,000	131.505.22.20.24.00.61.61200
6. Administration	166,000	131.504.61.10.00.00.XX.XXXXX
7. Senior Meals Program **	60,000	131.504.61.51.34.00.61.61200
8. Domestic Violence Victim Advocate **	20,000	131.505.31.37.00.00.51.5XXXX
9. Emergency Assistance Program	5,000	131.504.61.51.27.00.61.61200
10. Housing Rights Center	10,000	131.505.61.20.25.00.61.61200
11. Senior Citizen Assistance Program (YWCA)	4,900	131.504.61.51.34.00.64.64440
12. Action Food Pantry	4,900	131.504.61.51.34.00.62.62070
13. ESGV Coalition for the Homeless	4,900	131.504.61.51.34.00.64.64670
14. Project 29:11 (Food Pantry)	5,000	131.504.61.51.34.00.62.62030
15. Shepherd's Pantry	4,900	131.504.61.51.34.00.64.64660
16 Assistance League (Op School Bell)	4,900	1131.504.61.51.34.00.64.64620
Total	$2,210,000	

A draft PY 2025-2029 Consolidated Plan was available for a 30-day public review as required by HUD. Notice of its availability was published on June 13, 2025. No public comments have been received.

The City Council has the ability to modify/change the priorities of the Categories of Need at this time or, with proper notice, at any point during the 5-year cycle. The City Council retains the ability to fund all priorities as part of the City's annual budget process.

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 proposed PY 2025-2029 CDBG Consolidated Plan.
2. Provide alternative direction.

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

---

Fiscal Impact

FISCAL IMPACT:

There is no fiscal impact to the General Fund. Through annual grants from HUD and program income from loan repayments, the City expects available CDBG resources in the amount of approximately $5,530,000 during the 2025-2029 period covered by the proposed Consolidated Plan. The proposed CDBG budget for PY 2025 is $2,210,000 including activities carried over from prior years.

Attachments

Attachment No. 1 - Descriptions of Categories of Need in Table 1
Attachment No. 2 - Proposed PY 2025-2029 CDBG Consolidated Plan
Attachment No. 3 - PY 2025 CDBG PSP Applicants
Attachment No. 4 - Resolution No. 2025-57 (Budget Amendment)
Attachment No. 5 - PY 2025-2029 CDBG Consolidated Plan - Slides

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

ATTACHMENT NO. 1

Descriptions of Categories of Need in Table 1, Consolidated Plan Priorities

This attachment describes the Categories of Need shown in Table 1 of the staff report.

1. Economic Development: Activities to address these needs will be funded by the Community & Economic Development non-housing funds. Community & Economic Development activities and Business Assistance Program address this category of need.

2. Homelessness: The allocation of CDBG funds to public services can address a portion of these needs.

3. Infrastructure Improvements: Improvements such as street rehabilitation and replacement of curbs and gutters

4. Owner-Occupied Housing: Owner housing needs will be addressed by the Housing Preservation Program (HPP).

5. Public Facilities: Public facilities may include: accessibility improvement or improvements to parks and recreation facilities and youth centers.

6. Rental Housing: Rental housing needs are addressed by the Section 8 rental assistance program and the affordable housing developments funded by the CED Low and Moderate Income Housing Fund.

7. Public Services: A high priority was assigned to public services because CDBG funds can help to address the needs of the elderly, frail elderly, youth and other low/moderate income populations. These needs can be addressed by the 15% allocation of CDBG funds to public services. (For example, public services may include: youth services, transportation services, and crime awareness.)

8. Non-Homeless Special Needs: The allocation of CDBG funds to public services can address a portion of the non-homeless needs. (Non-homeless special needs populations include: the elderly, persons with HIV/AIDS, disabled, homebound, and mentally ill).

ATTACHMENT NO. 2

City of
West Covina

Consolidated Plan for
Housing and Community Development

PY 2025-2029 (July 1, 2025 – June 30, 2029) Strategic Plan
and
PY 2025 (July 1, 2025 – June 30, 2026) Action Plan
and
Citizen Participation Plan

Prepared for:
The U.S. Department of Housing and Urban Development

Lead Agency
City of West Covina
City Manager's Office
1444 W. Garvey Avenue
West Covina, California 91790
(626) 939-8494

PROPOSED

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2024 Homeless Count – SPA 3 Exhibit 4

Executive Summary

ES-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

1. Introduction

Located in the San Gabriel Valley, West Covina is a densely developed urban community encompassing 16 square miles. The US Census estimates the West Covina had a population of 109,501 persons as of April 1, 2020. This document constitutes the City of West Covina's Five-Year Consolidated Plan (PY 2025 – PY 2029) for the use of Community Development Block Grant (CDBG) funds. This Consolidated Action Plan was prepared using the eConPlanning Suite system developed by the U.S. Department of Housing and Urban Development (HUD). The system prescribes the structure and contents of this document, following HUD's Consolidated Planning regulations. This Consolidated Plan covers the planning period of July 1, 2025 through June 30, 2029. A public hearing was conducted on May 20, 2025 to discuss the Draft PY 2025-2029 Consolidated Plan, which was released for a 30-day public review on June 13, 2025.

2. Summary of the objectives and outcomes identified in the Plan Needs Assessment Overview

Listed below are City of West Covina's objective and outcome categories for CDBG funded activities in accordance with the Federal Register Notice dated March 7, 2006. During this Consolidated Plan period, the City will fund activities in two objective/outcome categories – SL-1 and SL-3.

SL–1 Improve Availability/Accessibility for the Purpose of Creating a Suitable Living Environment

- Fair Housing Services
- Senior Services
- Other Public Services

SL–3 Improve Sustainability for the Purpose of Creating a Suitable Living Environment

- Neighborhood Improvement Program

The Neighborhood Improvement Program supports improvements such as: street and alley improvements, sidewalks, and street lighting and accessibility improvements.

3. Evaluation of past performance

The PY 2020- 2024 Consolidated Plan established the following high priorities for CDBG funding:

- Support a Neighborhood Improvement Program for infrastructure improvements
- Support public facilities funding
- Support funding for fair housing and tenant/landlord counseling services
- Address the needs of homeless families with children; homeless individuals; and chronically homeless persons
- Support public services funding

The City allocated CDBG funds to address each of the five high priorities listed above.

Overall, the Program achieved less than planned results in the prior cycle as the impacts of the COVID-19 pandemic and related lockdown were protracted. The Careship program, which provides a childcare subsidy, was suspended due to the lockdown of schools. The Day Care program recommenced in early 2022. However, only one of the City's four child care centers was reopened after the pandemic. Though funded in PY 2023, due to staff turnover, there were no accomplishments and the activity was cancelled. There were no rehabilitation loans processed through the Housing Preservation Program. The guidelines of the program have been revised to increase maximum loan amounts from $10,000 to $25,000, as well as to expand eligible uses within the requirements of CDBG regulations. A number of applications have been received. Seven loans funded in PY 2024. Economic Development activities funded in PY 2024: Facade Improvements and Economic Development Technical Assistance have not commenced due to staff turnover.

Both the Housing Preservation Program and Economic Development Activities will be closed out in the prior cycle, with unexpended balances of funding carried over and opened as a new activities in the PY 2025-2029 cycle.

The closure of the City's Senior Center, caused by the pandemic, resulted in a transition of the congregate Senior Meals program into a home delivery and drive through service. The program partially transitioned back to a congregate setting twice per week in mid-May 2022. The program is now back to its regular schedule, serving lunches on weekdays.

Early in the cycle, two significant public facility improvements were completed: Residential CDBG Street Improvements ($1M) and Friendship Park Improvements ($1M). Completion of the project for the Replacement of the HVAC and Roof at the Senior Center was a major accomplishment. Funded with both CDBG and CDBG-CV, the City was able to expend the remaining balance of its CDBG-CV allocation (approximately $703,000). Overall, the project came in under budget by approximately $205,000. A second phase of improvements to Friendship Park, though approved for $755,157 in PY 2022, is still in design. It will be closed out in the prior cycle, carried over and opened as a new activity in the PY 2025-2029 cycle.

4. Summary of citizen participation process and consultation process

Public Hearings: Citizen participation is one of the most important components of the Consolidated Plan process. To solicit public input during the development of the Consolidated Plan, the City Council conducted two public hearings.

The purpose of the first public hearing, held on May 20, 2025, was to obtain the public's input on West Covina's housing and community development needs. The notice of the public hearing explained the CDBG Program, available funding and the scope of eligible activities. The City encouraged the participation of all residents.

A summary of the meeting is presented in Table 4 – Citizen Participation Outreach.

The purpose of the second public hearing, to be held on July 15, 2025, will be to consider approval of the PY 2025-2029 Consolidated Plan, PY 2025 Action Plan, and Citizens Participation Plan. A summary of the meeting is presented in Table 4 – Citizen Participation Outreach. The Citizens Participation Plan is included in the Appendix.

Housing and Community Development Needs Survey: The Survey was another means of obtaining public participation. The Survey was posted on the City's website. The survey results are included as an attachment to this Plan. Sixty (60) responses were received. 49 of 56 residents that responded indicate they have lived in West Covina for over 10 years. The survey asked respondents to indicate their priority housing and non-housing community development needs (High, Medium, Low, No Need, and Don't Know) for activities in the community under seven categories. CDBG funds are limited. With the limited funding, the City supports programs that provide resources to address some of the activities mentioned below. However, the City will seek other funds or partners to address the priority needs during the Consolidated Plan period.

In summary, the seven categories and top three activities receiving the most High Need ratings in the survey are listed below:

<u>Infrastructure Activities</u>

1. Street and road improvements
2. Tree Planting
3. Bicycle and walking paths

<u>Housing Activities</u>

1. ADA improvements
2. Owner-occupied housing rehabilitation

3. First-time homebuyer assistance

Housing Types for Special Needs Populations

1. Permanent supportive housing such as subsidized housing that offers services for persons with mental disabilities
2. Rental assistance for persons at-risk of homelessness
3. Senior housing, such as nursing homes or assisted living facilities

Community and Public Facilities

1. Parks and recreational facilities
2. Childcare facilities
3. Community Centers

Community and Public Services

1. Neighborhood crime prevention programs
2. Children afterschool/summer camp programs & services
3. Park and recreation programs

Applications for Funding: The City solicited proposals from community-based organizations, nonprofits, City departments, and citizens interested in applying for funds and providing services to the West Covina community. The application form requests a description of the need and/or problem to be addressed by the project. This application process provides another means of identifying priority needs.

Public Review of Draft PY 2025-2029 Consolidated Plan: The Draft PY 2025-2029 Consolidated Plan was available for a 30-day public review and comment period.

5. Summary of public comments

At the May 20, 2025 pre-development public hearing, there were no public comments made during the public review period. During the hearing, a comment was made regarding the use of CDBG funds. A Councilmember commented support for residential street improvements. Staff indicated that a street project scheduled in the City Pavement Improvement Program for FY 2026-2027 was under consideration to be moved up and funded with CDBG funds as the area of the project had been evaluated under current Census data and determined to meet a National Objective on an area-basis.

The second hearing will be to consider approval of the proposed PY 2025-2029 Consolidated Plan.

The City of West Covina has undertaken diligent and good faith efforts in outreaching to all segments of the community that may benefit from the CDBG Programs.

6. Summary of comments or views not accepted and the reasons for not accepting them

All comments received were accepted.

7. Summary

The City of West Covina has undertaken diligent and good faith efforts in outreaching to all segments of the community that may benefit from the CDBG Programs.

The Process

PR-05 Lead & Responsible Agencies 24 CFR 91.200(b)

1. Describe agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	WEST COVINA	
CDBG Administrator	WEST COVINA	City Manager's Office
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

Table 1 – Responsible Agencies

Narrative

The City's CDBG programs are administered by the City Manager's Office

Consolidated Plan Public Contact Information

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PR-10 Consultation – 91.100, 91.110, 91.200(b), 91.300(b), 91.215(l) and 91.315(l)

1. Introduction

As part of this Consolidated Plan development, the City undertook an outreach program to consult and coordinate nonprofit agencies, affordable housing providers, and government agencies regarding the needs of the low- and moderate-income community. The outreach program has been summarized in the Executive Summary and Citizen Participation sections of this Consolidated Plan.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(l)).

During the development of the Consolidated Plan, the City coordinated with the Los Angeles County Development Authority. The Housing Authority provided information on the number of families receiving Section 8 rental assistance; the number of elderly and disabled assisted families; and the number of families on the Section 8 Waiting List. The City also coordinated with the Baldwin Park Housing Authority.

The private and governmental health, mental health, and service agencies that were consulted included: Southern California Association of Governments; Los Angeles County Department of Public Health, (Childhood Lead Poisoning Prevention Program and Division of HIV and STD Programs); Los Angeles County Department of Mental Health; Los Angeles County Department of Public Social Services (DPSS); Office of Statewide Health Planning and Development; Substance Abuse and Mental Health Services Administration; Area Agency on Aging, State Independent Living Council (SILC); and Office of the California Attorney General. With regard to economic development, the City coordinated with the State Employment Development Department, County of Los Angeles Workforce Development Board, and the City's Community and Economic Development Division's economic development efforts.

Specific agencies were also contacted to obtain data in preparation of this Consolidated Plan. For example, the State Developmental Services Department and State Social Services Department were contacted to obtain data and housing resources for persons with disabilities.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness

The Continuum of Care Strategy was consulted to provide information on homelessness and resources available. Several agencies that provide housing and supportive services for the homeless and those at risk of becoming homeless were identified. The City coordinates on an ongoing basis with the following

homeless service providers: the East San Gabriel Valley Coalition for the Homeless Emergency Food and Shelter Program, YWCA – WINGS Women's Shelter, and San Gabriel Valley Council of Governments. The Police Department coordinates with the County Department of Mental Health and the Los Angeles Homeless Services Authority, as well as the Los Angeles Centers for Alcohol and Drug Abuse.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards and evaluate outcomes, and develop funding, policies and procedures for the administration of HMIS

The City's HUD entitlement allocation does not include ESG funds.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdictions consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	**Agency/Group/Organization**	Los Angeles County Development Authority
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The City requested information on Section 8 assisted households. Improved coordination is possible because baseline data provides the City a basis to monitor a reduction in rental assistance needs.
2	**Agency/Group/Organization**	LOS ANGELES HOMELESS SERVICES AUTHORITY
	Agency/Group/Organization Type	Housing Continuum of Care
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	2024 Homeless Count was used as a basis to estimate the City's unsheltered homeless. Baseline data provides improved way to monitor if homelessness is reduced over time.
3	**Agency/Group/Organization**	Los Angeles County Department of Public Health
	Agency/Group/Organization Type	Services-Children
	What section of the Plan was addressed by Consultation?	Lead-based Paint Strategy
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency's website was consulted for data on the incidence of LBP poisoning. Information collected can be shared with the community to warn families of the dangers of lead based paint.
4	**Agency/Group/Organization**	State Independent Living Council
	Agency/Group/Organization Type	Services-Persons with Disabilities
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs

	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency's multi-year plan was reviewed to gather insights on priority needs, services, and planned programs. Improved coordination provides the City information to share with the disabled community.
5	**Agency/Group/Organization**	Los Angeles County Department of Public Health-Division of HIV and STD Program
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Non-Homeless Special Needs
	How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Agency was contacted to obtain data on the incidence of HIV and AIDS and programs directed at addressing these needs. Improved coordination allows the City information to share with the disabled community.

Identify any Agency Types not consulted and provide rationale for not consulting

The City consulted with all agencies that could provide valuable input to the development of the Consolidated Plan.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care		
Area Agency on Aging 2016-2021	Los Angeles County Aging and Disabilities Department	The Strategic Plan has goals in support of the Area Plan which stated that the greatest economic need is among minority seniors with poverty incomes.
2025-2027 State Plan for Independent Living (SPIL)	State Independent Living Council (SILC)	The Strategic Plan has goals in support of SPIL because many of West Covina's senior are frail and disabled and on the Section 8 Waiting List.
Ending the HIV Epidemic 2020-2025	Division of HIV and STD Programs, Los Angeles County Department of Public Health	The Strategic Plan has included information from this Plan.

Table 3 – Other local / regional / federal planning efforts

Describe cooperation and coordination with other public entities, including the State and any adjacent units of general local government, in the implementation of the Consolidated Plan (91.215(l))

City of West Covina departments that may have an interest in the CDBG Program were invited to participate in the Consolidated Plan process.

Housing is a key element of the Consolidated Plan. The City cooperates and coordinates with the State Department of Housing and Community Development by submitting the Annual Housing Element Progress Report.

Narrative (optional):

PR-15 Citizen Participation – 91.105, 91.115, 91.200(c) and 91.300(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation
Summarize citizen participation process and how it impacted goal-setting

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Non-targeted/broad community	Approximately 30 persons attended the Public Hearing held on May 20, 2025. The meeting was televised on the City's government channels, and live-streamed on the City's YouTube channel. The live-stream was also archived for viewing at a later time.	Staff gave an overview of the ConPlan process and CDBG funding. Priorities to guide the Strategic Plan and PY 2025 Action Plan were presented and approved. Public comments at the pre-development meeting on May 20, 2025 included the following:1. Councilmember expressed support for residential street improvements	All comments were received and accepted.	www.westcovina.org; www.youtube.com

2	Internet Outreach	Non-targeted/broad community	A total of 60 persons responded to the Housing and Community Development Survey	An online survey was made available for residents to provide feedback relative to categories of need and prioritization. The survey was publicized through the City's newsletter that is mailed to each residence and available electronically on the City website, and as well as a notification on the City webpage. The survey covered three areas: public facilities and improvements, public services, and housing. Participants were asked to prioritize various activities under each of the three areas as either High: The current priority need level is high and of great concern, Medium: The current priority need level is moderate, Low: The current priority level is low and not of great concern, or No Such Need: No such community need exists. Sixty (60) responses were received. Results of the survey are summarized in the Executive Summary. Full results are included as an Attachment to the Consolidated Plan.	All comments were received and accepted.	www.westcovina.org; www.surveymonkey.com

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/broad community	The Public Hearing will be held during the course of a regularly scheduled City Council meeting on July 15, 2025. The meeting will be televised on the City's government channels, and live-streamed on the City's YouTube channel. The live-stream will also be archived for viewing at a later time.	TBD	TBD	www.westcovina.org; www.youtube.com

Table 4 – Citizen Participation Outreach

Needs Assessment

NA-05 Overview

Needs Assessment Overview

The needs assessment includes data on:

- Housing Needs Assessment (NA-10)
- Disproportionately Greater Need: Housing Problems (NA-15)
- Disproportionately Greater Need: Severe Housing Problems (NA-20)
- Disproportionately Greater Need: Housing Cost Burdens (NA-25)
- Public Housing (NA-35)
- Homeless Needs Assessment (NA-40)
- Non-Homeless Special Needs Assessment (NA-45)
- Non-Housing Community Development Needs (NA-50)

Housing needs refer to:

- A housing unit that lacks complete kitchen facilities
- A housing unit that lacks complete plumbing facilities
- Crowding – more than one person per room
- Severe crowding - more than 1.5 persons per room
- Cost burden more than 30%
- Severe cost burden more than 50%

NA-10 Housing Needs Assessment - 24 CFR 91.205 (a,b,c)

Summary of Housing Needs

Table 5 shows that West Covina's population decreased by 2% between 2009 and 2020. During the same period, the number of households remained essentially the same. Median household increased from $69,189 to $85,626 (+24%).

Table 6 shows that West Covina has approximately 30,855 households. Of this number of households, 14,900 have low/moderate incomes. An estimated 2,040 low/moderate income households are large family households (5 or more persons).

As defined by HUD in the Comprehensive Housing Affordability Strategy (CHAS) data, housing problems include:

- Units with physical defects (lacking complete kitchen or bathroom)
- Overcrowded conditions (housing units with more than one person per room)
- Housing cost burden (including utilities) exceeding 30% of gross income
- Severe housing cost burden (including utilities) exceeding 50% of gross income.

There is a need for affordable housing in West Covina. Housing problems in the city impact renter households more significantly than owner households. In general, renter-households experience substandard housing and overcrowding to a greater extent than owner-households. Almost the same number of renter and owner households are cost burdened (>30%). However, more renters experience severe cost burden (>50%) than owner households. (Refer to Table 7)

Of all the housing problems described above, the most common in West Covina is housing cost burden. In fact, almost 9,503 low/mod income households are cost burdened. (Refer to Table 9)

The quality of the City's housing stock, which includes age and the condition of the structure, could also present potential housing issues for low- and moderate-income households.

To further dissect the housing problems, the following tables provide additional details on housing needs and problems:

- Table 7 presents the number of households with one or more housing problem (inadequate housing, overcrowding, cost burden of 50%, or cost burden of 30%) by income and tenure.
- Table 8 summarizes the number of households with more than one or more severe housing problems by income and tenure. Severe housing problems are: inadequate housing; severe overcrowding (1.51 persons or more per room); and housing cost burden of 50%.
- Table 9 isolates those households with housing cost burden of over 30% (inclusive of those with cost burden of over 50%) by income and tenure.
- Table 10 further isolates those households with cost burden of over 50%.

- Table 11 presents overcrowding by household type.
- Table 12 is intended to show overcrowding for households with children. However, the American Community Survey provides no data for the City.

Demographics	Base Year: 2009	Most Recent Year: 2020	% Change
Population	107,835	105,810	-2%
Households	30,815	30,855	0%
Median Income	$69,189.00	$85,626.00	24%

Table 5 - Housing Needs Assessment Demographics

Data Source: 2000 Census (Base Year), 2016-2020 ACS (Most Recent Year)

Number of Households Table

	0-30% HAMFI	>30-50% HAMFI	>50-80% HAMFI	>80-100% HAMFI	>100% HAMFI
Total Households	4,935	4,235	5,730	3,810	12,145
Small Family Households	1,530	1,850	2,695	1,950	7,085
Large Family Households	510	510	1,020	765	2,140
Household contains at least one person 62-74 years of age	1,330	990	1,520	1,195	3,660
Household contains at least one person age 75 or older	1,175	890	615	540	1,225
Households with one or more children 6 years old or younger	555	787	1,160	620	685

Table 6 - Total Households Table

Data Source: 2016-2020 CHAS

Housing Needs Summary Tables

1. Housing Problems (Households with one of the listed needs)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Substandard Housing - Lacking complete plumbing or kitchen facilities	125	185	70	50	430	4	20	35	15	74
Severely Overcrowded - With >1.51 people per room (and complete kitchen and plumbing)	240	70	65	35	410	4	0	35	25	64
Overcrowded - With 1.01-1.5 people per room (and none of the above problems)	195	215	315	120	845	55	85	105	115	360
Housing cost burden greater than 50% of income (and none of the above problems)	1,715	890	125	0	2,730	1,015	670	365	105	2,155

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Housing cost burden greater than 30% of income (and none of the above problems)	300	690	855	120	1,965	215	505	1,130	615	2,465
Zero/negative Income (and none of the above problems)	125	0	0	0	125	215	0	0	0	215

Table 7 – Housing Problems Table

Data Source: 2016-2020 CHAS

2. Housing Problems 2 (Households with one or more Severe Housing Problems: Lacks kitchen or complete plumbing, severe overcrowding, severe cost burden)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Having 1 or more of four housing problems	2,280	1,360	575	205	4,420	1,085	770	535	255	2,645
Having none of four housing problems	690	870	1,770	1,090	4,420	880	1,235	2,845	2,260	7,220
Household has negative income, but none of the other housing problems	0	0	0	0	0	0	0	0	0	0

Table 8 – Housing Problems 2

Data Source: 2016-2020 CHAS

3. Cost Burden > 30%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	815	1,035	625	2,475	390	435	710	1,535
Large Related	325	150	100	575	69	195	240	504
Elderly	850	270	79	1,199	650	565	425	1,640
Other	505	465	235	1,205	120	45	205	370
Total need by income	2,495	1,920	1,039	5,454	1,229	1,240	1,580	4,049

Table 9 – Cost Burden > 30%

Data Source: 2016-2020 CHAS

4. Cost Burden > 50%

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
NUMBER OF HOUSEHOLDS								
Small Related	0	0	570	570	340	215	0	555
Large Related	0	0	65	65	65	135	60	260
Elderly	625	140	4	769	505	335	110	950
Other	0	420	300	720	105	0	0	105
Total need by income	625	560	939	2,124	1,015	685	170	1,870

Table 10 – Cost Burden > 50%

Data Source: 2016-2020 CHAS

5. Crowding (More than one person per room)

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
NUMBER OF HOUSEHOLDS										
Single family households	310	265	220	65	860	45	25	50	85	205
Multiple, unrelated family households	115	35	175	90	415	19	55	85	55	214

	Renter					Owner				
	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	>80-100% AMI	Total
Other, non-family households	44	25	0	0	69	0	0	0	0	0
Total need by income	469	325	395	155	1,344	64	80	135	140	419

Table 11 – Crowding Information – 1/2

Data Source: 2016-2020 CHAS

	Renter				Owner			
	0-30% AMI	>30-50% AMI	>50-80% AMI	Total	0-30% AMI	>30-50% AMI	>50-80% AMI	Total
Households with Children Present	0	0	0	0	0	0	0	0

Table 12 – Crowding Information – 2/2

Data Source Comments:

Describe the number and type of single person households in need of housing assistance.

According to Table S2501 of the 2023 American Community Survey (ACS) 5-Year Estimates, approximately 16.6% (N =5,407) of the City's households were single person households. The tenure breakdown of single person households was: 46.6% were homeowners while 53.4% were renters. Furthermore, (48.8%) of the single-person owner-households in the City were senior households (1,211 owners and 246 renters). Of all 12,784 renter-occupied housing units, 2,855 (22.3%) were comprised of one-person households. In contrast, 12.7% (N=2,522) of all 19,802 owner-occupied housing units were comprised of single person households.

Estimate the number and type of families in need of housing assistance who are disabled or victims of domestic violence, dating violence, sexual assault and stalking.

Persons with Disabilities: According to Table S1810 the 2023 ACS 5-Year Estimates, 11.9% (N=12,730) of the City's civilian non-institutionalized population was affected by one or more disabilities. Among persons living with disabilities in West Covina, ambulatory disabilities were the most prevalent (N=7,530), followed independent living difficulty (N=5,960) and cognitive difficulty (N=4,524).

West Covina is located within the service area of San Gabriel/Pomona Regional Center. According to the State of California Department of Developmental Services, in 2018, 1,413 West Covina residents were actively utilizing Regional Center services for a developmental disability.

According to the 2024 Greater Los Angeles Homeless Count, 795 of the total 4,843 homeless persons in Service Planning Area (SPA) 3 – San Gabriel Valley, which includes West Covina, suffer from serious mental health issues. 133 homeless persons (78 sheltered and 55 unsheltered) were counted in West Covina. This is up from the 120 persons counted in 2023.

Victims of Domestic Violence: Based on survey data collected during the 2024 Greater Los Angeles Homeless Count an estimated 2,139 homeless persons in SPA 3 who experienced domestic violence at some point in the past. No City specific data is available.

Statistics compiled by the California Attorney General's Office indicate that between 2014 and 2023, there were 2,456 calls for assistance in West Covina related to domestic violence, an annual average of 245.6 calls. The majority of these instances (55%) did not involve a weapon.

What are the most common housing problems?

