CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

NOVEMBER 18, 2025, 7:00 PM
REGULAR MEETING

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

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

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

Updated Agenda 11.15.25

Added Agenda Item No. 7 -CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE WEST COVINA FIREFIGHTERS' ASSOCIATION (WCFFA)

TUESDAY, NOVEMBER 18, 2025, 7:00 PM
REGULAR MEETING

INVOCATION
Led by Pastor Okubo from Immanueal First Lutheran Church

PLEDGE OF ALLEGIANCE
Led by Councilman Cantos

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- **HOPE UNIT PRESENTATION**

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.*

CITY MANAGER'S OFFICE

1) **CONSIDERATION OF APPROVAL OF A THREE PERCENT (3%) COST OF LIVING ADJUSTMENT (COLA) FOR DEPARTMENT HEAD CLASSIFICATIONS FOR FISCAL YEARS 2025-2027**

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

RESOLUTION NO. 2025-80 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING A THREE PERCENT (3%) COST OF LIVING ADJUSTMENT (COLA) FOR DEPARTMENT HEAD CLASSIFICATIONS FOR FISCAL YEARS 2025-2027

COMMUNITY DEVELOPMENT

2) **CONSIDERATION OF APPROVAL OF TRAFFIC RECOMMENDATIONS FROM THE TRAFFIC COMMITTEE MEETINGS HELD BETWEEN JUNE 2025 AND OCTOBER 2025**

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

3) **CONSIDERATION OF APPROVAL OF FINAL TRACT MAP NO. 74976**

It is recommended that the City Council approve final Tract Map No. 74976.

4) **CONSIDERATION OF ACCEPTANCE OF WORK AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE STREET SWEEPING SIGNAGE INSTALLATION PROJECT – PROJECT NO. 25015**

It is recommended that the City Council:

1. Accept the work performed by Square Signs LLC DBA Front Signs for the Street Sweeping Signage Installation Project (Project No. 25015), with a final contract amount of $389,105.23; and

2. Authorize the Acting City Manager and Deputy City Clerk to execute the Notice of Completion and file the Notice of Completion with the County of Los Angeles Registrar-Recorder; and

3. Authorize the Acting City Manager to release retention once appropriate.

FINANCE DEPARTMENT

5) **CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE CITY OF WEST COVINA MID-MANAGEMENT EMPLOYEES' ASSOCIATION (MMEA)**

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

RESOLUTION NO. 2025-086 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE CITY OF WEST COVINA MID-MANAGEMENT EMPLOYEES' ASSOCIATION (MMEA) FOR THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2028

6) CONSIDERATION OF REMOVAL OF POLICE ADMINISTRATIVE SERVICES MANAGER CLASSIFICATION AND ESTABLISHMENT OF POLICE EXECUTIVE ADMINISTRATOR CLASSIFICATION

Staff and the Human Resources Commission recommend that the City Council approve the removal of the Police Administrative Services Manager classification and the establishment of the Police Executive Administrator classification by adopting the following resolution:

RESOLUTION NO. 2025-89 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REMOVAL OF THE POLICE ADMINISTRATIVE SERVICES MANAGER CLASSIFICATION AND THE ESTABLISHMENT OF THE POLICE EXECUTIVE ADMINISTRATOR CLASSIFICATION AND APPROVING THE CLASS SPECIFICATIONS AND SALARY RANGE FOR SUCH CLASSIFICATION

7) CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE WEST COVINA FIREFIGHTERS' ASSOCIATION (WCFFA)

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

RESOLUTION NO 2025-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WEST COVINA AND THE WEST COVINA FIREFIGHTERS' ASSOCIATION (WCFFA) FOR THE PERIOD OF JULY 1, 2025 THROUGH JUNE 30, 2028

PUBLIC WORKS

8) CONSIDERATION OF AWARD OF CONTRACT FOR REQUEST FOR PROPOSALS (RFP NO. 2026-01) FOR TREE TRIMMING AND TREE MAINTENANCE SERVICES TO WEST COAST ARBORISTS, INC.

It is recommended that the City Council:

1. Award the contract for Request for Proposals (RFP) No. 2026-01 for tree trimming and tree maintenance services to West Coast Arborists, Inc.
2. Authorize the Acting City Manager to negotiate and execute a Maintenance Services Agreement, in such final form as approved by the City Attorney, with West Coast Arborists, Inc. for tree trimming and tree maintenance services, for a term of 5.5 years, beginning January 1, 2026 and ending June 30, 2031, in an amount not to exceed $3,623,146 (which includes 25% for additional work as approved by the City Manager).
3. Authorize the City Manager to approve change orders and amendments to the agreement, provided that West Coast Arborists, Inc.'s total compensation does not exceed $3,623,146.

END OF CONSENT CALENDAR

MAYOR/COUNCILMEMBERS REPORTS

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

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

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

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

CITY COUNCIL COMMENTS

ADJOURNMENT

Next Tentative City Council Meeting

Regular Meeting	Date	December 2, 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: November 18, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF A THREE PERCENT (3%) COST OF LIVING ADJUSTMENT (COLA) FOR DEPARTMENT HEAD CLASSIFICATIONS FOR FISCAL YEARS 2025-2027**

RECOMMENDATION:

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

RESOLUTION NO. 2025-80 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING A THREE PERCENT (3%) COST OF LIVING ADJUSTMENT (COLA) FOR DEPARTMENT HEAD CLASSIFICATIONS FOR FISCAL YEARS 2025-2027

BACKGROUND:

The City Council last approved an increase to the salary ranges for Department Head classifications in December 2022. Since that time, no further adjustments have been made to the Department Head Salary & Benefit Schedule.

As part of the City's ongoing efforts to maintain competitive and equitable compensation for executive-level classifications, staff is recommending a series of cost-of-living adjustments (COLAs) to the Department Head salary ranges for fiscal years 2025, 2026, and 2027.

DISCUSSION:

The proposed resolution would approve a 3% COLA to the salary ranges for Department Head classifications for each of the following fiscal years:

- 3% effective November 22, 2025
- 3% effective July 1, 2026
- 3% effective July 1, 2027

These adjustments are intended to ensure the City remains competitive in recruiting and retaining qualified Department Heads, and they align with comparable adjustments approved for other City management groups.

The resolution also specifies that the existing Appendix A to the Department Head Salary & Benefit Schedule will be replaced in its entirety with the new Appendix A attached to the resolution. For reference, the current Department Head Salary & Benefit Schedule is provided as Attachment No. 1.

LEGAL REVIEW:

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

Prepared by: Carmelita Underwood, Director of Human Resources/Risk Management Department

Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

The fiscal impacts are FY 2025-26 $56,917, FY 2026-27 $115,541, and FY 2027-28 $175, 923 for a total of $348,381.

Attachments

Attachment No. 1 - Department Head Salary & Benefit Schedule

Attachment No. 2 - Resolution No. 2025-80

CITY COUNCIL GOALS & OBJECTIVES:
Protect Public Safety
Achieve Fiscal Sustainability and Financial Stability
A Creative and Active Community
Expand Economic Development Opportunities
Enhance City Image and Effectiveness
An Accessible Community

ATTACHMENT NO. 1

CITY OF WEST COVINA

DEPARTMENT HEAD
SALARY & BENEFIT SCHEDULE

EFFECTIVE DECEMBER 6, 2022
RESOLUTION NO. 2022-124

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ARTICLE ONE

SALARIES AND COMPENSATION

I. SALARY

Department Head salaries shall be provided in accordance with the following effective the first full pay period following City Council approval.

A. One-Time Pay

Within 45 days after City Council approval, Department Heads shall receive a one-time non-PERSable pay of five thousand dollars ($5,000.00). Any employee who already received $3,000 in one-time pay as part of an MOU with another City bargaining unit shall not be eligible to receive this $5,000 one-time pay.

B. Salary Range Adjustment

See Appendix "A" for the corresponding salary schedule effective the first full pay period following City Council approval. Individual salary adjustments within these new ranges will be made at the sole discretion of the City Manager.

II. DEFERRED COMPENSATION

The City shall contribute for each Department Head three hundred dollars ($300.00) per month to a deferred compensation plan. Department Heads may utilize the funds as follows:

- Department Heads may apply the City's contribution to a deferred compensation plan from a list of plans provided by the City.
- Department Heads may apply the City's contribution as they determine to medical, dental, or life insurance premiums.
- Department Heads may take cash in lieu of depositing funds in a deferred compensation plan.

III. PERS BENEFIT PLANS

A. Miscellaneous Department Heads

Tier 1 – 2.5% at age 55 (Employees Hired Prior to January 1, 2011)

Department Heads classified as miscellaneous employees by PERS shall participate in the 2.5% at age 55 PERS retirement benefit plan. The City shall pay 100% of the PERS employer cost. Each employee shall pay the full employee cost of eight percent (8%). Such contribution shall be made on a pre-tax basis.

Retirement benefits for Department Heads classified as miscellaneous employees under the 2.5% at age 55 formula shall be computed using the One-Year Final Compensation Option.

Tier 2 – 2% at age 60 ("Classic" PERS Members)
Department Heads classified as miscellaneous employees by PERS hired between January 1, 2011, and January 1, 2013, or having reciprocity with another PERS agency ("classic member") shall participate in the 2% at age 60 PERS retirement benefit plan. The City shall pay 100% of the PERS employer cost. Each employee shall pay the full employee cost of seven percent (7%). Such contribution shall be made on a pre-tax basis.

Retirement benefits for Department Heads classified as miscellaneous employees under the 2% at age 60 formula shall be computed using the One-Year Final Compensation Option.

Tier 3 – 2% at age 62 (New PERS Members, i.e. PEPRA)
All Department Heads classified as "new members," as defined by the Public Employees' Pension Reform Act of 2013, hired on or after January 1, 2013 shall participate in the 2% at age 62 PERS retirement benefit plan, with their final compensation based upon the average of their highest annual compensation earned over a three (3) year period. New members will be required to pay the appropriate share of their pension costs and other provisions, as required by the Public Employees' Pension Reform Act of 2013. Contributions shall be made on a pre-tax basis.

B. <u>Sworn Public Safety Department Heads</u>

Tier 1 – 3% at age 50 (Employees Hired Prior to December 19, 2012)
Department Heads classified as safety employees by PERS shall participate in the PERS 3% at age 50 PERS retirement benefit plan. The City shall pay 100% of the PERS employer cost. Each employee shall pay the full employee cost of nine percent (9%). Such contribution shall be made on a pre-tax basis.

Retirement benefits for Department Heads classified as public safety employees under the 3% at age 50 formula shall be computed using the One-Year Final Compensation Option.

Tier 2 – 3% at age 55 ("Classic" PERS Members)
Department Heads classified as safety employees by PERS hired between December 19, 2012 and January 1, 2013 or having reciprocity with another PERS agency ("classic member") shall participate in the 3% at age 55 PERS retirement benefit plan. The City shall pay 100% of the PERS employer cost. Each employee shall pay the full employee cost of nine percent (9%). Such contribution shall be made on a pre-tax basis.

Retirement benefits for Department Heads classified as public safety employees under the 3% at age 55 formula shall be computed using the One-Year Final Compensation Option.

Tier 3 – 2.7% at age 57 (New PERS Members, i.e. PEPRA)
Department Heads classified as "new safety members," as defined by the Public Employees' Pension Reform Act of 2013, hired on or after January 1, 2013 shall participate in the 2.7% at age 57 PERS retirement benefit plan, with their final compensation based upon the average of their highest annual compensation earned over a three (3) year period. New members will be required to pay the appropriate share of their pension costs and other provisions, as required by the Public Employees' Pension Reform Act of 2013.

IV. PERS RETIREMENT BENEFITS

The contract between the City and Public Employees' Retirement System (PERS) shall provide the following benefits.

A. <u>Unused Sick Leave</u>
Unused accumulated sick leave may be converted to additional service credit at the time of retirement pursuant to PERS Section 20862.8.

B. <u>4th Level Survivor Benefits</u>
Fourth Level of 1959 Survivor Benefits PERS Section 21574 for Department Heads.

C. <u>Military Buy Back</u>
Military service credit as public service credit under PERS section 21024.

V. EPMC REPLACEMENT RETIREMENT PLAN

A. <u>Miscellaneous Department Heads</u>
The City will provide to those Miscellaneous Department Heads retiring from the City a supplemental retirement plan that will provide a benefit based on .70% of PERSable compensation. The age and years of service factors utilized by PERS will be multiplied by .70% of their single highest year PERSable compensation to determine this benefit value. This benefit will be paid annually in January of each year and will include a 2% cost of living adjustment each year during the life of the retiree. At the time of retirement, Miscellaneous Department Heads can make a one-time election to receive either the ongoing annual stipends or a lump sum payment based on the present value of those annual stipends.

B. <u>Sworn Public Safety Department Heads</u>
The City will provide to those Sworn Department Heads retiring from the City a supplemental retirement plan that will provide a benefit based on .89% of PERSable compensation to all Sworn Department Heads. The age and years of service factors utilized by PERS will be multiplied by .89% of their single highest year PERSable compensation to determine this benefit value. This benefit will be paid monthly and will include a 2% cost of living adjustment in January of each year during the life of the retiree. At the time of retirement, Sworn Department Heads can make a one-time election to receive either the ongoing monthly

stipends or a lump sum payment based on the present value of those monthly stipends.

C. <u>EPMC Benefit Exclusion</u>

Miscellaneous and Public Safety Department Heads appointed or promoted to Department Head on or after January 1, 2013 are not eligible for the EPMC replacement retirement plan, and therefore this benefit shall not be provided to this cohort.

VI. ACTING PAY ASSIGNMENT

Acting pay is intended to compensate those employees assigned to perform the main executive duties of another department or a position having more responsibility and/or requiring a significantly higher level of expertise.

Those Department Heads that are serving in an acting capacity of a Department, in addition to their own Department may receive acting pay at a rate of five percent (5%) above their base salary after the completion of the thirtieth (30th) calendar day of such appointment until the completion of the appointment, provided such appointment is approved by the City Council.

ARTICLE TWO

FRINGE BENEFITS

I. FRINGE BENEFITS ADMINISTRATION

Fringe benefits shall be provided as set forth in the following guidelines for all Department Heads.

A. Administration

The City reserves the right to select, administer, or fund any fringe benefits programs involving insurance that now exist or may exist in the future.

B. Selection and Funding

In the administration of fringe benefits programs involving insurance, the City shall have the right to select any insurance carrier, self insure, or other method of providing coverage to fund the benefits provided, as long as the benefits of the plan are substantially the same.

The City may choose to exercise its right to select the insurance carrier and select Medicare as the City's Retirement Insurance Carrier for eligible Department Heads and retirees. In such case, the Department Heads and retirees who are eligible will be required to enroll in Medicare and continue to be eligible to participate in other City medical plans.

II. CAFETERIA PLAN

The City's contributions for Medical, Dental, and Vision Insurance shall be provided as set forth below for all Department Heads.

A. Health Insurance

To comply with the Public Employees' Hospital and Medical Care Act (PEMCHA), the City will contribute the statutory minimum amount for the provision of medical insurance. In addition, the City will contribute an additional amount for current Department Heads into a cafeteria plan in accordance with IRS Code Section 125. These additional amounts will be as follows:

1. Employee Only (Single): An employee who selects an Employee Only medical plan will receive a City contribution in an amount that when added to the PEMCHA statutory minimum amount equals the monthly Los Angeles Region Kaiser Employee Only medical premium or $600 whichever is greater.

2. Employee Plus One (Two-Party): An employee who selects an Employee Plus One medical plan will receive a City contribution in an amount that when added to the PEMCHA statutory minimum amount equals the monthly Los Angeles Region Kaiser Employee Plus One medical premium.

3. Employee Plus Two or More (Family): An employee who selects an Employee Plus Two or More medical plan will receive a City contribution in an amount that when added to the PEMCHA statutory minimum amount equals the monthly Los Angeles Region Kaiser Family medical premium.

B. <u>Health Insurance Excess Amount</u>

Should the City's monthly contribution exceed the monthly medical premium amount for the employee's selection, the excess amount can be received as cash, contributed to the employee's deferred compensation plan or be used to purchase dental or vision insurance.

C. <u>Health Insurance Cash In-Lieu</u>

Any West Covina employee, hired before June 30, 2012, who does not participate in the City's health insurance plan and can demonstrate that he/she has health insurance coverage from another source will receive a City contribution of six hundred dollars ($600) per month. This amount may be received as cash, contributed to the employee's deferred compensation plan or be used to purchase dental or vision insurance.

All employees hired on or after July 1, 2012, who do not participate in the City's health insurance plan and can demonstrate that he/she has health insurance coverage from another source will receive a City contribution of three hundred dollars ($300). This amount may be received as cash, contributed to the employee's deferred compensation plan or be used to purchase dental or vision insurance.

D. <u>Dental Insurance</u>

In addition to the provision for medical insurance, the cafeteria amount shall also include up to $62.23 monthly for dental insurance for the member and eligible dependents. If the dental insurance plan selected by the member is less than $62.23, the cafeteria amount shall be the cost of the dental insurance plan selected. If the dental insurance plan selected by the member is equal to or more than $62.23 per month, the cafeteria amount shall be $62.23.

E. <u>Vision Insurance</u>

In addition to the provisions for medical and dental insurance, the cafeteria amount shall also include the employee only monthly cost for vision insurance. Employees may enroll eligible dependents in the plan at the employee's cost.

III. RETIREE HEALTH BENEFIT

The City's monthly contributions for retiree health insurance shall be provided as set forth below for all Department Heads.

A. <u>Miscellaneous Department Heads</u>

The City shall provide Miscellaneous Department Heads an amount equal to the Public Employees' Medical and Hospital Care Act (PEMCHA) statutory

minimum, as established by the State and afforded to other employees for the payment of premiums for retiree health insurance under the program. To receive this benefit, the retiree must elect to participate in a PERS Health Plan following retirement from the City

B. <u>Tier 1 – Sworn Public Safety Department Heads (Police Chief & Fire Chief)</u>
Sworn Public Safety Department Heads hired prior to June 30, 2016 shall receive up to $1,004.80 per month per eligible retiree for the payment of premiums for retiree health insurance. To qualify for this benefit, the Sworn Department Head must have been continuously employed by the City and previously eligible for this benefit as a member of another West Covina Public Safety Bargaining Unit.

Additionally, any City of West Covina retiree receiving this benefit who comes out of retirement and returns to full-time service with the City shall have the benefit held in abeyance until their future retirement from the City. Upon the employee's second retirement from the City, the benefit will be reinstated at the same monthly rate received upon their initial retirement from the City.

If a retired member should select an insurance carrier other than a carrier selected by the City, the City contribution shall be made to the employee upon submitting to the City proof of the selected insurance carrier's premium. It is further understood that the contributions hereinabove set forth are due and payable to reduce the cost of retired members' health insurance premiums.

C. <u>Tier 2 – Sworn Public Safety Department Heads (Police Chief & Fire Chief)</u>
The City shall provide Sworn Public Safety Department Heads hired on or after June 30, 2016 an amount equal to the PEMCHA statutory minimum, as established by the State and afforded to other employees for the payment of premiums for retiree health insurance under the program. To receive this benefit, the retiree must elect to participate in a PERS Health Plan following retirement from the City.

IV. RETIREE HEALTH SAVINGS PLAN (RHS)

Effective July 1, 2015, the City shall contribute $250 per month into an RHS plan for each Department Head (Miscellaneous and Public Safety).

V. SUPPLEMENTAL RETIREMENT PLAN – MISC DEPARTMENT HEADS

Miscellaneous Department Heads appointed prior to January 1, 2013 shall receive a Supplemental Retirement Benefit (PARS) of $856.81/month (2015 Benefit), which has a 2% cost-of-living adjustment effective on the anniversary date of commencement of the Retirement Benefit. Department Heads must have five years of service with the City, and retire from the City, to be eligible for the Supplemental Retirement Benefit.

Miscellaneous Department Heads appointed between January 1, 2013 and June 30, 2015 shall receive a $250 contribution in an RHS plan from the date of appointment to June 30, 2015, for the elimination of this benefit.

Miscellaneous Department Heads appointed after January 1, 2013 shall no longer receive a Supplemental Retirement Benefit. In-lieu of this benefit, Department Heads shall receive a $250 per month contribution into an RHS plan (see Section IV).

VI. RETIREE DENTAL INSURANCE BENEFIT

Department Heads that retire directly from the City shall be allowed to participate in the City's employee dental insurance program based on employee monthly premium rates. The City shall not contribute to the retiree's monthly dental premium.

VII. SECTION 125 PLAN

The City has established a program consistent with Section 125 of the IRS Code, which enables employees to voluntarily use pre-tax earnings for medical, dental, and dependent care expenses. Participation in the plan is voluntary for Department Heads and it is understood that the City shall not be obligated to contribute or pay any costs for those who participate in the plan.

VIII. LIFE INSURANCE

The City shall provide life insurance as set forth below for all Department Heads.

A. <u>Term Policy</u>

The City shall provide all Department Heads a term life insurance policy in the amount of $100,000 while actively employed with the City and a benefit of $10,000 following retirement directly from the City. Department Heads can voluntarily purchase additional life insurance from $10,000 to $500,000. The cost per $1,000 of coverage is based on age. Any additional life insurance over $100,000 will require a health screening which shall be at the employee's or retiree's own expense.

B. <u>Accidental Death & Dismemberment (AD&D)</u>

The City currently provides a $100,000 AD&D insurance policy which covers employees for AD&D while on duty. Employees can purchase additional AD&D benefits from $10,000 to $500,000. The cost per $1,000 of coverage is based on age. Any additional AD&D insurance over $100,000 will require a health screening which shall be at the employee's own expense.

IX. LONG TERM DISABILITY INSURANCE

The City shall provide all Department Heads a long-term disability insurance (LTD) plan, which provides sixty percent (60%) of monthly earnings, to a maximum benefit of $10,000 per month. Benefits become payable on the later of: 1) 180 days; or 2) the date your accumulated leave time is exhausted. Coverage after 90 days may be purchased by the employee through payroll deduction and must be purchased within thirty (30) days of employment.

X. STATE DISABILITY

The City shall provide Department Heads the option to purchase State Disability Insurance. Department Heads shall be responsible for the full cost of the premiums and expenses associated with the state program.

XI. TUITION REIMBURSEMENT PROGRAM

The City shall provide assistance for the costs of tuition for all Department Heads in accordance with the following guidelines:

A. Maximum Reimbursement

Department Heads' maximum annual tuition reimbursement (including books) shall be one-thousand five-hundred dollars ($1,500.00) per fiscal year subject to budget appropriations.

B. Administrative Policy

The specific details of the Tuition Reimbursement Program are set forth in the Administrative Policy approved on August 13, 1992, and as amended thereafter.

C. Repayment Upon Termination

Any Department Head who received tuition reimbursement and terminates (excluding layoffs) within two (2) years after receiving reimbursement must pay back reimbursed monies to City at termination.

Repayment shall be pro-rated over the 24-month period prior to termination date.

XII. CAR ALLOWANCE

The City shall provide a three-hundred dollar ($300) per month car allowance to all Department Heads in-lieu of having and/or regularly utilizing a City vehicle for conducting City business. The City Manager, at his/her discretion, may allow Department Heads the option of using a City vehicle in-lieu of the $300 monthly cash allowance.

XIII. UNIFORM ALLOWANCE

The City shall provide an annual uniform allowance of $1,000 to the Police Chief and Fire Chief. The allowance shall be paid in January of each year.

XIV. MISUSE OF BENEFITS

Department Heads who fraudulently gain or fraudulently attempt to gain for themselves or others by deception, omission, or fraud the benefits of the City's Workers' Compensation, retirement, medical, dental, or other insurance policies or any other benefit to which they would not otherwise be entitled shall be subject to one or both of the following:

a) denial of requested benefits; and/or
b) disciplinary action up to and including termination.

ARTICLE THREE

LEAVE POLICIES

I. HOLIDAYS

The City shall provide holiday leave in accordance with the following schedules and guidelines:

A. Fixed Holiday Schedule

Presidents' Day
Memorial Day
Independence Day
Labor Day
Veteran's Day
Thanksgiving Day

The following provide the guidelines for the provision of the City's officially recognized and fixed holiday schedule:

1. Each fixed holiday granted to employees shall be a full shift of up to ten (10) hours of time off with pay. Any additional time taken off above ten hours per each fixed holiday must be deducted from the employee's other leaves, such as vacation, floating holiday leave, or compensatory time.

2. City Hall and most City Departments will be permanently closed from Christmas Day through New Year's Day. The Christmas Day and New Year's Day holidays will be part of this closure and thus have been removed from the fixed holiday schedule, with the exception of New Year's Day when it falls on a Sunday. In this case, New Year's Day will be observed on the following Monday. Christmas Eve will only be recognized as a Holiday when it falls on a Monday through Thursday in any given year.

3. Holiday in-lieu pay may be granted upon the City Manager's approval. Holiday in-lieu shall be limited to a maximum of twenty (20) hours per fiscal year.

4. Should the City eliminate the paid holiday closure from December 25th through January 1st, the fixed holiday schedule shall be recognized as follows:

   New Year's Day
   Presidents' Day
   Memorial Day
   Independence Day
   Labor Day
   Veteran's Day
   Thanksgiving Day
   Day after Thanksgiving

Christmas Eve (unless Christmas falls Saturday through Monday)
Christmas Day

5. Each fixed holiday granted to Department Heads shall be ten (10) hours of time off with pay.

B. <u>Floating Holiday Leave</u>

In addition to the City's fixed holiday schedule, Department Heads shall be eligible to use up to forty (40) hours of floating holiday leave per each calendar year as approved by the City Manager. Floating holiday leave shall be provided in accordance with the following:

1. Floating holiday leave must be used by December 31st of the same calendar year in which it was accrued. Outstanding balances of floating holiday leave on December 31st of each calendar year shall expire on January 1st of the following calendar year. The hourly equivalent may not be paid in-lieu of time off.

2. Floating holiday leave may not be accumulated and carried over into the next calendar year. Any unused floating holiday leave time remaining at the end of each calendar year, if any, shall be null and void unless the City Manager approves the carry-over of the leave into the following calendar year.

3. If a Department Head is unable to use floating holiday leave due to work urgency, industrial injury, extended medical leave, special or pre-scheduled leave, the City Manager can authorize the carry-over of unused floating holiday leave for a period not to exceed six (6) months per year.

4. New Department Heads are not eligible to receive and use floating holiday leave until they have been continuously employed with the City for a period of one (1) month.

5. New Department Heads appointed after the beginning of the calendar year are entitled to floating holiday leave at a rate of .923 hours per pay period of full-time employment.

C. <u>Floating Holiday Leave – Reinstated Department Heads</u>

Reinstated Department Heads shall receive floating holiday leave credit for all prior service in the current year in ascertaining the number of hours usable and when they may be used.

D. Floating Holiday Leave – Terminating Department Heads

Terminating Department Heads who have not used all the floating holiday leave that they are entitled to shall be paid off at the rate of 1.54 hours per pay period of full time employment in the current calendar year.

If the terminating Department Head has taken more floating holiday leave time than they are entitled to, the amount of time taken in excess shall be deducted from vacation, sick leave pay-off, or salary when final payroll checks are computed.

E. Limitations on Holiday Leave

A temporary Department Head who is filling a full-time position during the extended absence of a regular Department Head on a military leave for military duty, shall be entitled to the same holidays as a regular Department Head.

F. Status Eligibility

Department Heads are eligible to receive holiday leave with pay only if they are in a "paid status" on the regularly scheduled workday or workday immediately preceding the holiday and the regularly scheduled workday or workday immediately following the holiday. "Paid status" includes vacation, sick leave, compensatory time, and injured on duty.

G. Observation of Saturday and Sunday Holidays

For those Department Heads whose normal workweek is Monday through Thursday, when a holiday falls on a Sunday, the following Monday shall be deemed to be the holiday in-lieu of the day observed.

When a holiday falls on a Friday, the preceding Thursday shall be deemed to be the holiday in-lieu of the day observed.

H. Holidays Occurring on a Regularly Scheduled Day Off

For all other Department Heads with an alternate work schedule, when a holiday falls on a regularly scheduled day off, the Department Head shall be entitled to ten (10) hours leave time for the holiday. This time can be taken as either ten (10) hours "holiday in lieu" leave time or pay at straight time of the employee's hourly rate of pay, at the discretion of the City Manager.

I. Holiday Scheduling

The City reserves the right to require Department Heads to work on fixed holidays.

II. VACATION

The City shall provide vacation leave in accordance with the following schedules and guidelines:

A. Vacation Policy

It is the policy of the City that when possible, Department Head vacations be taken annually in the year earned. The time during the year at which a Department Head may take vacation shall be determined by the City Manager, with due regard for the wishes of the Department Head and particular regard for the service needs of the City.

B. Vacation Leave Accrual Schedule

Eligible Department Heads shall accrue vacation leave in accordance with the following schedule:

Months of Service	Hours Accumulated Per Pay Period	Hours Accumulated Per Month	Maximum Accruals
1 – 12*	3.08	6.67	300
13 – 108	4.62	10.00	350
109 – 120	4.92	10.67	360
121 – 132	5.23	11.33	370
133 – 144	5.54	12.00	380
145 – 156	5.85	12.67	390
157 +	6.15	13.33	400

* At completion of 12 months add 40 hours

C. Limitation of Vacation Leave Accrual

Vacation leave for Department Heads shall be limited according to the following:

1. Department Heads shall not be allowed to accrue vacation leave beyond the stated maximums.

2. No Department Head shall lose earned vacation leave because of work urgency as approved by management. Work urgency is defined as the Department's need to have the Department Head at work to perform duty assignments for a specified period of time.

3. If a Department Head has reached the maximum allowed unused vacation leave balance, and is unable to take vacation leave due to work urgency, industrial injury, extended medical leave, extraordinary circumstances, or

pre-scheduled leave as authorized by management, the Human Resources Director will approve a waiver of the maximum allowed unused balance for a period not to exceed six (6) months per fiscal year.

D. <u>Vacation Leave Accrual for Holidays</u>

When a fixed holiday falls within a scheduled vacation period, absence on that day shall be charged to holiday hours. An employee must be on paid status on the day before and after the holiday to be compensated for the holiday.

E. <u>Payment for Unused Vacation at Termination</u>

Any Department Head, who has been in continuous full-time service of the City for a period of six (6) full months or more, who is terminating his/her employment, shall be paid for accrued vacation leave time on the effective date of termination.

F. <u>Payment for Unused Vacation</u>

Upon request of the Department Head and with approval of the City Manager, a Department Head may be paid the straight time daily equivalent of his/her salary in-lieu of vacation time off in order to address unusual or emergency conditions. Such payment shall be for no more than forty (40) hours in any one calendar year, except as otherwise provided herein.

G. <u>Annual Vacation Cash-Out Option</u>

Department Heads with less than five (5) years City service may receive payment in-lieu of up to eighty (80) hours of accumulated vacation time in any one calendar year upon filing a written request with the Finance Department five days prior to requested date of issuance of the check, upon approval of the City Manager.

Department Heads with five (5) or more years of City service may receive payment in lieu of up to 120 hours accumulated vacation time in any one calendar year upon filing a written request with the Finance Department five (5) days prior to requested date of issuance of the check, upon approval of the City Manager.

H. <u>Vacation Leave Accrual – Reinstated/Reemployed Dept. Heads</u>

Any Department Head who is reinstated or reemployed under the provisions of these rules shall accrue vacation at the same rate as prior to his/her termination.

I. <u>Vacation Leave – New Department Heads</u>

1. Vacation Leave Earned Upon Appointment: The City Manager is authorized to negotiate the vacation accrual rate for new Department Heads up to 160 maximum hours, based on the number of years of public service at any municipality and not based on the years of service with the City of West Covina.

2. New Department Heads – Upon completion of six (6) consecutive months of full-time service, may be credited with one-half of the annual vacation leave and may begin using such accrual. Thereafter, Department Heads may use vacation as they complete each month of service.

3. Each Department Head shall be granted an additional forty (40) hours of vacation leave with pay, upon completion of one year of employment, at the employee's first anniversary date. Additional vacation, based on length of service, will accrue pursuant to these rules (see Article Three, Section II, Subsection B)

III. ADMINISTRATIVE LEAVE

The City shall provide all Department Heads administrative leave in accordance with the following guidelines.

A. <u>Annual Allotment of Administrative Leave</u>
Effective January 1, 2017, all Department Heads shall receive a maximum of one-hundred forty (140) hours of administrative leave per year.

B. <u>Annual Administrative Leave Cash-Out Option</u>
In November of each year, Department Heads shall have the option to cash-out up to fifty (50) hours of Administrative Leave. The cash-out option is limited to one time per year.

C. <u>Annual Administrative Leave Carry-Over Option</u>
Department Heads may carry-over up to fifty (50) hours of Administrative Leave per year. There is no deadline on the use of the carry-over hours, but a maximum cap of one hundred (100) carry-over hours is established. Administrative leave that is carried over will be put into a separate leave account and will not be eligible for cash-out the following year or upon separation from the City.

D. <u>Administrative Leave Policy</u>
The specific details of the Administrative Leave Policy are set forth in Administrative Policy approved October 1, 1996, and as amended thereafter by the City Manager.

IV. SICK LEAVE

The City shall provide all Department Heads sick leave in accordance with the following guidelines.

A. <u>Sick Leave Benefit</u>
Sick leave is a benefit and not a right and is to be utilized by Department Heads who are unable to work because of an injury or illness not arising out of the course of their employment, except as provided otherwise in this article.

Additionally, the sick leave benefit should be thought of as an insurance policy; it insures and protects employees against a loss in wages when they are unable to work because of an illness or injury.

B. <u>Sick Leave Accrual Rate and Allowances</u>

1. Department Heads shall accrue ninety-six (96) hours of sick leave per calendar year.

2. Following completion of thirty (30) calendar days of continuous full-time service, each Department Head shall accrue 3.69 hours of sick leave per pay period. Thereafter for each pay period of service in which the Department Head has worked or has been paid for one-half (1/2) or more of the actual number of working hours in a pay period, he/she shall continue to accrue hours of credit for sick leave with pay.

3. Sick leave may be used by new Department Heads following thirty (30) calendar days of employment.

4. Unused sick leave may be accumulated without limit.

C. <u>Reinstatement of Sick Leave</u>

1. Any Department Head who is reinstated to full-time City employment shall be given full credit for his/her unused accumulated sick leave at the time of termination, provided, however, that no payoff for accumulated sick leave was received upon termination.

2. Upon reemployment, a Department Head who has separated employment in good standing will have sick leave time reinstated in the amount accumulated at the time of separation up to a maximum of 320 hours. If through the course of continued employment accumulated sick leave exceeds 320 hours, payoff for such excess accumulations shall be made in accordance with the payoff provisions of the program, but in no case shall the aggregate of such amount(s) exceed that provided by the policy.

D. <u>Annual Sick Leave Cash-Out Program</u>

Department Heads shall be eligible for the annual sick leave cash-out option. The annual sick leave cash-out program shall be administered as follows:

1. In November of each calendar year, the City will determine the amount of sick leave each Department Head accrued and saved during the preceding 12-month period. The maximum amount that can be accrued during a 12-month period is ninety-six (96) hours.

2. The maximum amount of sick leave that Department Heads may cash-out each calendar year is forty (40) hours. Cash-out amounts shall be based on the Department Head's hourly rate.

3. To be eligible for the cash-out, Department Heads must have maintained a minimum of fifty-six (56) hours of unused sick leave accrued during the preceding 12-month period. These fifty-six (56) hours must be carried over into December. Department Heads may request cash payment or opt to bank for later use any hours that are in excess of the fifty-six (56) hour minimum carry-over.

4. Sick leave used by a Department Head during each calendar year will be charged against the Department Head's current year earnings.

5. If fifty-six (56) hours per calendar year of unused sick leave are not available, the number of unused hours must be carried over to the sick leave bank.

6. To qualify for this program, Department Heads shall not be allowed to change sick leave to other forms of paid leave.

E. <u>Sick Leave Payoff Upon Separation</u>

Department Heads employed by the City before September 1, 2018 and with over three years of full-time salaried City service shall be paid for one third (1/3) or 400 hours, whichever is less, of all sick leave accrued at the time of separation. The cash-out amount shall be based on the Department Head's hourly rate at the time of separation.

Department Heads who are terminated and/or discharged from their employment with the City are not eligible for this provision.

F. <u>Use of Sick Leave</u>

Utilization of sick leave shall be controlled by the following guidelines.

1. <u>Approval</u> – Department Head sick leave can only be granted upon the approval of the City Manager in the case of bona fide illness or injury of the Department Head or in the event of the care or attendance of serious illness or death of a member of the Department Head's immediate family.

2. <u>Physician's Certificate on Use of Sick Leave</u> – The City Manager may require evidence in the form of a physician's certificate, or written statement, as to the reason for any Department Head's absence of two (2) or more consecutive working days for which sick leave was requested. A failure to supply or provide said certificate or written statement shall be grounds for denial of sick leave pay and the imposition of such disciplinary action as may be deemed appropriate.

3. Physical Examination May be Required – Any Department Head absent from work, due to illness or accident, may be required by the City Manager to submit to and successfully complete a physical examination before returning to active duty. The physical examination will be conducted by a physician of the City's choice, with all costs to be paid by the City.

G. Use of Sick Leave – Care of Immediate Family

1. No more than forty-eight (48) hours of sick leave within any calendar year may be granted to a Department Head for the care or attendance upon members of his/her immediate family.

2. The phrase "immediate family," for the use of sick leave, is defined under Bereavement Leave of this Article Five, as spouse, parent, grandparent, brother, sister, child, stepchild, grandchild, and in-laws.

H. Temporary Disability

1. A Department Head who is entitled to temporary disability indemnity under Div. 4, Div. 4.5 of the State Labor Code may elect to take that number of days or portions of days of his/her accumulated sick leave, or his/her accumulated vacation, as when added to his/her disability indemnity will result in payment to him/her of his/her full salary.

2. When his/her accumulated sick leave, or vacation, or both are exhausted, he/she is still entitled to receive disability indemnity.

I. Sick Leave Limitations

No Department Head shall be entitled to sick leave with pay while absent from duty on account of the following causes.

1. Disability arising from sickness or injury purposely self-inflicted or caused by any of his/her own willful misconduct.

2. Sickness or disability sustained while on leave of absence, other than regular vacation leave or sick leave.

3. Disability or illness arising from compensated employment other than with the City of West Covina.

J. Sick Leave During Vacation

Sick leave shall not be used in lieu of or in addition to vacation leave. However, a Department Head who becomes seriously ill on an approved vacation may contact the City Manager and request that sick leave be granted in lieu of vacation for the

period of illness. The City Manager has discretion in approving or disapproving such request.

K. <u>Holiday During Sick Leave</u>

Observed holidays occurring during sick leave shall not be deducted from Department Head's sick leave time.

L. <u>Use of Sick Leave to Offset Disability Retirement</u>

No Department Head shall use sick leave days to offset the date of disability retirement. The effective date of disability retirement shall be as soon as practicable after the City's physician has determined that the Department Head can no longer perform the duties of his/her or an alternate position.

V. WORK RELATED DISABILITY LEAVE

The City shall provide all Department Heads leave for a bona fide work injury and/or illness in accordance with the following guidelines.

A. <u>Injury/Illness Arising Out of Job Duties</u>

Whenever a Department Head is disabled, whether temporarily or permanently, by injury or illness arising out of and in the course of their duties, they shall be entitled, regardless of their period of service with the City, to leave of absence while so disabled, without loss of salary. Temporary disability compensation, if any, being considered as and credited to salary for this purpose – for the period of such disability, but not exceeding one (1) year, or until such earlier date as they are determined to be maximum medically improved (i.e., MMI or permanent and stationary) and unable to return to their usual and customary duties.

1. The leave of absence hereby granted shall be in addition to, and shall not be charged to or deducted from, accumulated sick leave except as provided here.

2. Such leave, however, shall not be paid for more than three (3) days unless and until such Department Heads are determined by the City to be legally entitled to receive benefits under the Workers' Compensation Law of the State of California based upon such injury or illness. When and while applicable, this section shall supercede the provisions of the Grievance Procedure.

B. <u>Salary Increases During Disability Leave</u>

Relative to Department Heads, (1) salary increases which would have come due during a disability leave shall take effect upon the day the employee returns to regular duties in accordance with existing rules; (2) holidays occurring during disability shall not be counted as disability leave days, but shall be considered as holidays for which time off has been utilized; and (3) vacation and sick leave benefits shall continue to accrue during periods of industrial disability leaves.

C. <u>Review of Safety Committee</u>

The first three (3) work days of absence of Department Heads due to a disability shall be charged to the Department Head's usable accumulation of sick leave or other time off benefits; provided, however, that the Safety Committee or its sub-committee, upon request of the Department Head, shall review the circumstances of the injury. If the Safety Committee rules that the Department Head had no possible opportunity to prevent or reduce the injury through any alternative action, disability time off charged to the employee's time off benefits may be restored. Such restorations shall be limited to causes where no danger could have been anticipated or precautions and actions taken by the Department Head to prevent or reduce the injury. Appeal of Safety Committee determinations provided for in this section shall be made to the City Manager, whose decision shall be final.

VI. BEREAVEMENT LEAVE

Bereavement leave up to forty (40) hours per occurrence will be available to a Department Head in the event of the death of said Department Head's immediate family member, which is defined as a grandparent, parent, spouse, in-laws, child, stepchild, grandchild, brother, or sister. If additional bereavement leave is necessary, sick leave may be used as approved by the City Manager. Evidence of proof may be requested.

VII. MILITARY LEAVE

A. <u>State Military and Veteran's Code</u>

Military leave with pay shall be granted in accordance with Section 395 of the State Military and Veteran's Code.

B. <u>Inactive Military Service</u>

1. Any Department Head who is on inactive duty such as scheduled reserve drill periods, and who has been in the service of the public agency from which leave is taken for a period not less than one year immediately prior to the day on which the absence begins shall be entitled to receive his/her salary or compensation as such public employee for the first thirty (30) calendar days of any such absence.

2. Pay for such purposes shall not exceed thirty (30) days in any one year of public agency service, all service of said public employee in the recognized military service shall be counted as public agency service.

3. The City may grant a military leave of absence without pay for an indefinite period of time to any Department Head who is called into active military service even though the Department Head does not meet the one (1) year of continuous service requirements.

C. Active Military Service

1. Each full-time Department Head of the City who has been or is called to active military service with the Armed Forces of the United States in connection with the activation of the Military Reserves shall be entitled to military leave with full pay for the period of absence on military service in excess of the period covered by said Rule 10, Section 10.26.

2. The amount of pay each such Department Head shall be entitled to receive from the City for said additional period of military leave shall be the difference between the gross pay and allowances actually received by the officer or employee from the United States for such service and the gross wages that said Department Head would have received from the City Of West Covina if he or she had not been called to active military duty, subject to all necessary and appropriate deductions and withholdings.

3. The City shall also provide continued health and dental benefits to the Department Heads' dependents, provided that the dependents were covered for those benefits prior to the Department Head being called to active duty. Further, contributions to deferred compensation from the Medical and Dental Insurance benefit shall not be made during the time of activation.

4. The City shall not pay any wage or benefit provided for in this resolution until and unless the Department Head who requests such payment provides satisfactory proof and documentation of eligibility to receive payment in accordance with procedures established by the City Manager.

VIII. JURY DUTY

The City shall provide all Department Heads leave for mandated jury duty in accordance with the following guidelines.

A. Jury Duty Policy

No deductions shall be made from the salary of a Department Head while on jury duty if he/she has waived or remitted to the City the fee for jury duty paid for hours the Department Head is scheduled to work. If he/she has not so waived or remitted the jury fee, he/she shall be paid only for the time actually worked in his/her regular position. A Department Head accepted for jury duty shall immediately notify the City Manager in writing of his/her decision to either waive or remit his/her jury fee to the City.

B. Jury Fees Returned to the City

The City will grant a Department Head required to serve on jury duty, or to report for examination to serve on jury duty, one (1) time for a maximum of 160 hours, paid leave for such purposes during any three (3) consecutive years of employment. All fees received by the Department Head for jury duty, exclusive

of mileage, shall be remitted to the City. City Administrative procedures will govern further details of this program.

IX. FAMILY CARE LEAVE

The City shall provide all Department Heads leave for family care in accordance with the following guidelines.

A. Birth or Adoption

Leaves due to pregnancy or subsequent to the birth or adoption of a child for parental care purposes, will be granted for a reasonable period of time by the City Manager, provided such period, including paid leave and leave without pay, shall not exceed four months. Such leave shall not be conditioned on whether the Department Head is medically disabled but must be directly associated with the birth or adoption of a child. Only those Department Heads with at least one (1) year of continuous City employment shall be eligible.

B. Family Illness

Leaves due to serious health condition of a child, spouse or parent of a Department Head may be granted for a reasonable period of time by the City Manager, provided such period including paid and unpaid leave, shall not exceed twelve (12) weeks in any twelve (12) month period. Only those Department Heads with at least one year of continuous City employment shall be eligible. Certification from a health care provider that the Department Head's leave is necessary, and the prospective length of such leave may be required upon request. Family care leave shall be administered in a manner consistent with Sections 12945, 12945.2 and 19702.3 of the California Government Code. California law shall prevail unless preempted by federal law.

C. Use of Paid Leave

Paid benefit time such as vacation, personal leave days, compensatory time and administrative leave may be taken during any family leave period so long as the total time off does not exceed twelve (12) weeks. Such leave must be used prior to a Department Head taking leave without pay except during the disability period of a female employee, which is in conjunction with the birth of a child. Sick leave may only be used during the disability period or as provided under Personnel Rules. All Department Heads on family care leave are entitled to return to the same or comparable position.

More specific details on the Family Medical Leave Policy is set forth in the City's Administrative Policy on the subject (dated 1/3/94 & 4/6/94).

X. SPECIAL LEAVE OF ABSENCE WITH PAY

When a Department Head has exhausted all sick leave and vacation time to which he/she is entitled, the City Council may, upon showing of good cause and justifiable and deserving circumstances, grant to such Department Head a leave of absence with pay for

a period not exceeding six months and subject to such conditions as the City Council may deem advisable. If temporary disability payments are paid to such Department Head during any such leave of absence with pay, they shall be credited to and considered a part of his/her salary, and the City shall pay only the difference which when added thereto would equal his/her full salary. The aggregate of all such leave shall not be more than one year.

XI. LEAVES OF ABSENCE WITHOUT PAY

Leaves of absence without pay shall be controlled and by the following rules and guidelines.

A. <u>Unauthorized Absence – Automatic Termination</u>

Any Department Head absent from his/her job for more than two (2) working days without prior permission of the City Manager, shall be considered to have automatically terminated his/her employment with the City, unless such leave is extended as approved by the City Manager for mitigating circumstances.

B. <u>Unauthorized Absence – Other Disciplinary Action</u>

Any unauthorized absence may be cause for disciplinary action.

C. <u>Authorized Absence</u>

Upon the request of the Department Head, a leave of absence without pay may be granted by the Council or City Manager to a Department Head, who immediately preceding the effective date of such leave, shall have completed at least one year of continuous service.

A Department Head shall not be entitled to a leave of absence as a matter of right, but only upon good and sufficient reason.

D. <u>Leave of Absence Without Pay - Duration</u>

1. Request for leave of absence without pay shall be submitted to the City Manager, and shall state specifically the reasons for the request, the date when leave is desired to begin, and the probable date of return to work.

2. The City Manager may approve the request of leave of absence without pay, of one hundred twenty (120) calendar days or less.

3. The City Manager may approve requests of more than one hundred twenty (120) calendar days, not to exceed one (1) full year.

4. The City Manager may later, due to mitigating circumstances, extend such leave of absence without pay for one (1) additional full year.

5. A physician statement shall be required of any Department Head who requests leave of absence without pay because of medical conditions.

E. <u>Leave of Absence – Due to Job Related Injury</u>

The City Council may grant a leave of absence without pay for an indefinite period of time to any Department Head who is injured on the job or has a serious illness even though the Department Head does not meet the one-year of continuous service requirements.

F. <u>Accrual of Benefits</u>

Leave of absence without pay granted by the City shall not be construed as a break in service of employment, and rights accrued at the time leave is granted shall be retained by the Department Head; however, vacation credits, sick leave credits, increases in salary and other similar benefits shall not accrue to a person granted such leave during the period of absence. A Department Head reinstated after leave of absence without pay shall receive the same step in the salary range he/she received when he/she began his/her leave of absence. Time spent on such leave without pay shall not count toward service for increases within the salary range, and the Department Head's salary anniversary date shall be set forward one month for each thirty (30) consecutive days taken.

XII. FAILURE TO RETURN FROM LEAVE

Failure of the Department Head to return to his/her employment upon the termination of any authorized leave of absence shall constitute an automatic termination from City service of that Department Head, unless such leave is extended as approved by management for mitigating circumstances.

The City reserves the right to revoke or cancel any authorized leave for reasons which the City finds to be sufficient.

APPENDIX A
City of West Covina
Department Head
Position Classifications & Salary Schedule
Effective December 20, 2022
Resolution No. 2022-113

		MONTHLY PAY RANGE				
POSITION TITLE	**GRADE**	**STEP 1**	**STEP 2**	**STEP 3**	**STEP 4**	**STEP 5**
Assistant City Clerk	DH310	$7,699				$10,393
Assistant City Manager	DH250	$11,837				$15,976
Community Development Director	DH100	$10,186				$13,753
City Manager	DH160	$18,550				
Code Enforcement Director*	DHXXX	$9,475				$12,792
Community Services Director	DH020	$9,886				$13,346
Deputy City Manager	DH260	$8,547				$11,538
Finance Director**	DH040	$12,162	-	-	-	$16,419
Fire Chief	DH180	$13,273				$17,919
Human Resources & Risk Management Director	DH070	$9,618				$12,984
Planning Director	DH090	$9,475				$12,792
Police Chief**	DH075	$15,022				$18,928
Public Services Director	DH065	$11,569				$15,619
Public Works Director*	DH060	$11,569				$15,619

**New Position Title*
***Revised to reflect 5% increase from citywide Full-Time Salary Schedule.*

ATTACHMENT NO. 2

RESOLUTION NO. 2025-80

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING A THREE PERCENT (3%) COST OF LIVING ADJUSTMENT FOR DEPARTMENT HEAD CLASSIFICATIONS FOR FISCAL YEARS 2025-2027

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

WHEREAS, the City's Department Head/Executive Management classifications include the City Manager, Assistant City Manager, Deputy City Manager, Finance Director, Assistant City Clerk, Police Chief, Fire Chief, Code Enforcement Director, Community Development Director, Community Services Director, Human Resources and Risk Management Director, Planning Director, Public Health Officer, Public Services Director, and Public Works Director; and

WHEREAS, on December 6, 2022, the City Council adopted Resolution No. 2022-124, approving a revised Department Head Salary & Benefit Schedule, including an increase of five percent (5%) in the salary ranges for all Department Head classifications; and

WHEREAS, the salary ranges for Department Head/Executive Management classifications have not been increased since December 2022; and

WHEREAS, the City Council has reviewed the compensation for Department Head/Executive Management classifications and desires to implement a three percent (3%) Cost of Living Adjustment (COLA) for fiscal years 2025-2026, 2026-2027, and 2027-2028 to maintain equity with other City classifications and the public sector labor market; and

WHEREAS, the City Council desires to amend the Department Head Salary & Benefit Schedule accordingly.

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

SECTION 1. The City Council hereby approves increasing the salary ranges for all Department Head/Executive Management classifications by three percent (3%) for fiscal years 2025-2026, 2026-2027 and 2027-2028.

SECTION 2. Appendix "A" to the Department Head Salary & Benefit Schedule shall be deleted in its entirety and replaced with the Appendix "A" attached hereto as Exhibit "A."

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 18th day of November, 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. 2025-80 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 18th day of November, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Monique S. De La Rosa
Deputy City Clerk

EXHIBIT A

APPENDIX A TO DEPARTMENT HEAD SALARY & BENEFIT SCHEDULE

APPENDIX A
CITY OF WEST COVINA
DEPARTMENT HEAD
POSITION CLASSIFICATIONS & SALARY SCHEDULE

Effective November 22, 2025 - 3 % COLA						
		MONTHLY PAY RANGE				
POSITION TITLE	GRADE CODE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ASSISTANT CITY CLERK	DH13	$8,644				$11,668
ASSISTANT CITY MANAGER	DH04	$13,289				$17,936
CITY MANAGER	DH01	$20,827				$20,827
CODE ENFORCEMENT DIRECTOR	DH14	$10,638				$14,361
COMM DEVELOPMENT DIRECTOR	DH07	$11,436				$15,441
COMMUNITY SERVICES DIRECTOR	DH09	$11,099				$14,983
DEPUTY CITY MANAGER	DH12	$9,595				$12,953
FINANCE DIRECTOR	DH08	$13,655				$18,434
FIRE CHIEF	DH03	$15,175				$20,487
HUMAN RESOURCES & RISK MGMT DIRECTOR	DH10	$10,799				$14,578
PLANNING DIRECTOR	DH11	$10,638				$14,361
POLICE CHIEF	DH02	$16,865				$21,251
PUBLIC HEALTH OFFICER	DH15	$15,165	$15,922	$16,719	$17,555	$18,434
PUBLIC SERVICES DIRECTOR	DH05	$12,988				$17,536
PUBLIC WORKS DIRECTOR	DH05	$12,988				$17,536

Effective July 1, 2026 - 3 % COLA						
		MONTHLY PAY RANGE				
POSITION TITLE	GRADE CODE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ASSISTANT CITY CLERK	DH13	$8,903				$12,018
ASSISTANT CITY MANAGER	DH04	$13,688				$18,474
CITY MANAGER	DH01	$21,452				$21,452
CODE ENFORCEMENT DIRECTOR	DH14	$10,957				$14,792
COMM DEVELOPMENT DIRECTOR	DH07	$11,779				$15,904
COMMUNITY SERVICES DIRECTOR	DH09	$11,432				$15,432
DEPUTY CITY MANAGER	DH12	$9,883				$13,342
FINANCE DIRECTOR	DH08	$14,065				$18,987
FIRE CHIEF	DH03	$15,630				$21,102
HUMAN RESOURCES & RISK MGMT DIRECTOR	DH10	$11,123				$15,015
PLANNING DIRECTOR	DH11	$10,957				$14,792
POLICE CHIEF	DH02	$17,371				$21,889
PUBLIC HEALTH OFFICER	DH15	$15,620	$16,400	$17,221	$18,082	$18,987
PUBLIC SERVICES DIRECTOR	DH05	$13,378				$18,062
PUBLIC WORKS DIRECTOR	DH05	$13,378				$18,062

Effective July 1, 2027 - 3 % COLA						
		MONTHLY PAY RANGE				
POSITION TITLE	GRADE CODE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
ASSISTANT CITY CLERK	DH13	$9,170				$12,379
ASSISTANT CITY MANAGER	DH04	$14,099				$19,028
CITY MANAGER	DH01	$22,096				$22,096
CODE ENFORCEMENT DIRECTOR	DH14	$11,286				$15,236
COMM DEVELOPMENT DIRECTOR	DH07	$12,132				$16,381
COMMUNITY SERVICES DIRECTOR	DH09	$11,775				$15,895
DEPUTY CITY MANAGER	DH12	$10,179				$13,742
FINANCE DIRECTOR	DH08	$14,487				$19,557
FIRE CHIEF	DH03	$16,099				$21,735
HUMAN RESOURCES & RISK MGMT DIRECTOR	DH10	$11,457				$15,465
PLANNING DIRECTOR	DH11	$11,286				$15,236
POLICE CHIEF	DH02	$17,892				$22,546
PUBLIC HEALTH OFFICER	DH15	$16,089	$16,892	$17,738	$18,624	$19,557
PUBLIC SERVICES DIRECTOR	DH05	$13,779				$18,604
PUBLIC WORKS DIRECTOR	DH05	$13,779				$18,604

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: November 18, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF TRAFFIC RECOMMENDATIONS FROM THE TRAFFIC COMMITTEE MEETINGS HELD BETWEEN JUNE 2025 AND OCTOBER 2025**

RECOMMENDATION:

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

BACKGROUND:

The West Covina Traffic Committee regularly meets and holds public meetings on the 3rd Wednesday of each month. The Traffic Committee consists of the Public Works Director or designee, Community Development Director or designee, Capital Improvement Program Manager, Finance Director or designee, and a representative from the Maintenance Division as designated by the Public Works Director (the Maintenance Supervisor). The Traffic Committee reviews resident, community, and City requests pertaining to any traffic-related items. The Traffic Committee reviews these requests and provides recommendations to the City Council for final approval.

DISCUSSION:

All the recommended items were presented and discussed at publicly held West Covina Traffic Committee meetings. The items presented were unanimously approved by the Traffic Committee for City Council consideration and approval. All recommendations meet standard engineering practice and guidelines as found in the California Manual on Uniform Traffic Control Devices (CAMUTCD), California Vehicle Code (CVC), with engineering judgment. Each item presented was submitted by either a resident, business, community member, or the City to review.

The following recommendations were unanimously recommended for installation by the Traffic Committee (TC) and are brought before City Council for final approval and consideration:

June 2025 Traffic Committee Meeting

- **Traffic Review of E Puente Avenue from N Azusa Avenue to S Armel Drive:**
  - Request: Request is for speeding and the installation of traffic calming measures along E Puente Avenue from N Azusa Avenue to S Armel Drive.
  - Approved TC Recommendation:

1. Remove and replace faded “25” mph school zone sign located on the south side of E Puente Avenue, approximately 165-ft west of S Armel Drive. *(PW**[1]**)*
2. Remove non-compliant pedestrian signage (S1-1), “School” plaque, and “Ahead” plaque, and replace with new pedestrian ahead signage (SW24-3), located on the south side of E Puente Avenue, approximately 300-ft west of S Armel Drive.

- **Traffic Review of Fairway Lane and E Garvey Avenue N:**
  - Request: Request is for the installation of Flashing Stop Signage and updates on the existing pavement markings.
  - Approved TC Recommendation:

    1. Remove and Replace faded Stop Signs (R1 – 1) For new oversize (36’’x36’’) Stop Signs at the intersection of Fairway Lane and E Garvey Avenue N at all three approaches of the intersection.
    2. Remove and Replace “3-Way” Plaque for new “All Way” Plaque (R1 –3p) underneath all three existing Stop Signs at the intersection of Fairway Lane And E Garvey Avenue N.
    3. Install Red Reflective Strips on all three Stop Signs Signposts at the intersection of Fairway Lane And E Garvey Avenue N.
    4. Remove and Replace the two direction Double Arrow (W1 – 7) & Object Marker (N – 1 (Ca)) located on the west side of Fairway Lane at the intersection with E Garvey Avenue N. *(PW1)*
    5. Refresh Stop Bar And “Stop” Pavement Legends located on Fairway Lane at the intersection with E Garvey Avenue N. *(PW1)*
    6. Install New Highly Reflective Neon Stop Ahead Warning Sign (W3 – 1) along the east side of Fairway Lane, approximately 250-ft south of E Garvey Avenue N, for northbound traffic.
    7. Install New Highly Reflective Neon Stop Ahead Warning Sign (W3 – 1) along the north side of E Garvey Avenue N approximately east of Fairway Lane, for westbound traffic.
    8. Install “Stop Ahead” Pavement Markings along Fairway Lane, approximately 290-ft north of E Garvey Avenue N.
    9. Refresh the existing Red Curb located on all approaches to the intersection:
       a. Refresh existing Red Curb located on the north side of Fairway Lane, at the intersection with E Garvey Avenue N. *(PW1)*
       b. Refresh existing Red Curb located on the south side of Fairway Lane, at the intersection with E Garvey Avenue N. *(PW1)*

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[1] City Public Works Department to install this item.

July 2025 Traffic Committee Meeting

- **Traffic Review of Montezuma Way and Citrus Street:**
  - Request: Request is for the installation of an All-Way Stop control at the intersection due to limited visibility and speeding vehicles.
  - Approved TC Recommendation:

    1. Remove and replace faded stop sign (R1 – 1) on the south side of Montezuma way, at the intersection with Citrus Street, for eastbound traffic. *(PW1)*
    2. Install “Cross Traffic Does Not Stop” plaque (W4 – 4P) underneath the stop signs located along the eastbound direction of Montezuma Way.
    3. Remove and replace faded stop ahead warning sign (W3 –1) located on the south side of Montezuma Way, approximately 460-ft south of Citrus Street, for northbound traffic. *(PW1)*

4. Refresh the existing faded red curb located on Citrus Street, east of Montezuma Way. *(PW1)*
5. Refresh and extend the existing red curb located on Citrus Street, west of Montezuma Way. Install approximately 30-ft of additional red curb, for a total of 60-ft of red curb at this location to improve the view of oncoming northbound traffic due to the curve geometry of Citrus Street.
6. Install Speed Feedback Sign Speed, on the east side Citrus Street, approximately 30-ft south of Las Rosas Drive on the existing 40 MPH Speed Limit Sign to raise awareness of the speed at which northbound drivers approach the intersection.
7. Install "40" MPH pavement markings along the northbound direction of Citrus Street, adjacent to the existing Speed Limit Sign that is located on the east side of Citrus Street approximately 30-ft south of Las Rosas Drive, for northbound traffic.
8. Remove and replace faded "40" MPH Speed Limit Sign (R2 – 1) for a new oversize Speed Limit Sign (30''x36'') on the west side of Citrus Street, at the southwest corner of the intersection with S Spring Meadow Drive for northbound traffic. Install "40" pavement marking, along the southbound direction of Citrus Street, adjacent to the existing Speed Limit Sign.
9. Remove and replace the existing Side Road Sign (W2 – 2) that is located on the east side of Citrus Street, approximately 220-ft north of Montezuma Way. *(PW1)*

- **Traffic Review of S Walnut Avenue Between E Vine Avenue and Francisquito Avenue:**
  - Request: Request is for speeding and the installation of traffic calming measures along S Walnut Avenue between E Vine Avenue and Francisquito Avenue.
  - Approved TC Recommendation:

    1. Install "25" MPH Speed Limit Sign (R2 – 1) on the west side of S Walnut Avenue, approximately 105-ft south of E Vine Avenue. Install "25" pavement markings adjacent to sign, for southbound traffic.
    2. Install "25" MPH Speed Limit Sign (R2 – 1) on the west side of S Walnut Avenue, approximately 115-ft north of E Merced Avenue. Install "25" pavement markings adjacent to sign, for northbound traffic.
    3. Install transverse rumble strips along both directions of S Walnut Avenue, at the following locations:
       a. Install transverse rumble strips along the northbound direction of S Walnut Avenue, approximately 230-ft north of E Merced Avenue.
       b. Install transverse rumble strips along the southbound direction of S Walnut Avenue, approximately 300-ft south of E Vine Avenue.
    4. Install School Zone sign (SW24 – 1 (CA)) on the west side of S Walnut Avenue, approximately 40-ft south of Vine Avenue.
    5. Remove and replace faded Pedestrian sign (S1 – 1) that is located on the east side of S Walnut Avenue, approximately 305-ft south of Vine Avenue. *(PW1)*
    6. Remove and replace faded School Zone sign (SW24 – 1 (CA)) that is located on the east side of S Walnut Avenue, approximately 400-ft north of E Merced Avenue. *(PW1)*
    7. Remove and replace faded "25" MPH Speed Limit sign (R2 – 1) that is located along the west side of South Walnut Avenue, approximately 315-ft south of E Merced Avenue. Replace with new oversized "25" MPH Speed Limit sign (R2 – 1) (30''x36'').
    8. Install "25" MPH pavement markings along both southbound direction of South Walnut Avenue, approximately 315-ft south of E Merced Avenue.

August 2025 Traffic Committee Meeting

- **Traffic Review of 150 South Grand Avenue:**
  - Request: Request is for the installation of red curb, near the senior assisted living facility, Regency Grand, located at 150 South Grand Avenue. Emergency vehicles have a difficult

time finding available parking. As a result, emergency vehicles are pushed to double park on S Grand Avenue, creating traffic obstructions .

- Approved TC Recommendation:

    1. Install approximately 65-feet of red curb on the east side of South Grand Avenue, north of the driveway located at 150 South Grand Avenue.
    2. Remove and replace faded/damaged Signal Ahead Warning Sign (W3 – 3) that is located on the east side of South Grand Avenue, approximately 55-ft north of the driveway at 150 South Grand Avenue. *(PW1)*

- **Traffic Review of S Nelson Street and Fairgrove Avenue:**
    - Request: Request is for installing an All-Way Stop due to limited intersection visibility.
    - Approved TC Recommendation:

    1. Install "Cross Traffic Does Not Stop" (W4 – 4P) Plaque and red reflective post, underneath the existing stop sign located along Nelson Street, at the intersection with Fairgrove Avenue.
    2. Install "Stop Ahead" (W3 – 1) Sign and pavement markings on the east side of Nelson Street, approximately 130-ft south of Fairgrove Avenue.
    3. Refresh the existing red curb that is located along the south side of Fairgrove Avenue, west of Nelson Street. *(PW1)*
    4. Refresh and extend the existing red curb that is located along the south side of Fairgrove Avenue, east of Nelson Street. Extend the existing red curb to be a total of 75-ft of red curb.
    5. Adjust and angle Stop Bar to allow vehicles to stop closer to the intersection. Angle the east end of the Stop Bar to connect with the ADA-Ramp to allow a clear path of travel between the south-east and the south-west corners of the intersection.
    6. Relocate the existing "STOP" Bar pavement legend along the northbound direction of Nelson Street at Fairgrove Avenue, to be closer to the intersection.
    7. Extend double yellow centerline to reach the location of the Stop Bar pavement marking on Nelson Street for Northbound traveling Vehicles.
    8. Remove and replaced faded Curve Warning Sign (W1 – 2) and Advisory "35" MPH Speed Sign (W13 – 1P). Replace existing signs for new Curve Warning Sign (W1 – 2) and Advisory "30" MPH Speed Sign (W13 – 1P), at the following locations:
        a. On the north side of Fairgrove Avenue, approximately 500-ft east of Nelson Street, for westbound traffic.
        b. On the south side of Fairgrove Avenue, approximately 30-ft east of Nelson Street, for eastbound traffic.

- **Traffic Review of S Pima Avenue between S Bandy Avenue and E Stuart Avenue:**
    - Request: Request is for the installation of parking tick marks along the segment to help residents use the parking spaces more efficiently.
    - Approved TC Recommendation:

    1. Refresh the existing 20-ft of red curb located on the west side of S Pima Avenue, north of the Alley Way exit. *(PW1)*
    2. Install parking ticks, with 8 ft width and 20 ft length, along both sides of S Pima Avenue where parking is allowed:
        a. With approximately 480-ft of available parking, there would be roughly 24 marked parking spaces on the east side of S Pima Avenue.
        b. With approximately 120-ft and 275-ft of available parking, there would be roughly 19 marked parking spaces on the west side of S Pima Avenue.
    3. Install 20-ft of red curb along the east side of S Pima Avenue, at the intersection with S Bandy Avenue.

4. Install 20-ft of red curb along the west side of S Pima Avenue, at the intersection with E Stuart Avenue.
5. Install 5-ft of red curb along the west side of S Pima Avenue, north of the driveway located on 158 S Bandy Avenue.

- **Traffic Review of E Walnut Creek Parkway between S Glendora Avenue and S Lark Ellen Avenue:**
  - Request: Request is for speeding and installation of traffic calming measures along the segment of Walnut Creek Parkway between S Glendora Avenue and S Lark Ellen Avenue.
  - Approved TC Recommendation:

    1. Remove and replace all three faded Stop Signs (R1 – 1) located at the intersection of Walnut Creek Parkway and Pima Avenue. *(PW1)*
    2. Replace missing Stop Ahead Warning Sign (W3 – 1) for eastbound traffic along Walnut Creek Parkway, approaching Pima Avenue. Install signage on the south side of Walnut Creek Parkway, approximately 50-ft east of Ashwood Street. *(PW1)*
    3. Replace Stop Ahead Warning Sign (W3 – 1) for westbound traffic along Walnut Creek Parkway, approaching Pima Avenue. Install signage on the north side of Walnut Creek Parkway, approximately 230-ft east of Pima Avenue. *(PW1)*
    4. Remove and replace damaged Stop Sign (R1 – 1) located on the south-west corner of the intersection of Walnut Creek Parkway and Lark Ellen Avenue. *(PW1)*
    5. Remove and replace Stop Ahead Warning Sign (W3 – 1) for westbound traffic along Walnut Creek Parkway, approaching Glendora Avenue. Install signage on the north side of Walnut Creek Parkway, approximately 60-ft west of Lark Ellen Avenue. *(PW1)*
    6. Remove and replace faded/damaged “25” MPH speed limit sings (R2 – 1) & “Radar Enforced” Plaques (R48 – 1 (CA)) located along Walnut Creek Parkway. *(PW1)*
       a. Along the south side of Walnut Creek Parkway, approximately 170-ft east of South Glendora Avenue.
       b. Along the south side of Walnut Creek Parkway, approximately 140-ft west of Ashwood Street.
       c. Along the north side of Walnut Creek Parkway, approximately 150-ft west of Lark Ellen Avenue.
       d. Along the north side of Walnut Creek Parkway, approximately 60-ft west of Astell Avenue
    7. Install “25” MPH pavement markings along Walnut Creek Parkway, adjacent to the existing “25” Speed Limit Signage. Install pavement markings at the following locations:
       a. Along the south side of Walnut Creek Parkway, approximately 170-ft east of South Glendora Avenue.
       b. Along the south side of Walnut Creek Parkway, approximately 140-ft west of Ashwood Street.
       c. Along the north side of Walnut Creek Parkway, approximately 150-ft west of Lark Ellen Avenue.
       d. Along the north side of Walnut Creek Parkway, approximately 60-ft west of Astell Avenue.
    8. Install “ALL-WAY” Plates and red reflective strips on all three Stop Signs located at the intersection of Walnut Creek Parkway and Pima Avenue.
    9. Install missing Stop Ahead Warning Sign (W3 – 1) located on the south side of Walnut Creek Parkway, approximately 50-ft east of Ashwood Street.
    10. Install new “Stop Ahead” pavement legends for westbound traffic along Walnut Creek Parkway.
    11. Install pavement legends on the south side of Walnut Creek Parkway, approximately 260-ft west of Lark Ellen Avenue.

- **Traffic Review of S Bubblingwell Road Between E Truman Place and S Silverbirch Place:**
  - Request: Request is for Speed Humps in front of 1041 S Bubblingwell Road located between E Truman Place and S Silverbirch Place.
  - Approved TC Recommendation:

    1. Install “25” Speed Limit Sign (R2 – 1), for southbound traveling vehicles along S Bubblingwell Road, approximately 150-ft north of the intersection with S Silverbirch Place.
    2. Install “25” pavement legend, for southbound traveling vehicles along S Bubblingwell Road, approximately 150-ft north of the intersection with S Silverbirch Place.

September 2025 Traffic Committee Meeting

- **Traffic Review of W Puente Avenue between N Vincent Avenue and N Sunset Avenue:**
  - Request: Request is for speeding and the installation of traffic calming measures along W Puente Avenue between N Vincent Avenue and N Sunset Avenue.
  - Approved TC Recommendation:

    1. Remove and replace faded Signal Ahead Warning Sign (W3 – 3) located on the south side of W Puente Avenue, approximately 300-ft west of N Vincent Avenue. *(PW1)*
    2. Refresh faded “Signal Ahead” pavement marking located on the south side of W Puente Avenue, approximately 300-ft west of N Vincent Avenue. *(PW1)*
    3. Install Signal Ahead Warning Sign (W3 – 3) and “Signal Ahead” pavement marking along the south side of W Puente Avenue, approximately 70-ft west of N Broadmoor Avenue, for westbound traffic.
    4. Remove and replace faded “40” MPH Speed Limit Sign (R2 – 1) located on the south side of W Puente Avenue, approximately 105-ft east of N Sunset Avenue. *(PW1)*
    5. Remove and replace faded “40” MPH Speed Limit Sign (R2 – 1) located on the north side of W Puente Avenue, approximately 145-ft west of N Vincent Avenue. *(PW1)*
    6. Install “40” MPH Pavement Legend along the westbound direction of W Puente Avenue, approximately 145-ft west of N Vincent Avenue, adjacent to the existing “40” MPH Speed Limit Sign.
    7. Install “40” MPH Pavement Legend along the eastbound direction of W Puente Avenue, approximately 105-ft east of N Sunset Avenue, adjacent to the existing “40” MPH Speed Limit Sign.
    8. Install Solar Powered Radar Speed Feedback Signage with “40” MPH Speed Limit sign (R2 – 1) along the north side of W Puente Avenue, approximately 140-ft east of N Hartley Street, for westbound traveling vehicles.
    9. Install Solar Powered Radar Speed Feedback Signage with “40” MPH Speed Limit sign (R2 – 1) along the north side of W Puente Avenue, approximately 140-ft east of N Hartley Street, for westbound traveling vehicles.
    10. Install 8-feet-wide parking side stripes along both sides of W Puente Avenue, from N Vincent Avenue to N Sunset Avenue.

- **Traffic Review of W Merced Avenue and S Willow Avenue:**
  - Request: Request is an intersection review of the Stop Signs due to vehicles continuously knocking over the median Stop Signs.
  - Approved TC Recommendation:

    1. Remove and replace faded Stop Sign (R – 1) and “All-Way” Plaque (R1 – 3P) located on the south median for northbound traveling vehicles at the intersection of W Merced Avenue and S Willow Avenue. *(PW1)*
    2. Reinstall fallen/damaged Stop Signs (R – 1), “All-Way” Plaque (R1 – 3P), and signpost located on the north median for southbound traveling vehicles at the intersection of W Merced Avenue and S Willow Avenue. *(PW1)*

3. Install red reflective strips on the Stop Sign signpost located on the medians of each approach of W Merced Avenue at the intersection with S Willow Avenue.
4. Install object marker (OM1 – 1) on the existing Stop Sign signposts that are located on the medians of each approach of W Merced Avenue at the intersection with S Willow Avenue.
5. Repaint the existing medians and centerline pavement markings with retroreflective yellow, along both directions of W Merced Avenue at the intersection with S Willow Avenue.
6. Install Raised Pavement Markers (RPMs) on the yellow centerlines located along the northbound and southbound directions of W Merced Avenue at the intersection with S Willow Avenue. Install RPMs along the centerlines and around the raised medians.
7. Remove and replace faded Stop Signs (R – 1) and "All-Way" Plaque (R1 – 3P) on all approaches to the intersection of W Merced Avenue and S Willow Avenue. *(PW1)*
8. Remove and replace damaged/faded red reflective strips on all signpost located at the intersection of W Merced Avenue and S Willow Avenue. *(PW1)*
9. Refresh faded red curb on all corners at the intersection of W Merced Avenue and S Willow Avenue. *(PW1)*
10. Refresh "STOP" and Stop Bar pavement markings at the intersection of W Merced Avenue and S Willow Avenue, on the following approaches:
    a. Refresh pavement markings located along the northbound direction of W Merced Avenue, at the intersection with S Willow Avenue. *(PW1)*
    b. Refresh pavement markings located along the southbound direction of W Merced Avenue, at the intersection with S Willow Avenue. *(PW1)*

- **Traffic Review of Citrus Street and Lark Hill Drive:**
  - Request: Request is for speeding and vehicles failing to Stop at the intersection and running the Stop Signs.
  - Approved TC Recommendation:

    1. Refresh "Stop" and directional pavement marking located along the westbound direction of Lark Hill Drive, at Citrus Street. *(PW1)*
    2. Refresh "Stop Ahead" pavement marking located along the westbound direction of Lark Hill Drive, approximately 320-feet east of Citrus Street. *(PW1)*
    3. Refresh "Stop" pavement marking located along the southbound direction of Citrus Street, at Lark Hill Drive. *(PW1)*
    4. Remove and replace existing white standard crosswalk located along Citrus Street, approximately 60-feet north of Lark Hill Drive. Replace existing crosswalk for a high visibility "ladder" style crosswalk.
    5. Install 20-feet of red curb on the east side of Citrus Street, south of Lark Hill Drive.
    6. Maintain a regular trimming schedule along Citrus Street and Lark Hill Drive, to prevent overgrowth from obstructing visibility of the existing signage. *(PW1)*

- **Traffic Review of Hollingworth Elementary School:**
  - Request: Request is for speeding and the installation of traffic calming measures along S Sentous Avenue between Levelglen Drive and Hollingworth Street and Hollingworth Street between S Sentous Avenue and S Ferntower Avenue.
  - Approved TC Recommendation for S Sentous Avenue between Levelglen Drive and Hollingworth Street:

    1. Install white side striping along S Sentous Avenue between La Puente Road and Hollingworth Street, and along S Sentous Avenue between Hollingworth Street and E Valley View Avenue. Side striping lane should be 8-ft wide on both sides of the street.
    2. Remove and replace faded "25" MPH School Speed Limit Sign (SR4 – 1 (CA)) on the

west side of S Sentous Avenue, approximately 35-ft south of Elberland Street. *(PW1)*

3. Remove and replace Stop Ahead Warning Sign (W3 – 1) located along S Sentous Avenue, approaching the intersection with Hollingworth Street. Refresh "STOP AHEAD" Pavement Legends. Replace Stop Ahead signs and refresh pavement legends at the following locations:
    a. On the east side of S Sentous Avenue, approximately 300-ft south of Hollingworth Street, for northbound traffic. *(PW1)*
    b. On the west side of S Sentous Avenue, approximately 450-ft south of Elberland Street, for southbound traffic. *(PW1)*
4. Remove and replace faded School Sign with new "School Ahead" Signage (SW24-1) on the west side of S Sentous Avenue, at the northwest corner of the intersection with Levelglen Drive. *(PW1)*
5. Remove and replace noncompliant "15" MPH School Speed Limit Sign with new "25" MPH School Speed Limit Sign (SR4 – 1 (CA)) on the east side of S Sentous Avenue, approximately 210-ft south of Hollingworth Street.
6. Remove and Replace existing Stop Signs and Plaques with new Stop Signage (R1-1) and All-Way Plaques (R1-3P) at all four corners of the intersection at S Sentous Avenue and Hollingworth Street.
7. Refresh the existing crosswalks at the intersection of S Sentous Avenue and Hollingworth Street. Restripe crosswalks so all four legs are yellow ladder crosswalks.
8. Install new School Zone Sign (SW24-1) on the east side of S Sentous Avenue, approximately 115-ft north of the intersection with Hollingworth Street. The new signage will be located adjacent to the west gate at Hollingworth Elementary School.
9. Remove and replace faded School Zone Ahead sign with new School Zone Sign (SW24 – 1(CA)) on the south side of Hollingworth Street, approximately 150-ft west of the intersection with S Sentous Avenue.

- Approved TC Recommendation for Hollingworth Street between S Sentous Avenue and S Ferntower Avenue:

    1. Install white side striping along Hollingworth Street between S Sentous Avenue and Morganfield Avenue, on both sides of the street segment. Side striping lane should be 8-ft wide on both sides of the street.
    2. Remove and replace faded "15" MPH School Speed Limit Signs (SR4 – 1 (CA)) that are located along the north side of Hollingworth Street, approximately 120-ft west of S Ferntower Avenue. *(PW1)*
    3. Replace missing "15" MPH School Speed Limit Signs (SR4 – 1 (CA)) that are located along the south side of Hollingworth Street, approximately 75-ft east of S Sentous Avenue. *(PW1)*
    4. Remove and replace faded School Zone Ahead sign with new School Zone Sign (SW24 – 1(CA)) on the north side of Hollingworth Street, approximately 185-ft east of the intersection with S Ferntower Avenue.
    5. Install new School Zone Sign (SW24-1) on the south side of Hollingworth Avenue, approximately 265-ft east of the intersection with S Sentous Avenue.

October 2025 Traffic Committee Meeting

- **Traffic Review of W Sunkist Place, East of N Sunkist Avenue:**
    - Request: Request is for traffic review of the current parking conditions along W Sunkist Place, east of N Sunkist Avenue. It was reported that when vehicles park along both sides of the street during garbage collection day, the garbage truck is unable to enter the street and provide service.
    - Approved TC Recommendation:

1. Install red curb along the south side of W Sunkist Place, from N Sunkist Avenue to the end of the cul-de-sac (approximately 215-ft).
2. Install “No Parking Any Time” along the proposed red curb on the south side of W Sunkist Place, at the beginning, in the middle, and end of the segment, on new Unistrut 2’’ SQ Galvanized Steel Post with breakaway anchor.

- **Traffic Review of Francisquito Avenue between Puente Avenue and Orange Avenue:**
  - Request: Request is for speeding and the installation of traffic calming measures along the segment of Francisquito Avenue between Puente Avenue and Orange Avenue.
  - Approved TC Recommendation:

    1. Install STOP sign on new signpost, “STOP” legend, and Stop bar along the southbound direction of S Siesta Avenue, at the intersection with Francisquito Avenue. Install Stop Sign on new Unistrut 2’’ SQ Galvanized Steel post with breakaway anchor.
    2. Install STOP sign on new signpost, “STOP” legend, and Stop bar along the southbound direction of S Mayland Avenue, at the intersection with Francisquito Avenue. Install Stop Sign on new Unistrut 2’’ SQ Galvanized Steel post with breakaway anchor.
    3. Install “Cross Traffic Does Not Stop” underneath the proposed STOP signs, along the southbound direction of S Siesta Avenue and S Mayland Avenue, at the intersection with Francisquito Avenue.
    4. Refresh the existing red curb located along the north side of Francisquito Avenue, east and west of S Siesta Avenue. *(PW1)*
    5. Refresh the existing “Keep Clear” pavement legends located along the westbound direction of Francisquito Avenue, approaching Puente Avenue. *(PW1)*
    6. Install “40” MPH pavement legends along the westbound direction of Francisquito Avenue, adjacent to the existing “40” MPH Speed Limit sign. Install pavement legends along both westbound lanes.
    7. Remove and replace faded Stop Sign, located along the southbound direction of S Rama Drive at the intersection with Francisquito Avenue. *(PW1)*
    8. Install “Cross Traffic Does Not Stop” underneath the STOP sign, which is located along the southbound direction of South Rama Drive, at the intersection with Francisquito Avenue.
    9. Install “40” MPH pavement legends along the westbound direction of Francisquito Avenue, adjacent to the existing “40” MPH Speed Limit sign. Install pavement legends along both westbound lanes.
    10. Remove and replace the existing non-compliant “35” MPH speed limit sign that is located on the south side of Francisquito Avenue, approximately 260-ft east of Willow Avenue. Replace sign for a “40” MPH sign (R2 – 1), on the existing signpost, to be compliant with the City of West Covina Speed Survey (2017). Additionally, install “40” MPH pavement legends along the eastbound direction of Francisquito Avenue, adjacent to the proposed “40” MPH Speed Limit sign. Install pavement legends along both eastbound lanes.

- **Traffic Review of Valinda Avenue and Merced Avenue:**
  - Request: Request is for speeding and the installation of traffic calming measures at Valinda Avenue and Merced Avenue for Merlinda Elementary School.
  - Approved TC Recommendation:

    1. Install new Solar Yellow “Speed Feedback Signage” along Valinda Avenue between Merced Avenue and Merlinda Street, for northbound and southbound traffic traveling adjacent to Merlinda Elementary School.
       a. Install Yellow “Speed Feedback Sign” for northbound traffic along Valinda Avenue, approximately 320-feet north of the intersection with Merced Avenue on

existing light pole.

   b. Install Yellow “Speed Feedback Sign,” including Type 1-B pole and foundation, for southbound traffic along Valinda Avenue, approximately 255-feet south of the intersection with Merlinda Street.

2. Install new School Zone Signage (SW24-1) on new Unistrut 2” SQ Galvanized Steel Post with breakaway anchor, along Valinda Avenue, adjacent to Merlinda Elementary School.
   a. Install signage for northbound traffic approximately 250-ft north of Merced Avenue.
   b. Install signage for northbound traffic approximately 250-ft south of Merlinda Street.
   c. Install signage for southbound traffic approximately 35-ft south of Merlinda Street.
3. Refresh existing pavement legends along Valinda Avenue adjacent to Merlinda Elementary School. Refresh the “SCHOOL ZONE” pavement legends, and the “SIGNAL AHEAD” pavement legends. *(PW1)*
4. Refresh existing pavement legends along Valinda Avenue adjacent to Merlinda Elementary School. Refresh the “SIGNAL AHEAD” pavement legends. *(PW1)*
5. Remove and replace faded school sign with new “School AHEAD” (SW24-3) signage for northbound traffic along Valinda Avenue south of the intersection with Merced Avenue.
6. Install new right “Turning Vehicles Yield to Pedestrians” (R10-15) Signage on new Unistrut 2’’ SQ Galvanized Steel post with breakaway anchor for westbound traffic along Merced Avenue, at the northeast corner of the intersection with Merced Avenue.
7. Refresh the existing crosswalks at all four legs of the intersection at Valinda Avenue and Merced Avenue. *(PW1)*

LEGAL REVIEW:

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

ENVIRONMENTAL REVIEW:

Staff has reviewed the proposed project and has determined that it is categorically exempt from CEQA pursuant to CEQA Guidelines Section(s) 15302: Replacement or reconstruction; (c) Replacement or reconstruction of existing utility and/or facilities involving negligible or no expansion of capacity.

Prepared by: Jana Robbins, PTP,RSP, Project Manager (Traffic Division)

Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

The proposed improvements will be included either as part of an existing project, or under the Annual Citywide Traffic Signage, Stripping, Pavement Markers Program (Project No. C23016). This program allocates $100,000 annually to enhance vehicle mobility and safety. Minor improvements and/or signage replacement may be done in-house by maintenance staff.

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Enhance City Image and Effectiveness

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: November 18, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF FINAL TRACT MAP NO. 74976**

RECOMMENDATION:

It is recommended that the City Council approve final Tract Map No. 74976.

BACKGROUND:

Pursuant to the Subdivision Map Act, regulation and control of the design and improvement of subdivisions are vested in the legislative bodies of local agencies. West Covina's regulations are set forth in Chapter 26 (Zoning) of the West Covina Municipal Code (WCMC). Pursuant to Section 26-304 of Chapter 26 of the WCMC, the Planning Commission is responsible for approving tentative tract maps, and the City Council is responsible for approval or denial of final maps in accordance with the Subdivision Map Act and Chapter 26.

On June 25, 2024, the West Covina Planning Commission approved Tentative Tract Map No. 74976. The tract map subdivides two (2) single-family residential parcels into a total of six lots. The parcels are located on the south side of Francisquito Avenue, between Frandale Avenue and Craig Drive.

DISCUSSION:

The property owner has satisfied all conditions for approval of the tract map. The tract map (Attachment No. 1) was reviewed by the City's consultant, Transtech, and determined to be in compliance with current State law and technically correct. In accordance with Section 66458 of the California Government Code, the final map must now be approved or disapproved at the first City Council meeting at which it is received, or at the next regular meeting. If no action is taken by the next regular meeting of the City Council, the map shall be deemed approved.

The recordation of the final map is dependent on the developer's actions. The developer needs to arrange with the Los Angeles County to pay all present property taxes and bond for future property tax encumbrance.

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.

ENVIRONMENTAL REVIEW:

The proposed action is statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15268(b)(3). Pursuant to Section 15268(a) of the CEQA Guidelines, ministerial projects are exempt from the requirements of CEQA. Pursuant to Section 15268(b)(3) of the CEQA Guidelines, approval of final subdivision maps are presumed to be ministerial.

Prepared by: Michael Lloyd, City Engineer
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

All fees have been paid to process the final map.

Attachments

Attachment No. 1 - Tract Map No. 74976

CITY COUNCIL GOALS & OBJECTIVES: A Well-Planned Community

6 NUMBERED LOTS
1.84 ACRES

TRACT MAP NO. 74976

IN THE CITY OF WEST COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
BEING A SUBDIVISION OF A PORTION LOT 307,
OF E.J. BALDWIN'S FIFTH SUBDIVISION, AS PER MAP
RECORDED IN BOOK 12, PAGES 134 AND 135, OF MAPS,
IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY,
FOR SUBDIVISION PURPOSES.

OWNER'S STATEMENT:

WE HEREBY STATE THAT WE ARE THE OWNERS OF OR ARE INTERESTED IN THE LANDS INCLUDED WITHIN THE SUBDIVISION SHOWN ON THIS MAP WITHIN THE DISTINCTIVE BORDER LINES, AND WE CONSENT TO THE PREPARATION AND FILING OF SAID MAP AND SUBDIVISION.

WE HEREBY DEDICATE TO CITY OF WEST COVINA AN EASEMENT FOR STREETS, HIGHWAYS AND OTHER PUBLIC WAYS SHOWN ON SAID MAP WITHIN SAID SUBDIVISION.

FRANCISQUITO CWV GROUP LLC, A CALIFORNIA LIMITED LIABILITY COMPANY

BY: _____ WINNIE W LAM BY: _____ VANNEE G TANG

MORTGAGE ELECTRONIC REGISTRATION SYSTEMS, INC. (MERS), SOLELY AS NOMINEE FOR EAST WEST BANK, A BANKING CORPORATION, AS BENEFICIARY, UNDER A DEED OF TRUST RECORDED SEPTEMBER 04, 2020, AS INSTRUMENT NO. 20201059393 OF OFFICIAL RECORDS, RECORDS OF LOS ANGELES COUNTY

BY: Peggy O'Donovan
Peggy O'Donovan, Assistant Secretary

NOTARY ACKNOWLEDGMENT:

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF Los Angeles

ON July 14, 2025 BEFORE ME, Mun Suk Ahn
NOTARY PUBLIC, PERSONALLY APPEARED Winnie Lam (a.k.a. Winnie W Lam), WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.

SIGNATURE _____
NAME OF NOTARY: Mun Suk Ahn
COUNTY IN WHICH COMMISSIONED: Los Angeles
DATE COMMISSION EXPIRES: May 28, 2027
COMMISSION NUMBER: 2445613

MUN SUK AHN
COMM. # 2445613
NOTARY PUBLIC - CALIFORNIA
LOS ANGELES COUNTY
My Comm. Exp. May 28, 2027

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF Los Angeles

ON 8-25-2025 BEFORE ME, Ai Le Truong
NOTARY PUBLIC, PERSONALLY APPEARED Vannee G. Tang, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES), AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.