The most common housing problem in West Covina is housing cost burden. A combined total of almost 9,503 low and moderate income renters and owners are cost burdened (>30%). Approximately 3,994 low and moderate income households (2,124 renters and 1,870 owners) are crowded. Units with physical defects, or substandard units, were the least common housing problem for the City.

Are any populations/household types more affected than others by these problems?

Overall, for those of low and moderate income, renter households are more impacted by housing cost burden issues than owner households. Renters also experience crowding to a greater extent than owners. Small related families experience cost burdens to a greater degree than large related families.

Describe the characteristics and needs of Low-income individuals and families with children (especially extremely low-income) who are currently housed but are at imminent risk of either residing in shelters or becoming unsheltered 91.205(c)/91.305(c)). Also discuss the needs of formerly homeless families and individuals who are receiving rapid re-housing assistance and are nearing the termination of that assistance

The City has approximately 2,000 extremely low income renter families. Not known, however, is the number of extremely low income renter families with children who have a cost burden greater than 50%. These families face difficulties in meeting their monthly housing obligations and could lose their housing because of financial constraints. There are 71 families (County of Los Angeles: 38 and Baldwin Park: 33) on the Section 8 Waiting List of the two housing authorities.

If a jurisdiction provides estimates of the at-risk population(s), it should also include a description of the operational definition of the at-risk group and the methodology used to generate the estimates:

Households at risk of becoming homeless include those extremely low income households with a severe housing cost burden (spending 50% or more of their income on housing).

Specify particular housing characteristics that have been linked with instability and an increased risk of homelessness

Extremely low income households with a severe housing cost burden are more likely to lose their housing in the event of loss of employment or other unexpected expenses. With the recent economic uncertaintly and slow recovery following the COVID-19 pandemic, unemployment and underemployment have been the primary reasons for families losing their homes.

Discussion

See discussions above.

NA-15 Disproportionately Greater Need: Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

A disproportionately greater need exists when the members of a racial or ethnic group at a given income level experience housing problems at a greater rate (10 percentage points or more) than the income level as a whole. For example, assume that 60% of all low-income households within a jurisdiction have a housing problem and 70% of low-income Hispanic households have a housing problem. In this case, low-income Hispanic households have a disproportionately greater need.

This section has four tables that capture the number of housing problems by income, race, and ethnicity. Each table provides data for a different income level (0–30%, 30–50%, 50–80%, and 80–100% AMI). The four housing problems are: 1) Lacks complete kitchen facilities; 2) Lacks complete plumbing facilities; 3) More than one person per room; and 4) Cost burden greater than 30%. The four tables are:

- Table 13 - Disproportionally Greater Need 0-30% AMI
- Table 14 - Disproportionally Greater Need 30 - 50% AMI
- Table 15 - Disproportionally Greater Need 50 - 80% AMI
- Table 16 - Disproportionally Greater Need 80 - 100% AMI

Households having no/negative income refers to the number of households whose income is zero or negative due to self-employment, dividends, and net rental income. These households are not included in the other two categories. Households with zero or negative income cannot actually have a cost burden, but still require housing assistance and are therefore counted separately.

0%-30% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,875	1,060	0
White	435	165	0
Black / African American	205	75	0
Asian	1,035	450	0
American Indian, Alaska Native	0	0	0
Pacific Islander	14	0	0
Hispanic	2,155	345	0

Table 13 - Disproportionally Greater Need 0 - 30% AMI

Data Source: 2016-2020 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

30%-50% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,325	910	0
White	535	290	0
Black / African American	175	34	0
Asian	935	280	0
American Indian, Alaska Native	70	10	0
Pacific Islander	4	0	0
Hispanic	1,545	275	0

Table 14 - Disproportionally Greater Need 30 - 50% AMI

Data Source: 2016-2020 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

50%-80% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,095	2,635	0
White	280	670	0
Black / African American	115	80	0
Asian	895	595	0
American Indian, Alaska Native	25	4	0
Pacific Islander	20	0	0
Hispanic	1,735	1,255	0

Table 15 - Disproportionally Greater Need 50 - 80% AMI

Data Source: 2016-2020 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

80%-100% of Area Median Income

Housing Problems	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,200	2,615	0
White	145	395	0
Black / African American	75	230	0
Asian	400	635	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	15	0
Hispanic	575	1,280	0

Table 16 - Disproportionally Greater Need 80 - 100% AMI

Data Source: 2016-2020 CHAS

*The four housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than one person per room, 4. Cost Burden greater than 30%

Discussion

The racial and ethnic groups experiencing disproportionate housing needs include:

- 0%-30 % Area Median Income: Pacific Islander
- 30%-50% Area Median Income: None
- 50%-80% Area Median Income: American Indian, Alaska Native; Pacific Islander
- 80%-100% Area Median Income: None

NA-20 Disproportionately Greater Need: Severe Housing Problems – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction

A disproportionately greater need exists when the members of racial or ethnic group at a given income level experience housing problems at a greater rate (10 percentage points or more) than the income level as a whole. The following tables identify the extent of *severe* housing problems by income and race. Severe housing problems include inadequate housing (lacking complete kitchen or plumbing facilities); severe overcrowding (1.51 persons per room); and housing cost burden of 50% or more.

This section has four tables that capture the number of housing problems by income, race, and ethnicity. The four tables are:

- Table 17 – Severe Housing Problems 0-30% AMI
- Table 18 – Severe Housing Problems 30 - 50% AMI
- Table 19 – Severe Housing Problems 50 - 80% AMI
- Table 20 – Severe Housing Problems 80 - 100% AMI

0%-30% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	3,365	1,570	0
White	340	260	0
Black / African American	200	80	0
Asian	885	605	0
American Indian, Alaska Native	0	0	0
Pacific Islander	14	0	0
Hispanic	1,890	610	0

Table 17 – Severe Housing Problems 0 - 30% AMI

Data Source: 2016-2020 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

30%-50% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	2,130	2,105	0
White	380	445	0
Black / African American	110	110	0
Asian	620	600	0
American Indian, Alaska Native	10	75	0
Pacific Islander	4	0	0
Hispanic	985	840	0

Table 18 – Severe Housing Problems 30 - 50% AMI

Data Source: 2016-2020 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

50%-80% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	1,110	4,615	0
White	125	820	0
Black / African American	55	145	0
Asian	250	1,240	0
American Indian, Alaska Native	0	29	0
Pacific Islander	0	20	0
Hispanic	675	2,310	0

Table 19 – Severe Housing Problems 50 - 80% AMI

Data Source: 2016-2020 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

80%-100% of Area Median Income

Severe Housing Problems*	Has one or more of four housing problems	Has none of the four housing problems	Household has no/negative income, but none of the other housing problems
Jurisdiction as a whole	460	3,350	0
White	35	505	0
Black / African American	55	260	0
Asian	130	905	0
American Indian, Alaska Native	0	0	0
Pacific Islander	0	15	0
Hispanic	245	1,620	0

Table 20 – Severe Housing Problems 80 - 100% AMI

Data Source: 2016-2020 CHAS

*The four severe housing problems are:
1. Lacks complete kitchen facilities, 2. Lacks complete plumbing facilities, 3. More than 1.5 persons per room, 4. Cost Burden over 50%

Discussion

The racial and ethnic groups experiencing disproportionate severe housing needs include:

- 0%-30 % Area Median Income: None
- 30%-50% Area Median Income: Pacific Islander
- 50%-80% Area Median Income: None
- 80%-100% Area Median Income: None

NA-25 Disproportionately Greater Need: Housing Cost Burdens – 91.205 (b)(2)

Assess the need of any racial or ethnic group that has disproportionately greater need in comparison to the needs of that category of need as a whole.

Introduction:

A disproportionate greater need exists when the members of a racial or ethnic group at a given income level experience housing problems at a greater rate (10 percentage points or more) than the income level as a whole.

Housing Cost Burden

Housing Cost Burden	<=30%	30-50%	>50%	No / negative income (not computed)
Jurisdiction as a whole	19,440	5,385	5,640	385
White	3,450	660	765	60
Black / African American	930	235	320	10
Asian	5,825	1,710	1,605	250
American Indian, Alaska Native	80	85	10	0
Pacific Islander	29	20	10	0
Hispanic	8,705	2,625	2,880	50

Table 21 – Greater Need: Housing Cost Burdens AMI

Data Source: 2016-2020 CHAS

Discussion:

The group with a disproportionate housing cost burden are Asians and Hispanics in both the 30-50% and >50% AMI brackets.

NA-30 Disproportionately Greater Need: Discussion – 91.205(b)(2)

Are there any Income categories in which a racial or ethnic group has disproportionately greater need than the needs of that income category as a whole?

Please see discussions provided under specific needs by income group presented earlier.

If they have needs not identified above, what are those needs?

Housing needs of low- and moderate-income minority households have been previously identified.

Are any of those racial or ethnic groups located in specific areas or neighborhoods in your community?

The number of families with disproportionately greater needs is small for each racial/ethnic and income group. Therefore, it would not be anticipated that such a small number would be concentrated in specific areas and neighborhoods.

In 42 of the City's 68 block groups, the low/mod population comprises less than 50% of the population.

NA-35 Public Housing – 91.205(b)

Introduction

The City of West Covina does not have public housing units in its housing inventory. The data in the following tables is for the Los Angeles County Development Authority:

- Table 22 – Public Housing by Program Type
- Table 23 – Characteristics of Public Housing Residents by Program Type
- Table 24 – Race of Public Housing Residents by Program Type
- Table 25 – Ethnicity of Public Housing Residents by Program Type

Totals in Use

Program Type									
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers in use	0	253	2,895	21,642	47	21,099	274	163	59

Table 22 - Public Housing by Program Type

***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**

Data Source: PIC (PIH Information Center)

Characteristics of Residents

Program Type								
	Certificate	Mod-Rehab	Public Housing	Vouchers				
				Total	Project - based	Tenant - based	Special Purpose Voucher	
							Veterans Affairs Supportive Housing	Family Unification Program
# Homeless at admission	0	0	1	187	0	44	143	0
# of Elderly Program Participants (>62)	0	48	1,150	6,970	15	6,883	42	2
# of Disabled Families	0	40	534	4,516	17	4,369	83	16
# of Families requesting accessibility features	0	253	2,895	21,642	47	21,099	274	163
# of HIV/AIDS program participants	0	0	0	0	0	0	0	0
# of DV victims	0	0	0	0	0	0	0	0

Table 23 – Characteristics of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Race of Residents

Program Type									
Race	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
White	0	148	1,719	10,713	33	10,438	82	120	40
Black/African American	0	60	1,035	8,529	12	8,281	183	38	15
Asian	0	8	123	2,252	1	2,244	3	1	3
American Indian/Alaska Native	0	0	11	78	1	69	6	2	0
Pacific Islander	0	37	7	70	0	67	0	2	1
Other	0	0	0	0	0	0	0	0	0
***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**									

Table 24 – Race of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Ethnicity of Residents

Program Type									
Ethnicity	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project - based	Tenant - based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
Hispanic	0	124	1,130	7,607	11	7,434	42	105	15
Not Hispanic	0	129	1,765	14,035	36	13,665	232	58	44
***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**									

Table 25 – Ethnicity of Public Housing Residents by Program Type

Data Source: PIC (PIH Information Center)

Section 504 Needs Assessment: Describe the needs of public housing tenants and applicants on the waiting list for accessible units:

Not applicable to the City of West Covina.

Most immediate needs of residents of Public Housing and Housing Choice voucher holders

Public housing units are not located in West Covina. The most immediate need of Section 8 Housing Choice voucher holders is continued rental assistance. The average monthly rental assistance is $1,554 through the County and $1,314 through Baldwin Park Housing Authority. Without this rental assistance the voucher holders would face food insecurity as well as other basic needs and potential homelessness.

How do these needs compare to the housing needs of the population at large

West Covina's extremely low income renters have needs similar to voucher holders: food insecurity and other basic human needs. However, the majority of extremely low income renters do not receive Section 8 rental assistance. Consequently, they have similar but more severe needs.

Discussion

The City does not have public housing; however, the Los Angeles County Development Authority and Baldwin Park Housing Authority administer the Section 8 Housing Choice Voucher program within West Covina. Section 8 provides rental assistance to 658 families through programs administered by the Los Angeles County Development Authority (542) and Baldwin Park Housing Authority (116).

Of the 658 families, 566 are disabled or elderly and the balance is non-disabled and non-elderly.

The Housing Authorities have prepared a five-year Strategic Plan and an Annual Plan. The Plans guide the actions of the Housing Authorities in addressing the needs of extremely low and very low income families and include goals to increase the supply of affordable housing, promote self-sufficiency and asset development, ensure equal opportunity and affirmatively further fair housing, and in achieving consistency with each jurisdiction's Consolidated Plan. The City will continue to monitor the Housing Authorities' Plans and provide input as it pertains to West Covina residents in an effort to increase the supply of affordable housing.

NA-40 Homeless Needs Assessment – 91.205(c)

Introduction:

Factors contributing to the rise in homelessness include a lack of housing affordable to low- and moderate-income persons, increases in the number of persons whose income falls below the poverty level, reductions in subsidies to the poor, drug/alcohol abuse, and the deinstitutionalization of the mentally ill. The recent housing market and economic conditions have also resulted in some families facing homelessness due to unemployment, and/or underemployment.

According to the Los Angeles Homeless Services Authority (LAHSA) 2024 Homeless Count, there are an estimated 75,312 persons experiencing homeless throughout the Los Angeles Continuum of Care system.

West Covina belongs to Service Planning Area (SPA) 3 San Gabriel Valley. Estimates for the entire SPA 3 from the 2024 Homeless Count show that there were 4,843 homeless people throughout the SPA. This number represents an increase of 3% from the 2023 Count.

Based on the 2024 Greater Los Angeles Homeless Count, West Covina has an estimated 133 homeless persons (78 sheltered and 55 unsheltered).

The YWCA – WINGS Women's Shelter is located in West Covina. It is a 32-bed shelter for battered women and their children.

The City also supports through CDBG funds the efforts of the East San Gabriel Valley Coalition for the Homeless which operates a Winter Shelter Program. CDBG funds also are allocated to food services to relieve food insecurity among homeless persons.

Data used to profile the homeless population in the West Covina include:

- Los Angeles Homeless Services Authority, 2024 Greater Los Angeles Homeless Count
- Los Angeles Homeless Services Authority, 2023 Greater Los Angeles Homeless Count

No detailed information on the characteristics of the homeless population in West Covina is available. Therefore, the following information for the different homeless populations is unavailable:

- # experiencing homelessness each year
- # becoming homeless each year
- # exiting homelessness each year
- # of days persons experience homelessness

Homeless Needs Assessment

Population	Estimate the # of persons experiencing homelessness on a given night		Estimate the # experiencing homelessness each year	Estimate the # becoming homeless each year	Estimate the # exiting homelessness each year	Estimate the # of days persons experience homelessness
	Sheltered	Unsheltered				
Persons in Households with Adult(s) and Child(ren)	0	0	0	0	0	0
Persons in Households with Only Children	0	0	0	0	0	0
Persons in Households with Only Adults	0	0	0	0	0	0
Chronically Homeless Individuals	0	0	0	0	0	0
Chronically Homeless Families	0	0	0	0	0	0
Veterans	0	0	0	0	0	0
Unaccompanied Child	0	0	0	0	0	0
Persons with HIV	0	0	0	0	0	0

Table 26 - Homeless Needs Assessment

Data Source Comments: No Data Available

Indicate if the homeless population is: Has No Rural Homeless

If data is not available for the categories "number of persons becoming and exiting homelessness each year," and "number of days that persons experience homelessness," describe these categories for each homeless population type (including chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth):

The 2024 Homeless Count does not provide this information at the City level. The nearest geography for which data is provided is the Service Planning Area. A summary table published by LAHSA for the 2024 Count at the Service Planning Area level is included as an Exhibit of the Consolidated Plan.

The following is 2024 Count data for SPA 3, in which West Covina is located:

Chronically homeless individuals and families: 2,261 chronically homeless individuals and 109 chronically homeless families.

Families with children: SPA3 has an estimated 247 homeless families with children.

Veterans: The SPA has 107 homeless veterans, 106 chronically.

Many of the homeless men and women suffer from co-occurring disorders, including substance abuse, mental illness and post-traumatic stress disorder (PTSD), as well as chronic medical problems.

Unaccompanied youth: The SPA has 7 homeless unaccompanied youth (5 sheltered and 2 unsheltered).

While the 2024 Greater Los Angeles Homeless County did not provide detailed information on why literal homelessness has increased in the region, the following factors have been cited:

- Lack of affordable housing options for low income households and increasing rents.
- Prison realignment which released probationers without adequate funding and coordination for services and housing options.
- In-migration of homeless persons to Los Angeles County.

The table below presents data from the 2024 Count for SPA3.

Nature and Extent of Homelessness: (Optional)

Race:	Sheltered:	Unsheltered (optional)
White	428	974
Black or African American	532	441
Asian	19	104
American Indian or Alaska Native	40	125
Pacific Islander	8	5
Ethnicity:	**Sheltered:**	**Unsheltered (optional)**
Hispanic	558	2,344
Not Hispanic	0	0

Data Source Comments: Los Angeles Homeless Services Authority, County of Los Angeles Homeless Count, Service Planning Area (SPA) 3

Estimate the number and type of families in need of housing assistance for families with children and the families of veterans.

In West Covina, the 2024 Point-in-Time Homeless Count, according to LAHSA was 133 persons.

The following is 2024 Count data for SPA 3, in which West Covina is located:

Chronically homeless individuals and families: 2,261 chronically homeless individuals and 109 chronically homeless families.

Families with children: SPA3 has an estimated 247 homeless families with children.

Veterans: The SPA has 107 homeless veterans, 106 chronically.

These persons would need financial assistance to secure adequate housing as well as supportive services.

Describe the Nature and Extent of Homelessness by Racial and Ethnic Group.

Specific information regarding West Covina's homelessness by race and ethnicity is unavailable.

According to LAHSA the 2024 Greater Los Angeles Homeless Count, those experiencing homelessness in SPA 3 are shown in the table above and in the attached Exhibit.

Describe the Nature and Extent of Unsheltered and Sheltered Homelessness.

West Covina has an estimated 133 unsheltered homeless people/families, according to the 2024 Point-in-Time Count. West Covina has 32 battered women and their children sheltered. SPA 3 has a total of 1,585 sheltered homeless and 3,993 unsheltered homeless persons for a total of 5,578.

Despite all the best efforts to end homelessness, individuals and families experience temporary homelessness due to a lack of sufficient and stable income, chronic or sudden health problems, domestic violence, untreated mental illness, chronic substance abuse, and youth who lack parental, foster or institutional care among other causes.

Discussion:

See discussions above.

NA-45 Non-Homeless Special Needs Assessment - 91.205 (b,d)

Introduction:

Certain households, because of their special characteristics and needs, may require special accommodations and may have difficulty finding housing due to their special needs. Special needs groups include the elderly, frail elderly, persons with disabilities, persons with alcohol or drug addiction, and victims of domestic violence.

Describe the characteristics of special needs populations in your community:

Elderly: According to Table S0103 of the 2023 ACS, West Covina's elderly population (65+) is comprised of 18,269 persons, which represents 17% of the total population. The City's elderly population is comprised of 40.7% men and 59.3% women. Almost 890 of the elderly population (65+) lives alone. Housing costs are a burden to the elderly as a high proportion live on fixed income. In fact, according to the 2023 ACS, 7,072 households receive Social Security Income (SSI). The mean income of SSI recipients is $25,026. The 2023 ACS estimates that 8,933 persons have retirement income. The mean retirement income is $41,408.

Frail Elderly: According to Table S1810 of the 2023 ACS, West Covina's frail elderly population could be as large as approximately 5,752 persons. This number represents seniors 65 years of age or older with a self-care limitation (N= 2,201) or an independent living limitation (N=3,551). It is possible that some elderly have both difficulties. Many of the frail elderly also live on fixed incomes. And many also need home modifications in order to help prevent falls.

Persons with Mental, Physical, and/or Developmental Disabilities: Approximately 4,524 persons have a cognitive difficulty, which is an indicator of mental disabilities. There about 12,730 persons with a disability. Physical disabilities may include hearing, vision, ambulatory, self-care, and independent living difficulties. According to the State Department of Developmental Services, data ending June 2017, the San Gabriel/Pomona Regional Center Regional Center, approximately 1,413 West Covina residents were actively utilizing services for a developmental disability.

Persons with Alcohol or Other Drug Addiction: The U.S. Department of Health and Human Services conducts annual National Surveys on Drug Use and Health (NSDUH). Estimates are based on annual averages of data collected during a 3-year period from 2016 to 2018. The report found the following regarding drug use disorders for the LA SPA 3 (San Gabriel Valley) population 12 years or older: 2.41% illicit drug 0.42% pain reliever; 4.74% alcohol; and 5.8% other substance.

Los Angeles County's RecoverLA.org reports that 1.48 million residents struggle with substance abuse disorder and that 95% do not seek treatment. It also reports that there were 1,970 fentanyl overdoses in the County in 2023.

Victims of Domestic Violence: Based on data included in the 2019 Greater Los Angeles Homeless Count, it is estimated that 51 of unsheltered homeless adults are survivors of domestic violence at some point in the past. Statistics compiled by the California Attorney General's Office indicate that between 2015 and 2019, there were 1,024 calls for assistance related to domestic violence, an annual average of 205 calls. The vast majority of these instances (86.3%) did not involve a weapon.

Domestic violence victims may need to leave their housing several times and, therefore, experience multiple periods of homelessness. Emergency shelter resources are needed to accommodate these victims of domestic violence. Women survivors of domestic violence also face numerous barriers to securing safe housing such as limited incomes, lack of a credit history, and landlord discrimination. The Federal Fair Housing act bans landlords and housing providers from discriminating against domestic violence survivors by either denying an applicant or evicting a survivor.

What are the housing and supportive service needs of these populations and how are these needs determined?

Elderly: The top five elderly needs, as reported in the *FY 2016-2020 Area Plan on Aging*, include: information regarding resources, senior-friendly transportation options; emergency preparation; assistive devices/home adaptations, and recreational and social opportunities.

Frail Elderly: By definition, the frail elderly need assistance to perform daily living activities. The frail elderly may experience difficulty eating, bathing, toileting, etc. by oneself and/or difficulty using the telephone, getting outside, shopping, and doing light housework, etc. by oneself. The frail elderly may be assisted by in-home care, or by residing in supportive housing arrangements. Seniors participating in the *Area Plan on Aging Plan* needs assessment process mentioned the following needs: home maintenance and in-home supportive services improvement. The *Area Plan* states that frail seniors are among the populations with the greatest economic and social needs.

Persons with Mental, Physical, and/or Developmental Disabilities: In general, the special housing needs of the disabled populations include independent living units with affordable housing costs; supportive housing with affordable housing costs; and housing with design features that facilitate mobility and independence. The shortage of available, accessible, and/or affordable housing is an acute problem for most people with disabilities (PWD). Like most individuals, people with disabilities prefer to live independent and productive lives in their own homes. They have a need and desire for safe and decent housing.

West Covina's draft *2021-2029 Housing Element* states that the City will implement programs to coordinate housing and outreach activities with the San Gabriel/Pomona Regional Center.

Persons with Alcohol or Other Drug Addiction: In general, the residents of West Covina are more likely to abuse pharmaceuticals than illicit drugs. The Los Angeles County Department of Public Health has identified the following needs: raise awareness about prescription drug abuse; make usage of

CURES/PDMP, which can be used to identify clinicians with patterns of inappropriate prescribing and dispensing controlled substances, mandatory; and assistance with the safe disposal.

Some of the key needs of this special needs population include: obtain stable housing and employment; improve their mental health and coping skills; get needed medical treatment; and maintain good health.

Victims of Domestic Violence: Women who are victims of domestic violence experience unique housing issues. Women and their children are often forced to move out of their homes away from their abuser to seek other housing where they are safe. Emergency housing is needed to fill a short-term need. Barriers are confronted when seeking permanent housing because of a limited income, lack of credit, and housing discrimination. Transitional housing and transitional housing with supportive services is needed.

Discuss the size and characteristics of the population with HIV/AIDS and their families within the Eligible Metropolitan Statistical Area:

In West Covina, 231 persons are living with HIV, according to www.AIDSVu.org.

According to the County of Los Angeles Public Health Department's Epidemiologic Profile, AIDS has disproportionately impacted areas and communities in the County. According to the 2019 HIV Surveillance Annual Report, among 26 Health Districts, Hollywood-Wilshire, Central, and Long Beach are identified as three epicenters, with the largest number of new HIV diagnoses and persons living with diagnosed HIV. Localities with the greatest number of Persons Living with AIDS (PLWA) are Hollywood, West Hollywood and the Downtown area in the Metro Service Planning Area (SPA 4) and Long Beach in the South Bay (SPA 8). The Metro SPA (SPA 4) continues to have the highest number, proportion, and rate of persons living with HIV in the County, followed by the South Bay (SPA 8).

West Covina is located in SPA 3 – San Gabriel Valley – and, according to the Epidemiologic Profile PLWA are clustered in three communities which include Pasadena, Pomona, and El Monte.

According to HUD, the lack of affordable and medically appropriate housing for persons living with HIV/AIDS and their families is an ongoing concern for AIDS housing providers, policy makers, and advocates across the country. Stable housing promotes improved health status, sobriety or decreased use of nonprescription drugs, and a return for some persons with AIDS to productive work and social activities. HUD has pointed out that stable housing is the cornerstone of HIV/AIDS treatment.

Recent studies, according to HUD, confirm that persons living with HIV/AIDS must have stable housing to access comprehensive healthcare and adhere to complex HIV/AIDS drug therapies. Even though stable housing has been shown to be a necessary link to medical and supportive services, accessing housing is difficult as the wait for affordable housing increases in many communities across the country. Compounding the problem of waiting lists is access to housing with the services to care and

treat the increasing number of persons living not only with HIV/AIDS but also with histories of homelessness, mental illness, and substance abuse.

Persons living with HIV/AIDS and their families may require housing that provides emergency, transitional, or long-term affordable solutions. A variety of HUD programs and projects provide such housing; however, this housing often is not the typical "house" structure. HIV/AIDS housing includes short and long-term rental assistance, live-in medical facilities, and housing sites developed exclusively for people living with AIDS.

If the PJ will establish a preference for a HOME TBRA activity for persons with a specific category of disabilities (e.g., persons with HIV/AIDS or chronic mental illness), describe their unmet need for housing and services needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2) (ii))

The City of West Covina is not a PJ.

Discussion:

Refer to narratives above.

NA-50 Non-Housing Community Development Needs – 91.215 (f)

Describe the jurisdiction's need for Public Facilities:

Respondents to the Housing and Community Development Needs Survey indicated: Parks and recreational facilities; Child care facilities; and Community centers as high priorities.

How were these needs determined?

These needs were determined through a combination of public input (primarily through the Housing and Community Development Needs Survey), public hearings, City planning documents, and staff assessments.

Describe the jurisdiction's need for Public Improvements:

Street Improvements; Tree planting; and Bicycle and Walking Paths were ranked high by respondents to the Housing and Community Development Survey.

How were these needs determined?

These needs were determined through a combination of public input (primarily through the Housing and Community Development Needs Survey), public hearings, City planning documents, and staff assessments.

Describe the jurisdiction's need for Public Services:

Respondents to the Housing and Community Development Survey ranked the following as priority public services: Neighborhood crime prevention programs, Children afterschool/summer camp programs, and Homeless Counseling and Outreach services as high priorities.

How were these needs determined?

These needs were determined through a public input (primarily through the Housing and Community Development Needs Survey).

Housing Market Analysis

MA-05 Overview

Housing Market Analysis Overview:

The housing market analysis includes data on:

- Number of Housing Units (MA-10)
- Housing Market Analysis: Cost of Housing (MA-15)
- Housing Market Analysis: Condition of Housing (MA-20)
- Public and Assisted Housing (MA-25)
- Homeless Facilities and Services (MA-30)
- Special Needs Facilities and Services (MA-35)
- Barriers to Affordable Housing (MA-40)
- Non-Housing Community Development Assets (MA-45)
- Needs and Market Analysis Discussion (MA-50)

The housing market analysis provides information on the number and type of housing as well as the cost and condition of housing. The information also discusses the facilities and services that are available to address the needs of homeless persons as well as special needs populations such as the elderly, frail elderly and disabled. Information also is presented on the public sector barriers to the development of affordable housing. Finally, an analysis is presented of community development assets with a focus on employment and local economic conditions.

MA-10 Number of Housing Units – 91.210(a)&(b)(2)

Introduction

According to ACS data, 32,105 housing units comprise West Covina's housing stock. Overall, the City's housing stock is comprised of about 76% single family units (detached and attached); 25% multi-family units, and about 1% mobile homes (Table 27). Approximately 63% of the housing units are owner-occupied and 37% are renter-occupied. (Table 28)

90% of owner-occupied housing units contain three or more bedrooms. (Table 28) In contrast, only 34% of the renter-occupied housing units have three or more bedrooms. Thus, there is a scarcity of housing for large-family renter households which can result in crowding.

All residential properties by number of units

Property Type	Number	%
1-unit detached structure	21,070	66%
1-unit, attached structure	3,080	10%
2-4 units	1,150	4%
5-19 units	1,245	4%
20 or more units	5,325	17%
Mobile Home, boat, RV, van, etc	235	1%
Total	***32,105***	***100%***

Table 27 – Residential Properties by Unit Number

Data Source: 2016-2020 ACS

Unit Size by Tenure

	Owners		Renters	
	Number	%	Number	%
No bedroom	80	0%	680	6%
1 bedroom	100	1%	2,875	25%
2 bedrooms	1,720	9%	4,050	35%
3 or more bedrooms	17,435	90%	3,925	34%
Total	***19,335***	***100%***	***11,530***	***100%***

Table 28 – Unit Size by Tenure

Data Source: 2016-2020 ACS

Describe the number and targeting (income level/type of family served) of units assisted with federal, state, and local programs.

West Covina has term rent-restricted developments providing housing to almost 972 lower income families and seniors. No housing units are at risk of conversion to market rate housing during the Consolidated Plan period which begins July 1, 2025 and ends June 30, 2029.

Provide an assessment of units expected to be lost from the affordable housing inventory for any reason, such as expiration of Section 8 contracts.

None of the affordable housing units are expected to be lost from the inventory during the Consolidated Plan period which begins July 1, 2025 and ends June 30, 2029.

Does the availability of housing units meet the needs of the population?

The affordable housing inventory does meet the need of the elderly and families who are housed. The City continues to work with the non-profit housing organizations to expand the affordable housing stock. However, the state-mandated dissolution of the Redevelopment Agency hurt these efforts. The Redevelopment Agency was the source for the Low and Moderate Income Housing Fund.

Describe the need for specific types of housing:

West Covina needs all types of affordable housing. City staff will work with non-profit housing organizations to accommodate the needs of special populations in future affordable housing developments.

Discussion

Please refer to the above narratives.

MA-15 Housing Market Analysis: Cost of Housing - 91.210(a)

Introduction

One of the most important factors in evaluating a community's housing market is the cost of housing and, even more significant, whether the housing is affordable to households who live there or would like to live there. Housing problems directly relate to the cost of housing in a community. If housing costs are relatively high in comparison to household income, a correspondingly high rate of housing cost burden and overcrowding could result.

Cost of Housing

	Base Year: 2009	Most Recent Year: 2020	% Change
Median Home Value	404,400	578,800	43%
Median Contract Rent	1,299	1,649	27%

Table 29 – Cost of Housing

Data Source: 2000 Census (Base Year), 2016-2020 ACS (Most Recent Year)

Rent Paid	Number	%
Less than $500	800	6.9%
$500-999	1,015	8.8%
$1,000-1,499	2,775	24.1%
$1,500-1,999	4,665	40.5%
$2,000 or more	2,265	19.7%
Total	***11,520***	***100.0%***

Table 30 - Rent Paid

Data Source: 2016-2020 ACS

Housing Affordability

Number of Units affordable to Households earning	Renter	Owner
30% HAMFI	455	No Data
50% HAMFI	1,555	140
80% HAMFI	6,285	635
100% HAMFI	No Data	1,675
Total	***8,295***	***2,450***

Table 31 – Housing Affordability

Data Source: 2016-2020 CHAS

Monthly Rent

Monthly Rent ($)	Efficiency (no bedroom)	1 Bedroom	2 Bedroom	3 Bedroom	4 Bedroom
Fair Market Rent	1,777	2,006	2,544	3,263	3,600
High HOME Rent	1,559	1,671	2,007	2,310	2,558
Low HOME Rent	1,213	1,300	1,560	1,803	2,011

Table 32 – Monthly Rent

Data Source Comments:

Is there sufficient housing for households at all income levels?

Numerically, there is a sufficient supply of housing for all households. However, the cost of housing exceeds the ability to pay of many low and moderate income households. Thus, a significant number of both owner and renter low/moderate income households are cost burdened or crowded or both.

How is affordability of housing likely to change considering changes to home values and/or rents?

According to ACS data, the median income of all households is $85,626 (Table 5). West Covina's median home value is $578,800 and the median monthly contract rent is $1,679 (Table 29). About 60% of all renter households pay over $1,500 a month for housing (Table 30). Although there is a supply of housing affordable to moderate income (50%-80%) AMI renters, housing affordable to extremely low- and very low-income owners and renters is very scarce (Table 31).

How do HOME rents / Fair Market Rent compare to Area Median Rent? How might this impact your strategy to produce or preserve affordable housing?

The Fair Market Rents and HOME rents (Table 32) generally approximate West Covina's rents. Therefore, FMRs would probably not pose a major barrier to the rehabilitation and preservation of housing. The production of new rental housing would likely command rents higher than the FMRs and HOME rents. However, deep subsidies are necessary to produce housing affordable to extremely low- and low-income households. HOME funds if they become available to the City would need to be combined with other state and federal resources in order to facilitate the production of affordable rental housing.

Discussion

Please refer to the text in the preceding paragraphs.

MA-20 Housing Market Analysis: Condition of Housing – 91.210(a)

Introduction

Assessing housing conditions in West Covina can provide the basis for developing policies and programs to maintain and preserve the quality of the housing stock. The American Community Survey (ACS) defines a "selected condition" as owner- or renter-occupied housing units having at least one of the following conditions: 1) lacking complete plumbing facilities; 2) lacking complete kitchen facilities; 3) more than one occupant per room; and 4) selected monthly housing costs greater than 30% of household income. (Table 33) Based on this definition, 59% of all renter-occupied housing units and 32% owner-occupied housing units have at least one selected condition.

Describe the jurisdiction's definition of "standard condition" and "substandard condition but suitable for rehabilitation":

Housing is considered to be substandard when physical conditions are below the minimum standards of living defined by Section 1001 of the Uniform Housing Code. Residents living in substandard conditions are considered to be in need of housing assistance even if they are not actively seeking alternative housing arrangements.

Housing is considered suitable for rehabilitation when it is economically feasible to renovate the building and bring it up to standard condition meeting all codes, including City codes.

Condition of Units

Condition of Units	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
With one selected Condition	5,955	31%	5,895	51%
With two selected Conditions	225	1%	800	7%
With three selected Conditions	0	0%	135	1%
With four selected Conditions	0	0%	0	0%
No selected Conditions	13,150	68%	4,695	41%
Total	***19,330***	***100%***	***11,525***	***100%***

Table 33 - Condition of Units

Data Source: 2016-2020 ACS

Year Unit Built

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
2000 or later	680	4%	940	8%
1980-1999	2,250	12%	3,095	27%
1950-1979	15,255	79%	6,950	60%

Year Unit Built	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Before 1950	1,140	6%	535	5%
Total	***19,325***	***101%***	***11,520***	***100%***

Table 34 – Year Unit Built

Data Source: 2016-2020 CHAS

Risk of Lead-Based Paint Hazard

Risk of Lead-Based Paint Hazard	Owner-Occupied		Renter-Occupied	
	Number	%	Number	%
Total Number of Units Built Before 1980	16,395	85%	7,485	65%
Housing Units build before 1980 with children present	1,184	6%	309	3%

Table 35 – Risk of Lead-Based Paint

Data Source: 2016-2020 ACS (Total Units) 2016-2020 CHAS (Units with Children present)

Vacant Units

	Suitable for Rehabilitation	Not Suitable for Rehabilitation	Total
Vacant Units	0	0	0
Abandoned Vacant Units	0	0	0
REO Properties	0	0	0
Abandoned REO Properties	0	0	0

Table 36 - Vacant Units

Data Source: 2005-2009 CHAS

Need for Owner and Rental Rehabilitation

Estimated Number of Housing Units Occupied by Low or Moderate Income Families with LBP Hazards

Housing age is the key variable used to estimate the number of housing units with lead-based paint (LBP). Starting in 1978, the federal government prohibited the use of LBP on residential property. National studies estimate that 75% of all residential structures built prior to 1970 contain LBP. Housing built prior to 1940 is highly likely to contain LBP (estimated at 90% of housing units), and in housing built between 1960 and 1979, 62% of units are estimated to contain LBP.

Approximately 23,880 housing units were built before 1980 (Table 34). Almost 1,493 of the housing units constructed before 1980 are occupied by households with children 18 years of age or younger. Based on the age of housing and the above-noted prevalence rates, it is likely that one-half of the housing units built prior to 1980 may contain LBP.

According to Table H1 of the 2020 Decennial Census, West Covina had approximately 1,207 vacant housing units. The vast majority are suitable for rehabilitation. According to Realty Trac, as of the writing of this Consolidated Plan, there were an estimated 17 REO/bank-owned properties. The overwhelming majority are considered suitable for rehabilitation.

Discussion

Please refer to the analysis above. The key point is that the age of housing causes the need for rehabilitation and the risk for lead-based paint hazards.

MA-25 Public and Assisted Housing – 91.210(b)

Introduction

The City of West Covina has no public housing units.

Table 37 – Public Housing by Program Type – contains data pertaining to the Los Angeles County Development Authority. Public housing is comprised of all sizes and types, from scattered single-family houses to high-rise apartments for elderly families. The Development Authority currently manages 2,974 units of public housing throughout Los Angeles County. Additionally, the Development Authority manages 261 units throughout Los Angeles County. None of this housing is located in the City of West Covina.

The Development Authority also administers the Section 8 Housing Choice Voucher Program. This program provides rental assistance to extremely low and very low income families. Approximately 542 West Covina families receive Section 8 rental assistance through the program administered by the Los Angeles County Development Authority. An additional 116 receive assistance through the Baldwin Park Housing Authority.

Table 38 – Public Housing Condition – does not apply to the City of West Covina as there are no public housing units to inspect.

Totals Number of Units

Program Type									
	Certificate	Mod-Rehab	Public Housing	Vouchers					
				Total	Project -based	Tenant -based	Special Purpose Voucher		
							Veterans Affairs Supportive Housing	Family Unification Program	Disabled *
# of units vouchers available	0	261	2,974	22,682	1	21,797	1,264	1,357	558
# of accessible units									
***includes Non-Elderly Disabled, Mainstream One-Year, Mainstream Five-year, and Nursing Home Transition**									

Table 37– Total Number of Units by Program Type

Data Source: PIC (PIH Information Center)

Describe the supply of public housing developments:

Describe the number and physical condition of public housing units in the jurisdiction, including those that are participating in an approved Public Housing Agency Plan:

The City of West Covina has no public housing units and has not prepared a Public Housing Agency Plan.

Public Housing Condition

Public Housing Development	Average Inspection Score

Table 38 - Public Housing Condition

Describe the restoration and revitalization needs of public housing units in the jurisdiction:

The City of West Covina has no public housing units.

Describe the public housing agency's strategy for improving the living environment of low- and moderate-income families residing in public housing:

The City of West Covina has no public housing units.

Discussion:

Not applicable.

MA-30 Homeless Facilities and Services – 91.210(c)

Introduction

Housing for homeless persons in emergency shelters, transitional housing and supportive housing is located within the community. One shelter home provides 32 beds for battered women and their children.

Table 39 - Facilities and Housing Targeted to Homeless Households – includes the 32-bed shelter.

Facilities and Housing Targeted to Homeless Households

	Emergency Shelter Beds		Transitional Housing Beds	Permanent Supportive Housing Beds	
	Year Round Beds (Current & New)	Voucher / Seasonal / Overflow Beds	Current & New	Current & New	Under Development
Households with Adult(s) and Child(ren)	0	0	32	0	0
Households with Only Adults	0	0	0	0	0
Chronically Homeless Households	0	0	0	0	0
Veterans	0	0	0	0	0
Unaccompanied Youth	0	0	0	0	0

Table 39 - Facilities and Housing Targeted to Homeless Households

Data Source Comments:

Describe mainstream services, such as health, mental health, and employment services to the extent those services are use to complement services targeted to homeless persons

The City of West Covina participates in the County of Los Angeles' Continuum of Care system that provides services and facilities for the homeless and is comprised of local government jurisdictions, federal agencies, non-profit service and housing providers, technical assistance organizations, and organizations from the faith community.

The Los Angeles County Department of Health Services (DHS) aims to ensure access to high quality, patient-centered, cost-effective health care to Los Angeles County residents through direct services at DHS facilities and through collaboration with community and university partners. The DHS provides a range of family, emergency, and specialty health services.

The Los Angeles County Department of Public Social Services (DPSS) is another County resource that offers various programs to promote health among low-income County residents.

Services offered by the Los Angeles County Department of Mental Health (DMH) include assessments, case management, crisis intervention, medication support, peer support and other rehabilitative services.

Employment plays a key role in ending homelessness. It also supports recovery for those suffering from mental and substance use disorders. Unfortunately, homeless people face many barriers to finding and sustaining employment. People who are chronically homeless often suffer the impacts of mental illness, substance abuse and co-occurring disorders. Homeless people also confront serious personal challenges, such as a lack of interviewing skills, job credentials, a fixed address and phone number, identification cards, and interview clothes. They may also have issues adapting to a regular work schedule or work environment and problems with their personal appearance or hygiene. Homeless youth face additional obstacles, including a lack of education or vocational preparation. Moreover, many homeless individuals are on the wrong side of the "digital divide," meaning they are unfamiliar or uncomfortable with increasingly prevalent modern technology such as computers. In addition, many mainstream employment programs do not effectively serve this population.

The Veteran Administration's Compensated Work Therapy (CWT) Program is a national vocational program comprised of three unique programs which assist homeless veterans in returning to competitive employment: Sheltered Workshop, Transitional Work, and Supported Employment. Veterans in CWT are paid at least the federal or state minimum wage, whichever is higher.

List and describe services and facilities that meet the needs of homeless persons, particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth. If the services and facilities are listed on screen SP-40 Institutional Delivery Structure or screen MA-35 Special Needs Facilities and Services, describe how these facilities and services specifically address the needs of these populations.

The services and facilities include the following:

Supportive Services for Veteran Families (SSVF) promotes housing stability to homeless or at–risk–of–becoming homeless Veterans and their families. The goal of the SSVF program is to provide clients with the skills necessary to maintain long term, independent living. SSVF is a short-term crisis intervention program, with services to include case management, housing and financial counseling, and assistance in obtaining benefits and services. For individual Veterans and those with dependents.

SSVF is operated by Volunteers of America, which is located in West Covina (1760 W Cameron Avenue, 91790).

The East San Gabriel Valley Coalition for the Homeless operates a Winter Shelter Program that opens on December 1st and operates continuously until March 15th. The Coalition contacts and arranges for the different church sites for a two-week stay and transports the clients to each site. It coordinates the thousands of volunteers who provide food, clothing, hygiene kits, soap, and towels for the showers and other supplies.

Located in West Covina is the YWCA/WINGS 32-bed emergency and transitional shelter for battered women and children. Additional services include support groups, individual assistance and help to families to access longer term transitional housing. WINGS refer to Women in Need of Growing Strong.

MA-35 Special Needs Facilities and Services – 91.210(d)

Introduction

A variety of services and facilities targeting persons with special needs are available in West Covina.

Including the elderly, frail elderly, persons with disabilities (mental, physical, developmental), persons with alcohol or other drug addictions, persons with HIV/AIDS and their families, public housing residents and any other categories the jurisdiction may specify, and describe their supportive housing needs

Elderly/Frail Elderly: The Los Angeles County Aging and Disabilities Department's primary function is to administer Older American's Act and Older Californians Act programs, along with maximizing independence for all older and disabled adults. Over the period of its most recent Area Plan (2020-2024), the Department used a combination of direct and predominantly contracted services to meet the needs of seniors, caregivers and disabled adults in the areas of information and assistance, and supportive services; nutrition; health promotion; caregiver services; Ombudsman services; and other services such as Linkages. Additionally, the Aging and Disabilities Department explored funding options for transportation services for older and disabled adults; collaborated with its partners to address the housing issues for low income and homeless seniors and veterans and continued to advocate for increase funding for multiple other programs that are administered.

The West Covina Senior Citizens Center is located at 2501 East Cortez Street. The Senior Citizens Center offers an award-winning Lunch Program as well as a host of recreational activities and trips, sports programming, support groups, volunteer opportunities, and many other programs for seniors.

According to the California Department of Public Health, there are five Skilled Nursing Facilities (SNF) with a combined capacity of 331 beds are located in West Covina. A SNF is a nursing facility with the staff and equipment to provide a level of care that includes services that can only be performed safely and correctly by either a registered nurse or a licensed vocational nurse.

The City has 17 licensed residential care facilities for the elderly with a combined capacity of 256 beds. A Residential Care Facility for the Elderly is a residential home for seniors aged 60 and over who require or prefer assistance with care and supervision. Residential Care Facilities for the Elderly may also be known as assisted living facilities, retirement homes and board and care homes.

There are no Continuing Care Retirement Communities (CCRCs) located in West Covina. The CCRCs closest to West Covina are located in Covina (Masonic Homes for Adults); Duarte (Royal Oaks and Westminster Gardens); and Pomona (Mount San Antonia Gardens)

Persons with Disabilities: Persons with disabilities often have limited incomes, but extensive needs for a variety of services. Furthermore, as 86% of the City's rental housing stock was constructed prior to 1990

(before the passage of the American with Disabilities Act), accessible housing is also very limited in supply.

Located in West Covina are 35 adult residential facilities with a combined capacity of 159 beds. There is one other facility with a license pending and a capacity of six beds. An Adult Residential Facility is a residential home for adults ages 18 through 59 with mental health care needs or who have physical or developmental disabilities and require or prefer assistance with care and supervision.

Also located in West Covina are 12 intermediate care facilities for developmentally disabled persons. The combined capacity of these 12 facilities is 72 beds. An Intermediate Care Facility/Developmentally Disabled is a facility that provides 24-hour personal care, habilitation, developmental, and supportive health services for persons with developmental disabilities whose primary need is for developmental services and who have a recurring but intermittent need for skilled nursing services.

Persons with Alcohol/Drug Addiction: Sober living homes provide a safe, supportive place to live while recovering from alcohol and drug addiction. A stable home and drug-free living environment is important for recovery. Five sober living homes are located in West Covina.

Persons with HIV/AIDS and their families: Stable, affordable housing offers the best opportunity for persons living with HIV/AIDS to access drug therapies and treatments and supportive services that will enhance the quality of life for themselves and their families. When people are housed, they can access and adhere to drug treatments and therapies and require fewer hospitalizations and less emergency room care.

Persons Living With HIV (PLWH) in Los Angeles County benefit from the many resources available to them through the Comprehensive AIDS Resources Emergency (CARE) Act and Reauthorization, as well as a broad range of medical and supportive services available outside of the Ryan White system. The Ryan White Program nationally is administered by the Health Resources and Services Administration (HRSA) HIV/AIDS Bureau (HAB). Ryan White services are an essential safety net for low-income PLWH in Los Angeles County. They comprise a major share of the full complement of care and treatment services within Los Angeles County's Continuum of HIV Services.

Public Housing Residents: Public housing units are not located in West Covina.

Describe programs for ensuring that persons returning from mental and physical health institutions receive appropriate supportive housing

Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. 91.315(e)

Support services for the elderly, frail elderly and victims of domestic violence include:

- **YWCA of San Gabriel Valley - Senior Citizens Assistance Program (SCAP):** The goal of the YWCA SCAP (Case Management and Information & Referral/Assistance Services) is to connect seniors with a broad array of services that enable them to remain in their homes for as long as possible. These services include but are not limited to: Access to services such as transportation, case management, information and assistance; and in-home services such as personal care, chore, and homemaker assistance; Community services such as legal services, mental health services, and adult day care; Community education and related programming that help to coordinate and integrate services for seniors such as health screening, exercise/health programs, etc. BSW Case Managers will provide 8 hours of on-site service at the West Covina Senior Center and an average of 7 hours services off-site in clients' homes. The YWCA San Gabriel Valley Senior Services' model of providing effective Case Management and Information and Referral/Assistance (I & RIA) Services is based on the concept of linking clients to a culturally competent, locally accessible and cost-effective integrated continuum of supportive services. In addition, our agency has proven its ability to respond in a timely manner to client's requests for service, and within several hours if the request is urgent.
- **Senior Meals Program - City of West Covina:** The Senior Meals Program is a congregate setting at the West Covina Senior Center. Meals served under the program must provide at least 1/3 of the recommended dietary allowances. In practice, the Senior Meals Program's participants are receiving an estimated 40-50% of required nutrients from the meals provided by the program.
- **Domestic Violence Advocate – West Covina Police Department:** The City's Victim Advocate is partially funded from CDBG, and is responsible for all domestic violence cases that occur in West Covina, as well as some other crimes involving children and domestic situations. The Victim Advocate guides domestic violence victims through the criminal justice and social networks. An independent evaluation conducted by Cal State Los Angeles validated the program's work. The Advocate serves as the liaison to County Adult Protective Services, the Domestic Violence Council, and other agencies and services networks.

For entitlement/consortia grantees: Specify the activities that the jurisdiction plans to undertake during the next year to address the housing and supportive services needs identified in accordance with 91.215(e) with respect to persons who are not homeless but have other special needs. Link to one-year goals. (91.220(2))

Support services for the elderly, frail elderly and victims of domestic violence include:

- **YWCA of San Gabriel Valley - Senior Citizens Assistance Program (SCAP):** The goal of the YWCA SCAP (Case Management and Information & Referral/Assistance Services) is to connect seniors with a broad array of services that enable them to remain in their homes for as long as possible. These services include but are not limited to: Access to services such as transportation, case management, information and assistance; and in-home services such as personal care, chore, and homemaker assistance; Community services such as legal services, mental health services, and adult day care; Community education and related programming that help to coordinate and

integrate services for seniors such as health screening, exercise/health programs, etc. BSW Case Managers will provide 8 hours of on-site service at the West Covina Senior Center and an average of 7 hours services off-site in clients' homes. The YWCA San Gabriel Valley Senior Services' model of providing effective Case Management and Information and Referral/Assistance (I & RIA) Services is based on the concept of linking clients to a culturally competent, locally accessible and cost-effective integrated continuum of supportive services. In addition, our agency has proven its ability to respond in a timely manner to client's requests for service, and within several hours if the request is urgent.

- **Senior Meals Program - City of West Covina:** The Senior Meals Program is a congregate setting at the West Covina Senior Center. Meals served under the program must provide at least 1/3 of the recommended dietary allowances. In practice, the Senior Meals Program's participants are receiving an estimated 40-50% of required nutrients from the meals provided by the program.
- **Domestic Violence Advocate – West Covina Police Department:** The City's Victim Advocate is partially funded from CDBG, and is responsible for all domestic violence cases that occur in West Covina, as well as some other crimes involving children and domestic situations. The Victim Advocate guides domestic violence victims through the criminal justice and social networks. An independent evaluation conducted by Cal State Los Angeles validated the program's work. The Advocate serves as the liaison to County Adult Protective Services, the Domestic Violence Council, and other agencies and services networks.

MA-40 Barriers to Affordable Housing – 91.210(e)

Negative Effects of Public Policies on Affordable Housing and Residential Investment

One component of the State mandated housing element is an analysis of "governmental constraints," a term that has the same meaning as the Consolidated Plan "barriers to affordable housing." More specifically, Government Code Section 65583(a) requires that a housing element include: "An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels…including land use controls, building codes and their enforcement, site improvements, fees and other exactions required of developers, and local processing and permit procedures..." A summary of barriers to affordable housing is presented in the following paragraphs.

The City's Land Use Element and Zoning Ordinance establish seven residential categories and a mixed use category. These categories permit a variety of housing types and allow several ranges of residential densities. The Mixed Use Zone permits housing of 20 dwelling units per acre.

The City has adopted the 2022 Edition of the California Building Code, which is the standard code adopted by municipal governments.

West Covina is a built out community and the necessary public infrastructure is in place. The City's 2021-2029 Draft Housing Element (Draft 4) is under review by the State Department of Housing and Community Development as of the drafting of this Plan. The City is committed to removing governmental constraints that hinder the production of housing and offers a "one-stop" streamlined permitting process to facilitate efficient entitlement and building permit processing. The Zoning Code was updated to reduce constraints to the development of a variety of housing types. The updated code was adopted on January 16, 2024.

With regard to development standards, two potential constraints/barriers were identified – parking requirements and housing unit sizes. These potential constraints are mitigated by implementing reduced parking for senior and affordable housing development and by permitting modified housing unit sizes.

Actions detailed in the City's 2021-2029 Draft Housing Element included: (1) Seek opportunities to streamline the CEQA review process by utilizing exemptions or tiering, particularly for infill development, consistent with State law and (2) Amend the Zoning Code to revise the parking requirements for Multi-family dwellings, to remove distinctions between "multi-family dwelling" and "multi-family, mixed use" and utilize the same parking standards based on unit size as multi-family, mixed use development.

No constraint/barrier was found in regard to permit processing procedures or timelines.