SIGNATURE _____
NAME OF NOTARY: Ai Le Truong
COUNTY IN WHICH COMMISSIONED: Los Angeles
DATE COMMISSION EXPIRES: 9.27.2026
COMMISSION NUMBER: 2414411

AI LE TRUONG
Notary Public - California
Los Angeles County
Commission # 2414411
My Comm. Expires Sep 27, 2026

A NOTARY PUBLIC OR OTHER OFFICER COMPLETING THIS CERTIFICATE VERIFIES ONLY THE IDENTITY OF THE INDIVIDUAL WHO SIGNED THE DOCUMENT TO WHICH THIS CERTIFICATE IS ATTACHED, AND NOT THE TRUTHFULNESS, ACCURACY, OR VALIDITY OF THAT DOCUMENT.

STATE OF CALIFORNIA
COUNTY OF Los Angeles

ON August 5, 2025 BEFORE ME, Connie L. Blackmore,
NOTARY PUBLIC, PERSONALLY APPEARED Peggy O'Donovan, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(~~S~~) WHOSE NAME(~~S~~) IS/~~ARE~~ SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT ~~HE~~/SHE/~~THEY~~ EXECUTED THE SAME IN ~~HIS~~/HER/~~THEIR~~ AUTHORIZED CAPACITY(~~IES~~), AND THAT BY ~~HIS~~/HER/~~THEIR~~ SIGNATURE(~~S~~) ON THE INSTRUMENT THE PERSON(~~S~~), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(~~S~~) ACTED, EXECUTED THE INSTRUMENT.

I CERTIFY UNDER PENALTY OF PERJURY UNDER THE LAWS OF THE STATE OF CALIFORNIA THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND AND OFFICIAL SEAL.

SIGNATURE Connie L. Blackmore
NAME OF NOTARY: Connie L. Blackmore
COUNTY IN WHICH COMMISSIONED: Los Angeles
DATE COMMISSION EXPIRES: May 25, 2026
COMMISSION NUMBER: 2405557

CONNIE L. BLACKMORE
Notary Public - California
Los Angeles County
Commission # 2405557
My Comm. Expires May 25, 2026

SURVEYOR'S STATEMENT:

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A TRUE AND COMPLETED FIELD SURVEY MADE BY ME OR UNDER MY DIRECTION IN JULY 29, 2024 IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF KEVIN LAM, ON FEBRUARY 12, 2024. I HEREBY STATE THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP; THAT ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED OR THAT THEY WILL BE SET IN THOSE POSITIONS WITHIN TWELVE MONTHS FROM THE FILING DATE OF THIS MAP; THAT ALL MONUMENTS ARE OR WILL BE SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED, THAT TIE NOTES FOR ALL CENTERLINE MONUMENTS AND FOR ALL CENTERLINE TIE MONUMENTS WILL BE ON FILE IN THE OFFICE OF THE LOS ANGELES COUNTY SURVEYOR WITHIN TWELVE MONTHS FROM THE FILING DATE SHOWN HEREON.

_____ 14 JUL 2025
GERARDO GARCIAMONTES, P.L.S. 9195 DATE

PROFESSIONAL LAND SURVEYOR
G. GARCIAMONTES
NO. 9195
STATE OF CALIFORNIA

BASIS OF BEARINGS:

THE BEARING N 89°20' 40" W OF THE CENTERLINE OF FRANCISQUITO AVENUE, AS SHOWN PER TRACT MAP NO. 22466, AS PER MAP RECORDED IN BOOK 638, PAGES 46 AND 47, OF MAPS, RECORDS OF LOS ANGELES COUNTY, WAS TAKEN AS THE BASIS OF BEARINGS SHOWN ON THIS MAP.

CITY ENGINEER'S CERTIFICATE:

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP; THAT IT CONFORMS SUBSTANTIALLY TO THE TENTATIVE MAP AND ALL APPROVED ALTERATIONS THEREOF; THAT ALL PROVISIONS OF SUBDIVISION MAP ACT AND SUBDIVISION ORDINANCES OF THE CITY APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH, AND THAT I AM SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT.

_____ 8/28/25
DAVID B. RAGLAND, L.S. 5173 DATE
ON BEHALF OF THE CITY ENGINEER

LICENSED LAND SURVEYOR
DAVID B. RAGLAND
No. 5173
STATE OF CALIFORNIA

CITY TREASURER'S CERTIFICATE:

I HEREBY CERTIFY THAT ALL SPECIAL ASSESSMENTS LEVIED UNDER THE JURISDICTION OF THE CITY OF WEST COVINA, TO WHICH THE LAND INCLUDED IN THE WITHIN SUBDIVISION OR ANY PART THEREOF IS SUBJECT, AND WHICH MAY BE PAID IN FULL, HAVE BEEN PAID IN FULL.

_____ _____
CITY TREASURER - CITY OF WEST COVINA DATE

CITY CLERK'S CERTIFICATE:

I HEREBY CERTIFY THAT THE CITY COUNCIL OF THE CITY OF WEST COVINA AT A MEETING HELD ON _____, 2025, APPROVED THE ATTACHED MAP AND ACCEPTED ON BEHALF OF THE PUBLIC ALL STREETS, HIGHWAYS AND OTHER PUBLIC WAYS AS SHOWN ON THE ATTACHED MAP.

_____ _____
CITY CLERK - CITY OF WEST COVINA DATE

LOS ANGELES COUNTY TAX CERTIFICATES:

I HEREBY CERTIFY THAT ALL CERTIFICATES HAVE BEEN FILED AND DEPOSITS HAVE BEEN MADE THAT ARE REQUIRED UNDER PROVISIONS OF SECTIONS 66492 AND 66493 OF THE SUBDIVISION MAP ACT.

EXECUTIVE OFFICER, BOARD OF SUPERVISORS
OF THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA.

BY: _____ DATE: _____
DEPUTY

SIGNATURE OMISSION :

IN ACCORDANCE WITH THE PROVISIONS OF SECTION 66436(a)3A(i-viii) OF THE SUBDIVISION MAP ACT, THE FOLLOWING SIGNATURES HAVE BEEN OMITTED, AS THEIR INTEREST CAN NOT RIPEN INTO A FEE AND SAID SIGNATURES ARE NOT REQUIRED BY THE LOCAL AGENCY.

MARION H. SMYTH, HOLDER OF AN EASEMENT FOR WATER LINES RECORDED IN BOOK 22785, PAGE 128 AND BOOK 22768, PAGE 197, BOTH OF OFFICIAL RECORDS, RECORDS OF LOS ANGELES COUNTY.
NOTE: SAID EASEMENT IS INDETERMINATE IN NATURE.

SOILS REPORT NOTE:

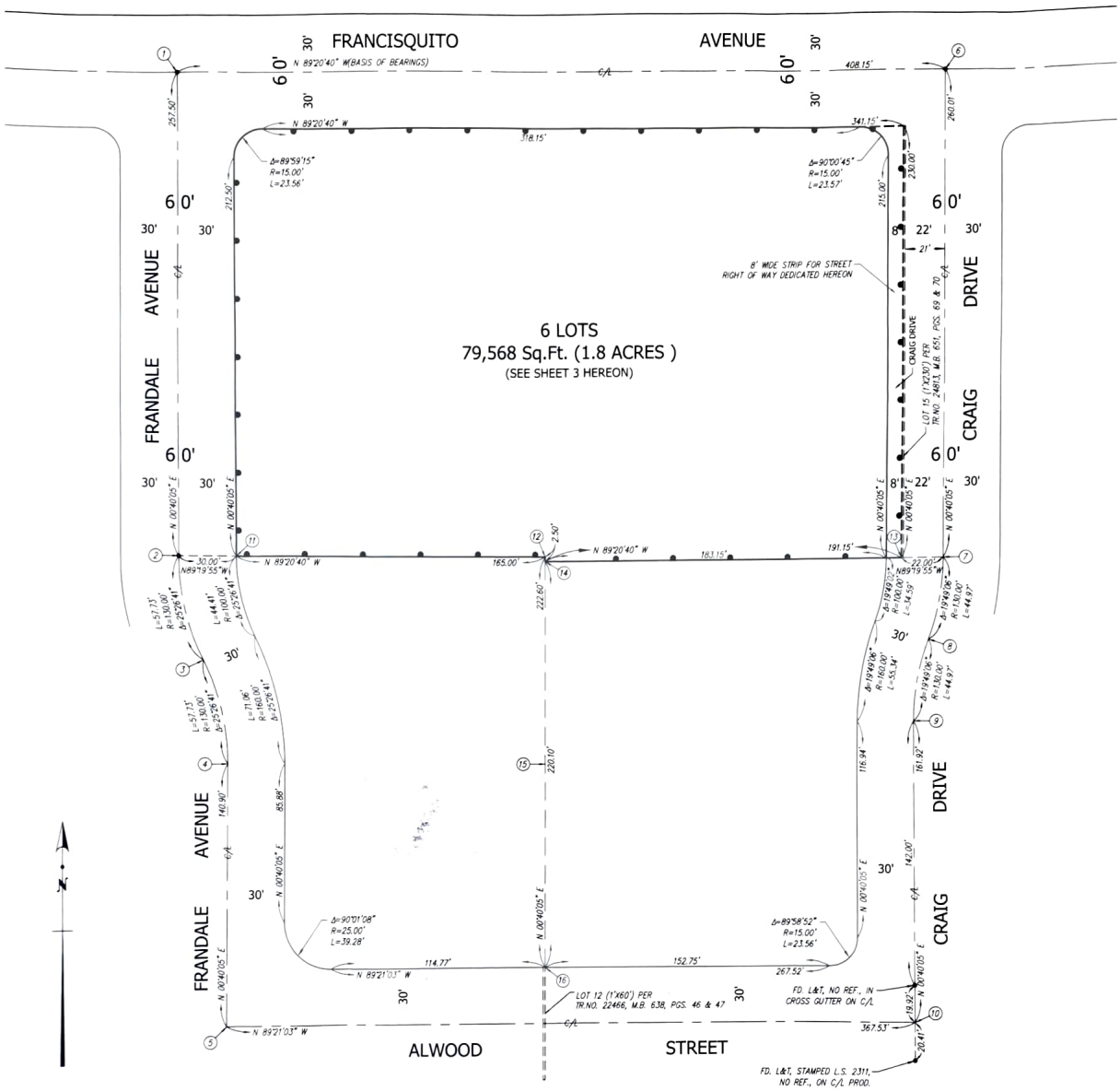
PURSUANT TO SECTION 66490 OF THE SUBDIVISION MAP ACT, A SOILS REPORT COVERING THE AREA WITHIN THE SUBDIVISION WAS PREPARED BY GEOTECHNICAL ENGINEERING INVESTIGATION UNDER PROJECT NUMBER 1591-S, DATED JULY 06, 2017, A COPY OF SOILS REPORT IS ON FILE WITH THE CITY OF WEST COVINA DEPARTMENT OF PUBLIC WORKS.

SCALE 1" = 40'

TRACT MAP NO. 74976

IN THE CITY OF WEST COVINA,
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA,
FOR SUBDIVISION PURPOSES

BOUNDARY ESTABLISHMENT



NOTES

1. = INT., EST. BY TIES PER P.W.F.B. 1330, PGS. 924 & 925, NOTHING FD., SET S&W, L.S. 9195
2. = B.C., EST. AT CALC. REC. ANG. (90°00'45") & REC. DIST. (257.50') FROM FRANCISQUITO AVENUE PER TRACT NO. 22466, M.B. 638, PGS. 46 & 47, FD. SPK. NO REF., SUB. 0.15'
3. = P.R.C., EST. AT REC. RADIUS (130.00') & REC. DIST. (57.73') FROM NORTHWEST B.C. PER TRACT NO. 22466, M.B. 638, PGS. 46 & 47, NOTHING FD., SET S&W, L.S. 9195
4. = E.C., EST. AT REC. RADIUS (130.00') & REC. DIST. (57.73') FROM NORTHWEST P.R.C. PER TRACT NO. 22466, M.B. 638, PGS. 46 & 47, NOTHING FD., SET S&W, L.S. 9195
5. = INT., EST. AT CALC. REC. ANG. (90°00'00") & REC. DIST. (140.90') FROM NORTHERLY E.C. PER TRACT NO. 22466, M.B. 638, PGS. 46 & 47, NOTHING FD., SET S&W, L.S. 9195
6. = INT., FD. MAG&W, L.S. 6970 PER P.W.F.B. 1330, PGS. 926 & 927
7. = B.C., EST. AT CALC. REC. ANG. (89°59'15") & REC. DIST. (260.01') FROM FRANCISQUITO AVENUE PER TRACT NO. 24813, M.B. 651, PGS. 69 & 70, NOTHING FD., SET S&W, L.S. 9195
8. = P.R.C., EST. AT REC. RADIUS (130.00') & REC. DIST. (44.97') FROM NORTHEAST B.C. PER TRACT NO. 24813, M.B. 651, PGS. 69 & 70, NOTHING FD., SET S&W, L.S. 9195
9. = E.C., EST. AT REC. RADIUS (130.00') & REC. DIST. (44.97') FROM NORTHEAST P.R.C. PER TRACT NO. 24813, M.B. 651, PGS. 69 & 70, NOTHING FD., SET S&W, L.S. 9195
10. = INT., EST. AT CALC. REC. ANG. (90°00'00") & REC. DIST. (161.62') FROM NORTHERLY E.C. PER TRACT NO. 24813, M.B. 651, PGS. 69 & 70, NOTHING FD., SET S&W, L.S. 9195
11. = NW'ly COR. OF LOT 11 PER TRACT NO. 22466, M.B. 638, PGS. 46 & 47, NOTHING FD., SET 2"P, L.S. 9195
12. = NE'ly COR. OF LOT 11 PER TRACT NO. 22466, M.B. 638, PGS. 46 & 47, EST. AT CALC. REC. ANG. (89°59'15") & REC. DIST. (165.00') FROM FRANDALE AVENUE PER SAID TRACT, NOTHING FD., SET 2"P, L.S. 9195
13. = SW'ly COR. OF LOT 15 PER TRACT NO. 24813, M.B. 651, PGS. 69 & 70, NOTHING FD., SET 2"P, L.S. 9195
14. = NW'ly COR. OF LOT 1 PER TRACT NO. 24813, M.B. 651, PGS. 69 & 70, EST. BY INT. HOLDING CALC. REC. ANG. (90°00'45") & REC. DIST. (191.15') FROM SE'ly PER SAID TRACT, NOTHING FD., SET 2"P, L.S. 9195
15. = E'ly LINE OF LOT 9 – LOT 11 PER TRACT NO. 22466, M.B. 638, PGS. 46 & 47
16. = SE'ly COR. OF LOT 9 PER TRACT NO. 22466, M.B. 638, PGS. 46 & 47, EST. AT REC. DIST. (114.77') FROM WEST PER SAID TRACT

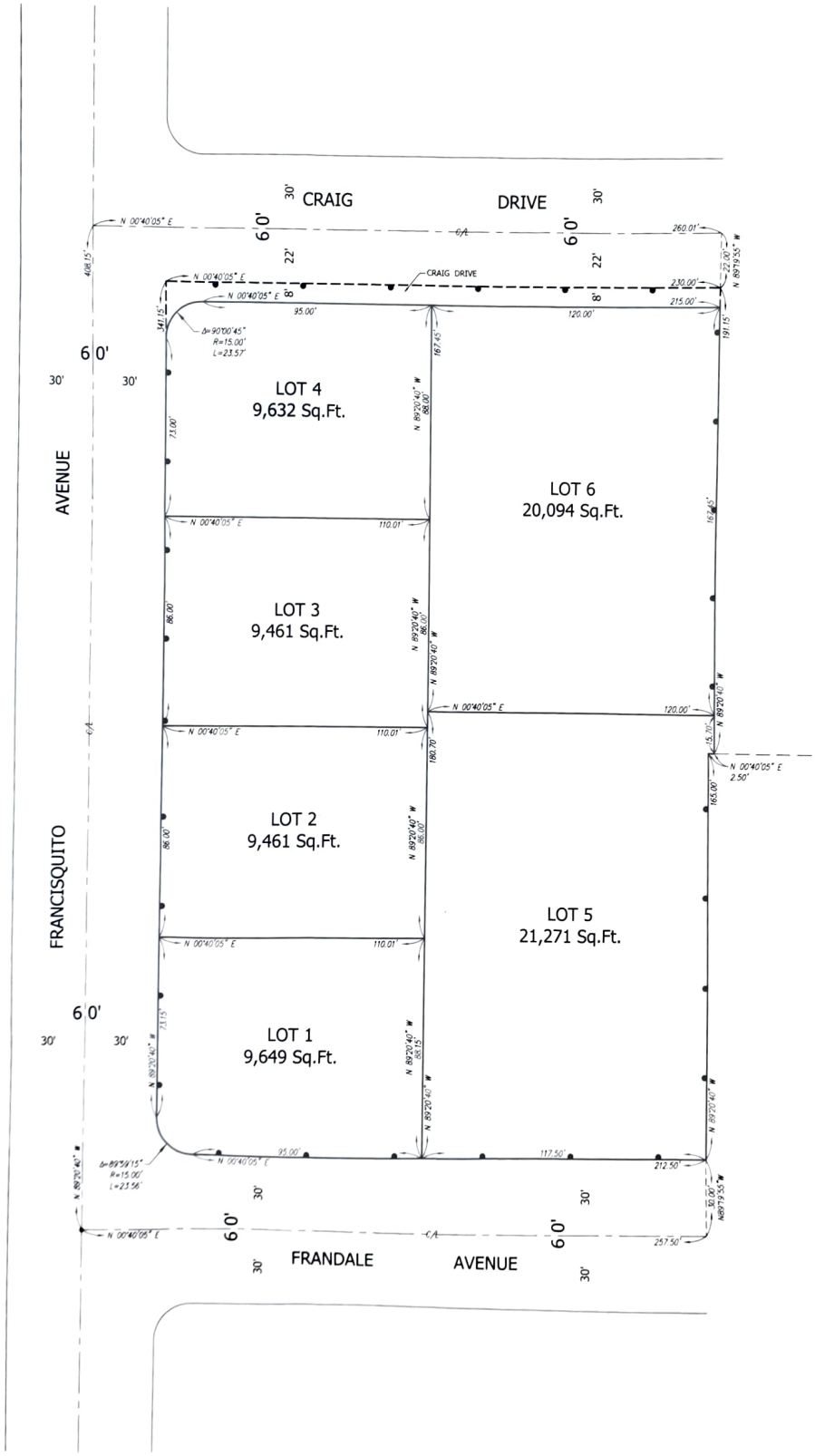
LEGEND: INDICATES THE BOUNDARY OF THE LAND BEING SUBDIVIDED BY THIS MAP

SCALE 1" = 30'

SHEET 3 OF 3 SHEETS

TRACT MAP NO. 74976

IN THE CITY OF WEST COVINA,
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA,
FOR SUBDIVISION PURPOSES



LEGEND:

INDICATES THE BOUNDARY OF THE LAND BEING SUBDIVIDED BY THIS MAP

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: November 18, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF ACCEPTANCE OF WORK AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE STREET SWEEPING SIGNAGE INSTALLATION PROJECT – PROJECT NO. 25015**

RECOMMENDATION:

It is recommended that the City Council:

1. Accept the work performed by Square Signs LLC DBA Front Signs for the Street Sweeping Signage Installation Project (Project No. 25015), with a final contract amount of $389,105.23; and

2. Authorize the Acting City Manager and Deputy City Clerk to execute the Notice of Completion and file the Notice of Completion with the County of Los Angeles Registrar-Recorder; and

3. Authorize the Acting City Manager to release retention once appropriate.

BACKGROUND:

On October 15, 2024, the City Council awarded a construction services agreement totaling $351,095.00 to Square Signs LLC DBA Front Signs, for the Street Sweeping Signage Installation Project (Project No. 25015). The project construction budget also includes a contingency budget of $52,664.25 (15% of awarded amount) for any unforeseen conditions as necessary. The total established construction budget was $403,759.25.

The work consisted of furnishing all materials, equipment, tools, labor, and incidentals as described in detail in the Bidding and Contract Documents, Plans and Specifications to construct the project. Major work components included installation of street sweeping restriction signage throughout the City. Signage was installed on existing streetlights, existing signposts, or on new Unistrut signposts which were installed in either concrete or dirt.

DISCUSSION:

All required improvements were constructed in conformance with the approved plans and specifications. The work was performed within the contractually specified duration and to the City Engineer's satisfaction. Construction costs totaled $385,105.23, which is within the approved construction budget.

The City retains five percent (5%) of each payment to the contractor as retention to ensure payment to subcontractors and material suppliers before final payment to the contractor. The City Council's

acceptance of the project and the City's recordation of the Notice of Completion trigger timeframes within which subcontractors or material suppliers must file claims for payment if they have not been paid by the contractor.

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

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

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

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Fiscal Impact

FISCAL IMPACT:

Construction Cost	$351,095.00
Contingency Budget allowance authorization to staff to utilize for unforeseen conditions as necessary (15%)	$52,664.25
Total Construction Budget	$403,759.25
Actual Expenditures	$389,105.23
(Over)/Under Budget	$14,654.02

Account 197.503.80.85.00.00.72.72000. C25015

Attachments

Attachment No.1 - Street Sweeping NOC

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

ATTACHMENT NO.1

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

SPACE ABOVE LINE FOR RECORDER'S USE ONLY

NOTICE OF COMPLETION
(California Civil Code § 9204)

NOTICE IS HEREBY GIVEN THAT:

1. Name and Address of Owner. The City of West Covina ("City"), a municipal corporation, whose address is 1444 W. Garvey Ave. S., West Covina, CA 91790, is the fee owner of the public work of improvement described herein and of the property containing said public work of improvement.

2. Description of Public Work of Improvement. The public work of improvement is the project known as: Street Sweeping Signage Installation (Project No. 25015)).

3. Location of Public Work of Improvement. The public work of improvement is generally located at: Multiple Locations – Citywide.

4. Award of Contract; Contractor. On October 15, 2024, the City awarded a contract to construct the public work of improvement to Square Signs LLC DBA Front Sign, 3520 Valhalla Dr., Burbank, CA 91505.

5. Date of Completion. The public work of improvement was completed to the satisfaction of the City Engineer on: October 24, 2025.

6. Date of Acceptance. The City Council accepted the public work of improvement on November 18, 2025.

_____
Milan Mrakich, Acting City Manager Date
City of West Covina

VERIFICATION

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

Executed on _____, at West Covina, California.

_____
Monique S. De La Rosa
Deputy City Clerk

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: November 18, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE CITY OF WEST COVINA MID-MANAGEMENT EMPLOYEES' ASSOCIATION (MMEA)**

RECOMMENDATION:

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

RESOLUTION NO. 2025-086 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE CITY OF WEST COVINA MID-MANAGEMENT EMPLOYEES' ASSOCIATION (MMEA) FOR THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2028

BACKGROUND:

Under California law, the Meyers-Milias-Brown Act (MMBA) of 1968 established collective bargaining for California municipalities. Collective bargaining is the process by which workers, through their associations, and employers negotiate contracts to determine terms of employment, including pay, benefits, hours, leave, and job health & safety policies. MMBA is a formalized union-management consultation and bargaining procedure.

The Memorandum of Understanding between the City and the City of West Covina Mid-Management Employees' Association (MMEA) expired on June 30, 2024. City Management and representatives for the MMEA have met and conferred in accordance with the MMBA regarding terms and conditions of employment, including wages, benefits and hours, and have reached an agreement on a comprehensive Memorandum of Understanding.

DISCUSSION:

The comprehensive Memorandum of Understanding (MOU) is attached to this report as Exhibit A to Attachment No. 1 and covers the period of July 1, 2024 through June 30, 2028.The City and MMEA have agreed upon the following changes to the existing labor agreement to be incorporated into the successor agreement, which would become effective upon approval of the MOU by the City Council. All other provisions from the existing agreement are proposed to remain in the agreement without changes.

1. Salary Schedule
   - 4-year term (July 1, 2024 - June 30, 2028)
   - One-time NonPERSable Pay - Within 30 days after City Council approval of the MOU, employees shall receive a one-time non-PERSable pay of $700.00 pro-rata, based upon

date-of-hire effective July 1, 2024. The employees will receive the one-time payment on a check separate from their regular paycheck.
- Effective July 1, 2025: 2% across the board COLA and 3% Step 6 added*
- Effective July 1, 2026: 2% across the board COLA and 3% Step 7 added*
- Effective July 1, 2027: 2% across the board COLA and 3% Step 8 added*

*Employees would be eligible for a salary increase on the anniversary date following each effective date.

2. Salary Administration: Article III B shall be revised to the following: "All step increases and extra compensation shall be made effective at the start of the next regular pay period."
3. Bilingual Allowance: Reference to "Communication Supervisors only" shall be removed.
4. Compensation Time: Compensatory time off (Comp Time) shall be capped at 120 hours. Any accrued Comp Time in excess of 120 hours shall be paid out within 30 days of accrual. The prior provision allowing for accumulation or use of Comp Time beyond this limit is eliminated.
5. Overtime Policy:
   - Vacation, sick leave, holidays, bereavement leave, and compensatory time off shall not be considered hours worked. Jury duty shall count towards time worked.
   - Overtime will be paid upon earning and compensatory time will no longer be an option to accrue. Article Three, Section VII, Use of Compensatory Time, will be removed.
   - Accrued compensatory time will be paid out as of June 30, 2025.
6. Uniform Requirements: The following positions shall be added under Article Four, Section XI. Uniform Requirements:

   - Forensic Supervisor
   - Code Enforcement Supervisor
   - Records Supervisor
   - Records Manager

7. Sick Leave Payoff Upon Termination: Sick Leave is only paid upon termination to those hired prior to July 1, 2018. This supersedes Section 10.5.E in the Personnel Rules or its equivalent/successor language.
8. Sick Leave Annual Payoff Program: Will only be made available to employees hired before July 1, 2025.
9. Administrative Leave: The position of Deputy Fire Marshal will be added to Article Five, Section III, C. Communications Supervisors-In Lieu of Administrative Leave.

Staff recommends that the City Council adopt the proposed resolution, approving the MOU and authorizing the Acting City Manager to execute the agreement.

LEGAL REVIEW:

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

Prepared by:	Carmelita Underwood, Director of Human Resources/Risk Management Department
Additional Approval:	Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

The approximate fiscal impacts are for FY 2025-26 $66,911, FY 2026-27 $135,160, and FY 2027-28 $204,773 for a total of $406,844.

Attachments

Attachment No. 1 - Resolution No. 2025-86

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
Maintain Good Intergovernmental Relations
Expand Economic Development Opportunities

ATTACHMENT NO. 1

RESOLUTION NO. 2025-86

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE CITY OF WEST COVINA MID-MANAGEMENT EMPLOYEES' ASSOCIATION (MMEA) FOR THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2028

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

WHEREAS, the current Memorandum of Understanding between the City of West Covina (the "City") and the City of West Covina Mid-Management Association (MMEA) expired on June 30, 2024; and

WHEREAS, the City and the MMEA have met and conferred regarding wages, hours, and other terms and conditions of employment for a successor Memorandum of Understanding in accordance with the provisions of the Meyer-Milias-Brown Act (California Government Code section 3500 et seq.); and

WHEREAS, the City and MMEA have reached an agreement and memorialized their agreement regarding wages, benefits, hours and other terms and conditions of employment in the Memorandum of Understanding for the period of July 1, 2024 through June 30, 2028, which is attached hereto as Exhibit "A."

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

SECTION 1. The City Council hereby approves the Memorandum of Understanding between the City and the City of West Covina Mid-Management Employees' Association (MMEA), attached hereto as Exhibit "A."

SECTION 2. The City Council authorizes the Acting City Manager to execute the Memorandum of Understanding on behalf of the City, in substantially the form as attached and in such final form as approved by the City Attorney.

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

APPROVED AND ADOPTED this 18th day of November, 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. 2025-86 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 18th day of November, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Monique S. De La Rosa
Deputy City Clerk

EXHIBIT A

MEMORANDUM OF UNDERSTANDING

MEMORANDUM OF UNDERSTANDING
BETWEEN THE CITY OF WEST COVINA

AND

CITY OF WEST COVINA
MID-MANAGEMENT EMPLOYEES' ASSOCIATION

JULY 1, 2024 THROUGH JUNE 30, 2028

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ARTICLE ONE

RIGHTS AND RESPONSIBILITIES

I. PARTIES TO MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding (herein referred to as MOU or Agreement interchangeably) has been prepared pursuant to the terms of the City of West Covina Municipal Code, Employee Organizations, Art. V, Sec. 2-205 through 2-228, and the West Covina Personnel Rules, as amended, which is hereby incorporated by reference. This Agreement has been executed by representatives of the City of West Covina (hereinafter referred to as "City") on behalf of the City; and Representatives of the West Covina Mid-Management Employees Association, (hereinafter referred to as "Association"), representing the Mid-Management Unit Employees; and pursuant to Government Code 3500, as amended, et seq., and hereby satisfies the City's duty to meet and confer with the Association during the life of this agreement.

II. GENDER

The terms "they" and "their" may be used in this agreement as substitutes for the terms "his", "hers", "his/her", "he", "she", or other terms which would indicate masculine or feminine gender.

III. RECOGNITION

A. WCMMEA Recognized Employee Organization — Mid-Management Unit Employees

Pursuant to the previsions of the City of West Covina Municipal Code, Employee Organization, Article V Section 2-205 through 2-228, and the City of West Covina Personnel Rules, as amended, the City recognizes the representatives of the WCMMEA as the exclusive recognized employee organization on behalf of all full-time salaried Mid-Management Unit employees of the City of West Covina.

B. Exclusions

Those classifications and positions excluded include employees designated as management, general, public safety, or hourly.

C. Classifications Recognized

Specific classifications recognized by the City of West Covina being represented by the West Covina Mid-Management Employees Association listed in Appendix "A" of this agreement.

IV. ASSOCIATION AND EMPLOYEE RIGHTS AND RESPONSIBILITIES

A. Association and Employee Rights

The City and the Association shall comply with the provisions of Government Code 3500, as amended, or any subsequent State law governing meet and confer rights of employee organizations. The parties further agree that during the term of this Memorandum of Understanding, each party shall retain those rights respectively vested by local, state and federal law, which cannot otherwise be waived by this Agreement.

B. Payroll Deduction

The City shall, during the term of this Agreement, and in a manner consistent with applicable law, deduct monies for membership dues on a semi-monthly basis (over 24 pay periods) from unit employees whose classification and position are recognized to be represented by the Association and who voluntarily authorize the deduction in writing, or on folios approved by the City.

C. Indemnification

The Association shall indemnify, defend, and hold the City harmless against any and all claims, demands, suits, or other forms of liability (monetary or otherwise) and for all damages and legal costs that shall arise out of or by reason of action taken or not taken by the City in complying with the provisions of this Article. If an improper deduction is made, the Association shall refund directly to the employee any such amount.

D. Association Benefit Plans - Dues

The City will allow employees to add an amount of money, to pay for Association sponsored benefits plans, to the lump sum semi-monthly (24 pay periods) deduction for Association dues.

E. Association Representation Responsibilities

The Association agrees and shall assume its responsibilities as recognized designated representative to represent all unit employees without discrimination, interference, restraint, or coercion, and to comply with exclusive representation responsibilities as set forth in the City of West Covina Municipal Code, Employee Organizations, Art. V, Sec. 2-205 through 2-228, and Personnel Rules, as amended.

F. Association Release Time — Time Off For Meeting and Conferring

1. The City and Association recognize that it is of benefit both to the City and Association that representatives designated by the Association to serve as the Association negotiating committee be granted leave from duty with full pay during scheduled working hours to participate in meet and confer sessions as requested by the City.

2. The Association negotiating committee shall be allowed release time as approved by management in order to prepare for meet and confer sessions required for subsequent new Memorandums of Understanding.

3. Individual negotiating committee members shall give management as much advance notice as possible about the dates, times, and duration of the requested release time.

4. Unless otherwise agreed to by both parties, the negotiating teams for the Association shall not exceed three (3) members each.

5. Full pay, as stated, shall mean the employee's current base salary, fringe benefits, and any assigned merit pay.

6. Each party shall provide the other a list of representatives at least two weeks prior to the date set for meeting and conferring unless both parties agree such notice is impractical.

G. Release Time-Grievances

Representatives of the Associations shall be granted reasonable release time from their assigned work as approved by management to provide representation services such as grievance matters.

H. Bulletin Boards

1. The City may pen-nit the Association to use certain designated bulletin boards approved by management located at City facilities to post Association related information including reasonable use of e-mail or fax.

2. The Association agrees to continually self-monitor all information posted on bulletin boards to ensure they are maintained in an orderly manner. All materials posted should be dated and maintained in an orderly manner.

3. No item(s) that can reasonably be interpreted as inflammatory, libelous, obscene, or slanderous may be posted on bulletin boards.

V. MANAGEMENT RIGHTS AND RESPONSIBILITIES

A. Management Rights

The City continues to reserve, retain, and is vested with, solely and exclusively, all rights of management, regardless of the frequency of use, which have not been expressly abridged by specific provisions of the Memorandum of Understanding or by law, to manage the City for the citizens of West Covina, as such rights existed prior to the execution of the Memorandum of Understanding. The City continues to reserve and retain solely and exclusively all rights of management, including those City rights set forth in the City of West Covina Municipal Code, Employee Organizations, Art. V, Sec. 2-205-216, and Personnel Rules, as amended, and including but not limited to the following rights:

1. To manage the City and to determine policies and procedures and the right to manage the affairs of the City.

2. To take into consideration the existence or non-existence of facts which are the basis of the management decision.

3. To determine the necessity, organization, and implementation and termination of any service or activity conducted by the City or other governmental jurisdictions, and to expand or diminish services.

4. To determine nature, manner, means, type, time, quantity, quality, technology, standards, level, and extent of services to be provided to the public.

5. To determine methods of financing.

6. To determine quality, quantity, and types of equipment or technology to be used.

7. To determine and/or change the facilities, methods, technology, equipment and apparatus, means, operations to be performed, organizational structure, size, and composition of the work force and allocate and assign work by which the City operations and services are to be conducted.

8. To plan, determine, and manage City budget which includes, but is not limited to, changes in the number of locations, relocations, and types of operations, processes, and materials to be used in carrying out all City functions, including the right to contract for or subcontract any work or operation of the City.

9. To assign work to and schedule employees in accordance with requirements as determined by the City as to work hours and changes to work hours, schedules, including call back, standby, and overtime, and assignments except as otherwise listed by this agreement.

10. To lay off employees of the City from duties because of lack of work or funds, or under conditions where continued work would be ineffective or non-productive or not cost effective as determined by the City.

11. To establish and modify goals and objectives related to productivity and performance programs and standards, including, but not limited to, quality and quantity, and require compliance thereto.

12. To direct, supervise, recruit, select, hire, evaluate, promote, transfer, discipline, discharge, terminate, suspend, demote, reprimand, reduce or withhold salary increases and benefits, and otherwise discipline employees for cause.

13. To determine qualifications, skills, abilities, knowledge, selection procedures and standards, job classifications, and to reallocate and reclassify employees.

14. To hire, transfer intra- or inter-division, promote, reduce in rank, demote, reallocate, and terminate employees and take other personnel action for non-disciplinary reasons in accordance with this Agreement and Personnel Rules.

15. To determine policies, procedures, and standards for selection, training, and promotion of employees.

16. To establish employee performance standards, including quality, and quantity standards, and to require compliance therewith.

17. To maintain order and efficiency in its facilities and operations.

18. To establish, implement, and/or modify rules and regulations, policies and procedures related to productivity, performance, efficiency, standards of ethics, conduct, safety, health, and order in the City and to require compliance therewith.

19. To restrict the activity of an employee organization on City property and facilities and on City time except as set forth in this agreement.

20. To determine the issues of public policy and the overall goals and objectives of the City's divisions and to take necessary action to achieve the goals and objectives of the City's Departments.

21. To require the performance of other services not specifically stated herein in the event of emergency or disaster as deemed necessary by the City.

22. To take any and all necessary steps and action to carry out the service requirements and to determine the issues of public policy and the overall mission of the City and the mission of the Agency in emergencies or any other time deemed necessary by the City not specified above.

B. <u>Authority of Third Party Neutral</u>

All management rights, powers, authority, and functions, whether heretofore or hereinafter exercised, shall remain vested exclusively with City. No third party neutral shall have the authority to diminish any of the management rights which are included in this Agreement.

C. <u>Impact of Management Rights</u>

The City agrees to meet with the Association, except in emergencies as defined elsewhere in this Agreement, over the exercise of a management right which significantly and directly impacts upon the wages, hours, and terms and conditions of employment of unit employees, unless remedies for the impact consequences of the exercise of a management right upon unit employees are provided for in this Agreement, Personnel Rules, Administrative Policies, or Departmental Rules.

VI. NO STRIKE/JOB ACTION PROVISION

In addition to all no strike/job action provisions and penalties in the West Covina Municipal Code or Personnel Rules, the following provisions shall apply.

A. Prohibited Conduct

The Association, its officers, agents, representatives, and/or members when on duty, agree they will not call, cause, engage, or condone any strike, walkout, sit down, work stoppage, slowdown, sickout, blue flu, pretended illness, or engage or honor any other form of types of job action by unit employees or by any other employees of the City or employees of any other employer by withholding or refusing to perform services or honor any type or form of picket line of any union or employee organization.

B. Employee Termination

Any employee who participates in any conduct prohibited in Section A above shall be considered on an unauthorized absence and shall be subject to discharge or other disciplinary action by the City, regardless of whether the Association carries out in good faith its responsibilities set forth below.

C. Association Responsibilities

1. In the event that the Association, its officers, agents, representatives, and/or members engage in any of the conduct prohibited in A, Prohibited Conduct, above, the Association shall immediately instruct any persons engaging in such conduct that their conduct is in violation of this Memorandum of Understanding and unlawful, and they must immediately cease engaging in conduct prohibited in A, Prohibited Conduct, above, and return to work.

2. If the Association performs all of the responsibilities in good faith set forth in CU) above, its officers, agents, and representatives shall not be liable for damages for prohibited conduct performed by employees who are covered by this Agreement in violation of A, Prohibited Conduct, above.

ARTICLE TWO

SALARIES AND COMPENSATION

I. SALARY SCHEDULE

Effective within thirty (30) days after City Council approval of this MOU, members of the Mid-Management bargaining unit shall receive a one-time, non-PERSable payment of seven hundred dollars ($700.00) pro-rata, based upon date-of-hire effective July 1, 2024. The bargaining unit members will receive this one-time payment on a check separate from their regular paycheck.

Effective the first full pay period following July 1, 2025, a two percent (2%) COLA shall be applied to all Mid-Management Unit salary schedules and a new Step 6 commensurate with a three percent (3%) increase shall be added to such salary schedules. Bargaining unit members would be eligible for such new step increase, if applicable, on their anniversary date following this effective date.

Effective the first full pay period following July 1, 2026, a two percent (2%) COLA shall be applied to all Mid-Management Unit salary schedules and a new Step 7 commensurate with a three percent (3%) increase shall be added to such salary schedules. Bargaining unit members would be eligible for such new step increase, if applicable, on their anniversary date following this effective date.

Effective the first full pay period following July 1, 2027, a two percent (2%) COLA shall be applied to all Mid-Management Unit salary schedules and a new Step 8 commensurate with a three percent (3%) increase shall be added to such salary schedules. Bargaining unit members would be eligible for such new step increase, if applicable, on their anniversary date following this effective date.

II. SALARIES ROUNDED OFF

All salaries shall be rounded to the nearest whole dollar.

III. SALARY ADMINISTRATION

A. Specific Information in Personnel Rules

Specific detailed information dealing with such subject as salary anniversary dates, increases within the salary range, salary on appointments and other related types of salary administration issues are set forth in the City Personnel Rules.

B. Effective Date of Step Increases and Extra Compensation

All step increases and extra compensation shall be made effective at the start of the next regular pay period.

C. Right to Raise Salaries, Other Compensation and Benefits

The City reserves the right to raise salaries, and other compensation, and benefits during the term of this agreement. The City shall meet and consult with the Association prior to implementing increased compensation and benefits.

D. Base Salary

Base salary shall mean only the assigned salary to any unit classification exclusive of any other type of form of compensation.

E. Extra Pay/Compensation

Extra pay shall be defined as compensation above the unit employee's base salary for special assignments, differentials, and bonuses.

F. Y-Rating

1. When a personnel action, such as a demotion due to layoff, reclassification, or job rehabilitation results in the lowering of the incumbent unit employee's salary range, the affected incumbent's salary may be "Y-rated" by the City.
2. "Y-rated" shall mean the maintenance of the incumbent employee's salary rate at the level effective the day preceding the effective date of the personnel action in lieu of placing the employee in a lower salary range.
3. The employee's base salary shall remain at the same level until the salary range of the new classification equals or exceeds the Y-rated salary.
4. Those unit employees on a job rehabilitation shall be Y-rated upon written agreement and mutual consent between the affected employee and the City.

IV. Deferred Compensation

A. Mid-Management Unit Employees

1. The City shall contribute for each Mid-Management unit employee, one hundred fifty dollars ($150.00) per month to a deferred compensation plan.
2. The employees may select the deferred compensation plan from a list of plans provided by the City.
3. Employees may apply the City's contribution as they determine to be applied to medical, dental or life insurance premiums.

V. Bilingual Allowance

A. Eligibility

1. The department head shall designate certain eligible unit employees to receive bilingual pay, who have been certified by the Human Resources

Department as possessing the skills necessary to communicate effectively in English and a second language with the public in order to conduct the business of the City.

2. No more than one unit employee within an office or crew will receive bilingual pay, unless it is determined by the department head that such an exception exists. An exception may occur within an office, wherein unit employees take different lunches and or work flex-schedules.

3. Human Resources Department shall certify, through examination, that the employee has a basic fundamental conversational skill level in the second language.

B. Compensation

1. Eligible employees assigned to Bilingual Allowance receive extra compensation of one hundred dollars ($100.00) per month above their base salary.

2. This extra pay compensation shall become effective the first pay period following the receipt of the Bilingual certificate and approval by the Director of Human Resources. This extra compensation shall terminate immediately upon the day the assignment is revoked by the Department Head.

C. Limitations

1. Eligible languages will be those languages identified by the Los Angeles County Registrar-Recorder/County Clerk for use in municipal elections held in the City of West Covina or those languages designated by the City Manager. Currently, these languages identified by the Los Angeles County Registrar-Recorder/County Clerk for use in municipal elections held in the City of West Covina are Chinese (Mandarin and Cantonese), Spanish, Tagalog, and Vietnamese. Should the eligible languages change, employees currently receiving bilingual pay for a language no longer identified by the Los Angeles County Registrar-Recorder/County Clerk for use in municipal elections, will continue to receive bilingual pay. However, no additional employees will be paid for use of that language.

2. Only one (1) allowance will be paid to an employee regardless of the number of certified languages.

VI. Acting Pay Assignment

A. Eligibility

1. Acting pay is intended to compensate those employees assigned to perform a significant portion of a higher level position having a greater degree of responsibility and independence and/or requiring a significantly higher level of expertise.

2. An acting appointment may be made to a higher class or position occupied by a person on temporary leave, disability, or if the position is vacant. Such acting appointment made to a higher class or position occupied by a person

on a temporary leave or disability shall not exceed twelve (12) months, unless extension is approved by the City Manager. An acting appointment made to a vacant position during recruitment for a permanent employee to fill the position shall no exceed 960 hours in a fiscal year. (Government Code section 20480.) Acting appointments shall be made from existing promotional lists, if available.

3. Should no promotional eligibility list exist, acting appointments shall be made in accordance with the provisional appointments section of the Personnel Rules, except as approved by the City Manager. Upon the return of the incumbent from leave or disability, the acting appointment shall be

immediately terminated, and the appointee shall resume regular duties, compensation and privileges as if he/she had continued his/her duties in his/her regular classification.

B. Compensation

1. **Employees**

All Unit employees serving in an acting status, will be paid five percent (5%) above their base salary immediately effective upon the City Manager's approval, provided such acting appointments are made in writing by Management with a copy to the Human Resources Department.

2. Limitations Appointments to Higher Level Positions

Acting appointments to higher level positions do not require the assignment of another employee to cover the duties of the employee so assigned.

VII. Limitation on Assignments

Assignments to extra pay positions are temporary, not a separate classification and do not have permanent status and are not subject to selection procedures, appeals, grievances or seniority. Assignments are not a property right and create no due process rights.

VIII. PERS Retirement Benefits

The contract between the City and Public Employees' Retirement System (PERS) shall provide the following benefits:

A. Unused Sick Leave

Unused accumulated sick leave may be converted to additional service credit at the time of retirement pursuant to PERS Section 20862.8.

B. PERS RETIREMENT FORMULAS

Tier One "Classic" PERS Members – 2.5% at age 55 (West Covina Employees Hired Prior to January 1, 2011)

Unit members classified as miscellaneous employees by PERS shall participate in the 2.5% at age 55 PERS retirement benefit plan. The City shall pay 100% of the

PERS employer cost. Each employee shall pay the full employee cost of eight percent (8%). Such contribution shall be made on a pre-tax basis.

Retirement benefits for Unit members classified as miscellaneous employees under the 2.5% at age 55 formula shall be computed using the One-Year Final Compensation Option.

Tier Two "Classic" PERS Members – 2% at age 60

Unit members classified as miscellaneous employees by PERS hired between January 1, 2011, and January 1, 2013, or having reciprocity with another PERS agency shall participate in the 2% at age 60 PERS retirement benefit plan. The City shall pay 100% of the PERS employer cost. Each employee shall pay the full employee cost of seven percent (7%). Such contribution shall be made on a pre-tax basis.

Retirement benefits for Unit members classified as miscellaneous employees under the 2% at age 60 formula shall be computed using the One-Year Final Compensation Option.

"New" PERS Members – 2% at age 62

All Unit members classified as "new members," as defined by the Public Employees' Pension Reform Act of 2013, hired on or after January 1, 2013 shall participate in the 2% at age 62 PERS retirement benefit plan, with their final compensation based upon the average of their highest annual compensation earned over a three (3) year period. New members will be required to pay the appropriate share of their pension costs and other provisions, as required by the Public Employees' Pension Reform Act of 2013, Contributions shall be made on a pre-tax basis.

Cost-Sharing

As of July 1, 2023, classic and new members shall pay an additional 3% of compensation earnable towards the employer contribution pursuant to cost sharing in accordance with Government Code Section 20516(f). The Parties agree that should the MOU expire without a successor agreement in place, the cost sharing contribution as described above shall continue.

C. 4th Level Survivor Benefits

Fourth Level of 1959 Survivor Benefits PERS Section 21574 for employees covered by this agreement.

D. Military Buy Back

Military service credit as public service credit under PERS section 21024.

ARTICLE THREE

WORK WEEKS/SCHEDULES/OVERTIME/COMPENSATORY TIME

I. HOURS OF WORK POLICY

It is the policy of the City that the hours of work, as negotiated by unit employees or determined by the City Council for non-represented employees, shall constitute a week's work for all full-time employees, except that work days and work weeks of a different number of hours may be established in order to meet the varying needs of the different City departments.

II. WORK PERIODS

A. 7-Day Work Week

The work week for unit employees shall be a fixed and regularly recurring period of 168 consecutive hours consisting of seven (7) consecutive 24-hour days.

B. Work Schedules — Unit Employees

1. It is understood that City Hall will remain open Monday through Thursday, except for holidays, as set forth in this agreement.

2. The City Manager maintains the final authority to determine work schedules as required.

C. 5/8 and 4/10 Work Schedules and Work Week

5/8 and 4/10 work schedule shall consist of a 7-day work week of forty (40) hours that begins on Saturday at 12:00 a.m. and ends on Friday at 11:59 p.m., except as modified by management.

D. 9/80 Work Schedule and Work Week

9/80 work schedule shall consist of a 7-day work period of 40 hours as follows:

Employees working a 9/80 work schedule will have a regular day off every other week as determined by the City. For such employees working a 9/80 work schedule, each employee's designated work week shall begin exactly four hours after the start of his/her eight hour shift on the day of the week that corresponds to the employee's alternating regular day off.

E. 7-Day Work Week— Fixed and Regularly Recurring

The work weeks shall be fixed and regularly recurring 7-day work weeks as set forth in the aforementioned section.

III. TIME WORKED

A. Maximum Time Worked — 7-Day Work Period

The maximum time worked per each 7-day work period which is paid at the straight time rate of pay shall be forty (40) hours inclusive of breaks and exclusive of time not considered work time.

IV. CHANGE IN WORKING HOURS

Any foreseeable absence or deviation from regular working hours desired by an employee shall, in advance, be approved by management.

V. BREAKS — REST PERIODS

A. Two 15-Minute Breaks — Rest Periods

1. **Number of Breaks**

   Unit employees may receive two break-rest periods for each scheduled workday actually worked, and a break-rest period of 15 minutes for each four consecutive hours of overtime worked as approved by management.

2. **Non-accumulative**

   Rest periods are not accumulative and shall not be added to any meal times, vacation, or any form of authorized absence from work, unless authorized by management.

3. **Not Used at Beginning and End of Workshift**

   These breaks may not be used at the beginning or the end of work shift unless authorized by management.

B. Rest Period Procedure

1. Scheduled Not to Impair Service

Rest periods are scheduled or rescheduled by management as job requirements dictate.

2. Length of Rest Period

The rest period shall consist of fifteen minutes cessation of work and will include time involved in going to and coming from a rest area.

VI. OVERTIME - COMMUNICATIONS SUPERVISOR AND DEPUTY FIRE MARSHAL

A. Overtime Policy

It is the policy of the City of West Covina to avoid the necessity for overtime work whenever possible. However, when overtime is necessary for employees who are eligible for overtime and not administrative leave and when approved by supervisor

or manger, payment will be paid or compensatory time accrued at time and one- half for all hours worked in excess of the normal daily work shift. Jury duty shall be considered hours worked.

B. Overtime Authorization

1. If in the judgment of management, work beyond the established work week is required by his/her employees, such work, except in the case of immediate emergency, shall be performed only with the prior authorization of management.

2. In emergencies, where prior authorization cannot be issued, management shall obtain approval for the overtime worked at the earliest opportunity thereafter, in no case to exceed five (5) calendar days after the day in which the overtime was worked.

3. An emergency shall be construed as an unforeseen combination of circumstances which calls for immediate action, as determined by management.

VII. USE OF COMPENSATION TIME- COMMUNICATION SUPERVISOR AND DEPUTY FIRE MARSHALL

A.. Compensatory Time Off

Compensatory time off shall be capped at one hundred (120) hours. Any Accrued Comp Time in excess of 120 hours shall be paid out within 30 days of accrual. The prior provision allowing for accumulation or use of Comp Time beyond this limit is hereby eliminated.

VIII. TIME WORK INCREMENTS — COMMUNICATIONS SUPERVISOR AND DEPUTY FIRE MARSHAL

E. Increments — Less Than One Hour

1. All authorized time worked which is beyond the work shift schedule which is less than one-hour increments shall be compensated in the following manner:

Time	Time Worked
0 – 10 minutes	-0-
11 – 20 minutes	¼ hour
21 – 30 minutes	½ hour
31 – 50 minutes	¾ hour
51 – 60 minutes	1 hour

2. Incidental Overtime — Not Compensable

Incidental overtime is not compensable, and may not be credited as overtime. Incidental overtime is defined as overtime of less than ten minutes in any one day, which is non-recurrent in nature.

F. Increments Over One Hour

Any time work increments which are over one hour shall be compensated in the same procedure as mentioned herein.

IX. OVERTIME "COMPENSATORY TIME" ACCUMULATED AND PAYMENT - COMMUNICATIONS SUPERVISOR AND DEPUTY FIRE MARSHAL

Effective within thirty (30) days after City Council approval of this MOU, the ability to accumulate compensatory time off shall be eliminated, and all accumulated compensatory time which has not been utilized shall be paid off on a straight time basis at the employee's rate of pay.

X. EMERGENCY OVERTIME REQUIREMENT

The City reserves the right to require eligible employees to work overtime in an emergency as determined by management.

XI. DEFINITIONS — Call Back, Stand-By, On-Call, and Court Stand-By "On-Call"

A. Call-Back

1. Call-back is unscheduled time worked, performed by an off duty unit employee called back to work after they have completed their regular work schedule and have left work or are on their day off.

2. Unit employees must physically return to the worksite in order to receive call-back pay.

B. Stand-By

1. Stand-by is an assignment given to unit employees by management requiring them to be accessible via phone, recall (pager) devices, or other methods approved by management.

2. Unit employees on a stand-by assignment shall be required to return to work as directed by management.

3. Unit employees required to serve on stand-by for a period of one week (7 calendar days) will be compensated with ten (10) hours of pay. Those employees on the stand-by schedule who serve less than seven (7) calendar days will be compensated on a pro-rata basis at the rate of 1.43 hours per day served.

C. Court Standby "On-Call"

Court stand-by "on-call" is when a unit employee is subpoenaed and placed on stand-by "on-call" time on job related matters during their assigned off duty non-work time.

XII. CALL-BACK COMPENSATION

Communications Supervisors and Deputy Fire Marshal Call-Back

Communications Supervisors and Deputy Fire Marshal required to return to work while on regularly scheduled time off, shall receive a minimum of two (2) hours pay at the rate of time-and-one-half.

XIII. COMMUNICATIONS SUPERVISORS COURT STAND-BY

A. Compensation Per Occurrence

Communications Supervisors who are placed on stand-by by the courts shall be paid forty dollars ($40) per occurrence provided such stand-by occurs outside of the employee's regular assigned work shift.

ARTICLE FOUR

FRINGE BENEFITS

I. FRINGE BENEFITS ADMINISTRATION PROVISION

A. Administration

The City reserves the right to select, administer, or fund any fringe benefits programs involving insurance that now exist or may exist in the future.

B. Selection and funding

1. In the administration of fringe benefits programs involving insurance, the City shall have the right to select any insurance carrier, self-insure, or other method of providing coverage to fund the benefits provided, as long as the benefits of the plan are substantially the same.

2. The City may choose to exercise its right to select the insurance carrier and select Medicare as the City's Retirement Insurance Carrier for eligible unit employees and retirees. In such case, the employees and retirees who are eligible will be required to enroll in Medicare and continue to be eligible to participate in other City medical plans.

C. Changes

The City shall meet with the Associations prior to any change of insurance carrier

or method funding coverage for any fringe benefits listed in this article.

II. CAFETERIA PLAN

City contributions for Medical, Dental, and Vision Insurance will be provided as set forth below for all I hilt members.

To comply with the Public Employees' Hospital and Medical Care Act (PEMCHA), the City will contribute the statutory minimum amount for medical insurance. In addition, the City will contribute an additional amount for current Unit members into a cafeteria plan in accordance with IRS Code Section 125. These additional amounts will be as follows:

A. Health Insurance

1. Any West Covina employee, hired before June 30, 2012, who does not participate in the City's health insurance plan and can demonstrate that he/she has health insurance coverage from another source will receive a City contribution of six hundred dollars ($600) per month. This amount may be received as cash, contributed to the employee's deferred compensation plan or be used to purchase dental or vision insurance.
2. All employees hired on or after July 1, 2012, who do not participate in the City's health insurance plan and can demonstrate that he/she has health insurance coverage from another source will receive a City contribution of three hundred dollars ($300). This amount may be received as cash, contributed to the employee's deferred compensation plan or be used to purchase dental or vision insurance.
3. An employee who selects an Employee Only medical plan will receive a City contribution in an amount that when added to the PEMCHA statutory minimum amount equals the monthly Los Angeles Region Kaiser Employee Only medical premium or $600, whichever is greater.
4. An employee who selects an Employee plus One medical plan will receive a City contribution in an amount that when added to the PEMCHA statutory minimum amount equals the monthly Los Angeles Region Kaiser 2-party medical premium.
5. An employee who selects an Employee plus Two or More (Family) medical plan will receive a City contribution in an amount that when added to the PEMCHA statutory minimum amount equals the monthly Los Angeles Region Kaiser Family medical premium.
6. Should the monthly City contribution exceed the monthly medical premium amount, any excess amount can be received as cash, contributed to the employee's deferred compensation plan or be used to purchase dental or vision insurance.
7. The City’s contribution to medical premiums for all new unit employees hired on or after July 1, 2018 shall be capped in accordance with the

following schedule:

Family:	$1,250/month
2-Party:	$950/month
Single:	$550/month

B. Dental Insurance

In addition to the above amount for medical insurance, the cafeteria amount shall also include up to $62.23 monthly for dental insurance for the member and eligible dependents. If the dental insurance plan selected by the member is less than $62.23, the cafeteria amount shall be the cost of the dental insurance plan selected. If the dental insurance plan selected by the member is equal to or more than $62.23 per month, the cafeteria amount shall be $62.23.

C. Vision Insurance

In addition to the above amounts for medical and dental insurance, the cafeteria amount shall also include the employee and family monthly cost for vision insurance.

III. RETIREE HEALTH BENEFIT — CITY'S MONTHLY CONTRIBUTION

A. City Contribution Amount

Provided that employees represented by the Associations have participated in the Public Employees' Medical and Hospital Care Act (PERS Health Plan) with the City, the City will contribute an amount equal to the PEMCHA statutory minimum) towards the payment of premiums for retiree health insurance under the Program.

B. If City No Longer in PERS Health Plan

Should the City withdraw from the PERS Health Plan during the term of this agreement, the City and Associations shall meet to determine what the monthly contributions toward the new medical health plan would be and when it would be effective.

IV. RETIREE DENTAL INSURANCE BENEFIT

Employees that retire directly from City employment, shall be able to participate in a City Retiree Dental Insurance Plan based on retiree rates. This Plan shall include coverage for the retiree and eligible family members. The City shall not contribute to the monthly premium.

V. EMPLOYEE HEALTH BENEFITS COMMITTEE

A. New Health Benefit Plan — Meet and Confer

Should a new health benefit plan be selected by the City (medical and/or dental) the City agrees to meet and confer over how the City's current medical and dental insurance monthly premium contribution shall be applied to any new health benefit plan.

VI. RETIREE HEALTH SAVINGS PLAN

**** The RHS Plan will be subject to regulatory and provider regulations ****

A. Employee Contribution $25 per month minimum

B. Employer Contribution $100 per month

C. Employer Lump Sum RHS Contribution:

1. Employee must be a full-time West Covina City employee as of July 1, 2006 to qualify for this benefit

2. Employee must take a service or disability retirement from the City of West Covina to qualify for this benefit.

3. A lump sum RHS contribution to the Plan to be paid by the City at the time of the qualifying employee's retirement (In the event of death prior to retirement lump sum paid immediately to spouse/dependents from the Plan.)

4. To obtain the lump sum benefit employee must retire from the City of West Covina by July 1, 2017, or after the first pay period following the employee's 62th birthday, whichever comes first. Unit employees who are age 62 within the first six months of the program shall have six months beyond their 62th birthday to retire before losing any lump sum entitlement.

5. Employees working beyond the sunset provisions under section C4 above will have their lump sum amount reduced by $900 each year after the 10-year/age 62 provision until they retire.

6. AMOUNT OF BENEFIT

*Employee's Years of Service **As of 7/1/07**	Amount of **Lump Sum Payment**
5 — 9 years	$200 per year
More than 9 years — 14 years	$400 per year
More than 14 years – 19 years	$600 per year
More than 19 years	$800 per year
	(maximum benefit $25,000)

* Break in service cannot exceed one year to qualify for continuous full-time service credit. Part-time hours do not count toward service credit.

VII. SECTION 125 PLAN

A. The City has established a program consistent with Section 125 of the IRS Code, which enables employees to voluntarily use pre-tax earnings for medical, dental, vision, and dependent care expenses.

B. It is understood by the parties that participation in the Plan is voluntary for employees and the City will not be obligated to contribute to pay any employee costs who participate in the Plan.

VIII. LIFE INSURANCE

A. Term Policy - Mid-Management Unit Employees

The City shall provide all mid-management unit employees a term life insurance policy in the amount of $100,000 while employed and a post-retirement death benefit of $10,000.

IX. LONG TERM DISABILITY INSURANCE

A. Benefit

The City shall provide for all unit employees a long term disability insurance (LTD) plan, which provides sixty percent (60%) of monthly earnings, to a maximum benefit of $5,000 per month. Coverage becomes effective on the later of: 1) 180 days; or 2) the date your accumulated sick leave payments end, if applicable. Coverage after 90 days may be purchased by the employee through payroll deduction.

B. More Specific Information

More specific information is set forth in the City of West Covina's Group Long Term Disability Plan booklet, available in the City's Risk Management Department.

X. UNIFORM ALLLOWANCE

Senior Code Enforcement Officers, Communications Supervisors, Deputy Fire Marshals, Forensic Specialist Supervisors, Code Enforcement Supervisors, Records Supervisors, Records Manager and the Communication Managers shall receive a Uniform Allowance of six hundred dollars ($600) per year. Such allowance shall be paid in the month of January of each year.

XI. UNIFORM REQUIREMENTS

Unit employees who are required to wear uniforms or who are provided uniform allowance must wear uniform on duty unless permission to do otherwise has been received from the immediate supervisor. Employees who are on duty and do not comply with uniform requirements shall be subject to disciplinary action.

XII. TUITION REIMBURSEMENT PROGRAM

A. Maximum Reimbursement — Mid-Management Employees

Mid-Management unit employees' maximum annual tuition reimbursement (including books) shall be one thousand five hundred dollars ($1,500.00) per fiscal year.

B. Administrative Policy

The specific details of the Tuition Reimbursement Program are set forth in Administrative Policy approved on August 13, 1992, and as amended thereafter.

C. Reimburse City If Terminate Within Two Years — Mid-Management Employee

1. Any Mid-Management employee who received tuition reimbursement and terminates (excluding layoffs) within two (2) years after receiving reimbursement must pay back reimbursed monies to City at termination.

2. Mid-Management employee reimbursement shall be based on pro-rated monthly basis over a 24-month period.

XIII. MILEAGE REIMBURSEMENT — PRIVATE VEHICLE

A. Using Private Vehicles for Approved City Business

The City shall pay mileage reimbursement for City employees using private vehicles for authorized City business approved by management.

B. Mileage Reimbursement Rate

The mileage reimbursement rate shall be the rate set forth by the IRS.

C. Administrative Policy

The specific details of the mileage reimbursement policy is set forth in Administrative Policy approved on February 8, 2003, and amended thereafter.

XIV. STATE DISABILITY INSURANCE

The City agrees to make available at the employee's expense, SDI as provided through the State of California. This provision is new for FY 2014-2015 and will be implemented within 30 days of passage by the City Council.

XV. MISUSE OF BENEFITS

Employees who fraudulently gain or fraudulently attempt to gain for themselves or others by deception, omission, or fraud the benefits of the City's Workers' Compensation, retirement, medical, dental, or other insurance policies or any other benefit to which they would not otherwise be entitled shall be subject to: a) denial of requested benefits; and/or b) disciplinary action up to and including termination.

ARTICLE FIVE

LEAVE POLICIES

I. HOLIDAYS

A. Official Fixed Holidays

1. The City shall recognize the following days as official City fixed holidays.

President's Day
Memorial Day
Independence Day
Labor Day
Veteran’s Day
Thanksgiving Day

2. Fixed Holidays — Full Shift Leave With Pay

Each fixed holiday granted to employees shall be a full shift of up to ten (10) hours of time off with pay. Any additional time taken off above ten hours per each fixed holiday must be deducted from the employee's other leaves, such as vacation, floating holiday leave, or holiday compensatory time.

3. City Hall and most City departments will be permanently closed from Christmas Day through New Year's Day. The Christmas Day and New Year's Day holidays will be part of this closure and thus have been removed from the list of fixed holidays, with the exception of New Year's Day when it falls on a Sunday. In this case New Year's Day will be observed on the following Monday. Christmas Eve will only be recognized as a Holiday when it falls on a Monday through Thursday in any given year.

4. Each year employees will receive a separate bank of holiday hours that can only be used to cover their absence from work from December 25th through January 1st. The amount of these separate holiday hours granted to each employee will be based on the employee's normal work hours on these days. The employee must be an active employee of the City of West Covina on the above dates to receive these holiday hours.

5. Any employee required to work between December 25th and January 1st on their normal work day(s) will receive holiday compensatory time off or holiday pay based on actual hours worked up to a maximum of forty (40) hours. Communications Supervisors may earn up to sixty (60) hours of holiday compensatory time off or holiday pay based on actual hours worked.

6. Holiday in-lieu pay shall be limited to a maximum of twenty (20) hours per fiscal year. Any holiday in-lieu time in excess of twenty (20) hours must be taken as holiday compensatory time off.

7. Should the City eliminate the above compensated holiday closure from December 25th through January 1st, the following fixed holidays shall be recognized.

New Year's Day
Presidents' Day
Memorial Day
Independence Day
Labor Day
Veteran’s Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve (unless Christmas falls on a Saturday, Sunday, or Monday)
Christmas Day

8. **Fixed Holidays — 10 Hours Leave With Pay**

Each fixed holiday granted to employees shall be ten (10) hours of time off with pay.

B. Communications Supervisors Working on Fixed Holidays

1. Communications Supervisors who work on a fixed holiday shall earn holiday pay or holiday compensatory time, on the basis of one (1) hour pay or one (1) hour holiday compensatory time for each hour worked up to a maximum of twelve (12) hours for that holiday. Banked holiday compensatory time shall not exceed 120 hours.

C. Floating Holiday Leave (Previously Referred to as "Personal Leave")

1. In addition to the City's fixed holidays, Mid-Management employees shall be eligible to use up to forty (40) hours of Floating Holiday leave per each calendar year as approved by management.

2. Floating Holiday leave becomes usable January 1 of each calendar year and must be used by December 31 of the same calendar year. The hourly equivalent may not be paid in lieu of time off.

3. Floating Holiday leave may not be accumulated and carried over into the next calendar year. Any unused floating holiday leave time remaining at the end of each calendar year, if any, shall be null and void unless approved by City Manager.

4. If an employee is unable to use Floating Holiday leave due to work urgency, industrial injury, extended medical leave, special or pre-scheduled leave as authorized by management, the City Manager can authorize to carry over unused holiday leave balance for a period not to exceed six (6) months per fiscal year.

D. Floating Holiday Leave

1. New employees are not eligible to receive and use floating holiday leave until they have been continuously employed with the City for a period of one (1) month.

2. New employees appointed after the beginning of the calendar year are entitled to floating holiday leave at a rate of 1.54 hours per pay period of full-time employment.

E. Floating Holiday Leave — Reinstated Employees

Reinstated employees shall receive floating holiday leave credit for all prior service in the current year in ascertaining the number of hours usable and when they may be used.

F. Floating Holiday Leave — Terminating Employees

1. Terminating employees who have not used all the floating holiday leave that they are entitled to shall be paid off at the rate of 1.54 hours per pay period of full time employment in the current calendar year.

2. If the terminating employees have taken more floating holiday leave time than they are entitled to, the amount of time taken in excess shall be deducted from vacation, sick leave pay-off, or salary when final payroll checks are computed.

G. Limitations on Holiday Leave

Holiday leave shall not apply to any employee hired on a part-time, temporary, extra help, hourly, or daily basis. A temporary employee, who is filling a full-time position, during the absence of a regular employee on a military leave of absence for military duty, shall be entitled to the same holidays as a regular employee.

H. Paid Status Eligibility

Employees are eligible to receive holiday leave with pay only if they are in a "paid status" on the regularly scheduled workday or shift immediately preceding the holiday and the regularly scheduled workday or shift immediately following the holiday. "Paid status" includes vacation, sick leave, holiday compensatory time, jury duty, and injured on duty.

I. Observation of Friday and Sunday Holidays

1. For those employees whose normal workweek is Monday through Thursday, when a holiday falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed.

   When a holiday falls on a Friday, the preceding Thursday shall be deemed to be the holiday in lieu of the day observed.

J. Holidays Occurring on Regular Scheduled Day Off

For all other employees, when a holiday falls on a regularly scheduled day off, the employee shall be entitled to up to ten (10) hours leave time for the holiday based on the employee's regular work schedule. This time can be taken as either ten (10) hours "holiday in lieu" leave time or pay, at straight time at the employee's hourly rate of pay, at the discretion of the employee.

K. Holiday Scheduling

The City reserves the right to require employees to work on fixed holidays.

II. VACATION

A. Vacation Policy

It is the policy of the City that where possible employee vacations be taken annually in the year earned. The time during the year at which an employee may take vacation shall be determined by management, with due regard for the wishes of the employee and particular regard for the service needs of the City.

B. Vacation Leave Earned and Accumulated

Eligible employees shall earn and accumulate to a maximum vacation leave as follows:

Months of Service	Hours Accumulated Per Pay Period	Hours Accumulated Per Month	Maximum Accruals
1 — 12*	3.08	6.67	240
13 —108	4.62	10.00	280
109 —120	4.92	10.67	288
121— 132	5.23	11.33	296
133 — 144	5.54	12.00	304
145 — 156	5.85	12.67	312
157 +	6.15	13.33	320

* At completion of 12 months add 40 hours

C. Limitation — Vacation Leave Accrual

1. Employees shall not be allowed to accrue vacation leave beyond the stated maximums.

2. No employee shall lose earned vacation leave because of work urgency as approved by management. Work urgency is defined as the department's need to have the employee at work to perform duty assignments for a specified period of time.

3. If an employee has reached the maximum allowed unused vacation leave balance, and is unable to take vacation leave due to work urgency, industrial injury, extended medical leave, special or pre-scheduled leave as authorized by management, and is not eligible to cash out vacation leave per the provisions of this Section, the Human Resources Director shall approve a waiver of the maximum allowed unused balance for a period not to exceed six (6) months per fiscal year.

D. Vacation Leave Accrual for Holidays

When a fixed holiday falls within a scheduled vacation period, absence on that day shall be charged to holiday hours. An employee must be on paid status on the day before and after the holiday to be compensated for the holiday.

E. Payment for Unused Vacation Leave Time at Termination

Any employee who is terminating his/her employment, shall be paid for accrued vacation leave time as of the effective date of termination.

F. Payment for Unused Vacation

1. Eligibility

Upon request of the employee and the department head and with approval of the City Manager, in order to address unusual or emergency conditions, an employee may be paid the straight time daily equivalent of his/her salary in lieu of vacation time off. Such payment shall be for no more than forty (40) hours in any one calendar year, except as otherwise provided herein.

2. Mid-Management Unit Employees

a. Mid-Management Unit employees with less than five (5) years City service, exempt or non-exempt, may receive payment in lieu of up to eighty (80) hours of accumulated vacation time in any one fiscal year upon filing a written request with the Finance Department five days prior to requested date of issuance of the check, upon approval of their department head.

b. Mid-Management Unit employees with five (5) or more years of City service, exempt or non-exempt, may receive payment in lieu of up to one hundred twenty 120 hours accumulated vacation time in any one fiscal year upon filing a written request with the Finance Department five (5) days prior to requested date of issuance of the check, upon approval of their department head.

c. Employees must have a minimum of one hundred (160) hours of accumulated vacation hours to buy back vacation leave.

d. Vacation buy back may only occur twice during any fiscal year.

G. Vacation Leave — Reinstated/Reemployed Employees

Any employee who is reinstated or reemployed under the provisions of these rules shall accrue vacation at the same rate as prior to his/her termination.

H. Vacation Leave — New Employees

1. New employees — Upon completion of six (6) consecutive months of full-time service, may be credited with one-half of the annual earnings and may begin using such accrual. Thereafter, employees may use vacation as they complete each month of service.

2. Each Mid-Management employee shall be granted an additional forty (40) hours of vacation leave with pay, upon completion of one year of employment, at the employee's first anniversary date. Additional vacation,

based on length of service, will accrue pursuant to these rules (see Article Five, Section II-B chart.)

III. ADMINISTRATIVE LEAVE — MID-MANAGEMENT

A. Amount of Administrative Leave

Mid-Management Unit employees, except Communications Supervisors and Deputy Fire Marshal, are eligible for a minimum of sixty (60) hours per year of Administrative Leave, pro-rata, based upon date-of-hire or entrance into a mid-management position effective January 1 of each year.

B. Additional Administrative Leave — Mid-Management Only

Additional Administrative Leave, based on the member's annual vacation earnings, may be granted by the Department Head. Such additional leave shall be calculated at the rate of up to twenty-five percent (25%) of the employee's annual earned vacation rate as of January 1 of each year.

C. Communications Supervisors and Deputy Fire Marshal — In Lieu of Administrative Leave

1. In lieu of Administrative Leave, Communications Supervisors and Deputy Fire Marshal shall receive overtime in accordance with the provisions of Article Three, Section V and VI.

D. Administrative Leave Policy

Employees may submit a request to the City Manager to carry over a maximum of forty (40) hours of unused Administrative Leave to the next calendar year; which must be used within six (6) months. Approval of requests are sole discretion of the City Manager.

IV. SICK LEAVE

A. Sick Leave Benefit

Sick leave is to be utilized by employees who are unable to work because of an injury or illness not arising out of the course of their employment, except as provided otherwise in this article.

B. Sick Leave Earned

1. Employees shall accrue ninety-six (96) hours of sick leave per calendar year.

2. Following completion of thirty (30) calendar days of continuous frill-time service, each City employee shall accrue 3.69 hours per pay period of sick leave pay. Thereafter for each pay period of service in which the employee has worked or has been paid for one-half (1/2) or more of the actual number of working hours in a pay period, he/she shall continue to accrue hours of credit for sick leave with pay.

3. Sick leave may be used by new employees following thirty (30) calendar days of employment.

4. Unused sick leave may be accumulated without limit.

C. Reinstatement of Sick Leave

Any employee who is reinstated to full-time City employment shall be given full credit for his/her unused accumulated sick leave at the time of termination, provided, however, that no payoff for accumulated sick leave was received upon termination.

1. Upon reemployment, an employee who has separated employment in good standing will have sick leave time reinstated in amount accumulated at the time of separation up to a maximum of 320 hours. In the event that through the course of continued employment accumulated sick leave exceeds 320 hours, payoff for such excess accumulations shall be in accordance with the payoff provisions of the program, but in no case shall the aggregate of such amount(s) exceed that provided by the policy.

D. Sick Leave Annual Payoff Program

The employee Sick Leave Annual Payoff Program shall only be made available to unit employees hired before July 1, 2025 and is administered as follows:

1. By November of each calendar year, the City will determine the amount of unused sick leave for each regular employee.

2. Sick leave used by an employee during each calendar year will be charged against the employee's current year earnings.

3. The maximum amount of sick leave hours eligible to be cashed each calendar year at the employee's current hourly rate is sixty (60) hours.

4. Each employee must carry over to a sick leave "bank" a minimum of thirty-six (36) current year unused hours in December.

5. If thirty-six (36) hours per calendar year of unused sick leave are not available, the number of unused hours must be carried over to the sick leave bank.

6. For employees with a minimum of seventy-six (76) hours of unused current year sick leave accrual, all hours above seventy-six (76) to a maximum of ninety-six hours of the current year's annual sick leave will automatically be transferred to the employee's RHS account.

7. Employee may opt to receive cash payment for any hours of unused current year sick leave accrual between thirty-six (36) and seventy-six (76) hours or leave these hours in their sick leave bank.

8. To qualify for this program, employees shall not be allowed to charge sick leave to other forms of paid leave.

E. Sick Leave Payoff Upon Termination

Sick leave is only paid upon termination to those Mid-Management employees hired before July 1, 2018. This supersedes Section 10.5.E in the Personnel Rules or its equivalent/successor language. Such payment will be for one third (1/3) of all sick leave accrued to the time of such termination at current compensation to a maximum of 400 hours and the remaining sick leave hours may be converted to CalPERS service credit as pursuant to CalPERS regulations. For those employees hired on or after July 1, 2018, such employees may covert unused sick leave hours upon termination to CalPERS service credit as pursuant to CalPERS regulations.

F. Use of Sick Leave

1. Approval

Sick leave can only be granted upon the approval of management or his/her designee in the case of bona fide illness or injury of the employee or in the event of the care or attendance of serious illness or death of a member of the employee's immediate family.

Employees may use sick leave for medical, dental, and vision care appointments but are encouraged to schedule such appointments that are non-emergency or routine on regular days off when possible. When using sick leave for non-emergency medical, dental, and vision care appointments employees will provide as much advanced notice as possible to the supervisor and attempt to schedule the appointments at a time so as to be the least disruptive to the work operations i.e. at the beginning or end of the shift.

2. Physician's Certificate on Use of Sick Leave

Management may require evidence in the form of a physician's certificate, or written statement, as to reason for any employee's absence of two (2) or more consecutive working days for which sick leave was requested. A failure to supply or provide said certificate or written statement shall be grounds for denial of sick leave pay and the imposition of such disciplinary action as may be deemed appropriate.

3. Physical Examination May be Required

Any employee absent from work, due to illness or accident, may be required by management to submit to and successfully complete a physical examination before returning to active duty. The physical examination will be conducted by a physician of the City's choice, with all costs to be paid by the City.

G. Use of Sick Leave — Care of Immediate Family

1. No more than forty-eight (48) hours of sick leave within any calendar year may be granted to an employee for the care or attendance upon members of his/her immediate family.
2. The phrase "immediate family," for the use of sick leave, is defined as spouse, domestic partner, parent, grandparent, brother, sister, child, stepchild, grandchild, and in-laws.

H. Temporary Disability

1. A City employee who is entitled to temporary disability indemnity under Division 4, Part 2, Ch. 2 of the California Labor Code may elect to take that number of days or portions of days of his/her accumulated sick leave, or his/her accumulated vacation, as when added to his/her disability indemnity will result in payment to him/her of his/her full salary.
2. When his/her accumulated sick leave, or vacation, or both are exhausted, he/she is still entitled to receive disability indemnity.

I. Sick Leave Limitations

No employee shall be entitled to sick leave with pay while absent from duty on account of the following causes:

1. Sickness or disability sustained while on leave of absence, other than regular vacation leave or sick leave.

2. Disability or illness arising from compensated employment other than with the City of West Covina.

J. Sick Leave During Vacation

Sick leave shall not be used in lieu of or to extend vacation leave. However, an employee who becomes seriously ill on an approved vacation may contact his/her department head and request that sick leave be granted in lieu of vacation for the period of illness. Management has discretion in approving or disapproving such request.

K. Holiday During Sick Leave

Observed holidays occurring during sick leave shall not be deducted from employee's sick leave time.

L. Use of Sick Leave to Offset Disability Retirement

No employee shall use sick leave days to offset the date of disability retirement. The effective date of disability retirement shall be as soon as practicable alder the City's physician has determined that the employee can no longer perform the duties of his/her or an alternate position.

V. WORK RELATED DISABILITY LEAVE

A. Injury/Illness Arising Out Of and In The Course of Job Duties

Whenever employees of the City are disabled, whether temporarily or permanently, by injury or illness arising out of and in the course of their duties, they shall be entitled, regardless of their period of service with the City, to leave of absence while so disabled, without loss of salary.

B. Temporary Disability Compensation

1. Temporary disability compensation, if any, being considered as and credited to salary for this purpose — for the period of such disability, but not exceeding one (1) year, or until such earlier date as they are determined to be permanent and stationary and unable to return to their usual and customary duties.

2. The leave of absence hereby granted shall be in addition to, and shall not be charged to or deducted from, accumulated sick leave except as provided here.

3. Such leave, however, shall not be paid for more than three (3) days unless and until such employees are determined by the City to be legally entitled to receive benefits under the Workers' Compensation Law of the State of California based upon such injury or illness. When and while applicable, this section shall supersede the provisions of the Grievance Procedure.

C. Salary Step Increases During Leave

Relative to unit employees, (1) promotion or step increases which would have come due during a disability leave shall take effect upon the day the employee returns to regular duties in accordance with existing rules; (2) holidays occurring during disability shall not be counted as disability leave days, but shall be considered as holidays for which time off has been utilized; and (3) vacation and sick leave benefits shall continue to accrue during periods of industrial disability leaves.

D. Review of Safety Committee

The first three (3) work days of absence of unit employees due to a disability shall be charged to the employee's usable accumulation of sick leave or other time off benefits; provided, however, that the Safety Committee or its sub-committee, upon request of the employee, shall review the circumstances of the injury. If the

Safety Committee rules that the employee had no possible opportunity to prevent or reduce the injury through any alternative action, disability time off charged to the employee's time off benefits may be restored. Such restorations shall be limited to causes where no danger could have been anticipated or precautions and actions taken by the employee to prevent or reduce the injury. Appeal of Safety Committee

determinations provided for in this section shall be made to the City Manager, whose decision shall be final.

VI. BEREAVEMENT LEAVE

Bereavement leave up to forty (40) hours per occurrence will be available to an employee in the event of the death of said employee's immediate family member, which is defined as a grandparent, parent, spouse, domestic partner, in-laws, child, stepchild, grandchild, brother, or sister. If additional bereavement leave is necessary, sick leave may be used as approved by the Department Head. Evidence of proof may be requested.

VII. MILITARY LEAVE

A. State Military and Veteran's Code

Military leave with pay shall be granted in accordance with Section 395 of the State Military and Veteran's Code.

B. Inactive Military Service

1. Any unit employee who is on inactive duty such as scheduled reserve drill periods, and who has been in the service of the City for a period not less than one year immediately prior to the day on which the absence begins shall be entitled to receive his/her salary or compensation as such public employee for the first thirty (30) calendar days of any such absence.

2. Pay for such purposes shall not exceed thirty (30) days in any one year of City service. All service of said public employee in the recognized military service shall be counted as City service.

3. The City may grant a military leave of absence without pay for an indefinite period of time to any employee who is called into active military service even though the employee does not meet the one (1) year of continuous service requirements.

C. Active Military Service

1. Each full time officer or employee of the City who has been or is called to active military service with the Armed Forces of the United States in connection with the activation of the Military Reserves shall be entitled to military leave with full pay for the period of absence on military service in excess of the period covered by said Rule 10, Section 10.26.
2. The amount of pay each such employee shall be entitled to receive from the City for said additional period of military leave shall be the difference between the gross pay and allowances actually received by the officer or employee from the Unites States for such service and the gross wages that said employee would have received from the City Of West Covina if he or she had not been called to active military duty, subject to all necessary and appropriate deductions and withholdings.

3. The City shall also provide continued health and dental benefits to the employees' dependents, provided that the dependents were covered for those benefits prior to the employee being called to active duty. Further, contributions to deferred compensation from the Cafeteria Plan shall not be made during the time of activation.

4. The City shall not pay any wage or benefit provided for in this resolution until and unless the officer or employee who requests such payment provides satisfactory proof and documentation of eligibility to receive payment in accordance with procedures established by the City Manager.

VIII. JURY DUTY

A. Jury Duty Policy

No deductions shall be made from the salary of an employee while on jury duty if he/she has waived or remitted to the City the fee for jury duty paid for hours the employee is scheduled to work. If he/she has not so waived or remitted the jury fee, he/she shall be paid only for the time actually worked in his/her regular position. An employee accepted for jury duty shall immediately notify management in writing whether or not he/she waives or remits his/her jury fee to the City.

B. Jury Fees Returned to the City

The City will grant an employee required to serve on jury duty, or to report for examination to serve on jury duty, up to a maximum of one hundred sixty (160) hours paid leave for such purposes during any three (3) consecutive years of employment. All fees received by the employee for jury duty, exclusive of mileage, shall be remitted to the City. City Administrative procedures will govern further details of this program.

IX. FAMILY CARE LEAVE

A. Birth or Adoption

Leaves due to pregnancy or subsequent to the birth or adoption of a child for parental care purposes, will be granted for a reasonable period of time by the City Manager, provided such period, including paid leave and leave without pay, shall not exceed four months. Such leave shall not be conditioned on whether the employee is medically disabled but must be directly associated with the birth or adoption of a child.

B. Family Illness

Leaves due to serious health condition of a covered family member as defined under applicable California and federal law of an employee may be granted for a reasonable period of time by the City Manager, provided such period including paid and unpaid leave, shall not exceed twelve (12) weeks in any twelve (12) month period. Only those employees with at least one year of continuous City employment shall be eligible. Certification from a health care provider that the employee's leave is necessary and the prospective length of such leave may be

required upon request. Family care leave shall be administered in a manner consistent with Sections 12945, 12945.2 and 19702.3 of the California Government Code. California law shall prevail unless preempted by federal law.

C. Use of Paid Leave

1. Paid benefit time such as vacation, personal leave days, holiday compensatory time and administrative leave may be taken during any family leave period so long as the total time off does not exceed twelve (12) weeks. Such leave must be used prior to an employee taking leave without pay except during the disability period of a female employee which is in conjunction with the birth of a child. Sick leave may only be used during the disability period or as provided under Personnel Rules. All employees on family care leave are entitled to return to the same or comparable position.

2. More specific details on the Family Medical Leave Policy is set forth in the City's Administrative Policy on the subject (dated 1/3/94 & 4/6/94) and as amended thereafter and City Personnel Rules.

X. SPECIAL LEAVE OF ABSENCE WITH PAY

When an employee has exhausted all sick leave and vacation time to which he/she is entitled, the City Council may, upon showing of good cause and justifiable and deserving circumstances, grant to such employee a leave of absence with pay for a period not exceeding six (6) months and subject to such conditions as the City Council may deem advisable. If the special leave of absence request is in relation to an employee's disability accommodation, then the leave shall be determined through the interactive process on a case-by-case basis. If temporary disability payments are paid to such employee during any such leave of absence with pay, they shall be credited to and considered a part of his/her salary, and the City shall pay only the difference which when added thereto would equal his/her full salary.

XI. LEAVES OF ABSENCE WITHOUT PAY

A. Unauthorized Absence — Automatic Termination

Any employee absent from his/her job for more than two (2) working days without prior permission of the department head, shall be considered to have automatically terminated his/her employment with the City, unless such leave is extended as approved by management for mitigating circumstances.

B. Unauthorized Absence — Other Disciplinary Action

Any unauthorized absence may be cause for disciplinary action.

C. Authorized Absence

1. Upon the request of the employee and the recommendation of the appointing authority, a leave of absence without pay may be granted by the

Council or City Manager to an employee, who immediately preceding the effective date of such leave, shall have completed at least one (1) year of continuous service.

2. An employee shall not be entitled to a leave of absence as a matter of right, but only upon good and sufficient reason.
3. If the leave without pay request is in relation to a disability accommodation, then the leave will be determined through the interactive process on a case-by-case basis without the aforementioned restrictions.

D. Leave of Absence Without Pay – Duration

1. Request for leave of absence without pay shall be made as prescribed by the Human Resources Director, and shall state specifically the reasons for the request, the date when leave is desired to begin, and the probable date of return to work.

2. The Human Resources Director may approve the request of leave of absence without pay, of one hundred twenty (120) calendar days or less upon the recommendation of Department Head.

3. The City Manager may approve, upon recommendation of the Department Head, requests of more than one hundred twenty (120) calendar days, not to exceed one (1) full year.

4. The City Manager may later, due to mitigating circumstances, extend such leave of absence without pay for one (1) additional full year with the approval of the Department Head.

5. A physician statement shall be required of any employee who requests leave of absence without pay as a result of medical conditions.

6. If the leave without pay request is in relation to a disability accommodation, then the leave will be determined through the interactive process on a case-by-case basis without the aforementioned restrictions.

E. Leave of Absence — Employee Injured on Job

The City Council may grant a leave of absence without pay for an indefinite period of time to any employee who is injured on the job, or has a serious illness even though the employee does not meet the one-year of continuous service requirements.

F. Accrual of Benefits

Leave of absence without pay granted by the City shall not be construed as a break in service of employment, and rights accrued at the time leave is granted shall be retained by the employee; however, vacation credits, sick leave credits, increases in salary and other similar benefits shall not accrue to a person granted such leave

during the period of absence. An employee reinstated after leave of absence without pay shall receive the same step in the salary range he/she received when he/she began his/her leave of absence. Time spent on such leave without pay shall not count toward service for increases within the salary range, and the employee's salary anniversary date shall be set forward one month for each thirty (30) consecutive leave days taken.

XII. FAILURE TO RETURN FROM LEAVE

A. Failure of the employee to return to his/her employment upon the termination of any authorized leave of absence shall constitute an automatic termination from City service of that employee, unless such leave is extended as approved by management for mitigating circumstances.

B. The City reserves the right to revoke or cancel any authorized leave for reasons, which the City finds to be sufficient.

ARTICLE SIX

GENERAL PROVISIONS

I. WAIVER PROVISION ON BARGAINING DURING TERM AGREEMENT

Except as specifically provided for in this Agreement or by mutual agreement in writing during the terms of this Agreement, the Association hereby agrees not to seek to negotiate or bargain with respect to any matters pertaining to rates, wages, hours, and terms and conditions of employment covered by this Memorandum of Understanding.

During the term of this Agreement, the parties agree to meet and confer regarding updates to various policies and rules when requested by the City.

II. EMERGENCY WAIVER PROVISIONS

In the event of circumstances beyond the control of the City, such as acts of God, fire, flood, insurrection, civil disorder, national or local emergency, or similar circumstances as determined by management, the provisions of this Memorandum of Understanding which restrict the City's ability to respond to these emergencies shall be suspended for the duration of such emergency. After the emergency is over, the Association shall have the right to meet with the City regarding the impact on employees of the suspension of these provisions in this Memorandum of Understanding.

III. SEVERABILITY PROVISION

A. MOU Remains in Full Force and Effect

Should any article, section, subsection, subdivision, sentence, clause, phrase or provision of this Memorandum of Understanding be found in conflict or inconsistent

with such applicable provisions of Federal or State law or otherwise held to be invalid, unenforceable, inoperative, void, or invalid by a court of competent jurisdiction, all other provisions of this Memorandum of Understanding shall remain in full force and effect for the duration of this Memorandum of Understanding.