MA-45 Non-Housing Community Development Assets – 91.215 (f)

Introduction

The discussion of non-housing community development assets involve an analysis of the following tables:

- Table 40 – Business Activity
- Table 41 – Labor Force
- Table 42 – Occupations by Sector
- Table 43 – Travel Time
- Table 44 – Educational Attainment by Employment Status
- Table 45 – Education Attainment by Age
- Table 46 – Median Earnings in the Past 12 Months

Economic Development Market Analysis

Business Activity

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Agriculture, Mining, Oil & Gas Extraction	312	2	1	0	-1
Arts, Entertainment, Accommodations	5,576	4,389	14	18	4
Construction	1,939	424	5	2	-3
Education and Health Care Services	9,112	8,337	23	35	12
Finance, Insurance, and Real Estate	2,307	1,048	6	4	-2
Information	999	388	3	2	-1
Manufacturing	3,994	388	10	2	-8
Other Services	1,537	706	4	3	-1
Professional, Scientific, Management Services	3,174	1,001	8	4	-4
Public Administration	0	0	0	0	0

Business by Sector	Number of Workers	Number of Jobs	Share of Workers %	Share of Jobs %	Jobs less workers %
Retail Trade	5,141	6,523	13	27	14
Transportation and Warehousing	1,946	205	5	1	-4
Wholesale Trade	3,349	376	9	2	-7
Total	39,386	23,787	--	--	--

Table 40 - Business Activity

Data Source: 2016-2020 ACS (Workers), 2020 Longitudinal Employer-Household Dynamics (Jobs)

Labor Force

Total Population in the Civilian Labor Force	55,495
Civilian Employed Population 16 years and over	52,320
Unemployment Rate	5.71
Unemployment Rate for Ages 16-24	21.86
Unemployment Rate for Ages 25-65	3.67

Table 41 - Labor Force

Data Source: 2016-2020 ACS

Occupations by Sector	Number of People
Management, business and financial	13,610
Farming, fisheries and forestry occupations	2,480
Service	5,410
Sales and office	13,230
Construction, extraction, maintenance and repair	3,445
Production, transportation and material moving	2,975

Table 42 – Occupations by Sector

Data Source: 2016-2020 ACS

Travel Time

Travel Time	Number	Percentage
< 30 Minutes	20,822	44%
30-59 Minutes	18,111	38%
60 or More Minutes	8,890	19%
Total	***47,823***	***100%***

Table 43 - Travel Time

Data Source: 2016-2020 ACS

Education:

Educational Attainment by Employment Status (Population 16 and Older)

Educational Attainment	In Labor Force		
	Civilian Employed	Unemployed	Not in Labor Force
Less than high school graduate	3,305	290	2,190

Educational Attainment	In Labor Force		
	Civilian Employed	Unemployed	Not in Labor Force
High school graduate (includes equivalency)	11,735	825	3,105
Some college or Associate's degree	13,920	480	3,310
Bachelor's degree or higher	15,295	510	2,325

Table 44 - Educational Attainment by Employment Status

Data Source: 2016-2020 ACS

Educational Attainment by Age

	Age				
	18–24 yrs	25–34 yrs	35–44 yrs	45–65 yrs	65+ yrs
Less than 9th grade	160	335	360	2,120	2,630
9th to 12th grade, no diploma	570	655	535	1,770	1,365
High school graduate, GED, or alternative	2,915	4,000	3,440	8,225	4,650
Some college, no degree	4,195	3,805	2,930	5,740	2,495
Associate's degree	500	1,590	925	2,720	1,370
Bachelor's degree	1,395	4,480	3,455	5,070	3,055
Graduate or professional degree	45	1,405	1,255	2,485	1,305

Table 45 - Educational Attainment by Age

Data Source: 2016-2020 ACS

Educational Attainment – Median Earnings in the Past 12 Months

Educational Attainment	Median Earnings in the Past 12 Months
Less than high school graduate	27,543
High school graduate (includes equivalency)	31,445
Some college or Associate's degree	41,524
Bachelor's degree	52,568
Graduate or professional degree	78,009

Table 46 – Median Earnings in the Past 12 Months

Data Source: 2016-2020 ACS

Based on the Business Activity table above, what are the major employment sectors within your jurisdiction?

West Covina has fewer jobs (23,787) located within the city limits than workers (39,386) (Table 40). The City is predominately residential and, thus, workers would be expected to commute outside the city

limits. The business sectors offering the most jobs within West Covina include education and health care services, 8,337; retail trade, 6,523; and arts, entertainment, accommodations, 4,389.

Most residents are employed in the following business sectors: education and health care services 9,112; retail trade, 5,141; arts, entertainment and accommodations, 5,576; and manufacturing, 3,994.

Describe the workforce and infrastructure needs of the business community:

The City Council initiated the General Plan Update in 2014; the City held various focus meetings, speaker series, a week-long charrette, and community meetings to get community input and feedback. The General Plan, Housing Element Revision, EIR, Downtown Plan & Code were adopted by the City Council on December 20, 2016.

The City's General Plan Update process identified several business infrastructure needs. Among the business infrastructure needs identified by this process were: need to invest in infrastructure and enhance the public realm to retain and attract businesses; need to encourage and support the formation of a Business Improvement District (BID); need to provide incentives to businesses such as grants and low-cost loans so they can strengthen their opportunity for success; and overall need for a multi-faceted program to strengthen and grow local businesses.

Describe any major changes that may have an economic impact, such as planned local or regional public or private sector investments or initiatives that have affected or may affect job and business growth opportunities during the planning period. Describe any needs for workforce development, business support or infrastructure these changes may create.

West Covina is an essentially built out community. The City Council initiated the General Plan Update in 2014; the City held various focus meetings, speaker series, a week-long charrette, and community meetings to get community input and feedback. The General Plan, Housing Element Revision, EIR, Downtown Plan & Code were adopted by the City Council on December 20, 2016 to guide future development.

An Action to come out of the General Plan process is Explore health/medical campus opportunities. Medical-related jobs tend to be higher-paying and the medical industry is expected to be a growing field as the US population continues to age. An additional health/medical campus could support quality employment for residents, but may also be an additional amenity for residents seeking medical care. Emanate Health (formerly Citrus Health Partners) Queen of the Valley Hospital is planning a major expansion that will result increase the hospital's square footage by almost 50%. The first phase of construction took place between 2020-2022. The second phase is underway and to be completed in 2026. Besides increased medical services, the expansion will results in many new jobs.

How do the skills and education of the current workforce correspond to employment opportunities in the jurisdiction?

Jobs located within West Covina match fairly well with the skills and education of the local workforce. Business sectors offering jobs that may not require a high school graduation include retail trade, accommodation and food services, other services, manufacturing, and warehousing. Workers with less than a high school education would benefit from training so they could compete for better paying jobs. The median annual income earnings of workers with less than a high school education are less than $27,543 versus those with a Bachelor's degree at $52,568 (Table 46).

West Covina's employment base as of 2020 is topped by Education and Healthcare Services, which are expected to have above-average growth. Capturing one or more major employers in these sectors could not only improve the City's economic strength and provide high-quality jobs for residents, but could also anchor one of many key currently underutilized sites in West Covina's downtown, and support the City's fiscal health. The expansion of the Emanate Hospital is expected to create may new jobs in the area. Retail trade, is also strong, but is projected by the Southern California Association of Governments (SCAG) to have relatively slow growth.

Describe any current workforce training initiatives, including those supported by Workforce Investment Boards, community colleges and other organizations. Describe how these efforts will support the jurisdiction's Consolidated Plan.

Economic development is a priority for the use of CDBG funds. There are workforce training resources located in West Covina. For instance, the East San Gabriel Valley Regional Occupational Program and Technical Center is located at 1134 South Barranca Ave., West Covina.

An ROP is a public education service that provides practical, hands-on career preparation and career guidance. East San Gabriel Valley ROP/TC is one of 74 ROPs in the state of California. The ROP is designed to provide high school and adult students with the technical skills required for particular jobs. Community-based internships, in local business and industry sites, are offered in many classes. Every course offers a unit on employment-seeking skills, which includes the job application, resume, and interview preparation.

Does your jurisdiction participate in a Comprehensive Economic Development Strategy (CEDS)?

No

If so, what economic development initiatives are you undertaking that may be coordinated with the Consolidated Plan? If not, describe other local/regional plans or initiatives that impact economic growth.

Discussion

Refer to the analysis in the preceding paragraphs.

MA-50 Needs and Market Analysis Discussion

Are there areas where households with multiple housing problems are concentrated? (include a definition of "concentration")

Housing problems impacting low and moderate income households such as cost burden and crowding are not geographically concentrated. Overall, about 45% of West Covina's population have low- and moderate-incomes (<80% AMI) (Table 6). In 42 of the City's 68 block groups the low/mod population comprises less than 50% of the population. Consequently, the geographic distribution of housing problems is not concentrated and would follow a dispersal pattern similar to that of the low- and moderate-income population as a whole.

Are there any areas in the jurisdiction where racial or ethnic minorities or low-income families are concentrated? (include a definition of "concentration")

The ConPlan regulations state that the City must identify and describe any areas within West Covina "with concentrations of racial/ethnic minorities…stating how it defines…area of minority concentration. The locations and degree of these concentrations must be identified, either in a narrative or on one or more maps." (CFR 91.210)

The non-minority population is White, Non-Hispanic or Latino. Minority individuals are Hispanic or Latino, American Indian or Alaska Native, Asian, Black or African American, Native Hawaiian or Other Pacific Islander, multiracial minority (two or more races, at least one of which is a minority race).

The 2023 ACS 5-Year Estimate indicates that 64.6% of the City's population belongs to a "minority" group – that is, all of the population who did not identify themselves as a White Alone, not Hispanic:

- Hispanic or Latino of any race 53.2%
- Asian alone 30.0%
- Other minority populations 6.8%
- White alone, not Hispanic 10.0%

For a Census Tract to be identified as an area of concentration, the tract minority percentage should exceed the City's percentage. The Consolidated Plan regulations do not establish a criterion, but instead allow cities to establish their own standard. The one standard that the regulations do explicitly establish pertains to "disproportionate housing needs" and state a standard of 10% above the average community housing needs. As the City's minority population equals 64.6% of the total population, the City has defined an area of minority concentration as a Census Tract having 75% or more of its population belonging to the "Hispanic or Latino, of any race" and "Other Minority Populations" groups. Under this definition only no Census Tract is considered having a minority "concentration."

The Consolidated Plan regulations also require the City to: "…identify and describe any areas within the jurisdiction with concentrations of low-income families, stating how it defines … 'area of low-income concentration' for this purpose. The locations and degree of these concentrations must be described, either in a narrative or on one or more maps." (91.210(a)). For purposes of the Consolidated Plan, areas of low-income concentration are entire Census Tracts (CT) or Block Groups (BG) having a majority (50%+) of its population with low- and moderate income. CDBG-eligible Block Groups, based on ACS 5-Year 2016-2020 Summary Data, are highlighted on a map included as an Exhibit to the Consolidated Plan. Economic Development, Housing Preservation, Fair Housing, and Public Service Programs are available on a city-wide basis to low- and moderate-income persons.

What are the characteristics of the market in these areas/neighborhoods?

Housing problems – cost burden, crowding, quality – occur throughout West Covina's census tracts. There is a strong demand for housing as sales prices and rents have stabilized or increased. Additionally, according to 2023 ACS 5-Year Estimates, West Covina had a vacancy rate of only 4.5% between 2014-2018.

Are there any community assets in these areas/neighborhoods?

There are community assets located in the City's area benefit neighborhoods – that is service areas with a population composed of low- and moderate-income percentage of 51% or more. These community assets include neighborhood parks, public schools, bus stops, streets, traffic signals, street lighting, sewers, sidewalks, etc.

Are there other strategic opportunities in any of these areas?

The CDBG Neighborhood Improvement Program endeavors to enhance the community assets through capital projects. Engineering and Public Works endeavor to identify needed improvements to existing assets such as local parks. The Engineering Division of the Community Development Department conducts field inspections and logs needed improvements to streets; curbs, gutters and sidewalks; and street lights. The neighborhood residents have a key role in identifying opportunities for improvements in their neighborhoods.

MA-60 Broadband Needs of Housing occupied by Low- and Moderate-Income Households - 91.210(a)(4), 91.310(a)(2)

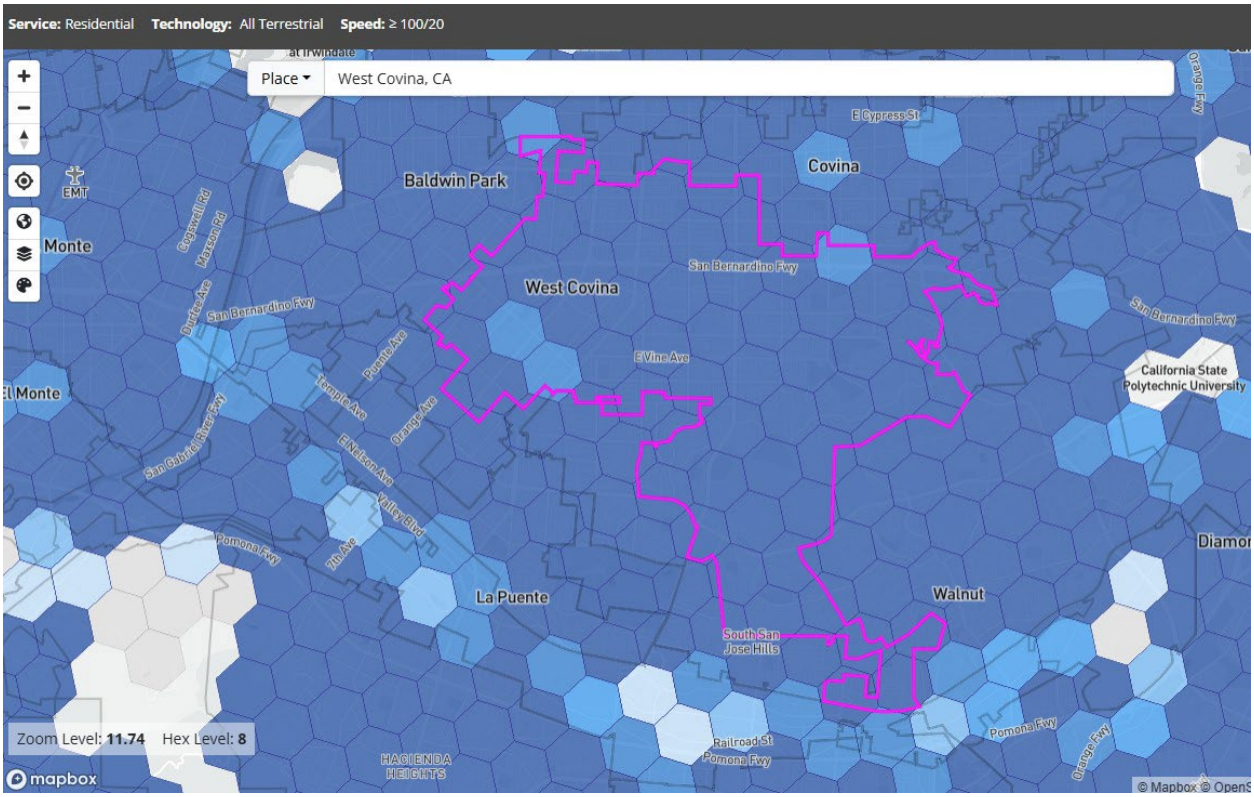
Describe the need for broadband wiring and connections for households, including low- and moderate-income households and neighborhoods.

According to Table 2801 the 2023 ACS 5-Year Estimates, of the 32,586 households in West covina, 92.6% have an internet subscription. 92.5% have broadband. 7.4% of households have no internet.

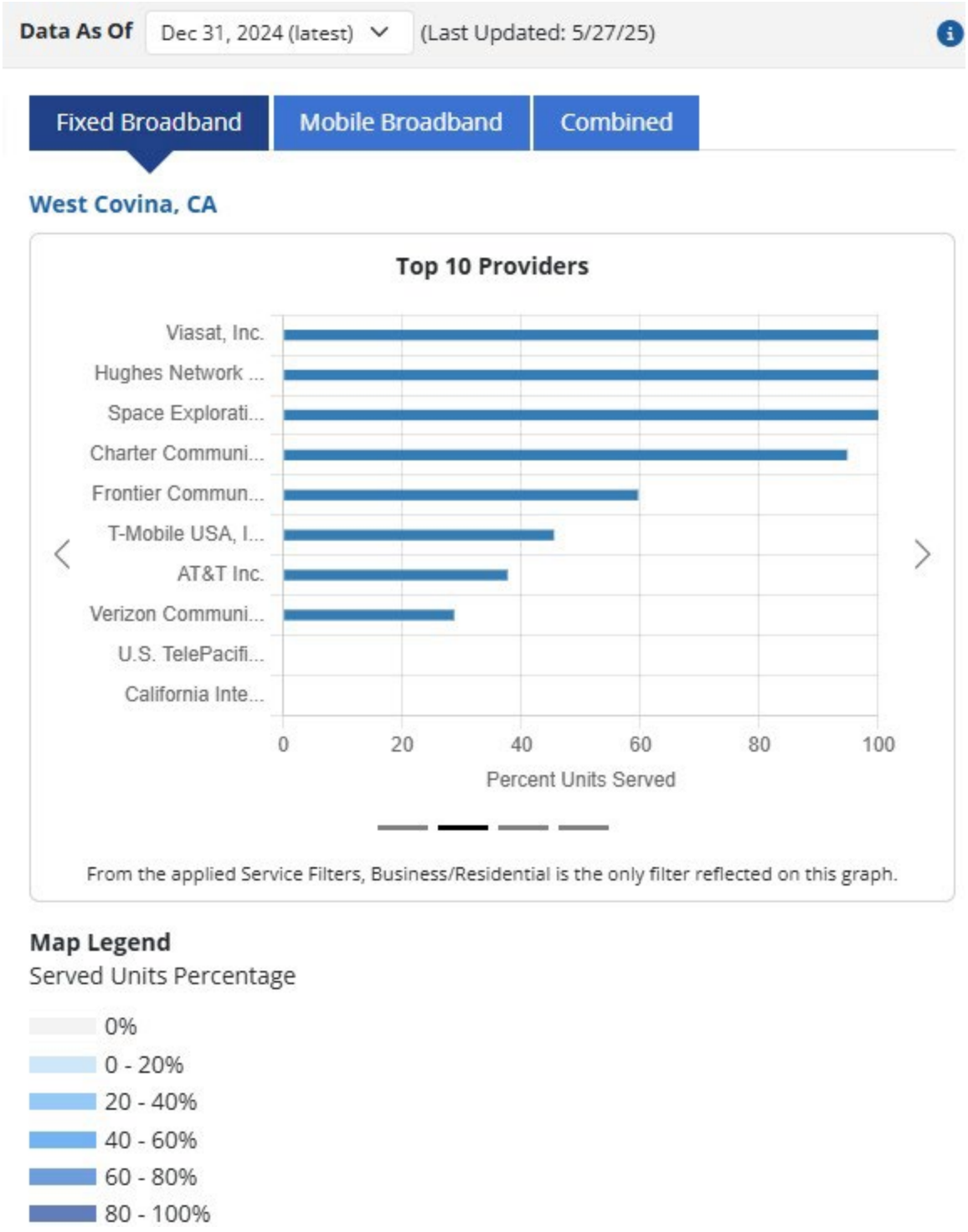
Relative to broadband subscriptions by household income: 97.5% of homes with a household income of $75,000 or more; 84.8% of homes with a household income of $20,000 to $74,999; and 61% of homes with a household income of less than $20,000 have broadband subscriptions.

Describe the need for increased competition by having more than one broadband Internet service provider serve the jurisdiction.

According to www.highspeedinternet.com, West Covina is served by three broadband providers for residential services, including 1 offering fiber connections, 1 offering cable, and 1 offering 5G wireless.



FCC Map - Residential Broadband Coverage



FCC - Fixed Broadband Providers

MA-65 Hazard Mitigation - 91.210(a)(5), 91.310(a)(3)

Describe the jurisdiction’s increased natural hazard risks associated with climate change.

The City' s Natural Hazard Mitigation Plan details natural hazard risks for the City. While there is no section devoted to climate change by itself, potentially related risks are addressed. Typically, cities have increased risks associated with climate change when it comes to hazards such as flooding, storm surge, wildfires, and general storms. The City's Local Hazard Mitigation Plan identifies five potential hazard risks to the City 1) earthquake, 2) earth movement, 3) flood, (4) wildfire, and 5) windstorm. The City's Natural Hazard Mitigation Plan is available at https://www.westcovina.org/departments/fire/disaster-preparedness/natural-hazard-mitigation-plan.

Describe the vulnerability to these risks of housing occupied by low- and moderate-income households based on an analysis of data, findings, and methods.

There is no outsized risk to LMI households for the City. The Local Hazard Mitigation Plan: shows the projected vulnerable areas for each hazard risk for the City (earthquake, earth movement, flood, wildfire, and windstorm). The data and analysis show that for three out of the five, the projected vulnerable areas are actually the entirety of the City. West Covina is not located in a hazardous wind zone or special wind region. However, the City does experience Santa Ana conditions and the resulting high winds during this dry period. Events with a moderate probability (1 in 100 years), including earthquakes and flooding, are also projected to affect the entire City area. Therefore, for these three hazard risks, the risk is shared by all areas, including LMI concentrated areas and non- LMI concentrated areas.

In 2024, the City received a grant from US FEMA/CalOES for the preparation of a Local Hazard Mitigation Plan. As of the writing this Plan, the City is finalizing a request for proposal to retrain a consultant to complete the project.

Strategic Plan

SP-05 Overview

Strategic Plan Overview

The Strategic Plan is the centerpiece of the Consolidated Plan. The Plan describes:

- General Priority Needs
- Influence of Market Conditions
- Anticipated Resources
- Institutional Delivery System
- Goals Summary
- Public Housing Accessibility and Involvement
- Barriers to Affordable Housing
- Homeless Strategy
- Lead Based Paint Hazards
- Anti-Poverty Strategy
- Monitoring

SP-10 Geographic Priorities – 91.215 (a)(1)

Geographic Area

Table 47 - Geographic Priority Areas

1	**Area Name:**	Area Benefit Neighborhoods
	Area Type:	Other
	Other Target Area Description:	Other
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	
	What are the opportunities for improvement in this target area?	
	Are there barriers to improvement in this target area?	
2	**Area Name:**	City-Wide
	Area Type:	City-Wide
	Other Target Area Description:	City-Wide
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	

	What are the opportunities for improvement in this target area?	
	Are there barriers to improvement in this target area?	

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

Certain CDBG-funded activities such as public improvements must take place in area benefit neighborhoods. Other CDBG-funded activities such as public services are based on income eligibility and occur on a city-wide basis.

The basis for allocating investments reflects the results of input from the following:

- City Council Pre-development Public Hearing held on May 20, 2025
- Results of the Housing and Community Development Survey
- Public Consultation
- Applications received for funding of public service projects
- City Departments – City Manager's Office, Community and Economic Development, Engineering, and Police
- Housing market conditions and influences
- Draft 2021-2029 Housing Element of the General Plan - 4th Draft

SP-25 Priority Needs - 91.215(a)(2)

Priority Needs

Table 48 – Priority Needs Summary

1	**Priority Need Name**	Improve/upgrade public facilities & infrastructure
	Priority Level	High
	Population	Extremely Low Low Moderate Persons with Physical Disabilities
	Geographic Areas Affected	Other
	Associated Goals	Improve/upgrade public infrastructure & facilities
	Description	The City will complete improvements and upgrades to public infrastructure facilities.
	Basis for Relative Priority	Non-housing community development survey showed a high need for public facility and infrastructure improvements.
2	**Priority Need Name**	Public Service Programs
	Priority Level	Medium
	Population	Extremely Low Low Moderate Elderly Individuals Persons with HIV/AIDS Victims of Domestic Violence Elderly Frail Elderly Persons with Mental Disabilities Victims of Domestic Violence
	Geographic Areas Affected	City-Wide

	Associated Goals	Improve the well-being of low income persons
	Description	The City will provide financial support to the public service projects addressing the needs of low income persons, seniors, homeless, and non-homeless special needs populations.
	Basis for Relative Priority	Public participation demonstrated a high need for public services.
3	**Priority Need Name**	Economic Development
	Priority Level	High
	Population	Extremely Low Low Moderate
	Geographic Areas Affected	City-Wide
	Associated Goals	Encourage economic development
	Description	The City will implement an Economic Development Program, through which loans will be made for facade improvements to businesses and jobs will be created as a result. The City also plans to implement an Economic Development Technical Assistance Program.
	Basis for Relative Priority	Non-housing community development survey showed a high need for economic development services.
4	**Priority Need Name**	Eliminate housing discrimination
	Priority Level	High

	Population	Extremely Low Moderate Large Families Families with Children Elderly Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with HIV/AIDS and their Families Victims of Domestic Violence
	Geographic Areas Affected	City-Wide
	Associated Goals	Achieve fair housing for all
	Description	The City will continue to fund a fair housing provider that will investigate housing discrimination complaints and tenant/landlord issues.
	Basis for Relative Priority	Identified as priority need by Analysis of Impediments to Fair Housing Choice.
5	**Priority Need Name**	Effective grant administration
	Priority Level	High
	Population	Extremely Low Low Moderate Large Families Families with Children Elderly Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Non-housing Community Development

	Geographic Areas Affected	City-Wide
	Associated Goals	Effective grant administration
	Description	Grant administration includes monitoring, Action Plan, CAPER, etc.
	Basis for Relative Priority	Need to comply with CDBG rules and regulations.
6	**Priority Need Name**	Improve the owner occupied housing stock
	Priority Level	High
	Population	Extremely Low Low Moderate
	Geographic Areas Affected	City-Wide
	Associated Goals	Improve owner-occupied housing stock
	Description	Housing Preservation loans will be offered to low and moderate income homeowners.
	Basis for Relative Priority	Housing needs assessment indicates there is a need to rehabilitate the existing housing stock.

Narrative (Optional)

In establishing five-year priorities for assistance, the City has considered input from various sources including: the Housing and Community Development Needs Survey, demographic and empirical data analysis, interviews with staff and service providers, and direct input by residents and stakeholders during public hearings. Priority needs for the expenditure of CDBG funds have been assigned according to the following ranking:

- **High Priority**: Activities to address this need will be funded by the City using CDBG funds during the five-year period.
- **Medium Priority**: Activities to address this need may be funded by the City using CDBG funds during the five-year period.

- **Low Priority**: Activities to address this need will not be funded by the City using CDBG funds during the five-year period.

SP-30 Influence of Market Conditions – 91.215 (b)

Influence of Market Conditions

Affordable Housing Type	Market Characteristics that will influence the use of funds available for housing type
Tenant Based Rental Assistance (TBRA)	Monthly rents are generally lower than the Fair Market Rents. However, rental assistance through monthly subsidies is expensive. The City does not receive HOME funds. Instead, the City will rely on the rental assistance provided by the Los Angeles County Development Authority and Baldwin Park Housing Authority.
TBRA for Non-Homeless Special Needs	TBRA for special populations also will not be funded for the reasons mentioned above. The gap between 30% of income and market rents is too large and, if the City chose to provide TBRA with monies from the General Fund, other pressing needs such as improving the quality of existing housing would become neglected.
New Unit Production	The production of new affordable housing is constrained by limited land availability, the high cost of residential land, and high development costs. Consequently, funds other than CDBG are needed to facilitate new unit production. The City will continue to explore opportunities with non-profit and private developers of affordable housing.
Rehabilitation	In 2015, the City re-established a housing rehabilitation program, as the older housing stock is in need of minor, modest and major repairs. Because of this market condition and homeowner acceptance, the City will allocate CDBG funds to implement a housing rehabilitation program (unspent balance in the line of credit). A separate program funded with State Housing Funds also provides housing rehabilitation loans to residents. Both programs will continue throughout the 2025-2029 Consolidated Plan period.
Acquisition, including preservation	There are no units deemed to be at risk of conversion to market rate housing during the 2025-2029 Consolidated Plan period. There are several rent-restricted apartments with 99-year covenants or no expiration at all. The City does not have funds to acquire and rehabilitate existing rental housing.

Table 49 – Influence of Market Conditions

SP-35 Anticipated Resources - 91.215(a)(4), 91.220(c)(1,2)

Introduction

The City anticipates available CDBG resources in the amount of $5,530,000 during the five-year period of the Consolidated Plan. The City anticipates receiving CDBG funds in the amount of $830,000 in PY 2025: an entitlement grant in the amount of $819,862 and $10,138 in Program Income. Unexpended obligations totaling $1,380,000 from the prior period will be carried forward and opened as new activities in the 2025-2029 cycle. The City estimates in Years 2-5, that it will receive $820,000 in Entitlement funds and $10,000 in Program Income, for a total of $830,000 annually.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	819,862	10,138	1,380,000	2,210,000	3,320,000	The estimated amount of CDBG funds over the 5-year ConPlan period is $5,530,000. This assumes annual allocations of $820,000 and Program Income of $10,000 in Program Years 2-5 estimated for a total of $4,150,000. Shown as Prior Year Resources, the City will also carry over $1,380,000 in unexpended obligated funds into Year 1 - $755,000 for Friendship Park Improvements; $425,000 for Housing Preservation Program; and $200,000 for Economic Development Activities.

Table 50 - Anticipated Resources

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City and HUD share an interest in leveraging HUD resources to the maximum extent feasible in order to address priority needs and associated goals.

During the 5-year period of the ConPlan the City will seek funds to leverage the Federal CDBG funds. The City's Capital Improvement Program (CIP) may leverage CDBG funds in street rehabilitation projects. State Gas Tax funds also assist with street rehabilitation. Federal USDA, Older Americans Act, City General Fund, and participant donations augment funding for the CDBG-funded Senior Nutrition Program.

Local return funds from Los Angeles County Proposition C, as well as Measure M and Measure R, assist the City in removing architectural barriers, providing Dial-A-Ride service, providing a citywide shuttle service, and performing street rehabilitation and other capital improvements. TDA-3 and SB1 help fund sidewalk and street projects. Park Bond funds received through the County will fund park improvements and maintenance of the improvements.

County Measure A funds will be directed toward serving the homeless population. Volunteer services and private donations provided additional resources to leverage CDBG funds.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City is presently evaluating relocation of its City Maintenance Yard in order to sell the existing property for the development of housing. Additionally, the City does explore opportunities to partner with non-profits to address unmet housing needs. The Community and Economic Development Department does post on its webpage an Available Property List (APL) for businesses seeking to locate in West Covina.

Discussion

See discussions above.

SP-40 Institutional Delivery Structure – 91.215(k)

Explain the institutional structure through which the jurisdiction will carry out its consolidated plan including private industry, non-profit organizations, and public institutions.

Responsible Entity	Responsible Entity Type	Role	Geographic Area Served
City of West Covina	Government	Non-homeless special needs Planning neighborhood improvements public facilities public services	Jurisdiction
Los Angeles County Development Authority	PHA	Rental	Other
Housing Authority of the City of Baldwin Park	PHA	Rental	Jurisdiction

Table 51 - Institutional Delivery Structure

Assess of Strengths and Gaps in the Institutional Delivery System

The City staff is experienced in implementing the CDBG funded programs. Additionally, several non-profits have years of experience successfully implementing service programs in the City of West Covina. The City also partners with experienced affordable housing developers to address the community's housing needs. During the Consolidated Plan period, City staff will continue to collaborate and coordinate with County, State and Federal organizations. Among these agencies are: the Los Angeles Homeless Services Authority (LAHSA); the Los Angeles County Development Authority; Baldwin Park Housing Authority and the San Gabriel Valley Council of Governments.

As of recently, homeless prevention, street outreach and supportive services are not provided by the City of West Covina. These services are provided by mainstream agencies such as the County of Los Angeles, LAHSA, YWCA WINGS and the East San Gabriel Valley Coalition. However, through recent grants of Measure H funds through the County of Los Angeles and the San Gabriel Valley Council of Governments, the City was able to fund outreach services and a motel voucher program.

Availability of services targeted to homeless persons and persons with HIV and mainstream services

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Counseling/Advocacy	X	X	
Legal Assistance	X	X	

Homelessness Prevention Services	Available in the Community	Targeted to Homeless	Targeted to People with HIV
Homelessness Prevention Services			
Mortgage Assistance	X		
Rental Assistance	X	X	
Utilities Assistance			
Street Outreach Services			
Law Enforcement	X	X	
Mobile Clinics	X	X	
Other Street Outreach Services	X	X	
Supportive Services			
Alcohol & Drug Abuse	X	X	
Child Care	X		
Education	X	X	
Employment and Employment Training	X	X	
Healthcare	X	X	
HIV/AIDS			X
Life Skills		X	
Mental Health Counseling	X	X	
Transportation	X	X	
Other			

Table 52 - Homeless Prevention Services Summary

Describe how the service delivery system including, but not limited to, the services listed above meet the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth)

Homeless street outreach as well as case management service are provided by the City through a contract with the Los Angeles Centers on Drug and Alcohol Abuse (LA CADA). A two-person team working 40 hours per week is funded through State Housing Funds. Additional services are provided by mainstream agencies such as the County of Los Angeles, LAHSA, YWCA WINGS and the East San Gabriel Valley Coalition. The City has proposed to use its allocation of funds to be received through the recently passed County Measure A to pay for the LA CADA team, as well as a Motel Voucher Program for interim housing. The City has coordinated with LAHSA regarding homeless counts.

Describe the strengths and gaps of the service delivery system for special needs population and persons experiencing homelessness, including, but not limited to, the services listed above

Homeless street outreach as well as case management service are provided by the City through a contract with the Los Angeles Centers on Drug and Alcohol Abuse (LA CADA). A two-person team working 40 hours per week is funded through State Housing Funds. Additional services are provided by mainstream agencies such as the County of Los Angeles, LAHSA, YWCA WINGS and the East San Gabriel Valley Coalition. The City has proposed to use its allocation of funds to be received through the recently passed County Measure A to pay for the LA CADA team, as well as a Motel Voucher Program for interim housing.

Challenges include the lack of ongoing funding. While CDBG-eligible, such services are subject to the public service cap and limited to 15%.

Provide a summary of the strategy for overcoming gaps in the institutional structure and service delivery system for carrying out a strategy to address priority needs

In order to strengthen internal coordination and timeliness of expenditures, the City Manager's Office meets monthly with the Engineering and Public Works Departments of the City. The purpose of the meetings is to strengthen the delivery of programs and services in neighborhoods so that there are tangible physical and quality of life benefits resulting from the expenditure of CDBG and other funds.

The City also coordinates on a regular basis with the following housing providers:

- Los Angeles County Development Authority (Section 8)
- City of Baldwin Park Housing Authority (Section 8)
- Housing Rights Center (Fair Housing)

Coordination with health providers involves the periodic collection of lead-based incident statistics from the County of Los Angeles, Department of Health Services, Childhood Lead Poisoning Prevention Program. In addition, the City will continue to obtain information from the Los Angeles County Department of Health Services, Office of AIDS Programs and Policy.

Coordination with social service agencies is accomplished through the CDBG public service programs. This involves a notice of funding availability, evaluation of applications submitted including needs to be addressed, and monitoring and performance evaluation of funded social service agencies.

In order to strengthen the institutional structure for carrying out its housing and community development plan, the City will strengthen the working relationship by providing input to and coordinating with the Los Angeles County Development Authority and Baldwin Park Housing Authority. Efforts to strengthen the institutional structure involve review of the five-year and annual plans of each authority.

The City will continue its coordination efforts with:

- Los Angeles County Homeless Services Authority (LAHSA)
- San Gabriel Valley Council of Governments (SGVCOG)
- San Gabriel Valley Housing and Homeless Services Coordinating Council
- Baldwin Park Housing Authority
- Los Angeles County Development Authority
- ESGV Coalition for the Homeless

SP-45 Goals Summary – 91.215(a)(4)

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve/upgrade public infrastructure & facilities	2025	2029	Improve/upgrade public facilities and infrastructure	City-Wide Area Benefit Neighborhoods	Improve/upgrade public facilities & infrastructure	CDBG: $2,273,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 22700 Persons Assisted
2	Improve the well-being of low income persons	2025	2029	Non-Homeless Special Needs	City-Wide Area Benefit Neighborhoods	Public Service Programs	CDBG: $572,500	Public service activities other than Low/Moderate Income Housing Benefit: 20000 Persons Assisted
3	Encourage economic development	2025	2029	Improve economic conditions	City-Wide	Economic Development	CDBG: $200,000	Facade treatment/business building rehabilitation: 2 Business Businesses assisted: 2 Businesses Assisted
4	Achieve fair housing for all	2025	2029	Eliminate housing discrimination	City-Wide	Eliminate housing discrimination	CDBG: $50,000	Public service activities other than Low/Moderate Income Housing Benefit: 300 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Effective grant administration	2025	2029	Effective grant administration	City-Wide	Effective grant administration	CDBG: $830,000	Other: 5 Other
6	Improve owner-occupied housing stock	2025	2029	Owner-Occupied Housing	City-Wide	Improve the owner occupied housing stock	CDBG: $500,000	Homeowner Housing Rehabilitated: 20 Household Housing Unit

Table 53 – Goals Summary

Goal Descriptions

1	**Goal Name**	Improve/upgrade public infrastructure & facilities
	Goal Description	The City will complete improvements and upgrades to public infrastructure and facilities. 15,300 persons reside in the project area proposed for the Residential Street Rehabilitation Project. 7,385 persons reside in Park District H, related to Friendship Park improvement project, which was approved in the prior cycle and carried over.
2	**Goal Name**	Improve the well-being of low income persons
	Goal Description	The City will provide financial support to the public service projects addressing the needs of low income persons, seniors, homeless, and non-homeless special needs populations.
3	**Goal Name**	Encourage economic development
	Goal Description	The City will implement a Facade improvement program ($100,000) that result in the creation/retention of jobs. In addition, the City will fund an Economic Technical Assistance Program ($100,000). Both activities were approved in the prior cycle and will be carried over into the new cycle.
4	**Goal Name**	Achieve fair housing for all
	Goal Description	The City will continue to fund a fair housing provider that will investigate housing discrimination complaints and tenant/land lord issues.

5	**Goal Name**	Effective grant administration
	Goal Description	Grant administration includes monitoring, Action Plan, CAPER, etc.
6	**Goal Name**	Improve owner-occupied housing stock
	Goal Description	The City will make no interest loans of CDBG funds available to eligible homeowners for improvement and rehabilitation of their homes. This activity was carried over from the prior cycle.

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.315(b)(2)

West Covina does not receive HOME funds. Under CFR 92.254, the rehabilitation of housing that is currently owned by a family qualifies as affordable housing if the housing, after rehabilitation, does not exceed 95% of the median purchase price of the area. The City will support the rehabilitation of owner occupied housing with re-programmed CDBG not HOME funds. However, the City will monitor the estimated median sales price of the rehabilitated housing in comparison to the area median sales price.

SP-50 Public Housing Accessibility and Involvement – 91.215(c)

Need to Increase the Number of Accessible Units (if Required by a Section 504 Voluntary Compliance Agreement)

There are no public housing units located in the City of West Covina.

Troubled housing authorities are those which receive a score of 60 points (out of a possible 100) or less pursuant to HUD's Public Housing Assessment (PHAS) Program. The scoring is based on the following four factors:

- Physical condition 40 pts
- Financial condition 25 pts
- Management operations 25 pts
- Capital Fund Program 10 pts

100 pts

Neither the Los Angeles Housing County Development Authority nor the Baldwin Park Housing Authority are designated as troubled under 24 CFR 902.

Activities to Increase Resident Involvements

The Los Angeles Housing County Development Authority promotes resident involvement through the Resident Councils. The role of a Resident Council is to improve the quality of life and resident satisfaction in self-help initiatives to enable residents to create a positive living environment for individuals and families living in public housing.

The Baldwin Park Housing Authority also involves public housing residents through a Resident Council. The Baldwin Park Housing Authority (BPHA) owns and administers McNeill Manor, a project-based public housing development. West Covina residents can apply for residence at McNeill Manor, which is located in Baldwin Park.

Is the public housing agency designated as troubled under 24 CFR part 902?

No

Plan to remove the 'troubled' designation

Not applicable.

SP-55 Barriers to affordable housing – 91.215(h)

Barriers to Affordable Housing

One component of the State mandated housing element is an analysis of "governmental constraints," a term that has the same meaning as the Consolidated Plan "barriers to affordable housing." More specifically, Government Code Section 65583(a) requires that a housing element include: "An analysis of potential and actual governmental constraints upon the maintenance, improvement, or development of housing for all income levels…including land use controls, building codes and their enforcement, site improvements, fees and other exactions required of developers, and local processing and permit procedures..." A summary of barriers to affordable housing is presented in the following paragraphs.

The City's Land Use Element and Zoning Ordinance establish seven residential categories and a mixed use category. These categories permit a variety of housing types and allow several ranges of residential densities. The Mixed Use Zone permits housing in the range of 20 to 75 dwelling units per acre.

The City has adopted the 2022 Edition of the California Building Code, which is the standard code adopted by municipal governments.

The adopted Housing Element for the 2014-2021 period found no major constraints/barriers regarding site improvements. West Covina is a built out community and the necessary public infrastructure is in place.The City's 2021-2029 Draft Housing Element (Draft 4) is under review by the State Department of Housing and Community Development as of the drafting of this Plan.

With regard to development standards, two potential constraints/barriers were identified – parking requirements and housing unit sizes. These potential constraints are mitigated by implementing reduced parking for senior and affordable housing development and by permitting modified housing unit sizes.

The adopted Housing Element for the 2014-2021 period highlighted fees as a possible constraint/barrier. The potential constraint/barrier is mitigated by fee exemptions and reductions for second dwelling units, affordable housing and senior housing.

No constraint/barrier was found in regard to permit processing procedures or timelines.

Strategy to Remove or Ameliorate the Barriers to Affordable Housing

The *2014-2021 Housing Element* recommended the following actions to mitigate barriers to affordable housing:

- On an annual basis, review development standards to ensure that the development of lower income housing can occur. Revise the development code to address all constraints identified in Section 6 of the Housing Element.

- Continue to use flexible development standards to facilitate the development of affordable housing through promotion of maximum development densities in the multi-family zone and the mixed use overlay.

In addition, the City will continue to -

- Implement reduced parking for senior and affordable housing development and by permitting modified housing unit sizes
- Implement fee exemptions and reductions for second dwelling units, affordable housing and senior housing.

SP-60 Homelessness Strategy – 91.215(d)

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

§ 91.215(d)(2) of the Consolidated Plan regulations state that the City's Strategic Plan must describe its plans for "reaching out to homeless persons and assessing their individual needs."

Relative to outreach, the City is currently a member of the Police Department Program's Mental Evaluation Team (MET) which is comprised of four (4) cities: Azusa, Covina, Glendora, and West Covina, which provide mental health services to homeless in each of our communities. One day per week, a mental health professional is dedicated to the City of West Covina to assist individuals throughout the community that have been displaced temporarily or are permanently homeless.

The City funds a two police officers for homeless outreach. In addition to the parks-related duties, this team are the first responders to homeless calls, and proactively seek contacts with the homeless (building trust relationships, which can help deescalate crisis situations and help individuals to accept social services). The team received specialized training in crisis communication, social services, etc., and is connected to the local and regional social service network, expanding upon longstanding partnerships that the City of West Covina has with other agencies, hospitals, churches, etc. The target population will be primarily street level and sheltered homeless, as well as those in need of mental health services. The team is supplemented by an existing partnership with Los Angeles County, who assigns a County Mental Health Clinician to our area, rotating among cities regionally. Police Officers focus a portion of their time at City parks and in the community to provide outreach to those homeless individuals in need of supportive services. In addition, they enforce park operating hours, and be able to mitigate illegal activity in the parks.

The City contracts with Los Angeles Centers for Drug and Alcohol Abuse (LA CADA), which provides a two-person team working forty hours per week to provide outreach, referral, and case management services to the homeless. The contract is funded with State Housing Funds.

With the recent passage of Los Angeles County's Measure A, the City submitted an application to use a portion of its allocation to fund the LA CADA team. As of the drafting of this Plan, the proposal is still under review.

Addressing the emergency and transitional housing needs of homeless persons

The City has amended the Zoning Code to establish provisions for emergency shelters, transitional housing and supportive housing.

§ 91.220(i)(ii) of the Consolidated Plan regulations state that the City must describe its one-year goals and specific actions for "addressing the emergency shelter and transitional housing needs of homeless persons."

The City provides CDBG funds to the East San Gabriel Valley Coalition for the Homeless. This agency provides advocacy, motel vouchers, gas vouchers, hot meals, showers, lunches, clothing, travel needs, rehabilitation and mental health placements, Winter Shelter, mail and message service and refers clients to partner agencies for further assistance. Up until recently, the Coalition has administered a transitional housing program. The program was discontinued due to lack of funding.

With the recent passage of Los Angeles County's Measure A, the City submitted an application to use a portion of its allocation for motel vouchers in order to increase the availability of temporary beds in the area. Vouchers will be used by the City's HOPE team, on a case by case basis, for those working through a housing plan.

The City supports the *Regional Homeless Services Strategy* of increasing the number of emergency shelter and transitional housing beds.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again.

Located in West Covina is the YWCA/WINGS 32-bed emergency and transitional shelter for battered women and children. Additional services include support groups, individual assistance and help to families to access longer term transitional housing. WINGS refer to Women in Need of Growing Strong.

Help low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are likely to become homeless after being discharged from a publicly funded institution or system of care, or who are receiving assistance from public and private agencies that address housing, health, social services, employment, education or youth needs

Section 8 rental assistance helps individuals and families avoid homelessness. The City will continue to encourage the provision of Section 8 rental assistance by the Los Angeles County Development Authority and the Baldwin Park Housing Authority.

§ 91.220(i)(iv) of the Consolidated Plan regulations states that the Annual Action Plan must describe the City's one-year goals and specific action steps through:

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families who are:

(A) Being discharged from publicly funded institutions and systems of care, such as health-care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions; or

(B) Receiving assistance from public and private agencies that address housing, health, social services, employment, education, or youth needs.

HUD regulations at 24 CFR 91.225 and 91.325 now require states and local jurisdictions receiving McKinney-Vento Homeless Assistance Act Emergency Shelter Grant (ESG), Supportive Housing, Shelter Plus Care, or Section 8 Single Room Occupancy (SRO) Program funds to develop and implement a Discharge Coordination Policy "to the maximum extent practicable." The McKinney-Vento Act requires that State and local governments to have policies and protocols developed to ensure that persons being discharged from publicly funded institutions or systems of care are not discharged immediately into homelessness.

The City of West Covina does not receive funding from the above-mentioned sources and, therefore, has not developed discharge policies. However, the Los Angeles Continuum of Care is coordinating with and/or assisting in State or local discharge planning efforts to ensure that discharged persons are not released directly to the streets. The discharge policies of health care facilities, mental health facilities, foster care, and corrections institutions are being coordinated by the Continuum of Care.

SP-65 Lead based paint Hazards – 91.215(i)

Actions to address LBP hazards and increase access to housing without LBP hazards

It is the City of West Covina's goal is to provide an environment free of lead based hazards. In order to increase an awareness of lead based paint hazards, the City posts information on its website alerting homebuyers and renters to the dangers of lead based paint hazards.

How are the actions listed above related to the extent of lead poisoning and hazards?

Housing built before 1978 may contain lead-based paint. Lead from paint, paint chips and dust can pose health hazards if not managed properly. Lead exposure is especially harmful to young children and pregnant women. The City's housing stock contains almost 25,400 housing units built before 1979. The exact number with lead-based paint is unknown. Under California law homebuyers are informed of the potential for lead-based paint.

How are the actions listed above integrated into housing policies and procedures?

Efforts to reduce lead-based paint hazards were integrated into the City's housing rehabilitation programs. However, funds for that program no longer are available due to the dissolution of the Redevelopment Agency.

SP-70 Anti-Poverty Strategy – 91.215(j)

Jurisdiction Goals, Programs and Policies for reducing the number of Poverty-Level Families

The City recognizes that a goal to reduce poverty will contribute to the economic well-being of individuals and families. The families whose income increases above the poverty level will be able to live independent of public and private assistance.

Goal: To reduce poverty level incomes below current levels by 2030. This goal will be monitored by the tracking the results of the annual American Community Survey.

Policy: To continue to support and coordinate with public and private efforts aimed at preventing and reducing poverty level incomes.

Policy: To conduct outreach with public and private agencies whose mission is to reduce poverty level incomes.

Program: To support and coordinate with the organizations who directly or indirectly contribute to a reduction in poverty such as the Los Angeles County Development Authority, Baldwin Park Housing Authority, Community Action Agency and others.

How are the Jurisdiction poverty reducing goals, programs, and policies coordinated with this affordable housing plan

The City will carry out the following anti-poverty actions in coordination with its affordable housing plan:

- The City will continue to support the Section 8 Housing Choice Voucher Program and public housing units located within the community.
- The City will coordinate with the Los Angeles County Development Authority and Baldwin Park Housing Authority to increase the number of families that receive rental assistance.
- The City will work with the Housing Authorities to encourage families receiving Section 8 rental assistance to participate and graduate from the Family Self-Sufficiency Program (FSS). The City will periodically request information from the Housing Authority on FSS participation and graduation levels.

SP-80 Monitoring – 91.230

Describe the standards and procedures that the jurisdiction will use to monitor activities carried out in furtherance of the plan and will use to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

During the Consolidated Plan period, the City will continue to implement the written monitoring policies and procedures. Additionally, the City will ensure compliance with CDBG rules and regulations, as follows:

- Double check project eligibility with the City's HUD CPD representative
- Review HUD's monitoring handbook to ensure compliance with project eligibility requirements, national objectives of low- and moderate-income area benefit and low- and moderate-income limited clientele, financial management requirements, and other CDBG Entitlement Program requirements
- Review CPD notices on CDBG program and planning requirements

Expected Resources

AP-15 Expected Resources – 91.220(c)(1,2)

Introduction

The City anticipates available CDBG resources in the amount of $5,530,000 during the five-year period of the Consolidated Plan. The City anticipates receiving CDBG funds in the amount of $830,000 in PY 2025: an entitlement grant in the amount of $819,862 and $10,138 in Program Income. Unexpended obligations totaling $1,380,000 from the prior period will be carried forward and opened as new activities in the 2025-2029 cycle. The City estimates in Years 2-5, that it will receive $820,000 in Entitlement funds and $10,000 in Program Income, for a total of

$830,000 annually.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan $	Narrative Description
			Annual Allocation: $	Program Income: $	Prior Year Resources: $	Total: $		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	819,862.00	10,138.00	1,380,000.00	2,210,000.00	3,320,000.00	The estimated amount of CDBG funds over the 5-year ConPlan period is $5,530,000. This assumes an annual allocation of $820,000 and Program Income of $10,000 in Program Years 2-5 estimated for a total of $4,150,000. Shown as Prior Year Resources, the City will also carry over $1,380,000 in unexpended obligated funds into Year 1 - $755,000 for Friendship Park Improvements; $425,000 for Housing Preservation Program; and $200,000 for Economic Development Activities.

Table 54 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

The City and HUD share an interest in leveraging HUD resources to the maximum extent feasible in order to address priority needs and associated goals.

During the 5-year period of the ConPlan the City will seek funds to leverage the Federal CDBG funds. The City's Capital Improvement Program (CIP) may leverage CDBG funds in street rehabilitation projects. State Gas Tax funds also assist with street rehabilitation.

Federal USDA, Older Americans Act, City General Fund, and participant donations augment funding for the CDBG-funded Senior Nutrition Program.

Local funds from Los Angeles County Proposition C, as well as Measure M and Measure R, assist the City in removing architectural barriers, providing Dial-A-Ride service, providing a citywide shuttle service, and performing street rehabilitation and other capital improvements. TDA-3 and SB1 help fund sidewalk and street projects. Park Bond funds received through the County will fund park improvements and maintenance of the improvements.

County Measure A funds will be directed toward serving the homeless population. Volunteer services and private donations provided additional resources to leverage CDBG funds.

If appropriate, describe publicly owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

The City is presently evaluating relocation of its City Maintenance Yard in order to sell the existing property for the development of housing. Additionally, the City does explore opportunities to partner with non-profits to address unmet housing needs. The Community and Economic Development Department does post on its webpage an Available Property List (APL) for businesses seeking to locate in West Covina.

Discussion

See discussions above.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Improve/upgrade public infrastructure & facilities	2025	2029	Improve/upgrade public facilities and infrastructure	City-Wide Area Benefit Neighborhoods	Improve/upgrade public facilities & infrastructure	CDBG: $1,294,500.00	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 12,665 Persons Assisted
2	Improve the well-being of low income persons	2025	2029	Non-Homeless Special Needs	City-Wide	Public Service Programs	CDBG: $114,500.00	Public service activities other than Low/Moderate Income Housing Benefit: 5,733 Persons Assisted
3	Encourage economic development	2025	2029	Improve economic conditions	City-Wide	Economic Development	CDBG: $200,000.00	Facade treatment/business building rehabilitation: 2 Business Businesses assisted: 2 Businesses Assisted
4	Achieve fair housing for all	2025	2029	Eliminate housing discrimination	City-Wide	Eliminate housing discrimination	CDBG: $10,000.00	Other: 80 Other

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	Effective grant administration	2025	2029	Effective grant administration	City-Wide	Effective grant administration	CDBG: $166,000.00	Other: 1 Other
6	Improve owner-occupied housing stock	2025	2029	Owner-Occupied Housing	City-Wide	Improve the owner occupied housing stock	CDBG: $425,000.00	Homeowner Housing Rehabilitated: 17 Household Housing Unit

Table 55 – Goals Summary

Goal Descriptions

1	**Goal Name**	Improve/upgrade public infrastructure & facilities
	Goal Description	The City will complete improvements and upgrades to public infrastructure and facilities. 8,880 persons reside in the project area proposed for the Residential Street Rehabilitation Project. 3,785 persons reside in Park District H, related to Friendship Park improvement project, which was approved in the prior cycle and carried over into the 2025-2029 Cycle,
2	**Goal Name**	Improve the well-being of low income persons
	Goal Description	Improve the well-being of low income persons: The City will provide financial support to public service programs.
3	**Goal Name**	Encourage economic development
	Goal Description	City will carry over the unexpended balances of approved Economic Development activities from the prior cycle. Facade Improvement Program ($100,000) and Economic Development Assistance Program ($100,000). Activities will be opened as new in the 2025-2029 cycle.
4	**Goal Name**	Achieve fair housing for all
	Goal Description	Achieve fair housing for all protected groups: The City will continue to fund a fair housing provider that will investigate housing discrimination complaints and tenant/landlord issues.

5	**Goal Name**	Effective grant administration
	Goal Description	Grant Administration: The City staff will continue to administer the CDBG program in compliance with HUD regulations.
6	**Goal Name**	Improve owner-occupied housing stock
	Goal Description	City will provide no-interest loans of up to $25,000 in CDBG funds for owner-occupied house rehabilitation

Projects

AP-35 Projects – 91.220(d)

Introduction

The City's planned actions include grant administration; providing fair housing services; providing services to low income persons including, the homeless and the frail elderly; and improving neighborhoods. Planned projects are listed in below.