B. Successor Provision

In the event any provision shall have been found to be inoperative, void or invalid as aforementioned, the City and the Association shall, upon the request of either party, meet and confer in an effort to agree upon a successor provision.

IV. PROVISIONS OF MEMORANDUM

A. Sole and Entire Memorandum of Understanding

It is the intent of the parties hereto that the provisions of this Memorandum of Understanding shall supersede all prior agreements and Memorandums of Understanding, oral or written, expressed or implied, between the parties, and shall govern their entire relationship of any and all rights or claims which may be asserted hereunder or otherwise. This Memorandum of Understanding is not intended to cover any matters preempted by Federal or State law.

The Parties reached agreement on a consolidated MOU to include all mutually agreed side letters signed between 2016 and 2020 with the intention of maintaining the existing terms and conditions of employment contained in the July 1st 2014 to June 30, 2015 MOU except as modified by said side letters and this MOU. Unless the Parties agreed otherwise in this MOU, if the terms and conditions contained in the consolidated MOU differ from those established in one or more of the side letters or in the July 1, 2014 to June 30, 2015 MOU, the terms of the former will prevail and the Parties will meet to correct the issue in the consolidated MOU. This paragraph is intended only to cover the initial term of the consolidated MOU and will become ineffective on June 30, 2024.

B. Personnel and Departmental Rules

1. It is understood and agreed that there exist within the City, in written form, Personnel and Departmental Rules.

2. Except as specifically modified by this Memorandum of Understanding (MOU) these rules and regulations and any subsequent amendments thereby, shall be in full force and effect.

3. Before any new or subsequent amendments to these Personnel and/or departmental rules and regulations which directly affect wages, or significantly alter hours, and terms and conditions of employment are implemented, the City shall meet with the Association regarding such changes.

4. Nothing provided herein shall prevent the City from implementing such rules and regulations provided it has met with the Association as required.

V. AMENDMENTS TO MEMORANDUM OF UNDERSTANDING

The provisions of this Memorandum of Understanding can be amended, supplemented, rescinded, or otherwise altered only by mutual agreement in writing, hereafter signed by the designated representatives of the City and the Association.

VI. NOTICE OF FUTURE MEET AND CONFER

The City of West Covina and the Association shall endeavor to meet and confer five (5) months prior to the expiration of the current MOU.

VII. RATIFICATION AND IMPLEMENTATION

A. ACKNOWLEDGEMENT

The City and Association acknowledge that this Memorandum of Understanding shall not be in full force and effect until ratified by those Association members voting who are in classifications requested by each Association set forth in this Agreement and adopted in the form of a resolution by the City Council.

B. Mutual Recommendation

This Agreement constitutes a mutual recommendation by the parties hereto, to the City Council, that one or more ordinances and/or resolutions be adopted accepting its provisions and effecting the changes enumerated herein relating to wages, hours, fringe benefits, and other terms and conditions of employment for unit employees represented by each Association.

C. Ratification

Subject to the foregoing, this Memorandum of Understanding is hereby ratified by the authorized representatives of the City and the Association and entered into on , 2025.

D. Term of Memorandum of Understanding

The term of this Memorandum of Understanding shall be for a period of four (4) years, commencing on July 1, 2024, and terminating after June 30, 2028.

PARTIES TO THE AGREEMENT

MID-MANAGEMENT EMPLOYEES' ASSOCIATION

Name President	Date
Name Vice President	Date
Name Treasurer	Date
Name Secretary	Date

CITY OF WEST COVINA

Paulina Morales City Manager	Date
Laura Drottz Kalty Lead Negotiator	Date

APPROVED AS TO FORM:

Thomas Duarte City Attorney	Date

ATTEST:

Lisa Sherrick Assistant City Clerk	Date

APPENDIX "A"

CITY OF WEST COVINA MID-MANAGEMENT EMPLOYEE UNIT

The following are those classifications that have been recognized by the City to be assigned to the Mid-Management Unit:

JOB TITLES/CLASSIFICATIONS

Accounting Manager
Assistant Finance Director
Assistant to the City Manager
Code Enforcement Manager Code
Enforcement Supervisor
Communications Manager *
Communications Supervisor *
Community Services Manager
Deputy Community Development Director
Deputy Community Services Director
Deputy Fire Marshal *
Deputy Director of Public Works
Economic Development/Housing Manager
Economic Development Project
Coordinator Fire Marshall
Forensic Specialist Supervisor
Human Resources Manager
Information Technology Manager
Management Analyst I, II
Human Resources Analyst I, II
Park Maintenance Supervisor
Planning Manager
Police Administrative Services Manager
Police Records Supervisor
Police Records Manager
Principal Planner
Project Manager
Public Services Manager
Public Works Superintendent
Purchasing Manager
Recreation Services Supervisor Recreation
Superintendent
Senior Citizens Services Supervisor Senior
Human Resources Analyst
Senior Planner
Street Maintenance Supervisor

* Communications Managers, Communications Supervisors, and the Deputy Fire Marshal receive overtime pay and do not qualify for Administrative Leave benefits.

APPENDIX B

Effective November 22, 2025 - 2 % COLA , 3% Step 6*							
		MONTHLY PAY RANGE					
POSITION TITLE	GRADE CODE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
ACCOUNTING MANAGER	MM21	$7,234				$ 9,768	$ 10,061
ASSISTANT FINANCE DIRECTOR	MM31	$12,820	$ 13,461	$ 14,123	$ 14,841	$ 15,584	$ 16,052
ASSISTANT TO THE CITY MANAGER	MM25	$7,547				$ 10,190	$ 10,496
CODE ENFORCEMENT MANAGER	MM27	$8,164				$ 11,058	$ 11,390
CODE ENFORCEMENT SUPERVISOR	MM05	$5,798				$ 7,826	$ 8,061
COMMUNICATIONS MANAGER	MM12	$6,740				$ 8,987	$ 9,257
COMMUNICATIONS SUPERVISOR	MM03	$5,607				$ 7,574	$ 7,801
COMMUNITY SERVICES MANAGER	MM19	$6,739				$ 9,097	$ 9,370
DEPUTY COMM DEVELOPMENT DIRECTOR	MM13	$9,276				$ 12,523	$ 12,899
DEPUTY COMM SERVICES DIRECTOR	MM07	$8,333				$ 11,251	$ 11,589
DEPUTY FIRE MARSHAL	MM14	$6,439				$ 7,826	$ 8,061
DEPUTY DIRECTOR OF PUBLIC WORKS	MM33	$10,577	$ 11,134	$ 11,720	$ 12,336	$ 12,986	$ 13,376
ECON DEVELOPMENT PROJECT COORDINATOR	MM16	$6,136				$ 8,284	$ 8,533
ECON DEVELOPMENT/HOUSING MANAGER	MM26	$8,163				$ 11,022	$ 11,353
FIRE MARSHAL	MM25	$7,549				$ 10,190	$ 10,496
FORENSIC SPECIALIST SUPERVISOR	MM18	$8,652	$ 9,084	$ 9,538	$ 10,016	$ 10,517	$ 10,833
HUMAN RESOURCES MANAGER	MM20	$8,164				$ 11,058	$ 11,390
INFORMATION TECHNOLOGY MANAGER	MM28	$8,976				$ 11,342	$ 11,682
MANAGEMENT ANALYST I	MM01	$4,929				$ 6,651	$ 6,851
MANAGEMENT ANALYST II	MM16	$6,136				$ 8,284	$ 8,533
PARK MAINTENANCE SUPERVISOR	MM06	$5,831				$ 7,873	$ 8,109
PLANNING MANAGER	MM29	$8,657				$ 11,687	$ 12,038
POLICE ADMIN SERVICES MANAGER	MM22	$7,242				$ 9,776	$ 10,069
POLICE RECORDS MANAGER	MM18	$8,652	$ 9,084	$ 9,538	$ 10,016	$ 10,517	$ 10,833
POLICE RECORDS SUPERVISOR	MM04	$5,789				$ 7,812	$ 8,046
PRINCIPAL PLANNER	MM23	$7,280				$ 9,829	$ 10,124
PROJECT MANAGER	MM08	$9,139				$ 11,109	$ 11,442
PUBLIC SERVICES MANAGER	MM24	$7,541				$ 10,180	$ 10,485
PUBLIC WORKS SUPERINTENDENT	MM30	$8,874				$ 11,979	$ 12,338
PURCHASING MANAGER	MM17	$6,448				$ 8,707	$ 8,968
RECREATION SERVICES SUPERVISOR	MM02	$5,451				$ 7,359	$ 7,580
RECREATION SUPERINTENDENT	MM11	$6,607				$ 8,920	$ 9,188
SENIOR CITIZEN'S SERV SUPERVIS	MM02	$5,451				$ 7,359	$ 7,580
SENIOR HUMAN RESOURCES ANALYST	MM32	$7,142	$ 7,499	$ 7,874	$ 8,268	$ 8,682	$ 8,942
SENIOR PLANNER	MM29	$6,343				$ 8,564	$ 8,821
STREET MAINTENANCE SUPERVISOR	MM09	$5,942				$ 8,022	$ 8,263
HUMAN RESOURCES ANALYST I	MM34	$5,363				$ 7,243	$ 7,460
HUMAN RESOURCES ANALYST II	MM08	$5,864				$ 7,916	$ 8,153

*Eligible for Step 6 based on employees hire date/next evaluation date for Fiscal Year 2025-26.

APPENDIX B

Effective July 4, 2026 - 2 % COLA , 3% Step 7								
		MONTHLY PAY RANGE						
POSITION TITLE	GRADE CODE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
ACCOUNTING MANAGER	MM21	$ 7,379				$9,963	$10,262	$10,570
ASSISTANT FINANCE DIRECTOR	MM31	$ 13,076	$ 13,730	$ 14,405	$ 15,138	$15,896	$16,373	$16,864
ASSISTANT TO THE CITY MANAGER	MM25	$ 7,698				$10,394	$10,706	$11,027
CODE ENFORCEMENT MANAGER	MM27	$ 8,327				$11,279	$11,618	$11,967
CODE ENFORCEMENT SUPERVISOR	MM05	$ 5,914				$7,983	$8,222	$8,469
COMMUNICATIONS MANAGER	MM12	$ 6,875				$9,167	$9,442	$9,725
COMMUNICATIONS SUPERVISOR	MM03	$ 5,719				$7,725	$7,957	$8,196
COMMUNITY SERVICES MANAGER	MM19	$ 6,874				$9,279	$9,557	$9,844
DEPUTY COMM DEVELOPMENT DIRECTOR	MM13	$ 9,462				$12,773	$13,157	$13,552
DEPUTY COMM SERVICES DIRECTOR	MM07	$ 8,500				$11,476	$11,821	$12,176
DEPUTY FIRE MARSHAL	MM14	$ 6,568				$7,983	$8,222	$8,469
DEPUTY DIRECTOR OF PUBLIC WORKS	MM33	$ 10,789	$ 11,357	$ 11,954	$ 12,583	$13,246	$13,644	$14,053
ECON DEVELOPMENT PROJECT COORDINATOR	MM16	$ 6,259				$8,450	$8,704	$8,965
ECON DEVELOPMENT/HOUSING MANAGER	MM26	$ 8,326				$11,242	$11,580	$11,927
FIRE MARSHAL	MM25	$ 7,700				$10,394	$10,706	$11,027
FORENSIC SPECIALIST SUPERVISOR	MM18	$ 8,825	$ 9,266	$ 9,729	$ 10,216	$10,727	$11,050	$11,382
HUMAN RESOURCES MANAGER	MM20	$ 8,327				$11,279	$11,618	$11,967
INFORMATION TECHNOLOGY MANAGER	MM28	$ 9,156				$11,569	$11,916	$12,273
MANAGEMENT ANALYST I	MM01	$ 5,028				$6,784	$6,988	$7,198
MANAGEMENT ANALYST II	MM16	$ 6,259				$8,450	$8,704	$8,965
PARK MAINTENANCE SUPERVISOR	MM06	$ 5,948				$8,030	$8,271	$8,519
PLANNING MANAGER	MM29	$ 8,830				$11,921	$12,279	$12,647
POLICE ADMIN SERVICES MANAGER	MM22	$ 7,387				$9,972	$10,270	$10,578
POLICE RECORDS MANAGER	MM18	$ 8,825	$ 9,266	$ 9,729	$ 10,216	$10,727	$11,050	$11,382
POLICE RECORDS SUPERVISOR	MM04	$ 5,905				$7,968	$8,207	$8,453
PRINCIPAL PLANNER	MM23	$ 7,426				$10,026	$10,326	$10,636
PROJECT MANAGER	MM08	$ 9,322				$11,331	$11,671	$12,021
PUBLIC SERVICES MANAGER	MM24	$ 7,692				$10,384	$10,695	$11,016
PUBLIC WORKS SUPERINTENDENT	MM30	$ 9,051				$12,219	$12,585	$12,963
PURCHASING MANAGER	MM17	$ 6,577				$8,881	$9,147	$9,421
RECREATION SERVICES SUPERVISOR	MM02	$ 5,560				$7,506	$7,732	$7,964
RECREATION SUPERINTENDENT	MM11	$ 6,739				$9,098	$9,372	$9,653
SENIOR CITIZEN'S SERV SUPERVIS	MM02	$ 5,560				$7,506	$7,732	$7,964
SENIOR HUMAN RESOURCES ANALYST	MM32	$ 7,285	$ 7,649	$ 8,031	$ 8,433	$8,856	$9,121	$9,395
SENIOR PLANNER	MM29	$ 6,470				$8,735	$8,997	$9,267
STREET MAINTENANCE SUPERVISOR	MM09	$ 6,061				$8,182	$8,428	$8,681
HUMAN RESOURCES ANALYST I	MM34	$ 5,470				$7,388	$7,609	$7,837
HUMAN RESOURCES ANALYST II	MM08	$ 5,981				$8,074	$8,316	$8,565

APPENDIX B

Effective July 3, 2027 - 2 % COLA , 3% Step8									
		MONTHLY PAY RANGE							
POSITION TITLE	GRADE CODE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
ACCOUNTING MANAGER	MM21	$ 7,527				$ 10,162	$ 10,467	$ 10,781	$ 11,104
ASSISTANT FINANCE DIRECTOR	MM31	$ 13,338	$ 14,005	$ 14,693	$ 15,441	$ 16,214	$ 16,700	$ 17,201	$ 17,717
ASSISTANT TO THE CITY MANAGER	MM25	$ 7,852				$ 10,602	$ 10,920	$ 11,248	$ 11,585
CODE ENFORCEMENT MANAGER	MM27	$ 8,494				$ 11,505	$ 11,850	$ 12,206	$ 12,572
CODE ENFORCEMENT SUPERVISOR	MM05	$ 6,032				$ 8,143	$ 8,386	$ 8,638	$ 8,897
COMMUNICATIONS MANAGER	MM12	$ 7,013				$ 9,350	$ 9,631	$ 9,920	$ 10,218
COMMUNICATIONS SUPERVISOR	MM03	$ 5,833				$ 7,880	$ 8,116	$ 8,360	$ 8,611
COMMUNITY SERVICES MANAGER	MM19	$ 7,011				$ 9,465	$ 9,748	$ 10,041	$ 10,342
DEPUTY COMM DEVELOPMENT DIRECTOR	MM13	$ 9,651				$ 13,028	$ 13,420	$ 13,823	$ 14,238
DEPUTY COMM SERVICES DIRECTOR	MM07	$ 8,670				$ 11,706	$ 12,057	$ 12,420	$ 12,793
DEPUTY FIRE MARSHAL	MM14	$ 6,699				$ 8,143	$ 8,386	$ 8,638	$ 8,897
DEPUTY DIRECTOR OF PUBLIC WORKS	MM33	$ 11,005	$ 11,584	$ 12,193	$ 12,835	$ 13,511	$ 13,917	$ 14,334	$ 14,764
ECON DEVELOPMENT PROJECT COORDINATOR	MM16	$ 6,384				$ 8,619	$ 8,878	$ 9,144	$ 9,418
ECON DEVELOPMENT/HOUSING MANAGER	MM26	$ 8,493				$ 11,467	$ 11,812	$ 12,166	$ 12,531
FIRE MARSHAL	MM25	$ 7,854				$ 10,602	$ 10,920	$ 11,248	$ 11,585
FORENSIC SPECIALIST SUPERVISOR	MM18	$ 9,002	$ 9,451	$ 9,924	$ 10,420	$ 10,942	$ 11,271	$ 11,610	$ 11,958
HUMAN RESOURCES MANAGER	MM20	$ 8,494				$ 11,505	$ 11,850	$ 12,206	$ 12,572
INFORMATION TECHNOLOGY MANAGER	MM28	$ 9,339				$ 11,800	$ 12,154	$ 12,518	$ 12,894
MANAGEMENT ANALYST I	MM01	$ 5,129				$ 6,920	$ 7,128	$ 7,342	$ 7,562
MANAGEMENT ANALYST II	MM16	$ 6,384				$ 8,619	$ 8,878	$ 9,144	$ 9,418
PARK MAINTENANCE SUPERVISOR	MM06	$ 6,067				$ 8,191	$ 8,436	$ 8,689	$ 8,950
PLANNING MANAGER	MM29	$ 9,007				$ 12,159	$ 12,525	$ 12,900	$ 13,287
POLICE ADMIN SERVICES MANAGER	MM22	$ 7,535				$ 10,171	$ 10,475	$ 10,790	$ 11,114
POLICE RECORDS MANAGER	MM18	$ 9,002	$ 9,451	$ 9,924	$ 10,420	$ 10,942	$ 11,271	$ 11,610	$ 11,958
POLICE RECORDS SUPERVISOR	MM04	$ 6,023				$ 8,127	$ 8,371	$ 8,622	$ 8,881
PRINCIPAL PLANNER	MM23	$ 7,575				$ 10,227	$ 10,533	$ 10,849	$ 11,174
PROJECT MANAGER	MM08	$ 9,508				$ 11,558	$ 11,904	$ 12,261	$ 12,629
PUBLIC SERVICES MANAGER	MM24	$ 7,846				$ 10,592	$ 10,909	$ 11,236	$ 11,573
PUBLIC WORKS SUPERINTENDENT	MM30	$ 9,232				$ 12,463	$ 12,837	$ 13,222	$ 13,619
PURCHASING MANAGER	MM17	$ 6,709				$ 9,059	$ 9,330	$ 9,609	$ 9,897
RECREATION SERVICES SUPERVISOR	MM02	$ 5,671				$ 7,656	$ 7,887	$ 8,123	$ 8,367
RECREATION SUPERINTENDENT	MM11	$ 6,874				$ 9,280	$ 9,559	$ 9,846	$ 10,141
SENIOR CITIZEN'S SERV SUPERVIS	MM02	$ 5,671				$ 7,656	$ 7,887	$ 8,123	$ 8,367
SENIOR HUMAN RESOURCES ANALYST	MM32	$ 7,431	$ 7,802	$ 8,192	$ 8,602	$ 9,033	$ 9,303	$ 9,583	$ 9,870
SENIOR PLANNER	MM29	$ 6,599				$ 8,910	$ 9,177	$ 9,452	$ 9,736
STREET MAINTENANCE SUPERVISOR	MM09	$ 6,182				$ 8,346	$ 8,597	$ 8,855	$ 9,121
HUMAN RESOURCES ANALYST I	MM34	$ 5,579				$ 7,536	$ 7,761	$ 7,994	$ 8,234
HUMAN RESOURCES ANALYST II	MM08	$ 6,101				$ 8,235	$ 8,482	$ 8,736	$ 8,998

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: November 18, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF REMOVAL OF POLICE ADMINISTRATIVE SERVICES MANAGER CLASSIFICATION AND ESTABLISHMENT OF POLICE EXECUTIVE ADMINISTRATOR CLASSIFICATION**

RECOMMENDATION:

Staff and the Human Resources Commission recommend that the City Council approve the removal of the Police Administrative Services Manager classification and the establishment of the Police Executive Administrator classification by adopting the following resolution:

> **RESOLUTION NO. 2025-89 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REMOVAL OF THE POLICE ADMINISTRATIVE SERVICES MANAGER CLASSIFICATION AND THE ESTABLISHMENT OF THE POLICE EXECUTIVE ADMINISTRATOR CLASSIFICATION AND APPROVING THE CLASS SPECIFICATIONS AND SALARY RANGE FOR SUCH CLASSIFICATION**

BACKGROUND:

The Police Administrative Services Manager classification was established in 2005 to provide high-level administrative, budgetary, and managerial support to the Police Department under the direction of the Chief of Police. At the time, the Department's management structure included three Commander positions and nine Lieutenants, in addition to the Administrative Services Manager.

Over time, the organizational structure of the Department has evolved. Commander positions were reclassified to Captain in 2015, and the City recently increased the number of Captains from two to three. With this change and the reduction in overall mid-management staffing levels compared to 2005, the Administrative Services Manager has assumed significantly expanded responsibilities in order to support the Department's operational, administrative, IT, and fiscal functions.

The conclusion of the West Covina Service Group (West Covina Software Development Enterprise) also shifted responsibility for CAD/RMS billing and contracts, Message Switch obligations, and related software services to the Administrative Services Manager position. These responsibilities exceed the scope of the current classification.

Additionally, compensation for comparable positions in neighboring jurisdictions has increased, and the current classification and salary structure are no longer aligned with the regional labor market. To ensure internal consistency, appropriate classification, and market competitiveness, staff recommends that the City remove the outdated classification and establish a new classification, Police Executive Administrator,

that more accurately reflects current duties, responsibilities, and the complexity of the role.

DISCUSSION:

A revised class specification has been drafted for the new Police Executive Administrator classification and is attached as Exhibit A to Resolution No. 2025-89. The new classification includes several responsibilities that have become essential functions of the position but were not part of the original class specification, including:

- Oversight and management of Police Department payroll and related personnel processes;
- Management of Police IT systems, services, and associated contracts;
- Coordination, purchasing, and outfitting of police fleet vehicles and related contractual obligations;
- Administration of Request for Proposal (RFP) and bid processes;
- Required participation in Department management meetings and decision-making

These duties reflect current organizational needs and the functional realities of the position.

Consistent with the City's standard methodology, staff conducted a salary survey using peer agencies that are also used for comparing Police and City classifications. Salary data was reviewed from the following agencies:

- Burbank – Police Administrator
- Ontario – Police Administrative Director
- Pasadena – Police Administrator
- Pomona – Administrative Services Manager

The market median and average salary ranges were considered; however, staff recommends establishing a salary range that aligns with the City's existing Mid-Management salary structure.

Based on this review and internal alignment, staff recommends a salary range of $124,440 – $152,772 annually. This is the same range reflected in the proposed class specification and included in the attached 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 the recommendation made by staff and the Human Resources Commission; or
2. Provide alternative direction.

Prepared by:	Carmelita Underwood, Director of Human Resources/Risk Management Department
Additional Approval:	Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

The overall fiscal impact will be minimal and no additional funding is required for the proposed modifications.

Attachments

Attachment No. 1 Resolution No. 2025-89

Attachment No. 2 Human Resources Minutes_10.15.25

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

RESOLUTION NO. 2025-89

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REMOVAL OF THE POLICE ADMINISTRATIVE SERVICES MANAGER CLASSIFICATION AND THE ESTABLISHMENT OF THE POLICE EXECUTIVE ADMINISTRATOR CLASSIFICATION AND APPROVING THE CLASS SPECIFICATIONS AND SALARY RANGE FOR SUCH CLASSIFICATION

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

WHEREAS, the Human Resources Department, as needed, reviews class specifications and/or pay grades to ensure position specifications and compensation are in alignment with current demands and comparable with similar classifications within the public sector labor market; and

WHEREAS, the Police Department has requested that the City remove the Police Administrative Services Manager position and establish a new Police Executive Administrator position; and

WHEREAS, on October 15, 2025, the Human Resources Commission approved the removal of the Police Administrative Services Manager classification and the establishment of a new Police Executive Administrator classification; and

WHEREAS, the City Council desires to approve the removal of the Police Administrative Services Manager classification and the establishment of the Police Executive Administrator classification; and

WHEREAS, the City Council also desires to approve the class specifications and salary grade for the Police Executive Administrator classification.

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 removal of the Police Administrative Services Manager classification and the establishment of the Police Executive Administrator classification.

SECTION 2. The City Council hereby approves the class specifications for the Police Executive Administrator classification attached hereto as Exhibit A.

SECTION 3. The City Council hereby approves the following salary range for the Police Executive Administrator classification:

CLASSIFICATION	MONTHLY PAY RANGE				
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5
Police Executive Administrator	$10,370.00				$12,731.00

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

APPROVED AND ADOPTED this 18th day of November, 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. 2025-89 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 18th day of November, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Monique S. De La Rosa
Deputy City Clerk

EXHIBIT A

CLASS SPECIFICATIONS

CITY OF WEST COVINA
CLASS SPECIFICATION

Class Title:

POLICE EXECUTIVE ADMINISTRATOR

Class Code:

POL EXEC ADMIN

Salary:

$124,440- $152,772 Annually

Job Summary:

Under general direction of the Police Chief, the position of Police Executive Administrator manages and coordinates the financial activities of the entire Police Department; oversees payroll; assists and participates in the evaluation of department problems and issues; organizes and manages the Police budget, including financial analyses, cost recovery programs, asset management, projecting needs, and grants administration; coordinates contract administration and monitors contractual services; designs and administers complex programs and organizational changes from a variety of funding sources; coordinates activities with other city departments, other government agencies and outside organizations; provides highly complex staff assistance and managerial services.

Examples of Duties

Essential Functions

1. Direct the development, organization, and administration of the Police budget; provide continuous and direct budget management and oversight, using management information systems established to track progress of expenditures and operations toward achieving established goals; perform budget projections and other fiscal analyses for written reports; develop and implement goals and priorities affecting the department budget; manage and initiate billing and cost recovery activities for the department; instruct other departmental personnel in elements of the budget as well as the city's fiscal policies and procedures.

2. Provide highly complex staff assistance to the Police Chief in matters related to a wide variety of department activities and programs, including but not limited to budgeting, human resources, risk management, inspections, and audits; conduct research and special studies. Perform independent research and special studies involving data collection and analysis of departmental operations and structures;

perform or participate in comprehensive management analyses of Police Department or city policies, organizational structures, procedures, and fiscal issues; prepare staff reports and other written material as necessary; arrange for professional outside analysis when appropriate, acting as a liaison with evaluators.

3. Serve as a member of the department management team in problem solving, decision-making, strategic planning, and coordinating the administrative and business management functions of the department; attend command staff meetings and participate in management decisions; identify problems and develop recommendations for improvements.

4. Conduct a wide variety of duties and tasks related to the development and administration of grants and other special funding sources, including planning, preparation, execution, and compliance monitoring. Related duties include researching funding opportunities, interpreting regulations, designing program components, developing appropriate budgets, establishing and maintaining relationships with funders, preparing reports to funding sources, making presentations and representing the city at grant conferences, working with outside evaluators and auditors, studying statistical data and other reports, and organizing that data in grant reports and applications.

5. May represent the Police Chief at meetings or in administrative matters and appear before the city council, commissions, or other boards/agencies upon assignment by the Police Chief; may approve department payroll, purchases, etc., in the absence of the Police Chief.

6. Coordinate interdepartmental activities and ensure implementation of financial and organizational practices which comply with adopted policies, laws, and regulations; review city rules, resolutions, and ordinances to ensure compliance; effectively interpret and apply federal and State policies, procedures, laws, and regulations in an assigned administrative area; analyze proposed legislation for impact on city operations/procedures and develops alternative recommendations.

7. Prepare a wide variety of written reports and projects, including press releases, special projects for publication and/or submission to outside organizations.

8. Oversee department payroll functions, including supervising payroll staff;

9. Coordinate programs and activities including projecting fleet needs and obtaining police vehicles for the department; may supervise activities and personnel of an assigned administrative area.

10. Interface with other departments and outside agencies in exchanging information and coordinating activities/projects.

11. May participate as a team leader or member of city task forces organized to address problems or issues related to governmental activities or community concerns.

12. Research public requests/complaints applicable to assigned areas of responsibility, and respond as appropriate.

13. Develop and coordinate training programs for employees, community groups, and members of the public.

14. Oversee the department Request for Proposal (RFP) and bid process including obtaining City Council purchase approval via written agenda items; oversee departmental purchasing activities including negotiation with vendors, suppliers, and other agencies of necessary department materials and equipment; may serve as RFP rater for other City Departments if applicable to assigned areas of responsibility within the Police Department.

15. Coordinate contract administration and monitor contractual services involving the Police Department, including Information Technology (IT) services and CAD/RMS products;. assist in drafting and executing contracts; monitor services for compliance and adherence to financial terms.

16. Assumes command responsibility for major events and may act in the absence of the Police Chief.

Typical Qualifications

Required Knowledge and Abilities:

Thorough knowledge of municipal government organization, administration, and supervision; knowledge of modern principles, methods, and problems in public administration including organizational, operational, and fiscal management systems; ability to effectively research, analyze, and evaluate complex department issues; knowledge of and experience in intergovernmental relationships and management; successful experience in obtaining and managing competitive grants from a variety of sources; ability to operate within a municipal Police organization as a member of the management team; ability to prepare, organize, and manage the Police budget; ability to analyze departmental operations and activities and prepare comprehensive reports; knowledge of Police administration and ability to handle confidential information with discretion; knowledge of contract administration and monitoring; knowledge of research methodology, including statistical and financial analysis; ability to effectively communicate complex issues such as budget management, research and evaluation, grants management, etc., in easily understood written and oral language; skill in

organization and prioritizing assignments, and making independent judgments and decisions.

Education: Bachelor's degree from an accredited college or university in public administration or related field. Master's degree in public administration or related field desirable.

Experience: Five years of increasingly responsible professional experience in administrative analysis and management operations in a municipal Police setting, including two years at a supervisory level.

Physical Requirements:

Physical Profile:

This position also requires extensive and repetitive physical activity involving the arms, wrists, and hands, including writing and using a keyboard. It also requires physical abilities associated with the ability to read, write and communicate in a work environment requiring no extraordinary physical strength or other special physical qualifications.

License:

Possession of a valid California Class C Driver's License and a satisfactory driving record are required.

Supplemental Information

The City of West Covina is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

ATTACHMENT NO. 2

City of West Covina

Human Resources Commission

CITY OF WEST COVINA

HUMAN RESOURCES COMMISSION MEETING

MINUTES OF THE SPECIAL MEETING

WEDNESDAY, OCTOBER 15, 2025

MEETING CALLED TO ORDER	6:15 p.m.
INVOCATION	Commissioner Torres
PLEDGE OF ALLEGIANCE	Commissioner Torres

ROLL CALL

Commissioners Present:	E. Gomez, S. Verceles D. Carlock, H. Torres, R. Franco
Commissioners Absent:	None
Staff Present:	Carmelita Underwood, Human Resources Director Milan Mrakich, Acting City Manager Tony Cortina, Police Chief

ORAL COMMUNICATIONS – Three (3) minutes per speaker

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

Kelly Mc Donald and Renee Chavez.

ACTION ITEMS TO CITY MANAGER/CITY COUNCIL

1) **CONSIDERATION OF POLICE ADMINISTRATIVE JOB DESCRIPTION FOR THE POLICE DEPARTMENT**

   It is recommended that the Human Resources Commission approve the updated job description and salary grade for the Police Administrative Job Description for the Police Department.

Motion by Gomez seconded by Verceles to Approve the updated job description and salary grade for the Police Administrative Job Description for the Police Department.

Motion carried 5-0.

2) CONSIDERATION OF UPDATED JOB DESCRIPTIONS FOR EXECUTIVE ASSISTANT JOB DESCRIPTION

It is recommended that the City repeal the current Fire and Police Administrative Services position and replace it with the proposed Police Executive Administrator position as outlined in the proposed job description. It is also recommended that the salary range for this position be set at the median salary range from the surveyed cities for similar positions as a means of attracting and retaining qualified candidates by offering a competitive salary range that will carry into the future.

1. Executive Assistant

Motion by Franco seconded by Verceles to Approve the updated job description for executive management position.

Motion carried 4-0; 1 absent

3) APPROVAL OF THE JOB DESCRIPTION AND SSALATY GRADE FOR POLICE JAIL SUPERVISOR

It is recommended that the Human Resources Commission approve the following:

1. Establish and approve the new job description and salary grade for the Police Jail Supervisor position.

Motion by Gomez seconded by Franco to Approve the updated job description for executive management position.

Motion carried 4-0; 1 absent

DIRECTOR'S REPORT

COMMISSIONER REPORTS

ADJOURNMENT – 7:15 p.m.

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Carmelita Underwood
Human Resources Director

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: November 18, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE WEST COVINA FIREFIGHTERS' ASSOCIATION (WCFFA)**

RECOMMENDATION:

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

RESOLUTION NO 2025-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WEST COVINA AND THE WEST COVINA FIREFIGHTERS' ASSOCIATION (WCFFA) FOR THE PERIOD OF JULY 1, 2025 THROUGH JUNE 30, 2028

BACKGROUND:

Under California law, the Meyers-Milias-Brown Act (MMBA) of 1968 established collective bargaining for California municipalities. Collective bargaining is the process by which workers, through their associations, and employers negotiate contracts to determine terms of employment, including pay, benefits, hours, leave and job health & safety policies. MMBA is a formalized union-management consultation and bargaining procedure.

The Memorandum of Understanding between the City and the West Covina Firefighters' Association (WCFFA) expired on June 30, 2025. City Management and representatives for the WCFFA have met and conferred in accordance with the MMBA regarding terms and conditions of employment, including wages, benefits and hours, and have reached an agreement on a comprehensive Memorandum of Understanding.

DISCUSSION:

The comprehensive Memorandum of Understanding (MOU) is attached as Exhibit A to Attachment No. 1 and covers the period of July 1, 2025 through June 30, 2028. The City and WCFFA have agreed upon the following changes to the existing labor agreement to be incorporated into the successor agreement, which would become effective upon approval of the MOU by the City Council. All other provisions from the existing agreement are proposed to remain in the agreement without changes.

1. 3-Year Contract: July 1, 2025 – June 30, 2028
2. Salary Administration:
    a. Three percent (3.0%) increase effective the first full pay period following July 1, 2025

    b. Three percent (3.0%) increase effective the first full pay period following July 1, 2026
    c. Three percent (3.0%) increase effective the first full pay period following July 1, 2027
3. FLSA hours worked calculation for overtime to include sick leave, bereavement leave, jury duty and holiday leave
4. Uniform allowance shall be reported to California Public Employees Retirement System (CalPERS) as special compensation
5. Tuition Reimbursement Program:
    a. California State Fire Marshall courses will be eligible for tuition reimbursement
    b. City-wide tuition reimbursement program will be separate from Fire Department specific professional development programs
6. Special Pay:
    a. Engineers, Captains, Firefighters, and Firefighter Paramedics while acting out of rant shall receive shift premium
    b. All members that are tiller qualified shall receive two and one half percent (2.5%) above the base salary and reported to CalPERS as special compensation
    c. All members who obtain RT130 certification shall receive five percent (5.0%) above the base salary and reported to CalPERS as special compensation
7. Minimum Staffing:
    a. Minimum of 22 sworn members daily as determined by unit type
    b. Four (4) three-person engine companies
    c. One (1) four-person truck or quint company
    d. City shall maintain a maximum of 3 Firefighters positions through attrition
8. Promotional Lists; Acting Temporary and Rank for Rank Coverage:
    a. Scheduled promotional exams conducted every two (2) years during spring season for Fire Captain, Fire Engineer, and Firefighter Paramedic
    b. Fire Captain and Firefighter Paramedics exams held in odd numbered years
    c. Fire Engineer exams held in even numbered years
9. Sick Leave on Termination:
    a. Accrued sick leave may be used as service credit
    b. Accrued sick leave above 1,200 hours will be applied as service credit
10. Holiday pay reported to CalPERS as special compensation
11. Use of vacation leave shall be administered in accordance with the leave management and overtime filling department policies
12. A separate bank of hours shall be established when an employee reaches maximum vacation leave accrual while on workers competition leave
13. Overtime distribution will be in accordance with the West Covina Firefighter Association policy on overtime

LEGAL REVIEW:

The City Attorney's Office has reviewed the resolution and approved it as to form. The City's labor counsel, Liebert Cassidy Whitmore, has reviewed and approved the MOU.

Prepared by:	Carmelita Underwood, Director of Human Resources/Risk Management Department
Additional Approval:	Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

The approximate fiscal impacts are for FY 2025-26 $1,040,323, FY 2026-27 $1,115,128, and FY 2027-28 $1,711,833 for a total of $3,867,284.

Attachments

Attachment No. 1 - Resolution
Exhibit A to Attachment No. 1 - MOU

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

ATTACHMENT NO. 1

RESOLUTION NO. 2025-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WEST COVINA AND THE WEST COVINA FIREFIGHTERS' ASSOCIATION (WCFFA) FOR THE PERIOD OF JULY 1, 2025 THROUGH JUNE 30, 2028

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

WHEREAS, the current Memorandum of Understanding between the City of West Covina (the "City") and the West Covina Firefighters' Association (WCFFA) expired on June 30, 2025; and

WHEREAS, the City and the WCFFA have met and conferred regarding wages, hours, and other terms and conditions of employment for a successor Memorandum of Understanding in accordance with the provisions of the Meyer-Milias-Brown Act (California Government Code section 3500 et seq.); and

WHEREAS, the City and WCFFA have reached an agreement and memorialized their agreement regarding wages, benefits, hours and other terms and conditions of employment in the Memorandum of Understanding for the period of July 1, 2025 through June 30, 2028, which is attached hereto as Exhibit "A."

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

SECTION 1. The City Council hereby approves the Memorandum of Understanding between the City and the West Covina Firefighters' Association (WCFFA), attached hereto as Exhibit "A."

SECTION 2. The City Council authorizes the Acting City Manager to execute the Memorandum of Understanding on behalf of the City, in substantially the form as attached and in such final form as approved by the City Attorney.

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

APPROVED AND ADOPTED this 18th day of November, 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-XX was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 18th day of November, 2025, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Monique S. De La Rosa
Deputy City Clerk

EXHIBIT A

MEMORANDUM OF UNDERSTANDING

EXHIBIT A

MEMORANDUM OF UNDERSTANDING

BETWEEN REPRESENTATIVES OF

MANAGEMENT FOR THE CITY OF WEST COVINA AND

WEST COVINA FIREFIGHTERS' ASSOCIATION, I.A.F.F., LOCAL 3226

JULY 1, 2025 THROUGH JUNE 30, 2028

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MEMORANDUM OF UNDERSTANDING
BETWEEN THE REPRESENTATIVES OF
MANAGEMENT FOR THE CITY OF WEST COVINA
AND WEST COVINA FIREFIGHTERS' ASSOCIATION
LOCAL #3226, I.A.F.F., AFL-CIO-CLC

PREAMBLE

In the interest of maintaining harmonious and stable relationships between the City of West Covina (hereinafter City) and employees represented by the West Covina Firefighters' Association, (hereinafter referred to as the "Association"), representatives of management for the City and representatives of the Association have met and conferred in good faith regarding wages, hours, fringe benefits, and other terms and conditions of employment for employees represented by the Association.

The representatives have reached an understanding as to recommendations to be made to the City Council for the City of West Covina and have agreed that the parties hereto will jointly urge said Council to adopt one or more resolutions which will provide for the changes in wages, hours, fringe benefits, and other terms and conditions of employment contained in these joint recommendations.

SECTION 1. RECOGNITION/REPRESENTATION UNIT

The City hereby recognizes the West Covina Firefighters' Association Local #3226, I.A.F.F., for the term of the Memorandum of Understanding, notwithstanding any ordinance, resolution, rule, or regulation to the contrary as the majority representative of the employees in the bargaining unit which consists of Firefighters, Firefighter/Paramedics, Engineers, and Captains, subject to the right of an employee to represent himself/herself. The recognition requirements of Rule XVI, Section 16.3 of the Personnel Rules, City of West Covina, are waived for the term of this Memorandum. It is further agreed that during the term of this Memorandum of Understanding, no class will be removed from the bargaining unit except upon mutual agreement of the City and Association.

SECTION 2. SCOPE AND PREVAILING RIGHTS

It is the intent and purpose of this Memorandum to assure sound and mutually beneficial working and economic relations between the parties hereto, to provide an orderly and peaceful means of resolving any misunderstanding or difference, which may arise, and to set forth herein the basic agreement between the parties concerning wage, hours and other terms and working conditions of employment.

A. Employee and Employer Rights

The parties hereto agree that except as stated herein, this agreement does not in any manner abridge, modify or restrict the rights and prerogatives of the employees and the City as set forth in the West Covina Municipal Code. It is understood that these rights and prerogatives of the City include but are not limited to determinations as to levels of service, manning requirements, work schedules, overtime assignments and approval, number and location of work stations, nature of work performed, contracting for any work for operations, employee performance standards, including but not limited to quality and quantity standards and reasonable work and safety rules and regulations in order to maintain the efficiency and economy desirable in the performance of city services. It is further agreed that the City agrees to meet and confer with the Association regarding the impact of such management decisions on matters within the scope of representation.

B. Maintenance of Benefits

All rights and privileges and working conditions within the scope of representation in effect at the time of the signing of the agreement and not changed herein, in addition to all rights, privileges and working conditions provided for in the current Memorandum of Understanding, shall remain in full force and effect during the term of this agreement unless changed subsequent to completion of required meet and confer process.

C. Contracting

Should the City consider contracting out any bargaining unit work, it shall notify the Association of its intent for such work and meet and confer in good faith prior to the implementation if it impacts wages, benefits or conditions of employment. Absent such impacts, management shall be provided discretion in entering into agreements with other agencies.

SECTION 3. TERM OF MEMORANDUM OF UNDERSTANDING

This Memorandum of Understanding shall remain in full force and effect from the date of approval by the City Council through midnight June 30, 2025. Terms and conditions of the Memorandum of Understanding shall continue, unless changed, by completion of the meet and confer process.

SECTION 4. STATE AND FEDERAL OBLIGATIONS, SEPARABILITY

A. State and Federal Obligations

This Memorandum shall not in any way interfere with the obligation of the parties hereto to comply with State and Federal law or any rule, legislation, regulation or order issued by such government authority pertaining to matters covered herein.

B. Separability

If any provision of this Memorandum or the application of this Memorandum should be rendered or declared invalid by any court action or by reason of any existing, pending, or subsequently enacted legislation, the remaining parts or portions of this Memorandum shall remain in full force and effect, and the parties shall meet and confer with regard to replacement or modification of the invalidated portions and the impact of the invalidation on the bargaining unit.

SECTION 5. SALARY ADJUSTMENTS

A. Preamble

In an effort to achieve salaries, which are competitive in the market, the City and the Association agree to work cooperatively to determine sources of additional revenue, areas of cost savings, and new methods of providing quality services to the community. Participation by the employees shall play a significant role in achieving departmental goals and maintaining a high level of productivity.

B. Salary Administration — Effective Date of Step Increases and Extra Compensation.

All step increases and extra compensation shall be made effective at the start of the next regular pay period, except as otherwise approved by management.

C. Base Salary Increase

Effective the first full pay period following July 1, 2025, the base salary shall increase by Three (3) percent.

Effective the first full pay period following July 1, 2026, the base salary shall increase by three (3) percent.

Effective the first full pay period following July 1, 2027, the base salary shall increase by three (3) percent.

D. Deferred Compensation

The City shall match up to fifty dollars ($50.00) per month for those employees that participate in a deferred compensation plan.

SECTION 6. FLSA CREDIT

When an employee represented by the Association, during said employee's regular working hours, is engaged in special assignment and/or level I and level II training, the hours worked shall be considered as actual hours worked for the purpose of the hours worked calculation for overtime. Special Assignments shall be those that benefit the department and/or the City and are authorized by the Fire Chief and shall include, but not be limited to, the following:

- Public Education
- Committee Assignments
- Video Team
- Negotiations

Only the following leave time shall be considered hours worked for the purpose of the hours worked calculation for overtime:

A. Vacation Leave
B. Comp Time Used
C. Sick Leave
D. Bereavement Leave
E. Jury Duty
F. Holiday Leave

The parties agree that to the extent permitted by law, this is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571, 571.1

SECTION 7. RETIREMENT

Public Employees' Retirement System - The City's contract with the State of California Public Employees' Retirement System shall provide the following:

A. Fourth Level of 1959 Survivor Benefits (Section 21574)
B. Credit for unused sick leave. (Section 20862.2)
C. Three percent (3%) at age fifty (50) formula. (Section 21362.2)
D. The retirement formula for all new hires shall be the three percent (3%) at age fifty-five (55) formula. (Government Code Section 21363.1)
E. One-half (1/2) pay continuance. (Section 21263) (Post Retirement Survivor)
F. One year final Compensation. (Section 21367.53)
G. As soon as practicable in September 2014, retirement benefits for all

new employees hired on or after the effective date of the PERS contract amendment shall be computed using the Three Year Average Final Compensation Option pursuant to Government Code Section 20037.

H. Retiree death benefit $600 dollars. (Section 21367.53)

I. PERS member contribution. Effective the first day of the pay period beginning on or after July 1, 2012, the Employee shall pay the normal members contribution (9% of salary) required under the Public Employees' Retirement System.

J. Military service credit as public service. (Section 21024)

K. Continuation of Pre-Retirement Death Benefits After Remarriage Of Survivor (Section 21551)

L. Pre-Retirement Optional Settlement 7. Death Benefit (Section 71545)

SECTION 8. CAFETERIA PLAN

Medical, Dental and Vision Insurance will be provided as set forth below for all bargaining unit members:

To comply with the Public Employees' Hospital and Medical Care Act (PEHMCA) the City will contribute the statutory minimum amount ($149 in 2022 and a yet undetermined amount for 2023) for the provision of medical insurance. In addition, the City will contribute an additional amounts for current bargaining unit members into a cafeteria plan in accordance with IRS Code section 125. Those additional amounts will be as follows:

1) Health Insurance:

An employee who selects an Employee only medical plan will receive a City contribution in an amount when added to the PEMCHA statutory minimum equals the monthly Kaiser Employee Only medical premium.

An employee who selects an Employee Plus One medical plan will receive a City contribution in an amount when added to the PEMCHA statutory minimum amount equals the monthly Kaiser Employee 2-Party medical premium.

An employee who selects and Employee Plus Two or More plan will receive a City contribution in an amount when added to the PEMCHA statutory minimum amount equals the monthly Kaiser Family medical premium.

An employee who selects a single party plan with a monthly premium of less than $600, will receive the difference between that amount and $600 in cash. An employee who does not take the City's health insurance and can

demonstrate that he/she has health insurance from another source will receive $600.00 per month. Under either of these two scenarios, that amount can be received as cash, placed in the employee's deferred compensation account or used to purchase dental or vision insurance above the amounts provided through the cafeteria plan.

2) **Dental Insurance:** In addition to the above amount, the cafeteria amount shall also include up to $62.23 monthly for dental insurance. If the dental insurance plan chosen by the member is less than $62.23, the amount shall be the cost of the dental insurance chosen. If the dental insurance plan chosen by the member is equal to or more than $62.23, per month, the amount shall be $62.23.

3) **Vision Insurance:** In addition to the above amounts for medical and dental, the cafeteria amount shall also include up to $45.42 monthly for vision insurance. If the vision insurance plan chosen by the member is less than $45.42, the amount shall be the cost of the vision insurance chosen. If the vision insurance plan chosen by the member is equal to or more than $45.42 per month, the amount shall be $45.42.

SECTION 9. RETIREE HEALTH SAVINGS PLAN (RHS)

- Employees will contribute $50 per month to the RHS Plan.
- The City will contribute $50.00 per month to the employees RHS Plan.
- The RHS Plan will be subject to regulatory and provider regulations.
- For employees on or after July 1, 2012, the City shall contribute and additional $150.00 per month for a total of $200.00 per month to those employees' RHS Plan.

SECTION 10. RETIREE HEALTH INSURANCE

The City contracts with CalPERS for the provision of health insurance. To comply with the Public Employees' Hospital and Medical Care Act, the City will contribute the statutory minimum amount ($149 in 2022 and a yet undetermined amount for 2023) for the provision of retiree medical insurance for all retirees in the bargaining unit

In addition to the provision of the statutory minimum amount for all retirees, to comply with PEHMCA, the City will provide a retiree longevity stipend to offset the cost of retiree medical benefits as follows:

1) **Tier 1 Employees:** For employees hired prior to July 1, 2012 with a minimum of five years sworn service with the West Covina Fire Department, when they retire from the City, each month the City will contribute up to nine hundred thirty-one dollars

and twenty six cents ($931.26) minus the PERS statutory minimum for that year into a qualified Health Reimbursement Account (HRA). The City will cover all administrative costs associated with the HRA and benefits will not be reduced to retirees as a result of administrative fees/costs. For retirees that do not use PERS Medical, the amount placed into the HRA will not be reduced by the PERS statutory minimum. The money placed into the HRA by the City on behalf of the retiree will be available to be used to purchase health insurance

If the retiree chooses a plan that is less $931.26, the amount the City will contribute into the HRA per month will be the amount of the plan chosen minus the PERS statutory minimum for that year. If the retiree chooses a plan that is $931.26 or more, the amount the City will contribute into the HRA per month will be $931.26 minus the PERS statutory minimum for that year. For retirees that do not use PERS Medical, the amount placed into the HRA will not be reduced by the PERS statutory minimum.

Effective January 1, 2013, for employees hired prior to July 1, 2012 with a minimum of five years sworn service with the West Covina Fire Department, when they retire from the City, each month the City will contribute up to one thousand four dollars and eighty cents ($1,004.80) minus the PERS statutory minimum for that year into a qualified Health Reimbursement Account (HRA). The money placed into the HRA by the City on behalf of the retiree will be available to be used to purchase health insurance. The City will cover all administrative costs associated with the HRA and benefits will not be reduced to retirees as a result of administrative fees/costs. For retirees that do not use PERS Medical, the amount placed into the HRA will not be reduced by the PERS statutory minimum.

Effective January 1, 2013, if the retiree chooses a plan that is less $1,004.80, the amount the City will contribute into the HRA per month will be the amount of the plan chosen minus the PERS statutory minimum for that year. If the retiree chooses a plan that is $1,004.80 or more, the amount the City will contribute into the HRA per month will be $1,004.80 minus the PERS statutory minimum for that year. The City will cover all administrative costs associated with the HRA and benefits will not be reduced to retirees as a result of administrative fees/costs. For retirees that do not use PERS Medical, the amount placed into the HRA will not be reduced by the PERS statutory minimum.

Employees hired prior to July 1, 2012 with less than five years sworn service with the West Covina Fire Department are not eligible for the retiree longevity stipend, until they reach five years of service.

2) **Tier 2 Employees'** Employees hired on or after July 1, 2012 will not receive the retiree longevity stipend, but like all retirees of the City, as set forth above,

the City will contribute the PERS statutory minimum amount on the retiree's behalf.

Dental Insurance

The City shall permit retirees to participate at their own cost, and at no cost to the City, in the City's group dental plan, if permissible by the current plan.

SECTION 11. RETIREE LIFE INSURANCE

The City shall authorize the classes represented by the Association, who retire from the City to purchase life insurance through the City's plan, if permissible. The City shall contribute up to sixty-six dollars ($66) per year to offset the premium for the minimum ten thousand dollar ($10,000) policy for each such employee for the remainder of their retirement.

SECTION 12. PERS EMPLOYEE CONTRIBUTION AND COST SHARING

The Employee who qualifies as a "Classic Member" shall pay the entire nine percent (9%) member contribution to the Public Employees' Retirement System and an additional six percent (6%) of compensation earnable towards the employer contribution pursuant to cost sharing for a total contribution of fifteen percent (15%). The contributions above the full statutorily required employee contribution to the CalPERS system shall be made pursuant to California Government Code section 20516 (f). The Parties agree that should the MOU expire without a successor agreement in place, the cost sharing contribution as described above shall continue until a successor agreement is in place. The Employee who qualifies as a "New Member" shall pay 50% of the applicable normal cost as their member contribution (California Government Code Section 7522.30(c)).

SECTION 13. SUPPLEMENTAL RETIREMENT PLAN

The City will provide to those employees in the Firefighters' unit who concurrently retire from the City and Cal PERS, a supplemental retirement plan that will provide a benefit based on 0.89% of PERSable compensation.

- The age and years of service factors utilized by PERS will be multiplied by 0.89% of their single highest year PERSable compensation to determine this benefit value.
- This benefit will be paid monthly and will include a 2% cost of living adjustment each year during the life of the retiree.
- At the time of retirement, employees can make a one-time election to receive either the ongoing monthly stipends or a lump sum payment based on the present value of those annual stipends. Ongoing stipends that have an

actuarially determined net present value of less than $5,000 will automatically receive the lump sum distribution.

- Employees must have at least one year of full-time employment with the City of West Covina to qualify for this benefit. Employees must be vested in CalPERS (minimum of 5 years) to qualify for this benefit.
- Employees hired on or after July 1, 2012, will not receive the benefits provided in this Section.

SECTION 14. UNIFORM ALLOWANCE

The City shall provide a uniform allowance of $1,000 per year to each employee. The parties agree that to the extent permitted by law, this is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571, 571.1

SECTION 15. FIRE SERVICE SENIORITY PAY

In recognition of sworn service the City shall provide all sworn fire personnel covered by this agreement additional compensation for years of service as follows:

Years of Service	Firefighter	Firefighter Paramedic	Engineer	Captain
5	$133.00	$155.00	$155.00	$181.00
10	$266.00	$310.00	$310.00	$363.00
15	$333.00	$388.00	$388.00	$454.00
20	$433.00	$504.00	$504.00	$590.00
25	$599.00	$698.00	$698.00	$816.00

All sworn fire personnel covered by this agreement shall include years of service from other full time paid fire suppression positions with a comparable fire agency in determining eligibility. A maximum of 5 years from comparable fire agencies shall be allowed.

The parties agree that to the extent permitted by law, this is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(1) as Longevity Pay.

SECTION 16. EDUCATIONAL INCENTIVE

Employees represented by the Association shall be eligible for the following educational incentives in the month following the month in which the degree is obtained. If incentive

pay is based on units a grade of "C" or above must be achieved, courses taken on a pass/fail grading system are acceptable as long as the eligible employee passes the course. If education pay is based on a completed degree the GPA is not considered.

Associate Degree or Equivalent

Firefighter	$185 per month
Firefighter/Paramedic	$195 per month
Fire Engineer	$195 per month
Fire Captain	$218 per month

Associate Degree or Equivalent plus Fire Certification II:

Firefighter	$320 per month
Firefighter/Paramedic	$340 per month
Fire Engineer	$340 per month
Fire Captain	$385 per month

Bachelor's Degree

Firefighter	$285 per month
Firefighter/Paramedic	$295 per month
Fire Engineer	$295 per month
Fire Captain	$318 per month

Bachelor's Degree plus Fire Certification II:

Firefighter	$420 per month
Firefighter/Paramedic	$440 per month
Fire Engineer	$440 per month
Fire Captain	$485 per month

Master's Degree:

Firefighter	$385 per month
Firefighter/Paramedic	$395 per month
Fire Engineer	$395 per month
Fire Captain	$485 per month

Master's Degree plus Fire Certification II:

Firefighter	$520 per month
Firefighter/Paramedic	$540 per month
Fire Engineer	$540 per month
Fire Captain	$585 per month

In order for an employee to be eligible for an educational incentive pay increase for their Bachelor's or Master's Degree, said degree must be from an accredited institution and be in a field that supports the employee's job related responsibilities or has value to the

organization (Department and/or City). An employee's Associates of Arts Degrees or equivalent college units will qualify the employee for educational incentive pay if the degree or college units are meeting general education requirements, support job related responsibilities or have value to the organization. Employees currently receiving educational pay for their degrees will continue to receive educational incentive pay under the new educational incentive pay program, subject only to proof that their degree is from an accredited institution.

The parties agree that to the extent permitted by law, this is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(2) as Educational Incentive.

SECTION 17. TUITION REIMBURSEMENT PROGRAM

A. Unit employee's maximum tuition reimbursement (including books) shall be $2,736 per fiscal year.

B. The specific details of the Tuition Reimbursement Program is set forth in Administrative Policy approved on August 13, 1992, and amended thereafter.

C. Tuition Reimbursement will be eligible for any California State Fire Marshall courses after submitting a completed tuition reimbursement form directly to Human Resources for the city-wide tuition reimbursement program.

D. The city-wide tuition reimbursement program will be separate from any Fire Department specific professional development programs

SECTION 18. BILINGUAL PAY

Employees with bilingual skills shall receive one hundred dollars ($100) per month provided they possess and are using a language skill necessary for effective communication within the community, are assigned by the Fire Chief and have been certified by Human Resources. The Fire Chief shall determine the language skills necessary to effectively conduct fire business and activities with the citizens of the community, subject to approval of the City Manager. Human Resources shall certify, through testing, that the employee has a basic fundamental conversational skill level. Only one (1) allowance will be paid to an employee regardless of the number of certified languages.

The parties agree that this is special compensation and shall be reported as such, to the extent legally permissible, pursuant to Title 2 CCR, Section 571(a)(4) as Bilingual Premium.

SECTION 19. SPECIAL PAY

A. Emergency Medical Technician Pay

. Engineers and Captains shall receive four percent (4%) above base salary for maintaining a current and valid EMT-P certification.

. All classifications in this unit not receiving pay for maintaining his/her EMT-P certification, shall receive two percent (2%) above base salary for maintaining his/her current and valid EMT-I certificate.

The parties agree that this is special compensation and shall be reported as such, to the extent legally permissible, pursuant to Title 2 CCR, Section 571(a)(4) as an educational premium.

. Engineers Captains. and Firefighters as well as Firefighter Paramedics, while acting out of rank shall receive a shift premium when serving as the assigned Paramedic on an Engine, Ladder Truck or Quint. The shift premium will equal the pro rated shift differential between top step firefighter and top step firefighter paramedic ($146 starting first full Pay period after 7/1/25, $150 starting first full Pay period after 7/1/26 and $155 starting first full Pay period after 7/1/2027) Two (2) members will receive the PM shift premium on ALS Unit as defined by LADHS. The parties agree that this is special compensation and shall be reported as such, to the extent legally permissible, pursuant to Title 2 CCR, Section 571, 571.1.

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. **Fire Investigator Pay**<u>**Certified Level I, Fire Investigators shall receive one hundred dollars ($100) per month.**</u>

. Certified Level II, Fire Investigators shall receive two hundred and fifty dollars ($250) per month.

. The Fire Chief shall determine the number of positions eligible for Fire Investigator Pay.

The parties agree that this is special compensation and shall be reported as such, to the extent legally permissible, pursuant to Title 2 CCR, Section 571(a)(4) as a fire investigator premium.

B.

Tiller Operator Qualification Pay

All members that are tiller qualified and represented by this agreement shall receive two and one half percent (2.5%) above base salary.

The parties agree that this is special compensation and shall be reported as such, to the extent legally permissible, pursuant to Title 2 CCR, Section 571(a)(4), 571.1 as an educational premium.

C. **Mutual Aid Deployment Eligible Pay**

All FFA members who obtain RT130 certification shall receive five percent (5%) above base salary. In the event the State renames the certification course, the parties agree to amend as such.

The parties agree that this is special compensation and shall be reported as such, to the extent legally permissible, pursuant to Title 2 CCR, Section 571(a)(4), 571.1 as an educational premium

SECTION 20. MILEAGE AND EXPENSE REIMBURSEMENT

The City shall reimburse for mileage and expenses incurred during the course of City business consistent with the provisions of the City-wide Travel and Expense Reimbursement Policy. The mileage reimbursement rate shall be the rate set forth by the IRS.

SECTION 21. MINIMUM STAFFING POLICY

The City will maintain a minimum staffing of Companies and Units as follows:

A. A Minimum of 22 Sworn Members of the West Covina Firefighters Association daily to maintain operational readiness for all risk incidents. Minimum unit staffing is determined by unit type below

B. Four (4) Three-person engine companies (1 Captain, 1 Engineer, 1 Firefighter), one of whom shall be a Paramedic.

C. One (1) four-person truck or quint company (1 Captain, 1 Engineer, 2 Firefighters), one of whom shall be a paramedic.

D. Three (3) two-person paramedic rescue ambulances (2 Firefighters/Paramedics).

E. The City shall maintain a maximum of 3 Firefighter positions through attrition.

SECTION 22. PROMOTIONAL LISTS; ACTING TEMPORARY AND RANK FOR RANK COVERAGE

Scheduled promotional exams will be conducted every two years, during spring season, for Fire Captain, Fire Engineer, and Firefighter Paramedic to ensure a continuous list of qualified personnel are available for acting positions as well as promotional opportunities. Fire Captain and Firefighter Paramedic examinations will be held in odd numbered years and Fire Engineer will be held in even numbered years. Additional examinations may be scheduled if requested by the personnel officer of the Department in accordance with the city personnel rules

Acting temporary and rank for rank coverage provisions shall be used only in the event of short time, temporary absences, i.e. Company Officer training meetings.

SECTION 23. JURY DUTY

Personnel Rules X, Section 10.27, Jury Duty, Witness Leave shall be changed according to the following: Number 3: The City will grant an employee required to serve on jury duty or to report for examination to serve on jury duty one time for a maximum of 160 hours paid leave for such purposes during any three consecutive years of employment. All fees received by the employee for jury duty, exclusive of mileage, shall be remitted to the City.

SECTION 24. USE OF FACILITIES

Official Association meetings involving Association members may be held in City facilities upon prior approval of City management and the meetings shall be private.

SECTION 25. SICK LEAVE

Use of leave for reasons of illness or injury shall be administered in accordance with City Personnel Rule X, Section 10.21, except as noted by exception as follows:

A. Allowance/Accumulation

Fire Department employees working on the platoon system shall accrue sick leave under the same conditions as general City employees and at the same rate using the 1:1.5 ratio factors.

B. Sick Leave Notification

Employees shall make notification to the appropriate on duty Captain between 1700 hours and 0700 hours prior to a scheduled shift day. Sick leave call in before 1700 hours on a day prior to an employee's scheduled work date must be made by the employee by

telephone to the on-duty Assistant Fire Chief. When calling in sick, call your station first. If your station is not in quarters, then call Station 2.

C. Physician Documentation

To qualify for sick leave pay, an employee shall report any illness or disability to their on duty Captain or Assistant Fire Chief as indicated in Section B. If an employee is required to use sick leave for a period exceeding two (2) consecutive 24-hour shift days, a physician's statement **may** be required to confirm the employee's absence from work and/or their ability to continue work. Such statement shall describe the reason for the absence and, if appropriate, an expected date for the return of the employee to work. A physician's report may also be required to verify any absence of an employee due to an illness or disability of the employee's immediate family.

Proof of medical treatment may be required after absence due to illness or injury for periods extending three (3) non-consecutive shifts per calendar year. If documentation is

to be required it will be requested before or during the time of the second normal shift day that the employee would have been working. If absence has been due to an off duty injury that prohibits return to full duty, the City reserves the right to require an evaluation by the City's occupational physician at the City's expense.

D. Sick Leave Recuperation

Sick leave is provided for the purpose of recuperating from illness or injury. Participation in other work or recreational activities is not considered appropriate use of sick leave time. Employees may be contacted at any time while on sick leave to secure an update on health status unless on extended sick leave or where regular contact is deemed impractical or unnecessary due to **a** physician's statement or other approved documentation.

E. Immediate Family

No more than three shifts for fire platoon employees of sick leave within any calendar year may be granted to an employee for the care or attendance upon members of his/her immediate family, and not more than three shifts for fire platoon employees of sick leave within any calendar year may be granted to an employee for each absence due to death of his/her immediate family. The phrase "immediate family" is construed to mean the grandparent, parent, spouse, domestic partner, in-laws, child, stepchild, grandchild, brother, or sister.

F. Sick Leave Annual Payoff Program

The employee Sick Leave Annual Payoff Program shall be administered as follows:

. By November of each calendar year, the City will determine the amount of unused sick leave for each regular employee.

. The maximum amount of sick leave hours cashed each calendar year at the employee's hourly rate is eighty (80) hours.

. Each employee must carry over to a sick leave "bank" a minimum of sixty four (64) current year unused hours in December, and may request cash payment for any hours above sixty four (64) current year unused hours or may add it to the sick leave bank.

. Sick leave used by an employee during each calendar year will be charged against the employee's current year earnings.

. If sixty four (64) hours per calendar year of unused sick leave are not available, the number of unused hours must be carried over to the sick leave bank.

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. To qualify for this program, employees shall not be allowed to change sick leave to other forms of paid leave.

G. Sick leave on Termination

Employees upon termination of continuous service, other than by discharge, **may** use accrued sick leave as service credit , **or** be paid for 50 percent of all sick leave accrued between 480 hours and 1200 hours. Hours above 1200 will be applied as service credit. The maximum total payoff would be the equivalent of 360 hours at full pay.

SECTION 26. BEREAVEMENT LEAVE

Personnel Rules X, Section 10.25, as they relate to fire unit members, shall be amended according to the following: Three shifts of said leave per occurrence will be available to a fire platoon shift employee in the event of the death of said employee's grandparent, parent, spouse, in-laws, child, stepchild, grandchild, brother, or sister. If additional bereavement leave is necessary, a department head must approve it. This leave is supplemental to the current sick leave program.

SECTION 27. HOLIDAYS

Holidays shall be granted on the basis of one holiday (12 hours) per month with no specific date designated to all classifications represented by this Memorandum. On an annual basis, employees can elect to take said time as follows:

A. Holiday Pay = 12 hours (per month)
B. Holiday Leave Time (Comp) = 8 hours (per month)

Election must be made by December 1st of the previous calendar year. See attached Appendix 1 Holiday I eave Time/Holiday Pay Request Form. If an employee terminates prior to the effective date of the traditional holiday, the holiday pay will be deducted from the final check.The parties agree that to the extent permitted by law, this is special compensation and shall be reported as such pursuant to Title 2 CCR, Section 571(a)(5)

SECTION 28. MINIMUM CALLBACK

Approved overtime for Fire Department employees entitled to it shall include only hours worked when employees are requested or required to return to, work by their department from off duty, provided however, that such employees shall receive a minimum of three hours pay for hours worked of three hours or less.

SECTION 29. REQUIRED HOLD OVER AND CALLBACK

The City reaffirms its right to require - on a mandatory basis - the hold over of employees or to the calling of employees back to work during their off-duty time when conditions necessitate, as determined by the Department Head.

SECTION 30. EDUCATIONAL LEAVE

When assigned by the Fire Chief, employees may be granted leave with pay for educational purposes to attend conferences, seminars, briefing sessions or other functions of a similar nature that are intended to improve, maintain or upgrade the individual's skills and professional ability.

Training activities are to be organized in the following categories for the purpose of administration and Compensation:

LEVEL I - Activities that the Department requires individuals to attend and are necessary for the employee to do his/her job.

The Department will pay registration, per diem, mileage, lodging, and coverage for the individual's position consistent with the appropriate City policy. Overtime will be paid if the individual is off duty while attending. If the individual is on duty they shall return to scheduled duty after the activity is over. When individuals attend multi-day programs that are out of the local area they will be covered on scheduled workdays and given overtime

for the amount of actual hours conducting Department related activities. One 24 hour shift of work missed equals two nine (9) hour days of training.

LEVEL II - Activities either published by the Department or those that are, initiated by the employee without being suggested by the Department.

Attendance requires approval of the Fire Chief. Administered the same as Level I with the exception that the individual will not receive overtime pay and if related to Association business only coverage is provided. 144 hours of Level II coverage will continue to be available for WCFA

LEVEL III - Classes and work-related seminars that the individual requests and college-level courses that the individual attends

The Department will reimburse tuition or registration fees similar to those for the Tuition Reimbursement Program in the case of classes or seminars that are not eligible for reimbursement under the City's Tuition Reimbursement Program with the approval of the Fire Chief.

SECTION 31. TRANSFER AND BID SYSTEM

Introduction. The following Transfer and Bid System program will remain in effect during the term of this MOU. If problems occur during the term of the MOU, the City and the Association will meet to look at alternative approaches to resolve those problems. If the problems cannot be worked out to the satisfaction of both parties, the City will revert back to its previously effective Transfer and Rotation programs.

A. There shall be two types of transfers:

- Employee Requested
- City Initiated

B. Open Position Transfer:

- When a station assignment has been vacated it may be filled through the open position transfer process, which takes into consideration employee requests.
- Notice of vacancies shall be posted on City bulletin boards.
- Any employee desiring to fill a vacant position must submit a request, in writing, to the City within seven (7) calendar days of posting of the notice.
- If more than one employee requests to be transferred to an open position, seniority in rank shall be considered.
- The City shall have the prerogative to grant or deny a request for transfer.
- The transfer request will be approved or denied, in writing, within fourteen (14) calendar days of posting.

C. Mutual Agreement Transfers:

- Employees of equal rank may request transfers.
- Requests for transfers shall be submitted, in writing, through regular channels to the City.
- The City may either grant or deny the request for transfer.
- The request, approved or disapproved, shall be returned to the employee within fourteen (14) calendar days of receipt of the request.

D. Annual Bid System:

- Station assignments shall be open for bid according to the following:
  - All classes shall have the option of bidding for transfer to be effective in January of each year.
  - Fire Captains shall have the opportunity to bid for transfer each year.
  - Fire Engineers shall have the opportunity to bid for transfer each year.
  - Firefighters and Paramedics shall have the opportunity to bid for transfer each year.
- All transfer requests shall be processed in accordance with the following provisions:
  - All transfer requests shall be submitted to the City no later than 1700 hours on December 1st of the year preceding the actual transfer.
  - If more than one employee bids to the same station, assignment and seniority in rank shall be considered.
  - The approval or denial of a request for transfer shall not be subject to the grievance or appeal process.

E. City-Initiated Transfers:
The City reserves the right to initiate transfer of personnel to meet the needs of the organization, taking into consideration concerns of employees.

F. The decision to transfer, or the denial of a request to transfer, pursuant to all categories of transfer mentioned herein shall not be subject to the grievance procedure or appeal process.

SECTION 32. VACATION

Use of vacation leave shall be administered in accordance with leave management and overtime filling department policies

A. Eligible unit employees shall earn and accumulate to a maximum vacation leave paid at the fifty-six (56) hourly rate as follows. A separate bank of hours shall be opened when an employee reaches maximum vacation leave accrual while on workers competition leave.

B.

Months of Service	Hours Accumulated Per Pay Period	Hours Accumulated Per Month	Maximum Accruals
1 - 60*	4.62	10.00	360
61 - 108	6.93	15.00	420
109 - 120	7.38	16.00	432
121 - 132	7.85	17.00	444
133 - 144	8.31	18.00	456
145 - 156	8.77	19.00	468
157 - 167	9.23	20.00	480
168 - 179	9.69	21.00	492
180 - 191	10.15	22.00	504
192+	10.62	23.00	516

At the completion of 60 months, add 60 hours of vacation leave.

C. Vacation days cannot be canceled after 1800 hours the day before. Limitations on the number of people allowed off on vacation per shift:

2 Captains
2 Engineers
1 Firefighter
3 Firefighter/ Paramedics

SECTION 33. OVERTIME

Overtime distribution will be the responsibility of IAFF Local 3226 and will be in accordance with the West Covina Firefighters Association policy on overtime.

SECTION 34. COMPENSATORY TIME

A. Unit employees may elect to receive compensatory time off in lieu of pay for overtime hours worked. Employees may elect to receive part compensatory time off and part overtime pay for overtime hours worked. Such compensatory time off shall be credited to the employee's account on a time and one-half basis; i.e. one and one-half hours for each overtime hour worked.

B. A maximum of 112.5 shifts (2,700 hours) department-wide will be available to all unit employees to be taken as compensatory time during each calendar year. Taking compensatory time in lieu of pay for overtime hours worked will be on a first come first serve basis until the 112.5 shifts (2,700 hours) for the calendar year has been exhausted. For purposes of this section the calendar year will begin on the first day of the first pay period beginning on or after January 1 of each year.

C. Unit employees working overtime hours that were created as a result of another unit employee utilizing compensatory time off shall not receive Compensatory time off in lieu of pay for those overtime hours worked.

D. Unit employees may accumulate up to a total of one hundred and forty-four (144) compensatory hours.

E. No member of the WFCA may work more than a **maximum of 48 hours** of Compensatory Overtime prior to **April 30.** On **May 1,** all remaining compensatory hours will be available to all members, within the established guidelines set forth in Section 30 within the Memorandum of Understanding.

F. Once compensatory time off is selected and approved by management, the employee may not request cash payment for these hours. Upon separation of employment, the employee shall be paid for accumulated compensatory time.

G. Accumulated compensatory time may be utilized as paid leave on a straight time hour for hour basis at the mutual convenience of management and employees. All compensatory time utilized as paid leave by an employee shall be debited from their accrued compensatory time bank.

H. . It will be the responsibility of the person requesting compensatory time off in lieu of pay for overtime hours worked to inform the Staffing Captain when accepting the overtime position that the employee is electing to receive compensatory time off in lieu of pay.

SECTION 35. DISCIPLINE — FIREFIGHTER BILL OF RIGHTS

Personnel rules XIV, Section 14.4 is hereby set forth in the attached Exhibit A, and amended thereafter.

SECTION 36. GRIEVANCE PROCEDURE

Refer to Personnel Rule XV, Grievance and Complaint Procedure.

SECTION 37. PAYROLL DEDUCTIONS

It is mutually agreed that the City will, during the term of this agreement, deduct monies and remit to the Association as authorized by employee payroll deduction authorization in the same manner as in effect prior to the effective date of this agreement.

SECTION 38 LAYOFF POLICY AND PROCEDURE

Refer to Personnel Rule XI, Layoff/Reemployment.

SECTION 39. DISABILITY DISCRIMINATION

A. The City's policy shall be to make such efforts as are consistent with federal and state laws to place physically or mentally disabled employees in such

positions that can be made available in the City service where their disabilities will not affect the performance of their duties. This policy will extend to all terms, conditions and privileges of employment.

The Americans With Disabilities Act (ADA) accommodation for individuals on a case-by-case basis. Prior to accommodation for individuals on a case-by-case basis. Prior to the City providing an accommodation, which would be contrary to negotiated agreements, the City shall provide written notice of intent to disregard provisions and shall meet and confer over options prior to implementation.

The City has a legal obligation to meet with individual employees as necessary to discuss possible accommodation before any adjustments are made to working conditions. The Association shall be notified prior to the implementation of proposed accommodations by the City, which affects an employee or group of employees within their respective bargaining unit. Accommodations provided to an individual protected by the ADA shall not establish a past practice, nor shall it be cited or used as evidence of past practice in any grievance process.

B. No employee shall hold any position in a class where such individual poses a risk to the health or safety of the individual or others.

SECTION 40. MISCELLANEOUS LEAVES OF ABSENCE

In conformance with Resolution 1277 and Rule X of the Personnel Rules and Regulations of the City of West Covina, upon the written request of an employee stating the reasons therefore, leaves of absence with or without pay up to a maximum of one year may be granted for such purposes as to attend school, handle personal business, if temporarily incapacitated or for some other satisfactory reason. The granting of a leave of absence entitles an employee to return to his classification before or at the expiration of his leave of absence. Therefore, a leave of absence shall be granted only to an employee who intends to return to his classification with the City.

SECTION 41. WORKERS' COMPENSATION

The City will recognize applicable current Workers' Compensation Law.

SECTION 42. SAFETY EQUIPMENT

The City agrees to furnish or otherwise provide all safety equipment for each fire safety employee as may be required by law, judicial mandate, or administrative regulation.

SECTION 43. NOTICE OF FUTURE MEET AND CONFER

If the Association desires to meet and confer with representatives of the City of West Covina concerning improvements or changes in wages, hours, or other conditions of employment for the employee members represented by the Association, which would take effect on or after July 1, 2025, the Association shall serve upon the City Manager a written request to meet and confer.

West Covina Firefighters' Association Local #3226
IAFF, AFL-CIO, CLC

_____
President

_____
Vice-President

City of West Covina

_____
City Manager

_____
Human Resources/Risk Management Director

EXHIBIT "A"

FIREFIGHTER BILL OF RIGHTS PROCEDURE

The following appeals procedures are adopted pursuant to Government Code § 3254.5 of the Firefighters Procedural Bill of Rights Act.

1. DEFINITIONS

. The term "firefighter" means an employee who is considered a "firefighter" under Government Code § 3251(a) except for the Fire Chief who is identified as such. The classifications of employees who are firefighters include: Firefighters, Firefighter/Paramedics, Fire Engineers, Fire Captains and Assistant Fire Chiefs.

. The term "punitive action" means any action defined by Government Code § 3251(c), i.e., "any action that may lead to dismissal, demotion, suspension, reduction in salary, written reprimand, or transfer for purposes of punishment."

2. APPEAL OF A PUNITIVE ACTION NOT INVOLVING DISCHARGE, DEMOTION OR SUSPENSION OF A FIREFIGHTER FOR MORE THAN FIVE (5) SHIFTS/DAYS

Pursuant to Government Code § 11445.20, the following informal hearing procedure shall be utilized for an appeal by a firefighter of a punitive action not involving a discharge, demotion or a suspension greater than five (5) shifts/days.

. Notice of Appeal- Within five (5) calendar days of receipt by a firefighter of notification of punitive action as set forth above, the firefighter shall notify the Fire Chief in writing of the firefighter's intent to appeal the punitive action. The notice of appeal shall specify the action being appealed and the substantive and procedural grounds for the appeal.

. Presiding Officer- In an informal hearing, the Fire Chief or his/her designee shall be the presiding officer. The Fire Chief or his/her designee shall conduct the informal hearing in accordance with these procedures. The determination of the Fire Chief shall be final and binding. If the Fire Chief cannot serve as the hearing officer because of actual bias, prejudice or interest as defined by Government Code §11425.40, then the City Manager or his/her designee shall serve as the Presiding Officer. In such cases, the determination of the City Manager shall be final and binding.

. Burden of Proof- The employer shall bear the burden of proof at the hearing. If the action being appealed does not involve allegations of misconduct by the employer, the limited purpose of the hearing shall be to provide the officer the

opportunity to establish a record of the circumstances surrounding the action. The Department's burden of proof shall be satisfied if the Department establishes by a preponderance of the evidence that the action was reasonable. The Department's burden of proof may be satisfied even though reasonable persons may disagree about the appropriateness of the action.

. However, if the punitive action involves charges of misconduct, the Department shall have the burden of proving by a preponderance of the evidence the facts, which form the basis for the charge and that the punitive action was reasonable under the circumstances.

d. Conduct of Hearing-

. formal rules of evidence do not apply, although the Presiding Officer shall have discretion to exclude evidence, which is incompetent, irrelevant or cumulative, or the presentation of which will otherwise consume undue time.

. The parties may present opening statements.

. The parties may present evidence through documents and testimony.

Witnesses shall testify under oath.

. Subpoenas may be issued pursuant to Government Code §§ 11450.05- 11450.50.

. Unless the punitive action involves a loss of compensation, the parties shall not be entitled to confront and cross-examine witnesses.

. Following the presentation of evidence, if any, the parties may submit oral-and/or-written closing arguments for-consideration by the hearing officer.

e. Recording of the Hearing- If the punitive action involves the loss of compensation, then the hearing shall be stenographically recorded by a certified court reporter. Otherwise, the hearing may be tape recorded. The per diem cost of the court reporter shall be equally borne by the parties. The cost to receive a transcript of the hearing shall be borne by the party requesting the transcript.

f. Representation- The firefighter may be represented by an association representative or attorney of his or her choice at all stages of the proceedings. All costs associated with such representation shall be borne by the firefighter.

g. Decision- The decision shall be in writing pursuant to Government Code §11425.50. The decision shall be served by first class mail, postage pre-paid, upon the firefighter as well as his/her attorney or representative, shall be accompanied by an affidavit or certificate of mailing, and shall advise the firefighter that the time within which judicial review of the decision may be sought is governed by Code of Civil Procedure § 1094.6.

3. APPEAL OF A DISCIPLINARY DECISION INVOLVING DISCHARGE, DEMOTION OR SUSPENSION OF A FIREFIGHTER FOR MORE THAN FIVE (5) SHIFTS/DAYS

. In those instances where the procedures in Government Code §§ 11400, et seq. are inapplicable to an administrative appeal, the administrative appeal shall be conducted in accordance with Chapter 5 (commencing with Section 11500) of Part 1 of Division 3 of Title 2 of the California Government Code.

. Notice of Discipline as Accusation- The final notice of discipline which may be issued at the conclusion of any pre-disciplinary procedures shall serve as the Accusation as described in Government Code §§ 11500, et seq. The notice shall be prepared and served in conformity with the requirements of Government Code §§11500, et seq.

. Administrative Law Judge- Pursuant to Government Code § 11512, the City has determined that appeals shall continue to be heard by the Human Resources Commission with the administrative law judge presiding at the hearing, pursuant to Government Code § 11512(b). The administrative law judge shall rule on the admission and exclusion of evidence and advise the Human Resources Commission on matters of law. The Human Resources Commission shall exercise all other powers relating to the conduct of the hearing.

. Time and Place of Hearing- Pursuant to Government Code § 11508, unless otherwise decided by the Human Resources Commission, a hearing shall be conducted at West Covina City Hall at a time to be determined by the Human Resources Commission.

. Notice of the Hearing –Notice of the hearing shall be provided to the parties pursuant to Government Code § 11509

. The Human Resources Commission (known formerly as, and sometimes referred to as, the Personnel Commission) may recommend to sustain or modify the disciplinary action taken when it appears in the record that there was a substantial violation or omission of procedure or where the specific evidence produced in the hearing warrants such recommendation.

In all instances, the Human Resources Commission shall certify copies of its findings and recommendations to the City Manager, and to the appellant employee. The City Manager, shall then affirm, revoke or modify the original action taken. Such affirmation, revocation, or modification taken shall be final. Judicial review of the City Manager's decision may be had pursuant to Government Code § 11523.

APPENDIX "A-1"

CITY OF WEST COVINA
FIREFIGHTER'S ASSOCIATION CLASSIFICATIONS

The following are those classifications, which have been recognized by the City to be assigned to the Firefighter's Association.

JOB TITLES/CLASSIFICATIONS

Firefighter
Firefighter Paramedic
Fire Engineer
Fire Captain

APPENDIX A-2
FIREFIGHTER'S ASSOCIATION SALARY RANGES

Effective July 1, 2025 – 3% COLA *Effective the first full pay period following July 1, 2025*						
Position Title	**Grade**	**Monthly Base Pay**				
		Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**
Firefighter	FR010					
Firefighter/Paramedic	FR020					
Fire Engineer	FR030					
Fire Captain	FR040					

Effective July 1, 2026 – 3% COLA *Effective the first full pay period following July 1, 2026*						
Position Title	**Grade**	**Monthly Base Pay**				
		Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**
Firefighter	FR010					
Firefighter/Paramedic	FR020					
Fire Engineer	FR030					
Fire Captain	FR040					

Effective July 1, 2027 – 3% COLA *Effective the first full pay period following July 1, 2027*						
Position Title	**Grade**	**Monthly Base Pay**				
		Step 1	**Step 2**	**Step 3**	**Step 4**	**Step 5**
Firefighter	FR010					
Firefighter/Paramedic	FR020					
Fire Engineer	FR030					
Fire Captain	FR040					

APPENDIX "A-3"

HOLIDAY LEAVE TIME/HOLIDAY PAY

- Request Form -

Employee Name:

Date:

Indicate your preference for Holiday Leave time to be either credited to your Holiday Leave Time record as 8 hours per month or payment of 12 hours of Holiday Pay per month. Holiday Pay is paid at straight time, but is subject to PERS.

Return this form to your Payroll Timekeeper no later than December 1st of the prior year to which the leave will be taken.

THIS SELECTION CANNOT BE CHANGED ONCE IT IS MADE

I ELECT:

- ❑ Holiday Pay
- ❑ Holiday Leave (Comp) Time

_____

Employee Signature

_____

Date

Z: Forms Holiday Comp Time Holiday Pay Request Form — Fire

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: November 18, 2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF AWARD OF CONTRACT FOR REQUEST FOR PROPOSALS (RFP NO. 2026-01) FOR TREE TRIMMING AND TREE MAINTENANCE SERVICES TO WEST COAST ARBORISTS, INC.**

RECOMMENDATION:

It is recommended that the City Council:

1. Award the contract for Request for Proposals (RFP) No. 2026-01 for tree trimming and tree maintenance services to West Coast Arborists, Inc.
2. Authorize the Acting City Manager to negotiate and execute a Maintenance Services Agreement, in such final form as approved by the City Attorney, with West Coast Arborists, Inc. for tree trimming and tree maintenance services, for a term of 5.5 years, beginning January 1, 2026 and ending June 30, 2031, in an amount not to exceed $3,623,146 (which includes 25% for additional work as approved by the City Manager).
3. Authorize the City Manager to approve change orders and amendments to the agreement, provided that West Coast Arborists, Inc.'s total compensation does not exceed $3,623,146.

BACKGROUND:

The Public Works Department is responsible for maintenance of all City-owned facilities, public infrastructure and its urban forest. Of the 34,000 active tree sites maintained in the inventory database, the City of West Covina maintains approximately 24,000 trees located within public rights-of-way, parks, and City facilities. Routine tree trimming, maintenance, and emergency response services are necessary to ensure public safety, preserve the urban forest, and enhance the City's appearance.

Since 1997, West Coast Arborists, Inc. (WCA) has been providing tree maintenance services for the City of West Covina. The Maintenance Services Agreement had a term through June 30, 2025. Currently, the agreement with WCA is being extended on a month-to-month basis while the City conducted the formal Request for Proposals process.

This staff report was originally presented at the City Council meeting held on November 4, 2025, and was continued to the November 18, 2025, City Council meeting at the direction of the City Council.

DISCUSSION:

In compliance with the City's procurement requirements, staff issued the Request for Proposals (RFP No. 2026-01) on July 10, 2025, seeking qualified contractors to provide comprehensive tree trimming and maintenance services. The RFP included options for various service levels, including:

- Regular tree trimming and pruning - 3-, 5- (current) and 7-year cycles
- Grid LMD/Slope Tree Aesthetic Trimming (Aerial and Climbing) – 5- and 7-year cycles
- Grid Palm Tree Pruning – 2-year cycle (current)
- Tree removals and stump grinding
- Emergency and storm response
- Tree planting and establishment care
- Inventory management and data reporting
- Arborist services
- Tree Health Care Services

The RFP was advertised and sent out to subscribers through the City's third-party website, Planet Bids.

A mandatory pre-proposal meeting was held on July 24, 2025, and was attended by thirteen (13) tree maintenance contractors.

The City received seven (7) proposals by the submission deadline, August 14, 2025. A three (3) person review panel evaluated the proposals based on qualifications, experience, proposed work plan, understanding of the City's needs, and cost competitiveness using the following criteria:

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

The seven (7) bidders ranked as follows:

Contractor Name:	**Ranking:**	**Average Score:**
Great Scott Tree Services, Inc.	1	82
Mariposa Tree Management Inc.	2	81
West Coast Arborists, Inc.	3	80
North Star Land Care	4	76
United Pacific Services, Inc.	5	71
Greenfield Landscaping and Maintenance Inc.	6	68
Golden West Arbor Services	7	65

Upon reviewing the scores, the top five (5) bidders were invited to interview and present their tree inventory / maintenance software applications and were provided with specific questions to be addressed during their presentation.

After thorough evaluation, West Coast Arborists, Inc. was determined to be the most qualified firm to provide the required services. The contractor demonstrated:

- Proven municipal experience with similar-sized tree inventories
- Certified arborists on staff
- Modern equipment and safety record compliance
- Pricing structure with scalable service options.

West Coast Arborists, Inc. has demonstrated the ability to adapt to the City's operational needs, including providing prompt emergency response during and after regular business hours, while maintaining flexibility to adjust trimming cycles in coordination with other service requests. The most recent example of their ability to respond was the windstorm in January 2025, where they responded with Public Works staff to clear large branches, downed trees and assist with clearing right of ways. WCA worked the night of the windstorm and days afterward to assist with removal of tree debris throughout the City, limiting the impact on residents and businesses.

Staff exercised the City's right to negotiate with WCA pursuant to Section 10.6 (DISCLAIMERS AND RESERVATION OF RIGHTS) of the RFP. Staff negotiated with WCA for an agreement term of five-and one-half (5.5) years that maintains current pricing for the first two and one-half (2.5) years with a maximum allowable CPI increase of 4% for years 3, 4 and 5. The agreement is structured such that there is no minimum guarantee of work for WCA. The agreement provides flexibility to the City to address the current fiscal budget and tree trimming and tree maintenance services can be scaled appropriately based on performance and available funding. Attachment No. 7 contains the current fee schedule with pricing good through 2028.

WCA is a 53-year-old firm that specializes in providing tree maintenance services for public agencies. Since beginning work in the community, WCA has routinely demonstrated the requisite job knowledge, experience, and qualifications to perform tree maintenance services. Their services include:

Geographic Information System (GIS) Mapping and Database System
This GIS system helps the City to actively track tree maintenance schedules, identify fiscal year tree species, and respond to inquiries from the community. The GIS system has also proved beneficial in documenting service request histories for claim-related issues.

Certified Arborist Services
The City regularly consults with WCA's designated arborist to evaluate tree species in the community. These services help staff to identify diseases and health issues and take appropriate action to improve tree health. When necessary, detailed "Arborist Reports" are prepared for an additional fee.

Proactive Customer Service Approach
WCA is quick to respond to emergency situations, tree maintenance requests, and assist with grant proposals for our community. The firm is also a dedicated partner, participating in community events such as Earth Day and Arbor Day.

Contract Term
Section 2-330(a) of the West Covina Municipal Code states: "Unless otherwise approved by the city council, the maximum duration for any agreement for goods and/or services shall not exceed five (5) years. Prior to approving any agreement with a duration that exceeds five (5) years, the city shall document the rationale for entering into the agreement and why such agreement is in the best interest of the city."