Projects

#	Project Name
1	Economic Development
2	Housing Preservation Program
3	Fair Housing
4	Grant Administration
5	Domestic Violence Victim Advocate
6	Senior Meals Program
7	SGV YWCA Senior Citizens Assistance
8	ESGV Coalition for the Homeless
9	Assistance League of Covina Valley
10	Action Food Pantry
11	Project 29:11
12	Shepherd's Pantry
13	Emergency Assistance Program
14	Neighborhood Improvement Program

Table 56 – Project Information

Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

In PY 2025, the City will receive $819,862 in CDBG funds. Estimated income in the amount of $10,138 in program income will result in total available resources of $830,000. The proposed budget for the listed projects is $2,210,000. $1,380,000 in unexpended balances of activities approved in the prior cycle will be carried over into the new cycle as new projects. These include: Neighborhood Improvement Program (Friendship Park Improvements, Phase II ($755,000)), Economic Development (Facade Improvements ($100,000) and Economic Development Technical Assistance ($100,000)); and the Housing Preservation Program ($425,000). The available CDBG funds have been allocated to projects that contribute to achieving the priority needs and goals established by the 5-Year Strategic Plan. The projects are consistent with the citizen input received during the development of the Consolidated Plan.

The priorities have been approved by the City Council.

One of the greatest challenges in meeting the underserved needs of low- and moderate-income persons is having limited financial resources. The City will continue to use CDBG funding to support public service agencies that address the special needs of the underserved, including the elderly and frail elderly and persons belonging to protected classes that have been the victims of housing discrimination.

The City also proactively seeks additional resources to better meet the underserved needs.

AP-38 Project Summary

Project Summary Information

1	**Project Name**	Economic Development
	Target Area	City-Wide
	Goals Supported	Encourage economic development
	Needs Addressed	Improve/upgrade public facilities & infrastructure Economic Development

	Funding	CDBG: $200,000
	Description	Activities that promote economic development.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	50 low- and moderate-income persons
	Location Description	City-wide
	Planned Activities	Implementation of a storefront improvement activity, as well as an activity to provide technical assistance to for-profit businesses, including workshops, assistance in developing business plans, marketing, and referrals to lenders or technical resources.
2	**Project Name**	Housing Preservation Program
	Target Area	City-Wide
	Goals Supported	Improve owner-occupied housing stock
	Needs Addressed	Improve the owner-occupied housing stock
	Funding	CDBG: $425,000
	Description	Loans made to eligible participants for the purpose of rehabilitation and improvement to owner-occupied housing.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 17 low- and moderate-income persons will benefit from the proposed activity.
	Location Description	City-wide
	Planned Activities	The Program will provide eligible, moderate-income West Covina homeowners a low-interest home improvement loan of up to $25,000. To be eligible, a single-family home must be the primary residence, and the homeowner must have resided in the home for a minimum of twelve (12) months.
3	**Project Name**	Fair Housing
	Target Area	City-Wide
	Goals Supported	Achieve fair housing for all
	Needs Addressed	Eliminate housing discrimination

	Funding	CDBG: $10,000
	Description	The Housing Rights Center will offer West Covina residents services from our four program areas, (1) Discrimination Complaint Investigation, (2) Landlord Tenant Counseling, (3) Education and Outreach, and (4) Legal Services.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 80 low- and moderate-income persons will benefit from the proposed activity.
	Location Description	City-wide. Admin office: 3255 Wilshire Blvd #1150, Los Angeles CA
	Planned Activities	The Housing Rights Center will offer West Covina residents services from our four program areas, (1) Discrimination Complaint Investigation, (2) Landlord Tenant Counseling, (3) Education and Outreach, and (4) Legal Services.
4	**Project Name**	Grant Administration
	Target Area	City-Wide
	Goals Supported	Effective grant administration
	Needs Addressed	Effective grant administration
	Funding	CDBG: $166,000
	Description	CDBG Program Administration
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	N/A
	Location Description	Admin office: 1444 W. Garvey Ave. So., West Covina, CA
	Planned Activities	Admin office: 1444 W. Garvey Ave. So., West Covina, CA
5	**Project Name**	Domestic Violence Victim Advocate
	Target Area	City-Wide
	Goals Supported	Improve the well-being of low income persons
	Needs Addressed	Public Service Programs
	Funding	CDBG: $20,000

	Description	This program follows up with victims of all domestic violence victim cases in West Covina.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 1,300 low- and moderate income persons will benefit from the proposed activity.
	Location Description	City-wide. Admin office: Police Department, 1444 W Garvey Ave S, West Covina, CA
	Planned Activities	This program follows up with victims of all domestic violence victim cases in West Covina.
6	**Project Name**	Senior Meals Program
	Target Area	City-Wide
	Goals Supported	Improve the well-being of low income persons
	Needs Addressed	Public Service Programs
	Funding	CDBG: $60,000
	Description	This program serves meals in a congregate setting at the West Covina Senior Center.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 500 low- and moderate-income persons will benefit from the proposed activity
	Location Description	2501 E Cortez, West Covina, CA.
	Planned Activities	The activity serves meals in a congregate setting at the West Covina Senior Center.
7	**Project Name**	SGV YWCA Senior Citizens Assistance
	Target Area	City-Wide
	Goals Supported	Improve the well-being of low income persons
	Needs Addressed	Public Service Programs
	Funding	CDBG: $4,900
	Description	This activity connects seniors with a broad array of services that enable them to stay at their homes for as long as possible.
	Target Date	6/30/2026

	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 65 low- and moderate-income persons will benefit from the proposed activity
	Location Description	City-wide. 2501 E Cortez, West Covina, CA. Admin office: 101 S Barranca, Covina, CA
	Planned Activities	This activity provides access to services such as transportation, case management, information and assistance, in-home and other services.
8	**Project Name**	ESGV Coalition for the Homeless
	Target Area	City-Wide
	Goals Supported	Improve the well-being of low income persons
	Needs Addressed	Public Service Programs
	Funding	CDBG: $4,900
	Description	Emergency assistance provided to homeless persons.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 250 low- and moderate-income persons will benefit from the proposed activity
	Location Description	15701 Hill St, La Puente, CA 91744
	Planned Activities	The activity operates the Emergency Assistance Center which provides walk-in emergency services to homeless and at-risk homeless individuals and families.
9	**Project Name**	Assistance League of Covina Valley
	Target Area	City-Wide
	Goals Supported	Improve the well-being of low income persons
	Needs Addressed	Public Service Programs
	Funding	CDBG: $4,900
	Description	The activity provides school clothing, shoes and supplies to children and young people from low income families so they can attend school regularly
	Target Date	6/30/2026

	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 365 low- and moderate-income persons will benefit from the activity
	Location Description	636 E San Bernardino Rd, Covina, CA
	Planned Activities	The activity provides school clothing, shoes and supplies to children and young people from low income families so they can attend school regularly
10	**Project Name**	Action Food Pantry
	Target Area	City-Wide
	Goals Supported	Improve the well-being of low income persons
	Needs Addressed	Public Service Programs
	Funding	CDBG: $4,900
	Description	The program is comprised of a food bank which strives to relieve hunger.
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 861 low- and moderate-income persons will benefit from the proposed activity
	Location Description	17880 W Covina Blvd, Covina, CA
	Planned Activities	The activity provides groceries, which are both purchased and donated. Volunteers pick up, unload, and sort the food into nutritionally balanced packages. Seniors and disabled persons receive food twice a month, the homeless once a week and other families once a month.
11	**Project Name**	Project 29:11
	Target Area	City-Wide
	Goals Supported	Improve the well-being of low income persons
	Needs Addressed	Public Service Programs
	Funding	CDBG: $5,000
	Description	Funds will support the food bank operation of the program.
	Target Date	6/30/2026

	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 1,087 low- and moderate-income persons will benefit from the proposed activity
	Location Description	250 E San Bernardino Rd, Covina, CA
	Planned Activities	Funds will support the food bank operation of the program.
12	**Project Name**	Shepherd's Pantry
	Target Area	City-Wide
	Goals Supported	Improve the well-being of low income persons
	Needs Addressed	Public Service Programs
	Funding	CDBG: $4,900
	Description	Funds will be used to support the food bank
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 1,300 low- and moderate-income persons will benefit from the proposed activity
	Location Description	657 E. Arrow Hwy, Unit J, Glendora, CA 91740
	Planned Activities	Funds will be used to support the food bank
13	**Project Name**	Emergency Assistance Program
	Target Area	City-Wide
	Goals Supported	Improve the well-being of low income persons
	Needs Addressed	Public Service Programs
	Funding	CDBG: $5,000
	Description	Emergency grant payments made over a period of up to three consecutive months to the provider of such items or services as food, clothing, housing (rent or mortgage), or utilities on behalf of an individual or family.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	5 low- and moderate income families will benefit from the program
	Location Description	Admin office: 1444 W. Garvey Ave. So, West Covina, CA

	Planned Activities	Emergency grant payments made over a period of up to three consecutive months to the provider of such items or services as food, clothing, housing (rent or mortgage), or utilities on behalf of an individual or family.
14	**Project Name**	Neighborhood Improvement Program
	Target Area	Area Benefit Neighborhoods
	Goals Supported	Improve/upgrade public infrastructure & facilities
	Needs Addressed	Improve/upgrade public facilities & infrastructure
	Funding	CDBG: $1,294,500
	Description	Capital improvements to CDBG-Eligible Streets and Friendship Park
	Target Date	6/30/2026
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 12,665 low- and moderate income persons will benefit from the activities. Friendship Park (3,785) and Residential Street Improvements (8,880).
	Location Description	Admin office: 1444 W. Garvey Ave. So, West Covina, CA
	Planned Activities	Residential Street Rehabilitation Project ($539,500); Friendship Park Improvements, Phase II ($755,000)

AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

West Covina has two distinct geographic areas: City-wide and Area Benefit Neighborhoods.

CDBG investment for Fair Housing and Public Service Programs is made on a city-wide basis.

CDBG investment for the Neighborhood Improvement Program has mostly been made in Area Benefit Neighborhoods. That is, in service areas where 51% or more of the population have low- and moderate-incomes. Based on the most recent data, the City has 22 block groups with 51% or more the population having low/moderate incomes. Please see Exhibit 1, which is attached to this report, for a map that highlights eligible block groups, the smallest geography for which the Census provides data.

In PY 2025, there are two activities under the Neighborhood Improvement Program. Residential Street Rehabilitation ($539,500) and Friendship Park Improvements, Phase II ($755,000), with a service area of Park District H, are considered an Area Benefit activities. The service area of the planned Residential Street Rehabilitation activity is to occur in CT 4053.01 BGs 1 and 2; CT 4053.02 BGs 1, 2, and 3; CT 4054.00 BG 3; and CT 4055.00 BGs 1, 2, 3, and 4. Total LMI% is 58.04. Relative to Friendship Park Improvements, the service area consists of CT 4081.36 BGs 1 and 2; CT 4081.37 BGs 1 and 2, and CT 4081.41 BG 1. The LMI% is 51.9 according to 2016 ACS LMI information revised in 2020.

The percentages below are based on estimated costs of proposed activities in Year 1. Amendments may occur during the program year that will redistribute funds.

Geographic Distribution

Target Area	Percentage of Funds
City-Wide	63
Area Benefit Neighborhoods	37

Table 57 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

Public services and Fair Housing are available on a city-wide basis to low- and moderate-income persons. An activity is deemed eligible on an area basis when the service areas of the activity has a population composed of at least 51% low-and moderate-income persons. The list of the eligible block groups, the smallest geography for which the Census Data is delineated, is shown below. A map is also

included as an Exhibit to this Plan.

Eligible block groups are listed below.

Tract	Block Group(s)
CT 4036.01	BG 2
CT 4053.01	BG 1
CT 4053.02	BG 1, 3
CT 4055.00	BG 1, 2, 3, 4
CT 4062.01	BG 1, 2,
CT 4064.13	BG 1, 3
CT 4065.00	BG 2
CT 4066.02	BG 2
CT 4067.02	BG 1
CT 4079.02	BG 1
CT 4080.06	BG 1
CT 4081.33	BG 2
CT 4081.35	BG 1
CT 4081.37	BG 1, 2
CT 4081.41	BG 3

Discussion

See discussion above.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

Section 8 provides rental assistance in West Covina to 658 families through programs administered by the Los Angeles County Development Authority (542) and Baldwin Park Housing Authority (116). Los Angeles County reports an average monthly payment of $1,554. Baldwin Park reports an average per unit payment of $1,314.

Of the 658 families, 566 are elderly or disabled and the balance are non-disabled and non-elderly. There are 71 families (Los Angeles County: 38 and Baldwin Park: 33) on the Section 8 Waiting List of the two housing authorities. This marks a significant decrease from the 237 families on the waiting lists last year.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 58 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	650
The Production of New Units	0
Rehab of Existing Units	0
Acquisition of Existing Units	0
Total	650

Table 59 - One Year Goals for Affordable Housing by Support Type

Discussion

Refer to discussion above.

AP-60 Public Housing – 91.220(h)

Introduction

The City does not have public housing; however, the Los Angeles County Development Authority and the Baldwin Park Housing Authority administer the Section 8 Housing Choice Voucher program within West Covina. There are currently 658 West Covina families receiving Section 8 rental assistance and approximately 71 more residents on the waiting list. The amount of time spent on the waiting list often varies and can be as long as several years**.**

Actions planned during the next year to address the needs to public housing

Not applicable to the City of West Covina.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

Not applicable to the City of West Covina. The Los Angeles County Development Authority encourages the participation of public housing residents through Resident Councils. The role of a Resident Council is to improve the quality of life and resident satisfaction in self-help initiatives to enable residents to create a positive living environment for individuals and families living in public housing. The Baldwin Park Housing Authority owns and administers Mc Neil Manor, a “project-based public housing unit. Mc Neil Manor is a 12-unit low-income senior (62 years or older) housing development.

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

The Los Angeles County Development Authority is not a troubled PHA. It has officially achieved "High Performer" status under HUD's Section 8 Management Assessment Program; therefore, is not designated as a "troubled" agency. Units are inspected, repaired, and maintained on a regular basis.

Discussion

The Housing Authorities have prepared five-year Strategic Plans and an Annual Plans. The Plans guide the actions of the Housing Authorities in addressing the needs of extremely low and very low income families and include goals to increase the supply of affordable housing, promote self-sufficiency and asset development, ensure equal opportunity and affirmatively further fair housing, and in achieving consistency with each jurisdiction’s Consolidated Plan. The City will continue to monitor the Housing Authority’s Plans and provide input as it pertains to West Covina residents in an effort to increase the supply of affordable housing.

AP-65 Homeless and Other Special Needs Activities – 91.220(i)

Introduction

The City plans to allocate CDBG public service funds to agencies that address the needs of the homeless such as emergency/transitional shelter, food insecurity and other basic needs. For the past several years, the City of West Covina has partnered with the Los Angeles Homeless Services Authority (LAHSA) to host and participate in the County-wide Homeless Count to better understand the number of homeless in our community as well as the region. In 2024, 133 homeless were counted, up from 120 in 2023. The results of the 2025 Count are not available as of the drafting of this Plan.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Relative to outreach, the City is currently a member of the Police Department Program's Mental Evaluation Team (MET) which is comprised of four (4) cities: Azusa, Covina, Glendora, and West Covina, which provide mental health services to homeless in each of our communities. One day per week, a mental health professional is dedicated to the City of West Covina to assist individuals throughout the community that have been displaced temporarily or are permanently homeless.

The City funds a two police officers for homeless outreach. In addition to the parks-related duties, this team are the first responders to homeless calls, and proactively seek contacts with the homeless (building trust relationships, which can help deescalate crisis situations and help individuals to accept social services). The team received specialized training in crisis communication, social services, etc., and is connected to the local and regional social service network, expanding upon longstanding partnerships that the City of West Covina has with other agencies, hospitals, churches, etc. The target population will be primarily street level and sheltered homeless, as well as those in need of mental health services. The team is supplemented by an existing partnership with Los Angeles County, who assigns a County Mental Health Clinician to our area, rotating among cities regionally. Police Officers focus a portion of their time at City parks and in the community to provide outreach to those homeless individuals in need of supportive services.

The City contracts with Los Angeles Centers for Drug and Alcohol Abuse (LA CADA), which provides a two-person team working forty hours per week to provide outreach, referral, and case management services to the homeless. The contract is currently funded with State Housing Funds.

With the recent passage of Los Angeles County's Measure A, the City submitted an application to use a portion of its allocation to fund the LA CADA team. As of the drafting of this Plan, the proposal is still

under review.

Addressing the emergency shelter and transitional housing needs of homeless persons

The City provides CDBG funds to the East San Gabriel Valley Coalition for the Homeless. This agency provides advocacy, motel vouchers, gas vouchers, hot meals, showers, lunches, clothing, travel needs, rehabilitation and mental health placements, Winter Shelter, mail and message service and refers clients to partner agencies for further assistance. The Coalition has administered a transitional housing program. The program was discontinued due to lack of funding.

With the recent passage of Los Angeles County's Measure A, the City submitted an application to use a portion of its allocation to fund motel vourchers in order to increase the availability of temporary beds in the area. Vouchers will be used by the HOPE and LA CADA teams, on a case by case basis, for those working through a housing plan. As of the drafting of this Plan, the proposal is still under review.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The YWCA – WINGS Women's Shelter is located in West Covina. It is a 32-bed shelter for battered women and their children.

The City of West Covina is not a direct provider of homeless services. It does refer homeless persons to emergency shelters, transitional housing and supportive housing operated by public and private agencies located near the city. The City also amended the Zoning Code to indicate the where emergency shelters may be located by right.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

The City of West Covina does not receive funding from the Federal sources that require the implementation of supportive housing programs for persons returning from mental and physical health institutions. The City does not receive funds from sources that require the development and implementation of a Discharge Coordination Policy. However, the City has knowledge of the County's

discharge coordination policies.

The West Covina jail houses suspects awaiting court appearances or as long as it takes to book them and release on a citation. Currently, any suspect in custody displaying medical and/or mental illness is taken for appropriate care either to a hospital or County jail facility where services can be provided. Suspects are also allowed to utilize a phone to make arrangements to be picked up.

Los Angeles County Department of Mental Health (DMH) regulations require the discharge planning process for Acute Care Hospitals, State Mental Hospitals, and Institutions for Mental Disease programs must address all the individual needs of homeless clients at treatment initiation. Housing resources on discharge include: independent living with rental assistance, family reunification, living with roommates, PSH, and nursing homes.

California law requires hospitals/regional hospital associations to have protocols for homeless patients. The Hospital Association of Southern California, National Health Foundation, and Illumination Foundation's Recuperative Care Program must provide post-hospital healthcare services to homeless patients moving from acute care. Services include housing location assistance, residential medical and social support.

Los Angeles County Department of Health Services (DHS) regulations require health care facilities to provide appropriate housing location and supportive services to avoid discharge into homelessness. Programs include: the Recuperative Care Program, nursing facilities, board and care, family reunification, permanent supportive housing (PSH), and affordable housing. DHS also funds 24/7 ES medical services where Case Managers work with patients to obtain housing, services, and benefits.

Discussion

See discussions above.

AP-75 Barriers to affordable housing – 91.220(j)

Introduction:

The City's adopted 2014-2021 Housing Element describes constraints and barriers to maintenance, development and preservation of affordable housing. The City's 2021-2029 Draft Housing Element (Draft 4) is under review by the State Department of Housing and Community Development as of the drafting of this Plan.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

The adopted 2014-2021 Housing Element recommended the following actions to mitigate the barriers to affordable housing:

- Annually review development standards to ensure that the development of lower income housing can occur. Revise the development code to address all constraints identified in Section 6 of the Housing Element.

In addition, the City has adopted the following on-going policy:

- Continue to use flexible development standards to facilitate the development of affordable housing through promotion of maximum development densities in the multi-family zone and the mixed use overlay.

If an affordable housing development is proposed during the Consolidated Plan period, the City will implement, if appropriate, the following policies:

- Reduced parking for senior and affordable housing development and by permitting modified housing unit sizes
- Fee exemptions and reductions for second dwelling units, affordable housing and senior housing.

Discussion:

In April of each year, the City transmits an Annual Housing Element Progress Report to the State Department of Housing and Community Development. The Report describes all the actions taken to implement the programs included in the adopted Housing Element.

AP-85 Other Actions – 91.220(k)

Introduction:

The following narratives describe the actions the City will undertake in PY 2025 to address underserved needs, foster and maintain affordable housing, reduce lead-based paint, reduce the number of poverty-level families, develop the institutional structure, and enhance coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs

The City will continue to use CDBG funding to support public service agencies that address the special needs of the underserved, including the elderly and frail elderly and persons belonging to protected classes that have been the victims of housing discrimination.

Actions planned to foster and maintain affordable housing

The City's housing stock contains six affordable multifamily projects and six affordable senior projects. These units should be monitored and discussions with the property managers and/or owners should occur to address the development's long-term affordability status. The following actions will be taken:

- Monitor the affordable housing projects to ensure compliance with rent restrictions
- Maintain a list of the affordable housing inventory

Actions planned to reduce lead-based paint hazards

To increase an awareness of lead based paint hazards, the City will notify applicants to the Housing Preservation Program to the dangers of lead based paint hazards posts information through distribution of an informational pamphlet and required testing on rehabilitation projects where paint may be disturbed. The City will also post links on its website alerting homebuyers and renters to the dangers of lead based paint hazards.

Actions planned to reduce the number of poverty-level families

The City will carry out the following anti-poverty actions in coordination with its affordable housing plan:

- The City will continue to support the Section 8 Housing Choice Voucher Program and public housing units located within the community.
- The City will coordinate with the Los Angeles County Development Authority and Baldwin Park Housing Authority to increase the number of families that receive rental assistance.
- The City will work with the Housing Authorities to encourage families receiving Section 8 rental assistance to participate and graduate from the Family Self-Sufficiency Program (FSS). The City will periodically request information from the Housing Authorities on FSS participation and

graduation levels.

Actions planned to develop institutional structure

The City Manager's Office, Community and Economic Development Department, and Public Works are the key departments involved in the Consolidated Plan and Action Plan process. The Community and Economic Development Department is responsible for capital improvements to facilities (i.e., senior center, parks, public facilities, streets).

To strengthen internal coordination and timeliness of expenditures, the City Manager's Office meets monthly with the Community and Economic Development Department and Finance Department. The purpose of the meetings is to strengthen the delivery of projects in neighborhoods so that there are tangible physical and quality of life benefits resulting from the expenditure of CDBG and other funds.

The City also coordinates on a regular basis with the following housing providers:

- Los Angeles County Development Authority (Section 8)
- City of Baldwin Park Housing Authority (Section 8)
- Community and Economic Development Department (Housing Rehabilitation/Preservation)
- Housing Rights Center (Fair Housing)

City activities include: collection of information regarding clients served, geographic distribution of clients served, and review and comment on Public Housing Agency Plans.

Coordination with health providers involves the periodic collection of lead-based incident statistics from the County of Los Angeles, Department of Health Services, Childhood Lead Poisoning Prevention Program. In addition, the City will continue to obtain information from the Los Angeles County Department of Health Services, Office of AIDS Programs and Policy.

Coordination with social service agencies is accomplished through the CDBG public service programs. This involves a notice of funding availability, evaluation of applications submitted including needs to be addressed, and monitoring and performance evaluation of funded social service agencies.

To strengthen the institutional structure for carrying out its Consolidated Plan and Action Plan, the City will strengthen the working relationship by providing input to and coordinating with the Los Angeles County Development Authority and Baldwin Park Housing Authority. Efforts to strengthen the institutional structure involve review of the five-year and annual plans of each authority.

Actions planned to enhance coordination between public and private housing and social

service agencies

During Program Year 1, the City will continue its coordination efforts with:

- Los Angeles County Homeless Services Authority (LAHSA)
- Southern California Association of Governments (SCAG)
- San Gabriel Valley Council of Governments (SGVCOG)
- Baldwin Park Housing Authority
- Los Angeles County Development Authority

In January 2024, LAHSA conducted a homeless count. 133 homeless persons were counted in West Covina, up from the 120 counted in 2023.

The City will continue to participate in the meetings and task forces of the SCAG and the SGVCOG .

The City will review the Annual Plans of the two Housing Authorities and provide input as appropriate.

Discussion:

Refer to the above narratives.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(l)(1,2,4)

Introduction:

The following describes other program-specific requirements.

Overall Benefit - PY 2025 will be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income.

Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	10,138
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	**10,138**

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	70.00%

1. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

   PY 2025 will be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income.

Exhibit 1

City of West Covina
Citizen Participation Plan

Citizen Participation Plan

A. INTRODUCTION

The Citizen Participation Plan (CPP) sets forth the City of West Covina's policies and procedures for citizen participation. The CPP complies with 24 CFR 91.05 Citizen Participation Plan; local governments. The CPP applies to the Consolidated Plan, including the Strategic Plan and each Action Plan, and the Consolidated Plan Annual Performance and Evaluation Report (CAPER).

B. ENCOURAGEMENT OF CITIZEN PARTICIPATION

The CPP provides for and encourages the participation of residents in the development of the Consolidated Plan, substantial amendments to the Consolidated Plan, and performance reports.

C. CITIZEN COMMENTS ON THE ORIGINAL CPP

The City provided ample and reasonable opportunity to citizens to comment on the original CPP. The public will also be provided reasonable opportunity to comment on substantial amendments to the CPP. The City will make the CPP public and make the plan accessible to persons with disabilities, upon request.

D. DEVELOPMENT OF THE CONSOLIDATED PLAN

Before the City adopts a Consolidated Plan, it will:

- Make available to citizens, public agencies, and other interested parties information that states the amount of CDBG funds the City expects to receive,
- Describe the range of activities that may be undertaken with CDBG funds.
- Estimate amount that will benefit persons of low- and moderate-income.

The methods that City will use to make this information available will include, but not be limited, to:

- Public Notices
- Website announcements
- Direct mailings/applications to social services agencies, nonprofits, and public entities
- Working with the Community and Senior Services Commission
- Other appropriate methods

E. DISPLACEMENT POLICIES

In the event that any residential displacement and relocation will result from program activity, the City will ensure that, prior to carrying out the program activity, the City will develop an Anti- displacement and Relocation Plan in connection with the program activity.

In the event that any acquisition and relocation must take place in order to carry out a program activity, the City will also comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act, as amended, and implementing regulations at 49 CFR Part 24.

F. PUBLICATION POLICIES

The City will publish the Proposed Consolidated Plan in a manner that affords citizens, public agencies and other interested parties a reasonable opportunity to examine its contents and submit comments. The following publication policies will apply to the Proposed Consolidated Plan:

- A summary of the Proposed Consolidated Plan will be published in one or more newspapers of general circulation.

- An electronic version in PDF format of the Proposed Consolidated Plan will be posted on the City's website.

- The summary will describe the contents and purpose of the Consolidated Plan, the Plan's priorities, the expected amount of CDBG funds, the proposed activities and funding amounts, and a list of the locations where the entire Proposed Consolidated Plan can be examined. At a minimum, these locations will include the City Clerks' office, Police Department, and the City Library.

- The City will provide a reasonable number of free copies of the Proposed Consolidated Plan to citizens and groups that request it, as well as make available electronic versions.

G. PUBLIC HEARINGS

Relative to the development of the Consolidated Plan, the City will conduct a minimum of two public hearings before the City Council. One of these hearings will be conducted before the Proposed Consolidated Plan is published for comment. The purpose of the first public hearing will be to obtain views on housing and community development needs, priorities, proposed activities, and program performance.