As outlined above, pursuant to staff's negotiations with WCA, WCA has agreed to a 5.5-year term and to maintain their current pricing from January 1, 2026 through June 30, 2028. Starting July 1, 2028, WCA will increase their rates by the percent increase by the Consumer Price Index. The agreement allows a maximum annual increase of 4%. The pricing negotiated with WCA provides a significant savings to the City versus the proposed rates from the other bidders.

Therefore, based on the pricing offered by WCA as well as their demonstrated ability to perform tree maintenance services, staff believes it is in the best interest of the City to approve an agreement with a term of 5.5 years.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

ENVIRONMENTAL REVIEW:

The proposed action is exempt from the California Environmental Quality Act (CEQA) under Section 15301 (Existing Facilities) of the CEQA Guidelines, as it involves routine maintenance of existing public infrastructure.

Prepared by: Renee M. G. Chavez, Management Analyst I
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

The annual cost of services for Fiscal Year 2025-2026 is $504,400 not to exceed $630,500 based on the negotiated contract pricing with an additional 25% for selected service options and City priorities to be approved by the City Manager.

There is no fiscal impact as funding for services is available in the approved FY2025-2026 Public Works Maintenance Budget.

Fund	Account No.	Amount
General Fund	110.503.61.52.63.00.61.61300	$30,000
Gas Tax	124.503.61.52.65.00.61.61300	$30,000
Maintenance District No. 1	181.503.61.52.64.00.61.61300	$12,500
Maintenance District No. 2	182.503.61.52.64.00.61.61300	$16,000
Maintenance District No. 3	183.503.61.52.64.00.61.61300	$4,000
Maintenance District No. 4	184.503.61.52.64.00.61.61300	$51,600
Maintenance District No. 6	186.503.61.52.64.00.61.61300	$11,600
Maintenance District No. 7	187.503.61.52.64.00.61.61300	$11,600
Citywide Maintenance District	188.503.61.52.62.00.61.61300	$325,500
Sewer Tax	189.503.61.52.66.00.61.61200	$11,600

	Total	$504,400

Future years' costs will be budgeted accordingly, and will be contingent upon available funding and satisfactory performance. Based upon available funds, staff will provide City Council options for tree maintenance in future fiscal years.

Attachments

Attachment No. 1 - RFP 2026-01 Tree Trimming and Tree Maintenance Services
Attachment No. 2 - City of West Covina Grid Trim Map
Attachment No. 3 - City of West Covina LMD Map
Attachment No. 4 - RFP Addendum No. 1
Attachment No. 5 - RFP Addendum No 2
Attachment No. 6 - RFP Proposed Fee Schedule Comparison
Attachment No. 7 - WCA 2026 and Current Rate Schedules
Attachment No. 8 - West Coast Arborists, Inc. Proposal
Attachment No. 9 - Great Scott Tree Services, Inc. Proposal
Attachment No 10 United Pacific
Attachment No. 11 - West Covina MSA - West Coast Arborists - January 1 2026

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

TREE TRIMMING AND TREE MAINTENANCE SERVICES	**Approved by:** Roxanne Lerma	**RFP No.** 2026-01
		Effective Date July 10, 2025

1. GENERAL

The City of West Covina (City) is seeking proposals from qualified companies to provide services for tree trimming and tree maintenance services for the City's Urban Forest, which consists of approximately 24,000 trees that are included in the 34,000 active sites maintained in the inventory database.

The City desires to obtain the best possible tree care to maintain the City's Urban Forest at a level expected by the City's residents, City Council, City staff, and visitors to the community.

2. RFP SCHEDULE

- RFP release: July 10, 2025.
- Mandatory Pre-Proposal Meeting: July 24, 2025 @ 10:00 a.m. at City Yard 825 S. Sunset Avenue, West Covina, 91790. Please RSVP through PlanetBids by clicking on RSVP button under Bid Information tab.
- Questions due: July 29, 2025 @ 3:00 p.m.
  (Questions must be posted on City's Planet Bids portal)
- Responses to questions posted: August 4, 2025
  (Responses will be posted on City's Planet Bids portal)
- Proposals due: August 14, 2025 @ 2:00 p.m.
- Potential interview: September 3, 2025
- Selection of proposer (tentative date): October 7, 2025
  (For contracts awarded by the City Council, City Council agendas are posted on www.westcovina.org on the Wednesday prior to the first and third Tuesdays each month.)

3. PROPOSAL SUBMISSION

Proposals must be for the entire scope of services outlined in this RFP. Incomplete proposals will not be considered. Proposals will be received electronically (online only) via City of West Covina's PlanetBids portal at https://www.westcovina.org/departments/finance/finance/bids-rfps.

Proposals must be submitted with the following attachments:

Attachment A: Statement of Non-Collusion by Contractor
Attachment B: Subcontractor Campaign Contribution Acknowledgement Form
Attachment C: Sam.gov Verification – Debarment & Suspension Verification
Attachment D: Fee Schedule
Attachment F: Certificate of Insurance
Attachment G: W-9
Attachment H Statement of Compliance

Proposals must be submitted no later than **2:00 p.m.** on **August 14, 2025.** Submissions received after this deadline will be rejected. Submissions by facsimile or electronic mail will not be accepted.

Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP and all exhibits and attachments hereto.

4. CONTACT WITH CITY OFFICIALS AND REPRESENTATIVES

The sole City Representative as contact person for all questions and matters regarding this RFP is Jazmin Hernandez, Purchasing Manager. The City Representative can be reached via e-mail at jhernandez@westcovina.org or by phone at (626) 939-8705. Proposers that contact any City official or representative other than the designated City Representative as set forth in this RFP may be disqualified with no further consideration given to the proposal submitted.

All questions regarding the specifications in this RFP are required to be addressed via City's PlanetBids site by the designated date and time. Responses will be posted on the City's PlanetBids site.

5. BACKGROUND

The City of West Covina is located in the San Gabriel Valley, 20 miles east of downtown Los Angeles and 15 miles north of Orange County. Incorporated as a general law city in 1923, the City operates under the council/manager form of government. The City's 16 square miles flourished with walnut groves and orange groves for many decades. The City has developed into a commercial and residential community, with a population currently estimated at about 110,200 residents.

Services

The City offers 16 parks, four community centers, a Sports Complex, and a County-operated library. The City provides a full range of services to its citizens, including police, fire and emergency medical; construction and maintenance of streets, traffic signalization and other infrastructure; planning and building safety;

and social, recreational and cultural activities and events. However, the City contracts out building and safety services, engineering, and business licensing. Additionally, water utilities and solid services are provided and billed externally.

The City is financially accountable for the Successor Agency to the former Redevelopment Agency of the City of West Covina, a financing authority, and a housing authority, which are combined within the City's financial statements.

6. SCOPE OF SERVICES

The scope of services to be provided is described in Attachment E of this RFP.

7. CONTRACT PERIOD

It is anticipated that the initial term of the agreement will be for a period of three (3) years, with the option to extend the term for up to two (2) successive one (1) year periods upon mutual written agreement of the City and the selected contractor, contingent upon satisfactory performance of the selected contractor.

8. PROPOSAL FORMAT

The proposal should be straightforward, concise and provide "layman" explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements and on providing a complete and clear description of the offer. Proposals that appear unrealistic in terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity of this RFP may be rejected. The proposal should contain the sections in the order indicated below. This standardization will facilitate evaluation of the comparative merits of all proposals submitted. Proposals must be submitted with the attachments identified in Section 3 of this RFP.

8.1 COVER LETTER

Provide a cover letter, approximately one (1) page in length, and not exceeding three (3) pages, introducing the company, identifying the address and telephone number of the company's office nearest to West Covina, and identifying the address of the office from which services provided to West Covina would be managed. The letter must also include the name, address and telephone number of the person(s) to contact who will be authorized to represent the proposer. This letter shall be signed by an officer of the proposer authorized to bind the proposer to all commitments made in the proposal.

8.2 BACKGROUND AND APPROACH

This section should describe the proposer's understanding of the City and the scope of work pursuant to this RFP.

8.3 METHODOLOGY

This section should clearly describe the approach and methodology to be used to carry out the specific work tasks described in the scope of services, including descriptions of the type(s) of equipment to be utilized in the City. This section should indicate all key deliverables and timelines, if applicable.

8.4 FEE SCHEDULE

The fee schedule should include hourly rates, miscellaneous fees and other anticipated expenses, and the total cost of the services. The Fee Schedule (in Excel format) is available for download as part of this RFP. Proposers shall complete the Fee Schedule by entering data electronically, printing and signing, and including a copy in proposal. In addition, proposers shall upload the completed Excel spreadsheet as a separate attachment with the proposal. Instructions are included with Attachment D.

8.5 STAFFING

Provide an organization chart showing all proposed individuals who will be providing services to West Covina and each person's responsibilities. The organization chart should identify the Project Manager and the person who will be the key contact with the City of West Covina, if different from the Project Manager. Include a resume or brief statement of qualifications for proposed key members of the project team. In addition, please provide a current copy of the operating procedures, employee manual, or equivalent document.

If selected as the City's contractor, if the contractor desires to assign different personnel to the project than those identified in the organization chart, the contractor must submit their names and qualifications, including the information listed above, to the City for approval before they begin work.

8.6 EXCLUDED OR SUBCONTRACTED SERVICES

Provide details of any necessary services relating to the proposal/service process which will not be included in your proposal, including those which the proposer expects to be performed by City staff and/or by other contractors or subcontractors. If you intend to subcontract any portion of the work, identify the subcontractor(s) and provide details regarding their qualifications.

8.7 LIST OF SIMILAR SERVICES COMPLETED

Provide a complete listing of all similar services that have been provided to public agencies within the past five (5) years. Include on each listing the name of the agency; description of the work done; primary agency contact, address and telephone number; commencement and expiration or termination of the contract; value of the contract; and name of the personnel assigned to the contract, as well as their respective responsibilities. If an agency terminated a contract, provide information regarding the reason for the termination. The list should include at least three (3) agencies for which similar services have been provided.

8.8 REFERENCES

The proposer shall submit with his/her/its proposal a list of at least **three (3)** clients using the same or similar services being proposed. For each reference, indicate the name of the client and mailing address, , name and title of client's project manager, and telephone number and e-mail address for client's project manager. The City of West Covina reserves the right to contact any of the organizations or individuals listed to determine, among other things, the proposer's success in meeting the needs of the contracting agency in a timely manner.

8.9 SAFETY RECORD; SAFETY REQUIREMENTS

Proposer shall provide an outline of its business safety record. Proposer will be required to comply with all Federal and State safety laws and requirements.

8.10 FINANCIAL STATEMENTS

The proposer shall submit with his/her/its proposal financial documents for the post current year in which a tax return has been submitted with interim financial documents as of the last month end. The financial documents are to include Income Statement, Balance Sheet and Statement of Cash Flows.

8.11 NEGATIVE HISTORY

Disclose any alleged significant prior or ongoing contract failures, any civil or criminal litigation or investigation which involves the company or in which the company has been found guilty or liable within the last five (5) years. If there is no negative history to disclose, the proposer must affirmatively state in its proposal that there is no negative history to report. Failure to comply with the terms of this provision may disqualify any proposal. The City reserves the right to reject any proposal based upon the firm's prior documented history with the City or with any other party, which documents, without limitation, unsatisfactory performance, adversarial or contentious demeanor, significant failures to meet contract milestones or other contractual failures.

8.12 OTHER INFORMATION

Include any other information you consider to be relevant to the proposal and will assist City staff in making an informed decision. Additional optional services may be included in the proposal at the discretion of the proposer.

9. ORAL PRESENTATIONS

An in-person oral presentation by the proposers in final contention for award of an agreement for services may, in City's discretion, be required as a part of this RFP process. The purpose of the oral presentation would be twofold: first, to allow the proposer to demonstrate capabilities of the company and to clarify the proposer's responses to the RFP; second, to allow the City staff to meet the proposer's key personnel who would be assigned to this project. Attendance at such a presentation shall be at the proposer's expense.

10. TERMS AND CONDITIONS OF RFP

10.1 SIGNED SUBMISSION OF PROPOSALS

Each proposal must be signed in longhand by the person or persons legally authorized to bind the proposer to the proposal and contracts. The name and title of each person signing shall be typed or printed below that person's signature. Upon request of the City, the corporation or other entity must provide a certified copy of the bylaws or resolution of the board of directors showing the authority of the officer signing the proposal to execute contracts on behalf of the corporation or other entity.

10.2 LATE SUBMISSION OF PROPOSALS

Any submission of proposals received after the due date and time specified in this RFP will not be considered.

10.3 ACCURACY OF PROPOSALS; WITHDRAWAL OF PROPOSALS

Proposers shall take all responsibility for any errors or omissions in their proposals.

To withdraw a proposal, the proposer must submit a written request to the Purchasing Manager via email at jhernandez@westcovina.org. A hard copy of the request must also be mailed to the Purchasing Manager at 1444 W. Garvey Avenue South, Room 308, West Covina, CA 91790. The written request must be signed by the authorized representative of the proposer and must be submitted prior to the deadline for submitting proposals.

Withdrawals will not be permitted after the deadline for submitting proposals.

10.4 ADDENDUM TO THE RFP

Any modifications or changes to this RFP will be made by written addendum. Addenda will be posted on the City's PlanetBids page. No verbal modification will be binding on the City.

10.5 PROTEST PROCEDURES

All protests regarding the RFP process must be submitted in writing to the Purchasing Manager within five (5) business days following the opening of the proposals. This includes all protests relating to advertising of the RFP, deadlines, proposal opening, and any protests relating to alleged improprieties or ambiguities in the specifications. This requirement does not apply to protests relating to staff recommendations as to award of a contract. Protests relating to staff recommendations of award of a contract may be directed to the Purchasing Manager within three (3) business days of the posted agenda recommending award by City Council or receipt of notice of intent to award. City may post such notice of intent to award on the City's PlanetBids portal.

City Council agendas are available for review at least 72 hours before City Council meetings, which are held on the first and third Tuesday of each month, at www.westcovina.org and at the City Clerk's Office, Room 317 in City Hall, 1444 W. Garvey Avenue South, West Covina, during normal business hours.

10.6 DISCLAIMERS AND RESERVATION OF RIGHTS

This RFP does not commit the City to award a contract. The City reserves, in its sole discretion, the right to reject any and all proposals, the right to cancel or postpone the RFP or project in whole or in part at any time, the right to negotiate with any qualified proposer and the right to decline to award the agreement to any of the proposers. The City reserves the right to waive any immaterial irregularities in a proposal or a submission of a proposal.

10.7 NOTICE REGARDING DISCLOSURE OF CONTENTS OF PROPOSALS

All proposals submitted in response to this RFP shall become the exclusive property of the City of West Covina and will be a matter of public record. Proposers must identify, in writing, the elements of the proposal which proposer defines as business or trade secrets that are exempt from disclosure under the California Public Records Act (California Government Code Section 7920.000 et seq.) and plainly mark such items as "Trade Secret", "Confidential", or "Proprietary".

Any proposer claiming such an exemption must identify the specific provision of the California Public Records Act that provides an exemption from disclosure for each item that the proposer claims is not subject to disclosure under said Act. Any proposer claiming such an exemption must also state in its proposal that the proposer agrees to defend, indemnify and hold harmless the City and its officers,

employees, agents and volunteers from any action brought against the City for its refusal to disclose such material, trade secrets and other proprietary information to any party making a request therefor. Any proposer who fails to include such a statement shall be deemed to have waived any right to an exemption from disclosure as provided by said Act. Any exemption request must be clearly marked as set forth above, and any blanket statement (i.e., regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever.

If disclosure is required or permitted under the California Public Records Act or otherwise by law, the City shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

Notwithstanding the foregoing, all proposals submitted may be kept confidential until a contract is awarded.

10.8 PROPOSAL VALIDITY PERIOD

Pricing, terms and conditions stated in the proposer's response shall remain valid for 120 days from the date of submission of the proposal to the City.

10.9 PRESS RELEASES

The selected contractor shall not issue any news or press releases relating to an award of contract resulting from this RFP or issue any advertising copy mentioning the City or quoting the opinion of any City official, officer or employee without prior written approval from the City Manager.

10.10 EVALUATION AND SELECTION PROCESS

In accordance with Section 2-334 of the West Covina Municipal Code, the City will award the contract to the lowest responsible bidder, as defined Section 2-327 of the West Covina Municipal Code. Price will be considered along with other factors, including, but not limited to, the ability, capacity and skill of the bidder to provide the services, whether the bidder can provide the services within the time specified, the bidder's record of performance on previous orders or contracts for the City or other public entities, and the quality, availability and adaptability of the bidder's services.

Proposals will be evaluated to determine the company or person best suited to complete the project based on qualifications, experience and pricing including: qualifications and experience as provided in a resume or statement of qualifications; ability to effectively communicate and conduct presentations; cost of services; reference checks. All proposers should identify or affirm each of the following requirements:

(a) Have a minimum of three (3) similar projects within the last three (3) years providing the same or similar services requested in this RFP.

(b) Have no outstanding or pending complaints as determined through the Better Business Bureau or State of California Department of Consumer Affairs.

(c) Have the administrative and fiscal capability to provide and manage the proposed services.

Proposals will be ranked according to the following criteria:

Criteria	**Maximum Points**
Completeness of Proposal	20
Relevant Experience and Qualifications of Proposed Project Team	30
Capacity to Perform	30
Proposed Cost	20
TOTAL	**100**

10.11 CAMPAIGN CONTRIBUTIONS

(a) Prohibited Contributions.

Pursuant to Section 2-404.1(a) of the West Covina Municipal Code:

No person who is an applicant or proposer to be a party to a city contract, or who is a party to a city contract, as defined in section 2-403, other affected party, or related persons, shall make a contribution to an individual holding city elective office where the city contract has a total anticipated or actual value of thirty thousand dollars ($30,000.00) or more, or a combination or series of such contracts or agreements having a value of thirty thousand dollars ($30,000.00) or more.

Further, pursuant to Section 2-404.1(c) of the West Covina Municipal Code:

No person acting as a subcontractor under a subcontract through a city contract, as defined in section 2-403, or related persons, shall make a contribution to a council member where an individual subcontract has a total anticipated or actual value of fifteen thousand dollars ($15,000.00) or more, or a combination or series of such individual subcontracts with the same subcontractor, for the same or different projects with the aggregate value of fifteen thousand dollars ($15,000.00) or more.

(b) Subcontractor Acknowledgement Form.

If a subcontractor is utilized for any part of the proposal, then a completed Subcontractor Campaign Contributions Acknowledgement Form is required to be returned with proposal.

10.12 CONFLICT OF INTEREST

City of West Covina employees are prohibited from participating in the selection process for this RFP if they have any financial or business relationship with any proposer. This RFP process will be conducted in compliance with all laws regarding political contributions, conflicts of interest, or unlawful activities, including, but not limited to, the City's Conflict of Interest and Ethics Policy.

Proposers shall not offer, give or agree to give any City employee any gratuity or anything of value whatsoever in connection with this RFP. The offer or attempt to give any such gratuity or anything of value to any City employee will be cause for disqualification from participation in this RFP.

10.13 PERMITS AND LICENSES

The selected contractor and all of his/her/its employees or agents shall secure and maintain in force such licenses and permits as are required by law.

10.14 PRE-CONTRACTUAL EXPENSES

The City shall not be liable for any expenses incurred by potential contractors relating to the preparation or submission of proposals. Pre-contractual expenses shall not be included in a proposer's fee schedule. Pre-contractual expenses include, but are not limited to, expenses incurred by a proposer in:

- Preparing a proposal in response to this RFP;
- Submitting a proposal to the City;
- Oral presentations required by the City;
- Negotiating with the City in any manner related to the proposal submitted;
- Any other expenses incurred by the proposer prior to the execution of a contract with the City, if any.

10.15 AGREEMENT TO CONDITIONS

The selected proposer will be required to execute an agreement for services. A sample of the agreement is included as Attachment K to this RFP. The sample agreement may be modified by the City prior to award of a contract.

Submission of a proposal shall be deemed acceptance of all the terms set forth in this RFP and the sample agreement for services unless the proposer clearly and specifically identifies requested exceptions in the Statement of Compliance (Attachment H). Notwithstanding the foregoing, a proposer's ability to comply with the terms and conditions of the RFP and the City's standard requirements, including, but not limited to, insurance and indemnification, is a material part of this RFP.

10.16 PIGGYBACKING OPTION

The City would like to make the same pricing structures available to other government agencies. Proposers shall indicate in their proposal whether they agree to extend pricing to other agencies and for what length of time. Inclusion is not mandatory and will have no bearing on the contract award.

10.17 EXAMINATION OF LOCATIONS AND SPECIFICATIONS

Proposers are expected to carefully examine the locations of the proposed services and the specifications set forth in this RFP and all attachments hereto. By submitting a proposal, the proposer declares he/she/it has carefully reviewed the locations of the proposed services and all specifications and requirements set forth in this RFP, and that proposer will furnish all labor, materials, machinery, tools and equipment required to perform the services in accordance with the requirements of this RFP.

10.18 DEBARMENT AND SUSPENSION

Proposers may not be debarred or suspended or otherwise listed on the Excluded Parties List System (EPLS) in the General Services Administration System for Award Management (SAM). Proposers must include verification that the company as well as the company's principals are not listed (are not debarred, suspended or otherwise ineligible) through the General Services Administration System for Award Management (sam.gov). Proposers must also enclose a printout of the search results that includes the record date.

11. INSURANCE

Insurance requirements are set forth in the sample agreement (Attachment K).

12. REGISTRATION WITH THE DEPARTMENT OF INDUSTRIAL RELATIONS:

Pursuant to California Labor Code sections 1725.5 and 1771.1, no contractor or subcontractor shall be qualified to bid on, be listed in a bid proposal, subject to the requirements of Section 4104 of the Public Contract Code or engage in the performance of any contract for public work unless registered and qualified pursuant to California Labor Code section 1725.5.

13. PREVAILING WAGE REQUIREMENTS

The services to be provided pursuant to this RFP are subject to prevailing wage requirements. Pursuant to provisions of Sections 1770 et seq. of the California Labor Code, all workers employed to provide services pursuant to the agreement awarded following this RFP shall be paid not less than the general prevailing rate of per diem wages, as determined by the Director of the Department of Industrial Relations (DIR) for work of a similar character in the locality in which the work is performed, and not less than the general prevailing rate of per diem wages for holiday and overtime work. Copies of the prevailing rate of per diem wages are on file with the Public Works Department and are available to any interested party upon request. The applicable State prevailing wages are also set forth on the Department of Industrial Relations' website: http://www.dir.ca.gov; these rates are subject to predetermined increases. Prevailing wage requirements are further detailed in the sample agreement (Attachment K).

ATTACHMENT A

STATEMENT OF NON-COLLUSION BY CONTRACTOR

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

The undersigned declares:
I am the _____ of _____, the party making the foregoing bid.

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

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

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

Firm _____

_____
(Signature)

_____
(Print Name & Title)

Street _____

City_____ State_____ Zip _____

ATTACHMENT B

SUBCONTRACTOR CAMPAIGN CONTRIBUTION ACKNOWLEDGEMENT FORM (IF APPLICABLE)

SUBCONTRACTOR CAMPAIGN CONTRIBUTION ACKNOWLEDGMENT FORM

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

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

CONTRACTOR:

Company: _____

By: _____

Title: _____

Date: _____

SUBCONTRACTOR:

Company: _____

By: _____

Title: _____

Date: _____

ATTACHMENT C

SAM.GOV DEBARMENT AND SUSPENSION VERIFICATION

How to Search Exclusion Information

- Select “Search” from the header menu from any page on SAM.gov
- In the filters, under “Select Domain,” select “Entity Information, then select “Exclusions.”
- Use the filters or keyword box to enter search criteria and see your results
- See sample on next page

sam.gov/content/exclusions

An official website of the United States government Here's how you know

Entity Validation Processing Show Details
Jan 31, 2023

Planned Maintenance Schedule Show Details
Apr 3, 2022

See All Alerts

SAM.GOV

Sign In

Home Search Data Bank Data Services Help

Exclusions

An exclusion record identifies parties excluded from receiving Federal contracts, certain subcontracts, and certain types of Federal financial and non Financial assistance and benefits. Exclusions are also referred to as suspensions and debarments.

Search Exclusions

Advanced Search

e.g. Smith, 123456789

Show active only

Federal Users

Getting started for federal exclusions managers.

Sign in to get started

Go to Exclusions Federal home

sam.gov/search/?index=ex&page=1&pageSize=25&sort=-relevance&sfm%5Bstatus%5D%5Bis_active%5D=true&sfm%5Bsi...

An official website of the United States government Here's how you know

Entity Validation Processing Show Details
Jan 31, 2023

Planned Maintenance Schedule Show Details
Apr 3, 2022

See All Alerts

SAM.GOV

Sign In

Home Search Data Bank Data Services Help

Search All Words e.g. 1606N020Q02

Select Domain
Entity Information

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide

Any Words

All Words

Exact Phrase

e.g. 123456789, Smith Corp

"west covina"

Showing 1 - 25 of 38 results

Sort by Relevance

Mario Arevalo Active
Unique Entity ID (blank)
CAGE Code (blank)
Physical Address West Covina, CA 91792 USA
Exclusion
Classification Individual
Activation Date Oct 9, 2002
Termination Date Indefinite

Robert Molina Active
Unique Entity ID (blank)
CAGE Code (blank)
Physical Address West Covina, CA 91740 USA
Exclusion
Classification Individual
Activation Date Apr 14, 1995
Termination Date Indefinite

Amado Cabuntala Active
Unique Entity ID (blank)
CAGE Code (blank)
Physical Address West Covina, CA 91792 USA
Exclusion
Classification Individual
Activation Date May 8, 1995
Termination Date Indefinite

Carlos Luansing Active
Unique Entity ID (blank)
CAGE Code (blank)
Physical Address West Covina, CA 91790 USA
Exclusion
Classification Individual
Activation Date Feb 6, 1998
Termination Date Indefinite

Josefina Cairoli Active
Unique Entity ID (blank)
CAGE Code (blank)
Physical Address West Covina, CA 91791 USA
Exclusion
Classification Individual

SAM.GOV DEBARMENT AND SUSPENSION VERIFICATION

ATTACHMENT D

FEE SCHEDULE

Fee Schedule Instructions

- The Fee Schedule is a requirement of the RFP.
- The Fee Schedule (in Excel format) is available for download.
- Complete the Fee Schedule by entering data electronically. Items in green require Contractor data input.
- Print, sign, and include a copy in proposal.
- In addition, upload the completed Excel spreadsheet as a separate attachment with your proposal.
    - Save as: Company Name
    - Protect your workbook
- See Sample on next page

FEE SCHEDULE

SAMPLE

City of West Covina

Tree Timming and Maintenance Services

RFP No. Fee Schedule

Name of Proposer Company ABC Tree Trimming, Inc.

Green shaded cells require Contractor data input

Line	Item Description	Qty	Cost Per Unit	Unit Measure	Total Cost
	Grid pruning pricing is requested for 7, 5 and 3 year trim cycles to determine which combination will best serve the City.				
	GRID PRUNING				
	Grid Pruning				
1	Grid Street Tree Prune - Flat rate price per tree to prune city trees in the grid. 2,500 ea per year -Seven (7) Year Cycle	2,500	$ 50.00	Each	$ 125,000.00
2	Grid Street Tree Prune - Flat rate price per tree to prune city trees in the grid. 3,300 ea per year - Five (5) Year Cycle	3,300	$ 60.00	Each	$ 198,000.00
3	Grid Street Tree Prune - Flat rate price per tree to prune city trees in the grid. 5,500 ea per year - Three (3) Year Cycle	5,500	$ 75.00	Each	$ 412,500.00
4	Grid LMD/Slope Tree Aestheic Trimming (Aerial Unit) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,000 ea per year over -Seven (7) Year Cycle	1,000	$ 50.00	Each	$ 50,000.00
5	Grid LMD/Slope Tree Aestheic Trimming (Aerial Unit) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,400 ea per year over - Five (5) Year Cycle	1,400	$ 50.00	Each	$ 70,000.00
6	Grid LMD/Slope Tree Aestheic Trimming (Climbing) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,000 ea per year over -Seven (7) Year Cycle	1,000	$ 50.00	Each	$ 50,000.00
7	Grid LMD/Slope Tree Aestheic Trimming (Climbing) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,400 ea per year over - Five (5) Year Cycle	1,400	$ 40.00	Each	$ 56,000.00
8	Grid Palm Tree Pruning - Flat rate price per tree to prune palm trees in the grid. 1,000 ea per year - Two (2) Year Cycle	1,000	$ 40.00	Each	$ 40,000.00
	Tree Trimming				
9	Requested Street Tree Trimming (Clearance Trim)			Each	$ 25.00
10	Requested Street Tree Trimming Aesthetic Trimming			Each	$ 30.00
	Lines through 49				

Name and Title of Authorized Signatory: *John Q. Public, President*

Signature:

Date: 1/1/1001

Sample File

City of West Covina - RFP Page 1 of 1 Fee Schedule

ATTACHMENT E

SCOPE OF SERVICES WITH APPENDICES

Appendix A – Tree Pruning Methods
Appendix B – City Contractor Work List
Appendix C – City Tree Inventory List
Appendix D – Specifications for Procuring Container Grown Landscape Trees
Appendix E – Stormwater Best Management Practices
Appendix F – Double Staked Tree Drawing

SCOPE OF SERVICES

1. GENERAL DESCRIPTION

The intent and purpose of this scope of services is to provide a level of tree maintenance that will present a safe, pleasing, and desirable appearance. The Contractor shall maintain all areas identified herein at such levels. The City's Deputy Director of Public Works, or designated representative, shall be the sole judge as to the adequacy and quality of the tree maintenance services.

The scope of services generally consists of complete, continuous, consistent and safe tree maintenance of a variety of species throughout the City. Tree maintenance may consist of pruning, removals, stump grinding, planting, staking, pest control, fertilizing, watering, emergency response, arborist services, inventory and banner hanging work.

When used in this scope of services, the following terms shall have the following meanings:

a) "Public Works Department Representative" or "City's Representative" shall refer to the City's Deputy Director of Public Works, or designee.

b) "Tree" refers to both woody trees and palms, unless otherwise specified.

The Contractor shall provide all labor, equipment, and materials necessary to perform the scope of services in accordance with the specifications set forth herein. The work shall be done in accordance with the current The Greenbook: Standard Specifications for Public Works Construction.

The scope of work includes the following, in accordance with the specifications set forth herein:

a) Contractor will perform complete prunes on approximately 5,500 City trees in the grid each year over a seven-, five- or three-year period, as determined by the City at contract award.

b) Contractor will perform complete prunes on approximately 1,000 palm trees each year.

c) Contractor will perform a combination of Tree Aesthetic Trimming via Aerial Unit or Climbing, on approximately 7,000 City trees over a five-year trim cycle in the City's landscape maintenance districts. This would equal approximately 1,400 trees each year.

The number of trees indicated here are estimates to date based on the City's tree inventory system. The exact number of trees to be pruned at any one time will be

determined when specific addresses and locations are provided at contract award and updated each year, as needed.

2. LICENSE REQUIREMENTS

Contractor shall possess all contractor's licenses in form an class as required by all applicable laws with respect to all the work to be performed under this contract; including but not limited to a valid State of California Class C-27 (Landscape Contractor} and Class C-61/D-49 (Tree Service Contractor) in accordance with the provisions of the Contractor's License (California Business and Professions Code, Section 7000, et. Seq.) and rules and regulations adopted pursuant thereto at the time this contract is awarded.

3. WORK HOURS

The Contractor shall accomplish all normal work required by this scope of services between the hours of 7:00 a.m. and 5:00 p.m., Monday through Friday ("normal working hours"). The Public Works Department Representative may grant, on an individual basis, permission for Contractor to perform services outside of normal working hours, provided that no maintenance functions that generate noise that would cause annoyance to residents of the area shall be commenced before 7:00 a.m.

During normal working hours, Contractor's project team assigned to West Covina shall not perform work to any other person or entity without prior permission from the Public Works Department Representative.

4. SUPERVISION & STAFF

The Contractor shall assign a supervisor to be on site each working day during normal working hours. The assigned supervisor and project staff shall have skills, expertise, training, and experience in arboriculture, including pest control, soils, fertilizers and plant identification. The supervisor must be fluent in the English language. The supervisor shall be thoroughly knowledgeable of the scope of services and specifications.

5. UNIFORMS

Contractor's staff performing work for West Covina shall wear company uniforms, to include company shirts with the company's name and the individual's name, and shall exhibit a clean, neat professional appearance.

6. PUBLIC RELATIONS

Contractor shall endeavor to maintain good public relations at all times. The work shall be conducted in a manner, which will cause the least possible interference and annoyance to the public.

7. COMMUNICATIONS

The Contractor shall provide a cellular telephone to each supervisor. Each supervisor shall carry the telephone on his/her person always during the workday for communication with the City's Representative. Each supervisor shall be on call 24 hours per day for emergencies and shall respond to a call from the City's Representative regarding an emergency condition within one (1) hour.

8. RESPONSE TIMES

During normal working hours, Contractor shall respond to a non-emergency tree issue that is outside of the regularly scheduled trim cycle, within two (2) working days of a written notification by the Public Works Department Representative. After normal working hours, Contractor shall respond to a request for emergency services within one (1) hour. If Contractor fails to respond within the timeframes specified herein, City may cause necessary work, as determined by the Public Works Department Representative, to be performed by City crews or other contractors. City may deduct any costs incurred by the City from the payment for the month in which the work was performed.

9. VEHICLES AND EQUIPMENT

Maintenance – Contractor's vehicles and equipment shall of the latest and most efficient design. Contractor's vehicles and equipment be maintained both visually and operationally. Paint and body of vehicles shall be maintained in good condition with no visible rust or body damage. Contractor's employees shall operate vehicles at all times in compliance of State or California Department of Motor Vehicles, Cal/OSHA, and all other applicable State and local requirements.

Signs – All Contractor vehicles shall have safety features and shall be painted a uniform color and shall bear in legible letters the Contractor's name and the following wording on an affixed magnetic sign on both the driver and passenger doors when actively operating with the City limits:

"Contracted to Serve the City of West Covina"
"Tree Maintenance - (626) 939-8458"

Parking of Contractor's Vehicles – Contractor shall not park Contractor's vehicles overnight on City streets.

10. MEASUREMENTS

a) The size of all woody trees shall be determined by measuring the diameter at breast height (DBH). This is the diameter of the trunk at breast height, located four and one-half (4.5) feet above the base of the trunk. For multi-trunk trees. Or trees that branch below four and one-half feet, the diameter of the largest trunk at four and one-half feet above base shall be used to determine the size.

b) Height shall be used to determine the size of the palms; and is measured from the base of the trunk to the bud initiation zone.

11. INCREASE OR DECREASE IN QUANTITIES

The City reserves the right to increase or decrease the quantity of any item(s) or portion(s) of the work described in the specifications or the proposal form or to omit portions of the work so described as may be deemed necessary or expedient by the City Arborist or designated representative. Alterations, modifications or deviations from the work described in the scope of services by Contractor shall be subject to the prior written approval of the City.

12. WORK LISTS

a) **Grid Pruning** - The Public Works Department Representative will identify pruning locations by highlighting the corresponding streets on the map, which will be provided to the Contractor, along with a specific pruning assignment such as full trim, clean, raise, or palm trimming. The Contractor shall document all work onto a City Contractor Work List (Appendix B) and record the location, species, size, work type, quantity, unit costs and lump sum amounts for each tree trimmed.

b) **Park/Slope Tree Aesthetic Trimming – Aerial Unit**

i) Park/Slope Tree Aesthetic trimming will be performed on trees located out of the public right-of-way that can be safely reached with an aerial unit. These trees are typically located within City parks, landscape maintenance districts (slope areas) and City facilities. The Contractor will be given specific locations for sites to be trimmed by the Public Works Department Representative prior to any work being performed. Tree quantities for this type of trimming shall be determined and agreed upon prior to any work being performed. Clean up and removal of all trimmings shall be included at no additional charge.

ii) Trees designated by the City for aesthetic trimming shall be trimmed, shaped and thinned. The trimming shall provide a symmetrical shape and aesthetically pleasing appearance typical of the species. In addition, trees shall be trimmed to provide a minimum clearance of fifteen (15) feet over the roadway and nine (9) feet over walkways (unless otherwise directed by the Public Works Department Representative). Trees shall also be trimmed to remove any obstruction around traffic control devices, traffic signs and streetlights. Additional trimming shall be performed to mitigate any extreme effect of the clearance trimming and provide an aesthetic appearance acceptable to the City's Representative.

iii) The specific techniques employed shall be consistent with industry practice for the size and species of tree being trimmed. All dead, broken, damaged, diseased or insect infested limbs shall be removed at the trunk or main branch. All cuts shall be made sufficiently close 1/2 inch; to the parent stem so that

healing can readily start under normal conditions. All limbs 2 inches or greater in diameter shall be undercut to prevent splitting. The remaining limbs and branches shall not be split or broken at the cut. All crossed or rubbing limbs shall be removed unless removal will result in large gaps in the general outline of the tree. All trees shall be thinned of smaller limbs to distribute the foliage evenly.

c) **Park/Slope Tree Aesthetic Trimming – Climber**

i) Park/Slope Tree Aesthetic Trimming will be performed on trees located out of the public right-of-way that cannot be safely reached with an aerial unit that must be climbed in order to complete the necessary trimming. These trees may be located within City parks, landscape maintenance districts (slope areas) and City facilities. These trees are typically located within the higher reaches of the City's landscape maintenance districts (slope areas) as well as areas of City parks that do not allow large vehicle access. The Contractor will be given specific locations for sites to be trimmed by the City's Representative prior to any work being performed. Tree quantities for this type of trimming shall be determined and agreed upon prior to any work being performed. Clean up and removal of all trimmings shall be included at no additional charge.

ii) Trees designated by the City for aesthetic trimming shall be trimmed, shaped and thinned. The trimming shall provide a symmetrical shape and aesthetically pleasing appearance typical of the species. In addition, trees shall be trimmed to provide a minimum clearance of fifteen (15) feet over the roadway and nine (9) feet over walkways, unless otherwise directed by the Public Works Department Representative. Trees shall also be trimmed to remove any obstruction around traffic control devices, traffic signs and streetlights. Additional trimming shall be performed to mitigate any extreme effect of the clearance trimming and provide an aesthetic appearance acceptable to the City.

iii) The specific techniques employed shall be consistent with industry practice for the size and species of tree being trimmed. All dead, broken, damaged, diseased or insect infested limbs shall be removed at the trunk or main branch. All cuts shall be made sufficiently close 1/2 inch; to the parent stem so that healing can readily start under normal conditions. All limbs 2 inches or greater shall be undercut to prevent splitting. The remaining limbs and branches shall not be split or broken at the cut. All crossed or rubbing limbs shall be removed unless removal will result in large gaps in the general outline of the tree. All trees shall be thinned of smaller limbs to distribute the foliage evenly.

d) **Removals and Plantings** – The Public Works Department Representative will provide a work list consisting of location, tree species, size, work type, quantity, unit costs and lump sum amounts.

e) **Inspection** – The Contractor shall notify the Public Works Department Representative upon completion of each work list and shall not process any work list for invoicing until all sites on the list have been inspected by the Public Works Department Representative. Also, daily, or as required by the City, the Contractor or its supervisor may walk the project with the Public Works Department Representative for determining compliance with the specifications or to discuss required work. Any tree(s), which in the opinion of the Public Works Department Representative, have not been pruned, removed or planted according to the conditions of the specifications set forth herein shall be brought to the attention of the Contractor and, if not corrected, payment to the Contractor will not be made until the condition is corrected.

f) **Service Requests and Location Lists –** The Public Works Department Representative may give Contractor additional service requests and location lists each day, in addition to the weekly or grid schedule list. This work will be considered as normal work and not subject to emergency work cost or crew rental costs.

13. TREE SITE INVENTORY DATABASE

The City currently has over 34,000 tree sites (trees, stumps, vacant) inventoried with over 24,000 trees maintained in a computerized database and tree management software package. Contractor shall provide and maintain a computerized tree inventory system of all trees serviced for the City. The Contractor shall provide the Public Works Department with a state-of-the-art record keeping software system that allows the Public Works Department to monitor and maintain information regarding the City's Urban Forest maintenance program. The system shall provide detailed information which includes GPS location of trees, species, site information, work histories, service requests, pictures of "before" and "after" trimming that is suitable for reproduction and summary reports. City staff shall be provided direct access to the software.

The Public Works Department currently utilizes the Arbor Access tree inventory system through West Coast Arborists, Inc. Contractor shall provide a comparable system and seamlessly migrate data to the new system within 30 days of receiving data from current system.

14. TREE INVENTORY LIST

All trees that are in the tract in which the Contractor is working, shall be recorded onto a City Tree Inventory List (Appendix E). The Tree Inventory along with the list of trees pruned/removed shall be given to the Public Works Department Representative monthly. Each field on the inventory sheet should be filled in as follows:

a) **Right-of-Way** – The public right-of-way (and/or tree maintenance easement) as recorded in the development plans. The measurement will be the width of the

parkway, or in areas in which there is no parkway, the designated footage beginning from the curb face.

b) **Address** – The house number and complete street name. If the tree is on the side of a corner house, the name of the intersecting street shall be included.

c) **Species** – Species, including hybrids, varieties and cultivars.

d) **Diameter at Breast Height (DBH)** – The measurement of the trunk diameter at 4.5 feet from the base. Multi-trunk trees shall be recorded by using the DBH of the largest trunk followed by the letter M and the total amount of the trunks. *Example:* A multi-trunk tree with the largest trunk measuring 12 inches in diameter and having a total of 4 trunks would be recorded as 12M4.

15. WORK SITES

Work sites include, but are not limited to, parkways, medians, greenbelts, tree easements, parks and other City facilities.

16. DELETIONS

At the Public Works Department Representative's option, any contract areas, work list or pruning map, or portion thereof, may be deleted or adjusted by notifying the Contractor in writing before work begins.

17. STANDARD CREW RENTAL

The standard crew is three (3) employees, one (1) chipper truck, one (1) chipper and all necessary hand tools. The crew equipment can be modified to complete any type of miscellaneous tasks including special projects that may consist of extraordinary work.

18. EMERGENCY RESPONSE WORK SCHEDULE

Emergency response work may be required to mitigate safety hazards outside of normal working hours.

a) Emergency response work is work performed after normal working hours (7 a.m. to 4 p.m., Monday through Friday, excluding holidays). Emergency response work does not include service requests and location lists assigned during normal working hours.

b) Emergency response work will not be performed without prior approval by the Public Works Department Representative unless a condition exists wherein it appears there is a danger of injury to persons or property.

c) The City reserves the right to cause any emergency response work deemed necessary by the Public Works Department Representative to be performed by the City crews or other contractors, at no cost to the Contractor.

d) Emergency response and crew rental rates begin when the crew arrives on site and begins work, and end at the completion of the work requested by the City. The City will not pay Portal to Portal.

19. SAFETY MEASURES

a) The Contractor shall comply with Cal/OSHA requirements for worker safety and applicable American National Standards Institute (ANSI) standards, including, but not limited to, Z133 Safety Requirements.

b) Any person working in proximity to electrical conductors shall be properly trained in electrical hazard recognition and avoidance, and possess the appropriate qualifications required by the State of California.

c) Any dead tree, tree with excessive decay, or tree with a substantial defect such as a split, crack, or unstable root system, shall be reported immediately to the Public Works Department Representative.

d) The Contractor shall postpone any tree maintenance activity wherein a vehicle is in proximity and such activity has the likelihood of causing damage to the vehicle. In such instances, it is the responsibility of the Contractor to immediately notify the vehicle owner and request to have the vehicle moved to a safe location. Contractor shall report any abandoned vehicle to the West Covina Police Department.

20. PRESERVATION OF PROPERTY

a) The Contractor shall carefully protect from damage all trees, shrubs, ground covers, turf irrigation, water service, fences, sidewalk, buildings, automobiles, street lights, street signs, or any other facilities located on or adjacent to the job site.

b) Should any direct or indirect damage or injury result to any public or private property by or because of any act, omission, neglect or misconduct in the execution of work, on the part of the Contractor or the Contractor's employees, such property shall be restored by the Contractor, to a condition equivalent to that existing before damage occurred.

c) The Contractor shall be responsible for the complete removal and replacement of trees requiring removal and/or replacement due to the Contractor's faulty maintenance or negligence, as determined by the Public Works Department Representative. Replacement shall be made by the Contractor in the kind and

size of tree as determined by the Public Works Department Representative. Where there is a difference in value between the tree removed and the value of the replacement tree, City will deduct this difference from Contractor's next monthly payment. In all cases, the value of any trees requiring removal and/or replacement will be determined by the Public Works Department Representative, using the latest Council of Tree and Landscape Appraisers – Guide for Plant Appraisal.

21. PRESERVATION OF WILDLIFE

Contractor shall take reasonable efforts to protect and preserve the nests, or nesting cavities, of beneficial birds and other beneficial animals, unless doing so would create a hazardous condition.

22. QUALITY OF WORK

All work performed by the Contractor shall comply with good arboreal practices within the industry for the particular species of trees being maintained. Work quality must be consistent with standards as specified in the International Society of Arboriculture's (ISA) "Best Management Practices" and ANSI A300.

The Contractor shall be skilled in arboriculture and have the expertise necessary to perform all duties to the highest standard.

The Public Works Department Representative shall be the sole judge as to the adequacy and quality of the services provided by the Contractor.

23. DISEASE CONTROL

Any monocot or dicot species that is known to transmit an infectious disease prevalent in the landscape shall be pruned with handsaws, pole saws or reciprocating saws only. Prior to pruning, all saw blades must be sterilized by a ten (10) minute immersion in a bucket of water containing twenty-five (25) percent chlorine bleach. A fresh solution shall be mixed daily. Each tree shall be pruned utilizing a blade that has been sterilized in this fashion, thereby preventing tree-to-tree disease transmission via the saw blade. After a tree has been pruned, the saw blade shall not be utilized again until it has been sterilized by the ten (10) minute immersion method described above.

24. RESPONSIBILITY FOR DAMAGES

The Contractor shall be responsible for all damages to people and/or property that occur as a result of the fault or negligence of the Contractor or its employees in connection with the performance of this work.

25. CONFORMING TO STATE AND FEDERAL GUIDELINES FOR STORM WATER POLLUTION PREVENTION

State and Federal guidelines for storm water pollution prevention are known as Best Management Practices (BMPs). These practices will help reduce groundwater contamination and pollution to our wetlands, beaches, and coastlines. Since landscaping can and does contribute to storm water pollution, BMP guidelines taken from the California Storm Water Quality Association's Handbook are provided for the Contractor's reference. In addition, these BMP's shall be reviewed with any new employee before he begins work in the field, and with all crews on at least an annual basis. (See Appendix G)

26. PERMITS AND LICENSES

Prior to the start of any work, the Contractor shall obtain all required City permits. The City will issue the permits at no charge to the Contractor. The Contractor and all subcontractors shall be licensed in accordance with the California Business and Professions Code. The Contractor shall also obtain all other permits, licenses, certificates, or authorizations required by any governing body or entity.

27. TRAFFIC CONTROL PERMIT

When a street closure, lane closure, or detour is necessary for Contractor's performance of work, the Contractor shall prepare and submit a permit application and shall attach two copies of the proposed traffic control signing, barricading and/or detour routing. The permit application and accompanying attachments will be reviewed by the City's Traffic Engineer. Upon the Traffic Engineer's approval, a no-fee permit will be issued. No street closure, lane closure, detour or other work requiring traffic control shall commence prior to issuance of said permit.

28. SIGNS, BARRICADES, AND DELINEATORS

The Contractor shall provide and install barricades, delineators, warning devices and construction signs in accordance with the current California Temporary Traffic Control Handbook published by the California Inter-Utility Coordinating Committee, the Work Area Traffic Control Handbook (WATCH) and the current Caltrans Manual on Uniform Traffic Controls guidelines for traffic controls in construction and maintenance work zones unless otherwise approved by the City Engineer. During adverse weather or unusual traffic or working conditions, Contractor shall place additional traffic control devices as directed by the Public Works Department Representative.

29. HEALTH AND SAFETY TRAINING AND INSPECTIONS

Contractor shall be responsible for providing all employee health and safety training and personal protective equipment in accordance with applicable laws and regulations potential hazards that may be encountered in performance of the work and provide copies of the certified training records upon request by the City. Contractor shall be responsible for proper maintenance and/or disposal of Contractor's and its employees' personal protective equipment and material handling equipment. The Contractor will be

responsible for all work zone safety inspections and regular training of all staff setting up any traffic control.

30. PRUNING – GENERAL REQUIREMENTS

a) Complete pruning includes: raising the canopy height for building and right-of-way clearance, eliminating deadwood, crossing branches, and other safety concerns; shaping and thinning for the health for the health of the tree and for aesthetics.

b) Pruning shall be in strict accordance with all standards and methods as prescribed by the International Society of Arboriculture (Appendix A).

c) The Contractor shall prune to retain the natural structure of each tree species, unless otherwise directed by the Public Works Department Representative, and have the knowledge and ability to determine each tree species response to pruning. Pruning patterns shall be consistent so that visual continuity is maintained, and the value of all City trees pruned is increased.

d) The use of chain saws shall be restricted to those cuts that cannot be made with hydraulic, pneumatic, or manually operated lopping shears. All blades, chains and other cutting devices shall be kept sharpened, to make a clean final cut, with the bark intact and free from stripping or shredding. Wound dressings are not permitted.

e) Pruning cuts shall be made carefully and at the proper location; this will be back to the parent branch or trunk, just to the outside of the branch collar and branch bark ridge.

f) Branch cuts shall be kept as small as possible to prevent excessive decay. No live branch greater than eight (8) inches in diameter (measured at the base of the branch) shall be removed without authorization from the Public Works Department Representative, unless said branch is weakly attached or has other significant defect.

g) Limbs, measuring two (2) inches or greater in diameter, shall be removed using the three-cut method (Appendix A).

h) When pruning mature trees, no more than twenty-five (25) percent of the leaf-bearing canopy should be removed. Live Oaks are limited to ten (10) percent.

i) When reducing the length of a limb back to a lateral branch, the lateral should be at least one-third the diameter of the portion removed.

j) Young trees shall be pruned primarily to improve structure (Appendix A).

k) Private trees that are encroaching upon a City sidewalk or street, and are not

providing proper height clearance requirements, shall be raised on the street-side only to mitigate nuisance or hazard. The cost shall be adjusted to one-half that for complete raise.

l) The use of climbing spurs, gaffs, or any other climbing device that causes puncture wounds is prohibited, except for aerial rescue efforts, or during removals.

m) The Contractor shall not prune any tree(s), which have been pruned by a resident or homeowner and have been trained, cut, or sheared in such a way to form a hedge, espalier, or picturesque shape, and have not been trained in the normal landscape shade tree standard of pruning. Such trees shall not be recorded on the work list. These trees are to be noted, and the Contractor shall inform the Public Works Department Representative of them by address.

n) Any inappropriate piece of metal, wire, rubber, wood, or other material that is damaging the growing tissue of a tree or predisposes the tree to irreparable damage in the future, shall be removed. If it is determined that the material cannot be removed without further damage to the growing tissue of the tree, it shall not be removed, but necessary actions shall be taken to reduce the impact of this material to the tree by cutting out as much of the exposed surface of it as possible.

o) Vines that are entwined on the trunk or throughout the limb structure shall be removed with caution, avoiding injury to tree.

31. PRUNING – WORK TYPE DESCRIPTIONS

Below are descriptions of the types of work may be assigned to the Contractor. All general requirements for pruning shall be followed.

a) **Grid Pruning** – Grid pruning means routine tree pruning per pre-designated districts/grids on a scheduled cycle or any grouping of seven (7) or more trees near one another, within an approximate 200-yard radius, and shall be paid as grid pruning even when off the regularly scheduled district/grid plan.

b) **Full Pruning** – The objective is to improve tree structure, reduce wind sail effect, allow for improved light penetration, provide proper clearances, and to remove dead or other undesirable limbs.

   Selective pruning shall be implemented; any or all pruning techniques shall be applied depending on the requirements of each tree. These include structural pruning, crown cleaning, crown thinning, crown reduction, crown raise and crown restoration.

c) **Crown Raise** – In areas where raises are specified, no other type of pruning shall be done. A crown raise is removal of lower branches only, to provide proper height clearance. Fourteen and one-half (14.5) feet clearance is required over streets,

where applicable. Nine (9) feet clearance is required over parkways and sidewalks. Eleven (11) feet clearance is required over equestrian trails. To avoid destroying the natural structure of small trees, they shall not be raised to the afore mentioned specifications. Instead, such trees shall be pruned to reduce the length of the obstructing limbs.

d) **Crown Cleaning** – In areas where cleaning is specified, no other type of pruning shall be done. Crown cleaning is the removal of dead, dying, diseased, broken and weakly attached branches. Crown cleaning shall also include crown raise, when needed to provide proper clearance.

e) **Crown Reduction** – In areas where height issues are specified, no other type of pruning shall be done. Crown reduction is used to reduce the height and/or spread of a tree. Thinning cuts are most effective in maintaining the structural integrity and natural form of a tree and in delaying the time when it will need to be pruned again. The lateral to which a branch or trunk is cut should be at least one-half the diameter of the cut to be made.

f) **Palm Pruning** – Palm fronds are to be removed so that a 90-degree angle is achieved. The angle shall be measured from the horizontal axis of the growing point base.

   All dead fronds, flower stalks and fruit stalks shall be removed and cut as close to their base as possible without damaging adjacent fronds or trunk tissue. Loose petioles from previous pruning operations shall be removed carefully.

   When pruning palms in the Phoenix genus it is imperative to sterilize all pruning equipment to avoid possible tree-to-tree transmission of the disease Fusarium oxysporum.

32. SELECTIVE PRUNING

When performing any of the types of pruning, it is imperative to employ selective pruning to prevent over pruning. If any tree in an assigned area requires a lesser amount of pruning than what has been assigned, only that which is necessary will be performed.

33. TREE REMOVALS

a) All tree removal operations shall be in strict accordance with the methods prescribed by the International Society of Arboriculture.

b) Trees designated for removal by the Public Works Department Representative will be marked with a dot, using white paint, on the trunk, just above the root collar of the tree. If for any reason there is doubt regarding the trees(s) to be removed, the Public Works Department Representative will be contacted before work commences.

c) Felling is permitted provided it can be safely achieved without endangering surrounding property and will not interfere with vehicular traffic. A tag line(s) shall be used to direct fall always. All bystanders shall be kept at a safe distance from the work site.

d) Trees too large to fell shall be removed in sections. Each section shall be cut into a size that can be handled easily and safely by one tree worker. If section is too heavy for one worker, it shall be rigged and lowered to the ground. The means of lowering shall be acceptable to the Public Works Department Representative.

e) Stump grinding shall be incorporated with the removal of the tree and performed on the same day. The underground service alert regional notification center (Dig Alert) must be called prior to the start of the removal list, to allow enough time for each site to be marked before work begins.

f) The depth of stump grind shall be no less than eighteen (18) inches below lowest surface grade. The grind shall comprise the entire stump below soil surface and any uplifted portion of the soil caused by the root flare. Exposed roots, whether in the public right-of-way or private property, shall be traced and ground or chopped out to a depth of no less than eight (8) inches below the lowest surface grade. If irrigation is damaged it shall be repaired immediately. The site shall be backfilled with a mix of 60% soil and 40% of the remaining wood chips; then firmly tamped down to allow for as little settling as possible. All excess wood chips and soil shall be hauled away. When complete, the work site shall be level and at the original soil grade of the surrounding area.

34. TREE PLANTING AND STAKING

a) Trees to be planted by the Contractor shall comply with the Specifications for Procuring Container Grown Landscape Trees (Appendix D).

b) All trees shall be planted according to the standards prescribed by the International Society of Arboriculture. Contractor shall comply with the standard plan for tree planting, as per Standard Plans for Public Works Construction (SPPWC), Std. Plan No 518-3, Sheet 2 (Appendix H).

c) Contractor shall comply with DigAlert requirements, as set forth in California Government Code section 4216 *et seq.*, before the excavation of any tree-planting site.

d) Prior to planting, the natural root flare must be identified. Any soil that may be covering the root flare must be removed. The planting hole shall be dug to a size of two times the width of the root ball, leaving the bottom firm, to prevent the tree from settling. The container shall be removed carefully to prevent root or stem damage; the tree shall not be pulled by the stem. If the container does not come

off easily, it shall be cut on one or more sides, from top to bottom, to allow its removal. Circling roots shall be separated and spread outward. Densely matted roots that cannot be teased apart shall be cut cleanly in two places.

e) The tree shall be lifted by the root ball only and carefully placed in the planting hole. The root ball shall be oriented so that the tree stands vertically, with the top of the root ball approximately one to two inches higher than the soil grade. Backfill shall be native soil only with no rocks greater than three inches diameter. Soil shall not be placed on top of the root ball. Contractor shall displace air pockets in the backfill by moderately tamping with shovel handle and watering in. Contractor shall check for settling and add backfill if necessary. To avoid compaction of the soil, Contractor shall not tamp the backfill with excessive pressure or use broad, heavy objects.

f) Any tree that can stand upright without support and would be able to withstand prevailing winds along with yearly Santa Ana wind occurrences shall not be staked.

g) If upon determining a tree cannot support itself, two stakes of good quality treated lodge pole pine not exceeding eight (8) feet in length and no more than two and one-half (2.5) inches in diameter shall be used. The stakes shall be placed in a northwest / southeast configuration to give maximum support during heavy wind conditions and placed outside the root ball, avoiding any damage to roots. Stakes shall be pounded down until sufficiently stable. The top of the stakes interfering with branch structure shall be cut off below the lowest branch where the tree's growth habit permits.

h) Trees shall be tied to stakes using rubber cinch ties, thirty-two (32) inches in length, attached by a method of a figure eight loop between the tree trunk and each stake. Ties shall be attached to stakes with galvanized nails driven into the stakes. A minimum of two (2) ties shall be used, placed high enough on the trunk to support the crown. Additional ties shall be placed lower on the trunk if needed to straighten. Ties shall be taught enough to prevent trunk from rubbing against the stakes, but with a modest amount of slack to allow movement of the tree. Ties shall not be placed in branch crotches.

i) A plastic guard shall be placed loosely around the base of the trunk.

j) A watering basin shall be placed around the outer edge of the root ball in areas where run-runoff will occur. The basin shall be in the form of a tightly compacted soil berm, three inches in height. A watering basin is not required on turf or dense groundcover.

35. STAKING ONLY

The Contractor shall stake any tree that is unable to stand upright on its own, whether the existing stakes have become loosened, damaged, incorrectly installed, or where the

stakes are absent. This work shall be performed in any area where the Contractor is pruning or where otherwise directed by the Public Works Department Representative. All the standards shall be followed. (See Appendix F)

36. STAKE REMOVAL

The Contractor shall remove stakes from trees that have achieved enough stability and grown to at least three (3) inches diameter at breast height (DBH). The stakes should be pulled completely out of the ground when possible; otherwise, the stakes shall be cut down below grade and backfilled with soil.

All undamaged tree stakes will be re-used. Any excess tree stakes that are suitable for re-use shall be returned to the City. The Contractor shall dispose of all damaged tree stakes.

Stake removal shall be performed in any area where the Contractor is pruning, at no charge to the City.

37. REMOVAL OF BRUSH AND DEBRIS

The Contractor shall be responsible for the removal and disposal of all debris, such as wood, branches, brush, chippings, and any other material resulting from tree maintenance operations.

a) Contractor must comply with all State and local laws and regulations applicable to and governing such disposal.

b) Disposal of all Eucalyptus wood infested with the larvae of the Eucalyptus Long Horned Borer shall comply with the requirements of California Public Resources Code section 4714.5.

38. TREE WATERING

Watering is to be performed by a one-man crew with a water truck for newly planted trees newly planted trees for the first year after initial planting or when the tree is determined to be established. Watering will occur along various routes including landscape medians, parkways, parks, and City facilities. At the discretion of the Public Works Department Representative, older trees will be included on a watering schedule to be provided by the City.

39. ARBORIST SERVICES

On occasion, the City requires tree evaluations including written reports. Upon request by the City, the Contractor shall prepare detailed arborist reports, tree risk assessment reports, tree evaluations and site inspections. Reporting may be requested on as little as one tree to an entire Urban Forest population and is handled on a case-by-case basis.

40. MILLING

On occasion, the City may request for some of the removed urban forest material be milled down for special projects. The Contractor shall such services upon request. Milling can be performed on or off site.

APPENDIX A

TREE PRUNING METHODS

REASONS FOR PRUNING

The goals set forth in pruning are to improve tree structure, reduce hazards; provide clearances, and increase light and air penetration.

PRUNING CUTS

a. Each cut should be made carefully, at the correct location, leaving a smooth surface with no jagged edges or torn bark.
b. When pruning lateral branches, the final cut should be made back to the parent branch or trunk, just to the outside of the branch collar and branch bark ridge. When removing a dead branch, the final cut should be made just outside the collar of living tissue. If the collar has grown along a branch stub, only the dead stub should be removed (Figure A1).
c. To prevent bark tearing, large limbs should be removed using the three-cut method. The first cut undercuts the limb one or two feet out from the parent branch or trunk. The second cut, made on the top, is positioned slightly farther out than the undercut. The third cut is to remove the stub (Figure A2).
d. When it is necessary to reduce the length of the parent branch or leader, it should be cut back to a lateral branch that is large enough to sustain itself and to assume apical dominance. The cut should bisect the angle between the branch bark ridge and an imaginary line perpendicular to the branch or stem being removed (Figure A3).

Figure A1 – Pruning lateral branches

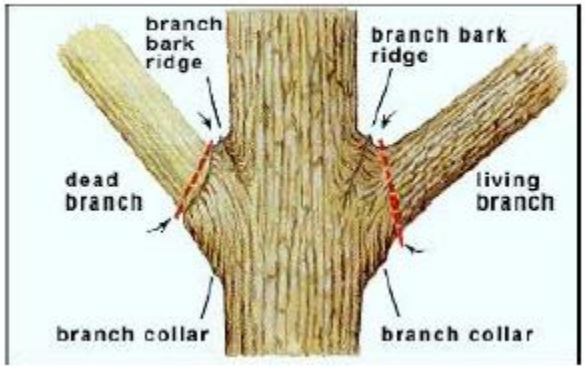


Figure A2 – The three-cut method

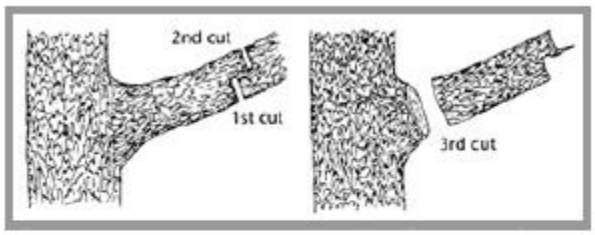
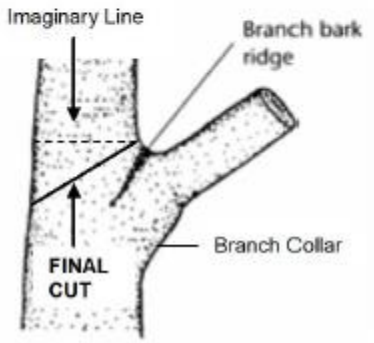


Figure A3 – Limb reduction



STRUCTURAL PRUNING OF YOUNG TREES

No more than 25 percent of the canopy should be removed in any one year.

a. Remove any broken, dead, dying, or damaged branches.
b. Select and establish a dominant leader. This should be the strongest vertical stem. Co-dominant stems should be subordinated (cut back) or removed (Figure A4).
c. Select and establish the lowest permanent branch.
d. Select and establish scaffold branches. These branches should be well attached, appropriate in size, and have proper vertical and radial spacing. The vertical spacing should be at least 18 inches for larger tree species and 12 inches for smaller species.
e. Select and subordinate temporary branches below the lowest permanent branch and among the scaffold branches. These branches should be maintained while the tree is young.

(f) Figure A4 – Removal of a co-dominant stem

CO-DOMINANT STEMS

If two branches develop from apical buds at the tip of the stem, they will form co-dominant stems. This type of branch structure produces narrow angles at the point of attachment that leads to the formation of *included bark.* This is bark that becomes enclosed inside the crotch as the two branches grow and develop. Included bark weakens the branch attachment, making the tree more prone to failure. It is best if one co-dominant stem is removed when the tree is young. When faced with large co-dominant branches in older trees, these should be suppressed by reducing the length of the least vigorous limb, thus slowing its growth. The relative size of a branch in relation to the trunk is more important for strength of branch attachment than is the angle of attachment.

PRUNING MATURE TREES

No more than 25 percent of the canopy should be removed in any one year. Pruning cuts should be kept as small as possible. The various pruning techniques are as follows.

a. Crown Cleaning: Selective removal of dead, dying, diseased, broken, or weakly attached branches.
b. Crown Thinning: Includes crown cleaning as well as selective removal of branches to increase light and air penetration, reduce weight, and reduce wind-sail effect. The natural structure and shape of the tree should be preserved, and an even distribution of inner lateral branches should be maintained throughout the canopy. Care must be taken to avoid “lion tailing”, which is created when excessive laterals are removed from a limb, leaving most of foliage at the end, thus causing a weight imbalance.
c. Crown Raise: The removal of lower branches to provide proper height clearances. It is imperative that the crown is not raised excessively. A properly raised tree should have a well-formed, tapered structure, which will be able to uniformly distribute stress; approximately one-half of the foliage should originate from branches on the lower two-thirds of the tree.
d. Crown Reduction: Used to reduce the size of a tree. Limbs are cut back to their point of origin or to a lateral capable of sustaining the remaining limb and assuming apical dominance. When a branch is cut back to a lateral, no more than one-fourth of its foliage should be removed. The remaining lateral branch must be at least one-third the diameter of the branch removed, but this rule may vary with species, age, climate, and the condition of the tree. Consideration must also be given to the ability of the species to sustain this type of pruning.
e. Crown Restoration: Is the selective removal of water sprouts, and the removal of all stubs and dead limbs to improve a trees structure and form. This method of pruning is usually done because of storm damage or a previous topping. One to three vigorous sprouts on main branch stubs are selected to become permanent branches and to re-form a more natural-appearing crown. These sprouts may need to be subordinated to control apical growth and ensure adequate attachment for their size. Restoration usually requires several pruning jobs over several years.

APPENDIX B

CITY CONTRACTOR WORK LIST

City of West Covina PRUNING - VARIOUS LOCATIONS JOB # "contractor name"

	LOCATION	SPECIES	SIZE	WORK TYPE	QUANTITY	NOTES
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

APPENDIX C

CITY TREE INVENTORY LIST

City of West Covina

TREE INVENTORY

RIGHT OF WAY	ADDRESS	SITE	SPECIES	DBH	HEIGHT	SPREAD	REMARKS	Unit Cost

APPENDIX D

SPECIFICATIONS FOR PROCURING CONTAINER GROWN LANDSCAPE TREES

PROPER IDENTIFICATION

All trees shall be true to name as ordered or shown on the planting plans and shall be labeled individually or in groups by species and cultivar (where appropriate).

COMPLIANCE

All trees shall comply with federal and state laws and regulations requiring inspection for plant disease, pests and weeds.

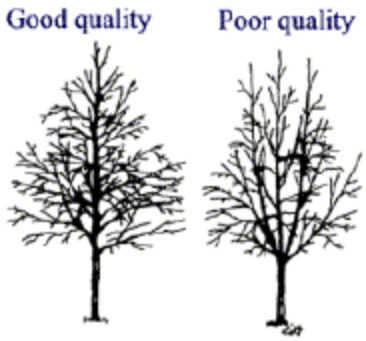
TREE CHARACTERISTICS AT THE TIME OF SALE OR DELIVERY

A. TREE HEALTH

1. Trees shall be healthy and vigorous; free of injury from biotic (insects, pathogens, nematodes, etc.) and abiotic agents (herbicide toxicity, salt injury, improper irrigation, etc.).
2. The size, color and appearance of the leaves shall be typical for the time of year and stage of growth of the species/cultivar; and shall not be stunted, misshapen, tattered, discolored (chlorotic or necrotic) or otherwise atypical.
3. The length and diameter of shoot growth throughout the crown shall be typical for the age and size of the species/cultivar.
4. Overall height and trunk diameter shall be typical for the age, species/cultivar and container size.

B. CROWN

Central Leader: The best quality shade trees, and most evergreen trees, have a dominant or central leader or trunk that extends up to the top of the canopy. Shade trees of lesser quality have two or more leaders or trunks, which compete against each other. Branches that have narrow angles of attachment and co-dominant stems tend to break at the point of attachment, especially when associated with included bark. Trees purchased from the nursery should have a single, relatively straight central leader and tapered trunk, free of co-dominant stems that compete with the central leader. The central leader should not have been headed. However, in cases where the original leader has been removed, an upright branch at least ½ (one-half) the diameter of the original leader just below the pruning point shall be present.



Co-dominant stems with Included Bark

Form: The form or shape of the crown shall be symmetrical, and typical for the species/cultivar. The crown shall not be significantly deformed by wind, pruning practices, pests or other factors.

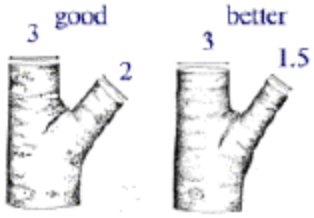
Branch Spacing:

1. Branches shall be distributed radially around and vertically along the trunk, forming a generally symmetrical crown typical for the species/cultivar.

2. Branches shall be no larger than 2/3 (two thirds) the diameter of the trunk, measured 1" (one inch) above the branch.

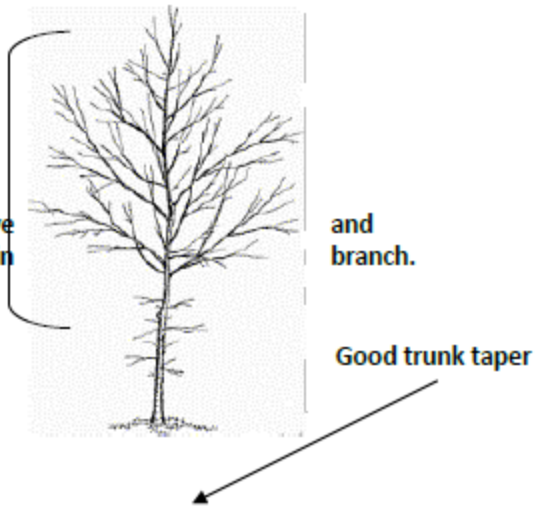
3. The attachment of scaffold branches shall be free of included bark.

Branch Diameter: shall be no larger than 2/3 (two thirds) the diameter of the trunk, measured 1" (one inch) above the branch.



Temporary branches: Unless otherwise specified, small "temporary" branches should be present along the trunk below and above the lowest main (scaffold) branch, particularly for trees less than 1-1/2" (one and one-half inches) in trunk diameter. Temporary branches should be distributed around and vertically

along the trunk and should be no greater than 3/8" (three-eighths inch) in diameter and no greater than ½ (one-half) the diameter of the trunk at the point of attachment. Heading of temporary branches is usually necessary to limit their growth.



C. TRUNK

1. Trunk diameter and taper shall be sufficient so that the tree will remain vertical without the support of a nursery stake.

2. The trunk shall be free of wounds (except properly-made pruning cuts), sunburned areas, conks (fungal fruiting-bodies), wood cracks, bleeding areas, signs of boring insects, galls, cankers and/or lesions.

3. Trunk diameter shall be within the range shown in the table below and shall be taken 6" (inches) above soil surface.

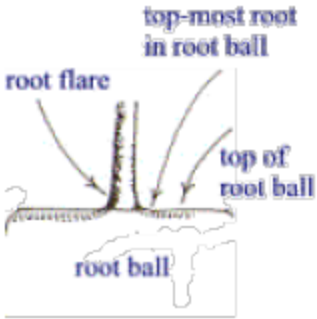
Container Size	*Trunk Diameter (inches)*
5 gallons	0.5 to 0.75
15 gallons	0.75 to 1.5
24-inch box	1.5 to 2.5

D. ROOTS

1. The trunk, root collar (root crown) and large roots shall be free of circling and/or kinked roots. Soil removal near the root collar may be necessary to verify that circling and/or kinked roots are not present.

2. The tree shall be well rooted in the container. When the container is removed, the root ball shall remain intact, and when the tree is lifted, the trunk and the root system shall move as one.

3. The upper-most roots or root collar shall be within 1" (one inch) above or below the soil surface. The soil level should be within 2' (two inches) of the top of the container (see table below).



Container Size	*Soil Level from Top of Container (inches)*
5 gallons	1.25 to 2
15 gallons	1.75 to 2.75
24-inch box	2.25 to 3

4. The root ball periphery should be free of large circling and bottom-matted roots. The acceptable diameter of circling peripheral roots depends on species and size of root ball.

5. On grafted or budded trees, there shall be no suckers from the root stock.

E. MOISTURE STATUS

At time of inspection and delivery, the root ball shall be moist throughout, and the tree crown shall show no signs of moisture stress, as indicated by wilt. Roots shall show no signs of being subjected to excess soil moisture conditions, as indicated by root discoloration, distortion, death, or foul odor.

INSPECTION

The City of Rancho Cucamonga reserves the right to reject trees that do not meet specifications as set forth in these guidelines.

DELIVERY

Delivery shall be made at the agreed-upon date and time. The vendor shall notify the City, as soon as possible, of any delivery which becomes delayed due to extenuating circumstances.

GLOSSARY

Co-dominant - Two or more vigorous and upright branches of relatively equal size that originate from a common point, usually where the leader has been lost or removed.

Crown - The aboveground part of the tree including the trunk.

Cultivar - A named plant selection from which identical or nearly identical plants can be produced, usually by vegetative propagation or cloning.

Girdling root - A root that partially or entirely encircles the trunk and/or buttress roots, which could restrict growth and downward movement of photosynthate and/or water and nutrients up.

Included bark - Bark embedded within the crotch between a branch and the trunk or between two or more stems that prevents the formation of a normal branch bark ridge. This often occurs in branches with narrow-angled attachments or branches resulting from the loss of the leader. Such attachments are weak and subject to splitting.

Kinked root – Is a primary root, which is sharply bent, causing a restriction to water, nutrient, and photosynthate movement. Kinked roots may compromise the structural stability of roots systems.

Leader - The dominant stem which usually develops into the main trunk.

Photosynthate - Pertains to sugar and other carbohydrates that are produced by the foliage during photosynthesis, an energy trapping process.

Root collar - The flared area at the base of a tree where the roots and trunk merge; also referred to as the "root crown" or "root flare".

Shall - Used to denote a practice that is mandatory.

Should - Used to denote a practice that is recommended.

Scaffold branches - Large, main branches that form the main structure of the tree.

Temporary branch - A small branch that is retained temporarily along the trunk of young trees. Temporary branches provide photosynthate to increase trunk caliper and taper and help protect it from sunburn damage and mechanical injury. Such branches should be kept small and gradually removed as the trunk develops.

Trunk - The main stem or axis of a tree that is supported and nourished by the roots and to which branches are attached.

APPENDIX E

STORMWATER BEST MANAGEMENT PRACTICES

Landscape Maintenance SC-73

Objectives

- Contain
- Educate
- Reduce/Minimize
- Product Substitution

Targeted Constituents

Sediment	☑
Nutrients	☑
Trash	☑
Metals	
Bacteria	
Oil and Grease	
Organics	
Oxygen Demanding	☑

Description

Landscape maintenance activities include vegetation removal; herbicide and insecticide application; fertilizer application; watering; and other gardening and lawn care practices. Vegetation control typically involves a combination of chemical (herbicide) application and mechanical methods. All of these maintenance practices have the potential to contribute pollutants to the storm drain system. The major objectives of this BMP are to minimize the discharge of pesticides, herbicides and fertilizers to the storm drain system and receiving waters; prevent the disposal of landscape waste into the storm drain system by collecting and properly disposing of clippings and cuttings, and educating employees and the public.

Approach

Pollution Prevention

- Implement an integrated pest management (IPM) program. IPM is a sustainable approach to managing pests by combining biological, cultural, physical, and chemical tools.
- Choose low water using flowers, trees, shrubs, and groundcover.
- Consider alternative landscaping techniques such as naturescaping and xeriscaping.
- Conduct appropriate maintenance (i.e. properly timed fertilizing, weeding, pest control, and pruning) to help preserve the landscapes water efficiency.

CASQA
CALIFORNIA STORMWATER QUALITY ASSOCIATION

- Consider grass cycling (grass cycling is the natural recycling of grass by leaving the clippings on the lawn when mowing. Grass clippings decompose quickly and release valuable nutrients back into the lawn).

Suggested Protocols

Mowing, Trimming, and Weeding

- Whenever possible use mechanical methods of vegetation removal (e.g mowing with tractor-type or push mowers, hand cutting with gas or electric powered weed trimmers) rather than applying herbicides. Use hand weeding where practical.
- Avoid loosening the soil when conducting mechanical or manual weed control, this could lead to erosion. Use mulch or other erosion control measures when soils are exposed.
- Performing mowing at optimal times. Mowing should not be performed if significant rain events are predicted.
- Mulching mowers may be recommended for certain flat areas. Other techniques may be employed to minimize mowing such as selective vegetative planting using low maintenance grasses and shrubs.
- Collect lawn and garden clippings, pruning waste, tree trimmings, and weeds. Chip if necessary, and compost or dispose of at a landfill (see waste management section of this fact sheet).
- Place temporarily stockpiled material away from watercourses, and berm or cover stockpiles to prevent material releases to storm drains.

Planting

- Determine existing native vegetation features (location, species, size, function, importance) and consider the feasibility of protecting them. Consider elements such as their effect on drainage and erosion, hardiness, maintenance requirements, and possible conflicts between preserving vegetation and the resulting maintenance needs.
- Retain and/or plant selected native vegetation whose features are determined to be beneficial, where feasible. Native vegetation usually requires less maintenance (e.g., irrigation, fertilizer) than planting new vegetation.
- Consider using low water use groundcovers when planting or replanting.

Waste Management

- Compost leaves, sticks, or other collected vegetation or dispose of at a permitted landfill. Do not dispose of collected vegetation into waterways or storm drainage systems.
- Place temporarily stockpiled material away from watercourses and storm drain inlets, and berm or cover stockpiles to prevent material releases to the storm drain system.
- Reduce the use of high nitrogen fertilizers that produce excess growth requiring more frequent mowing or trimming.

- Avoid landscape wastes in and around storm drain inlets by either using bagging equipment or by manually picking up the material.

Irrigation

- Where practical, use automatic timers to minimize runoff.
- Use popup sprinkler heads in areas with a lot of activity or where there is a chance the pipes may be broken. Consider the use of mechanisms that reduce water flow to sprinkler heads if broken.
- Ensure that there is no runoff from the landscaped area(s) if re-claimed water is used for irrigation.
- If bailing of muddy water is required (e.g. when repairing a water line leak), do not put it in the storm drain; pour over landscaped areas.
- Irrigate slowly or pulse irrigate to prevent runoff and then only irrigate as much as is needed.
- Apply water at rates that do not exceed the infiltration rate of the soil.

Fertilizer and Pesticide Management

- Utilize a comprehensive management system that incorporates integrated pest management (IPM) techniques. There are many methods and types of IPM, including the following:
  - Mulching can be used to prevent weeds where turf is absent, fencing installed to keep rodents out, and netting used to keep birds and insects away from leaves and fruit.
  - Visible insects can be removed by hand (with gloves or tweezers) and placed in soapy water or vegetable oil. Alternatively, insects can be sprayed off the plant with water or in some cases vacuumed off of larger plants.
  - Store-bought traps, such as species-specific, pheromone-based traps or colored sticky cards, can be used.
  - Slugs can be trapped in small cups filled with beer that are set in the ground so the slugs can get in easily.
  - In cases where microscopic parasites, such as bacteria and fungi, are causing damage to plants, the affected plant material can be removed and disposed of (pruning equipment should be disinfected with bleach to prevent spreading the disease organism).
  - Small mammals and birds can be excluded using fences, netting, tree trunk guards.
  - Beneficial organisms, such as bats, birds, green lacewings, ladybugs, praying mantis, ground beetles, parasitic nematodes, trichogramma wasps, seed head weevils, and spiders that prey on detrimental pest species can be promoted.
- Follow all federal, state, and local laws and regulations governing the use, storage, and disposal of fertilizers and pesticides and training of applicators and pest control advisors.

- Use pesticides only if there is an actual pest problem (not on a regular preventative schedule).
- Do not use pesticides if rain is expected. Apply pesticides only when wind speeds are low (less than 5 mph).
- Do not mix or prepare pesticides for application near storm drains.
- Prepare the minimum amount of pesticide needed for the job and use the lowest rate that will effectively control the pest.
- Employ techniques to minimize off-target application (e.g. spray drift) of pesticides, including consideration of alternative application techniques.
- Fertilizers should be worked into the soil rather than dumped or broadcast onto the surface.
- Calibrate fertilizer and pesticide application equipment to avoid excessive application.
- Periodically test soils for determining proper fertilizer use.
- Sweep pavement and sidewalk if fertilizer is spilled on these surfaces before applying irrigation water.
- Purchase only the amount of pesticide that you can reasonably use in a given time period (month or year depending on the product).
- Triple rinse containers, and use rinse water as product. Dispose of unused pesticide as hazardous waste.
- Dispose of empty pesticide containers according to the instructions on the container label.

Inspection

- Inspect irrigation system periodically to ensure that the right amount of water is being applied and that excessive runoff is not occurring. Minimize excess watering, and repair leaks in the irrigation system as soon as they are observed.
- Inspect pesticide/fertilizer equipment and transportation vehicles daily.

Training

- Educate and train employees on use of pesticides and in pesticide application techniques to prevent pollution. Pesticide application must be under the supervision of a California qualified pesticide applicator.
- Train/encourage municipal maintenance crews to use IPM techniques for managing public green areas.
- Annually train employees within departments responsible for pesticide application on the appropriate portions of the agency's IPM Policy, SOPs, and BMPs, and the latest IPM techniques.

- Employees who are not authorized and trained to apply pesticides should be periodically (at least annually) informed that they cannot use over-the-counter pesticides in or around the workplace.
- Use a training log or similar method to document training.

Spill Response and Prevention

- Refer to SC-11, Spill Prevention, Control & Cleanup
- Have spill cleanup materials readily available and in a know in location
- Cleanup spills immediately and use dry methods if possible.
- Properly dispose of spill cleanup material.

Other Considerations

- The Federal Pesticide, Fungicide, and Rodenticide Act and California Title 3, Division 6, Pesticides and Pest Control Operations place strict controls over pesticide application and handling and specify training, annual refresher, and testing requirements. The regulations generally cover: a list of approved pesticides and selected uses, updated regularly; general application information; equipment use and maintenance procedures; and record keeping. The California Department of Pesticide Regulations and the County Agricultural Commission coordinate and maintain the licensing and certification programs. All public agency employees who apply pesticides and herbicides in "agricultural use" areas such as parks, golf courses, rights-of-way and recreation areas should be properly certified in accordance with state regulations. Contracts for landscape maintenance should include similar requirements.
- All employees who handle pesticides should be familiar with the most recent material safety data sheet (MSDS) files.
- Municipalities do not have the authority to regulate the use of pesticides by school districts, however the California Healthy Schools Act of 2000 (AB 2260) has imposed requirements on California school districts regarding pesticide use in schools. Posting of notification prior to the application of pesticides is now required, and IPM is stated as the preferred approach to pest management in schools.

Requirements

Costs

Additional training of municipal employees will be required to address IPM techniques and BMPs. IPM methods will likely increase labor cost for pest control which may be offset by lower chemical costs.

Maintenance

Not applicable

Supplemental Information

Further Detail of the BMP

Waste Management

Composting is one of the better disposal alternatives if locally available. Most municipalities either have or are planning yard waste composting facilities as a means of reducing the amount of waste going to the landfill. Lawn clippings from municipal maintenance programs as well as private sources would probably be compatible with most composting facilities

Contractors and Other Pesticide Users

Municipal agencies should develop and implement a process to ensure that any contractor employed to conduct pest control and pesticide application on municipal property engages in pest control methods consistent with the IPM Policy adopted by the agency. Specifically, municipalities should require contractors to follow the agency's IPM policy, SOPs, and BMPs; provide evidence to the agency of having received training on current IPM techniques when feasible; provide documentation of pesticide use on agency property to the agency in a timely manner.

References and Resources

King County Stormwater Pollution Control Manual. Best Management Practices for Businesses. 1995. King County Surface Water Management. July. On-line: http://dnr.metrokc.gov/wlr/dss/spcm.htm

Los Angeles County Stormwater Quality Model Programs. Public Agency Activities http://ladpw.org/wmd/npdes/model_links.cfm

Model Urban Runoff Program: A How-To Guide for Developing Urban Runoff Programs for Small Municipalities. Prepared by City of Monterey, City of Santa Cruz, California Coastal Commission, Monterey Bay National Marine Sanctuary, Association of Monterey Bay Area Governments, Woodward-Clyde, Central Coast Regional Water Quality Control Board. July. 1998.

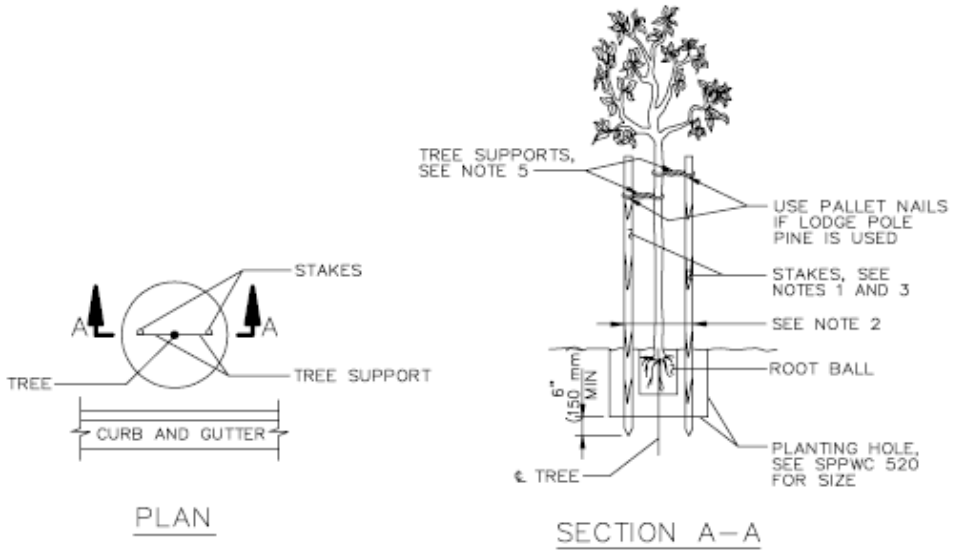
Orange County Stormwater Program http://www.ocwatersheds.com/StormWater/swp_introduction.asp

Santa Clara Valley Urban Runoff Pollution Prevention Program. 1997 Urban Runoff Management Plan. September 1997, updated October 2000.

United States Environmental Protection Agency (USEPA). 2002. Pollution Prevention/Good Housekeeping for Municipal Operations Landscaping and Lawn Care. Office of Water. Office of Wastewater Management. On-line: http://www.epa.gov/npdes/menuofbmps/poll_8.htm

APPENDIX F

DOUBLE STAKED TREE DRAWING



LENGTH OF STAKES	
TREE SIZE	LENGTH
15 GAL (55 L)	10' (3 m)*
24" (600 mm) BOX	12' (3.6 m)
30" (750 mm) BOX	12' (3.6 m)
36" (900 mm) – 48" (1200 mm) BOX	SEE NOTE 4

*USE 12' (3.6 m) WITH CASE 2. SEE SPPWC 520.

DOUBLE STAKING

NOTES:

1. STAKE SHALL BE EITHER 2" (50 mm) DIAMETER LODGE POLE PINE, TREATED WITH COPPER NAPTHANATE OR PRESSURE TREATED WITH CHROMATED COPPER ARSENATE, OR GALVANIZED STEEL PIPE, PER SSPWC 308–4.6.1 (METHOD A).
2. PLACE STAKES 18" (450 mm) APART FOR 15GAL (55 L) TREE. PLACE STAKES AT OUTER EDGE OF ROOT BALL FOR LARGER SIZE (BOX) TREES.
3. HEIGHT OF STAKES SHALL NOT BE HIGHER THAN THE TOP OF THE TREE.
4. FOR 36" (900 mm) OR LARGER BOX TREES–STAKE OR GUY AT THE DIRECTION OF THE ENGINEER.
5. TREE SUPPORTS SHALL BE PER SSPWC 308–4.6.1.

STANDARD PLANS FOR PUBLIC WORKS CONSTRUCTION	STANDARD PLAN
TREE STAKING	518–3 SHEET 2 OF 3

ATTACHMENT F

CERTIFICATE OF INSURANCE
(AS OUTLINED IN ATTACHMENT K, SECTION 5, INSURANCE)

CERTIFICATE OF INSURANCE

ATTACHMENT G

W-9

ATTACHMENT H

STATEMENT OF COMPLIANCE

STATEMENT OF COMPLIANCE

The undersigned declares that the Proposal submitted to provide tree trimming and tree maintenance services, as described in, and in response to City of West Covina RFP No. _____, was prepared in strict compliance with the instructions, conditions, and terms listed in the RFP, Scope of Services and Draft Agreement, with exceptions listed below, if applicable. **At least one box for each item must be checked.**

RFP Instructions and Terms & Conditions:	☐ No Exceptions Taken	☐ Exceptions Taken
Scope of Services:	☐ No Exceptions Taken	☐ Exceptions Taken
Draft Agreement:	☐ No Exceptions Taken	☐ Exceptions Taken

If any exceptions are taken, this Statement of Compliance shall include a narrative that identifies each item to which the Proposer is taking exception or is recommending change, including the suggested re-wording of the contractual obligations or suggested change in the RFP, and identifies the reasons for submitting the proposed exception or change. When available, please reference specific line-item numbers as provided in the RFP. The City reserves the right to rule as non-responsive and reject any Proposals that are not accompanied with the required documentation as described above.

_____ _____

Signature Date

_____ _____

Printed Name and Title Name of Proposer

[Attach a separate sheet(s) detailing each exception being taken, if applicable]

ATTACHMENT I

SAMPLE AGREEMENT

Note: City reserves the right to modify, amend and/or strike any provision of this sample agreement prior to the award of a contract.

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MAINTENANCE SERVICES AGREEMENT
BETWEEN
CITY OF WEST COVINA
AND

_____

THIS MAINTENANCE SERVICES AGREEMENT is made and entered into this __ day of _____, 20__ ("Effective Date"), by and between the CITY OF WEST COVINA, a municipal corporation ("City"), and _____, a [the state where incorporation/organization occurred] [type of organization (corporation, limited liability company, limited partnership, etc.)] ("Contractor").

RECITALS

A. City proposes to utilize the services of Contractor as an independent contractor to City to _____, as more fully described herein; and

B. Contractor represents that it has the experience and expertise to properly perform such services and holds all necessary licenses to practice and perform the services; 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:

SAMPLE

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.

1.2. Prevailing Wage Requirements.

(a) Prevailing Wage Laws. Contractor is aware of the requirements of Chapter 1 (beginning at Section 1720 et seq.) of Part 7 of Division 2 of the California Labor Code, as well as Title 8, Section 16000 et seq. of the California Code of Regulations ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. This project is a "public works" project and requires compliance with the Prevailing Wage Laws. Contractor shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

(b) Payment of Prevailing Wages. Contractor shall pay the prevailing wage

rates for all work performed under this Agreement. When any craft or classification is omitted from the general prevailing wage determinations, Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification. A copy of the general prevailing wage rate determination is on file in the Office of the City Clerk and is incorporated into this Agreement as if fully set forth herein. Contractor shall post a copy of such wage rates at all times at the project site(s).

(c) Legal Working Day. In accordance with the provisions of Labor Code Section 1810 et seq., eight (8) hours is the legal working day. Contractor and any subcontractor(s) of Contractor shall comply with the provisions of the Labor Code regarding eight (8)-hour work day and 40-hour work week requirements, and overtime, Saturday, Sunday, and holiday work. Work performed by Contractor's or any subcontractor's employees in excess of eight (8) hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight (8) hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to City Twenty-Five Dollars ($25.00), or any greater penalty set forth in the Labor Code, for each worker employed in the execution of the work by Contractor or by any subcontractor(s) of Contractor, for each calendar day during which such worker is required or permitted to the work more than eight (8) hours in one calendar day or more than 40 hours in any one calendar week in violation of the Labor Code.

(d) Apprentices. Contractor shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects. Contractor shall be responsible for ensuring compliance by its subcontractors with Labor Code Section 1777.5.

(e) Payroll Records. Pursuant to Labor Code Section 1776, Contractor and any subcontractor(s) shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Contractor or any subcontractor in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of Sections 1771, 1881, and 1815 of the Labor Code for any work performed by his or her employees on this project. The payroll records shall be certified and shall be available for inspection at all reasonable hours in accordance with the requirements of Labor Code Section 1776.

(f) Registration with DIR. Contractor and any subcontractor(s) of Contractor shall comply with the provisions of Labor Code Section 1771 and Labor Code Section 1725.5 requiring registration with the DIR.

1.3. Performance Standards; Liquidated Damages.

SAMPLE

(a) Performance Standards. Contractor's performance of the work to be performed pursuant to this Agreement will be continuously evaluated by the Public Works Department. The methods and standards by which Contractor's performance will be evaluated include, but are not limited to, reviewing, sampling, conducting inspections, surveying, and assessing complaints.

Failure to perform work in accordance with the specifications of this Agreement is considered unacceptable. The Deputy Director of Public Works, or his/her designee, may provide notice to Contractor of any deficiency, any incident of failure to comply with the specifications set forth in this Agreement or any other unsatisfactory performance.

Contractor shall immediately correct any deficiency, incident of failure to comply with the specifications, or unsatisfactory performance and shall explain to the Deputy Director of Public Works, or his/her designee, in writing within seven (7) working days from the date of receipt of the notice of the deficiency, incident, or other unsatisfactory performance, how and when the performance will be returned to acceptable levels and Contractor's plans to ensure the unsatisfactory performance will be prevented in the future. After considering the deficiency, incident, or unsatisfactory performance, the Deputy Director of Public Works, or his/her designee, may excuse the deficiency, incident, or unsatisfactory performance or elect any remedy provided by this Agreement.

SAMPLE

(b) Liquidated Damages.

(i) If Contractor fails to meet specified performance requirements, the City may, in lieu of other remedies provided by law or this Agreement, assess liquidated damages in the amounts set forth herein and deduct them from the next monthly payment to Contractor. However, neither the provision of a sum of liquidated damages for nonperformance or inadequate performance nor the City's acceptance of liquidated damages shall be construed to waive the City's right to reimbursement for damage to its property or indemnity against third party claims.

(ii) The amounts of liquidated damages set forth herein have been set in recognition of the following circumstances existing at the time of formation of this Agreement:

(1) All the time limits and acts required to be performed by Contractor are of the essence of this Agreement;

(2) Contractor is experienced in the performance of the work required by this Agreement;

(3) The Agreement contains a reasonable statement of the work to be performed in order that the expectations of the parties are realized. The expectation of City is that the work will be performed with due care in a workmanlike, competent, timely,

and cost-efficient manner while the expectation of the Contractor is a realization of a profit through the ability to perform the work in accordance with the terms and conditions of this Agreement at the prices set forth in the fee schedule;

(4) The parties are not under any compulsion to contract;

(5) Contractor's acceptance of the assessment of liquidated damages against it for unsatisfactory and late performance is by agreement and willingness to be bound as part of the consideration being offered in connection with award of this Agreement to Contractor; and

(6) The liquidated damages specified herein represent a fair approximation of the damages the City would incur as a result of Contractor's failure to meet the performance standard as to each item for which an amount of liquidated damages is specified.

(iii) Liquidated damages will be assessed as follows:

(1) Contractor shall pay City or City may withhold and deduct from monies due Contractor liquidated damages in the amount of Two Hundred Fifty Dollars ($250.00) for each calendar day that the Contractor fails to complete work in accordance with the agreed upon work schedule. City will notify Contractor in writing within twenty-four (24) hours of a failure to provide services in accordance with the work schedule.

(2) If Contractor fails to meet any specification identified in Exhibit A, City will notify Contractor in writing of such failure within seventy-two (72) hours. Contractor shall cure the failure within seventy-two (72) hours of receipt of such notice. If such failure is not corrected within such twenty-four (24) hour period, Contractor shall pay City or City may withhold and deduct from monies due Contractor liquidated damages in the amount of Two Hundred Fifty Dollars ($250.00) per failure identified by City, per occurrence. City will assess liquidated damages in the amount of Two Hundred Fifty Dollars ($250.00) per failure identified for each calendar day the failure continues until the performance failure is corrected to the City's satisfaction.

(3) In addition to the amounts set forth above, the City may impose remedies in accordance with the Performance Requirements Summary, attached hereto as Exhibit "C" and incorporated herein, if the performance criteria detailed therein is not met to acceptable standards as determined by the Deputy Director of Public Works or his/her designee.

1.4. Performance to Satisfaction of City. Contractor agrees to perform all the work to the complete satisfaction of the City. Evaluations of the work will be conducted by the City

SAMPLE

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.

1.5. Compliance with Applicable Law. Contractor 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. Contractor shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Contractor's performance under this Agreement.

1.6. 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.

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

1.8. 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.

SAMPLE

Note: City reserves the right to modify, amend and/or strike any provision of this sample agreement prior to the award of a contract.

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2.0. COMPENSATION AND BILLING

2.1. Compensation. Contractor shall be paid in accordance with the fee schedule set forth in Exhibit "B," attached hereto and made a part of this Agreement (the "Fee Schedule"). Contractor's total compensation shall not exceed _____ Dollars ($ _____.00).

2.2. Amendments to the Scope of Services. The City reserves the right to increase or decrease the quantity of any item(s) or portion(s) of the work described in the Scope of Services or to omit portions of the work so described as may be deemed necessary or expedient by the City. Contractor may also request alterations, modifications or deviations from the work described in the Scope of Services by submitting a written request to the City detailing the requested alteration, modification, or deviation and the basis therefor and the proposed increase or decrease to Contractor's compensation that would result from such alteration, modification or deviation. Any requested alteration, modification, or deviation requires prior written approval of the City. Any changes to the Scope of Services will be memorialized in an amendment to this Agreement executed by the City Manager and Contractor. It is specifically understood that oral requests and/or approvals of such changes to the Scope of Services shall be barred and are unenforceable.

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

2.4. Records and Audits. Records of 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.

SAMPLE

3.0. TIME OF PERFORMANCE

3.1. Commencement and Completion of Work. The services shall be performed in strict compliance with the project schedule agreed to by City and Contractor, which may be amended by mutual agreement of the parties. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of 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 commence on the Effective Date and continue for a period of three (3) years, ending on _____, 20__, unless previously terminated as provided

herein or as otherwise agreed to in writing by the parties. Thereafter, this Agreement may be extended for a maximum of two (2) successive one (1) year periods. Such extensions, if any, will be evidenced by a written amendment to this Agreement.

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:

SAMPLE

a. Be adjudged bankrupt;

b. Become insolvent or have a receiver of its assets or property appointed because of insolvency;

c. Make a general assignment for the benefit of creditors;

d. Default in the performance of any obligation or payment of any indebtedness under this Agreement;

e. Suffer any judgment against it to remain unsatisfied or unbonded of record for thirty (30) days or longer; or

f. Institute or suffer to be instituted any procedures for reorganization or rearrangement of its affairs.

4.3. Compensation. In the event of termination, City shall pay 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) Commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than Five Million Dollars ($5,000,000.00) per occurrence, Ten Million Dollars ($10,000,000.00) general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

(b) Automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the 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 Two Million Dollars ($2,000,000.00) 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, 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.

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.

SAMPLE

(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. Contractor agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

(e) If required to meet the limits specified herein, umbrella or excess liability insurance with limits that will provide bodily injury, personal injury, and property damage liability coverage, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

(i) A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason, other than bankruptcy or insolvency of said primary insurer;

(ii) "Pay on behalf of" wording as opposed to "reimbursement";

(iii) Concurrency of effective dates with primary policies.

If Contractor obtains and maintains an excess liability policy, such policy shall be excess over commercial general liability, automobile liability, and employer's liability policies. Such policy or policies shall include wording that the excess liability policy follows the terms and conditions of the underlying policies.

SAMPLE

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 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

SAMPLE

Contractor called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. City shall designate a Project Manager to work directly with Contractor in the performance of this Agreement.

Contractor shall designate a Project Manager who shall represent it and be its agent in all consultations with City during the term of this Agreement. Contractor or its Project Manager shall attend and assist in all coordination meetings called by City.

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:	IF TO CITY:
_____	City of West Covina
_____	1444 West Garvey Ave. South
_____	West Covina, CA 91790
Tel: _____	Tel: _____
Fax: _____	Fax: _____
Email: _____	Email: _____
Attn: _____	Attn: _____

SAMPLE

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, 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 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,

SAMPLE

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. 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 Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by 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.

6.12. 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.

6.13. 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.

6.14. Prohibited Employment. Contractor will not employ any regular employee of City while this Agreement is in effect.

6.14. 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.

6.16. Costs. Each party shall bear its own costs and fees incurred in the preparation

SAMPLE

and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.17. 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.

6.18. 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.

6.19. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement and have had an adequate opportunity to review each and every provision of the Agreement and submit the same to counsel or other consultants for review and comment. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.20. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.21. 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.

6.22. 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.

6.23. 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.

6.24. 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.

SAMPLE

Note: City reserves the right to modify, amend and/or strike any provision of this sample agreement prior to the award of a contract.

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6.25. 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.

CITY OF WEST COVINA,
A municipal corporation

_____ Date: _____
[Name]
[Mayor or City Manager]

CONTRACTOR

_____ Date: _____
Signature

_____
Name and Title

ATTEST:

_____
Lisa Sherrick
Assistant City Clerk

SAMPLE

APPROVED AS TO FORM:

_____
Thomas P. Duarte
City Attorney

APPROVED AS TO INSURANCE:

_____
Maria-Luisa Olea
Risk Management

Note: City reserves the right to modify, amend and/or strike any provision of this sample agreement prior to the award of a contract.

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EXHIBIT A

SCOPE OF SERVICES

SAMPLE

Note: City reserves the right to modify, amend and/or strike any provision of this sample agreement prior to the award of a contract.

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EXHIBIT B

CONTRACTOR'S PROPOSAL

SAMPLE

Note: City reserves the right to modify, amend and/or strike any provision of this sample agreement prior to the award of a contract.

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EXHIBIT C

PERFORMANCE REQUIREMENTS SUMMARY

SAMPLE

Note: City reserves the right to modify, amend and/or strike any provision of this sample agreement prior to the award of a contract.

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
A. CONTRACT COMPLIANCE				
1. Fines by Regulatory and Governmental Agencies	Fined by a local, regional, State or Federal regulatory or governmental agency as a result of the Contractor's negligence or failure to comply with any Federal, State, or local rules, regulations, or requirements.	$500 per occurrence plus any fine(s) charged to the City by a regulatory or governmental agency.	☐ Yes ☐ No ☐ N/A	
2. Violation of the National Pollutant Discharge Elimination System	Discharge of debris into storm drains and/or gutter.	$500 per occurrence plus any fines by regulatory and governmental agencies plus any remediation cost. Also, possible suspension or termination for default of Agreement.	☐ Yes ☐ No ☐ N/A	
B. REPORTS/DOCUMENTATIONS				
1. Daily/Weekly/Monthly/ Quarterly Reports, as agreed upon during initial meeting between City and Contractor or as directed by City	Submitted to Public Works Superintendent daily/weekly/monthly, as agreed by City and Contractor or as directed by City.	$50 per day per report that is late or not submitted.	☐ Yes ☐ No ☐ N/A	
2. Additional Reports As Required	Filed within time frame requested.	$50 per day per report that is late or not submitted.	☐ Yes ☐ No ☐ N/A	
3. Maintenance Schedule Calendar	Submitted to Public Works Superintendent within 2 weeks from Agreement Effective Date.	$50 per day per report that is late or not submitted.	☐ Yes ☐ No ☐ N/A	
4. Work Location Schedule Checklist	Submitted to Public Works Superintendent at each weekly meeting.	$50 per day per report that is late or not submitted.	☐ Yes ☐ No ☐ N/A	

SAMPLE

5. Irrigation Maintenance Log	Recorded at each controller outlining daily maintenance activities that adhere to schedule.	$50 per day that activities are not recorded as required.	☐ Yes ☐ No ☐ N/A	
C. EMPLOYEES				
1. Contractor Not Providing Adequate Employees	Contractor must provide enough employees to perform the work requested.	$200 per employee per day that is missing from the jobsite.	☐ Yes ☐ No ☐ N/A	
2. Staffing	Staffing levels are equal or exceed contract requirements.	$200 per occurrence.	☐ Yes ☐ No ☐ N/A	
3. Uniform	Uniforms shall be worn at all times by all employees on the job.	$50 per employee, per occurrence.	☐ Yes ☐ No ☐ N/A	
4. Maintain Knowledge of Safety Requirements	Completion of training of all accepted standards for safe practices related to the work.	$50 per employee, per occurrence.	☐ Yes ☐ No ☐ N/A	
D. SUPERVISOR/MANAGERS				
1. Change in Project Manager	Contractor shall notify the City in writing of any change in name or address of the Project Manager.	$50 per occurrence.	☐ Yes ☐ No ☐ N/A	
2. Makes Site Inspections	Sites inspected each shift or as required by Agreement.	$50 per occurrence.	☐ Yes ☐ No ☐ N/A	

SAMPLE

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
3. Competent Supervisory Staff	Responsiveness to complaints and requests; maintain good work records, and acceptable level of service.	$100 per occurrence.	☐ Yes ☐ No ☐ N/A	
4. Provide Adequate Supervision and Training	Agreement specifications met.	$50 per occurrence plus suspension.	☐ Yes ☐ No ☐ N/A	
5. Supervisors speak and understand English	On-site supervisor can communicate in English with City Public Works Superintendent or designee.	$100 per day for use of non English-speaking supervisor plus suspension.	☐ Yes ☐ No ☐ N/A	
E. CONTRACT ADMINISTRATION				
1. Insurance Certifications	Certifications submitted before implementation of Agreement and on a timely basis there-after.	$200 per day; work/Agreement suspension; possible termination for default of Agreement.	☐ Yes ☐ No ☐ N/A	
2. Record Retention & Inspection/Audit Settlement	Maintain all required documents as specified in Agreement.	$200 per occurrence.	☐ Yes ☐ No ☐ N/A	
3. Use of Subcontractor without Approval and/or Authorization	Obtain City's written approval prior to subcontracting any work.	$500 per occurrence plus suspension; possible termination for default of Agreement.	☐ Yes ☐ No ☐ N/A	

SAMPLE

Required Service/Tasks	Performance Indicator	Deductions for Failure to Meet Performance Indicator*	Compliance	Comments
4. License and Certification	All license and certifications required to perform the work. State of California Class C-27 (Landscape Contractor) and Class C-61/D-49 (Tree Service Contractor) Contractor's License	$200 per day; suspension; possible termination for default of Agreement.	☐ Yes ☐ No ☐ N/A	
5. Assignment and Delegation	Contractor shall not assign its rights or delegate its duties under this Agreement, or both, whether in whole or in part, without the prior written consent of City.	$200 per day the City is not informed of this change; suspension; possible termination for default of Agreement.	☐ Yes ☐ No ☐ N/A	
6. Safety Requirements	Comply with all applicable State of California Occupational Safety and Health Administration (Cal/OSHA).	$500 per occurrence; suspension; possible termination for default of Agreement.	☐ Yes ☐ No ☐ N/A	
F. SCOPE OF SERVICES				
1. ALL SITE INSPECTION AND REPORTING PER REQUIREMENTS	As required in the Scope of Services.	$100 per occurrence.	☐ Yes ☐ No ☐ N/A	
2. ALL MANAGEMENT AND SUPERVISION	As required in the Scope of Services.	$100 per occurrence.	☐ Yes ☐ No ☐ N/A	
3. TREE MAINTENANCE				
a. Grid Pruning, Routine Tree Trimming / Pruning	100% of designated trees trimmed within 30 days; pruning meets ANSI A300 Standards; <5% require rework. Notification of completion to be provided to by Public Works Superintendent or designee.	$100 per tree not trimmed on time or not meeting standard	☐ Yes ☐ No ☐ N/A	

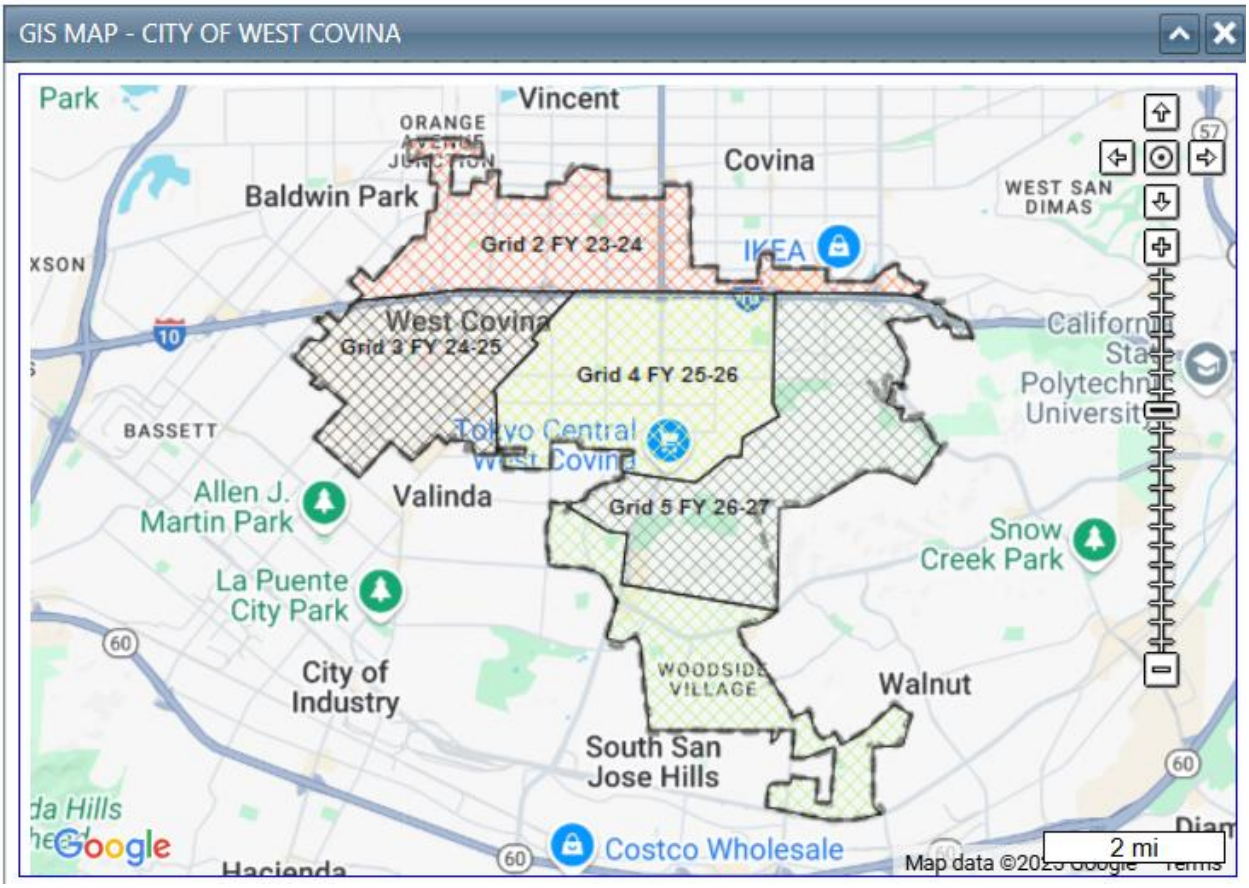
SAMPLE

b. Emergency Tree Trimming/Removal	As required in the Scope of Services. Initial response within 2 hours; resolution within 24 hours; 95% compliance	$250 per late response or failure to resolve within 24 hours	☐ Yes ☐ No ☐ N/A	
c. Tree Removal	As required in the Scope of Services. Completed within 10 business days; stump removal initiated within 15 days; site cleared of debris as directed by Public Works Superintendent or designee.	$200 per missed deadline or incomplete restoration	☐ Yes ☐ No ☐ N/A	
d. Stump Grinding/Removal	95% of removals within 30 days; area filled and leveled properly as directed by Public Works Superintendent or designee.	$150 per stump not completed or improperly filled	☐ Yes ☐ No ☐ N/A	
e. Tree Planting	Planted during proper season; per city specs; 90% healthy growth after 1 year	$100 per improperly planted or dead tree within first year	☐ Yes ☐ No ☐ N/A	
f. Tree Inventory and Inspection	As required in the Scope of Services. Annual update; hazardous trees identified within 48 hours	$50 per missing record or late risk assessment	☐ Yes ☐ No ☐ N/A	
g. Clearance Trimming for Infrastructure	As required in the Scope of Services. As identified or requested	$75 per violation not corrected within timeframe	☐ Yes ☐ No ☐ N/A	
h. Debris Cleanup and Disposal	As required in the Scope of Services.	$100 per site left uncleaned or with improper disposal	☐ Yes ☐ No ☐ N/A	

SAMPLE

City of West Covina – Grid Map

Currently in Grid 4 FY25-26

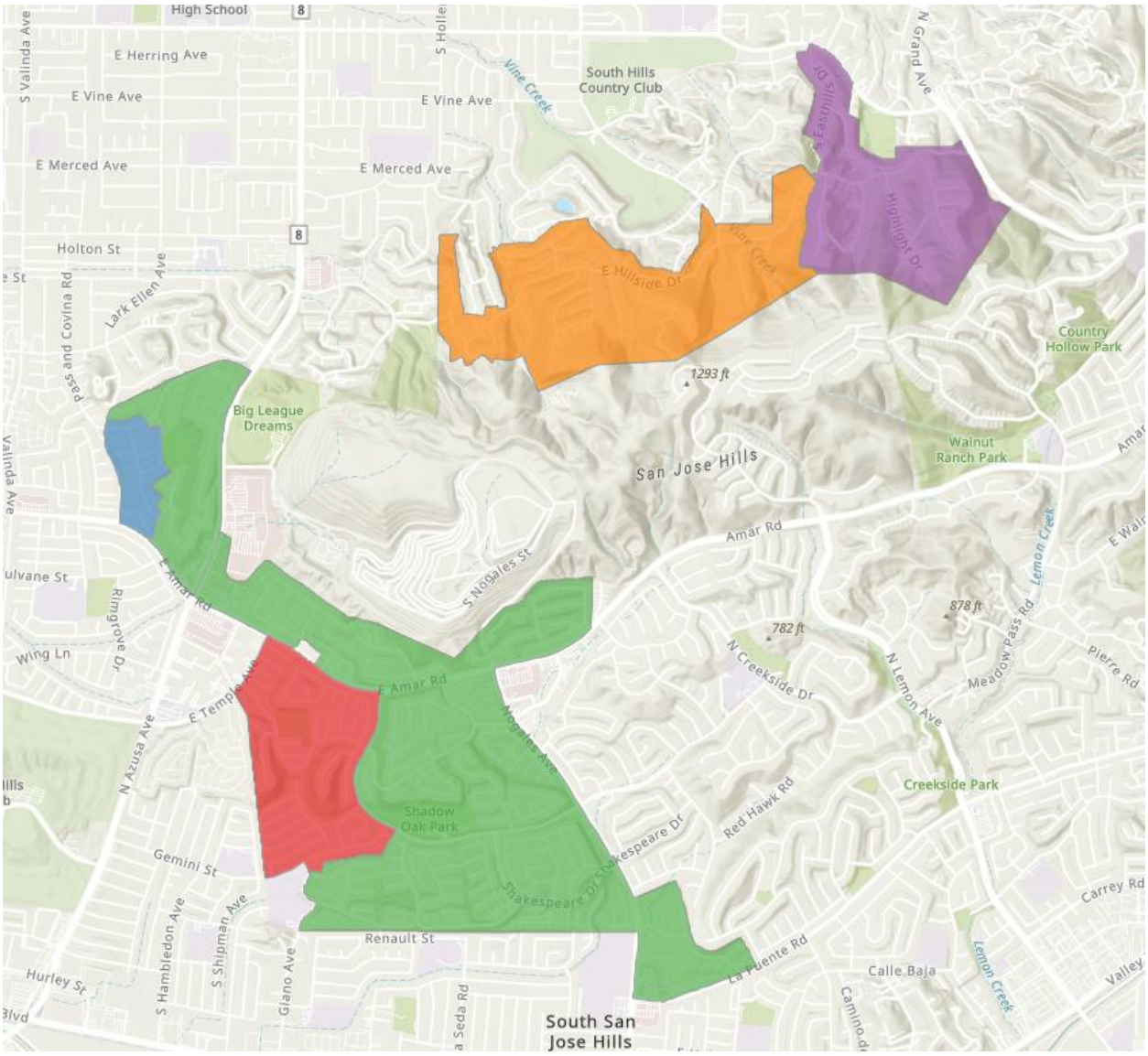


As of 07/30/2025

ATTACHMENT NO. 3

City of West Covina – LMD Map

There has been no regular grid trim schedule. All requests are handled on reported.



As of 07/30/2025

ADDENDUM TO RFP DOCUMENTS

Public Works Department

REQUEST FOR PROPOSAL

TREE TRIMMING AND TREE MAINTENANCE SERVICES

Addendum No.: 1 Date of Addendum: June 28, 2025

RFP Number: 2026-01 Issued by: City of West Covina

SCOPE OF ADDENDUM

This addendum details the additions/revisions to the RFP

Revision 1 – CHANGE/ADD

Page 2. **REQUIRED ATTACHMENTS**
Add: Attachment I – DIR Number Request and Certification Form

Page 11. **INSURANCE**
Change from: (Attachment K)

Change to: (Attachment J)

Page 11. **REGISTRATION WITH THE DEPARTMENT OF INDUSTRIAL RELATIONS**
Add: DIR Number Request and Certification form must be submitted with the bid. (Attachment I)

Page 12. **PREVAILING WAGE REQUIREMENTS**
Change from: (Attachment K)

Change to: (Attachment J)

Page 63. **ATTACHMENT I**
Change from:
SAMPLE AGREEMENT

Change to:
DIR NUMBER REQUEST AND CERTIFICATION FORM

Page 64.
Add: **ATTACHMENT J - DIR NUMBER REQUEST AND CERTIFICATION FORM** (divider sheet)

Page 65:
SAMPLE AGREEMENT (follows Attachment J divider sheet)

This addendum shall become part of the Proposer's Proposal and acknowledgement of its receipt shall be included with the proposer's proposal.

PROPOSER _____

NAME: _____

SIGNATURE: _____

TITLE: _____

DIR Number Request and Certification Form

All proposers are required to provide a valid Department of Industrial Relations (DIR) Public Works Contractor Registration Number. Proposers must also complete the certification section below to confirm the accuracy of the information provided.

1. Proposer Information

Legal Business Name: _____

DBA (if any): _____

Business Address: _____

Phone Number: _____

Email Address: _____

Contractor License Number: _____

2. DIR Registration Information

DIR Public Works Contractor Registration Number: _____

Registration Expiration Date: _____

3. Certification

I hereby certify under penalty of perjury that the foregoing information is true and correct. I further certify that our firm is registered with the California Department of Industrial Relations as a public works contractor pursuant to Labor Code Section 1725.5.

Authorized Representative Name: _____

Title: _____

Signature: _____

Date: _____

State of California
Department of
Industrial Relations
EST. 1927

Contractor Registration: https://www.dir.ca.gov/public-works/contractor-registration.html

ADDENDUM TO RFP DOCUMENTS

Public Works Department

REQUEST FOR PROPOSAL

TREE TRIMMING AND TREE MAINTENANCE SERVICES

Addendum No.: 2 Date of Addendum: August 4, 2025

RFP Number: 2026-01 Issued by: City of West Covina

SCOPE OF ADDENDUM

This addendum details the additions/revisions to the RFP

Revision 2 – CHANGE/ADD

Page 24. **LICENSE REQUIREMENTS**
Change from: a valid State of California Class C-27 (Landscape Contractor} and Class C-61/D-49 (Tree Service Contractor) in accordance with the provisions of the Contractor's License (California Business and Professions Code, Section 7000, et. Seq.)

Change to: State of California Class C-27 Landscaping and C-61 Limited Specialty/D49 Tree Service Contractor or the C-49 Tree and Palm Contractor in accordance with the provisions of the Contractor's License (California Business and Professions Code, Section 7000, et. Seq.)

REQUIRED ATTACHMENTS
Replace: Fee Schedule -- Excel File (New File Name Revised Fee Schedule …)
Correction/additions under General Labor Rates

This addendum shall become part of the Proposer's Proposal and acknowledgement of its receipt shall be included with the proposer's proposal.

PROPOSER _____

NAME: _____

SIGNATURE: _____

TITLE: _____

DIR Number Request and Certification Form

All proposers are required to provide a valid Department of Industrial Relations (DIR) Public Works Contractor Registration Number. Proposers must also complete the certification section below to confirm the accuracy of the information provided.

1. Proposer Information

Legal Business Name: _____

DBA (if any): _____

Business Address: _____

Phone Number: _____

Email Address: _____

Contractor License Number: _____

2. DIR Registration Information

DIR Public Works Contractor Registration Number: _____

Registration Expiration Date: _____

3. Certification

I hereby certify under penalty of perjury that the foregoing information is true and correct. I further certify that our firm is registered with the California Department of Industrial Relations as a public works contractor pursuant to Labor Code Section 1725.5.

Authorized Representative Name: _____

Title: _____

Signature: _____

Date: _____

State of California
Department of
Industrial Relations
EST. 1927

Contractor Registration: https://www.dir.ca.gov/public-works/contractor-registration.html

City of West Covina

Tree Tirimming and Maintenance Services Fee Schedule Comparison

ATTACHMENT NO. 6

RFP No. 2026-01

Name of Proposer Company

Green shaded cells require Contractor data input

Line	Item Description	West Coast Arborists, Inc. Qty	Cost Per Unit	Unit Measure	Total Cost	Great Scott Tree Service, Inc. Qty	Cost Per Unit	Unit Measure	Total Cost	Recreated for Mariposa Tree Management, Inc. Qty	Cost Per Unit	Unit Measure	Total Cost	United Pacific Services, Inc. Qty	Cost Per Unit	Unit Measure	Total Cost	North Star Land Care Qty	Cost Per Unit	Unit Measure	Total Cost
	Grid pruning pricing is requested for 7, 5 and 3 year trim cycles to determine which combination will best serve the City.																				
	GRID PRUNING																				
	Grid Pruning																				
1	Grid Street Tree Prune - Flat rate price per tree to prune city trees in the grid. 2,500 ea per year -Seven (7) Year	2,500	$ 84.00	Each	$ 210,000	2,500	$ 79.00	Each	$ 197,500	2,500	$ 80.00	Each	$ 200,000	2,500	$ 73.00	Each	$ 182,500	2,500	$ 72.00	Each	$ 180,000
2	Grid Street Tree Prune - Flat rate price per tree to prune city trees in the grid. 3,300 ea per year - Five (5) Year Cycle	3,300	$ 84.00	Each	$ 277,200	3,300	$ 74.00	Each	$ 244,200	3,300	$ 80.00	Each	$ 264,000	3,300	$ 63.00	Each	$ 207,900	3,300	$ 70.00	Each	$ 231,000
3	Grid Street Tree Prune - Flat rate price per tree to prune city trees in the grid. 5,500 ea per year - Three (3) Year Cycle	5,500	$ 84.00	Each	$ 462,000	5,500	$ 69.00	Each	$ 379,500	5,500	$ 80.00	Each	$ 440,000	5,500	$ 53.00	Each	$ 291,500	5,500	$ 69.00	Each	$ 379,500
4	Grid LMD/Slope Tree Aestheic Trimming (Aerial Unit) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,000 ea per year over - Seven (7) Year Cycle	1,000	$ 184.00	Each	$ 184,000	1,000	$ 195.00	Each	$ 195,000	1,000	$ 175.00	Each	$ 175,000	1,000	$ 149.00	Each	$ 149,000	1,000	$ 155.00	Each	$ 155,000
5	Grid LMD/Slope Tree Aestheic Trimming (Aerial Unit) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,400 ea per year over - Five (5) Year Cycle	1,400	$ 184.00	Each	$ 257,600	1,400	$ 165.00	Each	$ 231,000	1,400	$ 175.00	Each	$ 245,000	1,400	$ 139.00	Each	$ 194,600	1,400	$ 150.00	Each	$ 210,000
6	Grid LMD/Slope Tree Aestheic Trimming (Climbing) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,000 ea per year over - Seven (7) Year Cycle	1,000	$ 284.00	Each	$ 284,000	1,000	$ 225.00	Each	$ 225,000	1,000	$ 325.00	Each	$ 325,000	1,000	$ 249.00	Each	$ 249,000	1,000	$ 230.00	Each	$ 230,000
7	Grid LMD/Slope Tree Aestheic Trimming (Climbing) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,400 ea per year over - Five (5) Year Cycle	1,400	$ 284.00	Each	$ 397,600	1,400	$ 195.00	Each	$ 273,000	1,400	$ 325.00	Each	$ 455,000	1,400	$ 239.00	Each	$ 334,600	1,400	$ 225.00	Each	$ 315,000
8	Grid Palm Tree Pruning - Flat rate price per tree to prune palm trees in the grid. 1,000 ea per year - Two (2) Year Cycle	1,000	$ 94.00	Each	$ 94,000	1,000	$ 119.00	Each	$ 119,000	1,000	$ 80.00	Each	$ 80,000	1,000	$ 95.00	Each	$ 95,000	1,000	$ 70.00	Each	$ 70,000
	ADDITIONAL SERVICES																				
	Tree Trimming																				
9	Requested Street Tree Trimming (Clearance Trim)			Each	$ 94			Each	$ 199			Each	$ 70			Each	$ 69			Each	$ 75
10	Requested Street Tree Trimming Aesthetic Trimming			Each	$ 284			Each	$ 249			Each	$ 175			Each	$ 120			Each	$ 175
	Per Service Request																				
11	Full Prune/Service Request Tree Pruning 0-12" DBH			Each	$ 284			Each	$ 99			Each	$ 90			Each	$ 85			Each	$ 84
12	Full Prune/Service Request Tree Pruning 13-24" DBH			Each	$ 284			Each	$ 199			Each	$ 145			Each	$ 120			Each	$ 96
13	Full Prune/Service Request Tree Pruning 25" & over DBH			Each	$ 284			Each	$ 299			Each	$ 175			Each	$ 149			Each	$ 155
14	Crown Raise			Each	$ 94			Each	$ 199			Each	$ 70			Each	$ 53			Each	$ 63
15	Crown Clean 0-18" DBH			Each	$ 150			Each	$ 299			Each	$ 100			Each	$ 120			Each	$ 84

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

RFP No. 2026-01

	Name of Proposer Company	West Coast Arborists, Inc.		Great Scott Tree Service, Inc.		Recreated for Mariposa Tree Management, Inc.		United Pacific Services, Inc.		North Star Land Care	
16	Crown Clean 19-30" DBH	Each	$ 200	Each	$ 399	Each	$ 150	Each	$ 179	Each	$ 96
17	Crown Clean 31+" DBH	Each	$ 300	Each	$ 499	Each	$ 175	Each	$ 299	Each	$ 155
	Palm Pruning										
18	Fan Palm (Washingtonia Robusta) Pruning	Each	$ 94	Each	$ 159	Each	$ 99	Each	$ 95	Each	$ 88
19	Fan Palm (Washingtonia Robusta) Trunk Clean	Each	$ 150	Each	$ 29	Each	$ 99	Each	$ 105	Each	$ 109
20	Date Palm (Phoenix spp.) Pruning	Each	$ 294	Each	$ 249	Each	$ 250	Each	$ 215	Each	$ 210
21	Date Palm (Phoenix spp.) Trunk Clean	Each	$ 250	Each	$ 199	Each	$ 250	Each	$ 235	Each	$ 210
22	Prune all other Palm Species	Each	$ 94	Each	$ 159	Each	$ 80	Each	$ 95	Each	$ 70
23	Palm Tree Skinning	Linear Foot	$ 25	Linear Foot	$ 19	Linear Foot	$ 30	Linear Foot	$ 16	Linear Foot	$ 18
24	**Tree and Stump Removal**										
a.	0"-12" Diameter Standard Height	Each	$ 300	Each	$ 179	Each	$ 345	Each	$ 285	Each	$ 295
b.	13"-18" Diameter Standard Height	Each	$ 700	Each	$ 679	Each	$ 835	Each	$ 685	Each	$ 710
c.	19"-24" Diameter Standard Height	Each	$ 950	Each	$ 939	Each	$ 1,150	Each	$ 985	Each	$ 975
d.	25"-30" Diameter Standard Height	Each	$ 1,500	Each	$ 1,239	Each	$ 1,500	Each	$ 1,185	Each	$ 1,290
e.	31"-36" Diameter Standard Height	Each	$ 1,950	Each	$ 1,449	Each	$ 1,785	Each	$ 1,485	Each	$ 1,650
f.	36"+ Diameter Standard Height	Each	$ 1,950	Each	$ 1,889	Each	$ 2,325	Each	$ 1,885	Each	$ 2,100
25	**Tree Removal Only**										
a.	0"-12" Diameter Standard Height	Each	$ 250	Each	$ 239	Each	$ 300	Each	$ 245	Each	$ 250
b.	13"-18" Diameter Standard Height	Each	$ 600	Each	$ 619	Each	$ 750	Each	$ 615	Each	$ 645
c.	19"-24" Diameter Standard Height	Each	$ 850	Each	$ 869	Each	$ 1,000	Each	$ 895	Each	$ 905
d.	25"-30" Diameter Standard Height	Each	$ 1,350	Each	$ 1,099	Each	$ 1,350	Each	$ 1,045	Each	$ 1,150
e.	31"-36" Diameter Standard Height	Each	$ 1,775	Each	$ 1,369	Each	$ 1,685	Each	$ 1,385	Each	$ 1,500
f.	36"+ Diameter Standard Height	Each	$ 1,775	Each	$ 1,719	Each	$ 2,100	Each	$ 1,685	Each	$ 1,825
26	Stump Removal per Stump Diameter Inch at Grade	Inch	$ 25	Inch	$ 39	Inch	$ 25	Inch	$ 17	Inch	$ 21
27	Root Prune trees (typical 10 foot length)	Linear Foot	$ 25	Linear Foot	$ 39	Linear Foot	$ 37	Linear Foot	$ 24	Linear Foot	$ 15
	Tree Planting and Staking Double staked per specs – Labor, Equipment, Tree and Materials and Watering* **Contractor shall include the pricing to water newly planted trees for the first year after initial planting or when the tree is determined to be established.*										
28	Plant 15-gallon tree	Each	$ 750	Each	$ 199	Each	$ 225	Each	$ 185	Each	$ 189
29	Plant 15-gallon tree with Root Barrier	Each	$ 800	Each	$ 258	Each	$ 235	Each	$ 245	Each	$ 210

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

RFP No. 2026-01

	Name of Proposer Company	West Coast Arborists, Inc.		Great Scott Tree Service, Inc.		Recreated for Mariposa Tree Management, Inc.		United Pacific Services, Inc.		North Star Land Care	
30	Plant 24" box tree	Each	$ 1,000	Each	$ 459	Each	$ 450	Each	$ 395	Each	$ 378
31	Plant 24" box tree with Root Barrier	Each	$ 1,100	Each	$ 549	Each	$ 465	Each	$ 455	Each	$ 405
32	Plant 36" box tree	Each	$ 1,800	Each	$ 1,259	Each	$ 1,250	Each	$ 1,200	Each	$ 1,095
33	Plant 48" box tree	Each	$ 3,000	Each	$ 2,400	Each	$ 2,500	Each	$ 2,800	Each	$ 2,150
34	Plant 60" box tree	Each	$ 6,000	Each	$ 5,500	Each	$ 3,750	Each	$ 7,200	Each	$ 6,300
	General Labor Rates										
35	Ground-person	Man Hour	$ 100	Man Hour	$ 135	Man Hour	$ 110	Man Hour	$ 85	Man Hour	$ 88
36	Tree Maintenance Worker	Man Hour	$ 100	Man Hour	$ 145	Man Hour	$ 110	Man Hour	$ 94	Man Hour	$ 90
37	Tree Trimmer	Man Hour	$ 100	Man Hour	$ 145	Man Hour	$ 110	Man Hour	$ 94	Man Hour	$ 100
38	Equipment Operator	Man Hour	$ 100	Man Hour	$ 145	Man Hour	$ 110	Man Hour	$ 94	Man Hour	$ 100
	Day Rate										
39	Tree Watering	Day	$ 900	Day	$ 995	Day	$ 900	Day	$ 695	Day	$ 795
40	Crew Rental	Man Hour	$ 100	Man Hour	$ 145	Man Hour	$ 330	Man Hour	$ 88	Man Hour	$ 100
41	Specialty Equipment (i.e., Crane, 95-ft Aerial Tower)	Hour	$ 200	Hour	$ 165	Hour	$ 175	Hour	$ 195	Hour	$ 130
	Emergency Services										
42	Emergency Response (Reg. Business Hours, Mon-Fri)	Man Hour	$ 150	Man Hour	$ 175	Man Hour	$ 135	Man Hour	$ 105	Man Hour	$ 105
43	Emergency Response (Evenings, Weekend, Holidays)	Man Hour	$ 150	Man Hour	$ 195	Man Hour	$ 155	Man Hour	$ 145	Man Hour	$ 130
	General Arborist Services	Man Hour	$ 175	Man Hour		Man Hour	$ 150	Man Hour	$ 175	Man Hour	
44	Certified Arborist Services/Risk Assessment/Reports	Hour	$ 175	Hour	$ 159	Hour	$ 150	Hour	$ 225	Hour	$ 150
45	Level 1, 2, and 3 Risk Assessments	Hour	$ 225	Hour	$ 169	Hour	$ 150	Hour	$ 245	Hour	$ 150
46	**Plant Health Care**										
a.	Tree Canopy Spraying from ground level	Per Diameter In	$ 10	Per Diameter In	$ 8	Per Diameter In	$ 8	Per Diameter In	$ 7	Per Diameter In	$ 7
b.	Tree Canopy Spraying from aerial tower Description: Foliar hydraulic spraying of recommended material.	Per Diameter In	$ 10	Per Diameter In	$ 16	Per Diameter In	$ 8	Per Diameter In	$ 8	Per Diameter In	$ 9
c.	Insecticide or Fungicide Trunk Banding Description: Trunk spray of recommended material.	Per Diameter In	$ 10	Per Diameter In	$ 8	Per Diameter In	$ 8	Per Diameter In	$ 7	Per Diameter In	$ 8
d.	PGR Trunk Banding Description: Trunk spray of recommended material to regulate p growth.	Per Diameter In	$ 10	Per Diameter In	$ 8	Per Diameter In	$ 8	Per Diameter In	$ 7	Per Diameter In	$ 8
e.	Insecticide or PGR Soil Application (Cambistat) Description: Recommended insecticide soil injection or drench nrial to regulate plant growth.	Per Diameter In	$ 10	Per Diameter In	$ 8	Per Diameter In	$ 8	Per Diameter In	$ 8	Per Diameter In	$ 8
f.	Insecticide or Fungicide Soil Application Description: Soil applied drench of recommended material.	Per Diameter In	$ 10	Per Diameter In	$ 8	Per Diameter In	$ 8	Per Diameter In	$ 7	Per Diameter In	$ 8
g.	Soil Injection Fertilization Description: Soil applied injection of recommended material.	Per Diameter In	$ 10	Per Diameter In	$ 8	Per Diameter In	$ 8	Per Diameter In	$ 7	Per Diameter In	$ 8
h.	Soil Drenching Fertilization Description: Soil application of recommended material.	Per Diameter In	$ 10	Per Diameter In	$ 8	Per Diameter In	$ 8	Per Diameter In	$ 7	Per Diameter In	$ 8
i.	Trunk Injection (Insecticide/Miticide) Description: Trunk injected recommended material.	Per Diameter In	$ 10	Per Diameter In	$ 8	Per Diameter In	$ 8	Per Diameter In	$ 9	Per Diameter In	$ 9

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

RFP No. 2026-01

Name of Proposer Company	West Coast Arborists, Inc.	Great Scott Tree Service, Inc.	Recreated for Mariposa Tree Management, Inc.	United Pacific Services, Inc.	North Star Land Care
j. Trunk Injection (Fungicide) Description: Trunk injected recommended material.	Per Diameter In $ 10	Per Diameter In $ 8	Per Diameter In $ 8	Per Diameter In $ 9	Per Diameter In $ 8
k. Trunk Injection (Insecticide & Fungicide Combo) Description: Combination of one-time trunk injection of two recommended materials.	Per Diameter In $ 15	Per Diameter In $ 10	Per Diameter In $ 8	Per Diameter In $ 12	Per Diameter In $ 9
l. Avermectin Class Insecticide Injection Description: Recommended trunk injection of Emamectin benzoactive ingredient.	Per Diameter In $ 10	Per Diameter In $ 8	Per Diameter In $ 8	Per Diameter In $ 12	Per Diameter In $ 8
47 GPS Tree Inventory Update	Tree Site $ 5	Tree Site $ 5	Tree Site $ 3	Tree Site $ 5	Tree Site $ 6
48 Creation of Street Tree Palette	Lump Sum $ 2,500	Lump Sum $ -	Lump Sum $ 2,500	Lump Sum $ 5,000	Lump Sum $ 8,500
49 Creation of Street Tree Planting Plan	Lump Sum $ 20,000	Lump Sum $ -	Lump Sum $ 2,500	Lump Sum $ 2,000	Lump Sum $ 12,500
50 Creation of Urban Forest Management Plan (UFMP)	Lump Sum $ 75,000	Lump Sum	Lump Sum $ 5,000	Lump Sum $ 7,500	Lump Sum $ 35,000

CITY OF WEST COVINA

Schedule of Compensation for Year 2026

Tree Maintenance Services performed by WCA, Inc.

Item	Description	Unit	Proposed Prices
1	Grid Prune	Each	$68.65
2	LMD Grid Prune	Each	$149.75
3	Full Prune 0-18 DSH	Each	$83.20
4	Full Prune 19-30 DSH	Each	$124.80
5	Full Prune 31+ DSH	Each	$149.75
6	Crown Raise	Each	$61.35
7	Crown Clean 0-18 DSH	Each	$83.20
8	Crown Clean 19-30 DSH	Each	$124.80
9	Crown Clean 31+ DSH	Each	$149.75
10	Crown Reduction 0-18 DSH	Each	$93.60
11	Crown Reduction 19-30 DSH	Each	$149.75
12	Crown Reduction 31-36 DSH	Each	$191.35
13	Crown Reduction 36+ DSH	Each	$295.35
14	Date Palm Prune	Each	$208.00
15	Date Palm Trunk Clean	Each	$208.00
16	Fan Palm Prune	Each	$87.35
17	Fan Palm Trunk Clean	Each	$108.15
18	Palm Prune	Each	$68.65
19	Tree & Stump Removal 0-12 DSH	Each	$291.20
20	Tree & Stump Removal 13-18 DSH	Each	$707.20
21	Tree & Stump Removal 19-24 DSH	Each	$977.60
22	Tree & Stump Removal 25-30 DSH	Each	$1,268.80
23	Tree & Stump Removal 31-36 DSH	Each	$1,508.00
24	Tree & Stump Removal 36+ DSH	Each	$1,965.60
25	Tree Only Removal 0-12 DSH	Each	$249.60
26	Tree Only Removal 13-18 DSH	Each	$644.80
27	Tree Only Removal 19-24 DSH	Each	$904.80
28	Tree Only Removal 25-30 DSH	Each	$1,144.00
29	Tree Only Removal 31-36 DSH	Each	$1,424.80
30	Tree Only Removal 36+ DSH	Each	$1,788.80
31	Stump Removal	Inch	$20.80
32	Plant 15 Gallon Tree	Each	$187.20
33	Plant 24" Box Tree	Each	$374.40
34	Plant 36" Box Tree	Each	$1,040.00

Schedule of Compensation for Year 2026

Tree Maintenance Services performed by WCA, Inc.

Item	Description	Unit	Proposed Prices
35	Plant 48" Box Tree	Each	$2,028.00
36	Plant 60" Box Tree	Each	$6,188.00
37	Arborist Reports	Man Hour	$156.00
38	Risk Assessment	Man Hour	$156.00
39	Canopy Spray - ground	Inch	$6.25
40	Canopy Spray - aerial	Inch	$8.30
41	Trunk Banding	Inch	$6.25
42	PGR Trunk Banding	Inch	$6.25
43	Soil Application	Inch	$6.25
44	Soil Injection	Inch	$6.25
45	Soil Drenching	Inch	$6.25
46	Trunk Injection - insecticide/miticide	Inch	$8.30
47	Trunk Injection - fungicide	Inch	$6.25
48	Trunk Injection - combo	Inch	$8.30
49	Trunk Injection - avermectin	Inch	$6.25
50	GPS Tree Inventory Adds	Each	$5.20
51	Specialty Equipment Rental	Day	$520.00
52	Crew Rental - per man	Man Hour	$92.55
53	Emergency Response - 7am to 4pm	Man Hour	$113.35
54	Emergency Response - after hours	Man Hour	$134.15

The proposed rates have stayed the same since July 1, 2022 and are valid through at least June 30, 2026.

CITY OF WEST COVINA

Schedule of Compensation for Year 2022 - 2023

Tree Maintenance Services performed by WCA, Inc.

Item	Description	Unit	Proposed Prices
1	Grid Prune	Each	$68.65
2	LMD Grid Prune	Each	$149.75
3	Full Prune 0-18 DSH	Each	$83.20
4	Full Prune 19-30 DSH	Each	$124.80
5	Full Prune 31+ DSH	Each	$149.75
6	Crown Raise	Each	$61.35
7	Crown Clean 0-18 DSH	Each	$83.20
8	Crown Clean 19-30 DSH	Each	$124.80
9	Crown Clean 31+ DSH	Each	$149.75
10	Crown Reduction 0-18 DSH	Each	$93.60
11	Crown Reduction 19-30 DSH	Each	$149.75
12	Crown Reduction 31-36 DSH	Each	$191.35
13	Crown Reduction 36+ DSH	Each	$295.35
14	Date Palm Prune	Each	$208.00
15	Date Palm Trunk Clean	Each	$208.00
16	Fan Palm Prune	Each	$87.35
17	Fan Palm Trunk Clean	Each	$108.15
18	Palm Prune	Each	$68.65
19	Tree & Stump Removal 0-12 DSH	Each	$291.20
20	Tree & Stump Removal 13-18 DSH	Each	$707.20
21	Tree & Stump Removal 19-24 DSH	Each	$977.60
22	Tree & Stump Removal 25-30 DSH	Each	$1,268.80
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24	Tree & Stump Removal 36+ DSH	Each	$1,965.60
25	Tree Only Removal 0-12 DSH	Each	$249.60
26	Tree Only Removal 13-18 DSH	Each	$644.80
27	Tree Only Removal 19-24 DSH	Each	$904.80
28	Tree Only Removal 25-30 DSH	Each	$1,144.00
29	Tree Only Removal 31-36 DSH	Each	$1,424.80
30	Tree Only Removal 36+ DSH	Each	$1,788.80
31	Stump Removal	Inch	$20.80
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33	Plant 24" Box Tree	Each	$374.40
34	Plant 36" Box Tree	Each	$1,040.00

Schedule of Compensation for Year 2022 - 2023

Tree Maintenance Services performed by WCA, Inc.

Item	Description	Unit	Proposed Prices
35	Plant 48" Box Tree	Each	$2,028.00
36	Plant 60" Box Tree	Each	$6,188.00
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38	Risk Assessment	Man Hour	$156.00
39	Canopy Spray - ground	Inch	$6.25
40	Canopy Spray - aerial	Inch	$8.30
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42	PGR Trunk Banding	Inch	$6.25
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44	Soil Injection	Inch	$6.25
45	Soil Drenching	Inch	$6.25
46	Trunk Injection - insecticide/miticide	Inch	$8.30
47	Trunk Injection - fungicide	Inch	$6.25
48	Trunk Injection - combo	Inch	$8.30
49	Trunk Injection - avermectin	Inch	$6.25
50	GPS Tree Inventory Adds	Each	$5.20
51	Specialty Equipment Rental	Day	$520.00
52	Crew Rental - per man	Man Hour	$92.55
53	Emergency Response - 7am to 4pm	Man Hour	$113.35
54	Emergency Response - after hours	Man Hour	$134.15

The proposed rates reflect a cost increase of 4.0% to help offset the increase in operating costs. WCA agrees to limit the cost adjustment to 4.0% for FY22-23 despite the current Consumer Price Index for the Los Angeles-Long Beach-Anaheim region published by the US Bureau of Labor Statistics stands at 8.5%. Upon approval, the rates will be effective beginning 7/1/22 and be valid for 12 months.

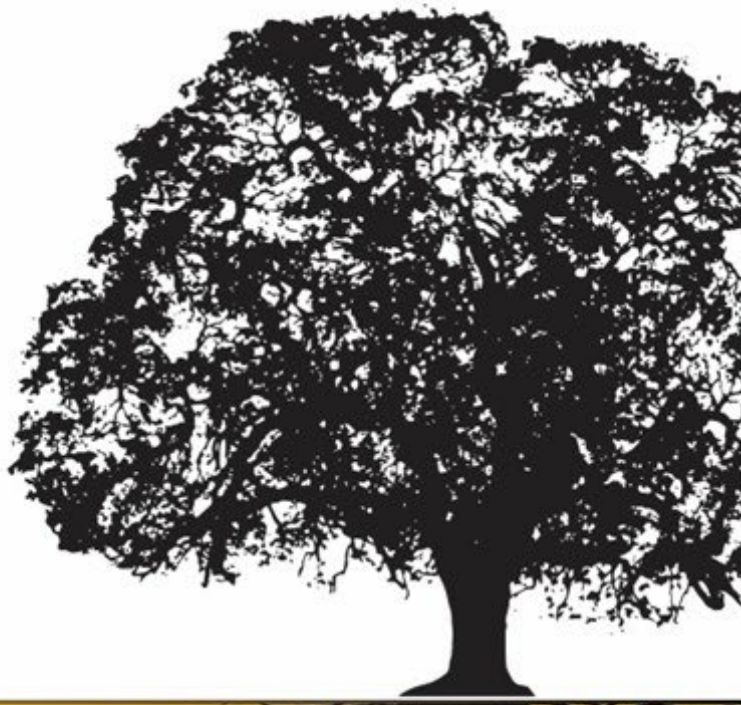
ATTACHMENT NO. 8

Setting the Gold Standard

by partnering with over 350 communities

City of West Covina

RFP 2026-01 for Tree Trimming and Tree Maintenance Services



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Communities
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ROOTED IN:
Safety
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Technology

West Coast Arborists, Inc.
WCAINC.COM • (800) 521–3714
LIC #366764 • DIR #1000000956

Section 8.1

COVER LETTER

August 13, 2025

City of West Covina
Attn: Jazmin Hernandez, Purchasing Manager
1444 W Garvey Ave S, Ste. 308
West Covina, CA 91790

RE: RFP 2026-01 Tree Trimming and Tree Maintenance Services
Due: Thursday, August 14, 2025 at 2:00PM

To whom it may concern;

Thank you for allowing West Coast Arborists, Inc. (WCA) the opportunity to submit a proposal for tree trimming and tree maintenance services for the City of West Covina. WCA is a family-owned and operated company employing over 1,300 full-time employees providing various tasks to achieve one goal: serving communities who care about trees. We have reviewed, understand, and agree to the terms and conditions described in this RFP. We also hereby acknowledge that we meet the minimum requirements and responded to each of these requirements to the best of our ability. Our proposal is valid for a period of 120 calendar days. We hereby acknowledge receipt of Addendum No. 1 and 2.

WCA's corporate values include listening to customers and employees to help improve services offered. By establishing clear goals and expectations for the organization, supporting its diverse teams, and exchanging frequent feedback from customers and employees, we are able to provide 'gold standard' tree care services. WCA's top management team has created a culture where employees become accountable for actions and results. Our Tree Care Industry Association (TCIA) company-wide accreditation is evidence of the commitment WCA has to our safety and training programs, customer satisfaction and our capacity to maintain industry standards.

WCA has a 53-year track record of working for more than 350 California and Arizona municipalities as well as other various agencies. Our company has been in business since 1972 and is licensed by the California State Contractors License Board under license #366764. We have held this license in good standing since 1978. The license specializes in Class C61 (Tree Service), Class C27 (Landscaping), Class C49 (Tree and Palm), and Class C31 (Traffic Control). We currently employ over 100 Certified Arborists and over 155 Certified Tree workers, as recognized by the International Society of Arboriculture. WCA is also registered with the Department of Industrial Relations (DIR) for Public Works projects, our registration number is 1000000956. All work will be performed in-house; no subcontractors will be used.

Our employees will operate from our Anaheim Office located at 2200 E. Via Burton, Anaheim, CA 92806. For questions related to this proposal and who has the authority to negotiate/present please contact Victor Gonzalez, V.P. Business Development, at (714) 991-1900 or at vgonzalez@wcainc.com. Mario Gonzalez, Area Manager, will be assigned to this project should WCA be awarded a contract. He can be reached at (714) 404-2997 or mariogonzalez@wcainc.com.

Sincerely,

Patrick Mahoney, President

Section 8.2

BACKGROUND AND APPROACH

BACKGROUND & APPROACH

COMPANY INFORMATION
President: Patrick Mahoney
Organization Type: Corporation
Established: 1972
Federal Tax ID: 95-3250682
DIR Registration: 1000000956
Members of Laborers' Union: LiUNA!
SAM Entity ID: CFJMVMJ9NSD1
Website: wcainc.com

CORPORATE OFFICE
2200 E. Via Burton St.
Anaheim, CA 92806

REGIONAL OFFICES
Escondido, CA
Fresno, CA
Indio, CA
Ontario, CA
Phoenix, AZ
Riverside, CA
Sacramento, CA
San Diego, CA
San Jose, CA
San Francisco, CA
Santa Clarita, CA
Stockton, CA
Ventura, CA

CONTRACT ADMINISTRATION
Victor Gonzalez, Vice President
Corporate Office
Phone (714) 991-1900
Fax (714) 956-3745
Email: vgonzalez@wcainc.com

FIELD MANAGEMENT
Mario Gonzalez, Area Manager
2200 E. Via Burton
Anaheim, CA 92806
Phone (714) 991-1900
Fax (714) 956-3745
Email: mgonzalez@wcainc.com

EMERGENCY RESPONSE 24/7
1-800-LIMB-DOWN

Company Background

WEST COAST ARBORISTS, INC. (WCA)

is a family-owned and operated union company employing over 1,300 full-time employees providing tree maintenance and management services. We are proudly serving over 350 municipalities and public agencies. We provide superior and safe tree care operations seven days a week, 24 hours a day throughout California and Arizona.

OUR VISION

As a corporate citizen, WCA's responsibility and accountability are to the communities where we do business. We hold ourselves to the highest standards of ethical conduct and environmental responsibility, communicating openly with our customers and the communities in which we work. It is our goal and vision to lead the industry in state-of-the-art urban tree care and management services.

100% CUSTOMER SATISFACTION

Customer satisfaction is our top priority. We guarantee your complete satisfaction with every facet of our services. Our dedication to customer service has earned WCA a reputation unrivaled in the industry for dependability, integrity, quality, and courtesy. We authorize our employees to do whatever is necessary to achieve the highest quality results. We know that high quality work saves our customer's valuable time and is far more cost effective if we do our work properly the first time. We are committed to courteous and prompt customer service to fully resolve any issue.

ISA **100+ ISA Certified Arborists**	**50+ Years Experience** (Similar Size & Scope)	**1,300+ Qualified Employees**
TCIA **Accredited by TCIA**	**Local Office & Yard** (Anaheim & Placentia)	**1,700+ Pieces of Equipment** (Owned)

Corporate Capabilities

West Coast Arborists, Inc., is committed to successfully completing each project in accordance with the specifications, budget, schedule and with the highest quality of service. Our customers' satisfaction is a direct result of our means to carry out each project. Listed below are some of our corporate capabilities, which not only provide a sense of comfort and confidence to our customers, but also assure them of our continuous ability to carry out the duties of managing their urban forest.

- In business continuously and actively since 1972
- Contractor's License C61/D49, C49, C27, C31, C21, A & B
- Over $8,500,000 line of credit available
- Annual financial audits available upon request
- Bonded by ARCH, an A+ rated company
- 1,300+ employees
- 350+ contracts with public agencies
- 100+ Certified Arborists
- 155+ Certified Tree Workers
- Drug-free workplace
- 14,000 sq. ft. company-owned Headquarters (Anaheim)
- Department of Agriculture Nursery license
- Avg. 712,000 trees **pruned** annually over past 3 years
- Avg. 46,000 trees **removed** annually over past 3 years
- Avg. 20,000 trees **planted** annually over past 3 years
- Avg. 250,000 trees **inventoried** annually over past 3 years
- Fully insured with insurance up to $25 million
- Federal Tax ID #95-3250682, current on all taxes and fillings with state and federal government
- Sales volume over $220 million annually
- Fleet of approximately 1,700 pieces of equipment

Active Memberships:

Tree Care Industry Association (TCIA)
International Society of Arboriculture (ISA)
League of California Cities (LCC)
California Parks & Recreation Society (CPRS)
Association of California Cities | –Orange County (ACCOC)
Maintenance Superintendents Association (MSA)
California Landscape Contractors Association (CLCA)
Street Tree Seminar (STS)
California Urban Forest Council (CaUFC)
American Public Works Association (APWA)

dpr

CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION
1001 I STREET
SACRAMENTO, CALIFORNIA 95814

ISSUED: January 01, 2024
EXPIRES: December 31, 2025

Pest Control Business - Main
LICENSE
LICENSE NO. 39575

Invalid if insurance and/or qualified person(s) lapse before expiration date.

Mailing Address:
WEST COAST ARBORISTS, INC.
2200 E VIA BURTON ST
ANAHEIM, CA 92806

Business Location
WEST COAST ARBORISTS, INC.
2200 E VIA BURTON ST
ANAHEIM, CA 92806

POST THIS LICENSE PROMINENTLY IN PUBLIC VIEW
THIS LICENSE IS NOT TRANSFERABLE – ANY CHANGE IN OWNERSHIP REQUIRES A NEW LICENSE

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

CONTRACTORS
STATE LICENSE BOARD
ACTIVE LICENSE

License Number 366764 Entity CORP

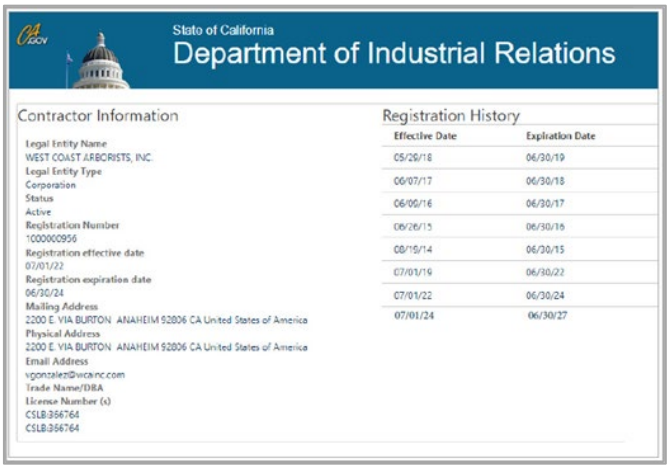
Business Name WEST COAST ARBORISTS INC

Classification(s) C61/D49 C27 A C21 B C31 C49

Expiration Date 12/31/2026

www.cslb.ca.gov

CSLB



State of California
Department of Industrial Relations

Contractor Information

Legal Entity Name
WEST COAST ARBORISTS, INC.
Legal Entity Type
Corporation
Status
Active
Registration Number
1000000956
Registration effective date
07/01/22
Registration expiration date
06/30/24
Mailing Address
2200 E. VIA BURTON ANAHEIM 92806 CA United States of America
Physical Address
2200 E. VIA BURTON ANAHEIM 92806 CA United States of America
Email Address
vgonzalez@wcainc.com
Trade Name/DBA
License Number (s)
CSLB:366764
CSLB:366764

Registration History

Effective Date	Expiration Date
05/29/18	06/30/19
06/07/17	06/30/18
06/09/16	06/30/17
06/26/15	06/30/16
08/15/14	06/30/15
07/01/19	06/30/22
07/01/22	06/30/24
07/01/24	06/30/27

Scope of Work

Grid Tree Pruning

Grid tree pruning is based on pruning in pre-designed districts, or grids on a set cycle and in its entirety. This includes pruning all trees (small, medium and large-sized.) Pruning will include structural pruning, crown raising, and slight crown cleaning in accordance with the standards set forth by the International Society of Arboriculture Pruning Standards (Best Management Practices) and shall have no more than 15% of the live foliage removed at a given time.

Special Request Tree Pruning

Special Request Tree Pruning includes tree maintenance services on designated tree(s) as ordered by the City's Arborist or designee. This category of pruning may include structural pruning, crown raising, crown cleaning and/or pruning to restore the crown. Whichever work type is ordered by the City, pruning will be performed in accordance with the standards set forth by the International Society of Arboriculture Pruning Standards and the Best Management Practice, Tree Pruning Guidelines.

Pruning to reduce the tree's crown (or Crown Reduction Pruning) may be performed when conditions within the crown of a hardwood tree are such that the overall canopy mass and excessive wood weight needs to be reduced. This type of prune is performed when the City's primary objective is to maintain or improve tree health and structure and will be charged at the Crew Rental rate as agreed upon by the City and WCA.

Line Clearance

Trees that interfere or have the possibility of interfering with utility lines will be trimmed in a manner to achieve the required clearances as specified and in accordance with the California Public Utilities Commission. It is our goal to protect the current health and condition of the tree and to maintain its symmetry and direct growth away from the utility lines.

Young Tree Maintenance

Proper pruning and care during the early stages of the tree's life will save money in the future, and create a safer, more beautiful, healthy, easy-to-maintain tree. We believe that tree care that is performed early will affect its shape, strength and life span. Our specialized small tree care team consists of certified personnel trained to perform the following under the hourly rate:

- Selective structural pruning
- Removal of dead, interfering, split and/or broken limbs
- Pre-conditioning the water retention basin built around the tree
- Staking or re-staking
- Adjusting tree ties
- Adjusting trunk protectors
- Weed abatement

Root Pruning

We strongly recommend against any root pruning, however, should the City elect to proceed, we recommend that it be done no closer than 3 times the diameter of the trunk. Roots will be pruned to a depth of approximately 12 inches by cleanly slicing through the roots, so as not to tear or vibrate the root causing damage to the tree. The excavated area will be backfilled with native soil and debris will be hauled away. This is performed under the hourly rate.

Tree and Stump Removal Operations

With a minimum of 48 hours advanced notice, WCA will inform Underground Service Alert (USA) of the location of work for the purpose of identifying any and all utility lines. The removal process consists of lowering limbs delicately onto the ground to prevent any hardscape damage. Immediately following the removal, the stump will be ground down, if ordered to do so and with proper USA notification. Our standard stump grinder is the *Vermeer SC802*. This stump grinder is ideal for any size job and can be used to grade large stumps. We also use the *Dosko SC69* stump grinders. These are intended to remove tree stumps and exposed root systems close to ground level. Tree removal and stump removal are to be charged separately in accordance with the contract.

Tree Planting

We can replace trees that have been removed and plant new trees in accordance with the City's specifications. We are prepared financially and logistically to acquire and purchase selected tree species for tree planting. At a minimum of 48 hours in advance we will inform Underground Service Alert (USA) of the location of work for the purpose of identifying any and all utility lines. A well-trained planting team will perform the soil preparation and installation of the tree.

Tree Watering

Tree watering will be performed by a full-time, WCA team member on various routes, when requested by the Agency. This team will also be responsible for reporting special care needs to the small tree care team. This could include reporting weeds, soil that has settled, and/or staking and tying needs.

Emergency Response

We are prepared for emergency calls 24 hours a day, 7 days a week, including holidays. The toll free number is 866-LIMB-DOWN (866-546-2369). This number will be provided to the Agency, Police Department and/or Fire Department. Our emergency response team will do what is necessary to render the hazardous tree or tree-related condition safe until the following workday.

West Coast Arborists, Inc.

Crew Rental

Due to our vast amount of resources, including our specialty equipment and qualified personnel we are able to extend our commitment to our customers by providing various miscellaneous services outside of the most common tree maintenance services:

- Misc. use of aerial towers and cranes (including equipment rental)
- Crown reduction
- Crown restoration

Arborist Reports

We have full-time Certified Arborists on staff that can prepare detailed arborist reports, tree evaluations and site inspections based on your specific needs. Reporting can be generated for one tree or an entire selection and is handled on a case-by-case basis.

WCA provides the technology, management, and civic experience that makes it the preferred tree management partner across the West.

Plant Health Care

Tim Crothers, Plant Health Care Manager

- **ISA Board Certified Master Arborist WE-7655 BUM**
- **DPR Qualified Pest Control Applicator #145321**
- **QAL Category B & D**

Our PHC program managed by Tim goes beyond standard chemical applications. We have developed an efficient Integrated Pest Management Program (IPM) that requires diagnosis before treatment. WCA is staffed with licensed applicators and advisors that are environmentally conscious as well as compliant with the California Department of Pesticide Regulation. This service allows us to provide you with:

- Proper diagnosis based on on-site inspection with laboratory testing when necessary
- Proactive and preventative recommendations that reduce the amount of potential pest and disease issues
- Follow-up evaluations to ensure that the recommended treatments result in a healthy and balanced urban forest

Section 8.3

METHODOLOGY

West Coast Arborists, Inc.

METHODOLOGY

Implementation Approach & Quality Control

Implementation Approach

To ensure the quality of work and the level of service expected, WCA abides by a well-defined quality control plan that incorporates the following:

- Certified personnel
- Safety
- Pruning specifications and guidelines
- Sound equipment
- Public relations
- Proper traffic control
- State-of-the-art communication systems

Special shifts including weekends and evenings can be arranged in accordance with the Agency's specifications.

Area Manager: Mario Gonzalez

ISA Certification #: WE-13119A

The project Area Manager will be the central point of contact and will work cooperatively with Agency staff, local residents and business owners, etc. The Area Manger will provide overall field supervision and crew management.

Daily Management

Daily management will consist of, but not be limited to:

- Email notification complete with location, crew, equipment type, and work description
- Supervise crew personnel to insure proper pruning standards are followed in a safe manner
- Traffic control setup and maintenance of work zone
- Ensure work area is left free of debris at the end of shift
- Maintain record of work completed each day
- Maintain good public relations at all times
- Provide immediate notification to Agency Inspector upon damage of personal property including a plan for corrective measures to take place within 48 hours

Weekly Management

- Weekly management will consist of, but is not limited to:
- Weekly inspection of work completed
- Meet with the Agency to review work schedule and progress
- Insure standards of pruning are performed in accordance with Agency specifications
- Maintain open communication

West Coast Arborists, Inc.

Scheduling of Work

The Area Manager is responsible for scheduling work which shall conform to the Agency's schedule of performance. We recommend equal distribution of work throughout the course of the fiscal year. Notifications will be provided to residents prior to the start of pruning operations in said area. All work will be performed in a cooperative manner as to cause the least amount of interference or inconvenience.

Public Notification

Upon Agency staff approval, WCA will post a door hanger notice prior to commencement of grid pruning (within 24-48 hours). After tree plantings, door hangers will be provided to residents instructing them on the proper care for their newly planted tree. For more comprehensive outreach we can also submit a press release for special projects or routine maintenance. The Agency may modify the procedures and materials to which we notify residents.

Communication Systems

Our use of modern and reliable communication systems affect our daily job performance by increasing our efficiency. Management and Field Personnel utilize smart phones as both navigational and communication devices in the field. Smart phones have proven to be a convenient method to input data as related to tree inventories, daily work records, timesheets, photos, and billing information; eliminating the need to handwrite data and improving customer service by minimizing response time.

Permits and Licensing

WCA will procure a City Business License as necessary and any "no-fee" permits prior to commencement of work. Permits (i.e., encroachment, traffic control, etc.) requiring fees will be charged back to the Agency.

Right-of-Way

All work will be performed in the public right-of-way. Employees will not utilize private property for eating, breaks or any other reason or use water or electricity from such property without prior written permission of owner.

Cooperation and Collateral Work

WCA will give right to operate within the project to the Agency workers and/other contractors, utility companies, street sweepers, and others as needed in a cooperative effort to minimize interference in daily operations.

Project Site Maintenance

Work site will be left free of debris at the end of each workday. We will not discharge smoke, dust, or any other air containments in quantities that violate the regulations of any legally constituted authority.

West Coast Arborists, Inc.

Workflow Timelines

GRID PRUNING FLOWCHART

(Within 30-day Completion)

1. Work request received from Customer
2. CSR creates a work order & gives to Area Manager
3. Area Manager schedules the work & informs the Agency
4. Work order is given to the Foreman
5. Foreman posts public notices
6. Crew performs work
7. Foreman completes work order & inventory; then submits to office
8. CSR closes work order; Billing Department prepares invoice

REMOVAL FLOWCHART

(Within 15-day Completion)

1. Customer marks trees for USA & notifies resident
2. Work request received from Customer
3. CSR creates work order & contacts USA 48 hours in advance of work
4. Work order is given to the Area Manager
5. Area Manager schedules work, informs the Agency & gives work order to Foreman
6. Crew performs work
7. Foreman completes work order & inventory; then submits to office
8. CSR closes work order; Billing Department prepares invoice

PLANTING FLOWCHART

(Within 15-day Completion)

1. Work request received from Customer
2. CSR prepares work order & orders tree(s) from Nursery Manager
3. CSR gives work order to Area Manager to schedule work & inform the Agency
4. Work order is given to the Foreman
5. Crew performs work & hangs tree care door hanger
6. Foreman completes work order & inventory; then turns in
7. CSR closes work order; Billing Department prepares invoice
8. Billing Department processes & prepares invoice

EMERGENCY FLOWCHART

(Within 1-3 hour Response / 24-hour Completion)

1. Emergency request received from Customer
2. On-Call Supervisor dispatches Emergency Crew
3. Supervisor creates work order & sends to Foreman
4. Crew performs necessary work to ensure safety
5. Crew sends notification & photos to Agency & Supervisor that work is complete
6. If applicable, crew return to site next day to complete work
7. Foreman completes work order & inventory; then turns in
8. CSR closes work order; Billing Department prepares invoice

PLANT HEALTH CARE FLOWCHART

1. Work request received from Customer
2. CSR creates a work order & gives to Area Manager
3. Area Manager schedules the work & informs the City
4. Work order is given to the PHC Advisor/Applicator
5. PHC Advisor/Applicator posts public notices (as needed)
6. PHC Advisor/Applicator performs work
7. PHC Advisor/Applicator completes work order & inventory; then turns in
8. CSR closes work order; Billing Dept. prepares invoice

West Coast Arborists, Inc.

Emergency Contacts

In case of emergency AFTER normal business hours:

866.546.2369

Leave a message, if you do not receive a call back within 10 minutes, call the following contacts in order:

Juan Amador, Foreman

714.718.5912

Juan Marquez, Supervisor

926.255.7291

Mario Gonzalez, Area Manager

714.981.3564

AFTER confirmation from on-call Manager, you can email multiple locations to:

LimbDown@WCAInc.com

Normal Business Hours

714.991-1900

Sample Planting Door Hanger

West Coast Arborists, Inc.

Quality Control

Feedback

WCA regularly receives and tracks feedback from customers and residents as a means to acknowledge good performance and provide prompt resolution for any negative comments. Every month, a summary of the feedback is then reviewed by the management team.

Customer Service Department

As we work with, or near, the public, we are mindful that we will most likely be the first person the public contacts. We have a full-time Customer Service Department with each Customer Service Representative (CSR) trained in addressing concerned residents and bystanders.

Nicole Angene

From: Valerie Ferchaw <VFERCHAW@santa-clarita.com>
Sent: Tuesday, July 21, 2020 5:58 PM
To: Nicole Angene; Herminio Padilla; Gerardo Perez
Cc: Andy Trotter; Pat Mahoney; Victor Gonzalez
Subject: Thank you, WCA!

Herminio, Nicole, & Gerardo,

A big THANK YOU for the beautiful trimming of the City of La Canada 'street tree' (coast live oak) at the frontage of my residence today.

From start to finish, you all provided top-notch service. Albeit I know how ***awesome*** you are from our professional collaboration, experiencing it all first-hand, as a resident, provides a new vantage point. I was absolutely impressed by the customer service experience your team provided—Just as importantly, I knew that the beloved oak was in the best hands. Stellar!

With much appreciation,
Valerie

Valerie Ferchaw
Urban Forestry Administrator
City of Santa Clarita

Phone: (661) 294.2569
Email: vferchaw@santa-clarita.com
Web: http://www.santa-clarita.com

City of SANTA CLARITA

Complaints & Damage Resolution

Should there be any property damage, we adhere to specific procedures to resolve the problem. The Foreman on the job site will notify the resident and the Inspector immediately.

If the resident is not at home, then we will leave a WCA card with instructions to call our Claims Coordinator in our corporate office. The ultimate goal at each work site is to leave the property in the same condition as before we entered it. We will notify the Agency Representative immediately upon damage of private property including plans for corrective measures to take place within 48 hours.

Any activities found by the Agency to be unacceptable will be rectified immediately. All other complaints will be abated or resolved within twenty-four (24) hours of the occurrence. We have teams specifically assigned for handling damage to properties, both private and public. Through our communication system, we have the ability to dispatch either of these teams and have them respond immediately to the site for proper repair.

We pride ourselves on professional workmanship to avoid these types of incidents, however, should one occur, we take all appropriate measures to resolve the matter in a timely and efficient manner.

Protection of Public and Private Property

WCA will provide all safety measures necessary to protect the public and worker within the work area. We will maintain good public relations at all times. The work will be conducted in a manner which will cause the least disturbance.

West Coast Arborists, Inc.

Technical Approach

ArborAccess

Our tree management program sets us apart from other companies. With nearly 2,000 active users, ArborAccess and our mobile app will help you easily manage your urban forest with ease and convenience. Tree site attributes include location (utilizing GPS coordinates), species type, and parkway size. Features allow you to view and edit work history records and create work orders directly from the field, all from our secure cloud.

The information contained in ArborAccess is live data that can also be linked directly to a GIS program, such as ArcView, for geo-coding purposes and can assist your Agency in meeting GASB34 requirements. ArborAccess provides an unlimited resource of information regarding your urban forest.

ArborAccess Features

- Create work orders
- View tree site details
- View work history
- View invoices
- Mobile app
- Live data
- GIS/GPS mapping
- Recycling reports

Software Training

Our IT Department is based out of our corporate office in Anaheim, CA with regional offices located throughout California and Arizona. Each office has the ability to provide software training to our customers. We are also available to provide training sessions on-site at the customer's discretion. On-site training is proven to be effective as it provides a guided hands-on experience.

We offer periodic tree maintenance and management workshops each year. These free workshops are provided to our customers regionally and educate over 250 people annually. They have proven to be a great round-table and networking opportunity for the different agencies in attendance. Presentations are provided by WCA management staff and complimented with guest speakers in the industry. Certified Arborists and Tree Workers who attend are eligible to receive continuing education credits (CEU's) from the International Society of Arboriculture.

The success of any urban forest program depends on the proper management of information. Unlimited telephone and/or email support is available to answer technical questions and aid staff in the use of the software system. Software training and support is included in the cost associated with the inventory data collection.

List Tracking System

The List Tracking Report in ArborAccess is a useful tool in the management of incoming work. This report allows both parties to track specific jobs as they are ordered by the Agency. Proper use of this system enables the Agency and WCA to track the completion of work that is ordered.

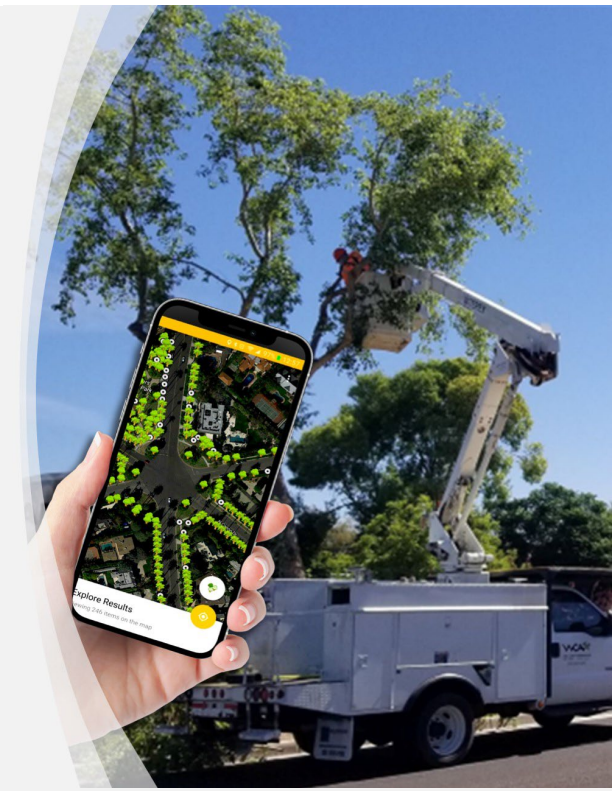
West Coast Arborists, Inc.

Billing

WCA, Inc. operates a modern invoicing system that is updated on a daily basis. Progress billings will be submitted to the Customers on a bi-weekly basis, unless otherwise requested. Invoices will reflect an amount complete for the billing period, along with a year-to-date total for that job. Each billing will include a listing of completed work by address, tree species, work performed and appropriate data acceptable to the customer. This information will be supplied in hardcopy and immediately accessible on ArborAccess. Job balances reflecting the percent of completion for each job can be viewed on ArborAccess.

Sample Management Tools: Detailed Tree Site Characteristics

The advanced technology provides a valuable tool to urban forestry professionals by displaying specific tree site information along with a representative photograph of the species type and a recommended maintenance field. ArborAccess' built-in quality control features assist in data accuracy. As maintenance is performed, the work history is updated and accompanied with bi-weekly invoices. This process eliminates the need for dual-inputting and helps keep the tree inventory current and accurate.



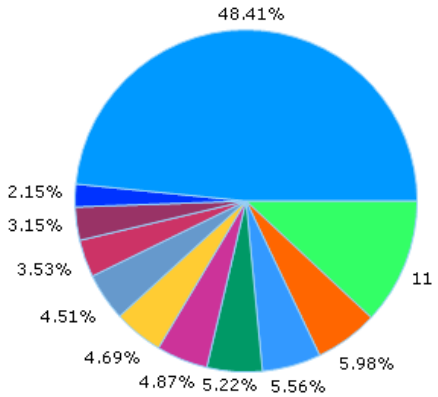
Maintenance Records

Accurate maintenance records for each location oftentimes can assist the Agency with liability claims. Maintaining a detailed history of the work performed at each location demonstrates good faith in preserving its urban forest. It is imperative that work requests are pulled from the system prior to the work being performed, otherwise inventory accuracy is not guaranteed.

West Coast Arborists, Inc.

Sample: Species Frequency Report

The Species Frequency report can assist your Agency in identifying the tree population within the urban forest. This type of information is valuable in the event of an insect infestation, deadly disease, or even estimating future maintenance costs. In addition, an analysis can be performed to evaluate the history of the performance of a particular species within your Agency.



	Top 10 Species
	11.94% MEXICAN FAN PALM
	5.98% LONDON PLANE
	5.56% JACARANDA
	5.22% SOUTHERN MAGNOLIA
	4.87% INDIAN LAUREL FIG
	4.69% CANARY ISLAND PINE
	4.51% CANARY ISLAND DATE PALM
	3.53% CHINESE ELM
	3.15% RAYWOOD ASH
	2.15% VICTORIAN BOX
	48.41% OTHER

Detailed Reporting Options		
Inventory	**Work History**	**District Frequency**
View Invoices	**Work Type by District/Zone**	**Species Frequency** (sample above)
Job Balances	**DBH Frequency**	**All Trees at an Address**
Recycling	**Height Frequency**	**Estimated Tree Value**

West Coast Arborists, Inc.

Equipment

Our modern fleet undergoes daily inspection prior to use to ensure efficiency and safety. All equipment is routinely serviced, painted, and detailed. All equipment used during the duration of this project will meet state and federal safety requirements and have all up-to-date certifications, as required.

CHP Biennial Inspection of Terminal Certification

We have successfully been awarded the CHP Biennial Inspection Award of Recognition. This inspection has assisted our company in instituting several safety programs, as well as our Preventative Maintenance Program utilized by our in-house fleet department. The inspection reviews our vehicle maintenance and repair records, our procedural methods and policies for vehicle maintenance and operations. This certification ensures that our vehicles operate safely.

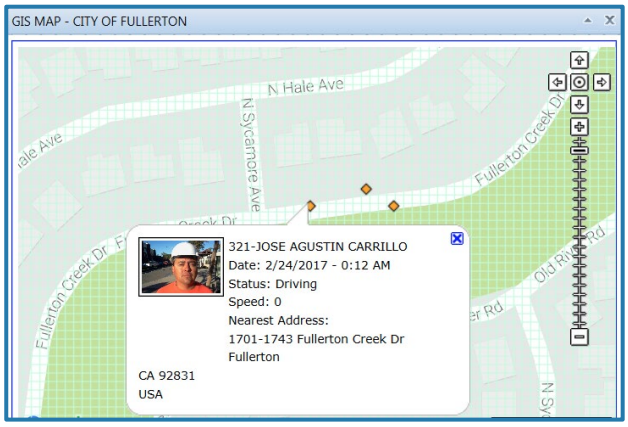
Equipment List Summary	
Pick Up Trucks	441
Aerial Lift Devices	379
90-ft Aerial Devices	18
Dump Trucks	239
Flat Beds	49
Field Service Trucks	35
Arrowboards	100
ATVs	14
Stump Grinders	71
Loaders / Bobcats	103
Rubber Track Loader	2
Root Pruners	2
Roll off Trucks	68
Saw Mill	4
Log Skidder	4
Back Hoes	1
Brush Chippers	222
Cranes	9
Horizontal Grinder	1
Tub Grinder	1
Masticator	1

Modern fleet consisting of **1700+** pieces of equipment.

Telematics (GPS)

WCA has partnered with Geo-Tab to provide GPS units on all vehicles and equipment. This investment has given us and our customers the following benefits:

- Provide faster response times and more efficient routing allowing us to service more customers
- Lower operational costs by optimizing our fleet size, reducing labor, overtime, and insurance, and minimizing costly vehicle repairs
- Decrease fuel use by monitoring fleet fuel economy and saving on unnecessary fuel expenditures
- Reduce emissions by helping drivers improve their habits such as speed and idle time, and reducing total miles driven which will significantly reduce harmful greenhouse gas emissions
- Improve dispatching with landmarks and driving directions, GPS units helps us to better dispatch so that we can service more customers, faster
- Recover stolen vehicles reducing liability costs which can be passed on to customers



In-House Fleet Maintenance

We currently have more than 1,700 pieces of fairly new equipment that enables us to replace equipment immediately should there be any unforeseen mechanical problems. We employ over 80 full-time mechanics that perform an in-house fleet maintenance program. This allows our equipment to be in good operating condition necessary for accomplishing the City's needs. Our mechanics generally work on one particular line of equipment, and by keeping our equipment as uniform as possible our mechanics really get to know the equipment inside and out minimizing down time. Equipment is assigned to different crews and if the crew is shared with another contract the equipment will be as well.