The second public hearing will be conducted to consider the Proposed Consolidated Plan, written comments on the Plan, and oral comments on the Plan. This public hearing also has the purpose of authorizing the appropriate staff to transmit the Consolidated Plan to the U.S. Department of Housing and Urban Development.

The City will conduct public hearings at a location and time that are convenient to the public, especially those persons affected by program resources. In addition, public meetings will be held at locations equipped to accommodate persons with physical disabilities. Translation services will be provided to non-English speaking persons upon

advance requests. Citizens and other organizations are urged to contact the City at least five (5) working days prior to a public hearing if they will need translation services, handicapped services, or other special assistance.

A public notice will be placed as a legal and display advertisement in a newspaper of general circulation a minimum of 10 days prior to any public hearing.

H. CITIZEN COMMENTS ON THE CONSOLIDATED PLAN

The City shall provide for a period of not less than 30 days to allow the interested parties an opportunity to review and comment on the Proposed Consolidated Plan. Staff will summarize the written comments and prepare responses for consideration by the City Council at the public hearing(s). Written comments should be addressed to City Manager's Office, City of West Covina, 1444 West Garvey, West Covina CA 91793.

Verbal comments received at public hearings also will be considered by the City Council.

All written and verbal comments and responses will be summarized, and included as an attachment to the Final Consolidated Plan.

I. AMENDMENTS

When proposed, the following changes will require an amendment to the Consolidated Plan:

- A change in the allocation priorities.
- A change in the method of the distribution of funds.
- Carrying out an activity, which has not been previously described in the Action Plan.
- A change to the purpose, scope, location or beneficiaries of an activity.
- An increase or decrease in the amount allocated to an eligible activity that results in a percentage change in the funding of the activity as detailed below:

Original Activity	% Change in Activity
> $200,000	15%
$100,001 to $200,000	20%
$25,001 to $100,000	25%
< = $25,000	30%

All of these amendments are considered "substantial," and, therefore, trigger the citizen participation process.

Citizens will be provided with a reasonable notice and an opportunity to comment on substantial amendments. All substantial amendments will be published as display advertisements in a newspaper of general circulation and will provide for a 30-day review

period. The City will consider any comments received in writing, or orally at public hearings, if any, regarding substantial amendments. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, shall be attached to the substantial amendment of the Consolidated Plan. No substantial amendment will be implemented prior to 30-day public comment period.

Upon City Council approval of the substantial amendment, the City will make the approved amendment public and will notify HUD. A copy of each substantial amendment will be sent to HUD as it occurs. The official representative of the City authorized to take such action will sign letters transmitting copies of the substantial amendments.

J. PERFORMANCE REPORTS

The City annually reviews and reports, in a form prescribed by HUD, on the progress it has made in carrying out its strategic plan and action plan. The Consolidated Annual Performance and Evaluation Report (CAPER) includes a description of the resources made available, the investment of available resources, the geographic distribution and location of investments, the families and persons assisted (including the racial and ethnic status of persons assisted, actions taken to affirmatively further fair housing, and other actions indicated in the strategic plan and action plan.)

The City will publish a summary of the draft CAPER as a display advertisement in a newspaper of general circulation. The published summary will describe the following items:

- The contents and purpose of the CAPER; and
- A list of the locations where the copies of the entire draft CAPER may be examined. This list will include, at a minimum, the City Clerk's office, Police Services Department and County library.

The City will consider any comments or views of citizens received in writing, or orally at public hearings in preparing the CAPER. A summary of these comments or views shall be attached to the CAPER.

The draft CAPER will be available for public review for a minimum of 15 days. In addition, a reasonable number of free copies of the CAPER will be made available to citizens and groups upon request. Electronic copies in PDF format will also be made available.

The City will submit the performance report to HUD pursuant to HUD regulations.

K. ACCESS TO RECORDS

The City will ensure timely and reasonable access to information and records to citizens, public agencies, and other interested parties related to:

- The development of the Consolidated Plan
- CDBG program expenditures for the past five years.

Information to be made available includes the following items:

1. Adopted Consolidated Plan

2. Substantial amendments
3. Performance reports
4. Meeting and Public Hearing minutes
5. Public comments

Requests for information and records must be made to the City Clerk's Office in writing. Staff will make every attempt to respond to such requests within fifteen (15) business days, or as soon as possible thereafter. Upon request, these items will also be made available in a form accessible to persons with disabilities.

L TECHNICAL ASSISTANCE

Upon request, the City will provide technical assistance to groups, especially those representing low- and moderate-income persons, to develop funding requests for CDBG eligible activities. Technical Assistance will be provided as follows:

- Answer, in writing, all written questions and answer verbally all verbal inquiries received from citizens or representative groups asking questions on how to write or submit eligible project proposals.

- Meet with groups or individuals as requested, to assist in identifying specific needs and to assist in preparing project proposal applications.

M. COMPLAINTS

The City will respond within (15) business days (when practicable) to all written complaints received regarding the Consolidated Plan, Consolidated Plan activities, substantial amendments, and/or annual performance reports.

The City will accept written complaints provided they specify:

- The description of the objection, supporting facts and data.

- Provide name, address, telephone number, email address, and a date of complaint.

Exhibit 2

Census Block Group Map

CDBG-Eligible Census Block Groups

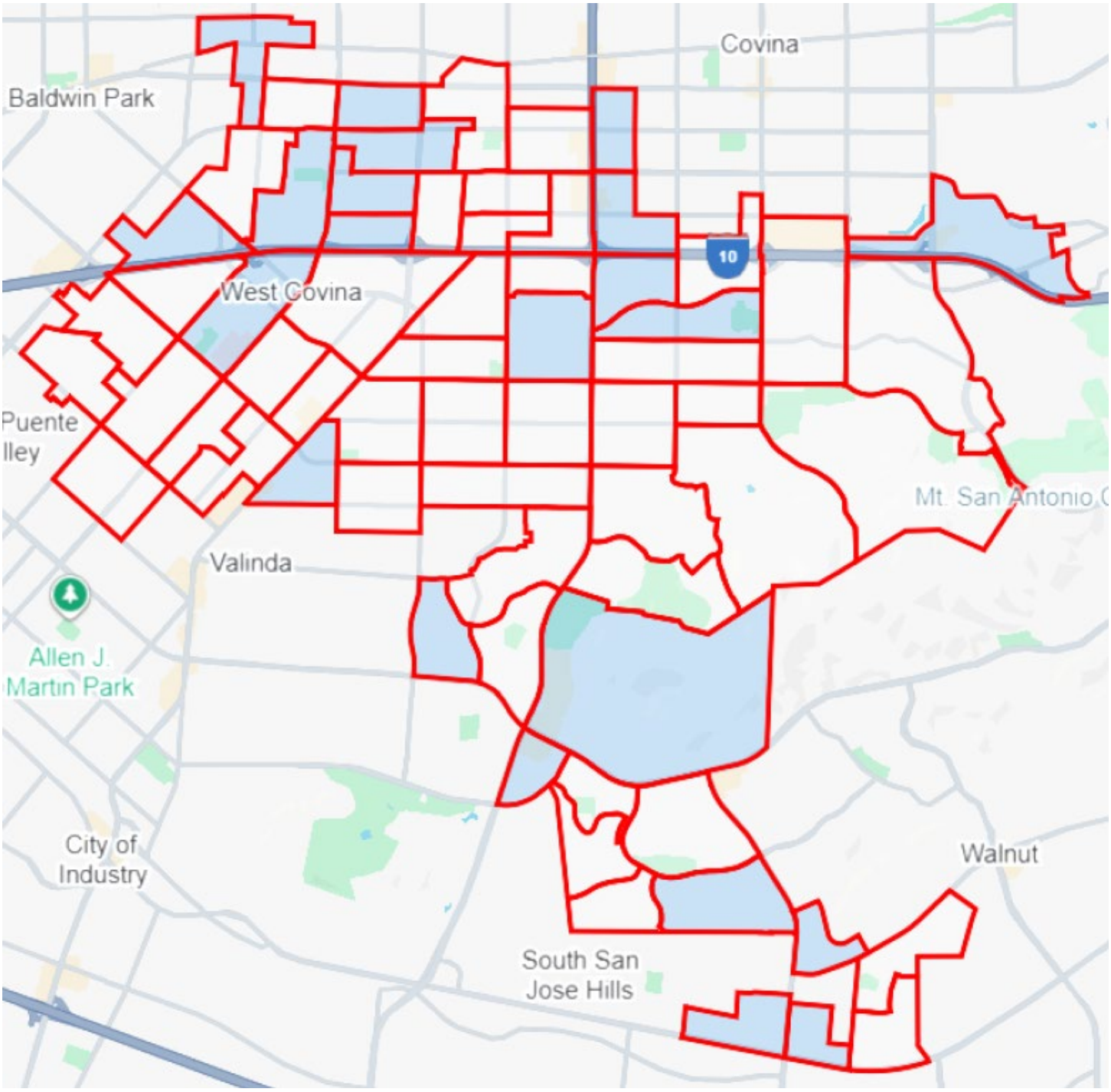


Exhibit 3

Community Needs Survey Results

Q1 Please select the identity that describes you best:

Answered: 59 Skipped: 1

ANSWER CHOICES	RESPONSES	
West Covina resident	94.92%	56
West Covina business owner	5.08%	3
West Covina commercial property owner	0.00%	0
Work in West Covina	6.78%	4
Service agency with activities or clients within West Covina	3.39%	2
Religious institution within West Covina	0.00%	0
Other (please specify)	0.00%	0
Total Respondents: 59		

Q2 Please indicate if your are affiliated with any other the organization types listed below. If other, please specify.

Answered: 2 Skipped: 58

ANSWER CHOICES	RESPONSES	
Housing	0.00%	0
Foundation	0.00%	0
Public Housing Authority	0.00%	0
Services - Children	0.00%	0
Services - Elderly persons	0.00%	0
Services - Homeless	0.00%	0
Services - Persons with disabilities	0.00%	0
Services Persons with HIV/AIDS	0.00%	0
Services - Victims of domestic violence	50.00%	1
Services - Health	0.00%	0
Services - Education	0.00%	0
Services - Employment	50.00%	1
Services - Fair Housing	0.00%	0
Total Respondents: 2		

Q3 How long have you lived in West Covina?

Answered: 58 Skipped: 2

ANSWER CHOICES	RESPONSES	
Less than 1 year	0.00%	0
1-4 Years	3.45%	2
5-10 Years	12.07%	7
Over 10 years	84.48%	49
Total Respondents: 58		

Q4 Please rate the need for the following INFRASTRUCTURE activities in West Covina:

Answered: 54 Skipped: 6

	HIGH NEED	MEDIUM NEED	LOW NEED	NO NEED	DON'T KNOW	TOTAL
Street and road improvements	57.41% 31	24.07% 13	12.96% 7	5.56% 3	0.00% 0	54
Sidewalk improvements	37.04% 20	33.33% 18	25.93% 14	0.00% 0	3.70% 2	54
Water system capacity improvements	24.07% 13	29.63% 16	22.22% 12	5.56% 3	18.52% 10	54
Water quality improvements	22.22% 12	31.48% 17	16.67% 9	12.96% 7	16.67% 9	54
Sewer/storm drain improvements	16.67% 9	42.59% 23	22.22% 12	5.56% 3	12.96% 7	54
Flood drainage improvements	16.67% 9	35.19% 19	27.78% 15	9.26% 5	11.11% 6	54
Bridge improvements	11.11% 6	20.37% 11	27.78% 15	14.81% 8	25.93% 14	54
Bicycle and walking paths	39.62% 21	22.64% 12	18.87% 10	15.09% 8	3.77% 2	53
Tree Planting	41.51% 22	20.75% 11	30.19% 16	5.66% 3	1.89% 1	53

Q5 Please rate the need for the following HOUSING activities in West Covina:

Answered: 47 Skipped: 13

	HIGH NEED	MEDIUM NEED	LOW NEED	NO NEED	DON'T KNOW	TOTAL
Owner-occupied housing rehabilitation	41.67% 10	20.83% 5	20.83% 5	12.50% 3	4.17% 1	24
Rental-occupied housing rehabilitation	0.00% 0	37.50% 6	12.50% 2	31.25% 5	18.75% 3	16
Construction of new affordable for-sale housing	22.22% 4	33.33% 6	16.67% 3	27.78% 5	0.00% 0	18
Construction of new affordable rental housing	11.76% 2	17.65% 3	29.41% 5	29.41% 5	11.76% 2	17
First-time home-buyer assistance	35.00% 7	25.00% 5	20.00% 4	20.00% 4	0.00% 0	20
Rental assistance	20.00% 3	20.00% 3	13.33% 2	40.00% 6	6.67% 1	15
Energy efficient home improvements	18.18% 2	18.18% 2	36.36% 4	27.27% 3	0.00% 0	11
Heating/cooling HVAC replacement or repairs	20.00% 3	40.00% 6	20.00% 3	20.00% 3	0.00% 0	15
ADA (Americans with Disabilities Act) improvements	42.86% 6	21.43% 3	14.29% 2	21.43% 3	0.00% 0	14
Housing demolition	7.69% 1	7.69% 1	15.38% 2	46.15% 6	23.08% 3	13
Mixed use housing	18.75% 3	12.50% 2	12.50% 2	43.75% 7	12.50% 2	16
Mixed income housing	0.00% 0	15.38% 2	23.08% 3	53.85% 7	7.69% 1	13
Senior-friendly housing	5.00% 1	35.00% 7	35.00% 7	25.00% 5	0.00% 0	20

Q6 Please rate the need for the following HOUSING types for special needs populations in West Covina:

Answered: 43 Skipped: 17

	HIGH NEED	MEDIUM NEED	LOW NEED	NO NEED	DON'T KNOW	TOTAL
Senior housing, such as nursing homes or assisted living facilities	20.00% 5	36.00% 9	16.00% 4	20.00% 5	8.00% 2	25
Housing designed for persons with disabilities	8.33% 2	29.17% 7	25.00% 6	20.83% 5	16.67% 4	24
Rental assistance for persons at-risk of homelessness	25.00% 5	15.00% 3	30.00% 6	30.00% 6	0.00% 0	20
Shelters for youth	0.00% 0	17.65% 3	47.06% 8	17.65% 3	17.65% 3	17
Transitional housing	18.75% 3	6.25% 1	37.50% 6	37.50% 6	0.00% 0	16
Emergency shelters	12.50% 2	18.75% 3	31.25% 5	37.50% 6	0.00% 0	16
Permanent supportive housing, such as subidized housing that offers services for persons with mental disabilities	26.09% 6	13.04% 3	21.74% 5	34.78% 8	4.35% 1	23

Q7 Please rate the needs for the following COMMUNITY AND PUBLIC FACILITIES in West Covina:

Answered: 42 Skipped: 18

	HIGH NEED	MEDIUM NEED	LOW NEED	NO NEED	DON'T KNOW	TOTAL
Senior centers	23.68% 9	21.05% 8	26.32% 10	21.05% 8	7.89% 3	38
Youth centers	28.21% 11	35.90% 14	23.08% 9	7.69% 3	5.13% 2	39
Community centers	35.14% 13	35.14% 13	21.62% 8	5.41% 2	2.70% 1	37
Parks and recreational facilities	48.72% 19	28.21% 11	15.38% 6	5.13% 2	2.56% 1	39
Childcare facilities	43.24% 16	24.32% 9	5.41% 2	16.22% 6	10.81% 4	37
Residential treatment centers	24.32% 9	10.81% 4	29.73% 11	29.73% 11	5.41% 2	37
Public buildings with improved accessibility	21.62% 8	13.51% 5	29.73% 11	24.32% 9	10.81% 4	37
Homeless shelters	24.39% 10	19.51% 8	19.51% 8	31.71% 13	4.88% 2	41
Facilities for persons living with AIDS	5.41% 2	8.11% 3	18.92% 7	45.95% 17	21.62% 8	37
Facilities for abused/neglected children	33.33% 13	17.95% 7	17.95% 7	20.51% 8	10.26% 4	39

Q8 Please rate the needs for the following COMMUNITY AND PUBLIC SERVICES in West Covina:

Answered: 41 Skipped: 19

	HIGH NEED	MEDIUM NEED	LOW NEED	NO NEED	DON'T KNOW	TOTAL
Children afterschool/summer camp programs & services	44.74% 17	28.95% 11	13.16% 5	7.89% 3	5.26% 2	38
Childcare services and facilities	39.47% 15	31.58% 12	10.53% 4	13.16% 5	5.26% 2	38
Counseling/emotional support services	37.50% 15	20.00% 8	30.00% 12	10.00% 4	2.50% 1	40
Disaster and emergency preparedness services	28.95% 11	31.58% 12	28.95% 11	10.53% 4	0.00% 0	38
Drug/alcohol abuse treatment/counseling	31.58% 12	26.32% 10	21.05% 8	15.79% 6	5.26% 2	38
Food services for residents with special needs	33.33% 13	17.95% 7	23.08% 9	20.51% 8	5.13% 2	39
Workforce/skills training and/or job placement	42.11% 16	26.32% 10	7.89% 3	15.79% 6	7.89% 3	38
Low-cost transportation services (taxi coupons and Dial-A-Ride)	23.08% 9	17.95% 7	33.33% 13	23.08% 9	2.56% 1	39
Neighborhood crime prevention programs	67.50% 27	12.50% 5	10.00% 4	7.50% 3	2.50% 1	40
Park and recreation programs	42.50% 17	25.00% 10	25.00% 10	2.50% 1	5.00% 2	40
Programs for at-risk youth	36.84% 14	31.58% 12	15.79% 6	13.16% 5	2.63% 1	38
Homeless counseling/outreach services	43.59% 17	25.64% 10	12.82% 5	17.95% 7	0.00% 0	39
Affordable legal services	34.21% 13	31.58% 12	15.79% 6	15.79% 6	2.63% 1	38
Health care services & facilities	33.33% 13	23.08% 9	25.64% 10	15.38% 6	2.56% 1	39
Domestic violence counseling	33.33% 13	33.33% 13	23.08% 9	7.69% 3	2.56% 1	39

Exhibit 4

2024 Homeless Count – SPA 3

2024 Greater Los Angeles Homeless Count
Service Planning Area 3

Service Planning Area 3 covers the San Gabriel Valley within the boundaries of the Los Angeles Continuum of Care. Pasadena is excluded from this boundary. Data from the 2024 Greater Los Angeles Point-In-Time Count estimate the number and demographic characteristics of the homeless population on a single night in January 2024. Data presented reflect the estimated number of Persons unless labeled as a Household count. If you have any questions about the data presented, please submit a ticket at https://lahsa.freshservice.com/support/home and include "HC 2024 Data Summary" in the subject line.

Fiscal Year 2024 HMIS Data Standards

Population	Sheltered	Unsheltered	Total	Prevalence in Homeless Pop. (%)
TOTALS				
All Persons	1,213	3,630	4,843	100%
All Households	792	3,535	4,327	100%
HOUSEHOLD COMPOSITION *A Household has one or more members. A Family Household is composed of at least one minor (under 18), and at least one person over 18.*				
Individuals (those not in family units)	587	3,493	4,080	84%
Adults 25+	491	3,455	3,946	81%
Transitional Age Youth 18-24	91	36	127	3%
Unaccompanied Minors (under 18)	5	2	7	0%
Family Households (at least 1 child under 18)	205	42	247	6%
All Family Members	626	137	763	16%
Adult-headed Households	180	42	222	5%
Family Members 18+	212	66	278	6%
Family Members under 18 (children)	355	71	426	9%
Transitional Age Youth-headed Households	25	-	25	1%
Family Members 18-24	26	-	26	1%
Family Members under 18 (children)	33	-	33	1%
VETERANS				
All Veterans	3	104	107	2%
Veterans who are individuals	3	104	107	2%
Veterans in families	-	-	-	0%
CHRONIC HOMELESSNESS *A household is considered chronically homeless if any members have (1) a long-term disabling condition; and (2) been homeless for 12 months or more within the last 3 years as specified by HUD.*				
People Experiencing Chronic Homelessness (all)	261	2,000	2,261	47%
Chronically Homeless who are individuals	190	1,962	2,152	44%
Chronically Homeless Family Members (all)	71	38	109	2%
Chronically Homeless Veterans	2	46	48	1%
Chronically Homeless Youth (24 & under)	17	10	27	1%
GENDER: *The categories below include persons who identify with the gender category alone or in combination with other genders; persons with multiple identities will be represented in multiple categories. Categories were updated based on HUD HMIS Data Standards.*				
Woman (or girl, if child)	722	1,017	1,739	36%
Man (or boy, if child)	481	2,601	3,082	64%
Culturally Specific Identity (e.g. Two-Spirit)	-	-	-	0%
Transgender	5	11	16	0%
Non-Binary	7	-	7	0%
Questioning	2	12	14	0%
Different Identity	-	-	-	0%

Data as of 05/17/2024
PDF created 6/27/2024

2024 Greater Los Angeles Homeless Count
Service Planning Area 3

Population	Sheltered	Unsheltered	Total	Prevalence in Homeless Pop. (%)
RACE / ETHNICITY: *The categories below include persons who identify with the race/ethnicity category alone or in combination with other races/ethnicities; persons with multiple identities will be represented in multiple categories. Categories were updated based on HUD HMIS Data Standards.*				
American Indian, Alaskan Native, or Indigenous	40	125	165	3%
Asian or Asian American	16	104	120	2%
Black, African American, or African	532	441	973	20%
Hispanic/Latina/e/o	558	2,344	2,902	60%
Middle Eastern or North African	-	6	6	0%
Native Hawaiian or Other Pacific Islander	8	50	58	1%
White	428	974	1,402	29%
AGE				
Under 18	393	73	466	10%
18 - 24	131	40	171	4%
25 - 34	270	653	923	19%
35 - 44	216	1,002	1,218	25%
45 - 54	108	966	1,074	22%
55 - 59	35	390	425	9%
60 - 61	15	219	234	5%
62 - 64	18	179	197	4%
65 - 69	17	82	99	2%
70 - 79	9	26	35	1%
80 and Over	1	-	1	0%

The following data are reported for 18+ population only.

Population	Sheltered	Unsheltered	Total	Prevalence in 18+ Homeless Pop. (%)
SEXUAL ORIENTATION				
Straight	743	3,414	4,157	95%
Gay or lesbian	34	28	62	1%
Bisexual	24	107	131	3%
Questioning	19	8	27	1%
HEALTH & DISABILITY				
Health & disability indicators are not mutually exclusive; a single person may report more than one condition and thus be represented among more than one health & disability subpopulation.				
Substance Use Disorder	117	1,469	1,586	36%
HIV/AIDS	28	92	120	3%
Serious Mental Illness	183	612	795	18%
Developmental Disability	120	166	286	7%
Physical Disability	118	884	1,002	23%
DOMESTIC / INTIMATE PARTNER VIOLENCE				
DV/IPV Experience	214	1,925	2,139	49%
Homeless Due to Fleeing DV/IPV	47	498	545	12%

Data as of 05/17/2024
PDF created 6/27/2024

ATTACHMENT NO. 3

PY 2025 CDBG PUBLIC SERVICE PROJECT APPLICANT DESCRIPTIONS

Note: Descriptions shown in italics were taken from the applications of the respective service providers in which they respond to the question, "Describe your program (purpose, goal, etc.)."

1. **Senior Meals Program - City of West Covina:** *The Congregate Meal Program serves meals at the West Covina Senior Center 4 days per week. Meals served must provide at least 1/3 of the recommended dietary allowances. Staff meets on a monthly basis with the County dietician to ensure this objective is met for participants. The seniors are receiving an estimated 40-50% of the required nutrients from the meals provided by the program. Annually the program serves approximately 35,000 meals. The program provides meals to seniors for a suggested $3 donation. Participants are encouraged to donate what they can regardless of the amount. In previous years, the program has been recognized by the Los Angeles County Local Area Agency on Aging as a Distinguished Site recipient. Currently, senior nutrition program participants are receiving 4 hot meals Monday-Thursday and 1 frozen meals and a snack bag with milk, juice, and fruit for Friday weekly.*

2. **Domestic Violence Victim Advocate – West Covina Police Department:** *The City's Victim Advocate is partially funded from CDBG and is responsible for following up with victims of all domestic violence cases that occur in West Covina, as well as some other crimes involving children and domestic situations. The Victim Advocate guides domestic violence victims through the criminal justice and social service networks. An independent evaluation conducted by Cal State Los Angeles validated her work, citing her as the most useful service offered to domestic violence victims at the Police Department. She serves as the liaison to County Adult Protective Services, the Domestic Violence Council, and other agencies and service networks. This project is a public service eligible for CDBG funding under 24 CFR § 570.201(e). Service amounts vary somewhat from year to year due to crime trends (beyond the Police Department's control).*

3. **Emergency Assistance Program – City of West Covina:** *The Program is proposed as a public service to make emergency grant payments made over a period of up to three consecutive months to the provider of such items or services as food, clothing, housing (rent or mortgage), or utilities on behalf of an individual or family experiencing an emergency, consistent with 24 CFR 570.207(b)(4).*

4. **Housing Rights Center:** *Through the Fair Housing Program, the Housing Rights Center will actively support and promote freedom of residence to the end that all West Covina residents have the opportunity to secure the housing they desire and can afford, without discrimination based on their race, color, religion, gender, sexual orientation, national origin, familial status, marital status, disability, ancestry, age, source of income or other characteristics protected by law. A component of this program includes addressing problems that arise between landlords and tenants, (e.g., payment of rent, lease agreements, and habitability), which are often intertwined with issues of discrimination. HRC will*

continue to offer West Covina residents services from our four program areas, (1) Discrimination Complaint Investigation, (2) Landlord/Tenant Counseling, (3) Education and Outreach, and (4) Legal Services.