Preventative Maintenance Program

All WCA equipment goes through our Preventative Maintenance program. From our solar powered arrow boards, to our Freightliner Roll Off trucks. Our mechanics generally work on one particular line of equipment, and by keeping our equipment as uniform as possible our mechanics really get to know the equipment inside and out minimizing down time.

Sustainability

Over the last few years, we have invested heavily in new equipment to keep our fleet modern, comply with state requirements, meet demand and reduce our effects on the environment. We understand with a fleet as large as ours that we are responsible for the amount of emissions our vehicles produce and actively make an effort to monitor and reduce our carbon footprint.

Through our ability to dedicate specific pieces of equipment for this project, we believe it will lead to a successful program.

Section 8.4

FEE SCHEDULE

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

RFP No. 2026-01

Name of Proposer Company West Coast Arborists, Inc.

Green shaded cells require Contractor data input

Line	Item Description	Qty	Cost Per Unit	Unit Measure	Total Cost
	Grid pruning pricing is requested for 7, 5 and 3 year trim cycles to determine which combination will best serve the City.				
	GRID PRUNING				
	Grid Pruning				
1	Grid Street Tree Prune - Flat rate price per tree to prune city trees in the grid. 2,500 ea per year -Seven (7) Year Cycle	2,500	$ 84.00	Each	$ 210,000.00
2	Grid Street Tree Prune - Flat rate price per tree to prune city trees in the grid. 3,300 ea per year - Five (5) Year Cycle	3,300	$ 84.00	Each	$ 277,200.00
3	Grid Street Tree Prune - Flat rate price per tree to prune city trees in the grid. 5,500 ea per year - Three (3) Year Cycle	5,500	$ 84.00	Each	$ 462,000.00
4	Grid LMD/Slope Tree Aestheic Trimming (Aerial Unit) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,000 ea per year over -Seven (7) Year Cycle	1,000	$184.00	Each	$ 184,000.00
5	Grid LMD/Slope Tree Aestheic Trimming (Aerial Unit) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,400 ea per year over - Five (5) Year Cycle	1,400	$184.00	Each	$ 257,600.00
6	Grid LMD/Slope Tree Aestheic Trimming (Climbing) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,000 ea per year over -Seven (7) Year Cycle	1,000	$284.00	Each	$ 284,000.00
7	Grid LMD/Slope Tree Aestheic Trimming (Climbing) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,400 ea per year over - Five (5) Year Cycle	1,400	$284.00	Each	$ 397,600.00
8	Grid Palm Tree Pruning - Flat rate price per tree to prune palm trees in the grid. 1,000 ea per year - Two (2) Year Cycle	1,000	$ 94.00	Each	$ 94,000.00
	ADDITIONAL SERVICES				
	Tree Trimming				
9	Requested Street Tree Trimming (Clearance Trim)			Each	$ 94.00
10	Requested Street Tree Trimming Aesthetic Trimming			Each	$ 284.00
	Per Service Request				

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

RFP No. 2026-01

Name of Proposer Company West Coast Arborists, Inc.

Green shaded cells require Contractor data input

Line	Item Description	Qty	Cost Per Unit	Unit Measure	Total Cost
	Grid pruning pricing is requested for 7, 5 and 3 year trim cycles to determine which combination will best serve the City.				
	GRID PRUNING				
	Grid Pruning				
11	Full Prune/Service Request Tree Pruning 0-12" DBH			Each	$ 284.00
12	Full Prune/Service Request Tree Pruning 13-24" DBH			Each	$ 284.00
13	Full Prune/Service Request Tree Pruning 25" & over DBH			Each	$ 284.00
14	Crown Raise			Each	$ 94.00
15	Crown Clean 0-18" DBH			Each	$ 150.00
16	Crown Clean 19-30" DBH			Each	$ 200.00
17	Crown Clean 31+" DBH			Each	$ 300.00
	Palm Pruning				
18	Fan Palm (Washingtonia Robusta) Pruning			Each	$ 94.00
19	Fan Palm (Washingtonia Robusta) Trunk Clean			Each	$ 150.00
20	Date Palm (Phoenix spp.) Pruning			Each	$ 294.00
21	Date Palm (Phoenix spp.) Trunk Clean			Each	$ 250.00
22	Prune all other Palm Species			Each	$ 94.00
23	Palm Tree Skinning			Linear Foot	$ 25.00
24	**Tree and Stump Removal**				
a.	0"-12" Diameter Standard Height			Each	$ 300.00
b.	13"-18" Diameter Standard Height			Each	$ 700.00
c.	19"-24" Diameter Standard Height			Each	$ 950.00
d.	25"-30" Diameter Standard Height			Each	$ 1,500.00
e.	31"-36" Diameter Standard Height			Each	$ 1,950.00
f.	36"+ Diameter Standard Height			Each	$ 1,950.00

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

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Line	Item Description	Qty	Cost Per Unit	Unit Measure	Total Cost
	Grid pruning pricing is requested for 7, 5 and 3 year trim cycles to determine which combination will best serve the City.				
	GRID PRUNING				
	Grid Pruning				
25	**Tree Removal Only**				
a.	0"-12" Diameter Standard Height			Each	$ 250.00
b.	13"-18" Diameter Standard Height			Each	$ 600.00
c.	19"-24" Diameter Standard Height			Each	$ 850.00
d.	25"-30" Diameter Standard Height			Each	$ 1,350.00
e.	31"-36" Diameter Standard Height			Each	$ 1,775.00
f.	36"+ Diameter Standard Height			Each	$ 1,775.00
26	Stump Removal per Stump Diameter Inch at Grade			Inch	$ 25.00
27	Root Prune trees (typical 10 foot length)			Linear Foot	$ 25.00
	Tree Planting and Staking				
	Double staked per specs – Labor, Equipment, Tree and Materials and Watering*				
	**Contractor shall include the pricing to water newly planted trees for the first year after initial planting or when the tree is determined to be established.*				
28	Plant 15-gallon tree			Each	$ 750.00
29	Plant 15-gallon tree with Root Barrier			Each	$ 800.00
30	Plant 24" box tree			Each	$ 1,000.00
31	Plant 24" box tree with Root Barrier			Each	$ 1,100.00
32	Plant 36" box tree			Each	$ 1,800.00
33	Plant 48" box tree			Each	$ 3,000.00
34	Plant 60" box tree			Each	$ 6,000.00
	General Labor Rates				
35	Ground-person			Man Hour	$ 100.00

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

RFP No. 2026-01

Name of Proposer Company West Coast Arborists, Inc.

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Line	Item Description	Qty	Cost Per Unit	Unit Measure	Total Cost
	Grid pruning pricing is requested for 7, 5 and 3 year trim cycles to determine which combination will best serve the City.				
	GRID PRUNING				
	Grid Pruning				
36	Tree Maintenance Worker			Man Hour	$ 100.00
37	Tree Trimmer			Man Hour	$ 100.00
38	Equipment Operator			Man Hour	$ 100.00
	Day Rate				
39	Tree Watering			Day	$ 900.00
40	Crew Rental			Man Hour	$ 100.00
41	Specialty Equipment (i.e., Crane, 95-ft Aerial Tower)			Hour	$ 200.00
	Emergency Services				
42	Emergency Response (Reg. Business Hours, Mon-Fri)			Man Hour	$ 150.00
43	Emergency Response (Evenings, Weekend, Holidays)			Man Hour	$ 150.00
	General Arborist Services			Man Hour	$ 175.00
44	Certified Arborist Services/Risk Assessment/Reports			Hour	$ 175.00
45	Level 1, 2, and 3 Risk Assessments			Hour	$ 225.00
46	**Plant Health Care**				
a.	Tree Canopy Spraying from ground level			Per Diameter Inch	$ 10.00
b.	Tree Canopy Spraying from aerial tower Description: Foliar hydraulic spraying of recommended material.)			Per Diameter Inch	$ 10.00
c.	Insecticide or Fungicide Trunk Banding Description: Trunk spray of recommended material.			Per Diameter Inch	$ 10.00
d.	PGR Trunk Banding Description: Trunk spray of recommended material to regulate plant growth.			Per Diameter Inch	$ 10.00
e.	Insecticide or PGR Soil Application (Cambistat) Description: Recommended insecticide soil injection or drench material to regulate plant growth.			Per Diameter Inch	$ 10.00
f.	Insecticide or Fungicide Soil Application Description: Soil applied drench of recommended material.			Per Diameter Inch	$ 10.00
g.	Soil Injection Fertilization			Per Diameter Inch	$ 10.00

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

RFP No. 2026-01

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Line	Item Description	Qty	Cost Per Unit	Unit Measure	Total Cost
	Grid pruning pricing is requested for 7, 5 and 3 year trim cycles to determine which combination will best serve the City.				
	GRID PRUNING				
	Grid Pruning Description: Soil applied injection of recommended material.				
h.	Soil Drenching Fertilization Description: Soil application of recommended material.			Per Diameter Inch	$ 10.00
i.	Trunk Injection (Insecticide/Miticide) Description: Trunk injected recommended material.			Per Diameter Inch	$ 10.00
j.	Trunk Injection (Fungicide) Description: Trunk injected recommended material.			Per Diameter Inch	$ 10.00
k.	Trunk Injection (Insecticide & Fungicide Combo) Description: Combination of one-time trunk injection of two recommended materials.			Per Diameter Inch	$ 15.00
l.	Avermectin Class Insecticide Injection Description: Recommended trunk injection of Emamectin benzoate active ingredient.			Per Diameter Inch	$ 10.00
47	GPS Tree Inventory Update			Tree Site	$ 5.00
48	Creation of Street Tree Palette			Lump Sum	$ 2,500.00
49	Creation of Street Tree Planting Plan			Lump Sum	$ 20,000.00
50	Creation of Urban Forest Management Plan (UFMP)			Lump Sum	$ 75,000.00

Name and Title of Authorized Signatory: Patrick Mahoney, President

Signature:

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

RFP No. 2026-01

Name of Proposer Company West Coast Arborists, Inc.

Green shaded cells require Contractor data input

Line	Item Description	Qty	Cost Per Unit	Unit Measure	Total Cost
	Grid pruning pricing is requested for 7, 5 and 3 year trim cycles to determine which combination will best serve the City.				
	GRID PRUNING				
	Grid Pruning				

Date: 8/13/2025

Section 8.5

STAFFING

West Coast Arborists, Inc.

STAFFING

Introduction

West Coast Arborist's (WCA) is a company comprised of a management team and a safety committee. Staff members have diverse educational backgrounds including accounting, business administration, engineering and forestry.

Staff members have diverse educational backgrounds including accounting, business administration, engineering, and forestry.

Work Force

WCA actively maintains ongoing processes to assure that only qualified and competent staff provides safe and quality tree maintenance services. These skilled employees can only be achieved through both training and work experience. We believe that essential experience should always be obtained through qualified supervision; this includes both basic and extended skills. WCA makes every attempt to ensure that this is undertaken before performing work, leading a crew, or career advancement. The work performed on this contract is routine, recurring and usual. The work includes watering, trimming, pruning, planting, removal and replacement of trees and plants, and servicing of irrigation. **The rates included in the Cost Proposal are based on the current prevailing wage determination for "Tree Maintenance (Laborer)."**

Certification

WCA encourages its employees to get certified through the International Society of Arboriculture, in an effort to raise the standard of professional tree care companies. This standard exemplifies our company's commitment to providing customers with competent, knowledgeable certified workers. WCA employs a large number of ISA Certified Arborists and ISA Certified Tree Workers.

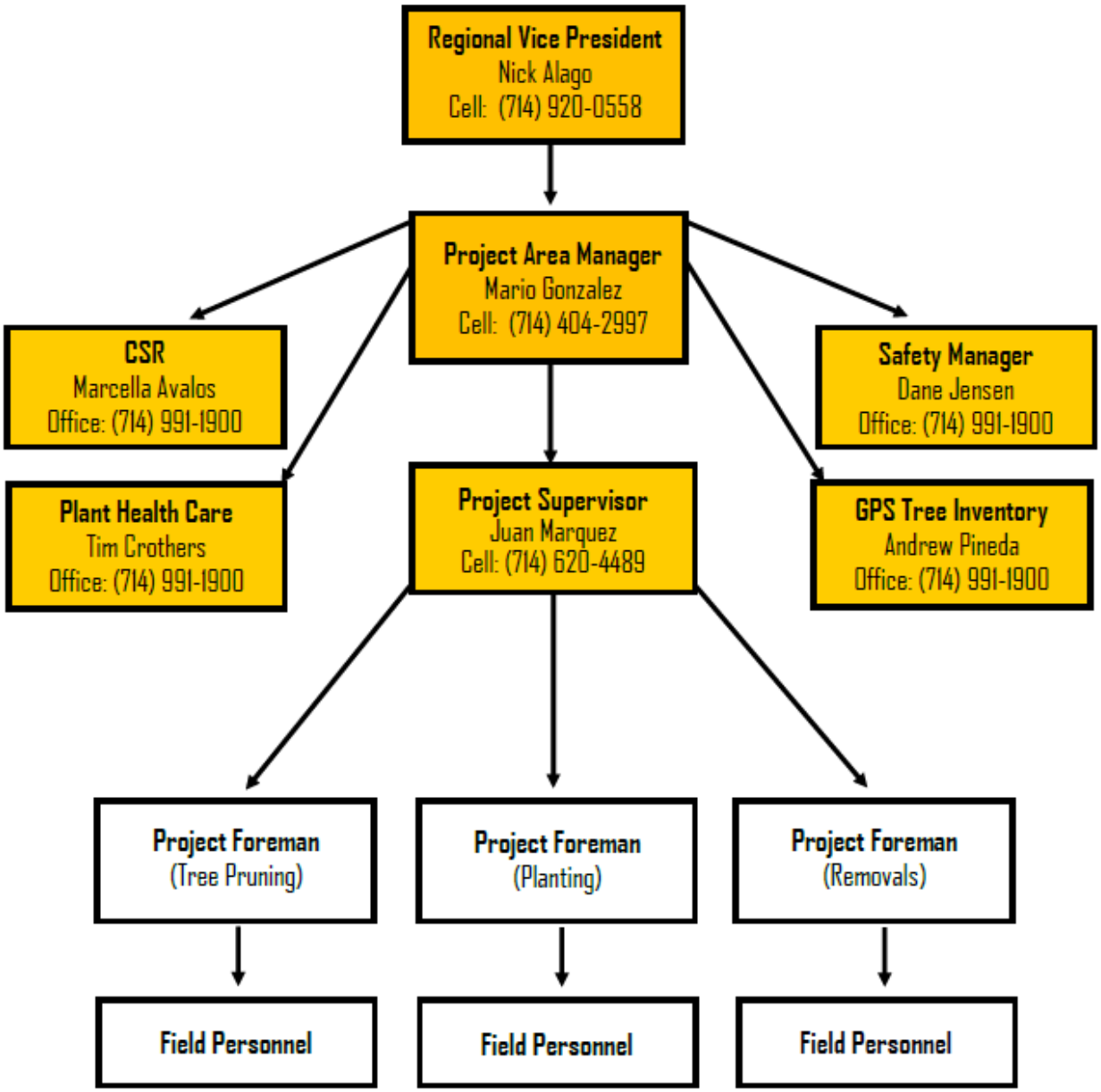
Crew Evaluation

WCA employees are evaluated through an internal mechanism supervised by our Management Team. Each employee performs their duties according to a criteria-based job description that reflects safety, quality workmanship, productivity, appropriateness of care, problem solving and customer service. A performance appraisal is conducted for each employee upon completion of the probationary period and at least annually thereafter. Each worker is also required to complete a competency assessment and orientation upon hire and annually thereafter in selected areas to assure that ongoing requirements are met and opportunities for improvement are identified.

West Coast Arborists, Inc.

ORGANIZATION CHART
PROJECT TEAM

City of West Covina



West Coast Arborists, Inc.

Meet the Team: Project Team

NICK ALAGO — Regional Manager/V.P.

Nick Alago has been with WCA since 1999. He has nearly 35 years' experience in the arboriculture field. He started with WCA as a Foreman and was continuously promoted, reaching the status of Area Manager. For over 10 years, he excelled as an Area Manager for the Inland Empire and was promoted in 2020 to Regional Manager. As a Regional Manager for the Los Angeles and Inland Empire areas, he oversees the operations and provides support to the Area Managers. His extensive knowledge of the urban forest is a columniation of experience and continued education as well as certification that is offered in the industry.

- ISA Certified Arborist Utility Specialist #WE-4396AU
- TCIA Certified Treecare Safety Professional #250
- ISA Tree Risk Assessment Qualified
- TLC Wildlife Area

MARIO GONZALEZ — Area Manager

Mario Gonzalez has over 10 years' experience in the tree care industry and started with WCA in 2020 as a Supervisor. He has achieved necessary certifications and completes continued education units to maintain his credentials. As an Area Manager, he will be the Agency's main point of contact as he is responsible for providing customer service, estimating work, while managing filed operations and crews throughout the North Orange County region.

- ISA Certified Arborist #WE-13119A
- ISA Tree Risk Assessment Qualified
- TCIA Certified Tree Care Safety Professional #3840 & EHAP Certified
- TLC Wildlife Aware

JUAN MARQUEZ — Project Supervisor

Juan Marquez began working with WCA in 1995. Over the last 25 years he has gained valuable experience and education while working his way up to his current position. He currently supervises employees throughout North Orange County. Responsibilities of the Project Supervisor includes assisting the Area Manager in scheduling, overseeing the crew's daily activities, employee training programs and ensuring proper safety procedures are being followed. Regular communication with the customer and citizens can be expected as related to scheduling, work being performed and any other inquiries that may arise while on the job site.

- ISA Certified Tree Worker Climber #WE-10987T
- TCIA Certified Treecare Safety Professional #143
- ATSSA Traffic Control Techician #228625

West Coast Arborists, Inc.

Meet the Team: Support Staff

ANDREW PINEDA — GIS Manager

Andrew Pineda has been with WCA since 2018. As WCA's GIS Manager, he works on a wide range of projects including tree inventories scope and collection, iTree analysis, tree canopy assessments, tree planting prioritization, ArborAccess training, grant funded tree planting projects, and much more. He was worked with tree inventories of all sizes from small campus inventories with less than 5,000 trees to large California cities with over 140,000 trees. He has in-depth knowledge and understanding of tree inventories, urban forestry best practices, and spatial data and works closely with office and field personnel to ensure tree inventories, reports, and analysis exceed customer expectations.

- ISA Certified Arborist #WE-12738A
- FAA UAS Part 107 Remote Pilot
- M.S. Geographic Information Science (GIS), CSU Long Beach
- B.A. Environmental Science, Boston University

TIM CROTHERS — Plant Health Care Manager

Tim Crothers has over 20 years of experience working in the horticulture industry. He started working at WCA in 2012 as a supervisor. He was quickly promoted to Area Manager, a role that required him to produce reports as a Certified Arborist as well as train staff and clients in proper tree care, inventory management, landscape design and plant identification. In his role as Plant Health Care Manager, Mr. Crothers supervises arborist services staff and plant health care operations throughout California and Arizona. He oversees the creation of Urban Forestry Master Plans (UFMPs) and is a Registered Consulting Arborist by the American Society of Consulting Arborists.

- ISA Board Certified Master Arborist #WE-7655BUM
- B.S. Environmental Horticultureal Science
- ASCA Registered Consulting Arborist #721
- CA Dept. Pesticide Regulation QAL #145321 B, D
- ISA Tree Risk Assessment
- Qualified & TLC Wildlife Aware

MARCELLA AVALOS — Customer Service Representative

Marcella joined WCA in 2022 as a Customer Service Clerk and after extensive training was promoted to Customer Service Rep. As the CSR (Customer Service Representative), Marcella is responsible for providing support to the Area Manager, Site Supervisors and crew. She is to act as a liaison between the company and our clients as well as the general public. Marcella is responsible for responding to customer service inquires and facilitating contracting functions, such as: mapping, underground service alert, data entry, field book preparation, list preparation, etc.

West Coast Arborists, Inc.

Executive Staff

From marketing, contract administration, field and fleet management, to information technology, our Executive Staff is involved in the day-to-day operations supporting each Project Team and customer to ensure the highest quality of tree care is being achieved in the industry.

Patrick Mahoney
President

Richard Mahoney
Secretary

Rose Epperson
Treasurer

Andrew Trotter
V.P. – Field Operations

Debbie DePasquale
V.P. – Contract Services

Chris Crippen
V.P. – I.T.

Victor Gonzalez
V.P. – Business Development

Jason Pinegar
V.P. – NorCal Region

Nick Alago
V.P. – SoCal Region

Michael Palat
V.P. – SoCal Region

West Coast Arborists, Inc.

1,300+ Employees

WCA & LiUNA!

WCA has forged a successful partnership with the Laborer's International Union of North America.

HIGHER STANDARDS + EXEMPLARY TRAINING = SUPERIOR EMPLOYEES

ACCREDITED — TREE CARE INDUSTRY ASSOCIATION — ETHICS QUALITY CONFIDENCE

14 offices with prestigious Tree Care Industry Association (TCIA) accreditation

ISA CERTIFIED

CERTIFIED TREE WORKER	CERTIFIED ARBORIST	BOARD CERTIFIED MASTER ARBORIST
170	114	9

ISA Board Certified Master Arborists

Michael Palat	#WE-6541 BUM
Kelley Gilleran	#WE-7061 BM
Tim Crothers	#WE-7655 BUM
Joseph Bartolo	#WE-2034 BU
Eugene Bordson	#WE-10777 BT
Rebecca Mejia	#WE-2355 B
Jeffrey Crain	#WE-6658 B
Erik Diaz	#WE-12143 BM
Kris Burbidge	#WE-9566 BUM

59	ISA Tree Risk Assessment Qualified
163	WCA Certified Utility Line Clearance Workers
19	ISA Certified Utility Specialists
63	TCIA Certified Treecare Safety Professionals
12	ISA Municipal Specialists
1	Nursery in Placentia & Dedicated Manager
8	Information Technology Specialists
80	Fleet Mechanics
18	NCCCO Certified Crane Operators

ASCA | RCA

4 ASCA Consulting Arborists

Tim Crothers	**RCA #721**	**Leo Tuchman RCA #771**
Kelley Gilleran	**RCA #668**	**Eugene Bordson #834**

Wildlife Protection

WCA's VP of Field Operations is a key contributor in identifying and developing the first ever Best Management Practices guidelines for *Tree Care for Birds and Other Wildlife*.

BMP Training	95 Wildlife Aware Trained/Certified by WTI	1 On-Staff Biologist

Unique Capabilities

Plant Health Care

WCA has developed an exemplary Plant Health Care Program that goes beyond standard chemical applications. We maintain **in-house** State Certified Pesticide Advisors and Applicators.

Wildlife Protection

WCA's VP of Field Operations is a key contributor in identifying and developing the first ever Best Management Practices guidelines for *Tree Care for Birds and Other Wildlife*.

West Coast Arborists, Inc.

WCA's ISA Certified Arborists/Utility Arborists/Municipal Specialists/Master Arborists

ADAN BALTAZAR REYNAGA	WE-7786AT
ANDREW JOSEPH PINEDA	WE-12738A
ANDREW R. TROTTER	WE-0642AU
ANDREW JOSEPH ONDREJECH	WE-13817A
BENJAMIN EUGENE BORDSON	WE-10777A
BRIAN C. KIRKEGAARD	WE-10476AT
BRIAN M. KOCH	WE-0341A
CALVIN F. HAUPT	WE-7634A
DANE JENSEN	WE-12014A
DANIEL CHAVARRIA	WE-10292AT
DANIEL MAHONEY	WE-10434A
DANIEL RIVAS	WE-10850AT
DANIEL WILLIAM VILLA, II	WE-13609AT
DAVID GLYN EVANS	WE-1588A
DEBORAH DEPASQUALE	WE-3812A
EDIBERTO SERNA SALAZAR	WE-11051AT
EDUARDO VARGAS	WE-11058AT
ERIK DIAZ	WE-1214AM
FELIX HERNANDEZ	WE-2037AT
FRANCIS LEO MALABUYOC	WE-12279AT
GENARO VICENTE CORONEL	WE-12740A
GERARDO MARTINEZ GARCIA	WE-11358A
GERARDO PEREZ	WE-9131AT
GONZALO REGALADO	WE-9952AT
HECTOR MONTES	WE-8079AUT
HERMINIO PADILLA	WE-7552AUTM
HUGO ANGEL RINCON	WE-8710AT
IGNACIO LOPEZ	WE-7329AU
ISAAC GARZA, JR.	WE-8689A
ISAAC ONTIVEROS	WE-8567A
ISAIAS BARAJAS MACIAS	WE-10979AT
ISIDRO ESTRADA BARBOZA	WE-11685A
J. ALONSO GARCIA-LOPEZ	WE-8499A
JAIME ROGELIO HERNANDEZ	WE-5297AT
JAMES PAUL SPECK II	WE-10858AT
JASON ROSS DAVLIN	WE-7628A
JASON PINEGAR	WE-2039AU
JEREMY PAUL PIERCE	WE-12566A
JERRY A. ROWLAND	WE-6353A
JOEL LOPEZ	WE-10871AT
JOHN LEE PINEDA	WE-10367AUT
JORGE MAGANA	WE-3460A
JOSE LUIS ABALOS	WE-3460A
JOSE M. CORTEZ TORRES	WE-8734AUT
JOSE MANUEL JIMENEZ URQUIZO	WE-8539AUT
JOSE INEZ MANCILLA	WE-11111AT
JOSE M. CHAVARRIA MANZO	WE-10983AT
JOSE A. ALVAREZ	WE-11210AT
JOSE ALFREDO GONZALEZ	WE-10908AT
JOSE LUIS DELREAL	WE-6475AT
JOSE M. MUNIZ GARCIA	WE-11686AUT
JOSE MANUEL PEREZ	WE-0818AT
JOSEPH NICK ALAGO	WE-4396AU
JOSEPH BARTOLO	WE-2034AU
JUAN ORTIZ	WE-8514AT
JUAN P. LAIJA, JR.	WE-13425A
JULIO C. GARCIA VAZQUEZ	WE-11175AT
JUSTIN LEE MENZEL	WE-11756AU
KELLY ANN PARKINS	WE-13868A
KELLEY LEWIS GILLERAN	WE-7061BUM
KRIS BURBIDGE	WE-9566AUM
LEONARDO RAMOS	WE-11264AT
LEONEL CORTEZ	WE-8625AT
LORENZO PEREZ	WE-7443AT
MANUEL BRIANO	WE-8791AT
MARCO A. PADILLA JIMENEZ	WE-8621AT
MARIO A. GONZALEZ	WE-13119A
MATEO ARVIZU	WE-10151AT
MICHAEL ALAN DA SILVA II)	WE-12483A
MICHAEL LOUIS YOUNG	WE-11687AT
MICHAEL ANTHONY NUNES	WE-12943A
MICHAEL PALAT	WE-6541BUM
MITCHELL ANDREW OWENS	WE-12619AT
NESTOR M. CABRERA MORA	WE-13613AT
NESTOR VALENCIA	WE-11359A
OSCAR GUTIERREZ	WE-12783AT
PATRICK O. MAHONEY	WE-1172A
REBECCA A. MEJIA	WE-2355A
RENE PORTILLO	WE-2038AUT
RENE ROSALES	WE-7941AT
RICHARD R. MAHONEY	WE-1171A
ROBERT EDWARD KNIGHT	WE-11564AT
ROBERT D. THOMPSON	WE-0915AU
ROBERT A. WRIGHTSON	WE-10411A
ROSE M. EPPERSON	WE-1045A
RYAN R. COLBERT	WE-13154A
SAMUEL JIMENEZ	WE-11109AT
SEAN PATRICK SULLIVAN	WE-10050AT
SHAWN A. GUZIK	WE-3182AU
STEFAN B. KALLENBERG	WE-10730AT
STEPHEN GLENN DAVIS, JR.	WE-10894AUTM
STEVE B. HUNT	WE-1044AT
TIMOTHY R. PATTERSON	WE-12037A
TIM CROTHERS	WE-7655BUM
TYLER KEASBEY LEHMANN	WE-13460A
VICTOR M. GONZALEZ	WE-7175AM
WALLACE BURCH	WE-0713AT
WILLIAM STEVE PONCE	WE-6461A

WCA's ISA Certified Tree Worker/Climbers/Line Clearance Tree Workers

AN BALTAZAR REYNAGA	WE-7786AT
ADAN RODRIGUEZ	WE-11281T
ADOLFO S. RUIZ	WE-11294T
ADRIAN MUNOZ	WE-13987T
ALFREDO ANGEL LOPEZ	WE-11334T
ANDRES ROMAN	WE-11285T
ANDREW JOSEPH ONDREJECH	WE-13817AT
ANTHONY DOUGLAS FONG II	WE-12051T
ANTONIO CASTELLANOS	WE-11203T
ANTONIO GARCIA CONTRERAS	WE-11173T
ARIEL ALONSO	WE-10906T
ARMANDO O. LOPEZ	WE-10953T
ARMANDO SOTO	WE-11131T
AURELIO PAZ-GUZMAN	WE-11084T
BENJAMIN EUGENE BORDSON	WE-10777AT
BRIAN C. KIRKEGAARD	WE-10476AT
BRIAN NORTON	WE-12678T
CANDELARIO PRIEGO	WE-12781T
CARLOS IXTA	WE-11106T
CARLOS LEYVA BARAJAS	WE-12620T
CARLOS RAMOS	WE-11263T
CELEDONIO R. MANZANO OLEA(E	WE-10984T
CELESTINO PEREZ	WE-11243T
CESAR GUADALUPE VALENZUELA REYES	WE-11076T
CESAR WENCESLAO	WE-10968T
CUAUHTEMOC AMEZCUA QUEZADA	WE-14058T
DANIEL CHAVARRIA	WE-10292AT
DANIEL ELIZARRARAS	WE-13611T
DANIEL RIVAS	WE-10850T
DELFINO AGUILAR-MORALES	WE-10900T
DEMETRIO LIRA	WE-11323T
DEMETRIO OSEGUERA	WE-11043T
EDIBERTO SERNA SALAZAR	WE-11051T
EDUARDO AVILA	WE-10812T
EDUARDO HERNANDEZ	WE-12917T
EDUARDO VARGAS	WE-11058AT
EDWIN ANTONIO FUENTES	WE-12777T
FAUSTO GUZMAN	WE-11083T
FELIX GARCIA	WE-11170T
FELIX HERNANDEZ	WE-2037AT
FRANCIS LEO MALABUYOC	WE-12279AT
FRANCISCO URENA JIMENEZ	WE-11075T
FRANCISCO LOPEZ	WE-10952T
FRANCISCO RAMIREZ	WE-11259T
FRANCISCO VILLANUEVA	WE-10965T
FRANCISCO F. WENCESLAO BARAJAS	WE-10969T
FRED LOPEZ-PASTOR	WE-13988T
GABRIEL GAMINO	WE-11167T
GABRIEL MERCADO RUIZ	WE-11568T
GAMALIEL MANZANO CORONA	WE-12280T
GEORGE HERNANDEZ PEREZ	WE-12269T
GERARDO MARTINEZ GARCIA	WE-10997T
GERARDO PEREZ	WE-9131AT
GERARDO PEREZ BADILLO	WE-13986T
GERARDO A. ORDUNO	WE-11036T
GONZALO REGALADO	WE-9952AT
HARLEY THOMAS DAVIS	WE-13430T
HECTOR MONTES	WE-8079AUT
HERIBERTO CORONEL WENCESLAO	WE-11218T
HERMINIO PADILLA	WE-7552AUTM
HUGO ANGEL RINCON	WE-8710AT
HUMBERTO CHAVARRIA	WE-11207T
ISAIAS BARAJAS MACIAS	WE-10979AT
ISRAEL A. RAMIREZ	WE-11567T
J. SOCORRO GARCIA	WE-11172T
JAIME ROGELIO HERNANDEZ	WE-5297AT
JAMES PAUL SPECK II	WE-10858AT
JESUS M. SARABIA PENA	WE-11450T
JESUS A. MONTES(	WE-11014T
JESUS E. GARCIA ARCE	WE-13723T
JOEL LOPEZ	WE-10871AT
JOEL MARTINEZ	WE-10992T
JOEL ORTIZ	WE-11039T
JOEL M. RIVERA	WE-11273T
JOHN LEE PINEDA	WE-10367AUT
JONATHAN GARCIA HERNANDEZ	WE-13989T
JORGE ARREOLA-HERNANDEZ	WE-11321T
JORGE DUENAS	WE-11144T
JORGE JIMENEZ	WE-11110T
JOSAFAT MONTOYA	WE-11015T
JOSE AGUAYO	WE-10899T
JOSE ABEL CANCINO	WE-11192T
JOSE AGUSTIN CARRILLO	WE-11200T
JOSE M. CORTEZ TORRES	WE-8539AUT
JOSE R. GRANADOS	WE-11186T
JOSE JIMENEZ	WE-11108T
JOSE JIMENEZ HERNANDEZ	WE-11113T
JOSE MANUEL JIMENEZ URQUIZO	WE-11111T
JOSE INEZ MANCILLA	WE-10983T
JOSE M. CHAVARRIA MANZO	WE-11210AT
JOSE RODRIGUEZ	WE-11277T
JOSE ALEJANDRO VALENZUELA	WE-11674T
JOSE A. ALVAREZ	WE-10908T
JOSE ALFREDO GONZALEZ	WE-6475AT
JOSE LUIS DELREAL	WE-11231AT
GABRIEL MERCADO RUIZ	WE-11568T
JOSE MANUEL PEREZ	WE-0818AT
JUAN AMADOR ARCE	WE-11480T
JUAN BECERRA	WE-10932T
JUAN C. LOPEZ GARCIA	WE-12918T
JUAN MARQUEZ	WE-10987T
JUAN ORTIZ	WE-8514AT
JUAN C. PENA-ARIAS	WE-11327T
JUAN TELLEZ TAPIA	WE-11137T
JUAN C. TORRES-COVARRUBIAS	WE-12343T
JULIO C. GARCIA VAZQUEZ	WE-11175T
LEONARDO RAMOS	WE-11264T
LEONEL CORTEZ	WE-8625AT
LETUSA MUAAU, JR.	WE-11021T
LORENZO ARREOLA-MURILLO	WE-13612T
LORENZO PEREZ	WE-7443AT
LUIS P. PEREZ	WE-11245T
LUIS A. MUNOZ RAMIREZ	WE-11023T
MANUEL BARRAGAN	WE-10925T
MANUEL BRIANO	WE-8791AT
MARCO A. CASTILLO REYES	WE-13429T
MARCO A. PADILLA JIMENEZ	WE-8621AT
MARCOS RICHARD-MARTINEZ	WE-10989T
MATEO ARVIZU	WE-10151AT
MELCHOR LEMUS	WE-11237T
MICHAEL ALAN DA SILVA II	WE-12207T
MICHAEL LOUIS YOUNG	WE-11687AT
MIGUEL AYALA	WE-10924T
MIGUEL MACIAS	WE-10978T
MIGUEL A. VALERIO AJAL	WE-13848T
MITCHELL ANDREW OWENS	WE-12619T
NELSON R. AGUIRRE	WE-10901T
NESTOR M. CABRERA MORA	WE-13613T
NICOLAS GODINA	WE-11907T
OSCAR GUTIERREZ	WE-12783T
PEDRO CUEVAS	WE-11765T
PEDRO GARCIA	WE-11168T
PEDRO ALTAMIRANO	WE-11095T
PEDRO SANDOVAL	WE-11301T
RAMON ZUNIGA GOMEZ	WE-10977T
RANULFO PERALTA CASTANEDA	WE-11202T
RAUL JIMENEZ DURAN	WE-13865T
RAUL MANZO HERNANDEZ	WE-10985T
RAUL TELLEZ TAPIA	WE-11138T
RENE ROSALES	WE-7941AT
ROBERT EDWARD KNIGHT	WE-11564T
ROMUALDO GAETA LUNA	WE-11165T
SALOMON SILVA	WE-11053T
SALUSTIO SANCHEZ ARROYO	WE-11462T
SAMUEL JIMENEZ	WE-11109AT
SANTOS MACIAS LEMUS	WE-10980T
SEAN PATRICK SULLIVAN	WE-10050AT
SERGIO LOPEZ-RIVERA	WE-10957T
SERGIO MACIAS-PEREZ	WE-10920T
STEFAN B. KALLENBERG	WE-10730AT
STEPHEN GLENN DAVIS, JR.	WE-10894AUTM
STEVE B. HUNT	WE-1044AT
TRISTON JAMES POWERS	WE-12211T
TYLER KEASBEY LEHMANN	WE-13460AT
VENTURA GOMEZ	WE-11180T
WALLACE BURCH	WE-0713AT

Section 8.6

EXCLUDED OR SUBCONTRACTED SERVICES

Comprehensive tree services in more than 350 communities.

West Coast Arborists, Inc.

EXCLUDED OR SUBCONTRACTED SERVICES

West Coast Arborists, Inc. has no exclusions to the services required in this RFP. All proposed work will be performed in-house; no subcontractors will be used.

Section 8.7

LIST OF SIMILAR SERVICES COMPLETED

West Coast Arborists, Inc.

LIST OF SIMILAR SERVICES COMPLETED

Below is a brief list of comparable public-agency tree care work that **West Coast Arborists, Inc. (WCA)** has performed in and around West Covina over the past five years. We can also provide additional examples from farther away from the City of West Covina if needed.

Nearby cities & recent WCA work (past 5 years)

- **City of West Covina** — Amendments to the Citywide Tree Maintenance Services Agreement (ratifications + continued trimming/maintenance). Actions on **Jan 19, 2021** (Amendment No. 1) and **Aug 16, 2022** (Second Amendment). Scope of work includes citywide tree trimming, as-needed tree removal, tree planting, emergency response services, arborist services, and slope tree maintenance.
- **City of Azusa** — Citywide Tree Maintenance Program awarded **June 21, 2021**; **First Amendment approved Apr 1, 2024** with CPI adjustment and NTE amount update. Scope of Work includes citywide tree trimming, as-needed tree removal, tree planting, emergency response services, arborist services, and utility line tree clearance.
- **City of Baldwin Park** — Citywide Tree Maintenance Services Agreement dated **July 7, 2021**; subsequent staff action item in 2024 with CPI adjustment and exercise option year. Scope of Work includes citywide tree trimming, as-needed tree removal, tree planting, emergency response services, arborist services and median tree maintenance.
- **City of La Puente** — Professional Services Agreement with WCA extended via **Amendment No. 3 (Jun 28, 2022)** and further amendment item in **2023 and 2025**; Scope of Work includes citywide tree trimming, as-needed tree removal, tree planting, emergency response services, arborist services and plant health care.
- **City of Arcadia** — Annual tree trimming services contract with WCA (council approval **Oct 15, 2019**) with continuing actions incl. **2023–2024 and 2024-2025** contract execution direction for citywide tree trimming, as-needed tree removal, tree planting, emergency response services, arborist services and plant health care.
- **City of Pomona** — Citywide Tree Maintenance Services Agreement dated November 4, 2021. Scope of Work includes citywide tree trimming, as-needed tree removal, tree planting, emergency response services, arborist services and plant health care
- **City of Temple City** — WCA is the **existing tree maintenance contractor** (continuously since 2000); **First Amendment Sept 7, 2021**, **Second-Amendment staff report 2023/2024** confirms ongoing services under the 2018 agreement and extensions. Scope of Work includes citywide tree trimming, as-needed tree removal, tree planting, emergency response services, arborist services and plant health care
- **City of Irwindale** — WCA selected via formal bid process in **2021**. Scope of Work includes citywide tree trimming, as-needed tree removal, tree planting, emergency response services, tree inspection, arborist services and plant health care

Section 8.8

REFERENCES

West Coast Arborists, Inc.

REFERENCES

CITY OF INDUSTRY — SINCE 2019

WCA maintains the City's urban forest performing various tree maintenance services. The city is curently on a grid pruning maintenance cycle but also completes service requests including plant health care (tree spraying & injection). As work is peformed we update the City's tree inventory in ArborAccess and tree risk assessments completed by a WCA arborist.

Contact: Justin Aguilar, Field Operations Project Manager

15625 Mayor Dave Way, Suite 100, Industry, CA 91744 ~ (626) 893-8221 ~ jaguilar@cnc-eng.com

ANNUAL BUDGET: $3,000,000

COUNTY OF LOS ANGELES — SINCE 2010

WCA trims nearly 25,000 tres of the county's 500,000 tree population annually. We also perform tree removals and tree planting on an as-needed basis. Part of our work requirments include palm tree inspection and bird nesting inspections as work is performed.

Contact: Nathan Birdwell, Tree Superintendent

38126 N. Sierra Hwy., Palmdale, CA 93550 ~ (916) 974-7173 ext. 257 ~ nbirdwell@dpw.lacounty.gov

ANNUAL BUDGET: $14,800,000

CITY OF BALDWIN PARK — SINCE 1999

WCA performs various tree maintenance services for the City and maintains the work records for city-owned tree sites including parkways, parks, facilities. Tree maintenance services include pruning, tree and stump removal, tree planting and special projects using crews and equipment as-needed. The City's tree inventory is maintained in ArborAccess and is updated with each new service request.

Contact: Anthony Vazquez, Public Works Maintenance Manager

13135 Garvey Ave., Baldwin Park, CA 91706 ~ (626) 960-3993 x518 ~ avazquez@baldwinpark.com

ANNUAL BUDGET: $171,000

AZUSA LIGHT & WATER — SINCE 1999

In addition to maintaining the City's urban forest, WCA also provides the City's Light & Water division with line clearance tree trimming and removal services. WCA abides by local law and regulations and sets up traffic control in compliance with agency requirements.

Contact: Mark Silva, Electric Distribution Supervisor

1020 W. 10th St., Azusa, CA 91702 ~ (626) 812-5216 ~ msilva@azusaca.gov

ANNUAL BUDGET: $584,000

CITY OF IRWINDALE — SINCE 2000

WCA provides routine tree maintenance services throughout the city including tree trimming, tree removal and tree planting. The City's tree inventory and work history is updated with each service through ArborAccess. WCA also provides emergency services as-needed.

Contact: Pedro Rodriguez, Public Works Maintenance Supervisor

5050 N. Irwindale Ave., Irwindale, CA 91706 ~ (626) 430-2232 ~ prodriguez@irwindaleca.gov

ANNUAL BUDGET: $200,000

West Coast Arborists, Inc.

EXPERIENCE: CURRENT CALIFORNIA CITIES/COUNTIES UNDER CONTRACT WITH WCA

CITY OF AGOURA HILLS
CITY OF ALAMEDA
CITY OF ALHAMBRA
CITY OF ANAHEIM
CITY OF ARCADIA
CITY OF ARTESIA
CITY OF AZUSA
CITY OF BALDWIN PARK
CITY OF BEAUMONT
CITY OF BELL
CITY OF BELL GARDENS
CITY OF BELLFLOWER
CITY OF BERKELEY
CITY OF BEVERLY HILLS
CITY OF BRAWLEY
CITY OF BREA
CITY OF BUENA PARK
CITY OF BURLINGAME
CITY OF CAMARILLO
CITY OF CARLSBAD
CITY OF CARMEL-BY-THE-SEA
CITY OF CARPINTERIA
CITY OF CARSON
CITY OF CERES
CITY OF CHINO
CITY OF CHINO HILLS
CITY OF CHOWCHILLA
CITY OF CHULA VISTA
CITY OF CITRUS HEIGHTS
CITY OF CLAREMONT
CITY OF COACHELLA
CITY OF COLTON
CITY OF CONCORD
CITY OF CORONA
CITY OF CORONADO
CITY OF COSTA MESA
CITY OF COVINA
CITY OF CUDAHY
CITY OF CULVER CITY
CITY OF CUPERTINO
CITY OF DANA POINT
CITY OF DAVIS
CITY OF DEL MAR
CITY OF DIAMOND BAR
CITY OF DUARTE
CITY OF EL CAJON
CITY OF EL CENTRO
CITY OF EL SEGUNDO
CITY OF ENCINITAS
CITY OF ESCONDIDO
CITY OF FILLMORE
CITY OF FOLSOM
CITY OF FONTANA
CITY OF FREMONT
CITY OF FRESNO
CITY OF FULLERTON
CITY OF GARDEN GROVE
CITY OF GILROY
CITY OF GLENDALE
CITY OF GLENDORA
CITY OF GOLETA
CITY OF GRAND TERRACE
CITY OF HALF MOON BAY
CITY OF HAWAIIAN GARDENS
CITY OF HIGHLAND
CITY OF HOLLISTER
CITY OF HUNTINGTON BEACH
CITY OF IMPERIAL BEACH
CITY OF INDIO
CITY OF INDUSTRY
CITY OF INGLEWOOD
CITY OF IRWINDALE
CITY OF JURUPA VALLEY
CITY OF LA CANADA
CITY OF LA HABRA
CITY OF LA MESA
CITY OF LA MIRADA
CITY OF LA PALMA
CITY OF LA PUENTE
CITY OF LA VERNE
CITY OF LAGUNA BEACH
CITY OF LAGUNA HILLS
CITY OF LAKE ELSINORE
CITY OF LAKE FOREST
CITY OF LAKEWOOD
CITY OF LATHROP
CITY OF LEMON GROVE
CITY OF LINCOLN
CITY OF LIVERMORE
CITY OF LODI
CITY OF LOMA LINDA
CITY OF LOMPOC
CITY OF LONG BEACH
CITY OF LOS ALAMITOS
CITY OF LOS ALTOS
CITY OF LOS ANGELES
CITY OF MADERA
CITY OF MANHATTAN BEACH
CITY OF MENIFEE
CITY OF MENLO PARK
CITY OF MILPITAS
CITY OF MISSION VIEJO
CITY OF MONROVIA
CITY OF MONTCLAIR
CITY OF MONTEBELLO
CITY OF MONTEREY
CITY OF MONTEREY PARK
CITY OF MOORPARK
CITY OF MORENO VALLEY
CITY OF MORGAN HILL
CITY OF MOUNTAIN VIEW
CITY OF MURRIETA
CITY OF NATIONAL CITY
CITY OF NEWARK
CITY OF NEWPORT BEACH
CITY OF NORCO
CITY OF NORWALK
CITY OF OAKLEY
CITY OF OCEANSIDE
CITY OF ONTARIO
CITY OF ORANGE
CITY OF OXNARD
CITY OF PALM DESERT
CITY OF PALM SPRINGS
CITY OF PALO ALTO
CITY OF PARAMOUNT
CITY OF PERRIS
CITY OF PICO RIVERA
CITY OF PLACENTIA
CITY OF PLEASANTON
CITY OF POMONA
CITY OF POWAY
CITY OF RANCHO CORDOVA
CITY OF RANCHO CUCAMONGA
CITY OF RPV
CITY OF REDLANDS
CITY OF REDONDO BEACH
CITY OF RIALTO
CITY OF RIVERSIDE
CITY OF ROSEMEAD
CITY OF ROSEVILLE
CITY OF SACRAMENTO
CITY OF SAN BERNARDINO
CITY OF SAN BRUNO
CITY OF SAN CARLOS
CITY OF SAN CLEMENTE
CITY OF SAN DIEGO
CITY OF SAN DIMAS
CITY OF SAN FERNANDO
CITY OF SAN JACINTO
CITY OF SAN JUAN CAP
CITY OF SAN LEANDRO
CITY OF SAN MARCOS
CITY OF SAN RAMON
CITY OF SANTA ANA
CITY OF SANTA BARBARA
CITY OF SANTA CLARA
CITY OF SANTA CLARITA
CITY OF SANTA FE SPRINGS
CITY OF SANTA MARIA
CITY OF SANTEE
CITY OF SIERRA MADRE
CITY OF SIGNAL HILL
CITY OF SOLANA BEACH
CITY OF SOUTH PASADENA
CITY OF SO. SAN FRANCISCO
CITY OF STOCKTON
CITY OF SUNNYVALE
CITY OF TEMPLE CITY
CITY OF THOUSAND OAKS
CITY OF TORRANCE
CITY OF TRACY
CITY OF TULARE
CITY OF TUSTIN
CITY OF UPLAND
CITY OF VENTURA
CITY OF VERNON
CITY OF VICTORVILLE
CITY OF VISALIA
CITY OF VISTA
CITY OF WALNUT
CITY OF WALNUT CREEK
CITY OF WEST COVINA
CITY OF WEST HOLLYWOOD
CITY OF WEST SACRAMENTO
CITY OF WHITTIER
CITY OF WOODLAND
CITY OF YORBA LINDA
COUNTY OF ALAMEDA
COUNTY OF COLUSA
COUNTY OF CONTRA COSTA
COUNTY OF EL DORADO
COUNTY OF LOS ANGELES
COUNTY OF MONTEREY
COUNTY OF NAPA
COUNTY OF ORANGE
COUNTY OF PLACER
COUNTY OF RIVERSIDE
COUNTY OF SAN BERNARDINO
COUNTY OF SAN JOAQUIN
COUNTY OF SAN MATEO
COUNTY OF TULARE
COUNTY OF VENTURA
COUNTY OF YOLO
MOUNTAIN HOUSE CSD
ROSSMOOR CSD
TOWN OF ATHERTON

West Coast Arborists, Inc.

Firm Experience with Large-Scale Projects

WCA is proud to serve a wide range of public agencies and to possess the resources to manage contracts exceeding $2 million. This demonstrates our ability to consistently deliver on large-scale projects. Below is a list of customers with contracts exceeding $2 million.

Customer	Duration	Annual Contract Amount
County of Los Angeles	Since 2000	$15,000,000
City & County of San Francisco	Since 2017	$6,200,000
City of Corona	Since 2010	$5,000,000
City of Whittier	Since 2005	$4,600,000
City of Riverside	Since 2018	$4,300,000
City of Fresno	Since 2001	$3,700,000
Riverside Public Utilities	Since 1997	$3,700,000
City of Anaheim/Anaheim Utilities	Since 2007	$3,300,000
City of Fullerton	Since1998	$3,200,000
City of Long Beach	Since 2016	$3,200,000
City of Industry	Since 2020	$3,000,000
City of Santa Clarita	Since 2017	$3,000,000
County of Orange - Parks	Since 2014	$3,000,000
City of Sacramento - Parks	Since 2016	$2,800,000
City of Ontario	Since 1998	$2,700,000
City of San Diego	Since 2015	$2,700,000
City of Glendale	Since 2015	$2,500,000
City of Inglewood	Since 2008	$2,500,000
City of Sacramento	Since 2006	$2,500,000
Glendale Water & Power	Since 2015	$2,500,000
City of Visalia	Since 2008	$2,400,000
City of Modesto - Parks	Since 2023	$2,200,000
City of Burlingame	Since 2010	$2,000,000
City of Carson	Since 2007	$2,000,000
City of Rancho Cucamonga	Since 2007	$2,000,000
City of Santa Ana	Since 2015	$2,000,000

Section 8.9

SAFETY RECORD; SAFETY REQUIREMENTS

West Coast Arborists, Inc.

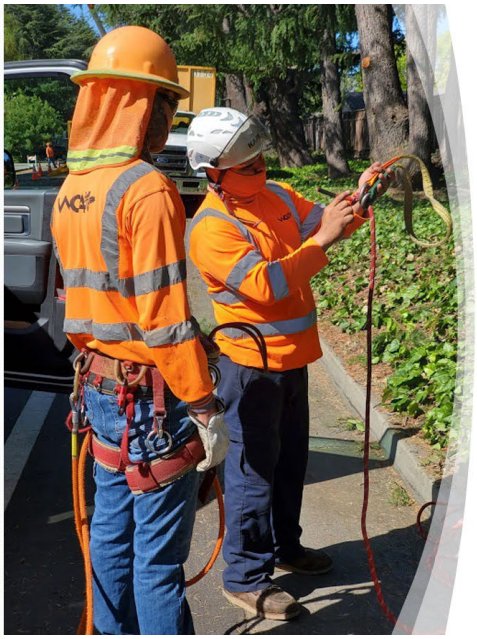
SAFETY RECORD; SAFETY REQUIREMENTS

Safety Program

Safety standards are top priority at West Coast Arborists, Inc. Our line of work demands that all work is performed in a manner that provides the maximum safety to the general public as well as our employees. Our crews are instructed to follow the safety standards of ANSI Z133.1 as well as Cal-OSHA requirements. We have one of the most extensive safety training programs in the industry. We provide our employees with state-of -the-art training tools and instructional sessions company wide. Our insurance carriers and Cal-OSHA have recognized us repeatedly for out-standing safety training efforts.

We have a **full time Safety & Training Manager, Dane Jensen**, that is professionally trained in the field of horticulture. As WCA's Training Manager, Dane is responsible for staying up-to-date on all tree-related industry standards as related to safety and the wellness of our employees and the public in which we serve. Training materials are regularly reviewed and updated to ensure WCA employees receive the proper education, instruction and hands on experience needed to perform their day to day activities safely and efficiently. Training topics include a full-circle from proper pruning techniques, arboriculture, to customer service and everything in between.

- **ISA Certified Utility & Municipal Arborist #WE-12014A**
- **ISA Skills Test Evaluator—TW Climber**
- **TCIA Certified Treecare Safety Professional #3303**
- **ISA Tree Risk Assessment Qualification #E4068**
- **American Heart Association BLS and First Aid Instructor**



Our line of work demands that all work is performed in a manner that provides the maximum safety to the general public as well as our employees.

Public Convenience and Safety

WCA will comply with any and all local sound control and noise level rules, regulations, and ordinances which apply to any work performed in the contracted area. All work will cease by 5:00 pm or as directed by the Agency (excluding emergency services).

West Coast Arborists, Inc.

Employee Training Program

West Coast Arborists, Inc. provides an extensive in-house training curriculum for all employees to broaden their knowledge of the arboriculture field of study. Included in this training are the ISA standards, both Treeworker and Arborist study programs, and a variety of Tree Care Industry Association home study programs. We also offer training courses to our staff in areas of customer service satisfaction, maintaining professional conduct, and Qualified Line Clearance Trimmer Training.

Our Training and Safety team members are tasked with completing field evaluations of crews and members are on-site to coach and train employees on safe practices. Employees receive performance evaluations at 90 days, 6 months, then annually (or as-needed) after their first year. All employees are provided copies of WCA's Injury & Illness Prevention Program.

Traffic Control

Traffic control procedures will be set-up in accordance with the Work Area Traffic Control Handbook (WATCH) and State of California Manual of Traffic Controls as well as the Agency Traffic and Safety Operating Rules. WCA will make adequate provisions to insure the normal flow of traffic over the public streets and park roads. Every effort will be made to keep commercial driveways and passageways open to the public during business hours. High visibility arrowboard(s) will be used when needed. Prior to use, the Agency will approve traffic safety equipment and devices. Pedestrian and vehicular traffic shall be allowed to pass through the work areas only under conditions of safety and with as little inconvenience and delay as possible. Unless the work area is totally barricaded or otherwise kept safe, at least one worker will serve to coordinate safe operations on the ground at all times when work operations are in progress.

ATSSA
SAFER ROADS SAVE LIVES

WCA is dedicated to health and safety for trees, employees, and the community.

SAFETY RULES AND SAFE WORK PRACTICES

GENERAL SAFETY RULES

It is the duty of each worker to obey all Company Safety Rules and to use all required safety equipment. Listed below are the minimum safety rules that each worker must follow:

- Report all injuries to management immediately, no matter how minor.
- Learn the hazards of your job by discussing them in detail with your Supervisor.
- When job conditions change, so do hazards; therefore, each worker should learn to anticipate new hazards and plan their avoidance.
- Report all new hazards to the attention of your Foreman or Supervisor.
- Develop a daily routine of checking your job area, equipment and machinery for any potential hazards or deficiencies.
- Check equipment daily and report all defective tools and equipment, machinery and/or dangerous work conditions to the Foreman.
- Wear all personal protective devices, i.e., glasses, belts, shoes and proper clothing, as required by your position or the job task.
- Avoid the use of equipment and machinery that are defective.
- Become familiar with the performance limitations of your tools and/or machines.
- A clean and orderly workplace is a safe place.
- Provide suggestions concerning safety to your Supervisor or Manager.
- Keep all emergency equipment such as fire extinguishers and exit doors clear of obstacles.
- Know the location of fire and safety exits.

PERSONAL SAFETY

- Each employee is expected to be responsible for his/her safety and at the same time to exercise care to avoid injury to his fellow workers and others.
- Be prepared to perform your job. Do not come to work fatigued or hung over.
- Drug testing will be provided for any employee who appears to be under the influence of drugs and/or alcohol.
- Do not speed while driving. Always walk, do not run in work areas.
- Horseplay, practical jokes or sports activities are forbidden at all times.
- Lift correctly and safely, with your legs, not your back. Ask for help whenever in doubt.
- Observe all warning, caution, and danger signs as well as safety and health notices.
- No loose clothing or dangling jewelry (i.e. earrings, chains, necklaces, bracelets, etc.) can be worn while working in production areas.
- Smoking is restricted to designated areas only.
- Learn the location of first aid kits and fire suppression equipment in your work area.

EQUIPMENT AND MACHINERY SAFETY

- Do not attempt to clear jams while machines are in operation. MACHINES MUST BE TURNED OFF!
- Guards must be in place on every machine while in operation. No safety devices may be bypassed or disengaged.
- Any equipment that appears to have been damaged or defective should not be used until a Mechanic or Supervisor has had an opportunity to examine it.
- Unauthorized use of equipment is prohibited.
- Do not handle or tamper with any equipment or machinery that is not within the scope of your duties or job.
- Never operate, repair or adjust equipment until you have been trained on the safe operating or maintenance procedures. Ask for help from your Supervisor.
- Do not put your hands or any part of your body into moving equipment at any time.
- No one other than the driver is allowed to ride on a forklift or loader - This means NO PASSENGERS!
- Employees will not stand or jump over machinery or conveyor belts.
- Nothing is to be placed within three (3) feet of the electrical panels and transformers.
- Equipment shall only be used for its specified purpose.
- Use a ladder when required. Do not climb machinery.
- Electrical power extension cords must be grounded and in good condition.

CREW OPERATIONS SAFETY

- All equipment shall be operated by qualified personnel.
- No part of the body shall be used to locate or attempt to stop a hydraulic leak.
- Rotary drum or disk type brush chippers shall be fed from the side of the center line, and the operator shall immediately turn away from the feed table when the brush is taken into the rotor.
- Employees shall never place hands, arms, feet, legs, or any other part of the body on the feed table when the brush chipper is in operation or the rotor is turning.
- The brush chipper chute shall not be raised while the rotor is turning.
- Material such as stone, nails, sweepings, etc., shall not be fed into the brush chipper.
- Vehicles shall not be operated at the speeds which will endanger the driver or workers.
- Power saw engines shall be stopped when carrying for a distance greater than 100 feet, or in hazardous conditions, such as slippery surfaces or heavy underbrush. Saw shall be at idle speed when carried short distances.
- The engine shall be stopped for all cleaning, refueling, adjustments, and repairs to the saw or engine where practical, except when manufacturer's procedures required otherwise.
- When using power units for pruning or clearing, the operator shall heed the positions of all personnel while the unit is running.
- Tree workers shall never carry tools in their hands while climbing.
- Employees shall maintain a safe working distance from other employees when using hand tools.
- Employees shall not throw or drop tools from trees unless, warning has been given and the ground area is clear, and the act of dropping will not endanger personnel.
- Pole pruners and pole saws shall be hung securely in a vertical position to prevent dislodging. Pole pruners or pole saws shall not be hung on utility wires or cables, or left in the tree overnight. Pole saws shall be hung so that the sharp edge is away from the employee.
- Climbers shall inspect the ropes for cuts or abrasions before starting work. If any cuts or serious abrasions are found, the rope shall be immediately repaired or removed from service.
- Chipping tools shall be swung away from the feet, legs, and body.
- Chopping tools shall not be driving as wedges or used to drive metal wedges.
- The employee shall work from the uphill side whenever possible when doing limbing or bucking.
- The employee shall block the log to prevent rolling, when necessary.
- When bucking up trunks of trees, wedges shall be used so the tree will not bend the guide car or chain.
- No employee shall work closer than 10' from electrical hazards unless qualified and utility has been notified.

AERIAL LIFT SAFETY

- Before operating unit, read and understand all operating and safety information contained in the equipment manuals provided by Hi-Ranger with this unit, and all safety signs installed on this unit.
- NEVER exceed rated platform capacity. Be certain of total weight, including operator, platform liner, tools and equipment before entering platform.
- NEVER move the vehicle with persons in the platform or with the booms raised. Personnel may be injured and/or the unit may roll or tip.
- Keep truck bed area free of obstructions that may interfere with the ground controls or personnel who may have to operate the ground controls in an emergency.
- The vehicle must be securely parked and stabilized before the aerial device is operated. Outriggers must be lowered onto solid footing. DO NOT place outrigger on ice, a slippage may occur regardless of solid footing.
- NEVER operate on slopes without turntable leveled to within 5 degrees.
- Keep hands off all moving parts to avoid serious personal injury.
- DO NOT lower outriggers unless all personnel are clear of the outrigger and its ground contact point. Stand clear of outriggers when lowering to avoid crushing injury.
- Plan the job, place the vehicle in a position to provide maximum stability. Clear the area of bystanders.
- NEVER operate the aerial device unless you know the location, function and operation of all controls, including emergency and accessory operation.
- Do not operate the equipment with broken cable strands or with damaged cable system components. Failure to replace worn or broken cables will result in serious personal injury or death. Make sure all cables are inspected monthly for broken strands, rust and damage.
- If, when operating the aerial device, you become aware of any dangerous condition or hear any unusual noises, such as grinding, cracking or grating sounds - **STOP** - in position. DO NOT move the aerial device until the problem has been diagnosed and resolved with your safety in mind. No matter how long it may take to get help, waiting is better than a serious or fatal accident.

- Operators shall wear safety belt attached with a lanyard to the boom tip or platform.
- Persons on the ground, and in contact with the aerial device, vehicle, or attached trailer, will suffer serious injury or death in the event that the insulating value of the fiberglass upper boom components has deteriorated, or in the event that the vehicle, and/or trailer, becomes energized by contact with an energized line below the fiberglass lower boom insert.
- Operation of an aerial device must be controlled only by the operator in the platform. NEVER operate a manned aerial device from the ground controls, except to lower the unit to the ground when the operator in the platform is not able to operate the unit.

Section 8.12

OTHER INFORMATION

-Community and Environment

-Required Attachments

West Coast Arborists, Inc.

COMMUNITY AND ENVIRONMENT

Wildlife Protection

We have a **full-time Biologist, Lissette Rios,** on staff whose responsibilities include writing reports, pre-work bird assessments, and training crews on current bird nesting laws as well as BMPs for tree maintenance. The protection of birds, especially during nesting season, is critical to providing responsible tree maintenance and her experience, training and skilled eye have proven to be a great asset to our team. Our safety and training department has committed to working with wildlife preservation associations and played a key role in the establishment of the Tree Care for Birds and Other Wildlife BMP that is used in the tree care industry.

Green Waste

WCA's commitment to be a socially responsible corporate partner to our customers and communities is exemplified in our Recycling Program. With the steadily increasing concern for the ecological health of our communities, WCA has embarked on a landfill diversion process where all material is taken to recycling facilities where it is used in the production of soil amendments. We are committed to taking all recyclable materials removed from the trees trimmed for the duration of this project to a recycling center for processing. Verification of amounts recycled will be obtained and reported by WCA via ArborAccess for the purpose of meeting the goals of the State for reducing landfill usage.

MULCH is made from coarse ground branches and leaves. It should be spread on the ground at a rate of six to twelve inches for best effect. Fresh mulch will deplete nitrogen from the surface of the soil which will reduce unwanted weeds. Once the mulch has decayed, it returns nitrogen which helps build the quality of soil for plants. A large amount of tree debris is processed by WCA and used in large scale mulching projects for establishing native plants in open space areas.

COMPOST is made from fine ground branches, leaves or other organic material. When mixed with oxygen and water, the organic material will decay or "compost." A finished compost is excellent for turning into the top layer of soil and will add nitrogen and increase the water holding capacity of soil. You can make compost at home in a pile in your yard or in a bin that you make or purchase. Large scale composting is done at regional recycling facilities.

FIREWOOD is traditionally the most common use of large branches and logs. Firewood is used to heat homes during winter months. WCA takes logs to our yard, and these are then chopped into usable firewood.

West Coast Arborists, Inc.

Arbor Day Advocates & Community Involvement

WCA participates in over 100 Arbor Day and other community events annually by providing educational presentations, tree plantings and sponsorships. As a community partner, we understand the importance of teaching youth about the benefits of trees not only to better our environment but to ensure our urban forests are maintained for years to come.

Partnering with the Arizona Sustainability Alliance to engage K-12 educators in urban forestry.

Community Campaigns

WCA has partnered with *Invest From the Ground Up* and the *Western Chapter International Society of Arboriculture* to plant trees across California under their newest initiative – Cool Parks. With a generous grant from CAL FIRE, the Cool Parks team is working alongside partner cities and nonprofits to bring **2500** trees to California's disadvantaged and low-income communities, organize a CA Tree Team workshop, and engage residents to learn and care about the trees in their city.

Prior to the "Cool Parks" campaign, WCA participated in the CIRCLE (California Initiative to Reduce Carbon and Limit Emissions) campaign since its launch in October of 2016. Each round of tree planting events has provided thousands of trees to communities across California. The trees planted have the potential to sequester millions of pounds of CO_2.

These events are valuable to California communities by generating thousands of volunteers, improving air quality, and educating the local community about proper tree planting techniques. Together, we can grow the urban forest for a more sustainable future.

ATTACHMENT A

STATEMENT OF NON-COLLUSION BY CONTRACTOR

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

The undersigned declares:
I am the President of West Coast Arborists, Inc., the party making the foregoing bid.

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

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

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 08/11/25 [date], at Anaheim, CA [city, state].

Firm West Coast Arborists, Inc.

(Signature)

Patrick Mahoney, President
(Print Name & Title)

Street 2200 E. Via Burton

City Anaheim State CA Zip 92806

ATTACHMENT B

SUBCONTRACTOR CAMPAIGN CONTRIBUTION ACKNOWLEDGEMENT FORM (IF APPLICABLE)

SUBCONTRACTOR CAMPAIGN CONTRIBUTION ACKNOWLEDGMENT FORM

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

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

CONTRACTOR:

Company: West Coast Arborists, Inc.

By: _____

Title: Patrick Mahoney, President

Date: 08/11/25

SUBCONTRACTOR:

Company: NONE TO BE USED

By: _____

Title: _____

Date: _____

ATTACHMENT C

SAM.GOV DEBARMENT AND SUSPENSION VERIFICATION

How to Search Exclusion Information

- Select “Search” from the header menu from any page on SAM.gov
- In the filters, under “Select Domain,” select “Entity Information, then select “Exclusions.”
- Use the filters or keyword box to enter search criteria and see your results
- See sample on next page

SAM.GOV

Entity Information Search Results 1 Total Results

Filter by:

Keyword (ALL)	Status
West Coast Arborists, Inc.	Active

WEST COAST ARBORISTS, INC Active Registration

Entity

Unique Entity ID: CFJMVMJ9NSD1

CAGE/NCAGE: 5NVX1

Physical Address:
2200 E VIA BURTON
ANAHEIM , CA
92806 USA

Expiration Date:
Feb 18, 2026

Purpose of Registration:
All Awards

SAM.GOV

Exclusion Search Results 0 Total Results

Filter by:

Keyword (ALL)	Status
West Coast Arborists, Inc.	Active

ATTACHMENT D

FEE SCHEDULE

Fee Schedule Instructions

- The Fee Schedule is a requirement of the RFP.
- The Fee Schedule (in Excel format) is available for download.
- Complete the Fee Schedule by entering data electronically. Items in green require Contractor data input.
- Print, sign, and include a copy in proposal.
- In addition, upload the completed Excel spreadsheet as a separate attachment with your proposal.
    - Save as: Company Name
    - Protect your workbook
- See Sample on next page

*See Section 8.4 - FEE SCHEDULE

ATTACHMENT G

W-9

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

Request for Taxpayer Identification Number and Certification

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

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

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

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

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

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

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

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

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

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

☐ Other (see instructions) _____

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

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

Exempt payee code (if any) _____

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

(Applies to accounts maintained outside the United States.)

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

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

☐☐ – ☐☐☐☐☐☐☐

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here **Signature of U.S. person** **Date** 08/07/25

General Instructions

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

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

What's New

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

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

Purpose of Form

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

ATTACHMENT H

STATEMENT OF COMPLIANCE

STATEMENT OF COMPLIANCE

The undersigned declares that the Proposal submitted to provide tree trimming and tree maintenance services, as described in, and in response to City of West Covina RFP No. 2026-01, was prepared in strict compliance with the instructions, conditions, and terms listed in the RFP, Scope of Services and Draft Agreement, with exceptions listed below, if applicable. **At least one box for each item must be checked.**

RFP Instructions and Terms & Conditions:	[X] No Exceptions Taken	[ ] Exceptions Taken
Scope of Services:	[X] No Exceptions Taken	[ ] Exceptions Taken
Draft Agreement:	[X] No Exceptions Taken	[ ] Exceptions Taken

If any exceptions are taken, this Statement of Compliance shall include a narrative that identifies each item to which the Proposer is taking exception or is recommending change, including the suggested re-wording of the contractual obligations or suggested change in the RFP, and identifies the reasons for submitting the proposed exception or change. When available, please reference specific line-item numbers as provided in the RFP. The City reserves the right to rule as non-responsive and reject any Proposals that are not accompanied with the required documentation as described above.

Signature

08/11/25
Date

Patrick Mahoney, President
Printed Name and Title

West Coast Arborists, Inc.
Name of Proposer

[Attach a separate sheet(s) detailing each exception being taken, if applicable]

ATTACHMENT I

DIR NUMBER REQUEST AND CERTIFICATION FORM

DIR Number Request and Certification Form

All proposers are required to provide a valid Department of Industrial Relations (DIR) Public Works Contractor Registration Number. Proposers must also complete the certification section below to confirm the accuracy of the information provided.

1. Proposer Information

Legal Business Name: West Coast Arborists, Inc.

DBA (if any): N/A

Business Address: 2200 E. Via Burton, Anaheim, CA 92806

Phone Number: 714-991-1900

Email Address: vgonzalez@wcainc.com

Contractor License Number: 366764

2. DIR Registration Information

DIR Public Works Contractor Registration Number: 1000000956

Registration Expiration Date: 06/30/27

3. Certification

I hereby certify under penalty of perjury that the foregoing information is true and correct. I further certify that our firm is registered with the California Department of Industrial Relations as a public works contractor pursuant to Labor Code Section 1725.5.

Authorized Representative Name: Patrick Mahoney

Title: President

Signature:

Date: 08/11/25

DIR State of California Department of Industrial Relations EST. 1927

Contractor Registration: https://www.dir.ca.gov/public-works/contractor-registration.html

Public Works
Department

ADDENDUM TO RFP DOCUMENTS

REQUEST FOR PROPOSAL

TREE TRIMMING AND TREE MAINTENANCE SERVICES

Addendum No.: 1 Date of Addendum: July 28, 2025

RFP Number: 2026-01 Issued by: City of West Covina

SCOPE OF ADDENDUM

This addendum details the additions/revisions to the RFP

Revision 1 – CHANGE/ADD

Page 2. **REQUIRED ATTACHMENTS**
Add: Attachment I – DIR Number Request and Certification Form

Page 11. **INSURANCE**
Change from: (Attachment K)

Change to: (Attachment J)

Page 11. **REGISTRATION WITH THE DEPARTMENT OF INDUSTRIAL RELATIONS**
Add: DIR Number Request and Certification form must be submitted with the bid. (Attachment I)

Page 12. **PREVAILING WAGE REQUIREMENTS**
Change from: (Attachment K)

Change to: (Attachment J)

Page 63. **ATTACHMENT I**
Change from:
SAMPLE AGREEMENT

Change to:
DIR NUMBER REQUEST AND CERTIFICATION FORM

Page 64.
Add: **ATTACHMENT J - DIR NUMBER REQUEST AND CERTIFICATION FORM** (divider sheet)

Page 65:
SAMPLE AGREEMENT (follows Attachment J divider sheet)

This addendum shall become part of the Proposer's Proposal and acknowledgement of its receipt shall be included with the proposer's proposal.

PROPOSER West Coast Arborists, Inc.

NAME: Patrick Mahoney

SIGNATURE:

TITLE: President

Public Works
Department

ADDENDUM TO RFP DOCUMENTS

REQUEST FOR PROPOSAL

TREE TRIMMING AND TREE MAINTENANCE SERVICES

Addendum No.: 2

Date of Addendum: August 4, 2025

RFP Number: 2026-01

Issued by: City of West Covina

SCOPE OF ADDENDUM

This addendum details the additions/revisions to the RFP

Revision 2 – CHANGE/ADD

Page 24. **LICENSE REQUIREMENTS**
Change from: a valid State of California Class C-27 (Landscape Contractor} and Class C-61/D-49 (Tree Service Contractor) in accordance with the provisions of the Contractor's License (California Business and Professions Code, Section 7000, et. Seq.)

Change to: State of California Class C-27 Landscaping and C-61 Limited Specialty/D49 Tree Service Contractor or the C-49 Tree and Palm Contractor in accordance with the provisions of the Contractor's License (California Business and Professions Code, Section 7000, et. Seq.)

REQUIRED ATTACHMENTS
Replace: Fee Schedule – Excel File (New File Name Revised Fee Schedule ...)
Correction/additions under General Labor Rates

This addendum shall become part of the Proposer's Proposal and acknowledgement of its receipt shall be included with the proposer's proposal.

PROPOSER West Coast Arborists, Inc.

NAME: Patrick Mahoney

SIGNATURE:

TITLE: President

ATTACHMENT NO. 9

TREE SERVICE PROPOSAL

Prepared For: City of West Covina

RFP No. 2026-01: Tree Trimming and Tree Maintenance Services

August 14, 2025

10761 Court Avenue, Stanton, CA 90680 • Tel 714.826.1750 • Fax 714.826.1753 • www.gstsinc.com

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City of West Covina
Attn: Jazmin Hernandez
1444 W. Garvey Avenue South
West Covina, CA 91790

RE: Proposal for Tree Trimming and Maintenance Services

Dear Ms. Hernandez,

On behalf of the entire Great Scott Tree Service (GSTS) team, thank you for the opportunity to submit our proposal for the City of West Covina's Urban Forest maintenance program. We are excited for the possibility of partnering with the City to provide professional, safe, and responsive tree care services that reflect the high standards expected by your residents, City Council, staff, and visitors.

GSTS has been providing municipal tree care services for over **49 years**, and we understand the scope and significance of this contract. West Covina's Urban Forest—approximately **24,000 trees across 34,000 active sites**—is a valuable community asset. We are prepared to deliver the **best possible tree care** to preserve this resource, whether under the City's current **five-year pruning cycle** or a future **three-year cycle**, with palms maintained on a **two-year rotation** and LMD/Slope Trees managed separately.

Our plan is to work **side-by-side with the City's designated representatives** to manage all aspects of the Urban Forest program. We will enhance **public safety, aesthetics, and tree health** through precise, standards-based pruning, hazard mitigation, and proactive care. GSTS will seamlessly integrate the City's existing maintenance schedule and anticipated future needs into our operations, providing flexibility whether the City continues its five-year rotation or moves to a three-year cycle. Our long-term planning approach is designed to improve **operational efficiency, tree longevity, and cost control**, delivering measurable value year after year.

To ensure success, we have assigned a highly experienced project leadership team, including **Certified Municipal Arborist Scott Griffiths** as Project Manager and **Daniel Rueles** as Project Supervisor. Each is authorized to make decisions on behalf of GSTS and will serve as a direct point of contact for the City. Every crew deployed will be staffed by trained, safety-certified professionals and equipped with a **modern fleet of specialized equipment**.

We will utilize our **state-of-the-art inventory database** to deliver a fully integrated solution—from **service request to invoice**—ensuring complete transparency, efficiency, and accuracy. This platform gives City staff **real-time access** to scheduled work, progress tracking, and completion reports with photos and service notes. Historical data from the system will help the City identify trends, plan budgets, and optimize future pruning schedules. By working collaboratively within this system, GSTS and the City will create an **annual maintenance program** that not only meets current needs but also advances the **long-term preservation and enhancement** of West Covina's Urban Forestry Plan.

At the core of our operations is GSTS's **corporate safety policy**, reinforced by daily hazard assessments, traffic control compliant with MUTCD standards, and ongoing employee training. Additionally, we are committed to **environmentally responsible practices**, including green waste recycling, reduced emissions equipment, and low-impact worksite operations.

We view this contract as more than a maintenance agreement—it is a **long-term partnership**. Our commitment to **safety, quality, and cost efficiency**, coupled with proactive communication and responsive service, will ensure the City's Urban Forest remains a safe, vibrant, and lasting asset for the community.

Thank you for considering our proposal. We look forward to the opportunity to bring our expertise, resources, and dedication to the City of West Covina. Please feel free to contact me directly at **(714) 826-1750** with any questions or requests for additional information.

Should you have any questions or require any additional information please do not hesitate to contact me at (714) 826-1750.

Sincerely,

Scott Griffiths,

Scott Griffiths,
President/CEO
Great Scott Tree Service, Inc.
10761 Court Avenue, Stanton, CA 90680
Telephone: 714-826-1750

Section 2. BACKGROUND & APPROACH

"The Great Scott Tree Service vision is caring for trees that enhance the beautiful landscapes of Southern California communities for today and future generations."

ABOUT US - Great Scott Tree Service, Inc. was founded in 1976 with a simple mission: to provide high-quality, cost-effective tree maintenance services to communities throughout Southern California. From our humble beginnings, we have grown into a leading municipal and commercial tree service provider, with a strong operational footprint across **Los Angeles and Orange Counties** and a reputation built on performance, integrity, and responsiveness.

Our company specializes in long-term municipal partnerships and public works contracts, delivering a full range of services including **grid-based tree pruning, removals, planting, stump grinding, 24/7 emergency response, and GPS-enabled tree inventory management**. Our cloud-based TrimIT™ system allows for full digital tracking from proposal through invoicing, with real-time access to work history, maps, and reporting.

We currently employ over **145 qualified professionals**, including **ISA Certified Arborists**, **ISA Certified Tree Workers**, and supervisory staff trained in **ANSI A300** and **Z133 safety standards**. All employees are equipped and trained to perform services in accordance with best management practices, CAL/OSHA regulations, and the specific requirements of each jurisdiction we serve.

Our corporate headquarters have been located at **10761 Court Ave, Stanton, CA** since 1987, and we operate additional North and South County yards to support scalable deployment and local responsiveness. We maintain a fleet of **over 210 pieces of OSHA-compliant, modern equipment**, including aerial lifts, chippers, grinders, loaders, cranes, and GPS-enabled vehicles.

We are fully licensed and qualified to perform all services defined in the scope of work. The following are representative licenses and certifications held by Great Scott Tree Service, Inc.:

- **California Contractor's License #556832** (C-61/D-49, C-49, C-27)
- **California DIR Public Works Registration #1000004820**
- **ISA and TCIA Membership & Certifications**

Additional specialized certifications, safety credentials, and municipal compliance documentation are detailed in **Section 5 – Staffing** of this proposal.

FINANCIAL STABILITY - Great Scott Tree Service is a financially strong and independently operated firm with an annual run rate exceeding **$25 million** and a **consistent growth rate of 15%+** over the past four years. We maintain a **$1 million line of credit** and have access to over **$1.5 million in equipment financing capacity** to support future growth or capital needs. Reviewed financial statements are available for confidential review as part of this proposal process. Our organizational depth, proven history of municipal service delivery, and commitment to safety, technology, and accountability make us a capable and trusted partner for the City of West Covina.

GENERAL PROJECT UNDERSTANDING - Great Scott Tree Service, Inc. (GSTS) understands that the City of West Covina is seeking a highly qualified contractor to provide professional tree trimming and maintenance services for its **Urban Forest**, which consists of approximately **24,000 trees** within **34,000 active sites** in the City's inventory database. The City's objective, as defined in the bid specifications, is to deliver the **best possible tree care**—maintaining safety, aesthetics, and long-term canopy health at a level expected by residents, City Council, City staff, and visitors. Located in the **San Gabriel Valley**, West Covina's 16 square miles support a population of approximately **110,200 residents** and include **16 parks, four community centers, a Sports Complex, and a County-operated library**. These public assets require a tree maintenance program that is **efficient, responsive, and visibly enhances public spaces** while protecting public safety.

Currently, the City operates on a **five-year pruning cycle** but is evaluating a transition to a **three-year cycle** if fiscally permissible, while keeping palms on a **two-year cycle** and separating **LMD/Slope Trees** from general grid pruning. The contract term anticipates an **initial three-year agreement**, with the option for **two one-year extensions**, contingent on satisfactory performance. GSTS recognizes that the City's tree care program is not simply about meeting cycle goals—it is about ensuring **public satisfaction**, reducing hazards, delivering **cost-effective service**, and sustaining the many benefits of a healthy and well-managed Urban Forest.

GSTS'S APPROACH TO MEETING AND EXCEEDING OBJECTIVES

1. **Tailored Maintenance Programs:** GSTS will implement a structured trimming schedule that aligns with the City's chosen maintenance cycle—whether the City elects to maintain its current five-year rotation or transition to a three-year cycle. Separate management plans will be used for LMD/Slope Trees and palms, ensuring species-appropriate care and optimized resource allocation. This flexibility demonstrates our ability to adapt to fiscal considerations while still meeting the highest standards of care.
2. **Safety Culture and Compliance Leadership**: Safety is central to our operations and an integral part of our corporate culture. All work will be performed to **ANSI A300 standards** and **ISA best practices**, with strict adherence to **Cal/OSHA** and **federal safety regulations**. We conduct **daily job hazard analyses**, utilize maintained and inspected equipment, and employ MUTCD-compliant traffic control to protect workers, residents, and property. Our consistently low EMR demonstrates our ability to perform work safely and efficiently.
3. **Operational Readiness and Cost Efficiency**: Our multi-crew structure and specialized equipment fleet allow us to complete large-scale maintenance efficiently while retaining rapid-response capacity for storm events, fallen limbs, or hazardous conditions. This operational readiness minimizes disruption to the public and maximizes the value of the City's maintenance budget.
4. **Responsive Service and Public Satisfaction**: We maintain **open communication channels** with City staff to address both scheduled and emergent needs. Our response protocols ensure that urgent hazards are addressed within contract-specified timelines, and our crews are trained to interact with the public professionally, reinforcing the City's reputation for quality service.
5. **Value-Added Urban Forest Stewardship**: Beyond the scope of routine maintenance, we offer proactive recommendations on hazard mitigation, disease management, and canopy enhancement. This ensures that the City's investment not only meets current safety and aesthetic standards but also supports long-term ecological and economic benefits.

COMMITMENT TO PARTNERSHIP - GSTS views this contract as more than a maintenance agreement—it is a **partnership** with the City of West Covina to maintain **safe, attractive, and community-valued public spaces**. Through **precision execution, cost-efficient operations, a proactive safety culture, and responsive communication**, we will deliver a tree maintenance program that meets today's needs and anticipates tomorrow's opportunities, consistently exceeding the City's expectations.

IMPLEMENTATION PLAN - Great Scott Tree Service, Inc. has a thorough implementation process ready for the Tree Maintenance Services contract with the City of West Covina. The phases are as follows:

PHASE 1: CONTRACT ADMINISTRATION

- Review and execute the Tree Maintenance Agreement.
- Provide all required Certificates of Insurance and Bonds.
- Acquire all Licensing and Permits required for operations.
- Arrange a Pre-Operational meeting between GSTS personnel and City Staff to align expectations and processes.
- Schedule introductory meeting of key personnel from Great Scott Tree Service, Inc. and City Staff.
- Obtain Notice to Proceed Letter and Purchase Order.

PHASE 2: OPERATIONAL PREPERATIONS

- Dedicated vehicles and equipment will be made available for pre-inspection by City Staff.
- Assigned field crews will be familiarized with City specifications and standards
- GSTS Inventory Specialist / Certified Arborist will begin collecting all required GIS inventory data in the order that our crews will be working through the City. The City-wide GIS inventory will be completed and operational within the timeframe specified and will be compatible to the City's inventory software.
- Cost proposals will always be provided in advance to give City Staff visibility of progress and budget management on the front-end.

PHASE 3: MOBILIZATION

- Scheduling confirmations including work start date, location, scope, and crews configuration will be sent to City Staff for approval.
- Public Notices will be mailed in a timeframe and format approved by the City.
- English-Speaking ISA certified crew will arrive on site, on time, & ready for the work at hand.
- All precautions will be made at the Work Site to ensure positive Public Relations and Protection.
- Traffic Delineation will be staged as necessary and will always be in compliance with the Work Area Traffic Control Handbook (Watch).
- Certified Wildlife Personnel will always perform a visual inspection of the trees for Bird Nesting, prior to commencing work.
- Crews will verify inventory attributes, record services completed, and report hazards.

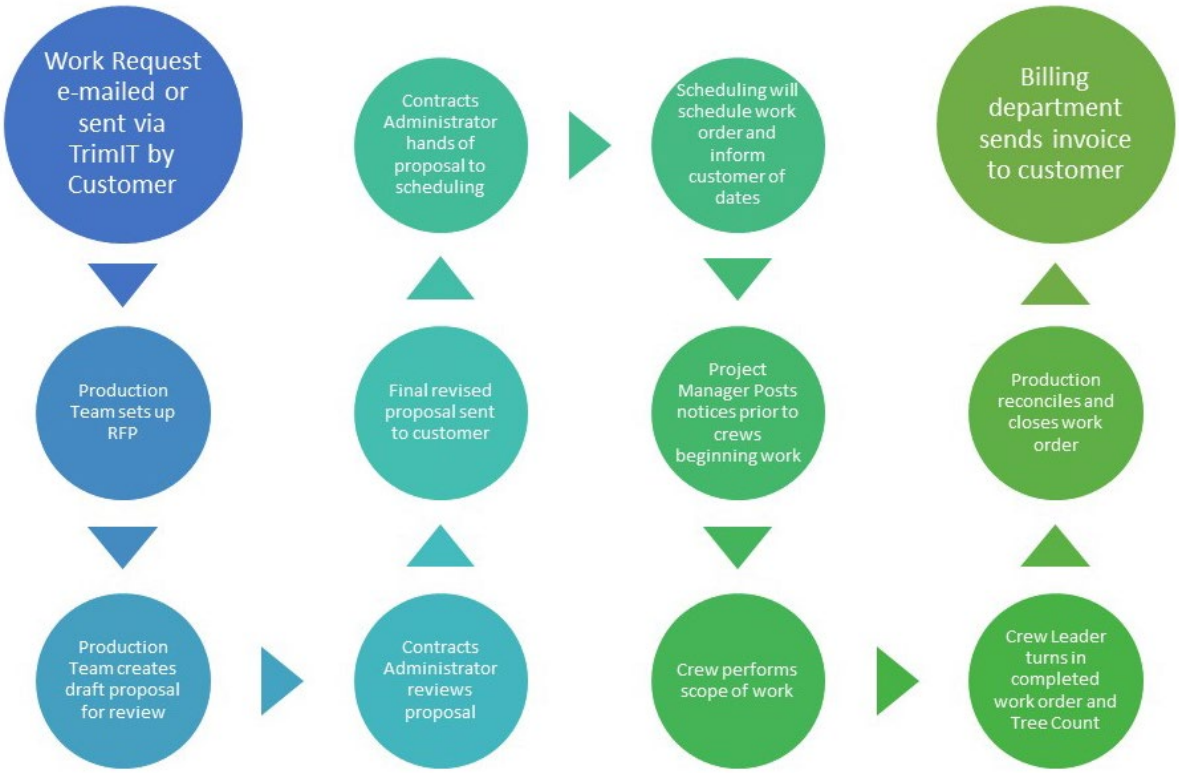
PHASE 3: MOBILIZATION (CONTINUED)

- All work performed will conform to ISA, ANSI, and City Standards.
- All debris will be removed from the work site each day.
- City Staff will receive prior-day reports to track progress and coordinate inspections.
- Staff access to our web-based GIS Inventory program will give you a transparent overview of all areas of operation.
- Reserve Staff and Equipment will provide immediate response to tree related emergency situations twenty-four hours per day, seven days per week.
- Onsite incidents, damage, or complaints will be immediately communicated to City Staff; all measures will be taken to resolve such issues in the timeliest manner possible.

PHASE 4: CONTINUED IMPROVEMENT

- GSTS will host live training studios to educate City Staff on our web-based Inventory System, "TrimIT." We will also provide you with our detailed user guide which offers step-by-step instruction for utilizing all the services that TrimIT has to offer.
- Internal bi-weekly Safety Meetings and quarterly Training Seminars are provided to all field staff by our OSHA Certified ISA Safety Supervisor. Agendas include review of our Injury and Illness Prevention Program (IIPP), Cal-Osha policies, ISA, and ANSI safety requirements.
- Certified Arborists and Certified Tree Workers practice continuous improvement principles earning Continuing Education Units (CEUs) to maintain their certifications.
- Maintain excellent Public Relations through participation in Chamber of Commerce, local Fundraisers, educational demonstrations at Schools, and Arbor Day events.

WORK FLOW



SERVICES OFFERED - *Great Scott Tree Service, Inc.* is a full-service operation equipped and qualified to provide you with the best solutions for all of your tree maintenance needs. GSTS will deliver a level of quality that meets or exceeds the International Society of Arboriculture (ISA) standards. We are dedicated to providing tree services that results in a neat, clean and attractive appearance to trees and associated sites serviced. Below is an overview of the most common tree maintenance services that we can provide.

TREE PRUNING is performed when conditions within the crown of a hardwood tree are such that the entire tree needs to be fully pruned. Complete pruning is recommended when the primary objective is to maintain or improve tree health and structure, and includes pruning to reduce overall canopy mass and excessive wood weight. A Full Prune typically consists of one or more of the following pruning treatments:

- *Crown Cleaning* or cleaning out is the removal of dead, diseased, crowded, weakly attached and low-vigor branches and water sprouts from the entirety of the tree crown.
- *Crown Reduction* is used to reduce the height and/or spread of a tree. Crown reduction varies from topping, a destructive practice, in that cuts are not made indiscriminately, resulting in large stubbed off limbs that are subject to decay.
- *Crown Restoration* is corrective pruning used as a means to restore the form of crowns that have been previously damaged by extenuating circumstances. This treatment is best performed by tree workers who have a good understanding of the effects of pruning for the cultivation of tree canopies.
- *Crown Thinning* includes crown cleaning and the selective removal of branches to increase light penetration and air movement into and through the crown. Increased light and air stimulates and maintains interior foliage, which in turn improves branch taper and strength. Thinning reduces the wind-sail effect of the crown and the weight of heavy limbs.

SERVICE REQUEST PRUNING - At the discretion of the City, service requests can be submitted directly through our web vendor portal or through your dedicated supervisor. City Representatives will have the option, at their convenience, to schedule a vendor portal training seminar where they will learn how to create and track service requests, view upcoming and ongoing jobs, and track overall work history in both GIS map form as well as printable invoice / work history form. Once a request has been submitted City Staff will receive itemized service proposals for review and approval.

Regardless of the preferred submittal methods our firm can and will mobilize / deploy crews in any timeline that best fits the City Representative's expectations and needs. It is our intention to work directly with City Staff in providing a level of flexibility to allow for all ranges of response time including, planned project schedules, non-emergency, and emergency requests.

LINE CLEARANCE PRUNING is performed when any member of a tree has the potential to compromise the safety or functionality of utility lines within the Cities urban forest. This service type refers to the pruning, trimming, repairing, maintaining, removing, or clearing of trees or the cutting of brush that is near (within 10 feet of) energized power lines in accordance the clearance specifications set forth in General Order 95. Additionally, all efforts will be made to protect the health and overall aesthetics of tree in question.

SAFETY CLEARANCE PRUNING is performed when conditions within the crown of a hardwood tree are such that a certain objective needs to be met or a certain condition needs attention. Parkway trees located in adjacent residential neighborhoods with *limbs that hang less than 14 feet above the roadway and 9 feet above the sidewalk* would be candidates for Safety Clearance Pruning under this contract and may consist of one or more of the following pruning types:

- *Crown Raising* consists of removing the lower branches of a tree in order to provide clearance for buildings, vehicles and pedestrians. It is important that a tree have at least one-half of its foliage on branches that originate in the lower two-thirds of its crown to ensure a well-formed, tapered structure and to uniformly distribute stress within the tree.
- *Clearance prune* is employed as a means of eliminating limbs from the crown of a hardwood tree when an entire pruning of the tree is not warranted. Clearance pruning does not involve the fine detail work described herein as "full prune".

PALM TREE CARE criterion varies based on the species, type and/or purpose of the service being performed and consists of maintaining the crowns and trunks of palm trees including the pruning of spent or declining fronds and seedpods, trunk sounding, and the skinning/pinneappling or shaping of spent petiole bases into a ball or nut as applicable by palm type.

- *Palm Pruning* shall consist of the removal of loose dead fronds, fruit clusters and other vegetation from the trunks of all palms in a manner selected by the Contractor and approved by the City's Contracting Officer.
- *Palm Sounding* is proactive approach to preventing extreme safety hazards and (in some recorded cases) death caused by non-visible decay in the trunk interior. A sound inspection is performed at the three general stem areas: the upper stem, middle stem, and lower stem at the North, East, South, and West points of the tree. Detailed written reports with findings, overall assessment, and recommended course of action are then submitted to the City for review.
- *Palm Skinning* is performed to promote positive health, safety, and aesthetic characterizes in most varieties of palm species. Spent petiole bases are left uniformly long to form a base, which shall extend a specific distance (based on the individual species of palm) below the lowest live frond in the crown. Using hand tools, the Contractor shall skin the trunk area below the base clean without causing damage to live trunk tissue.
- *Palm Pineappling* is performed to promote positive health, safety, and aesthetic characterizes specific to Date Palms (*Phoenix canariensis & Phoenix dactylifera*). Dead petiole bases shall be formed into an ornamental ball, which begins directly below the lowest green fronds and acts to provide a base of support to the palm crown. This ornamental ball shall be uniform and smooth in appearance and shall extend no less than four (4) and no more than eight (8) feet below the lowest live frond in the crown.

SMALL TREE CARE is most commonly utilized in the process of "training" young trees to promote a strong arrangement or system of branches with good attachment, appropriate size, and desirable spacing. We support the belief that appropriate care during the tree's establishment period will go a long way in creating safer, aesthetically pleasing, and heathy trees in the years to come.

EMERGENCY RESPONSE - Great Scott Tree Service, Inc. recognizes that prompt, professional response to tree-related emergencies is a critical element of public safety and a core expectation under the City of West Covina's tree maintenance program. Our firm has decades of experience responding to emergency call-outs across Southern California and maintains a proven record of **rapid deployment, effective site management, and full incident resolution**.

Our operations are structured to provide **24 hours a day, 7 days a week emergency response**, including weekends and holidays. We utilize a **dedicated emergency hotline**, which is immediately routed to the **Area Manager and on-call supervisors**. These personnel are authorized to dispatch field crews and coordinate resources in real time. During normal business hours, response is initiated by our local operations team. After-hours and holiday incidents are escalated directly to our emergency response supervisors and management personnel.

Great Scott Tree Service guarantees a **maximum response time of one (1) hour** for all emergency and after-hours tree service requests. Once on-site, our crews will remain until the situation has been fully stabilized and all immediate tree-related hazards have been cleared. Our response protocol includes:

- Site assessment and hazard isolation
- Removal of downed limbs, uprooted trees, or debris obstructing roads or public areas
- Coordination with City staff, law enforcement, or utility agencies as needed
- Temporary barricading or signage for areas requiring follow-up work
- Same-day digital reporting and photographic documentation (if required)

Because the majority of our field crews and area managers **reside throughout Los Angeles County**—including several who live in the **City of West Covina**—and all take their work trucks home each day, we are uniquely positioned to provide a **highly responsive and decentralized emergency response model**. This field-ready structure enables our team to reach emergency sites quickly and consistently **exceed the City's required one-hour response time**, regardless of the day or hour.

Our field personnel are trained to respond to incidents ranging from **single tree failures** to **multi-day storm recovery operations** involving road clearance, emergency removals, and coordination with municipal public works and safety teams. All emergency responders are ISA-certified and fully equipped with the necessary tools, PPE, and traffic control devices to operate safely and efficiently under urgent conditions.

This structured, accountable, and well-documented approach to emergency response ensures that the City of West Covina can rely on Great Scott Tree Service for **fast, safe, and effective support** in times of urgent need.

TREE REMOVAL consists of the removal of the entirety of a hardwood tree or palm tree and the removal of its root system. Removals will be completed per monthly lists or individual service requests submitted by the City's authorized representative. With advanced notice GSTS will identify the location of all utilities and private property landscape irrigation components prior to the removal of a tree and its root system. GSTS will maintain control of the tree and its parts at all times; branches, limbs and trunk sections will be carefully lowered to the ground so as to avoid damage of any type caused by free-falling items. Immediately following the removal, stumps, including the root flare and surface roots shall be ground to a depth in accordance with ANSI Z133 Standards and City of West Covina Specifications. If any work requires excavation, the GSTS will be responsible for appropriate notification of Underground Service Alert (USA).

TREE PLANTING - Great Scott Tree Service along with Elite Nursery will coordinate any planting needs. Elite Nursery is a subsidiary of Great Scott Tree Service and has a 3-acre parcel of land in the City of Stanton that is used for growing grounds. Elite nursery is fully functional and can grow specialty trees, as well as, purchase other types of trees depending on availability and size. Prior to planting GSTS can assess the planting site and provide the City with a *Recommended Planting Guide* which will include an outline of viable replanting options and will include detailed description sheets of each species included.

Planting palettes will always be determined by our ISA Certified Arborists after a carefully consideration of the planting site area size, probability of successful establishment, cohesive aesthetics to the immediate surrounding area, and the City's general development goals. Upon approval from the City's authorized representative, GSTS will coordinate purchasing and planting operations. Our planting team will conduct all soil preparation, tree installation, and backfill to ISA standards, ANSI A300 standards, and City specifications.

ROOT BARRIER INSTALLATION is a method utilized to prevent damage to hardscapes from tree roots and when used appropriately this application can be utilized to help trees thrive in difficult urban and suburban surroundings. Root barrier installation includes all the root pruning methods described above with the added application of installing semi-rigid deflector panels placed between the tree roots and hardscapes. As will root pruning, the same considerations must be taken before a tree can be deemed a viable candidate for this application. Again, GSTS will always notify the City when root barrier installation is not a viable option and we will never proceed if the installation will in any way jeopardize the health, stability, or safety of the tree in question.

TREE WATERING will be performed by a one man crew with a water truck who will water various routes including landscape median and young trees that are three (3) years old and younger. GSTS will water all trees in such a manner that will not result in erosion of the tree-watering basin, splashing of parked vehicles or damage to any of the tree's surroundings.

CONSULTING ARBORIST / INSPECTION can go a long way in keeping liabilities at a minimum. Great Scott Tree Service employs several consulting arborists who can respond to inspection requests and provide detailed reports and recommendations on as little as an individual tree to large tree populations.

DATA ENTRY is a service that GSTS offers to ensure that you are provided with staff capable of imputing detailed tree information into your Tree Inventory which includes but not limited to: GPS Location, Work History, Service Requests, and Tree Listing Reports.

SPECIALTY EQUIPMENT RENTAL will always be readily available should the City come upon a project requiring extraordinary work. GSTS warehouses a number of Roll-offs boxes, loaders, tractors, lifts, and utility vehicles which can be utilized where they are needed.

QUALITY CONTROL OVERVIEW - Great Scott Tree Service, Inc. has established a comprehensive Quality Control Plan designed to ensure consistent, high-quality service delivery across all areas of operations. This plan begins with a strong foundation in **safety**, and extends through **pruning standards, certified personnel, customer service protocols, traffic control procedures**, and day-to-day **operational guidelines**. Our Quality Control Plan will be implemented immediately upon contract award to ensure that the **City of West Covina** receives professional, reliable, and responsive tree maintenance services throughout the duration of the agreement.

QUALITY ASSURANCE & PERFORMANCE MONITORING - Great Scott Tree Service, Inc. employs a formalized Quality Assurance process to ensure all contracted services are delivered to the highest standards of workmanship, safety, and customer satisfaction. This program includes scheduled internal inspections, job-site audits, and service verification procedures conducted by our ISA Certified Supervisors and Management Team.

All completed work is reviewed against contract specifications, ANSI A300 and ISA BMP standards, and internal performance benchmarks. Supervisors utilize **checklists and quality control logs** to monitor crew performance, verify proper pruning and cleanup, and ensure that all equipment is operated and maintained safely. Deficiencies are documented and addressed immediately, with corrective actions implemented and tracked until resolution.

City Representatives are encouraged to participate in **routine site walk-throughs** or quality review meetings. In addition, Great Scott Tree Service provides **digital service reports**, photo documentation (upon request), and access to our web-based portal for real-time tracking of service requests, work history, and inventory updates.

Through this performance monitoring system, we aim to maintain transparency, accountability, and continuous service improvement throughout the life of the contract.

SAFETY PROGRAM - Great Scott Tree Service, Inc. is committed to maintaining a rigorous and proactive safety program that protects the health and welfare of our employees, the public, and City property. Our safety culture is supported by a **full-time Risk Manager and Field Safety Supervisor**, who oversee compliance with all **Cal/OSHA regulations**, **ANSI Z133 safety standards**, and **ISA Best Management Practices**.

Safety training is delivered through multiple formats. All employees participate in **formal quarterly safety seminars** at our Stanton office, covering a wide range of operational and environmental hazards. In addition, our crew leaders conduct **bi-weekly jobsite safety discussions** and review **National Arborist Association Tailgate Safety Sessions** with their teams. These field-level check-ins reinforce real-time awareness of risks and expectations.

All safety procedures are guided by our formal **Injury and Illness Prevention Program (IIPP)**, developed in collaboration with our insurance carrier and aligned with Cal/OSHA standards. Great Scott Tree Service maintains an **excellent safety record**, supported by our low Experience Modification Rating (EMR). Both the IIPP and EMR documentation have been included in the **Appendices section** of this proposal for the City's review.

PROJECT COMPLIANCE - Great Scott Tree Service, Inc. will conduct all work outlined in the contract in such a manner as to meet all accepted standards for safe practices during the maintenance operation; safely maintain stored equipment, including machines and materials or other hazards consequential or related to the work; and agrees additionally to accept the sole responsibility for complying with all City, County, State or other legal requirements including, but not limited to, full compliance with the terms of the applicable **OSHA** and **CAL/OSHA**, and **CAL/EPA** Safety Orders at all times so as to protect all person, including contractor employees, agents of clients, vendors, members of the public or others from foreseeable injury or damage to their property. If it appears that the work to be done or any matter relative thereto is not sufficiently detailed or explained by the specifications, Great Scott Tree Service, Inc. shall refer to the City Representative for such further explanation as may be necessary and shall conform to such explanation or interpretation as part of the contract so far as may be consistent with the intent of the original scope of work.

PRUNING STANDARDS - All tree pruning performed by Great Scott Tree Service, Inc. will fully comply with the most current standards established by the **American National Standards Institute (ANSI A300)** and the **International Society of Arboriculture (ISA) Best Management Practices**. These industry-recognized guidelines ensure each tree is pruned to promote structural integrity, long-term health, and safety, while maintaining an aesthetically pleasing appearance throughout the City's urban forest. Our crews are composed of **ISA Certified Arborists and ISA Certified Tree Workers**, all of whom receive ongoing training and maintain their credentials through Continuing Education Units (CEUs). Apprentice trimmers are trained directly under the supervision of certified personnel to ensure full compliance with both technical and safety standards. Oversight is provided by our internal Safety Manager and project supervisors to ensure pruning operations meet the highest level of quality, consistency, and professionalism required by the City of West Covina.

CREW SUPERVISION - Great Scott Tree Service, Inc. will ensure that each work crew is led by an **English-speaking ISA Certified Tree Worker** or **ISA Certified Arborist** who is authorized to act on behalf of the firm. A dedicated **ISA Certified Arborist** will serve as the project supervisor and will retain overall responsibility for field operations and contract compliance. All supervisory personnel are equipped with mobile communication devices to ensure immediate responsiveness in the event of an emergency or urgent City directive.

COMMUNICATION & COORDINATION WITH CITY STAFF - Great Scott Tree Service, Inc. prioritizes clear and responsive communication with City representatives at every stage of the contract. A dedicated **ISA Certified Project Supervisor** will serve as the City's primary point of contact and will be authorized to make immediate field decisions and address concerns in real time. This supervisor will coordinate all field activities and maintain continuous communication with the City's designated contract manager or arborist.

We are committed to **proactive coordination**, including scheduling check-ins, field walk-throughs, and service planning meetings, either on-site or virtually, at intervals requested by City staff. In addition to routine communication, our firm is structured to respond to urgent or emergency requests with direct access to crew leaders, scheduling staff, and management 24 hours a day.

COMMUNICATION & COORDINATION (continued) - All service requests, completed work, and tree inventory updates can be reviewed through our **web-based portal**, which allows City staff to submit requests, view pending and completed jobs, and track work history through both GIS maps and printable reports. Our approach ensures transparency, accountability, and real-time responsiveness throughout the life of the contract.

EMPLOYEE COVERAGE - As your tree care provider, one of our primary responsibilities is to create a stable and reliable workforce. We achieve this by implementing redundancies at every staffing level. With over 145 workers centrally located in the Los Angeles and Orange County areas, we have the field resources and internal scheduling professionals to provide you with well-trained and certified replacements before any disruptions occur. If the city awards us the Tree Maintenance Services contract, we are prepared to provide certified field workers, including groundmen, tree trimmers, and senior tree workers. Our staffing can be scaled up or down as needed based on the city's immediate tree maintenance requirements. A general grid pruning crew would consist of: One (1) Senior Tree Trimmer, Two (2) Tree Climbers/Bucket Operators, Two (2) Groundmen. Additionally, we can provide standby crews as needed for service request trimming, tree removal, and planting.

TRAFFIC CONTROL - Great Scott Tree Service, Inc. recognizes the importance of maintaining safe and accessible public rights-of-way during all tree maintenance operations. Unless specifically authorized otherwise, all streets will remain **open to local traffic** while work is in progress. Where temporary lane closures or access restrictions are necessary, our team will coordinate with the **City of West Covina and any applicable agencies** in advance to ensure proper authorization and public safety.

Traffic control will be implemented in accordance with the most current edition of the **Work Area Traffic Control Handbook (WATCH)** and, where applicable, the **California Manual on Uniform Traffic Control Devices (CAMUTCD)**. Standardized warning signs, cones, barricades, and flaggers will be deployed as appropriate to ensure safe conditions for both pedestrian and vehicular traffic.

At no time will operations proceed in a manner that presents a hazardous condition to the public. Additionally, Great Scott Tree Service will coordinate with utility companies as needed, respecting their access requirements and adjusting schedules when utility-related work conflicts with planned tree operations. Care will be taken at all times to avoid damage to utility infrastructure within the public right-of-way.

NOTIFICATION - Prior to the commencement of any non-emergency tree maintenance activities, Great Scott Tree Service will notify affected residents and/or businesses **at least 48 hours in advance** of the scheduled work. Notification will be provided through the use of **door hangers or other City-approved methods**, and will clearly indicate the type of work to be performed and the anticipated time frame. In addition, **"No Parking" signs will be posted a minimum of 48 hours prior to the start of work**, showing the dates, times, and nature of the maintenance activity. Under no circumstances will signage be attached directly to any City tree.

INCIDENTS & COMPLAINTS - Great Scott Tree Service, Inc. is committed to delivering services that minimize the potential for incidents, property damage, or public complaints. In the event that an issue does occur, our **on-site supervisor will immediately notify our internal Customer Service Team**, who will document the matter and notify the **City Representative within 24 hours**. A resolution plan will be implemented promptly, with all necessary corrective actions completed **within 48 hours**, unless otherwise directed by City staff.

All complaints, whether received directly or forwarded by the City, will be logged and tracked in our centralized database. When appropriate, our management team will schedule direct communication with the reporting party and City staff to ensure concerns are addressed collaboratively and transparently. Our goal is to resolve all complaints quickly, professionally, and in full coordination with City expectations.

INSPECTION - The City Arborist or their designated representative shall have access to all work performed under this contract and may inspect equipment, materials, and jobsite conditions at any time. Great Scott Tree Service will provide full cooperation to facilitate these inspections and will notify the City in advance of any changes to the work schedule. All vehicles and equipment used must meet the safety and operational standards outlined in this RFP, including proper company identification, routine maintenance, and the absence of leaks or mechanical hazards. Safety guards must remain in place, and equipment must not pose a risk to operators, co-workers, or the public. City inspections do not relieve the contractor of its responsibility to meet all contractual obligations and performance requirements.

CLEAN UP - Upon completion of work on individual street segments that are under the contract, Contractor shall clean the work site and all grounds adjacent to the work area of all debris, excess materials and equipment. All sections of the work area shall be left in a neat and presentable condition. Care should be taken to prevent spillage on any property over which work or hauling is done, and any such spillage or debris deposited on street due to Contractor operations shall be immediately cleaned up.

CUSTOMER SERVICE - In today's customer service-oriented society, timely, friendly, and proactive service is essential to enhancing client experiences and fostering long-term business relationships. At the core of Great Scott Tree Service's business model is an unwavering dedication to customer care, with many of our internal processes designed to prioritize your best interests. When partnering with GSTS, you will receive:

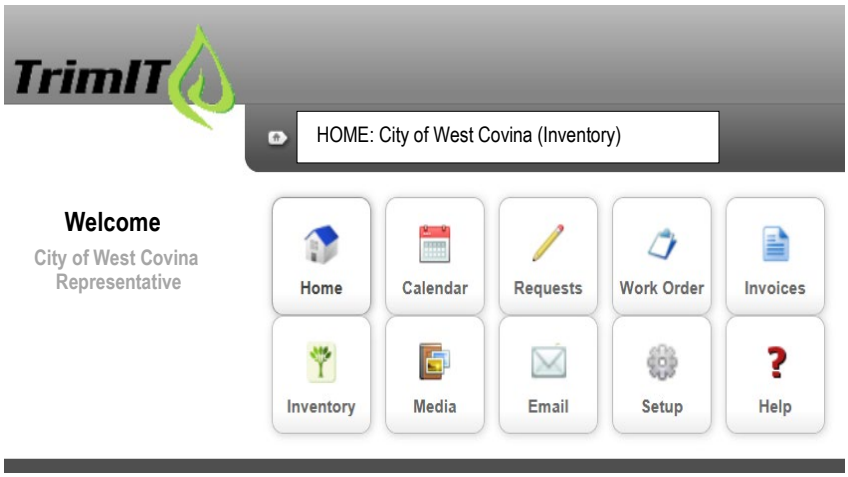
- *An Executive Project Manager dedicated to the success of your project. They will be responsible for understanding, outlining, and executing all expectations under your contract.*
- *A Dedicated Customer Service Representative who will provide timely, courteous, and accurate support throughout the duration of your contract.*
- *An English-Speaking, ISA-Certified Arborist overseeing all ongoing operations, serving as your direct point of contact with on-site crews.*

At Great Scott Tree Service, we recognize that our customers are our #1 priority. Every team member is trained to uphold the highest standards of dependability, integrity, quality, and courtesy at all times. We value our customers as our greatest asset and are committed to delivering a consistently positive experience.

WEB-BASED INVENTORY

Great Scott Tree Service, Inc. proudly offers the City of West Covina full access to our proprietary TrimIT™ Web-Based Tree Inventory System. Developed by an ISA Certified Arborist with over a decade of experience, TrimIT is designed to help municipalities efficiently manage their urban forest through an intuitive, GIS-integrated platform. TrimIT includes robust reporting tools that help streamline compliance, budgeting, and operational planning. Work orders, job history, and upcoming service dates can all be queried and visualized through an intuitive dashboard.

ONLINE ACCESS



This fully cloud-based solution provides 24/7 access to detailed inventory records and interactive maps of every city-maintained tree. TrimIT is accessible through **desktop and mobile browsers**, enabling real-time updates and in-field data entry. Every tree is geo-referenced using precise latitude and longitude coordinates and tagged with a unique ID for clear tracking.

- *View Your Job Calendar*
- *Create Works Requests*
- *Track Work Orders*
- *Review Invoicing*
- *Browse Tree Inventory*
- *Add Media & Notes*

KEY FEATURES

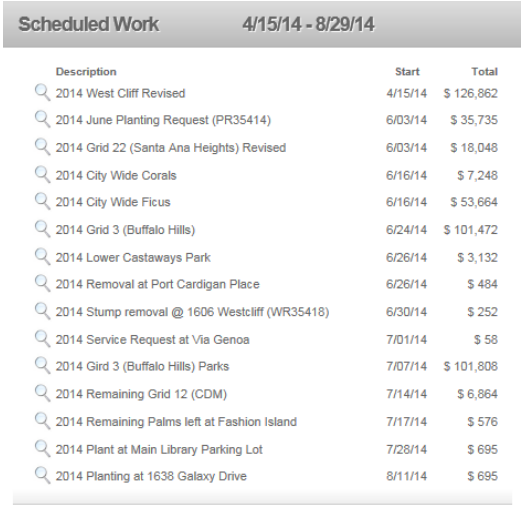
• Web and mobile access for real-time updates and remote data entry
• Interactive GIS mapping and ESRI shapefile export capability
• Detailed inventory fields: species, DBH, condition, height, canopy spread, utility conflicts, site constraints, and maintenance history
• Automated work requests, scheduling tools, and printable job maps
• Invoicing integration and historical service tracking for accountability
• Dynamic job calendar with click-through access from grid to individual tree
• Support for both internal crews and third-party contractors with routing and print-ready worklists

INTERACTIVE JOB CALENDAR

Time management is paramount in any professional operation, and it is a resource that we rely on to successfully manage each of our contracts. Our interactive calendar provides up-to-date project schedules for all recommended maintenance cycles. In addition, each calendar item is a live hot link that can instantly navigate you up from a GPS map of all trees being trimmed by scheduled grid, or down to a single inventory detail of any tree being trimmed.

WORK REQUESTS

TrimIT will optimize the time spent on tree management. All trees are inventoried including the species, DBH, height, condition, and maintenance costs. An area on the map can be highlighted and the maintenance cost can automatically be calculated. You can then create a work request by viewing a map and highlighting the desired trees, TrimIT will print a work list and a map of the locations for an outside contractor or in-house crew.



Scheduled Work 4/15/14 - 8/29/14

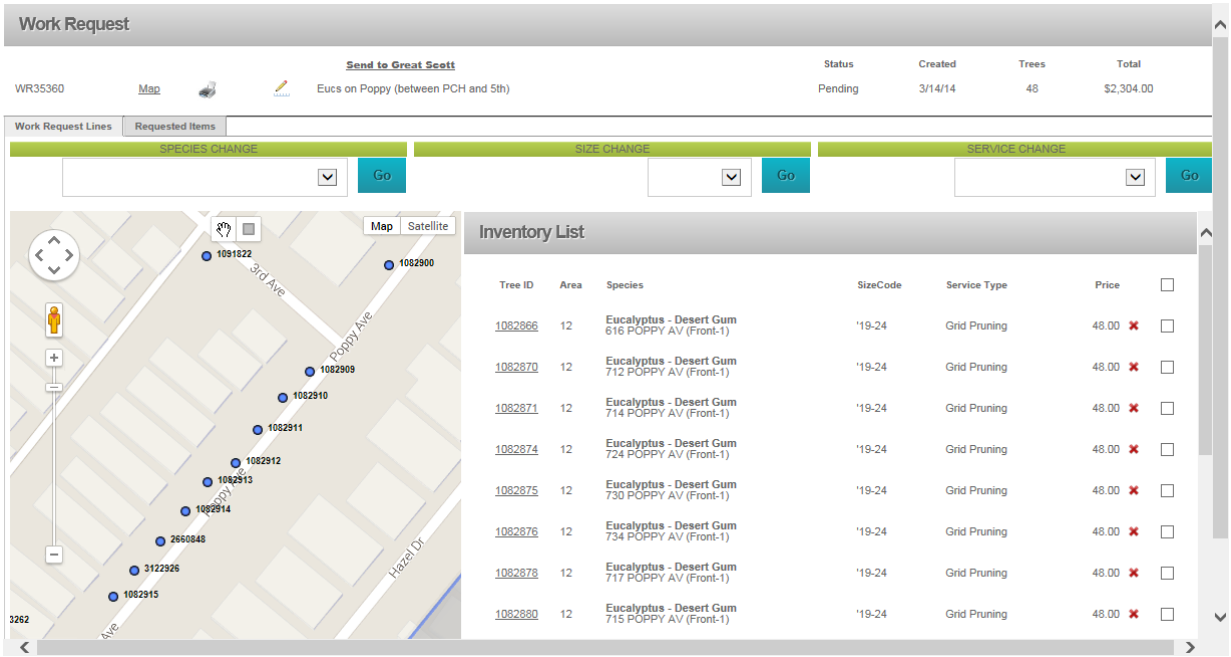
Description	Start	Total
2014 West Cliff Revised	4/15/14	$ 126,862
2014 June Planting Request (PR35414)	6/03/14	$ 35,735
2014 Grid 22 (Santa Ana Heights) Revised	6/03/14	$ 18,048
2014 City Wide Corals	6/16/14	$ 7,248
2014 City Wide Ficus	6/16/14	$ 53,664
2014 Grid 3 (Buffalo Hills)	6/24/14	$ 101,472
2014 Lower Castaways Park	6/26/14	$ 3,132
2014 Removal at Port Cardigan Place	6/26/14	$ 484
2014 Stump removal @ 1606 Westcliff (WR35418)	6/30/14	$ 252
2014 Service Request at Via Genoa	7/01/14	$ 58
2014 Gird 3 (Buffalo Hills) Parks	7/07/14	$ 101,808
2014 Remaining Grid 12 (CDM)	7/14/14	$ 6,864
2014 Remaining Palms left at Fashion Island	7/17/14	$ 576
2014 Plant at Main Library Parking Lot	7/28/14	$ 695
2014 Planting at 1638 Galaxy Drive	8/11/14	$ 695

WORK ORDERS

After a request has been submitted it will automatically be added a list of Work Orders which can be dynamically viewed at both micro and macro levels of detail.

INVOICING / WORK HISTORY

TrimIT dynamically creates, stores, & tracks invoices, proposals, contact information & inventory of all the properties that Great Scott services. In addition to accounting, Quickbooks, a line of business accounting software, is used to manage the customer's balances. The most difficult task for the person responsible for tree care is maintaining accurate work history records. TrimIT will give you the ability to maintain work history on each individual tree. The work history includes the date work was performed, the type of work and the total cost. The true challenge in tree management is locating trees in an open space environment. Trees in a golf course, park, apartment complex, school ground, etc. are difficult to identify using a standard tabular database program. By applying the mapping component to the database, the functionality increases exponentially.



Work Request

		Send to Great Scott	Status	Created	Trees	Total
WR35360	Map	Eucs on Poppy (between PCH and 5th)	Pending	3/14/14	48	$2,304.00

Work Request Lines | Requested Items

SPECIES CHANGE Go | SIZE CHANGE Go | SERVICE CHANGE Go

Map Satellite

Inventory List

Tree ID	Area	Species	SizeCode	Service Type	Price
1082866	12	Eucalyptus - Desert Gum 616 POPPY AV (Front-1)	'19-24	Grid Pruning	48.00
1082870	12	Eucalyptus - Desert Gum 712 POPPY AV (Front-1)	'19-24	Grid Pruning	48.00
1082871	12	Eucalyptus - Desert Gum 714 POPPY AV (Front-1)	'19-24	Grid Pruning	48.00
1082874	12	Eucalyptus - Desert Gum 724 POPPY AV (Front-1)	'19-24	Grid Pruning	48.00
1082875	12	Eucalyptus - Desert Gum 730 POPPY AV (Front-1)	'19-24	Grid Pruning	48.00
1082876	12	Eucalyptus - Desert Gum 734 POPPY AV (Front-1)	'19-24	Grid Pruning	48.00
1082878	12	Eucalyptus - Desert Gum 717 POPPY AV (Front-1)	'19-24	Grid Pruning	48.00
1082880	12	Eucalyptus - Desert Gum 715 POPPY AV (Front-1)	'19-24	Grid Pruning	48.00

TREE INVENTORY

TrimIT is compatible with all known inventory databases and provides accurate field-verified inventory updates for all trees serviced. The tree inventory data shall conform to the existing tree inventory database and include but not be limited to the following data fields: Tree Species, Location, Trunk Size (DBH), Height, Canopy Spread, Recommended Maintenance Cycles, Work History, Condition, Removal Priority, Presence of Utilities, and Maintenance Cost.

GPS MAPPING

Time is the most valuable resource for any professional. TrimIT will optimize the time spent on tree management. Our mapping feature will eliminate the need for site visits. Each tree is assigned a unique serialized identification code which is geo-referenced using latitudinal and longitudinal data which provides a digital mapping network with pinpoint accuracy. We have dynamically incorporated this information onto our interactive area map which can be viewed in a multitude of different ways.

GIS CAPABILITIES

While TrimIT will provide the standard user all the necessary mapping capabilities, some end users might require additional GIS functionality. In this case the customer will be provided with an ESRI shape file which is the industry standard for GIS data.

Detail | Notes | Images | Documents

Inventory Detail

Tree ID	8655249
District	3
Area	3
Address	1950 VISTA DEL ORO
Side/Site	F - 1
Alt Address	
Tree Species	Quercus agrifolia / Oak - Coast Live
Common Name:	Coast Live Oak
Size	0-6
Height	
Grow Space	
Space Size	
Overhead Utility	
Sidewalk Damage	
Service Type	Grid Pruning
EstimatedValue	$690.00
Next Date	06/14

Notes

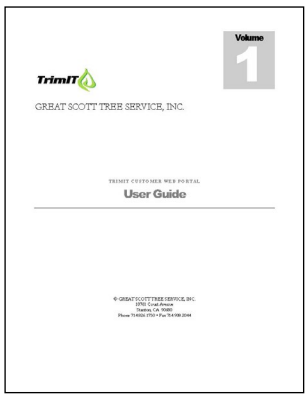
Date	Time	Person	Note

Service History

Ref#		Date	Service	Price
Scheduled WO	74586	6/24/14	Grid Pruning	48.00

TRAINING

City staff will receive personalized training sessions, either at our corporate office in Stanton or on-site, along with a comprehensive user guide and ongoing IT support. Our system is designed to be user-friendly for non-technical staff while offering advanced functionality for GIS professionals.



CONTACT

For more information regarding TrimIT please contact our IT specialist, Jordan Kim. Jordan can be reached at (714) 826-1750 Ext: 327.

FLEET MANAGEMENT - Great Scott Tree Service, Inc. maintains a fleet of over **210 specialized units of tree maintenance equipment**, all housed at our primary operations yard in Stanton, California. Our fleet includes aerial lifts, chippers, stump grinders, cranes, loaders, and fully outfitted service trucks, along with access to a co-located **green-waste recycling facility**.

With an average equipment age of **under four years**, our fleet represents one of the most modern and professionally maintained inventories in Southern California. All equipment used in the execution of this contract is **OSHA-compliant**, routinely inspected, and maintained to meet or exceed **State of California safety and functional requirements**.

Great Scott Tree Service follows a structured **preventive maintenance program**, managed by our in-house fleet department. Each piece of equipment undergoes regular service intervals based on manufacturer specifications, hours of use, and field conditions. Daily vehicle and equipment inspections are conducted by operators prior to deployment, and any issues are reported, logged, and addressed promptly to prevent service delays or safety risks. Maintenance records are centrally managed and available for City review upon request.

Upon request, Great Scott Tree Service will make any applicable equipment available for **on-site inspection** by City of West Covina representatives. Preventative maintenance logs and safety certifications can also be provided as part of the City's due diligence or field audit procedures.

EQUIPMENT LIST

No.	Year	Make	Model	Tag #	AERIAL LIFT TRUCKS: 28
B23	2013	FRTLN	XT	43557N1	
B24	2013	FRTLN	XT	43558N1	
B25	2013	FRTLN	XT	36561P1	
B26	2013	FRTLN	XT	36562P1	
B27	2013	FRTLN	XT	96515R1	
B28	2013	FRTLN	XT	96516R1	
B29	2015	FRTLN	XT	96517R1	
B30	2011	FRTLN	M2	8Z84316	
B31	2006	INTERNAT	4700	26138V1	
B32	2016	FRTLN	XT	10412Y1	
B33	2016	FRTLN	M2	27425W1	
B34	2016	FRTLN	M2	27426W1	
B35	2017	FRTLN	M2	69583A2	
B36	2017	FRTLN	M2	69595A2	
B37	2017	FRTLN	M2	69584A2	
B38	2017	FRTLN	M2	52319F2	
B39	2017	FRTLN	M2	52318F2	
B40	2014	INTERNAT	4300	67038M1	
B41	2014	INTERNAT	4300	25903J1	
B42	2015	INTERNAT	4300	87915P1	
B43	2014	INTERNAT	4300	69867M1	
B44	2015	INTERNAT	4300	08181V2	
B46	2016	INTERNAT	4300	40838U1	
B47	2015	FRTLNR	M2	19499J2	
B48	2016	FRTLNR	M2	41701W1	
B49	2015	FRTLNR	M2	48664S1	
B50	2021	FRTLNR	M2	72064D3	
B51*	2021	FRTLNR	M2	09817P3	
B52*	2023	FRTLNR	M2	10502V3	
B53*	2024	FRTLNR	M2	10503V3	

* DENOTES EQUIPMENT DEDICATED TO THIS CONTRACT.
** DENOTES AERIAL BOOM IN EXCESS OF (95) FEET.

EQUIPMENT LIST (continued)

No.	Year	Make	Model	Tag #	DUMP TRUCKS: 35
D41	2012	FRTLN	M2	17657E 1	
D42	2012	FRTLN	M2	67889D1	
D43	2012	FRTLN	M2	69596A2	
D44	2012	FRTLN	M2	80788D1	
D45	2014	FRTLN	M3	14224M1	
D46	2015	INTERNAT	4300	60583H2	
D49	2014	INTERNAT	4300	24763J1	
D50	2014	INTERNAT	4300	88875M1	
D51	2014	INTERNAT	4300	24978J1	
D52	2014	INTERNAT	4300	24787J1	
D53	2013	FRTLN	M2106	33028W2	
D54	2013	FRTLN	M2106	33027W2	
D55	2013	INTERNAT	4300	33377W2	
D56	2013	INTERNAT	4300	33376W2	
D57	2013	FRTLN	M2106	59490X2	
D58	2013	FRTLN	M2106	66757X2	
D59	2014	FRTLN	M2 4X2	78363A3	
D60	2014	FRTLN	M2 4X2	78362A3	
D61	2016	INTERNAT	4300	40872U1	
D62	2016	FRTLN	M2	77753A3	
D63	2015	FRTLN	M2	7K8WSG	
D64	2017	INTERNAT	4300	73370G2	
D65	2016	FRTLN	M2	41732V1	
D66	2016	INTERNAT	MA025	68004C3	
D67	2015	FRTLN	M2	17724UI	
D68	2014	FRTLN	M2	85130D1	
D69	2015	FRTLN	M2	22560S1	
D70	2015	FRTLN	M2	TBD	
D71	2015	FRTLN	M2	TBD	
D72*	2023	FORD	F650	63904M3	
D73*	2023	FORD	F650	63903M3	
D74*	2023	FORD	F650	63908M3	
D75	2023	FORD	F650	63900M3	
D76	2020	INTERNAT	MV607	TBD	
D77	2020	INTERNAT	MV607	TBB	

No.	Year	Make	Model	Tag #	CREW TRUCKS: 22
T26	2015	Dodge	Ram 1500	43688U1	
T27	2015	Dodge	Ram 1500	43687U1	
T28	2005	Ford	F250	7W23548	
T30	2015	Dodge	Ram 1500	43720W1	
T33	2016	Dodge	Ram 1500	72931Z1	
T34	2016	Dodge	Ram 1500	16944Z1	
T35	2007	CHEV	SIL 2500	8H20899	
T37	2019	CHEV	2500	74723P2	
T38	2011	CHEV	2500	64568S2	
T39	2013	CHEV	2500	64569S2	
T40	2017	CHEV	2500	64570S2	
T41	2014	CHEV	2500	41421U2	
T42	2015	CHEV	2500	55321U2	
T43	2019	CHEV	1500	70174U2	
T44	2019	CHEV	1500	70162U2	
T45	2014	INTERNAT	4300	24779J1	
T46	2019	CHEV	1500	49797W2	
T47	2020	ISUZU	NPR-HD	29370W2	
T48	2021	ISUZU	NRR	70894Z2	
T49	2022	CHEV	1500	80145K3	
T50	2022	CHEV	1500	16487R3	
T51	2023	CHEV	1500	86048W3	
T52*	2023	CHEV	1500	27328X3	
T53*	2024	CHEV	1500	74929Y3	

* DENOTES EQUIPMENT DEDICATED TO THIS CONTRACT.
** DENOTES AERIAL BOOM IN EXCESS OF (95) FEET.

EQUIPMENT LIST (continued)

No.	Year	Make	Model	Tag #	SALES VEHICLES: 16
S29	2012	TOY	PRIUS	6YJG557	
S31	2016	JEEP	JGC	7RWC909	
S32	2016	JEEP	JGC	8DEX900	
S35	2017	JEEP	JGC	7YTZ402	
S36	2018	JEEP	JGC	8FNS582	
S37	2018	CHEV	1500	15594R2	
S38	2019	TOY	PRIUS XL	8MJK422	
S39	2020	CHEV	1500	33960C3	
S40	2022	TOYOTA	HIGH XLE	9AGK088	
S41	2022	TOYOTA	HIGH XLE	9CFX814	
S42	2022	TOYOTA	HIGH XLE	9CFX812	
S43	2022	TOYOTA	HIGH XLE	9CUT538	
S44	2022	TOYOTA	PRIUS	9DDA503	
S45	2022	CHEV	SILVER	GSTSINC	

No.	Year	Make	Model	Tag #	CHIPPERS: 35
C30	2012	VERMEER	1800XL	SE615974	
C31	2012	VERMEER	1800XL	SE615973	
C32	2013	VERMEER	1500	SE639817	
C33	2013	VERMEER	1500	SE639819	
C34	2013	VERMEER	1500	SE639818	
C35	2013	VERMEER	1500	SE639768	
C36	2013	VERMEER	1500	SE639763	
C37	2013	VERMEER	1500	SE621154	
C38	2013	VERMEER	1500	SE639741	
C39	2013	VERMEER	1500	SE641223	
C40	2013	VERMEER	1500	SE639729	
C42	2013	VERMEER	1500	SE641244	
C43	2014	VERMEER	1500	SE641480	
C44	2014	VERMEER	1500	SE641256	
C45	2014	VERMEER	1500	SE698539	
C46	2014	VERMEER	1800XL	SE638108	
C47	2015	VERMEER	1800XL	SE698201	
C48	2016	VERMEER	1500	SE646237	
C49	2016	VERMEER	1500	SE646236	
C50	2016	VERMEER	1500	SE646238	
C51	2016	VERMEER	1500	SE650002	
C52	2016	VERMEER	1500	SE650000	
C53	2016	VERMEER	1500	SE650001	
C54	2016	VERMEER	1800	SE650003	
C55	2018	VERMEER	1800XL	SE703945	
C56	2018	VERMEER	BC1800XL	SE706553	
C57	2018	VERMEER	BC1500	SE703612	
C58	2019	VERMEER	BC1800XL	SE710834	
C59	2019	VERMEER	BC1800XL	SE710833	
C60	2020	VERMEER	BC1500	SE712591	
C61	2021	VERMEER	BC1800XL	SE661806	
C62	2021	VERMEER	BC1500	TBD	
C63	2022	VERMEER	BC1800XL	SE738076	
C64	2022	VERMEER	BC1800XL	TBD	
C65	2023	VERMEER	BC1800XL	TBD	
C66*	2023	VERMEER	BC1800XL	TBD	
C67	2024	VERMEER	BC1500	SE764367	
C68	2024	VERMEER	BC1500	SE764368	
C69*	2025	VERMEER	BC1500	SE769502	
C70*	2025	VERMEER	BC1500	SE769503	

* DENOTES EQUIPMENT DEDICATED TO THIS CONTRACT.
** DENOTES AERIAL BOOM IN EXCESS OF (95) FEET.

EQUIPMENT LIST (continued)

SPECIALTY EQUIPMENT: 78

No.	Year	Make	Model	Tag #
ROLLOFFS/BIN COMBO: 20				
R8	2016	FRTLN	Roll-Off	96017D2
R9*	2018	FRTLN	Roll-Off	99769N2
BIN 4*	2014	CONSOL	BIN 6'	NA
BIN 5-10, 12-14	2015	CONSOL	BIN 4'	NA
BIN 11, 15-16	2017	CONSOL	BIN 8'	NA
BIN 17-20	2022	CONSOL	BIN 8'	NA
STUMP GRINDERS: 10				
G07	2011	VER	SC352	NA
G08	2013	VER	SC802	NA
G09	2014	VER	SC372	NA
G10	2014	VER	SC372	NA
G11	2016	VER	SC55T	NA
G12*	2017	VER	SC552	NA
G14	2019	VER	SC382	NA
G15	2019	VER	SC382	NA
G16	2021	VER	70TX	NA
TRACTORS: 7				
TRAC 11	2006	CAT	928G	NA
TRAC 12	2005	TOY	7FGCU25	NA
TRAC 13	2014	Case	21E	NA
TRAC 14	2016	Case	21E	NA
TRAC 15	2017	Case	TR270	NA
TRAC 16	2018	CAT	289	NA
TRAC 17/T48**	2020	All Access	92HD	NA
GATOR TRUCK: 6				
G3	2014	JOHN DR	GATOR	NA
G4	2014	JOHN DR	GATOR	NA
G5	2019	JOHN DR	GATOR	NA
G6	2022	JOHN DR	GATOR	NA
G7	2022	JOHN DR	GATOR	NA
G8	2008	EZGO	TXT	NA
TRAILERS: 21				
TR8	2003	FLTBED	TRAILER	4KL8285
TR10	2011	BUTLER	TRAILER- G7	4LL6089
TR12	2012	RONCO	Trailer	4ML1114
TR13	2014	BUTLER	Trailer - G9	4NJ9969
TR14	2015	DV TRL	Trailer	4NT2415
TR15	2015	DV TRL	Trailer	4NT2409
TR16	2014	BUTLER	Trailer - G10	4NL8999
TR17	2013	BIG TEX	Trailer Heavy	4PP6979
TR18	2016	BIG TEX	Water Trailer	4PW3183
TR19	2017	BUTTLER	TILT BED	4PY5794
TR20	2017	BIG TEX	FLAT BED	4RE7097
TR21	2017	BUTTLER	Trailer	4RA9174
TR22	2017	DVTRA	Trailer	4RT3118
TR23	2003	CARSO	Trailer	1KT7228
TR24	2019	DV Trailers	Trailer	4TB1802
TR25	2019	DV Trailers	Trailer	4TB1803
TR26	2019	Butler	Trailer	4TA3080
TR27	2019	Butler	Trailer	4TA3082
TR28	2021	Butler	LT712 Trailer	AV28F36
TR29	2022	DV TRL	VANGUARD	4VG1313
ARROW BOARDS: 14				
AB6	2013	Wanco	WANCO	SE627182
AB7	2010	Wanco	WANCO	TBD
AB8	2013	Wanco	WANCO	SE627179
AB10	2013	Wanco	WANCO	SE627181
AB13	2014	Wanco	WANCO	SE627196
AB14	2014	Wanco	WANCO	SE653827
AB15	2014	Wanco	WANCO	SE653828
AB17	2017	Wanco	WANCO	SE676084
AB18*	2018	Wanco	WANCO	SE695784
AB19*	2018	Wanco	WANCO	SE695782
AB20*	2018	Wanco	WANCO	SE695783
AB21	2019	Wanco	WANCO	SE638251
AB22	2019	Wanco	WANCO	TBD
AB23	2019	Wanco	WANCO	TBD
AB24*	2025	Wanco	WANCO	SE627182
AB25*	2025	Wance	WANCO	SE653828

* DENOTES EQUIPMENT DEDICATED TO THIS CONTRACT.
** DENOTES AERIAL BOOM IN EXCESS OF (95) FEET.

GREEN WASTE RECYCLING - Great Scott Tree Service, Inc.'s dedication to being a responsible corporate citizen is demonstrated in our **Green Waste Recycling Program**. We recognize the importance of investing in our future and protecting our natural resources. Unless specified otherwise, we divert **100% of our green waste** away from traditional landfills, ensuring it is processed for beneficial reuse.

Following the closure of the Colmac Energy biomass facility in 2024, GSTS transitioned to a **regionally integrated and sustainable green waste management approach**. Our crews transport all generated green waste to our centrally located staging yard, where it is temporarily stored, sorted, and prepared for transfer. From there, a licensed hauler delivers the material to a network of **Southern California nurseries**.

At these nursery facilities, the green waste is **ground, composted, and amended** to produce nutrient-rich soil components for potted plants and other horticultural applications. This process supports the circular economy within our regional green industry, enriches local soils, and reduces landfill dependency.

Environmental Commitment - In accordance with **AB 939 of the California Integrated Waste Management Act**, GSTS follows a waste management hierarchy to guide implementation, in order of priority:

1. **Source Reduction** – Minimizing waste at the point of origin.
2. **Recycling and Composting** – Converting organic materials into reusable products.
3. **Environmentally Safe Transformation and Disposal** – Only as a last resort.

This approach aligns with the City of West Covina's sustainability goals and our own mission to reduce environmental impact in every community we serve.

Mulch Program – GSTS processes a large portion of tree debris into mulch for moisture conservation, soil health improvement, weed suppression, and enhanced visual appeal. We are pleased to offer the City mulch at no cost for the duration of the tree maintenance agreement, promoting local reuse and soil enrichment.

SAMPLE RECEIPT

Year	Date	Description	Tonnage
24/25	7/31/2023	MA #106-492108 - July 2024	69.63
24/25	8/31/2023	MA #106-492108 - August 2024	70.56
24/25	9/30/2023	MA #106-492108 - September 2024	29.38
24/25	10/31/2023	MA #106-492108 - October 2024	44.16
24/25	11/30/2023	MA #106-492108 - November 2024	14.81
24/25	12/31/2023	MA #106-492108 - December 2024	28.84
		TOTAL:	***140.53***

WILDLIFE PROTECTION PLAN

The Federal Migratory Bird Treaty Act (MBTA) makes it unlawful "by any means or manner to pursue, hunt, take, capture (or) kill" any migratory birds except as permitted by regulations issued by the U.S. Fish and Wildlife Service (FWS). The term "take" is defined as "pursue, hunt, shoot, wound, kill, trap, capture or collect" any migratory bird or any part, nest or egg of any bird covered by the conventions, or to attempt those activities. According to the Act, anyone who violates the Act, or its regulations, is guilty of a misdemeanor and subject to fines, jail time or both. Anyone who knowingly takes a migratory bird and intends to sell or barter the bird is guilty of a felony.

NESTING SEASON

The nesting season is generally considered February 1st to August 31st in California, with it's peak from mid-March and late-June, however this can vary from year to year depending on temperatures, rainfall and prey abundance and, although uncommon, birds have been reported to nest in all months of the year in California.

GENERAL GUIDELINES

Crews will always perform a visual inspection of the entire tree and surrounding area. If an active nest is found within 300 feet (passerines) or 500 feet (birds of prey) of a tree site the foreman will delay tree work until it can be determined that the nest is no longer active. If the nest has been determined to be active the tree will be flagged in our inventory system as such and will be removed from the work order and placed on dedicated tree list to be completed at a later time.

TLC WILDLIFE AWARE CERTIFIED

TLC Wildlife is a field approach to wildlife laws, ID, & preservation techniques for professionals in the Green Industry including Arborists, Landscape Contractors, & Municipality Employees. Great Scott Tree Service understands the importance of the wildlife within the urban forest and will always provide the City of West Covina with certified crews having the skills necessary to make safe, logical, & ethical plans of action involving the wildlife that reside in the trees they work on every day. Below is a list of certified employees.

Arvizu, Enrique	Jiminez, Luis
Cornish, Garrett	Leon, Salvador
Cruz, Jose	Lopez, Paulino
Darden, Stephen	Meza, Jaime
Escobedo, Jesus	Ortiz, Jose
Gonzalez, Ruben	Ruelas, Daniel
Griffiths, Scott	Santos, Jose
Gutierrez, Raudel	Torres, Luis
Gutierrez, Servando	Vergara, Pablo
Hinshaw, Kirk	

COMMUNITY BENEFIT - Great Scott Tree Service, Inc. is deeply committed to creating lasting value not only through high-quality tree maintenance, but also through meaningful contributions to the communities we serve. We understand that municipal partnerships extend beyond contracted services—they are opportunities to foster public pride, environmental stewardship, and civic engagement. As such, our team is fully prepared to support the **City of West Covina's community benefit objectives** throughout the duration of this contract.

The City of West Covina has outlined clear examples of community engagement, including participation in **school programs, Earth Day tree donations, City-sponsored cleanup events, and involvement with the West Covina Chamber of Commerce**. We proudly support these efforts and will actively collaborate with City staff to develop and execute **City-approved service activities** that align with public goals and local needs such as:

- Plant trees at **schools, parks, and community centers** during annual events such as Earth Day, Arbor Day, or Public Works Week.
- Provide **interactive tree education sessions** at local schools, including demonstrations of safe climbing techniques, urban forestry careers, and the benefits of healthy trees.
- Assist in establishing a **"Tree of the Month" program**, where selected trees across the City are highlighted for their ecological or cultural significance, paired with educational signage or social media campaigns.
- **Assist in holiday tree lighting events**, including pre-event trimming, lighting support, and site safety reviews for featured trees in public spaces.
- Remain active members of the **West Covina Chamber of Commerce**, participating in local business mixers, service days, and civic events.

We believe that these efforts not only meet the criteria outlined in the RFP but also reflect a broader philosophy of environmental responsibility, education, and civic partnership. Our Marketing and Outreach Team will work directly with City staff to ensure all proposed community activities are **reviewed, approved, and reported** on at appropriate intervals, with documentation available for public transparency and internal tracking.

Great Scott Tree Service is proud to serve as both a contractor and a community partner. We welcome the opportunity to bring our full range of resources, creativity, and people to support the City's vision of a healthy, engaged, and environmentally vibrant West Covina.

As a recent example of our proven commitment to community outreach, **Great Scott Tree Service served as a main sponsor and showcased our equipment and staff** at the **City of Newport Beach's "Touch a Truck" event**, held in celebration of National Public Works Week. This hands-on, family-friendly event gave children and residents an up-close look at the tools and personnel that help maintain their city, and we were honored to be a featured participant alongside public agencies and other key contractors.

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

RFP No. 2026-01

Name of Proposer Company Great Scott Tree Service, Inc.

Green shaded cells require Contractor data input

Line	Item Description	Qty	Cost Per Unit	Unit Measure	Total Cost
	Grid pruning pricing is requested for 7, 5 and 3 year trim cycles to determine which combination will best serve the City.				
	GRID PRUNING				
	Grid Pruning				
1	Grid Street Tree Prune - Flat rate price per tree to prune city trees in the grid. 2,500 ea per year -Seven (7) Year Cycle	2,500	$ 79.00	Each	$ 197,500.00
2	Grid Street Tree Prune - Flat rate price per tree to prune city trees in the grid. 3,300 ea per year - Five (5) Year Cycle	3,300	$ 74.00	Each	$ 244,200.00
3	Grid Street Tree Prune - Flat rate price per tree to prune city trees in the grid. 5,500 ea per year - Three (3) Year Cycle	5,500	$ 69.00	Each	$ 379,500.00
4	Grid LMD/Slope Tree Aestheic Trimming (Aerial Unit) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,000 ea per year over -Seven (7) Year Cycle	1,000	$195.00	Each	$ 195,000.00
5	Grid LMD/Slope Tree Aestheic Trimming (Aerial Unit) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,400 ea per year over - Five (5) Year Cycle	1,400	$165.00	Each	$ 231,000.00
6	Grid LMD/Slope Tree Aestheic Trimming (Climbing) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,000 ea per year over -Seven (7) Year Cycle	1,000	$225.00	Each	$ 225,000.00
7	Grid LMD/Slope Tree Aestheic Trimming (Climbing) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,400 ea per year over - Five (5) Year Cycle	1,400	$195.00	Each	$ 273,000.00
8	Grid Palm Tree Pruning - Flat rate price per tree to prune palm trees in the grid. 1,000 ea per year - Two (2) Year Cycle	1,000	$119.00	Each	$ 119,000.00
	ADDITIONAL SERVICES				
	Tree Trimming				
9	Requested Street Tree Trimming (Clearance Trim)			Each	$ 199.00
10	Requested Street Tree Trimming Aesthetic Trimming			Each	$ 249.00
	Per Service Request				

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

RFP No. 2026-01

Name of Proposer Company Great Scott Tree Service, Inc.

Green shaded cells require Contractor data input

Line	Item Description	Qty	Cost Per Unit	Unit Measure	Total Cost
	Grid pruning pricing is requested for 7, 5 and 3 year trim cycles to determine which combination will best serve the City.				
	GRID PRUNING				
	Grid Pruning				
11	Full Prune/Service Request Tree Pruning 0-12" DBH			Each	$ 99.00
12	Full Prune/Service Request Tree Pruning 13-24" DBH			Each	$ 199.00
13	Full Prune/Service Request Tree Pruning 25" & over DBH			Each	$ 299.00
14	Crown Raise			Each	$ 199.00
15	Crown Clean 0-18" DBH			Each	$ 299.00
16	Crown Clean 19-30" DBH			Each	$ 399.00
17	Crown Clean 31+" DBH			Each	$ 499.00
	Palm Pruning				
18	Fan Palm (Washingtonia Robusta) Pruning			Each	$ 159.00
19	Fan Palm (Washingtonia Robusta) Trunk Clean			Each	$ 29.00
20	Date Palm (Phoenix spp.) Pruning			Each	$ 249.00
21	Date Palm (Phoenix spp.) Trunk Clean			Each	$ 199.00
22	Prune all other Palm Species			Each	$ 159.00
23	Palm Tree Skinning			Linear Foot	$ 19.00
24	**Tree and Stump Removal**				
a.	0”-12” Diameter Standard Height			Each	$ 179.00
b.	13”-18” Diameter Standard Height			Each	$ 679.00
c.	19”-24” Diameter Standard Height			Each	$ 939.00
d.	25”-30” Diameter Standard Height			Each	$ 1,239.00
e.	31”-36” Diameter Standard Height			Each	$ 1,449.00
f.	36”+ Diameter Standard Height			Each	$ 1,889.00

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

RFP No. 2026-01

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Line	Item Description	Qty	Cost Per Unit	Unit Measure	Total Cost
	Grid pruning pricing is requested for 7, 5 and 3 year trim cycles to determine which combination will best serve the City.				
	GRID PRUNING				
	Grid Pruning				
25	**Tree Removal Only**				
a.	0”-12” Diameter Standard Height			Each	$ 239.00
b.	13”-18” Diameter Standard Height			Each	$ 619.00
c.	19”-24” Diameter Standard Height			Each	$ 869.00
d.	25”-30” Diameter Standard Height			Each	$ 1,099.00
e.	31”-36” Diameter Standard Height			Each	$ 1,369.00
f.	36”+ Diameter Standard Height			Each	$ 1,719.00
26	Stump Removal per Stump Diameter Inch at Grade			Inch	$ 39.00
27	Root Prune trees (typical 10 foot length)			Linear Foot	$ 39.00
	Tree Planting and Staking				
	Double staked per specs – Labor, Equipment, Tree and Materials and Watering*				
	**Contractor shall include the pricing to water newly planted trees for the first year after initial planting or when the tree is determined to be established.*				
28	Plant 15-gallon tree			Each	$ 199.00
29	Plant 15-gallon tree with Root Barrier			Each	$ 258.00
30	Plant 24" box tree			Each	$ 459.00
31	Plant 24" box tree with Root Barrier			Each	$ 549.00
32	Plant 36" box tree			Each	$ 1,259.00
33	Plant 48" box tree			Each	$ 2,400.00
34	Plant 60" box tree			Each	$ 5,500.00
	General Labor Rates				
35	Ground-person			Man Hour	$ 135.00

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

RFP No. 2026-01

Name of Proposer Company Great Scott Tree Service, Inc.

Green shaded cells require Contractor data input

Line	Item Description	Qty	Cost Per Unit	Unit Measure	Total Cost
	Grid pruning pricing is requested for 7, 5 and 3 year trim cycles to determine which combination will best serve the City.				
	GRID PRUNING				
	Grid Pruning				
36	Tree Maintenance Worker			Man Hour	$ 145.00
37	Tree Trimmer			Man Hour	$ 145.00
38	Equipment Operator			Man Hour	$ 145.00
	Day Rate				
39	Tree Watering			Day	$ 995.00
40	Crew Rental			Man Hour	$ 145.00
41	Specialty Equipment (i.e., Crane, 95-ft Aerial Tower)			Hour	$ 165.00
	Emergency Services				
42	Emergency Response (Reg. Business Hours, Mon-Fri)			Man Hour	$ 175.00
43	Emergency Response (Evenings, Weekend, Holidays)			Man Hour	$ 195.00
	General Arborist Services			Man Hour	
44	Certified Arborist Services/Risk Assessment/Reports			Hour	$ 159.00
45	Level 1, 2, and 3 Risk Assessments			Hour	$ 169.00
46	**Plant Health Care**				
a.	Tree Canopy Spraying from ground level			Per Diameter Inch	$ 8.00
b.	Tree Canopy Spraying from aerial tower Description: Foliar hydraulic spraying of recommended material.)			Per Diameter Inch	$ 16.00
c.	Insecticide or Fungicide Trunk Banding Description: Trunk spray of recommended material.			Per Diameter Inch	$ 8.00
d.	PGR Trunk Banding Description: Trunk spray of recommended material to regulate plant growth.			Per Diameter Inch	$ 8.00
e.	Insecticide or PGR Soil Application (Cambistat) Description: Recommended insecticide soil injection or drench material to regulate plant growth.			Per Diameter Inch	$ 8.00
f.	Insecticide or Fungicide Soil Application Description: Soil applied drench of recommended material.			Per Diameter Inch	$ 8.00
g.	Soil Injection Fertilization			Per Diameter Inch	$ 8.00

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

RFP No. 2026-01

Name of Proposer Company Great Scott Tree Service, Inc.

Green shaded cells require Contractor data input

Line	Item Description	Qty	Cost Per Unit	Unit Measure	Total Cost
	Grid pruning pricing is requested for 7, 5 and 3 year trim cycles to determine which combination will best serve the City.				
	GRID PRUNING				
	Grid Pruning Description: Soil applied injection of recommended material.				
h.	Soil Drenching Fertilization Description: Soil application of recommended material.			Per Diameter Inch	$ 8.00
i.	Trunk Injection (Insecticide/Miticide) Description: Trunk injected recommended material.			Per Diameter Inch	$ 8.00
j.	Trunk Injection (Fungicide) Description: Trunk injected recommended material.			Per Diameter Inch	$ 8.00
k.	Trunk Injection (Insecticide & Fungicide Combo) Description: Combination of one-time trunk injection of two recommended materials.			Per Diameter Inch	$ 10.00
l.	Avermectin Class Insecticide Injection Description: Recommended trunk injection of Emamectin benzoate active ingredient.			Per Diameter Inch	$ 8.00
47	GPS Tree Inventory Update			Tree Site	$ 5.00
48	Creation of Street Tree Palette			Lump Sum	$0.00
49	Creation of Street Tree Planting Plan			Lump Sum	$0.00
50	Creation of Urban Forest Management Plan (UFMP)			Lump Sum	

Name and Title of Authorized Signatory: *Scott Griffiths, President, CEO, and Secretary*

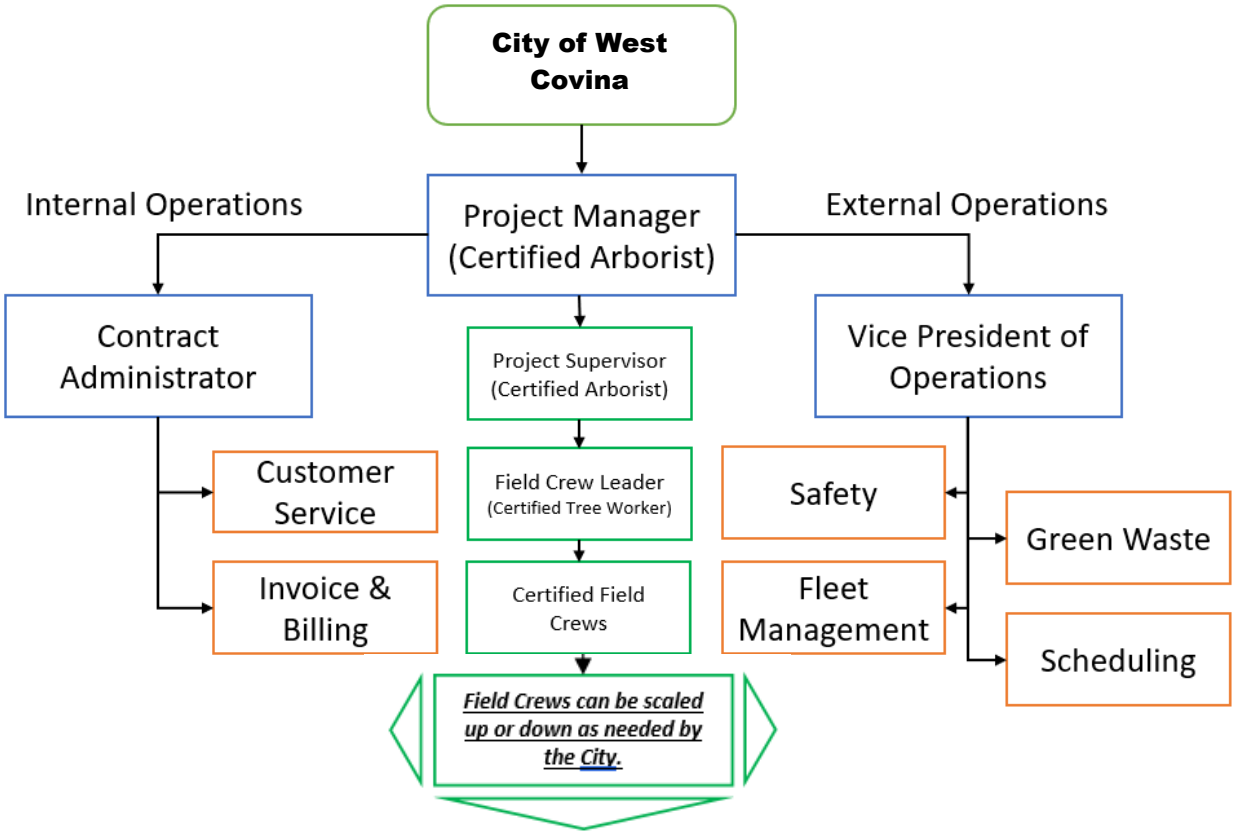
Signature: Scott P. Griffiths

ORGANIZATIONAL OVERVIEW – Great Scott Tree Service, Inc. is a family-owned and operated company located at 10761 Court Ave, Stanton, CA, and has proudly served Southern California communities since 1987. We employ over 145 qualified professionals, including Arborists and Tree Workers certified by the International Society of Arboriculture (ISA). Our team is fully trained and knowledgeable in the latest pruning standards and techniques, ensuring the highest level of tree care.

DEDICATED STAFF

Upon awarding the contract, Great Scott Tree Services Inc. will assign **Scott Griffiths** to be the Project Manager and **Daniel Rueles** will act as your Project Supervisor. **Jason Wade** will be your backup Project Manager and **Raudel Gutierrez** will be your backup Project Supervisor. These individuals have a long history in the tree maintenance field and are ISA certified arborists. They will solely oversee the crews working within City Property. Along with the supervision of crews, Daniel will cooperatively work with the City on all ongoing work, scheduling of future work, work requests, emergencies, and attend meetings with City personnel when requested. In the event of absence or illness, City Staff will be notified of his replacement and credentials for review and approval. It is imperative that our customers are able to contact a Great Scott Tree Service, Inc. employee at any time. The Project Supervisor is in the field continuously supporting his Crew Leaders and will be attending, in addition to the Project Manager, scheduled meetings with City officials.

GREAT SCOTT TREE SERVICE ORGANIZATION CHART



KEY PERSONNEL

Scott P. Griffiths,
President / Founder

Professional Registration
ISA, Certified Arborist #WE-0901AM
ISA, Certified Municipal Arborist
ISA, Certified Urban Forest Professional

Mr. Griffiths founded Great Scott Tree Service, Inc. in 1976. As President, Scott oversees the complete operation of the company. He is a Certified Arborist and long-standing member of the International Society of Arboriculture. Over the past 47 years, Scott has developed a successful company on the foundation of customer satisfaction, safe operations, and quality tree care.

Jason Wade
Chief Operating Officer

Jason Wade serves as the Chief Operating Officer of Great Scott Tree Service and will act as the backup Project Manager for the Moulton Niguel Water Disctrict contract. With over 25 years of operational leadership experience in municipal and commercial tree care, Jason oversees company-wide field operations, safety compliance, and quality control. Jason maintains oversight of all scheduling, staffing, and equipment logistics, and works closely with field supervisors to ensure projects are completed on time, within scope, and to the highest industry standards.

Jeanie Roulson,
Vice President of Internal Operations

Jeanie Roulson is our Director of Internal Operations. Her responsibilities include but are not limited to ensure that process and communication flow from customers to GSTS remain open and efficient and to ensure work is getting processed in a timely manner. She has been with GSTS for 15 years and her friendly, attentive, and timely manner make her a great asset to both us, and the clients that she serves.

KEY PERSONNEL

Jaime Meza
Branch Manager

Professional Registration
ISA Certified Arborist #WE10874AT
HAA Certified Aerial Rescue Instructor, HAA Certified EHAP
Certified FA/CPR-AED

Jaime brings over 30 years of industry experience and leads day-to-day field operations to ensure contract compliance across all service areas. As Branch Manager and Safety Coordinator, he is responsible for implementing jobsite safety protocols, maintaining adherence to ANSI A300 and ISA standards, and delivering consistent work quality. Jaime plays a key role in supervising emergency response, field inspections, and crew coordination in accordance with City requirements.

Celestino Chavez,
Safety Manager

Professional Registration
Treecare Safety Professional (TCIA)

Celestino (Tino) Chavez has been with Great Scott since 2024. He comes with several years of experience as a safety manager. However, safety has been a part of his life for the past 25 years. He was a police officer for 16 years where safety was paramount. Tino truly cares about the safety of our employees and ensures that they are provided with the tools and training to perform their jobs safely and efficiently.

Daniel Ruelas,
Lead Project Supervisor

Professional Registration
ISA, Certified Arborist + Tree Worker # WE-10688A
HAA Certified Aerial Rescue, HAA Certified EHAP
Certified FA/CPR-AED, Wildlife Certified, Traffic Control & Flagger Certified

Daniel has over 20 years of experience in the Tree Maintenance Industry. As the Lead Project Supervisor, it is his role to oversee all of the crews in the field and to ensure work is being completed to standards in a safe and efficient manner. As an ISA Certified Arborist, Daniel fully understands the requirements that are needed to ensure the health of trees.

KEY PERSONNEL

Raudel Gutierrez,
Back-Up Project Supervisor

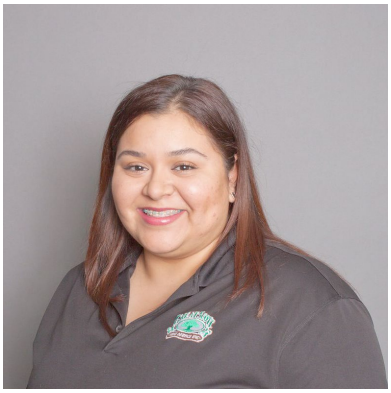
Professional Registration
ISA, Certified Arborist # WE-10588A
HAA Certified Aerial Rescue, HAA Certified EHAP
Certified FA/CPR-AED, Wildlife Certified, Traffic Control & Flagger Certified

Raudel has over 20 years of experience in the Tree Maintenance Industry. As the Backup Project Supervisor, it is his role to oversee all the crews in the field and to ensure work is being completed to standards in a safe and efficient manner in the unlikely event that Daniel is unavailable. As an ISA Certified Arborist, Raudel fully understands the requirements that are needed to ensure the health of trees.

Brenton Beller
Contract Administrator

Brent has been with Great Scott Tree Service, Inc. for 12 years. He will oversee the review and execution of maintenance agreements, acquisition of all applicable certificates, bonds, licensing and permits required by the City. Ongoing duties will include monthly tracking of contract budgets, coordination of collaboration meetings, and progress reports to promote successful long-term partnerships.

Victoria Farias,
Municipal Production Manager



Victoria Farias is the Municipal Production Manager for Great Scott Tree Service and brings over 10 years of experience in production and scheduling management. She will work in close coordination with the assigned Project Supervisors to oversee the tracking, scheduling, and fulfillment of all City work requests. Victoria is responsible for managing day-to-day scheduling, assigning crews, and maintaining direct communication with City staff regarding service timelines, access logistics, and work order status. Her collaborative approach ensures seamless alignment between field operations and administrative coordination, helping to deliver reliable, on-time service.

EMPLOYEE TRAINING & DEVELOPMENT

EMPLOYEE TRAINING & DEVELOPMENT

At Great Scott Tree Service, Inc., employee training is at the core of our service model and central to our ability to provide safe, consistent, and high-quality tree care operations. We have developed a **comprehensive training program** that combines formal instruction, field-based mentorship, certification support, and ongoing skills development to ensure that every team member is fully prepared to meet the demands of municipal tree maintenance.

Our training program is overseen by our **in-house Safety Manger, Risk Manager, and ISA Certified Arborists**, and is fully aligned with **ANSI Z133 Safety Requirements**, **ANSI A300 Tree Pruning Standards**, and the **ISA Best Management Practices** referenced throughout the City's RFP. Training begins on day one with a structured onboarding process that includes:

- Introduction to company policies, jobsite protocols, and safety expectations
- Hands-on training in equipment use, PPE requirements, and hazard recognition
- Job-specific instruction for pruning, removals, and field documentation
- Review of the City's specific expectations and safety protocols

All field personnel receive **ongoing instruction through multiple channels**, including:

- **Quarterly in-house safety and operations seminars** at our Stanton facility
- **Bi-weekly tailgate safety meetings** led by crew leaders and safety personnel
- Field coaching sessions from Certified Tree Workers and Supervisors
- Project-specific training for high-risk activities, such as crane removals or utility-adjacent work
- Instruction in traffic control, aerial lift safety, and emergency response protocols

Training materials are drawn from ISA, TCIA, NAA Tailgate Safety Series, OSHA standards, and internally developed best practices manuals. These resources are routinely updated to reflect regulatory changes and lessons learned from incident reviews or field audits.

To ensure accountability and progress, we maintain detailed training records for each employee, documenting participation in courses, certifications earned, and any corrective actions or retraining required. Supervisors conduct routine field evaluations to assess crew adherence to safety procedures, technical quality, and client expectations. These evaluations feed directly into our Quality Control and Safety Review processes.

By investing heavily in structured, relevant, and recurring training, Great Scott Tree Service ensures that our workforce is not only qualified to meet the City of West Covina's standards—but is also equipped to adapt, improve, and lead in the delivery of safe and effective urban forest management.

EMPLOYEE CERTIFICATION - In addition to a strong foundation in safety and operational training, Great Scott Tree Service, Inc. is committed to the continued professional development of our workforce. We actively support employees in earning and maintaining certifications such as **ISA Certified Arborist**, **ISA Certified Tree Worker**, **Pest Control Advisor**, and **Wildlife Aware**. Many staff also hold specialized credentials in **utility pruning, traffic control, and equipment operation**. We offer **tuition reimbursement, paid CEU time, and testing support** to promote long-term growth and technical excellence. This depth of certification ensures service continuity, allowing qualified staff to step in seamlessly when needed. A list of certified personnel is provided below.

TCIA ACCREDITATION - Great Scott Tree Service is an accredited TCIA member and you're your Celestino Chaves serves as our Certified Treecare Safety Professional (CTSP). TCIA Accreditation is a third-party consumer confidence verification program administered by the Tree Care Industry Association (TCIA) – America's oldest and most respected tree-care trade association. Accreditation helps consumers identify qualified tree care companies who conduct business in a safe, legal and ethical manner.

CERTIFIED ARBORISTS - The International Society of Arboriculture (ISA) through research, technology, and education, promote the professional practice of arboriculture and fosters a greater worldwide awareness of the benefits of trees. The ISA offers a rigorous program which our certified arborists have partaken in. It is vital to the health and wellness of urban forests to ensure that a certified arborist oversee the City of West Covina contract. Our arborists are required to accumulate a minimum of ten Continuing Education Units per year, which most of our arborist exceed. Below is a current list of our Certified Arborist's.

Arvizu, Enrique	WE-10530A	Hinshaw, Kirk	WE-1475A
Cornish, Garrett	WE11315A	Mello, Chris	WE-9501A
Griffiths, Scott	WE-0901AM	Meza, Jaime	WE-10874AT
Gutierrez, Raudel	WE-10588A	Ruelas, Daniel	WE-10688A
Gutierrez, Servando	WE-11081AT	Tran, Ba	WE-6543A

*AM denotes Certified Municipal Specialist
*AU denotes Certified Utility Specialist

CERTIFIED TREE WORKERS - The ISA also provides certification for tree workers to ensure strict standards and guidelines are set in place to ensure health and productive growth in trees across the country. Great Scott Tree Service, Inc. strictly trains and assigns certified tree workers to do all tree cutting for all our customers to ensure work is done to the highest standards. All of our Certified Tree Workers are required to have a minimum of six Continuous Education Units in order to educate themselves on any new requirements or changes. Below is the list of our Certified Tree Workers:

Arvizu, Enrique	2103C	Lopez, Paulino	WE- -11337T
Cruz, Jose L.	WE-11481T	Ortiz, Jose L.	WE-11038T
Escobedo, Jesus	859C WE-10824T	Ruelas, Daniel	WE-10688A
Gonzalez, Ruben	WE-12334T	Vallejo, Jose	WE-11077T
Gutierrez, Servando	2262C	Vergara, Pablo	WE-8279T

ADDITIONAL CERTIFICATIONS - Great Scott Tree Service is proud to employ a highly qualified team of professionals whose certifications reflect our commitment to industry best practices and compliance with the City of West Covina's contract requirements. In addition to ISA Certified Arborists and Tree Workers, our staff holds specialized credentials that support safe, efficient, and standards-based execution of all services outlined in this RFP.

TCIA SAFETY PROFESSIONAL
Chavez, Celestino

ISA MUNICIPAL ARBORIST
Scott Griffiths WE-10642BA

ISA UTILITY ARBORIST
Enrique Arvizu

ISA LINE CLEARANCE TREE WORKER
Enrique Arvizu

ISA BOARD MASTER ARBORIST
James Komen WE-9909B

ISA URBAN FOREST PROFESSIONAL
Scott Griffiths WE-9909B

CONSULTING ARBORISTS (ASCA)
James Komen No. 555

CA PEST CONTROL ADVISOR
Paul Web 71020

QUALIFIED TREE RISK ASSESSOR
Griffiths, Scott
Dominguez, Jose
James Komen

CA PEST CONTROL APPLICATOR (QAL)
Agustin Dominguez 100829
Paul Webb 96325
Chris Mello 145160

CONTROL DESIGN SPEC. (ATSSA)
Jaime Meza

TRAFFIC CONTROL TECH. (ATSSA)
Jaime Meza

NCCCCO CRANE OPPERATOR
John Mote

TECHNICAL SUPPORT
Jordan Kim

AERIAL RESCUE CERTIFIED
Employee Count: 53

CPR/FIRST AID CERTIFIED
Employee Count: 54

WILDLIFE CERTIFIED
Employee Count: 22

TRAFFIC CONTROL CERTIFIED
Employee Count: 11

CONTRACTORS LICENSE
State of Certification: California
License Number: 556832
Business Name: Great Scott Tree Service
Classifications: C 49, C61/D49, B, C27
Expiration Date: 02/28/27

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS
CONTRACTORS
STATE LICENSE BOARD
ACTIVE LICENSE
License Number 556832
Entity CORP
Business Name GREAT SCOTT TREE SERVICE INC
Classification(s) C61/D49 B C27
Expiration Date 02/28/2027
www.cslb.ca.gov
CSLB

REGISTERED PUBLIC WORKS CONTRACTOR
DIR Registration Number: 1000004820
Expiration Date: June 30, 2027

EXCLUDED OR SUBCONTRACTED SERVICES

Great Scott Tree Service, Inc. (GSTS) is a **full-service municipal tree care contractor** with the equipment, personnel, and certifications to perform **all core services** required under the City of West Covina's Scope of Services, including specialized plant healthcare and pest control treatments. We will self-perform all primary tree maintenance functions—such as pruning, removal, stump grinding, clearance trimming, debris hauling, emergency response, and plant healthcare—while maintaining full compliance with industry and regulatory standards.

In the interest of operational continuity, GSTS is prequalifying **one subcontractor** strictly as a backup resource for **specialized tree pest control**. This ensures that plant healthcare projects will never interrupt or delay our general tree maintenance operations, particularly during peak workload periods or in the event of concurrent service demands.

SUBCONTRACTOR INFORMATION

- **Company Name:** RPW Services, Inc.
- **Address:** 2473 E. Orangethorpe Avenue, Fullerton, CA 92873
- **License No.:** 942173
- **Authorized Representative:** Paul Webb
- **Contact Number:** (714) 870-6352
- **Email Address:** pwebb@rpwservicesinc.com
- **DIR No.:** 1000014072
- **Function:** Tree Pest Control (Backup Resource)

Qualifications & Professional Experience - RPW Services, Inc. has been in business since 1987, specializing in tree, landscape, turf, weed, aquatic, and health-related pest management (including mosquito and black fly control). Paul Webb has been a Plant Health Care provider since 1994 and holds a Pest Control Advisor (PCA) license since 1987. RPW employs **16 licensed applicators** and **5 Advisors/ISA Certified Arborists**, and utilizes a variety of application methods tailored to the specific pest and environmental conditions. Municipal experience includes tree pest management services for the **City of Newport Beach** and other public agencies.

By maintaining in-house capability for all services and prequalifying RPW as a backup, GSTS ensures **uninterrupted service delivery**, preserves quality control, and safeguards the City's tree maintenance schedule under all circumstances.

LIST OF SIMILAR SERVICES

MUNICIPAL SERVICES - Great Scott Tree Service, Inc. has over 25 years of experience providing tree maintenance services to municipalities throughout **Los Angeles and Orange Counties**, including cities with scopes of work nearly identical to that of West Covina. Our work includes cycle-based pruning programs, removals, plantings, emergency response, and GPS-based inventory management—all supported by our proprietary TrimIT™ platform, which offers real-time tracking of service history, budgets, and scheduling.

We have a strong history of successful, long-term contracts with public agencies and are highly familiar with the urban forestry needs, permitting processes, and community sensitivities unique to this region. The following pages highlights a sample of current and past contracts that demonstrate our qualifications and capabilities.

MUNICIPALITIES

- City of Aliso Viejo
- City of Anaheim
- City of Carmel Valley
- City of Carson
- City of Chula Vista
- City of Compton
- City of Cypress
- City of Fountain Valley
- City of El Monte
- City of El Segundo
- City of Hawthorne
- City of Irvine
- City of Laguna Niguel
- City of Lake Forest
- City of Long Beach
- City of Newport Beach
- City of Rosemead
- City of San Diego
- City of Santa Ana
- City of Seal Beach
- City of Stanton
- City of Westminster
- City of West Hollywood
- County of Orange
- County of San Diego
- City of San Diego Metropolitan Water Division
- Caltrans
- Golden State Water District
- Irvine Ranch Water District
- LA Metropolitan Transport Authority (MTA)
- OC Water District
- OC Transportation Authority
- Laguna Heights Recycled Water Reservoir
- Moulton Niguel Water District
- Los Angeles Convention Center

EDUCATION

- Anaheim UHSD
- CSU Long Beach
- East Whittier CSD
- Irvine USD
- Magnolia USD
- Long Beach USD
- Mount Saint Mary's
- UCI
- USC

COMMERCIAL

- Action PM
- BHE Management
- CBRE
- FirstService Residential
- Irvine Company
- Keystone PM
- Optimum PM
- Powerstone PM
- Seabreeze Management

PRIVATE

- Baldwin Hills Crenshaw
- Irvine Spectrum
- Gateway Corporate Center
- La Verne Business Park
- Long Beach Town Center
- Pelican Hill Golf & Resort
- Shady Canyon
- Newport Crest HOA
- Sundance HOA

CONTRACTS: IN-PROCESS

PROJECT OWNER: City of Aliso Viejo
PROJECT NAME: Tree Maintenance Services
ANNUAL CONTRACT AMOUNT: $42,000
BASE TERM: July 1, 2021 – June 30, 2024
OPTION YEARS: (2) 1-Year Terms
CONTRACT END: June 30, 2026
PROJECT CONTACT: Quang Le
CONTACT TITLE: Associate Engineer
PHONE, FAX, EMAIL: 949.425.2531 / 949.425.3899 / QLe@avcity.org
SCOPE OF WORK: Tree Maintenance Services for City Trees fifteen feet in height and over. General 1 year trimming cycle with Palms and Olives trimmed two times per year at City Hall, Parks, Landscaped Medians, and Facilities throughout the City of Aliso Viejo.

PROJECT OWNER: City of Anaheim
PROJECT NAME: Tree Maintenance Services for ARMD East
CONTRACT NUMBER: MA #106-498310
ANNUAL CONTRACT AMOUNT: $347,652.00/Year
BASE TERM: March 1, 2025 – February 28, 2026
OPTION YEARS: (4) 1-Year Terms
CONTRACT END: February 28, 2030
PROJECT CONTACT: Dianne Rasmussen, Operations Supervisor
PHONE, FAX, EMAIL: 714.936-4971 / DiRasmussen@anaheim.net
SCOPE OF WORK: Tree Maintenance, care, and GIS inventory management services for the 3,510 trees at the Anaheim Resort Maintenance District. Prune all palm trees twice a year and broadleaf trees once a year. Pines and Eucalyptus in the winter (November-February). Palms and other canopy trees in the fall (August to October). Remove broken or diseased branches and dead palm fronds while promoting proper tree scaffolding, strength, and appearance consistent with the tree's intended use.

PROJECT OWNER: City of Cypress
PROJECT NAME: Citywide Tree Maintenance Services
ANNUAL CONTRACT AMOUNT: $275,000/Year
BASE TERM: July 1, 2023 – June 30, 2026
OPTION YEARS: (3) 1 Year Terms
CONTRACT END: June 30, 2029
PROJECT CONTACT: Jose Guerra, Maintenance Superintendent
PHONE, FAX, EMAIL: 714.229.6760 / jguerra@cypressca.org
SCOPE OF WORK: Provide annual services for maintenance, trimming, removal, replacement, and GPS inventory updates / management of over 14,000 sites within the City's Community Forest.

PROJECT OWNER: City of Fountain Valley
PROJECT NAME: Tree Maintenance Services
CONTRACT NUMBER: 21-19
ANNUAL CONTRACT AMOUNT: $335,500
BASE TERM: July 1, 2021 – June 30, 2023
OPTION YEARS: (2) 2-Year Terms
CONTRACT END: June 30, 2027
PROJECT CONTACT: Martin Guillen
CONTACT TITLE: Landscape Inspector
PHONE, FAX, EMAIL: 714.593.4612 / Martin.Guillen@fountainvalley.gov
SCOPE OF WORK: Provide tree maintenance services for the City in pre-designated areas of the City. Work areas include, but are not limited to, parkways, arterial medians, right-of-ways, parks, civic facilities, sloped areas, and nature trails. Tree maintenance shall consist of, but not be limited to Trimming, Tree and Stump Removal, Tree Planting, GPS Tree Inventory Management and Emergency Tree Services of the ~12,000 trees within the City on a general 3-year cycle.

PROJECT OWNER: City of Irvine
PROJECT NAME: Tree Maintenance in the City of Irvine
CONTRACT NUMBER: IFB 22-3183
ANNUAL CONTRACT AMOUNT: $3,099,650/Year
BASE TERM: September 1, 2022 – August 31, 2026
OPTION YEARS: (4) 1-Year Terms
CONTRACT END: August 31, 2030
PROJECT CONTACT: Aaron Reece
CONTACT TITLE: Landscape Maintenance Supervisor
PHONE, FAX, EMAIL: 949.724.7619 / areece@cityofirvine.org
SCOPE OF WORK: Annual services for maintenance, removal and replacement of trees as needed, as well as GIS inventory management of the ~57,500 trees within the City's urban forest.

PROJECT OWNER: City of Long Beach
PROJECT NAME: Tree Trimming Services for Parks, Marina, Beach, and Open Space
CONTRACT NUMBER: PR19-126
ANNUAL CONTRACT AMOUNT: $970,025.00/Year
BASE TERM: April 1, 2020 – March 31, 2022
OPTION YEARS: (3) 1-Year Options
CONTRACT END: March 31, 2025
PROJECT CONTACT: Jeffrey King
CONTACT TITLE: Park Maintenance Supervisor
PHONE, FAX, EMAIL: 562.570.1592 / 562.570.8535 / jeff.king@longbeach.gov
SCOPE OF WORK: Annual services for maintenance, removal, and replacement of trees within Parks (163 Sites), Beach Areas (7 Sites), Marinas (9 Sites), and MTA Right-of-Way (Various Sites). Maintain and update the Cities GIS inventory of ~36,000 trees within the City Parks.

PROJECT OWNER: City of Newport Beach
PROJECT NAME: Tree Maintenance / Service Agreement
CONTRACT NUMBER: NA
ANNUAL CONTRACT AMOUNT: $1,747,556/Year
BASE TERM: November 13, 2013 – June 30, 2024
OPTION YEARS: (3) 2-Year Periods
CONTRACT END: June 30, 2030
PROJECT CONTACT: John Nelson
CONTACT TITLE: City Arborist
PHONE, FAX, EMAIL: 949.644.3197 / jjnelson@newportbeachca.gov
SCOPE OF WORK: Annual services for maintenance, removal and replacement of trees as needed, and provide GIS inventory management of the estimated 35,000 trees within the City's urban forest.

PROJECT OWNER: City of San Clemente
PROJECT NAME: Annual Tree Maintenance Services
CONTRACT NUMBER: NA
ANNUAL CONTRACT AMOUNT: $370,619.00/Year
BASE TERM: January 1, 2025 – June 30, 2027
OPTION YEARS: (2) 1-Year Terms
CONTRACT END: June 30, 2029
PROJECT CONTACT: Brian Fields, Maintenance & Operations Supervisor
PHONE, FAX, EMAIL: 949.361.8342 / FieldsB@san-clemente.org
SCOPE OF WORK: Provide services to maintain the over 15,000 City-owned trees, primarily trimming about 3,500 trees annually and providing appropriate clean up and recycling and/or disposal of generated green waste. Other services include tree removal and planting, root pruning and root barrier installation, tree and stump removal, GIS tree inventory and management, emergency on-call tree services and Certified Tree Arborist service

PROJECT OWNER: City of Westminster
PROJECT NAME: Tree Maintenance/Service Agreement FY 16/17
CONTRACT NUMBER: NA
ANNUAL CONTRACT AMOUNT: $189,968
BASE TERM: July 1, 2023 – June 30, 2024
OPTION YEARS: (4) 1-Year Options
CONTRACT END: June 30, 2028
PROJECT CONTACT: Brad Wade
CONTACT TITLE: Public Works Supervisor
PHONE, FAX, EMAIL: (714) 714-0052 / bwade@westminster-ca.gov
SCOPE OF WORK: Provide services for the annual maintenance and GIS inventory management of the 6,200 Trees & Palms citywide. Remove annually 85 Trees & Palms, and Plant 55 Trees & Palms at various locations throughout the city.