5. **Action Food Pantry:** *ACTION Food Pantry provides food on a weekly basis to extremely low-, low-, and moderate-income families, as well as to the homeless and the elderly, with an emphasis on fresh produce and proteins as well as shelf stables. We also provide clothing and other basic necessities to our clients as we are able.*

6. **ESGV Coalition for the Homeless - Emergency Food and Shelter:** *ESGVCH works directly with the unhoused population or people who are at risk of becoming unhoused. We are applying for CDBG funds for motel vouchers in order to help assist families with minor children with a safe place to stay while pending placement, medical situation, or weather etc. We also provide hygiene, clothing, hot meals and a various of other services (DMV vouchers, ticket clinics, bus cards). While the family is in the motel, they are also provide emergency food boxes to help offset their living cost.*

7. ***Project 29:11: Food Bank** – Food bank – The Food Bank is opened on Fridays. Because of the prices for food and the increase of the cost of living,many are having a hard time putting food on their family's table. Our clients can come once a week. Each family receives a variety of dairy products, pastries, breads, meats and an assortment of other food. We are also able to provide diapers, baby formula, and a variety of baby items. Last year we were able to help 14,842 families with food. This represents 50,274 adults and children. The average weight of food we give each family is 60 to 70 pounds. **Turkey Giveaway** – On the Tuesday of the Thanksgiving week we were able to help 350 families have a complete Thanksgiving dinner. Not only did they all get a turkey, a bag of food but also a roasting pan. **Community Christmas Party** - This year we able to hold our annual Christmas. We were able to give gifts to 650 children and a large bag of food to 300 families.*

8. **Assistance League of Covina Valley:** *Assistance League of Covina Valley is an all-volunteer nonprofit philanthropic organization dedicated to helping break the cycle of poverty in local communities by improving literacy and providing basic needs to economically disadvantaged families. ALCV has been a member of National Assistance League since 1970 and Operation School Bell has been a continuous program of the organization since 1985. It's goal is to provide appropriate school attire and supplies to underserved students so that they are able to attend school on a regular basis. Studies show that when students are dressed as their peers they are more likely to attend school regularly. We believe that education is the key to raising children and their families out of poverty and into more successful and financially secure futures. The students served by Operation School Bell are identified as low-income and referred to Assistance League of Covina Valley by 81 area schools and several local charitable agencies. Students in grades K-5 are dressed in the OSB facility where they receive one-on-one attention from volunteer members. Each child is fitted with two pairs of navy pants or shorts, two pairs of skorts or jeggings, two white polo shirts, new shoes, six pairs of socks, six pairs of underwear, a hooded sweatshirt, a filled backpack and a family hygiene kit. In addition, they are given vouchers*

with which to select additional clothing items from our adjacent Thrift Shop. The chapter van is used to deliver bags of clothing to schools for children who lack transportation to our facility. Students in middle schools and high schools are dressed during scheduled shopping trips to local department stores. They are allotted $150 each with which to shop for their own clothing, with supervision from our members, school counselors and parents. ALCV members are present to check students in as they arrive and to pay for purchases at the checkout stand. They place the items into attractive, reusable bags which contain family hygiene kits. Receipts are retained, labeled with the names of the students and given to our treasurer. In the Spring, graduating seniors are offered an additional opportunity to shop for appropriate attire to wear for graduation and other senior activities. More than 1,000 students are dressed annually through Operation School Bell program. The cost to dress an elementary school student is $150 and the cost to dress a middle school or high school student is $175. A total of 998 have been dressed through OSB - 339 of whom reside in the City of West Covina. Dressing begins each year in August and continues until May 31, which is the end of our fiscal year. The number of students we are able to dress each year is limited only by the success of fundraising efforts and local schools' commitment to identify and refer all students and families in need to our organization.

9. **Shepherd's Pantry:** *Founded in 2004 as a free emergency food delivery service operated out of a rental storage unit, by 2005 Shepherd's Pantry needed a walk-in-food facility and 304leadership to help develop their pantry operations. The team looked to Cory's Kitchen which was established in 2001 in Irwindale. Cory's Kitchen's culture encompassed emotional and spiritual support in addition to providing food; this approach was incorporated into Shepherd's Pantry operations. In 2019 the two food pantries merged into the company now known as Shepherd's Pantry with three locations in Glendora, Irwindale and El Monte (formerly in Baldwin Park). Our mission is: To provide food, resources and services from a faith-based perspective to those in need. We value the dignity of all individuals and strive to promote their independence. Our vision is: To alleviate hunger and to improve the well-being of those living in the San Gabriel Valley. We meet our mission by incorporating other services such as personalized case management, haircuts, homeless food support, home food delivery and a clothing pantry. In 2021 Shepherd's Pantry created the Shepherd's Help Fund-Going Beyond food. The pandemic and economy highlighted the fact that many of those who come to us for food also have other greater needs. The Shepherd's Help Fund's goal is to prevent homelessness by assisting with various expenses, providing case management, and equipping people with tools and skill to help them achieve self-sufficiency and independence. Shepherd's Pantry provides $35,000 in assistance annually through the Help Fund through case management. We also assist clients with hygiene items, household items and a bicycle program. We either repair bikes or give them previously loved bicycles that have been donated. We have 3 Physical Locations: Glendora at 657 E. Arrow Hwy. Ste. J, Glendora, CA 91740, Irwindale at 1418 Arrow Hwy. Irwindale, CA 91706 and El Monte: 3903 Tyler Ave El Monte Ca 91731*

10. **YWCA of San Gabriel Valley - Senior Citizens Assistance Program (SCAP):** *The activity will be Case Management and Information & Referral/Assistance Services to connect seniors with a broad array of social services that enable them to remain independent and in their homes for as long as possible. Services are*

based on the concept of linking clients to a culturally competent, locally accessible and cost-effective integrated continuum of supportive services. In addition, our agency strives to respond in a timely manner to client's requests for service, and within several hours if the request is urgent.

These services include but are not limited to:

- *Access and linkage to services such as transportation, congregate/home delivered meals, food banks, medical equipment*
- *Assistance in applying to programs such as Medi-Cal, In-Home Supportive Services, and utility assistance*
- *Income application assistance for Social Security, Security Supplemental Income (SSI) General Relief, Cal-Fresh*
- *Linkage to community services such as legal services (Bet Tzedek is at YWCA-SGV site every other month), mental health services, etc.*
- *Access to available housing resources (assist with affordable housing applications/wait lists, Share Collaborative Housing) and linkage to housing advocacy through Housing Rights Center*
- *Arrange in-home visits/appointments*
- *Community education and related programming that help to coordinate and integrate services for seniors and other community members such as informational seminars/lectures, health programs, etc.*

ATTACHMENT NO. 4

RESOLUTION NO. 2025-57

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 (CBDG CONPLAN)

WHEREAS, on June 3, 2025, the Acting City Manager 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, on June 17, 2025, the City Council adopted a budget for the 2025-2026 Fiscal Year; and

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

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

SECTION 1. The City Council hereby approves Budget Amendment No. 2026-01, attached hereto as Exhibit A, for Fiscal Year 2025-26.

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

APPROVED AND ADOPTED this 15th day of July, 2025.

_____

Tony Wu
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Monique S. De La Rosa
Deputy City Clerk

I, MONIQUE S. DE LA ROSA, DEPUTY CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2025-57 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 15th day of July, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Monique S. De La Rosa
Deputy City Clerk

Exhibit A

City of West Covina
Fiscal Year 2025-26
Budget Amendment No. 2026-01
CDBG Proposed Action Plan

Fund	Current Budget	Proposed Amendment	Amended Budget
Community Development Block Grant (Fund 131)			
Revenue	800,000	30,000	830,000
Expenditures	357,214	473,202	830,416
Net Change in Fund Balance	**442,786**	**(443,202)**	**(416)**

The additional $1,380,000 to expenditures are to be rolled over from Fiscal Year 2024-25 Budget rollovers. The total expenditures are $2,210,416.

CITY COUNCIL MEETING
JULY 15, 2025

CONSIDERATION OF PROGRAM YEAR (PY) 2025-2029 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CONSOLIDATED PLAN



ATTACHMENT NO. 5

PRIORITIZATION PY 2025-2029 CONSOLIDATED PLAN

Categories of Need	Priority Level
Economic Development	High
Homelessness	High
Infrastructure Improvements	High
Rental Housing	High
Owner-Occupied Housing	High
Public Facilities	High
Non-Homeless Special Needs	Medium
Public Services	Medium

PY 2025-2029 PROPOSED STRATEGIC PLAN BUDGET

Proposed Activity	Proposed Funding ($)
Fair Housing	$ 50,000
Public Services	572,500
Neighborhood Improvement Program	2,197,500
Planning and Administration	830,000
Total	$ 4,150,000

ACTIVITIES CARRIED OVER FROM PRIOR CYCLE

Activity	Funding ($)
Neighborhood Improvement Program	
Friendship Park Improvements, Phase II	$ 755,000
Housing Preservation Program	425,000
Economic Development Program	
Façade Improvement Program	100,000
Economic Development Technical Assistance	100,000
Total	$ 1,380,000

PY 2025 PROPOSED ACTION PLAN BUDGET

Proposed Activity	Proposed Funding ($)
Fair Housing	$ 10,000
Public Services	114,500
Neighborhood Improvement Program	539,500
Planning and Administration	166,000
Total	$ 830,000

PROPOSED PY 2025 CDBG FUNDING BY ACTIVITY

Project/Activity	PY 2025 Proposed
1. Residential Street Improvements	$ 539,500
2. Friendship Park Improvements, Phase II	755,000
3. Economic Development Technical Assistance	100,000
4. Facade Improvement Program	100,000
5. Housing Preservation Program	425,000
6. Administration	166,000
7. Senior Meals Program (**)	60,000
8. Domestic Violence Victim Advocate (**)	20,000
9. Emergency Assistance Program (**)	5,000
10. Housing Rights Center	10,000
11. Senior Assistance Program (YWCA)	4,900
12. Action Food Pantry	4,900
13. ESGV Coalition for the Homeless	4,900
14. Project 29:11 (Food Pantry)	4,900
15. Shepherd's Pantry	5,000
16. Assistance League (Op School Bell)	4,900
Total	**$ 2,210,000**

OPTIONS

The City Council has the following options:

- Approve staff's recommendation.
- Provide alternative direction.

CITY COUNCIL MEETING
JULY 15, 2025

CONSIDERATION OF PROGRAM YEAR (PY) 2025-2029 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) CONSOLIDATED PLAN



AGENDA ITEM NO. 14

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: July 15, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **PUBLIC HEARING TO CONSIDER WEST COVINA AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT FISCAL YEAR 2025-2026 ANNUAL REPORT AND ASSESSMENT**

RECOMMENDATION:

It is recommended that the City Council conduct the public hearing and then adopt the following resolution:

RESOLUTION NO. 2025-38 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, CONFIRMING THE ANNUAL REPORT FILED BY THE WEST COVINA AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD AND LEVYING AN ANNUAL ASSESSMENT FOR THE WEST COVINA AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2025-2026

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 item is to request that the City Council conduct the required public hearing and then adopt the resolution to confirm the Advisory Board's annual report as originally filed and levy the assessment for FY 2025-26.

DISCUSSION:

On May 27, 2025, the Auto Plaza BID Advisory Board held its annual meeting and approved the Annual Report. The Annual Report was filed with the City Clerk as required by the PBIA Law. The Annual Report is included as Attachment No. 2 to this report.

At the June 17, 2025, City Council meeting, the City Council approved the Annual Report and adopted Resolution 2025-37, declaring the intention to levy the annual assessment and setting the public hearing for July 15, 2025, at 7:00 p.m. in the City Council Chambers.

The Annual Report includes a total budget of $121,168.00 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 $59,650.00. 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, $5,500.00 will be generated in interest income, for a total revenue of $121,168.00 for FY 2025-2026. As the annual expenditures are $117,524.00, the assessments will cover the total annual expenditures, with a surplus of $3,644.00. 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.

At the conclusion of the hearing, the City Council may order changes in the proposed assessment, the proposed improvements to be funded, and/or the proposed boundaries of the BID. If the Council determines to levy the assessment as proposed, it may adopt the attached resolution (Attachment No. 1), which confirms the Annual Report and levies the assessment for FY 2025-26. Adoption of the resolution places direct assessments on the auto dealers of the West Covina Auto Plaza BID. The BID boundaries are included as Exhibit A to the resolution.

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 City funds by adopting the attached resolution that levies the assessment for the Auto Plaza BID. All costs are covered by assessments collected from the West Covina Auto Plaza Business Improvement District dealerships. In addition, the Auto Plaza BID 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 - Resolution No. 2025-38

Attachment No. 2 - West Covina Auto Plaza BID Annual Report FY 2025-2026 -

CITY COUNCIL GOALS & OBJECTIVES: Expand Economic Development Opportunities
Enhance City Image and Effectiveness

ATTACHMENT NO. 1

RESOLUTION NO. 2025-38

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, CONFIRMING THE ANNUAL REPORT FILED BY THE WEST COVINA AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT ADVISORY BOARD AND LEVYING AN ANNUAL ASSESSMENT FOR THE WEST COVINA AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT FOR FISCAL YEAR 2025-2026

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

WHEREAS, in adopting the Parking and Business Improvement Area Law of 1989 (California Streets and Highways Code section 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, on June 16, 2015, the Advisory Board modified the benefits zones within the District, increasing the number of benefit zones from six (6) dealership sites to seven (7) dealership sites. The boundaries and benefit zones of the District are set forth in Exhibit A, attached hereto and incorporated herein; 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 an assessment within the District for Fiscal Year 2025-26; and

WHEREAS, on June 17, 2025, the City Council adopted Resolution No. 2025-37, a resolution of intention to levy the assessment within the District for FY 2025-26 and setting the date for a public hearing for July 15, 2025, in accordance with the requirements of California Streets and Highways Code section 36534; and

WHEREAS, the City Council has conducted a public hearing as required by California Streets and Highways Code section 36535; and

WHEREAS, the City Council now desires to confirm the annual report as filed by the Advisory Board and adopt this Resolution to levy the assessment for the 2025-2026 Fiscal Year.

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

SECTION 1. Annual Report. The City Council hereby confirms the annual report on the District as originally filed by the Advisory Board in accordance with California Streets and Highways Code section 36535. The report shall be kept on file in the City Clerk's Office.

SECTION 2. Assessment. An annual assessment for the District for Fiscal Year 2025-26 shall be levied pursuant to California Streets and Highways Code section 36500 et seq. The boundaries of the District are set forth in Exhibit A. The amount of the annual assessment is $16,524.00. Pursuant to California Streets and Highways Code section 36531, new businesses commenced after the effective date of the resolution levying the assessment will be exempt from the levy of the assessment for Fiscal Year 2025-26.

SECTION 3. Types of Activities to Be Funded. The assessment revenue collected through the levy of the annual assessment will be used 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.

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. 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 15th day of July, 2025.

_____
Tony Wu
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Monique S. De La Rosa
Deputy City Clerk

I, MONIQUE S. DE LA ROSA, DEPUTY CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2025-38 as duly adopted by the City Council of the City of West Covina at a regular meeting thereof held on the 15th day of July, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Monique S. De La Rosa
Deputy City Clerk

EXHIBIT A

WEST COVINA AUTO PLAZA BUSINESS IMPROVEMENT DISTRICT BOUNDARIES

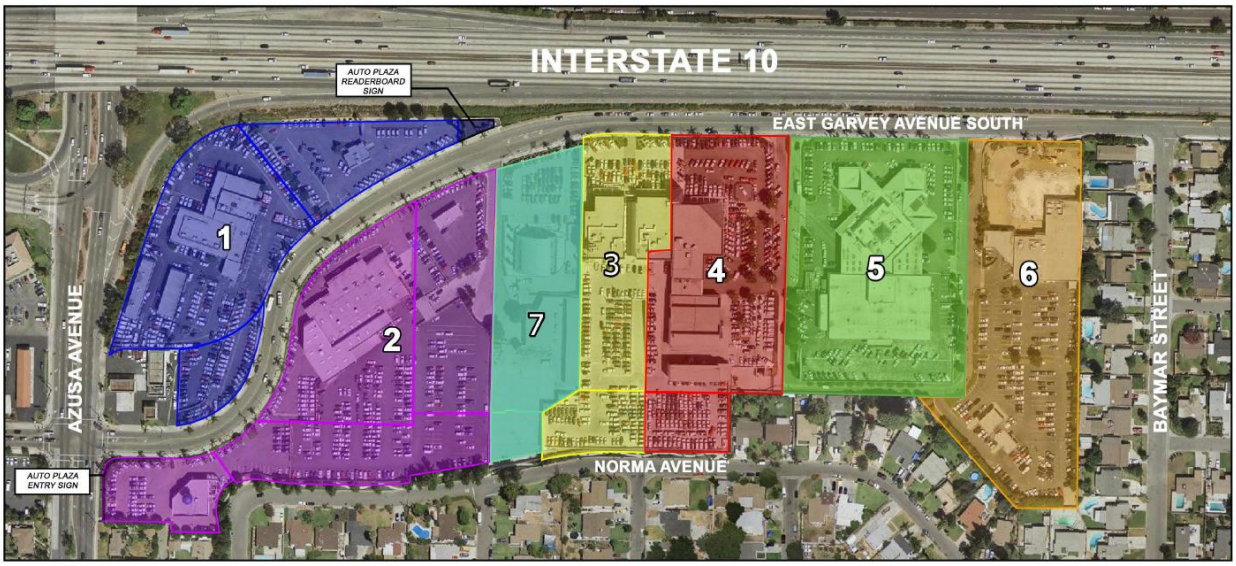


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WEST COVINA AUTO PLAZA
BUSINESS IMPROVEMENT DISTRICT BOUNDARIES
New Proposed Benefit Zones

	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

ATTACHMENT NO. 2

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

AGENDA ITEM NO. 15

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: July 15, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **TAX EQUITY AND FISCAL RESPONSIBILITY ACT (TEFRA) HEARING TO CONSIDER THE ISSUANCE OF TAX-EXEMPT BONDS FOR EMANATE HEALTH QUEEN OF THE VALLEY HOSPITAL**

RECOMMENDATION:

It is recommended that the City Council:

1. Conduct a Tax Equity and Fiscal Responsibility Act (TEFRA) hearing in consideration of the issuance of tax-exempt bond financing by the California Statewide Communities Development Authority for the benefit of Emanate Health .
2. Adopt the following Resolution:

   RESOLUTION NO. 2025-42 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE ISSUANCE OF THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY REVENUE BONDS (EMANATE HEALTH), SERIES 2025 IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED $90,000,000 FOR THE PURPOSE OF FINANCING AND/OR REFINANCING THE ACQUISITION, CONSTRUCTION, EQUIPPING, IMPROVEMENT , RENOVATION, REHABILITATION AND/OR REMODELING (INCLUDING BY REIMBURSING EXPENDITURES MADE FOR SUCH PURPOSES) OF HOSPITAL, HEALTH CARE AND RELATED FACILITIES AND CERTAIN OTHER MATTERS RELATING THERETO

BACKGROUND:

The California Statewide Communities Development Authority (CSCDA) was created in 1988, under California's Joint Exercise of Powers Act, to provide California's local governments with an effective tool for the timely financing of community-based public benefit projects. More than 500 cities, counties and special districts, including the City of West Covina, have become Program Participants to CSCDA – which serves as a conduit issuer and provides access to an efficient mechanism to finance locally-approved projects. CSCDA helps local governments build community infrastructure, provide affordable housing, create jobs, make access available to quality healthcare and education, and more. CSCDA provides an important resource to local government members.

CSCDA is a joint powers authority sponsored by the League of California Cities ("League") and the California State Association of Counties ("CSAC"). CSCDA was created by the League and CSAC in 1988 to enable local government and eligible private entities access to low-cost, tax-exempt financing for projects that provide a tangible public benefit, contribute to social and economic growth and improve the

overall quality of life in local communities throughout California. CSCDA is comprised of more than 530 members, including the City of West Covina. CSCDA has issued more than $70 billion through 1,600 plus financings since 1988.

CSCDA has requested that the City conduct a Tax Equity and Fiscal Responsibility Act (TEFRA) public hearing for the issuance of up to $90 million in tax-exempt bonds, of which $74 million will be used for the financing of Emanate Health (Emanate) facilities in West Covina. The remainder of the bonds will be used by Emanate or one of its affiliates to finance or refinance projects located in the City of Covina and the City of Glendora. The West Covina facility is Emanate Health Queen of the Valley Hospital Campus (Queen of the Valley) located at 1115 S. Sunset Avenue.

In order for all or a portion of the bonds to qualify as tax-exempt bonds, the City of West Covina, as the governmental unit having jurisdiction over the area in which the facility is located, must conduct a TEFRA hearing. The TEFRA hearing is intended to provide members of the community an opportunity to speak on behalf of or against the use of tax-exempt bonds for the financing of the project.

Once the TEFRA hearing has been conducted, an "applicable elected representative" of the governmental unit hosting the proposed project must provide its approval of the issuance of the bonds for the financing of the project. The City Council, as the elected legislative body of the City, is an applicable elected representative.

DISCUSSION:

Emanate is seeking tax-exempt bonds in a principal amount not to exceed $74 million for three facilities in West Covina. Since the facilities to be financed are located within the jurisdiction of the City of West Covina, the City has been asked to conduct a TEFRA hearing and adopt a resolution that approves the issuance of the bonds for the benefit of Emanate (Attachment 1).

Emanate will utilize the bonds for the expansion of Queen of the Valley Hospital. The City approved the Specific Plan on November 5, 2019. Proceeds of the financing will be used for the Queen of the Valley Hospital's expansion of its Emergency Department and Intensive Care Unit, Cancer Center Building, and Primary Care and OBGYN Clinics. A summary of each facility is outlined below:

- **1115 South Sunset Avenue, West Covina, CA 91790**
  - Emergency Department and Intensive Care Unit. Currently in-progress construction project of Queen of Valley Hospital Emergency Department and Intensive Care Unit, which is designed as a two-story 60,000 square foot building. The building is expected to include a 60-bed emergency department and a 24-bed intensive care unit and related support space. The building is in its final phase of completion, and the anticipated occupancy for patient services is Q1 of 2026.
  - Equipment and Installation. This is an equipment and installation project at Queen of Valley Hospital. The Philips Azurion B20/15 system is designed to enhance treatment capabilities and support more effective device guidance and placement in neuro and cardio/cardio-vascular interventions. This is designed around a single, standardized hardware and software platform that can be upgraded and expanded as new needs arise or requirements change. Its architecture is made to easily integrate with third-party applications and devices. A new workflow approach aims to support interventional teams in carrying out more procedures for more patients, more consistently and efficiently with great ease of use.
  - Medication and Anesthesia Automated Dispensing Equipment. This project involves system-wide upgrades to medication and anesthesia dispensing equipment. Specifically, Omnicell is used as an automated medication dispensing system in hospitals to improve efficiency and reduce errors in medication management. It automates tasks like dispensing medications, managing inventory, and tracking usage, allowing pharmacists and nurses to focus on patient care. Automated Dispensing Cabinets provide visibility of stock to prevent overstocking, waste, stock outs, automatic restock based on defined triggers. Omnicell's

Digital Ecosystem delivers data intelligence with descriptive (MedXpert) and predictive and prescriptive (Insights) analytics.

- **1115A South Sunset Avenue, West Covina, CA 91790**
  - Cancer Center Building. Currently in-progress projects at the Cancer Center Building at Queen of Valley Hospital, including equipment-related projects.

- **1135 South Sunset Avenue, West Covina, CA 91790**
  - 3rd Floor Expansion. This project involves improvements for the expansion of the Primary Care Clinic located on the third floor at 1135 Sunset Ave, Medical Arts building, encompassing 7,285 square footage which includes 18 exam rooms, 2 procedure rooms and other support spaces.
  - 4th Floor Expansion. This project involves improvement for the expansion on the OBGYN Clinic located on the 4th floor at 1135 Sunset Ave, Medical Arts building, encompassing 5,735 Square footage which includes 14 exam rooms, 1 procedure room and other support spaces.

Notice of the public hearing was published in the San Gabriel Valley Tribune on July 7, 2025, at least seven (7) days prior to the July 15, 2025 public hearing, in accordance with 26 CFR section 1.147(f)-1(d)(4).

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

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Fiscal Impact

FISCAL IMPACT:

There is no fiscal impact to the City. The Bonds will be issued as limited obligations of CSCDA, payable solely from revenues and receipts derived from a loan to be made by CSCDA to the Borrower with the Bond proceeds. The City bears no liability with respect to the issuance of the Bonds. Further, the City is not a party to any of the financing documents related to the Bond issuance and is not named in any of the disclosure documents describing the Bonds or the proposed financing. The City is not committed in any manner if the bonds are issued.

Attachments

Attachment No. 1 - Resolution No. 2025-42

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

ATTACHMENT NO. 1

RESOLUTION NO. 2025-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE ISSUANCE OF THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY REVENUE BONDS (EMANATE HEALTH), SERIES 2025 IN AN AGGREGATE PRINCIPAL AMOUNT NOT TO EXCEED $90,000,000 FOR THE PURPOSE OF FINANCING AND/OR REFINANCING THE ACQUISITION, CONSTRUCTION, EQUIPPING, IMPROVEMENT, RENOVATION, REHABILITATION AND/OR REMODELING (INCLUDING BY REIMBURSING EXPENDITURES MADE FOR SUCH PURPOSES) OF HOSPITAL, HEALTH CARE AND RELATED FACILITIES AND CERTAIN OTHER MATTERS RELATING THERETO

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

WHEREAS, Emanate Health, a California nonprofit public benefit corporation (the "Corporation"), has requested that the California Statewide Communities Development Authority (the "Authority") participate in the issuance of in the issuance of one or more series of revenue bonds in an aggregate principal amount not to exceed $74,000,000 (the "Bonds") for the acquisition, construction, equipping, improvement, renovation, rehabilitation and/or remodeling of hospital, health care and related facilities (the "Facilities") to be owned and operated by the Corporation or one of its affiliates (the "Project") and located within the City of West Covina (the "City"); and

WHEREAS, pursuant to Section 147(f) of the Internal Revenue Code of 1986 (the "Code"), the issuance of the Bonds by the Authority must be approved by the City because the Facilities are located or to be located within the territorial limits of the City; and

WHEREAS, the City Council of the City (the "City Council") is the elected legislative body of the City and is one of the applicable elected representatives required to approve the issuance of the Bonds under Section 147(f) of the Code; and

WHEREAS, the Authority has requested that the City Council approve the issuance of the Bonds by the Authority for the purposes of financing and/or refinancing the Project in order to satisfy the public approval requirement of Section 147(f) of the Code and the requirements of Section 9 of the Amended and Restated Joint Exercise of Powers Agreement, dated as of June 1, 1988 (the "Agreement"), among certain local agencies, including the City; and

WHEREAS, the Authority is also requesting that the City Council approve the issuance of any refunding bonds hereafter issued by the Authority for the purpose of

refinancing the Bonds which financed the Facilities (the "Refunding Bonds"), but only in such cases where federal tax laws would not require additional consideration or approval by the City Council; and

WHEREAS, pursuant to Section 147(f) of the Code, the City Council has, following notice duly given, held a public hearing regarding the issuance of the Bonds, and now desires to approve the issuance of the Bonds by the Authority.

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

SECTION 1. The City Council hereby approves the issuance of the Bonds and Refunding Bonds by the Authority for the purposes of financing and/or refinancing the Project. It is the purpose and intent of the City Council that this resolution constitute approval of the issuance of the Bonds and Refunding Bonds by the Authority and of the financing and/or refinancing of the Project, for the purposes of (a) Section 147(f) of the Code by the applicable elected representative of the issuer of the Bonds and the governmental unit having jurisdiction over the area in which the Facilities are located or are to be located, in accordance with said Section 147(f); and (b) Section 9 of the Agreement.

SECTION 2. The officers of the City are hereby authorized and directed, jointly and severally, to do any and all things and to execute and deliver any and all documents which they deem necessary or advisable in order to carry out, give effect to and comply with the terms and intent of this resolution and the financing transaction approved hereby.

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

APPROVED AND ADOPTED this 15th day of July, 2025.

_____
Tony Wu
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Monique S. De La Rosa
Deputy City Clerk

I, MONIQUE S. DE LA ROSA, DEPUTY CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2025-42 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 15th day of July, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Monique S. De La Rosa
Deputy City Clerk

AGENDA ITEM NO. 16

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: July 15, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **PRESENTATION ON THE STATUS OF THE NEW CITY WEBSITE**

RECOMMENDATION:

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

BACKGROUND:

At a previous City Council Meeting, Mayor Tony Wu requested a presentation and update on the status of the new City website from website consultant, Civic Plus.

DISCUSSION:

Civic Plus will provide a presentation on the status of the new City of West Covina website. Civic Plus is available to answer questions from the City Council.

OPTIONS:

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

Prepared by: Roxanne Lerma, Assistant City Manager

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