PROJECT OWNER: California State University, Long Beach
PROJECT NAME: Tree Trimming Services Campus-Wide
CONTRACT NUMBER: CSULB2022MYR0953
ANNUAL CONTRACT AMOUNT: $250,000 / Year
BASE TERM: December 16, 2022 – December 15, 2025
OPTION YEARS: (2) 1-Year Periods
CONTRACT END: December 15, 2027
PROJECT CONTACT: Brent Tickel
CONTACT TITLE: Manager of Grounds and Landscaping Services
PHONE, EMAIL: 562.985.8163, Brent.Tickel@csulb.edu
SCOPE OF WORK: Provide annual Tree Maintenance Services for, trimming, removal, replacement, and GIS Inventory software and management of over 5,000 tree sites within the Campus' facilities, housing, and parking districts.

PROJECT OWNER: Moulton Niguel Water District
PROJECT NAME: Annual Tree Maintenance Services
CONTRACT NUMBER: OM17-18.024
ANNUAL CONTRACT AMOUNT: $418,420
BASE TERM: October 1, 2022 - September 30, 2025
OPTION YEARS: NA
CONTRACT END: September 30, 2025
PROJECT CONTACT: Dan West
CONTACT TITLE: Superintendent of Operations
OFFICE, FAX, EMAIL: 949.831.2500 / NA / DWest@mnwd.com
SCOPE OF WORK: Provide annual tree maintenance for approximately 3,500 trees at 33 sites throughout the MNWD service area. Services include tree pruning, removal, replacement, and installation, as well as additional specialty or emergency services at facilities. GSTS also maintains the GIS tree inventory which includes and web based management system available to city staff 24/7.

PROJECT OWNER: The Irvine Company : Retail
PROJECT NAME: Tree Pruning Services
CONTRACT NUMBER: MSA-0001002023
ANNUAL CONTRACT AMOUNT: $375,000.00
BASE TERM: January 1, 2023 – December 31, 2026
OPTION YEARS: NA
CONTRACT END: December 31, 2026
PROJECT CONTACT: Anthony Terusa
CONTACT TITLE: Landscape Director
PHONE, FAX, EMAIL: 949-720-2713 / aterusa@invinecompany.com
SCOPE OF WORK: Consists of the Aesthetic Pruning, raising, removing, planting, skinning / pineapple, sounding, and treatment of the ~11,750 trees maintained within Retail Property Portfolio

CONTRACTS: COMPLETED PAST 5 YEARS

PROJECT OWNER: City of Anaheim
PROJECT NAME: Tree Maintenance Services for ARMD West & ACC
CONTRACT NUMBER: MA #106-492108
ANNUAL CONTRACT AMOUNT: $485,885.07/Year
BASE TERM: September 1, 2018 – August 31, 2019
OPTION YEARS: (4) 1-Year Terms
CONTRACT END: August 31, 2023
PROJECT CONTACT: Dianne Rasmussen, Operations Supervisor
PHONE, FAX, EMAIL: 714.936-4971 / DiRasmussen@anaheim.net
SCOPE OF WORK: Tree Maintenance, care, and inventory services for the 3,510 trees at the Anaheim Resort and the Anaheim Convention Center. Prune all trees once a year. Pines and Eucalyptus in the winter (November-February). Palms and other canopy trees in the fall (August to October). Remove broken or diseased branches and dead palm fronds while promoting proper tree scaffolding, strength, and appearance consistent with the tree's intended use.

PROJECT OWNER: City of Cypress
PROJECT NAME: Citywide Tree Maintenance Services
CONTRACT NUMBER: NA
ANNUAL CONTRACT AMOUNT: $243,500/Year
BASE TERM: July 1, 2017 – June 30, 2020
OPTION YEARS: (3) 1 Year Terms
CONTRACT END: June 30, 2023
PROJECT CONTACT: Jose Guerra, Maintenance Superintendent
PHONE, FAX, EMAIL: 714.229.6760 / jguerra@cypressca.org
SCOPE OF WORK: Provide annual services for maintenance, trimming, removal, replacement, and GPS inventory updates / management of over 14,000 sites within the City's Community Forest.

PROJECT OWNER: City of Cerritos
PROJECT NAME: Cerritos Parkway Tree Maintenance
CONTRACT NUMBER: 1310-17
ANNUAL CONTRACT AMOUNT: $554,795.00
BASE TERM: October 9, 2017 – June 30, 2018
OPTION YEARS: 1-Year Term
CONTRACT END: June 30, 2019
PROJECT CONTACT: Todd Kuh
CONTACT TITLE: Parks Superintendent
PHONE, FAX, EMAIL: 562.916.1224 / tkuh@cerritos.us
SCOPE OF WORK: Provide grid trimming of 2,590 trees for Districts 14, 19, & 20 and remove 398 arterial and residential trees throughout the city. Provide as needed annual services for maintenance, trimming, removal, replacement, and GPS inventory updates.

PROJECT OWNER: City of Hawthorne
PROJECT NAME: Street Tree Trimming - 3 Year Contract
CONTRACT NUMBER: 16-04
ANNUAL CONTRACT AMOUNT: $172,000
BASE TERM: April 3, 2017 - April 2, 2020
OPTION YEARS: NA
CONTRACT END: April 2, 2020
PROJECT CONTACT: Bill Gerten
CONTACT TITLE: Parks Supervisor
PHONE, FAX, EMAIL: (310) 349-2980 / BGerten@cityofhawthorne.org
SCOPE OF WORK: Provide annual services for excavation and removal of existing trees, Planting, Trimming and Pruning throughout various locations within the city.

PROJECT OWNER: City of Irvine
PROJECT NAME: Windrow Tree Removals
CONTRACT NUMBER: Bid No. 21-2898
ANNUAL CONTRACT AMOUNT: $791,200.00
BASE TERM: March 15,2021 – March 31, 2022
OPTION YEARS: No
CONTRACT END: March 31, 2022
PROJECT CONTACT: Aaron Reece
CONTACT TITLE: Landscape Maintenance Supervisor
PHONE, FAX, EMAIL: areece@cityofirvine.org
SCOPE OF WORK: The work to be performed shall include, but not be limited to: Tree maintenance in the City of Irvine, providing all labor, supervision, equipment, materials and supplies needed for Windrow tree removals in the City of Irvine. The Work shall be performed in accordance with the Standard Specifications for Public Works Construction, City of Irvine Standards and Design Manual.

PROJECT OWNER: City of Irvine
PROJECT NAME: Tree Maintenance in the City of Irvine
CONTRACT NUMBER: IFB 15-1146
ANNUAL CONTRACT AMOUNT: $1,835,000
BASE TERM: July 1, 2016 - June 30, 2020
OPTION YEARS: (1) 2-Year Option
CONTRACT END: September 30, 2020
PROJECT CONTACT: Casey Gnadt
CONTACT TITLE: Landscape Maintenance Supervisor
PHONE, FAX, EMAIL: 949.724.7621 / CGnadt@ci.irvine.ca.us
SCOPE OF WORK: Annual services for maintenance, removal and replacement of trees as needed, as well as maintain GPS inventory of the ~57,500 trees within the City's urban forest.

PROJECT OWNER: City of Laguna Niguel
PROJECT NAME: On-Call Citywide Tree Maintenance
CONTRACT NUMBER: RFP 2021-010
ANNUAL CONTRACT AMOUNT: $222,000.00/Year
BASE TERM: January 1, 2021 – June 30, 2023
OPTION YEARS: (2) 1-Year Terms
CONTRACT END: June 30, 2025
PROJECT CONTACT: Scott Frame
CONTACT TITLE: Parks and Landscape Maintenance Sup.
PHONE, FAX, EMAIL: 949-362-4344 / 949-795-1537 / sframe@cityoflagunaniguel.org
SCOPE OF WORK: Provide services for Tree Trimming of ~725 trees within Right-of-Way, Parks and City Hall areas in various locations throughout the city. Provide as-needed Tree Removal and Inspection services for a period of one year.

PROJECT OWNER: City of Laguna Woods
PROJECT NAME: City of Laguna Woods
CONTRACT NUMBER: NA
ANNUAL CONTRACT AMOUNT: $56,000
BASE TERM: April 1, 2023 – March 31, 2024
OPTION YEARS: NA
CONTRACT END: March 31, 2024
PROJECT CONTACT: April Baumgarten
CONTACT TITLE: Maintenance Programs Analyst
PHONE, FAX, EMAIL: 949.639.0515 / 949.639.0591 / ABaumgarten@cityoflagunawoods.org
SCOPE OF WORK: Provide annual services for Tree Trimming of ~725 trees within Right-of-Way, Parks and City Hall areas in various locations throughout the city. Provide as-needed Tree Removal, Inspection & GPS services.

PROJECT OWNER: City of Lake Forest
PROJECT NAME: Agreement for Tree Maintenance Services
CONTRACT NUMBER: NA
ANNUAL CONTRACT AMOUNT: $419,799.00
BASE TERM: July 1, 2017 – June 30,2020
OPTION YEARS: (2) 1-Year Options
CONTRACT END: June 30, 2022
PROJECT CONTACT: K Yoshino
CONTACT TITLE: Facilities Supervisor
PHONE, FAX, EMAIL: 949.461.3427 / kyoshino@lakeforestca.gov
SCOPE OF WORK: Annual services for maintenance of trees within facilities, medians, roadsides, parks, parkways, and trail areas in various locations throughout the city. Maintain and update the Cities GPS inventory of ~13,525 trees within the city.

PROJECT OWNER: City of Long Beach
PROJECT NAME: Tree Trimming Services for Parks, Recreation & Marine
CONTRACT NUMBER: ITB PR15-095
ANNUAL CONTRACT AMOUNT: $885,500.00
BASE TERM: September 10, 2015 – September 22, 2017
OPTION YEARS: (2) 1-Year Options (Extension: Amendment No. 6)
CONTRACT END: March 31, 2020
PROJECT CONTACT: Jeffrey King
CONTACT TITLE: Contract Monitor
PHONE, FAX, EMAIL: 562.570.1592 / 562.570.8535 / jeff.king@longbeach.gov
SCOPE OF WORK: Annual services for maintenance, removal, and replacement of trees within Parks (163 Sites), Beach Areas (7 Sites), Marinas (9 Sites), and MTA Right-of-Way (Various Sites). Maintain and update the Cities GPS inventory of ~36,000 trees within the City Parks.

PROJECT OWNER: City of Seal Beach
PROJECT NAME: Maintenance Services Agreement
CONTRACT NUMBER: NA
ANNUAL CONTRACT AMOUNT: $132,680.00
BASE TERM: July 1, 2013 – June 30, 2016
OPTION YEARS: (2) 1 Year Terms
CONTRACT END: June 30, 2018
PROJECT CONTACT: Joseph Talarico
CONTACT TITLE: City Arborist
PHONE, FAX, EMAIL: 562.431.2527 / jtalarico@sealbeachca.gov
SCOPE OF WORK: Provide services for the annual maintenance of 6,500 Trees, Palms, and anticipated removal within the City's Urban Forest

PROJECT OWNER: City of Westminster
PROJECT NAME: Tree Maintenance/Service Agreement FY 16/17
CONTRACT NUMBER: NA
ANNUAL CONTRACT AMOUNT: $156,000
BASE TERM: July 1, 2018 – June 30, 2019
OPTION YEARS: (4) 1-Year Options
CONTRACT END: June 30, 2023
PROJECT CONTACT: Brad Wade
CONTACT TITLE: Public Works Supervisor
PHONE, FAX, EMAIL: (714) 714-0052 / bwade@westminster-ca.gov
SCOPE OF WORK: Provide services for the annual maintenance and GPS inventory of 6,200 Trees & Palms. Remove annually 85 Trees & Palms, and Plant 55 Trees & Palms at various locations throughout the city.

LETTER OF RECOMMENDATION: CITY OF IRVINE

www.cityofirvine.org

City of Irvine, Operations Support Facility, 6427 Oak Canyon, Irvine, CA 92618-5202 949-724-7600

June 15, 2015

To Whom It May Concern:

RE: Letter of Reference for Great Scott Tree Service, Inc.

Great Scott Tree Service, Inc. (GSTS) is the current tree contractor for the City of Irvine. We are in a multi-year agreement, where they maintain our urban forest consisting of over 70,000 trees. The annual agreement amount is over $1.7 million for trimming, planting, removal and other trees related services provided.

As our contractor, they proactively scheduled and completed citywide trimming in a timely manner. I am very satisfied with their work efficiency.

I recommend GSTS, and value their quality of work, professionalism, and timeliness. They offer outstanding customer service with their innovative tree management approach, which blends modern technology and experience.

Should you have any questions, please feel free to contact me at (714) 724-7621

Sincerely,

Keith Byers
Landscape Maintenance Supervisor
City of Irvine | Public Works
kbyers@cityofirvine.org
P: 949. 724 -7621 | F: 949. 724 -7607
6427 Oak Canyon | Irvine, CA. 92618

LETTER OF RECOMMENDATION: CITY OF LONG BEACH

CITY OF LONG BEACH

DEPARTMENT OF PARKS REC, AND MARINE

MARINE BUREAU/BEACH

April 4, 2023

Brent Beller – Contract Administrator
Great Scott Tree Care
10761 Court Ave
Stanton, CA, 90680

To whom it may concern:

Great Scott Tree Care has been providing excellent tree maintenance services for the City of Long Beach Marine Bureau for the past 8 years. We have built a strong working relationship together as a municipality and contract service provider.

Their services provided include: annual trimming of our Mexican Fan Palms, lacing of our broadleaf trees, emergency tree and hanging limb removals, tree planting, tree risk assessments, bird nesting reports, and a GPS map listing the trees in our area. Their team has been great in their communications with me and keeping me in the loop with trimming schedules and dates. They have a fast response time to emergencies which is usually in under an hour, are professional, and they abide by all the appropriate traffic safety practices when trimming around vehicles and pedestrians.

Great Scott takes care of the tree trimming around Grand Prix of Long Beach race track for us and has a crew on standby during the race in case emergency limb/tree removals are needed. They come with my highest recommendations.

Please feel free to reach out me with any questions or concerns.

Sincerely,

Jeffrey King
Park Maintenance Supervisor
Marine Bureau - Beach/QWB
City of Long Beach, CA
Office: (562) 570-1592 Cell: (562) 208-1242
Fax: (562) 570-8535
CITY OF
LONGBEACH

JK
Letter of Recommendation

LETTER OF RECOMMENDATION: CITY OF NEWPORT BEACH

CITY OF NEWPORT BEACH
592 Superior Avenue
Newport Beach, California 92663
949 644-3055 | 949 650-0747 FAX
newportbeachca.gov/municipaloperations

June 18, 2015

To whom it may concern:

Great Scott Tree Services (GSTS) has been the Tree Maintenance Services contractor for the City of Newport Beach Tree since December of 2013. The 10-year contract is not to exceed $1.3 million/year. During the first year of their service, City Council authorized an additional $500,000 to catch up on delayed pruning, planting and removals. GSTS has performed in an above-average manner completing approximately 27,000 service requests and grid prunes, planting of 500 of 36" box trees, and removal of 360 trees.

The City maintains nearly 34,000 trees located on parkways, slopes, and medians in parks, and at City facilities. GSTS customer service is excellent. They are a professional organization and provide timely customer service to the City staff, as well as the residents of Newport Beach.

If you have any questions concerning GSTS and the service they provide to the City of Newport Beach, please contact me at your earliest convenience.

Sincerely,

Dan Sereno, Manager
Landscape Division
Office: (949) 644-3069
dsereno@newportbeachca.gov

DS/ml

Municipal Operations Department

LETTER OF RECOMMENDATION: CITY OF WESTMINSTER

City of WESTMINSTER
WWW.WESTMINSTER-CA.GOV

8200 WESTMINSTER BOULEVARD, WESTMINSTER, CA 92683 • (714) 898-3311

Brad Wade, Public Works Supervisor
City of Westminster
April 5,2023

To whom this may concern,

This letter is to inform that Great Scott Tree service has been serving the City of Westminster for the last 15 years plus. Trimming all city trees on a grid system program, removing and stump grinding when the need arises. The Great Scott crew is professional, safety oriented with quick response times. The City of Westminster is very pleased with the service Great Scott provides.

Sincerely,

Brad Wade, Public Works Supervisor

Chi Charlie Nguyen *Mayor*
NamQuan Nguyen *Vice Mayor District 4*
Amy Phan West *Council Member District 1*
Carlos Manzo *Council Member District 2*
Kimberly Ho *Council Member District 3*
Christine Cordon *City Manager*

URBAN FOREST PLANNING AN DESIGN SERVICES

Great Scott Tree Service, Inc. (GSTS) has reviewed the **Fee Schedule Line Item 50** regarding the **Creation of an Urban Forest Management Plan (UFMP)**. While GSTS possesses the expertise, resources, and experience necessary to develop a comprehensive UFMP—including conducting inventories, condition assessments, maintenance planning, pest management strategies, and stakeholder engagement—the scope of work for this line item was not sufficiently defined within the RFP documents to allow for the development of an accurate lump sum price.

The City's Q&A response stated: *"If this is not a service that a bidder regularly provides, please leave the space blank."* GSTS wishes to clarify that **this is a service we can and do provide**, but due to the absence of clearly defined geographic boundaries, inventory criteria, required detail levels, management activity ranges, timeframes, and regulatory considerations, it would be speculative and potentially inaccurate to submit a fixed cost at this time.

Should the City elect to pursue the creation of an Urban Forest Management Plan during the term of this contract, GSTS would welcome the opportunity to work closely with City staff to establish a mutually agreed-upon scope of work and provide a detailed, competitive proposal at that time. This approach ensures that the City receives a plan that is comprehensive, cost-efficient, and fully aligned with its objectives.

In contrast, GSTS has priced **Fee Schedule Line Item 48 (Creation of Street Tree Palette)** and **Line Item 49 (Creation of Street Tree Planting Plan)** at **$0** as a complimentary, value-added service to the City. We were able to do this because the scope of these plans is more reasonable and predictable in terms of the time investment required. By including these services at no cost, GSTS reinforces our commitment to being a proactive partner in the stewardship, beautification, and long-term sustainability of West Covina's Urban Forest.

ATTACHMENT A

STATEMENT OF NON-COLLUSION BY CONTRACTOR

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

The undersigned declares:
I am the President, CEO, and Secretary of Great Scott Tree Service, Inc., the party making the foregoing bid.

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

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

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 08/12/2025 [date], at Stanton, CA [city, state].

Firm Great Scott Tree Service, Inc.

Scott P. Griffiths
(Signature)

Scott Griffiths, President, CEO & Secretary
(Print Name & Title)

Street 10761 Court Avenue

City Stanton State CA Zip 90680

ATTACHMENT B

SUBCONTRACTOR CAMPAIGN CONTRIBUTION ACKNOWLEDGEMENT FORM (IF APPLICABLE)

SUBCONTRACTOR CAMPAIGN CONTRIBUTION ACKNOWLEDGMENT FORM

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

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

CONTRACTOR:

Company: Great Scott Tree Service, Inc.

By: Scott P. Griffiths

Title: Scott Griffiths, President

Date: 08/12/2025

SUBCONTRACTOR:

Company: RPW Services, Inc.

By: _____

Title: Christopher Burke, Arborist

Date: 08/12/2025

ATTACHMENT C

SAM.GOV DEBARMENT AND SUSPENSION VERIFICATION

How to Search Exclusion Information

- Select “Search” from the header menu from any page on SAM.gov
- In the filters, under “Select Domain,” select “Entity Information, then select “Exclusions.”
- Use the filters or keyword box to enter search criteria and see your results
- See sample on next page

sam.gov/content/exclusions

An official website of the United States government Here's how you know

Entity Validation Processing Show Details
Jan 31, 2023

Planned Maintenance Schedule Show Details
Apr 3, 2022

See All Alerts

SAM.GOV

Sign In

Home Search Data Bank Data Services Help

Exclusions

An exclusion record identifies parties excluded from receiving Federal contracts, certain subcontracts, and certain types of Federal financial and non Financial assistance and benefits. Exclusions are also referred to as suspensions and debarments.

Search Exclusions

Advanced Search

e.g. Smith, 123456789

Show active only

Federal Users

Getting started for federal exclusions managers.

Sign in to get started

Go to Exclusions Federal home

sam.gov/search/?index=ex&page=1&pageSize=25&sort=-relevance&sfm%5Bstatus%5D%5Bis_active%5D=true&sfm%5Bsi...

An official website of the United States government Here's how you know

Entity Validation Processing Show Details
Jan 31, 2023

Planned Maintenance Schedule Show Details
Apr 3, 2022

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Sign In

Home Search Data Bank Data Services Help

Search All Words e.g. 1606N020Q02

Select Domain
Entity Information

All Entity Information

Entities

Disaster Response Registry

Responsibility / Qualification

Exclusions

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide

Any Words

All Words

Exact Phrase

e.g. 123456789, Smith Corp

"west covina"

Showing 1 - 25 of 38 results

Sort by Relevance

Mario Arevalo Active
Unique Entity ID (blank)
CAGE Code (blank)
Physical Address West Covina, CA 91792 USA
Exclusion
Classification Individual
Activation Date Oct 9, 2002
Termination Date Indefinite

Robert Molina Active
Unique Entity ID (blank)
CAGE Code (blank)
Physical Address West Covina, CA 91740 USA
Exclusion
Classification Individual
Activation Date Apr 14, 1995
Termination Date Indefinite

Amado Cabuntala Active
Unique Entity ID (blank)
CAGE Code (blank)
Physical Address West Covina, CA 91792 USA
Exclusion
Classification Individual
Activation Date May 8, 1995
Termination Date Indefinite

Carlos Luansing Active
Unique Entity ID (blank)
CAGE Code (blank)
Physical Address West Covina, CA 91790 USA
Exclusion
Classification Individual
Activation Date Feb 6, 1998
Termination Date Indefinite

Josefina Cairoli Active
Unique Entity ID (blank)
CAGE Code (blank)
Physical Address West Covina, CA 91791 USA
Exclusion
Classification Individual

SAM.GOV DEBARMENT AND SUSPENSION VERIFICATION

Entity Is Already Registered

This entity has a SAM.gov registration.

YOUR ENTITY

GREAT SCOTT TREE SERVICE, INC. ● INACTIVE REGISTRATION
Doing Business As: (blank)

Unique Entity ID
L3QNXZRDQC97

Physical Address
10761 COURT AVE
(No Street Address 2)
STANTON, CA 90680-2435
USA

You need a role assigned to your SAM.gov account to manage this entity. Another person in your organization with the Entity Administrator role receives role requests and can grant role access to others. This may be whoever first registered the entity or most recently managed the registration renewal.

SAM.gov Registration Status Statement

Great Scott Tree Service, Inc. is currently registered in the SAM.gov database under the following information:

- **Entity Name:** Great Scott Tree Service, Inc.
- **Unique Entity ID:** L3QNXZRDQC97
- **Physical Address:** 10761 Court Ave, Stanton, CA 90680-2435, USA

Our registration is presently inactive due to administrative access issues. We are actively working with SAM.gov to reassign account management credentials following a change in company personnel. This process is underway, and our account will be reactivated as soon as SAM.gov verification is complete.

Status: Pending Verification

STATEMENT OF COMPLIANCE

The undersigned declares that the Proposal submitted to provide tree trimming and tree maintenance services, as described in, and in response to City of West Covina RFP No. 2026-01, was prepared in strict compliance with the instructions, conditions, and terms listed in the RFP, Scope of Services and Draft Agreement, with exceptions listed below, if applicable. **At least one box for each item must be checked.**

RFP Instructions and Terms & Conditions:	☑ No Exceptions Taken	☐ Exceptions Taken
Scope of Services:	☑ No Exceptions Taken	☐ Exceptions Taken
Draft Agreement:	☑ No Exceptions Taken	☐ Exceptions Taken

If any exceptions are taken, this Statement of Compliance shall include a narrative that identifies each item to which the Proposer is taking exception or is recommending change, including the suggested re-wording of the contractual obligations or suggested change in the RFP, and identifies the reasons for submitting the proposed exception or change. When available, please reference specific line-item numbers as provided in the RFP. The City reserves the right to rule as non-responsive and reject any Proposals that are not accompanied with the required documentation as described above.

Scott P. Griffiths
Signature

08/12/2025
Date

Scott Griffiths, President, CEO, and Secretary
Printed Name and Title

Great Scott Tree Service, Inc.
Name of Proposer

[Attach a separate sheet(s) detailing each exception being taken, if applicable]

DIR Number Request and Certification Form

All proposers are required to provide a valid Department of Industrial Relations (DIR) Public Works Contractor Registration Number. Proposers must also complete the certification section below to confirm the accuracy of the information provided.

1. Proposer Information

Legal Business Name: Great Scott Tree Service, Inc.

DBA (if any): Great Scott Tree Care

Business Address: 10761 Court Avenue, Stanton, CA 90680

Phone Number: 714.826.1750

Email Address: bbeller@gstsinc.com

Contractor License Number: 556832

2. DIR Registration Information

DIR Public Works Contractor Registration Number: 1000004820

Registration Expiration Date: 06/30/2025

3. Certification

I hereby certify under penalty of perjury that the foregoing information is true and correct. I further certify that our firm is registered with the California Department of Industrial Relations as a public works contractor pursuant to Labor Code Section 1725.5.

Authorized Representative Name: Scott Griffiths

Title: President, CEO, and Secretary

Signature: Scott P. Griffiths

Date: 08/12/2025

DIR State of California Department of Industrial Relations EST. 1927

Contractor Registration: https://www.dir.ca.gov/public-works/contractor-registration.html

FORM W-9

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

Request for Taxpayer Identification Number and Certification

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

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

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

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

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

2 Business name/disregarded entity name, if different from above.
Great Scott Tree Care

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only **one** of the following seven boxes.
☐ Individual/sole proprietor ☐ C corporation ☑ S corporation ☐ Partnership ☐ Trust/estate
☐ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . .
Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.
☐ Other (see instructions)

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

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
Exempt payee code (if any)
Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any)
(Applies to accounts maintained outside the United States.)

5 Address (number, street, and apt. or suite no.). See instructions.
10761 Court Avenue

Requester's name and address (optional)

6 City, state, and ZIP code
Stanton, California 90680

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number
☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number
3 3 – 0 3 2 8 5 3 7

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here Signature of U.S. person *Brenton Beller* Date 04/29/2025

General Instructions

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

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

What's New

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

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

Purpose of Form

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

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

Public Works
Department

ADDENDUM TO RFP DOCUMENTS

REQUEST FOR PROPOSAL

TREE TRIMMING AND TREE MAINTENANCE SERVICES

Addendum No.: 1 Date of Addendum: July 28, 2025

RFP Number: 2026-01 Issued by: City of West Covina

SCOPE OF ADDENDUM

This addendum details the additions/revisions to the RFP

Revision 1 – CHANGE/ADD

Page 2. **REQUIRED ATTACHMENTS**
Add: Attachment I – DIR Number Request and Certification Form

Page 11. **INSURANCE**
Change from: (Attachment K)

Change to: (Attachment J)

Page 11. **REGISTRATION WITH THE DEPARTMENT OF INDUSTRIAL RELATIONS**
Add: DIR Number Request and Certification form must be submitted with the bid. (Attachment I)

Page 12. **PREVAILING WAGE REQUIREMENTS**
Change from: (Attachment K)

Change to: (Attachment J)

Page 63. **ATTACHMENT I**
Change from:
SAMPLE AGREEMENT

Change to:
DIR NUMBER REQUEST AND CERTIFICATION FORM

Page 64.
Add: **ATTACHMENT J - DIR NUMBER REQUEST AND CERTIFICATION FORM** (divider sheet)

Page 65:
SAMPLE AGREEMENT (follows Attachment J divider sheet)

This addendum shall become part of the Proposer's Proposal and acknowledgement of its receipt shall be included with the proposer's proposal.

PROPOSER Great Scott Tree Service, Inc.

NAME: Scott Griffiths

SIGNATURE: Scott P. Griffiths

TITLE: President, CEO, and Secretary

Public Works
Department

ADDENDUM TO RFP DOCUMENTS

REQUEST FOR PROPOSAL

TREE TRIMMING AND TREE MAINTENANCE SERVICES

Addendum No.: 2 | Date of Addendum: August 4, 2025

RFP Number: 2026-01 | Issued by: City of West Covina

SCOPE OF ADDENDUM

This addendum details the additions/revisions to the RFP

Revision 2 – CHANGE/ADD

Page 24. **LICENSE REQUIREMENTS**
Change from: a valid State of California Class C-27 (Landscape Contractor} and Class C-61/D-49 (Tree Service Contractor) in accordance with the provisions of the Contractor's License (California Business and Professions Code, Section 7000, et. Seq.)

Change to: State of California Class C-27 Landscaping and C-61 Limited Specialty/D49 Tree Service Contractor or the C-49 Tree and Palm Contractor in accordance with the provisions of the Contractor's License (California Business and Professions Code, Section 7000, et. Seq.)

REQUIRED ATTACHMENTS
Replace: Fee Schedule – Excel File (New File Name Revised Fee Schedule ...)
Correction/additions under General Labor Rates

This addendum shall become part of the Proposer's Proposal and acknowledgement of its receipt shall be included with the proposer's proposal.

PROPOSER Great Scott Tree Service, Inc.

NAME: Great Scott Tree Service, Inc.

SIGNATURE: Scott P. G[illegible]

TITLE: President, CEO, and Secretary

UNITED PACIFIC SERVICES , INC.

- TREE MAINTENANCE
- 5229 LEEDS ST
- SOUTH GATE ,CA 90280-7421
- (562) 691-4600 OFFICE
- (562) 691-8839 FAX
- MAIN CONTACT: ERIC FRANKLIN
- ERIC@UNITEDPAC.COM
- (562) 254-0746 CELL

REFERENCES

- City of Santa Monica – Madeleine Rauhe (310) 458-2201 x 5185
  Madeleine.Rauhe@santamonica.gov
- City of Downey – Josef Kekula (562) 904-7194
  jkekula@downeyca.org
- City of South Gate – Cesar Godinez (562) 824-2450
  cagodinez@sogate.org
- Caltrans District 7 – Edward L. Busby (805) 389-1565
  edward.busby@dot.ca.gov
- City of Compton – Marcus Harris (310) 605-5691
  mharris@comptoncity.org
- San Bernardino County – Christopher Danyow (909) 387-8010
  Christopher.Danyow@dpw.sbcounty.gov
- City of Pasadena – Kenneth Graham (626) 484-8536
  kgraham@cityofpasadena.net
- City of Lomita – Hector Flores (310) 325-7110 ext. 314
  h.flores@lomitacity.com

UNITED
PACIFIC SERVICES, INC.

AUGUST 9, 2025

CITY OF WEST COVINA
ATTN: JAZMIN HERNANDEZ
TREE TRIMMING AND MAINTENANCE SERVICES 2026-01

United Pacific Services, Inc. (UPS) has a long history of providing Tree Maintenance Services to cities, counties and the State of California, and we understand your city Scope of Services (Attachment E). Our crews have a proven track record of responding to all emergency situations 24/7 within one hour of notification, a perfect record. In the past twenty years we have invested over 5.5 million in specialized equipment from 120' aerial bucket trucks to tractors with grapple loaders to roll-off trucks and a fleet of 24 aerial bucket trucks that range from 60' up to 120'.

I started working in the Tree Maintenance business in June 1982, working on the City of Yorba Linda Tree Maintenance crew, for my father's company, United Pacific Corporation. Since that time, over 40 years ago, I have personally supervised hundreds of contracts. Also, I have worked in the City of West Covina in the past doing Tree Maintenance Services. One of my favorite jobs was Trimming Trees for the 1984 Olympics. The company was selected to provide Tree Maintenance Services by the Olympic Committee.

United Pacific Services has local crews that live in Los Angeles County and each employee has many years of experience in working on tree maintenance services contracts. Our crews have ISA Certified Arborists and ISA Certified Tree Workers. Many of them have a Class A & B license that permits them to drive 3 axle diesel trucks. All our employees have been trained in how to deal with the residents of the city and especially listening to them and assisting them with any questions they may have regarding scheduling or the type of trimming we are doing to their trees. Our employees know and realize that the residence of the city always comes first, and we must as a company take the time to answer their questions and assist them in any way possible.

Please review the information provided in this proposal. We look forward to meeting with you and your staff in person. We will provide you with a live demonstration of the TreeKeeper Software online, as well as go over our plan for your city.

Sincerely,

Eric Franklin
Executive Vice President
United Pacific Services, Inc.
562-254-0746 Cell
562-691-4600 Office
562-691-8839 Fax
eric@unitedpac.com
www.UNITEDPAC.com

5529 Leeds Street, South Gate, CA 90280-7421

(CONFIDENTIAL INFORMATION) Company Information:

A. Corporation Started: 01/28/1999 by Gus K. Franklin, President
B. Number of Employees: 50
C. Office Locations: (1) City of South Gate
D. Yard Locations: (3) City of South Gate, Rowland Heights, Santa Monica
E. Company Sold to UPAC Holdings in 2024
F. Ownership: Woman Owned & Minority Owned Business
G. CEO: Karina Vazquez

My father, Gus K. Franklin, President of United Pacific Services, had a stroke in November 2022, and passed away last year in September 2024. The company has since been sold to Karina Vazquez via UPAC Holdings, Inc. As a result of the sale of the company, new business lines of credit have been established along with increased bonding limits. The Management Team, Supervisors and employees of United Pacific Services all remain intact as we move forward together carrying on the long tradition of United Pacific Services, Incorporated.

United Pacific Services, Inc., is currently recognized as a State of California Small Business (SB) # 33376. Also, we are a Local Small Business Enterprise (LSBE), Community Business Enterprise (CBE), with a (WBE) Woman Business Enterprise and a (MBE) Minority Business Enterprise with Los Angeles County.

The company sales are $6 Million a year in Municipal Contracts annually. We are looking to expand into new cities moving forward, all the while maintaining our high level of work from which are references can attest to. We are thrilled at the prospects of working in the City of West Covina.

Financial Statements:

Currently, our CPA firm is working on the 2024 Tax Returns. Copies can be provided upon request when completed, which is estimated to be completed in 2 to 3 weeks.

Safety Record:

Yes, we will comply with all Federal and State Safety laws and requirements.

A. Employee Training & Safety Plan:

We use Got Safety for all of our Training & Safey Lessons, which is online @ GotSafety.com. Copies of can be provided upon request.

B. (IPP) Injury Illness Prevention Program:

We use Got Safety for all of our Safety Plans, which in online @ GotSafety.com
A copy can be provided upon request.

C. EMR & OSHA 300A FORMS: (See Copies in Proposal):

Negative History: None

UNITED
PACIFIC SERVICES, INC.

STAFF – TREE MAINTENANCE CREW:

1. Executive Vice President – Eric Franklin – ISA Certification # WE-2158AFU
   ISA Certified Arborist, ISA Certified Utility Arborist, ISA Certified Urban Forest Professional, and ISA TRAQ Tree Risk Assessment Qualification. I have of 40 years of experience in Tree Maintenance. I will be available to work with your staff on all of your Tree Maintenance needs. Any trees needing an Arborist report will be looked at by either myself or Jon Louis.

2. Operations Manager – Jon Louis # ISA Certified Arborist # WE-3447A
   Jon Louis will be working with your staff to provide a project timeline and implementation plan that meets your milestone dates. Jon will also be providing Quality Control and working with Jose Torres to meet the project time line for completing all work. In addition, Jon will be inspecting trees providing Certified Arborist Reports.

3. Supervisor – Jose Torres – ISA Certified Tree Worker # WE-11070T
   Back in the 1990's we had over 50 tree trimmers at that time, and we wanted to select the #1 tree trimmer, the best of the best in climbing, ropes, rigging, crane, safety, knowledge and ability, to be available to move around and to respond to the most dangerous, hazardous tree removals that our crews have come across during both Regular Work and Emergency Work. Jose Torres was selected as the #1, and he would go out and perform the most dangerous tree work for each crew and respond to Emergency Work. In the mid 2000's Jose Torres became a full-time Supervisor working and training employees. Recently, Jose Torres Supervised and completed $800,000.00 in work for the City of Downey for the last (3) years.

4. Senior Tree Trimmer – Luis Padilla - ISA Certified Tree Worker # WE-11045T
   Luis Padilla is an expert in Tree Trimming and Tree Removal work, with 20 Years of experience. Currently, he is working on the City of Santa Monica Crew.

5. Senior Tree Trimmer – Francisco Rojas, ISA Certified Arborist # WE-14972A
   Francisco Rojas has 15 Years of experience and is Certified Arborist / Tree Trimmer.

6. Ground Person / Stump Grinder Operator – Jerry Ramirez
   Jerry Ramirez has 8 Years of experience and is an expert on Stump Grinding, Irrigation Repair, Main Water Line Repair, he works daily grinding stumps.

7. Ground Person Truck Driver – Enrique Gutierrez
   Enrique has 10 Years of experience working as a ground person and truck driver.

UNITED
PACIFIC SERVICES, INC.

(CONFIDENTIAL INFORMATION) Other Key Staff provided:

1. Supervisor – Antonio Gomez Jr. – ISA Certified Tree Worker # WE-11181T
   Tony has over 35 Years of experience and is one of best tree trimmers in the history of the company. In the early 2000's Tony became a full-time Supervisor. He has extensive experience in tree trimming, high-voltage line clearance, ropes, rigging, crane, safety, knowledge and ability to respond to the worst and most dangerous, hazardous tree removals that our crews have ever come across, which makes him an elite Supervisor. During the Caltrans District 7 project, Tony Supervised the Tree Trimming and Tree Removal of trees along Freeways and Highways and is very familiar with working in Los Angeles County. Also, during this contract the crew did High-Voltage Line Clearance and removed hazard trees next to power lines. I recommend you contact Edward L. Busby @ 805-389-1565, with Caltrans District 7, and ask him about our crew and Supervisor Antonio Gomez Jr.

2. Ken Kelly, Consulting Arborist and PCA
   PCA # 75390 – Pest Control Advisor
   Certified Arborist Tree Inspections Reports and Pesticide Recommendations

3. Javier Nunez, Certified Crane Operator
   CCO ID: 444035370, Exp. 3/31/2026

4. Leo Ramirez Jr., Tree Inventory Technician
   Leo Jr. will be your contact with any Tree Inventory questions and requests for tree information.

5. Suhaily Hamm, Invoice and Report Management
   Suhaily will be preparing and submitting invoices to you and providing reports and data. Suhaily will be providing detailed reports for work completed.

6. Class A & B Truck Drivers: Emidio Guevara, Enrique Gutierrez, Victor Gaona, Juan Rodriguez

7. Daniel Gallegos Mendoza, (CTSP) Certified Tree Care Safety Professional

8. Biologist, Todd Chapman, ECORP Consulting, Inc.

UNITED
PACIFIC SERVICES, INC.

(CONFIDENTIAL INFORMATION)
PROJECT PLAN:

I will be personally working with my staff and your staff, to provide you with the best Tree Maintenance Services plan, suiting your needs. At the first meeting, we will go over the work you want scheduled in the first fiscal year, and we will provide you with a timeline for Tree Maintenance Services for those locations. Also, we will go over, Service Requests, Tree Removals, Tree Planting, and provide you with a contact list for Emergency Services. Prior to beginning any work, we will provide you with a complete schedule of all work (1) week prior to starting. When work is scheduled on Roads known to have Heavy Traffic, work will be done between the hours of 9:00 a.m. and 2:00 p.m. daily. All traffic control will be followed in strict compliance with the WATCH manual. No streets will be blocked off, unless coordinated with staff in advance.

In addition, we will be setting up the Davey TreeKeeper software with the Shape file provided by you. Then we will provide your staff with training and make any adjustments needed to the software and data prior to starting the contract. Also, we will add in the Tree Maintenance Grip Maps, and Street Sweeping Service Days and Trash Pickup Days to the Main Map. This helps the onsite Supervisor and city staff with scheduling work.

Our typical Tree Trimming crew is 6 to 7 members, with 2 - 3 bucket trucks and 2 chipper trucks, or with a tractor loader and roll-off truck. We can split the crew into 2 crews, with a 1 bucket truck Tree Trimming crew doing service requests and adding in a roll-off truck and tractor for Tree Removals when needed, while the main Tree Trimming crew is ongoing. Tree Removals are done by a separate Tree Removal crew with Stump Grinding services. We are completely flexible to your needs for Tree Maintenance.

Jon Louis & Antonio Gomez Jr., will be inspecting all the work performed as it is being completed, to make sure all the trees are being trimmed to your specifications. All trees will be inspected annually for any defects that may pose any risk, such as poor health, poor weakened structure, dead and dying limbs, lifted pavement, and other damages, will be brought to your attention. Upon request, ISA Certified Arborist Reports & Tree Risk Assessment Reports will be provided to you on any Hazardous Trees. Certified Arborist Reports & Tree Risk Assessment Reports will be proved to you by email with pictures or uploaded to an online portal. Also, during tree maintenance, your staff can see each tree being trimmed in real time by using the Samsara camera system on each truck. Invoice manager Suhaily Hamm will be sending out invoices and reports on a weekly or bi-weekly basis.

UNITED
PACIFIC SERVICES, INC.

TREE INVENTORY

Tree Inventory will be provided by the Davey Tree Company, See Link, https://www.davey.com/treekeeper. Over 11 years ago, in 2014 we partnered with Davey Tree to provide our client cities with the very best Tree Inventory Software product on the market. The Davey Tree Company sales are $1.7 Billion a year nationwide company and they have been in business since 1880. United Pacific Services, Inc., will provide the Tree Inventory software to the city at (No Cost). (UPS) will also provide support services, training, and pay for annual renewal license fees, so there will also be no additional costs to the city. City staff can use the software at the office or in the field on any mobile device, such as a Smartphone or Tablet. Works orders can be created by city staff in TreeKeeper and sent directly to (UPS) Field Supervisors and Field Crews to be completed. Other city staff, such as Accounting Staff will also have access to TreeKeeper to run reports on Invoices submitted to the city for payment.

Below is a list of cities currently using our software, See Links Below.

1. City of Santa Monica, Link: https://santamonicaca.treekeepersoftware.com
2. City of South Gate, Link: https://southgateca.treekeepersoftware.com
3. City of Downey, Link: https://downeyca.treekeepersoftware.com
4. City of Compton, Link: https://comptonca.treekeepersoftware.com
5. City of Los Angeles, Link: https://laparksca.treekeepersoftware.com
6. City of Lomita, Link: https://lomitaca.treekeepersoftware.com

Tree Inventory software will be managed by United Pacific Services staff. When tree inventory data is entered into the TreeKeeper system, the data is reviewed by United Pacific Services office staff and managed by our General Manager.
See Video Link: https://youtu.be/I_cbuE59jrk?si=k1btdnh5sID4T650
Davey has an on-line Support Portal Link:
https://daveyresourcegroup.atlassian.net/wiki/spaces/TKS/overview
Davey also has a video Training Library on YouTube Link:
https://www.youtube.com/playlist?list=PLxK1GWcA6JrjlyFfYGMLBlydyJWwECCJq.
As part of our program with (DRG) Davey Resource Group Link:
https://www.davey.com/davey-resource-group/ , your city can use their extensive resources, for example the Davey Institute Diagnostic Laboratory.
Link: https://www.davey.com/about/davey-institute/diagnostics-lab/

As part of this program your city tree samples can be submitted to the LAB to be analyzed. The Davey Tree Company maintains the TreeKeeper software data files on state-of-the-art servers. The TreeKeeper data is archived with a backup copy for disaster recovery. The Davey Tree Expert Company is located at 1500 N. Mantua St., Kent, Ohio 44240.

United Pacific Services support team members are available to assist city staff at any time, (562) 691-4600, Suhaily Hamm, sh@unitedpac.com, Leo Ramirez Jr., leojr@unitedpac.com will be your support staff for this project. In addition, city staff can also contact Davey Tree Keeper Support staff at any time, (800) 828-8312, and by email, treekeepersupport@davey.com.

TREEKEEPER® 8

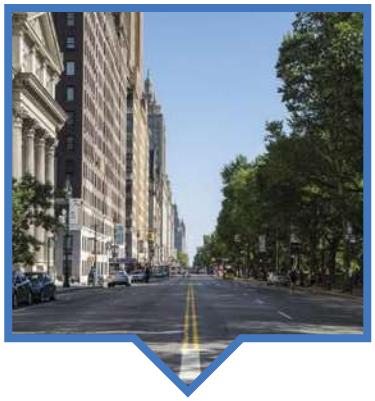
The most complete urban forestry management software.

DAVEY Resource Group

Davey Resource Group
TreeKeeperSupport@davey.com | www.davey.com/TreeKeeper

TreeKeeper 8 is the latest release of our industry-leading tree management software. TreeKeeper 8 was designed with integration in mind, allowing the user to interact with their urban forest data in a variety of helpful ways. Whether you are in the office or out in the field, coordinating and planning work with your internal crews and outside contractors, or providing benefits information to the public, TreeKeeper 8 is a user-friendly and versatile tool that can easily access and manage your data from any location with an internet connection.

Manage tree inventories and other assets | Manage calls | Manage work | Create reports | Calculate tree benefits



powerful

- Manage various asset inventories
- Centralized collaboration tool
- Unlimited data records
- Customizable data attribute fields
- Flexible search options

proactive

- Adjustable user permissions
- Work planning
- Call tracking
- Comprehensive reporting
- Calculate ecosystem benefits

mobile

- Manage all data in the field
- Coordinate field work
- Attach photos
- Location-aware interface
- Mobile device friendly

DAVEY Resource Group

Visit www.davey.com/TreeKeeper for more information.

Call us to schedule a free live demo
800-828-8312 (East) | 800-966-2021 (West)

The community's appreciating assets... the trees!

Don't keep the value of the urban forest a secret! The public-facing component of TreeKeeper 8 helps relay the benefits of the urban forest.

UNITED
PACIFIC SERVICES, INC.

(CONFIDENTIAL INFORMATION)

We have (3) locations in Los Angeles County, (1) Main Office and Yard in the City of South Gate, (2) Yard located in the City of Santa Monica, and (3) Yard located in Rowland Heights. Tree crews will be dispatched from our yard located in Rowland Heights, which has 10 Bucket Trucks, 5 Chipper Trucks with Chippers, 2 Roll-Off Trucks, 4 Tractors, 1 120' Bucket Truck, 1 100' Crane Truck and other specialized equipment available to the tree maintenance crews. Most of the trucks in are fleet have been recently updated to years 2019 – 2024. See Pictures of our fleet included in this proposal. All trucks have a Samsara GPS video dash camara. Your staff will have access to the system to see vehicle location and view work in progress in real time.

#	Year	Make	Type	VIN
1	2011	Freightliner	M2 - Terex Bucket Truck	1FVACWDT7ADAP0955
2	2012	Peterbilt	386 - Chipper Dump Truck	1XPHD49X4CD154012
3	2016	Chevrolet	Express 3500 - Van	1GAZGPFG0G1196101
4	2019	Peterbilt	337 - Chipper Dump Truck	2NP2HM6X9KM263731
5	2019	Peterbilt	337 - Chipper Dump Truck	2NP2HM6X2KM263313
6	2017	Chevrolet	Express 3500 - Van	1GAZGPFG1H1109582
7	2012	Freightliner	M2 - Terex Bucket Truck	1FVACXDTXCHBB9868
8	2011	International	TransStar - Terex Bucket Truck	1HTMMAAN6BJ394593
9	2013	Freightliner	M2 - Grapple Dump Truck	1FVDCXDT8DHBZ6614
10	2011	International	Prostar - Roll-Off Truck	1HSDHSJR9BJ388787
11	2014	Ford	F550 - Terex Bucket Truck	1FDUF5HT8EEB47037
12	2018	Ford	F350 - 500 Gallon Water Truck	1FDRF3G64JEB23916
13	2022	Peterbilt	337 - Chipper Dump Truck	2NP2HM6X2NM773701
14	2022	Peterbilt	337 - Chipper Dump Truck	2NP2HM6X0NM773700
15	2021	Toyota	Tacoma Pickup	3TYRX5GN2MT032828
16	2014	Freightliner	M2 - Terex Bucket Truck	1FVACXDT6EHFE7763
17	2021	GMC	1500 Pickup Truck	3GTU9EET1MG409763
18	2019	Dodge RAM	2500 Pickup Truck	3C6UR5CL2KG554687
19	2021	GMC	1500 Pickup Truck	3GTU9EET4MG409921
20	2021	Freightliner	M2 - Terex Bucket Truck	1FVACXFC4NHNF2101
21	2020	Freightliner	M2 - Terex Bucket Truck	1FVDCXFC0KHKJ4174
22	2018	Freightliner	M2 - Terex Bucket Truck	3ALACXFC8JDJY5773
23	2022	Freightliner	M2 - Terex Bucket Truck	3ALKCYFE0NDNF9029
24	2013	Freightliner	M2 - Terex Bucket Truck	1FVACWDU3DHFE9519
25	2022	GMC	1500 Pickup Truck	3GTUUCET7NG647735
26	2021	Freightliner	M2 - Terex Bucket Truck	1FVACXFCXNHNA9799
27	2018	International	TransStar - Chipper Dump	1HTMMMML6JH715274
28	2017	Dodge RAM	Crew Cab - Dump Truck	3C7WRNFL6HG730956
29	2016	Chevrolet	2500 Pickup Truck	3GCUKREC1GG331520
30	2021	GMC	1500 Pickup Truck	1GTU9EET4MZ122062

(CONFIDENTIAL INFORMATION)

OSHA Certification of Aerial Equipment:
All OSHA Certifications of Aerial Equipment will be provided to you prior to the start of any work, when trucks are assigned to the project. This way you will up have to date information for each Aerial Bucket Truck on-site. Also, we use the Samsara Drivers App., which shows the Aerial Certification for each Bucket Truck.

CHP Commercial Vehicle Inspection Reports:
We use Samsara for all of our fleet needs and these records are fully digital and meet DVSA compliance. Each driver has the Samsara Driver App.
All DVIR's (Daily Vehicle Inspection Reports) are on each driver's phone.
See Link: https://www.samsara.com/products/apps-and-workflows/dvir
We can provide you with reports for each vehicle on site daily.

ATTACHMENT A

STATEMENT OF NON-COLLUSION BY CONTRACTOR

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

The undersigned declares:
I am the Executive Vice President of United Pacific Services, Inc., the party making the foregoing bid.

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

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

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on 08/12/2025 [date], at South Gate, California [city, state].

Firm United Pacific Services, Inc.

(Signature)

Eric Franklin, Executive Vice President
(Print Name & Title)

Street 5529 Leeds Street

City South Gate State CA Zip 90280

ATTACHMENT B

SUBCONTRACTOR CAMPAIGN CONTRIBUTION ACKNOWLEDGEMENT FORM (IF APPLICABLE)

SUBCONTRACTOR CAMPAIGN CONTRIBUTION ACKNOWLEDGMENT FORM

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

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

CONTRACTOR:

Company: United Pacific Services, Inc.

By: _____
Eric Franklin

Title: Executive Vice President

Date: 08/12/2025

SUBCONTRACTOR:

Company: NONE

By: _____

Title: _____

Date: _____

ATTACHMENT C

SAM.GOV DEBARMENT AND SUSPENSION VERIFICATION

How to Search Exclusion Information

- Select "Search" from the header menu from any page on SAM.gov
- In the filters, under "Select Domain," select "Entity Information, then select "Exclusions."
- Use the filters or keyword box to enter search criteria and see your results
- See sample on next page

Entity Registration Expiration Dates - Fix Coming

Following the [illegible] 18, 2025 SAM.gov Production Release, several Entities that have renewed/updated their registrations have an incorrect expiration date applied to the record. Affected records show an expiration date of 90 days, rather than the customary 365 days.

A fix will be deployed on 07/29/2025. Impacted Entities do not need to take any action. The expiration date will be recalculated as 365 days from the date the update was submitted.

See All Alerts

SAM.GOV

Sign In

Home | Search | Data Bank | Data Services | Help

Search — All Words

Filter By

Keyword Search

For more information on how to use our keyword search, visit our help guide

Simple Search | Search Editor

- Any Words
- All Words
- Exact Phrase

"united pacific services"

Classification
Excluded Individual
Excluded Entity
Federal Organizations
Exclusion Type
Exclusion Program
Location
Dates

Reset

Entity Information | Entities | Disaster Response Registry | Responsibility / Qualification | Exclusions

Showing 1 - 25 of 80,946 results

Relevance

South Pacific Medical Services • Active
Unique Entity ID: RWMGC2GLXV29
CAGE Code: (blank)
Physical Address: 8428 Southwest 24th St., Suite 245, Miami, FL 33155 USA
Exclusion
Classification: Firm
Activation Date: Dec 16, 1998
Termination Date: Indefinite

Pacific Family Clinic, Inc. • Active
Unique Entity ID: EF9LBLWHDSR3
CAGE Code: (blank)
Physical Address: 1101 North Pacific Ave., No. 103, Glendale, CA 91202 USA
Exclusion
Classification: Firm
Activation Date: Nov 20, 2001
Termination Date: Indefinite

South Pacific Medical Services • Active
Unique Entity ID: RWMGC2GLXV29
CAGE Code: (blank)
Physical Address: 8428 Southwest 24th St., Suite 245, Miami, FL 33155 USA
Exclusion
Classification: Firm
Activation Date: Sep 20, 1998
Termination Date: Indefinite

Pacific Family Clinic, Inc. • Active
Unique Entity ID: EF9LBLWHDSR3
CAGE Code: (blank)
Physical Address: 1101 North Pacific Ave., No. 103, Glendale, CA 91202 USA
Exclusion
Classification: Firm
Activation Date: Jan 14, 2002
Termination Date: Indefinite

Pacific Family Clinic • Active
Unique Entity ID: T52TEXBDFED1
CAGE Code: (blank)
Physical Address: 2625 South Rainbow Blvd., C102, Las Vegas, NV 89146 USA
Exclusion
Classification: Firm
Activation Date: Mar 20, 2002
Termination Date: Indefinite

INTERNATIONAL PACIFIC TRADING, INC. • Active
Unique Entity ID: N5JUZDBCFB43
CAGE Code: (blank)
Physical Address: 2858 NW 79 Avenue, Miami, FL 33122 USA
Exclusion
Classification: Special Entity Designation
Activation Date:
Termination Date: Indefinite

SAM.GOV

UNITED PACIFIC SERVICES, INC

Unique Entity ID	CAGE / NCAGE	Purpose of Registration
DFD6PBKXK8S6	**3UKA7**	**All Awards**
Registration Status	Expiration Date	
Active Registration	**Jul 16, 2026**	
Physical Address	Mailing Address	
5529 Leeds ST **South Gate, California 90280-7421** **United States**	**5529 Leeds ST** **South Gate, California 90280-7421** **United States**	

Doing Business as	Division Name	Division Number
(blank)	**(blank)**	**(blank)**
Congressional District	State / Country of Incorporation	URL
California 44	**California / United States**	**http://www.unitedpac.com**

Registration Dates

Activation Date	Submission Date	Initial Registration Date
Jul 18, 2025	**Jul 16, 2025**	**Apr 22, 2004**

Entity Dates

Entity Start Date	Fiscal Year End Close Date
Jan 28, 1999	**Dec 31**

Immediate Owner

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

Highest Level Owner

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

Executive Compensation

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

No

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

Not Selected

Proceedings Questions

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

No

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

Not Selected

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

Not Selected

ATTACHMENT D

FEE SCHEDULE

Fee Schedule Instructions

- The Fee Schedule is a requirement of the RFP.
- The Fee Schedule (in Excel format) is available for download.
- Complete the Fee Schedule by entering data electronically. Items in green require Contractor data input.
- Print, sign, and include a copy in proposal.
- In addition, upload the completed Excel spreadsheet as a separate attachment with your proposal.
    - Save as: Company Name
    - Protect your workbook
- See Sample on next page

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

#VALUE!

RFP No. 2026-01

Name of Proposer Company United Pacific Services, Inc.

Green shaded cells require Contractor data input

Line	Item Description	Qty	Cost Per Unit	Unit Measure	Total Cost
	Grid pruning pricing is requested for 7, 5 and 3 year trim cycles to determine which combination will best serve the City.				
	GRID PRUNING				
	Grid Pruning				
1	Grid Street Tree Prune - Flat rate price per tree to prune city trees in the grid. 2,500 ea per year -Seven (7) Year Cycle	2,500	$ 73.00	Each	$ 182,500.00
2	Grid Street Tree Prune - Flat rate price per tree to prune city trees in the grid. 3,300 ea per year - Five (5) Year Cycle	3,300	$ 63.00	Each	$ 207,900.00
3	Grid Street Tree Prune - Flat rate price per tree to prune city trees in the grid. 5,500 ea per year - Three (3) Year Cycle	5,500	$ 53.00	Each	$ 291,500.00
4	Grid LMD/Slope Tree Aestheic Trimming (Aerial Unit) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,000 ea per year over -Seven (7) Year Cycle	1,000	$149.00	Each	$ 149,000.00
5	Grid LMD/Slope Tree Aestheic Trimming (Aerial Unit) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,400 ea per year over - Five (5) Year Cycle	1,400	$139.00	Each	$ 194,600.00
6	Grid LMD/Slope Tree Aestheic Trimming (Climbing) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,000 ea per year over -Seven (7) Year Cycle	1,000	$249.00	Each	$ 249,000.00
7	Grid LMD/Slope Tree Aestheic Trimming (Climbing) - Flat rate price per tree to prune city trees in Landscape Maintenance Districts ("LMD"). 1,400 ea per year over - Five (5) Year Cycle	1,400	$239.00	Each	$ 334,600.00
8	Grid Palm Tree Pruning - Flat rate price per tree to prune palm trees in the grid. 1,000 ea per year - Two (2) Year Cycle	1,000	$ 95.00	Each	$ 95,000.00
	ADDITIONAL SERVICES				
	Tree Trimming				
9	Requested Street Tree Trimming (Clearance Trim)			Each	$ 89.00
10	Requested Street Tree Trimming Aesthetic Trimming			Each	$ 120.00
	Per Service Request				

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

#VALUE!

RFP No. 2026-01

Name of Proposer Company United Pacific Services, Inc.

Green shaded cells require Contractor data input

Line	Item Description	Qty	Cost Per Unit	Unit Measure	Total Cost
	Grid pruning pricing is requested for 7, 5 and 3 year trim cycles to determine which combination will best serve the City.				
	GRID PRUNING				
	Grid Pruning				
11	Full Prune/Service Request Tree Pruning 0-12" DBH			Each	$ 85.00
12	Full Prune/Service Request Tree Pruning 13-24" DBH			Each	$ 120.00
13	Full Prune/Service Request Tree Pruning 25" & over DBH			Each	$ 149.00
14	Crown Raise			Each	$ 53.00
15	Crown Clean 0-18" DBH			Each	$ 120.00
16	Crown Clean 19-30" DBH			Each	$ 179.00
17	Crown Clean 31+" DBH			Each	$ 299.00
	Palm Pruning				
18	Fan Palm (Washingtonia Robusta) Pruning			Each	$ 95.00
19	Fan Palm (Washingtonia Robusta) Trunk Clean			Each	$ 105.00
20	Date Palm (Phoenix spp.) Pruning			Each	$ 215.00
21	Date Palm (Phoenix spp.) Trunk Clean			Each	$ 235.00
22	Prune all other Palm Species			Each	$ 95.00
23	Palm Tree Skinning			Linear Foot	$ 16.00
24	**Tree and Stump Removal**				
a.	0"-12" Diameter Standard Height			Each	$ 285.00
b.	13"-18" Diameter Standard Height			Each	$ 685.00
c.	19"-24" Diameter Standard Height			Each	$ 985.00
d.	25"-30" Diameter Standard Height			Each	$ 1,185.00
e.	31"-36" Diameter Standard Height			Each	$ 1,485.00
f.	36"+ Diameter Standard Height			Each	$ 1,885.00

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

#VALUE!

RFP No. 2026-01

Name of Proposer Company United Pacific Services, Inc.

Green shaded cells require Contractor data input

Line	Item Description	Qty	Cost Per Unit	Unit Measure	Total Cost
	Grid pruning pricing is requested for 7, 5 and 3 year trim cycles to determine which combination will best serve the City.				
	GRID PRUNING				
	Grid Pruning				
25	**Tree Removal Only**				
a.	0"-12" Diameter Standard Height			Each	$ 245.00
b.	13"-18" Diameter Standard Height			Each	$ 615.00
c.	19"-24" Diameter Standard Height			Each	$ 895.00
d.	25"-30" Diameter Standard Height			Each	$ 1,045.00
e.	31"-36" Diameter Standard Height			Each	$ 1,385.00
f.	36"+ Diameter Standard Height			Each	$ 1,685.00
26	Stump Removal per Stump Diameter Inch at Grade			Inch	$ 17.00
27	Root Prune trees (typical 10 foot length)			Linear Foot	$ 24.00
	Tree Planting and Staking				
	Double staked per specs – Labor, Equipment, Tree and Materials and Watering*				
	**Contractor shall include the pricing to water newly planted trees for the first year after initial planting or when the tree is determined to be established.*				
28	Plant 15-gallon tree			Each	$ 185.00
29	Plant 15-gallon tree with Root Barrier			Each	$ 245.00
30	Plant 24" box tree			Each	$ 395.00
31	Plant 24" box tree with Root Barrier			Each	$ 455.00
32	Plant 36" box tree			Each	$ 1,200.00
33	Plant 48" box tree			Each	$ 2,800.00
34	Plant 60" box tree			Each	$ 7,200.00
	General Labor Rates				
35	Ground-person			Man Hour	$ 85.00

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

#VALUE!

RFP No. 2026-01

Name of Proposer Company United Pacific Services, Inc.

Green shaded cells require Contractor data input

Line	Item Description	Qty	Cost Per Unit	Unit Measure	Total Cost
	Grid pruning pricing is requested for 7, 5 and 3 year trim cycles to determine which combination will best serve the City.				
	GRID PRUNING				
	Grid Pruning				
36	Tree Maintenance Worker			Man Hour	$ 94.00
37	Tree Trimmer			Man Hour	$ 94.00
38	Equipment Operator			Man Hour	$ 94.00
	Day Rate				
39	Tree Watering			Day	$ 695.00
40	Crew Rental			Man Hour	$ 88.00
41	Specialty Equipment (i.e., Crane, 95-ft Aerial Tower)			Hour	$ 195.00
	Emergency Services				
42	Emergency Response (Reg. Business Hours, Mon-Fri)			Man Hour	$ 105.00
43	Emergency Response (Evenings, Weekend, Holidays)			Man Hour	$ 145.00
	General Arborist Services			Man Hour	$ 175.00
44	Certified Arborist Services/Risk Assessment/Reports			Hour	$ 225.00
45	Level 1, 2, and 3 Risk Assessments			Hour	$ 245.00
46	**Plant Health Care**				
a.	Tree Canopy Spraying from ground level			Per Diameter Inch	$ 7.00
b.	Tree Canopy Spraying from aerial tower Description: Foliar hydraulic spraying of recommended material.)			Per Diameter Inch	$ 8.00
c.	Insecticide or Fungicide Trunk Banding Description: Trunk spray of recommended material.			Per Diameter Inch	$ 7.00
d.	PGR Trunk Banding Description: Trunk spray of recommended material to regulate plant growth.			Per Diameter Inch	$ 7.00
e.	Insecticide or PGR Soil Application (Cambistat) Description: Recommended insecticide soil injection or drench material to regulate plant growth.			Per Diameter Inch	$ 8.00
f.	Insecticide or Fungicide Soil Application Description: Soil applied drench of recommended material.			Per Diameter Inch	$ 7.00
g.	Soil Injection Fertilization			Per Diameter Inch	$ 7.00

City of West Covina

Tree Timming and Maintenance Services Fee Schedule

#VALUE!

RFP No. 2026-01

Name of Proposer Company United Pacific Services, Inc.

Green shaded cells require Contractor data input

Line	Item Description	Qty	Cost Per Unit	Unit Measure	Total Cost
	Grid pruning pricing is requested for 7, 5 and 3 year trim cycles to determine which combination will best serve the City.				
	GRID PRUNING				
	Grid Pruning				
	Description: Soil applied injection of recommended material.				
h.	Soil Drenching Fertilization Description: Soil application of recommended material.			Per Diameter Inch	$ 7.00
i.	Trunk Injection (Insecticide/Miticide) Description: Trunk injected recommended material.			Per Diameter Inch	$ 9.00
j.	Trunk Injection (Fungicide) Description: Trunk injected recommended material.			Per Diameter Inch	$ 9.00
k.	Trunk Injection (Insecticide & Fungicide Combo) Description: Combination of one-time trunk injection of two recommended materials.			Per Diameter Inch	$ 12.00
l.	Avermectin Class Insecticide Injection Description: Recommended trunk injection of Emamectin benzoate active ingredient.			Per Diameter Inch	$ 12.00
47	GPS Tree Inventory Update			Tree Site	$ 5.00
48	Creation of Street Tree Palette			Lump Sum	$ 5,000.00
49	Creation of Street Tree Planting Plan			Lump Sum	$ 2,000.00
50	Creation of Urban Forest Management Plan (UFMP)			Lump Sum	$ 7,500.00

Name and Title of Authorized Signatory: *Eric Franklin, Executive Vice President*

Signature: 8/14/2025

ATTACHMENT F

CERTIFICATE OF INSURANCE
(AS OUTLINED IN ATTACHMENT K, SECTION 5, INSURANCE)

ATTACHMENT G

W-9

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

Request for Taxpayer Identification Number and Certification

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

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

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

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

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

United Pacific Services Inc.

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

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

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

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

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

☐ Other (see instructions)

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

Exempt payee code (if any)

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

(Applies to accounts maintained outside the United States.)

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

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

5529 Leeds Street

Requester's name and address (optional)

6 City, state, and ZIP code

South Gate, CA 90280

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number

☐☐☐ – ☐☐ – ☐☐☐☐

or

Employer identification number

3 3 – 0 8 4 1 9 0 1

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here Signature of U.S. person ERIC FRANKLIN, EXEC. V.P. Date 8/12/2025

General Instructions

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

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

What's New

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

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

Purpose of Form

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

must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid).
- Form 1099-DIV (dividends, including those from stocks or mutual funds).
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds).
- Form 1099-NEC (nonemployee compensation).
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers).
- Form 1099-S (proceeds from real estate transactions).
- Form 1099-K (merchant card and third-party network transactions).
- Form 1098 (home mortgage interest), 1098-E (student loan interest), and 1098-T (tuition).
- Form 1099-C (canceled debt).
- Form 1099-A (acquisition or abandonment of secured property).

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

Caution: If you don't return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued);

2. Certify that you are not subject to backup withholding; or

3. Claim exemption from backup withholding if you are a U.S. exempt payee; and

4. Certify to your non-foreign status for purposes of withholding under chapter 3 or 4 of the Code (if applicable); and

5. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting is correct. See *What Is FATCA Reporting*, later, for further information.

Note: If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien;
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States;
- An estate (other than a foreign estate); or
- A domestic trust (as defined in Regulations section 301.7701-7).

Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding. Payments made to foreign persons, including certain distributions, allocations of income, or transfers of sales proceeds, may be subject to withholding under chapter 3 or chapter 4 of the Code (sections 1441–1474). Under those rules, if a Form W-9 or other certification of non-foreign status has not been received, a withholding agent, transferee, or partnership (payor) generally applies presumption rules that may require the payor to withhold applicable tax from the recipient, owner, transferor, or partner (payee). See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities.

The following persons must provide Form W-9 to the payor for purposes of establishing its non-foreign status.

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the disregarded entity.
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the grantor trust.
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust and not the beneficiaries of the trust.

See Pub. 515 for more information on providing a Form W-9 or a certification of non-foreign status to avoid withholding.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person (under Regulations section 1.1441-1(b)(2)(iv) or other applicable section for chapter 3 or 4 purposes), do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Pub. 515). If you are a qualified foreign pension fund under Regulations section 1.897(l)-1(d), or a partnership that is wholly owned by qualified foreign pension funds, that is treated as a non-foreign person for purposes of section 1445 withholding, do not use Form W-9. Instead, use Form W-8EXP (or other certification of non-foreign status).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a saving clause. Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items.

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.

2. The treaty article addressing the income.

3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.

4. The type and amount of income that qualifies for the exemption from tax.

5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if their stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first Protocol) and is relying on this exception to claim an exemption from tax on their scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 24% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include, but are not limited to, interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third-party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester;

2. You do not certify your TIN when required (see the instructions for Part II for details);

3. The IRS tells the requester that you furnished an incorrect TIN;

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only); or

5. You do not certify to the requester that you are not subject to backup withholding, as described in item 4 under *"By signing the filled-out form"* above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code*, later, and the separate Instructions for the Requester of Form W-9 for more information.

See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier.

What Is FATCA Reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all U.S. account holders that are specified U.S. persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code*, later, and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you are no longer tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account, for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of $50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a $500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

• **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note for ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040 you filed with your application.

• **Sole proprietor.** Enter your individual name as shown on your Form 1040 on line 1. Enter your business, trade, or "doing business as" (DBA) name on line 2.

• **Partnership, C corporation, S corporation, or LLC, other than a disregarded entity.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

• **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. Enter any business, trade, or DBA name on line 2.

• **Disregarded entity.** In general, a business entity that has a single owner, including an LLC, and is not a corporation, is disregarded as an entity separate from its owner (a disregarded entity). See Regulations section 301.7701-2(c)(2). A disregarded entity should check the appropriate box for the tax classification of its owner. Enter the owner's name on line 1. The name of the owner entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2. If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, enter it on line 2.

Line 3a

Check the appropriate box on line 3a for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3a.

IF the entity/individual on line 1 is a(n) . . .	THEN check the box for . . .
• Corporation	Corporation.
• Individual or • Sole proprietorship	Individual/sole proprietor.
• LLC classified as a partnership for U.S. federal tax purposes or • LLC that has filed Form 8832 or 2553 electing to be taxed as a corporation	Limited liability company and enter the appropriate tax classification: P = Partnership, C = C corporation, or S = S corporation.
• Partnership	Partnership.
• Trust/estate	Trust/estate.

Line 3b

Check this box if you are a partnership (including an LLC classified as a partnership for U.S. federal tax purposes), trust, or estate that has any foreign partners, owners, or beneficiaries, and you are providing this form to a partnership, trust, or estate, in which you have an ownership interest. You must check the box on line 3b if you receive a Form W-8 (or documentary evidence) from any partner, owner, or beneficiary establishing foreign status or if you receive a Form W-9 from any partner, owner, or beneficiary that has checked the box on line 3b.

Note: A partnership that provides a Form W-9 and checks box 3b may be required to complete Schedules K-2 and K-3 (Form 1065). For more information, see the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

If you are required to complete line 3b but fail to do so, you may not receive the information necessary to file a correct information return with the IRS or furnish a correct payee statement to your partners or beneficiaries. See, for example, sections 6698, 6722, and 6724 for penalties that may apply.

Line 4 Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

Exempt payee code.

• Generally, individuals (including sole proprietors) are not exempt from backup withholding.

• Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.

• Corporations are not exempt from backup withholding for payments made in settlement of payment card or third-party network transactions.

• Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space on line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2).

2—The United States or any of its agencies or instrumentalities.

3—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities.

5—A corporation.

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or territory.

7—A futures commission merchant registered with the Commodity Futures Trading Commission.

8—A real estate investment trust.

9—An entity registered at all times during the tax year under the Investment Company Act of 1940.

10—A common trust fund operated by a bank under section 584(a).

11—A financial institution as defined under section 581.

12—A middleman known in the investment community as a nominee or custodian.

13—A trust exempt from tax under section 664 or described in section 4947.

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
• Interest and dividend payments	All exempt payees except for 7.
• Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
• Barter exchange transactions and patronage dividends	Exempt payees 1 through 4.
• Payments over $600 required to be reported and direct sales over $5,000[1]	Generally, exempt payees 1 through 5.[2]
• Payments made in settlement of payment card or third-party network transactions	Exempt payees 1 through 4.

[1] See Form 1099-MISC, Miscellaneous Information, and its instructions.

[2] However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) entered on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37).

B—The United States or any of its agencies or instrumentalities.

C—A state, the District of Columbia, a U.S. commonwealth or territory, or any of their political subdivisions or instrumentalities.

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i).

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i).

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state.

G—A real estate investment trust.

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940.

I—A common trust fund as defined in section 584(a).

J—A bank as defined in section 581.

K—A broker.

L—A trust exempt from tax under section 664 or described in section 4947(a)(1).

M—A tax-exempt trust under a section 403(b) plan or section 457(g) plan.

Note: You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns. If this address differs from the one the requester already has on file, enter "NEW" at the top. If a new address is provided, there is still a chance the old address will be used until the payor changes your address in their records.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have, and are not eligible to get, an SSN, your TIN is your IRS ITIN. Enter it in the entry space for the Social security number. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN.

If you are a single-member LLC that is disregarded as an entity separate from its owner, enter the owner's SSN (or EIN, if the owner has one). If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note: See *What Name and Number To Give the Requester*, later, for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at *www.SSA.gov*. You may also get this form by calling 800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at *www.irs.gov/EIN*. Go to *www.irs.gov/Forms* to view, download, or print Form W-7 and/or Form SS-4. Or, you can go to *www.irs.gov/OrderForms* to place an order and have Form W-7 and/or Form SS-4 mailed to you within 15 business days.

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and enter "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, you will generally have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note: Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon. See also *Establishing U.S. status for purposes of chapter 3 and chapter 4 withholding*, earlier, for when you may instead be subject to withholding under chapter 3 or 4 of the Code.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if item 1, 4, or 5 below indicates otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code*, earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third-party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLE accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account[1]
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor[2]
5. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee[1]
b. So-called trust account that is not a legal or valid trust under state law	The actual owner[1]
6. Sole proprietorship or disregarded entity owned by an individual	The owner[3]
7. Grantor trust filing under Optional Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))**	The grantor*
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity[4]
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing Form 1041 or under the Optional Filing Method 2, requiring Form 1099 (see Regulations section 1.671-4(b)(2)(i)(B))**	The trust

[1] List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

[2] Circle the minor's name and furnish the minor's SSN.

[3] You must show your individual name on line 1, and enter your business or DBA name, if any, on line 2. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

[4] List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.)

* **Note:** The grantor must also provide a Form W-9 to the trustee of the trust.

** For more information on optional filing methods for grantor trusts, see the Instructions for Form 1041.

Note: If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records From Identity Theft

Identity theft occurs when someone uses your personal information, such as your name, SSN, or other identifying information, without your permission to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax return preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity, or a questionable credit report, contact the IRS Identity Theft Hotline at 800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 877-777-4778 or TTY/TDD 800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to *phishing@irs.gov*. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 800-366-4484. You can forward suspicious emails to the Federal Trade Commission at *spam@uce.gov* or report them at *www.ftc.gov/complaint*. You can contact the FTC at *www.ftc.gov/idtheft* or 877-IDTHEFT (877-438-4338). If you have been the victim of identity theft, see *www.IdentityTheft.gov* and Pub. 5027.

Go to *www.irs.gov/IdentityTheft* to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and territories for use in administering their laws. The information may also be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payors must generally withhold a percentage of taxable interest, dividends, and certain other payments to a payee who does not give a TIN to the payor. Certain penalties may also apply for providing false or fraudulent information.

ATTACHMENT H

STATEMENT OF COMPLIANCE

STATEMENT OF COMPLIANCE

The undersigned declares that the Proposal submitted to provide tree trimming and tree maintenance services, as described in, and in response to City of West Covina RFP No. 2026-01, was prepared in strict compliance with the instructions, conditions, and terms listed in the RFP, Scope of Services and Draft Agreement, with exceptions listed below, if applicable. **At least one box for each item must be checked.**

RFP Instructions and Terms & Conditions:	☑ No Exceptions Taken	☐ Exceptions Taken
Scope of Services:	☑ No Exceptions Taken	☐ Exceptions Taken
Draft Agreement:	☑ No Exceptions Taken	☐ Exceptions Taken

If any exceptions are taken, this Statement of Compliance shall include a narrative that identifies each item to which the Proposer is taking exception or is recommending change, including the suggested re-wording of the contractual obligations or suggested change in the RFP, and identifies the reasons for submitting the proposed exception or change. When available, please reference specific line-item numbers as provided in the RFP. The City reserves the right to rule as non-responsive and reject any Proposals that are not accompanied with the required documentation as described above.

Signature

08/12/2025
Date

Eric Franklin, Executive Vice President
Printed Name and Title

United Pacific Services, Inc.
Name of Proposer

[Attach a separate sheet(s) detailing each exception being taken, if applicable]

Public Works Department

ADDENDUM TO RFP DOCUMENTS

REQUEST FOR PROPOSAL

TREE TRIMMING AND TREE MAINTENANCE SERVICES

Addendum No.: 1 | Date of Addendum: July 28, 2025

RFP Number: 2026-01 | Issued by: City of West Covina

SCOPE OF ADDENDUM

This addendum details the additions/revisions to the RFP

Revision 1 – CHANGE/ADD

Page 2. **REQUIRED ATTACHMENTS**
Add: Attachment I – DIR Number Request and Certification Form

Page 11. **INSURANCE**
Change from: (Attachment K)

Change to: (Attachment J)

Page 11. **REGISTRATION WITH THE DEPARTMENT OF INDUSTRIAL RELATIONS**
Add: DIR Number Request and Certification form must be submitted with the bid. (Attachment I)

Page 12. **PREVAILING WAGE REQUIREMENTS**
Change from: (Attachment K)

Change to: (Attachment J)

Page 63. **ATTACHMENT I**
Change from:
SAMPLE AGREEMENT

Change to:
DIR NUMBER REQUEST AND CERTIFICATION FORM

Page 64.
Add: **ATTACHMENT J - DIR NUMBER REQUEST AND CERTIFICATION FORM** (divider sheet)

Page 65:
SAMPLE AGREEMENT (follows Attachment J divider sheet)

This addendum shall become part of the Proposer's Proposal and acknowledgement of its receipt shall be included with the proposer's proposal.

PROPOSER United Pacific Services, Inc.

NAME: Eric Franklin

SIGNATURE: Eric Franklin

TITLE: Executive Vice President

DIR Number Request and Certification Form

All proposers are required to provide a valid Department of Industrial Relations (DIR) Public Works Contractor Registration Number. Proposers must also complete the certification section below to confirm the accuracy of the information provided.

1. Proposer Information

Legal Business Name: United Pacific Services, Inc.

DBA (if any): N/A

Business Address: 5529 Leeds Street, South Gate, CA 90280

Phone Number: (562) 691-4600

Email Address: ERIC@UNITEDPAC.COM

Contractor License Number: 790590

2. DIR Registration Information

DIR Public Works Contractor Registration Number: 1000010147

Registration Expiration Date: 06/30/2027

3. Certification

I hereby certify under penalty of perjury that the foregoing information is true and correct. I further certify that our firm is registered with the California Department of Industrial Relations as a public works contractor pursuant to Labor Code Section 1725.5.

Authorized Representative Name: Eric Franklin

Title: Executive Vice President

Signature: Eric Franklin

Date: 08/12/2025

DIR State of California Department of Industrial Relations EST. 1927

Contractor Registration: https://www.dir.ca.gov/public-works/contractor-registration.html

Public Works Department

ADDENDUM TO RFP DOCUMENTS

REQUEST FOR PROPOSAL

TREE TRIMMING AND TREE MAINTENANCE SERVICES

Addendum No.: 2 | Date of Addendum: August 4, 2025

RFP Number: 2026-01 | Issued by: City of West Covina

SCOPE OF ADDENDUM

This addendum details the additions/revisions to the RFP

Revision 2 – CHANGE/ADD

Page 24. **LICENSE REQUIREMENTS**
Change from: a valid State of California Class C-27 (Landscape Contractor} and Class C-61/D-49 (Tree Service Contractor) in accordance with the provisions of the Contractor's License (California Business and Professions Code, Section 7000, et. Seq.)

Change to: State of California Class C-27 Landscaping and C-61 Limited Specialty/D49 Tree Service Contractor or the C-49 Tree and Palm Contractor in accordance with the provisions of the Contractor's License (California Business and Professions Code, Section 7000, et. Seq.)

REQUIRED ATTACHMENTS
Replace: Fee Schedule – Excel File (New File Name Revised Fee Schedule ...)
Correction/additions under General Labor Rates

This addendum shall become part of the Proposer's Proposal and acknowledgement of its receipt shall be included with the proposer's proposal.

PROPOSER United Pacific Services, Inc.

NAME: Eric Franklin

SIGNATURE: Eric Franklin

TITLE: Executive Vice President

STATE OF CALIFORNIA

CONTRACTORS STATE LICENSE BOARD

Pursuant to Chapter 9 of Division 3 of the Business and Professions Code
and the Rules and Regulations of the Contractors State License Board,
the Registrar of Contractors does hereby issue this license to:

UNITED PACIFIC SERVICES INC

License Number 790590

to engage in the business or act in the capacity of a contractor in the following classifications:

C27 - LANDSCAPING
D49 - TREE SERVICE
C49 - TREE AND PALM

Witness my hand and seal this day,

June 30, 2025

Issued January 29, 2001

Michael Mark, Board Chair

This license is the property of the Registrar of Contractors, is not transferable, and shall be returned to the Registrar upon demand when suspended, revoked, or invalidated for any reason. It becomes void if not renewed.

David R. Fogt, Registrar of Contractors

13L-24 (REV. 10/17)

OSP 17 143868

AUDIT NO: 810672

STATE OF CALIFORNIA
dca
DEPARTMENT OF CONSUMER AFFAIRS

CONTRACTORS
STATE LICENSE BOARD
ACTIVE LICENSE

License Number **790590** Entity CORP

Business Name UNITED PACIFIC SERVICES INC

Classification(s) C27 C61/D49 C49

Expiration Date 01/31/2027 www.cslb.ca.gov

CALIFORNIA DEPARTMENT OF PESTICIDE REGULATION

1001 I STREET
SACRAMENTO, CALIFORNIA 95814

ISSUED: February 01, 2024
EXPIRES: December 31, 2025

Pest Control Business - Main
LICENSE
LICENSE NO: 32512

Invalid if insurance and/or qualified person(s) lapse before expiration date.

Mailing Address:
UNITED PACIFIC SERVICES, INC
5529 LEEDS ST
SOUTH GATE, CA 90280

Business Location
UNITED PACIFIC SERVICES, INC.
5529 LEEDS ST
SOUTH GATE, CA 90280

POST THIS LICENSE PROMINENTLY IN PUBLIC VIEW
THIS LICENSE IS NOT TRANSFERABLE – ANY CHANGE IN OWNERSHIP REQUIRES A NEW LICENSE

1. Please make sure the information on your license is correct.
2. Notify us immediately of any changes to your business (e.g., name, address, insurance carrier or qualified person).
3. If you lose your license, then you may request a new one for a $20 fee.
4. Please refer to the license number located in the middle of the page when contacting us.
5. For more information, please contact us at (916) 445-4038 or at <licensemail@cdpr.ca.gov>. Or you may write to

Department of Pesticide Regulation
Licensing and Certification Program
P.O. Box 4015
Sacramento, California 95812-4015

DEPARTMENT OF PESTICIDE REGULATION
LICENSING/CERTIFICATION PROGRAM

QAL

QUALIFIED APPLICATOR LICENSE

LICENSE #: 101277 **EXPIRES: 12/31/2026**
Categories: BC Issued: 1/1/2025

ERIC L FRANKLIN
9906 TROWER CT
FOUNTAIN VALLEY, CA 92708

This License must be shown to any representative of the Director or Commissioner upon request.

DEPARTMENT OF PESTICIDE REGULATION
LICENSING/CERTIFICATION PROGRAM

QAL

QUALIFIED APPLICATOR LICENSE

LICENSE #: 99838 EXPIRES: 12/31/2026
Categories: B Issued: 1/28/2025

JON B LOUIS
951 N MILFORD ST
ORANGE, CA 92867

This License must be shown to any representative of the Director or Commissioner upon request.

CREDENTIALS

- ISA Certified Arborists
- ISA Urban Forest Professional
- ISA Utility Specialist
- ISA Certified Tree Workers
- ISA Tree Risk Assessment Qualification
- Certified Tree Safety Professional
- Red Cross Certified First Aid Instructors

The International Society of Arboriculture

Hereby Announces That

Eric Franklin

Has Earned the Credential

ISA Certified Arborist ®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan
CEO & Executive Director

14 May 1998	30 June 2028	WE-2158AU
Issue Date	Expiration Date	Certification Number

ANAB
ANSI National Accreditation Board
ACCREDITED
ISO/IEC 17024
PERSONNEL CERTIFICATION BODY
#0847
ISA Certified Arborist

The International Society of Arboriculture

Hereby Announces That

Eric Franklin

Has Earned the Credential

ISA Certified Arborist Utility Specialist®

By successfully meeting ISA Certified Arborist Utility Specialist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan
CEO & Executive Director

18 September 1999	30 June 2028	WE-2158AU
Issue Date	Expiration Date	Certification Number

The International Society of Arboriculture

Hereby Announces That

Eric Franklin

Has Earned the Credential

ISA Certified Urban Forest Professional

By successfully meeting ISA Certified Urban Forest Professional certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan
CEO & Executive Director

26 July 2025	31 July 2028	WE-215AFU
Issue Date	Expiration Date	Certification Number

The International Society of Arboriculture

Hereby Announces That

Eric Franklin

Has Earned the Credential

ISA Tree Risk Assessment Qualification®

By successfully meeting ISA Tree Risk Assessment Qualification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan
CEO & Executive Director

6 June 2018	30 May 2030
Issue Date	Expiration Date

The International Society of Arboriculture

Hereby Announces That

Jon B. Louis

Has Earned the Credential

ISA Certified Arborist ®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan
CEO & Executive Director

26 July 1997	31 December 2027	WE-3447A
Issue Date	Expiration Date	Certification Number

ANAB
ANSI National Accreditation Board
ACCREDITED
ISO/IEC 17024
PERSONNEL CERTIFICATION BODY
#0847
ISA Certified Arborist

The International Society of Arboriculture

Hereby Announces That

Antonio Gomez, Jr.

Has Earned the Credential

ISA Certified Tree Climber

By successfully meeting ISA Certified Tree Worker Aerial Lift Specialist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan
CEO & Executive Director

16 April 2005	30 June 2026	WE-11181T
Issue Date	Expiration Date	Certification Number

The International Society of Arboriculture

Hereby Announces That

Francisco J. Cancino Rojas

Has Earned the Credential

ISA Certified Arborist ®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan
CEO & Executive Director

11 October 2023	31 December 2026	WE-14972A
Issue Date	Expiration Date	Certification Number

ANAB
ANSI National Accreditation Board
ACCREDITED
ISO/IEC 17024
PERSONNEL CERTIFICATION BODY
#0847
ISA Certified Arborist

The International Society of Arboriculture

Hereby Announces That

Ignacio Gomez

Has Earned the Credential

ISA Certified Tree Worker Aerial Lift Specialist®

By successfully meeting ISA Certified Tree Worker Aerial Lift Specialist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan
CEO & Executive Director

15 November 2008	31 December 2026	WE-11179L
Issue Date	Expiration Date	Certification Number

The International Society of Arboriculture

Hereby Announces That

Luis H. Padilla

Has Earned the Credential

ISA Certified Tree Climber

By successfully meeting ISA Certified Tree Worker Aerial Lift Specialist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

Caitlyn Pollihan
CEO & Executive Director

15 January 2005	30 June 2026	WE-11045T
Issue Date	Expiration Date	Certification Number

QUALIFIED LINE CLEARANCE ARBORIST

utility sector training

Utility arboriculture and vegetation management is the largest sector of the arboriculture industry and requires specialty skills to safely perform job tasks in proximity to electrical conductors and hardware. This 5-day course provides a hands-on training experience, along with competency evaluations, to assess and empower workers to perform their job duties to the highest of their abilities. Offered in either an open enrollment setting or through a private training, the QLAC course will work to meet your budget and team training needs.

Core competencies include:

- *Team work and communication skills*
- *Job briefings, worker safety and worksite set-up*
- *Personal Protective Equipment*
- *Electrical Hazard Awareness Training*
- *Emergency preparedness and readiness*
- *Traffic controls*
- *Fire protection*
- *Vehicle driving safety and towed equipment*
- *Brush chipper operation and safety*
- *Chainsaw safety and technical tree cutting and felling*
- *Arborist rigging for utility operations*
- *Aerial lift safety operation and fall protection*

HOW IT WORKS

STEP 1

Visit www.natstraining.com to learn more about our Qualified Line Clearance Arborist training program

STEP 2

Contact our office to discuss site requirements and possible dates; a NATS trainer will be paired with your company according to your location to schedule your training

INVESTMENT

$2,000-$2,500 per person

BENEFITS

Hands-On Training and Competency Evaluations

Personalized Training

Private or Open Enrollment Training

CONTACT US TODAY!

info@natstraining.com
www.natstraining.com
888-652-9116 (o)

NORTH AMERICAN TRAINING SOLUTIONS

WHO WE ARE

WHY NATS?

In everything we do, we believe in challenging the status quo by thinking outside the box. We do this through purposeful design of training that is fun, engaging, and inspiring. We invite you to join us for an experience that inspires positivity, builds morale, and provides the skills necessary for your team to work safely.

North American Training Solutions (NATS) is the nation's leading training organization serving the forestry, arboriculture, landscape, utility, and oil and gas industries. Our mission, to serve, share and support, is the core of our business strategy and is incorporated into each one of our trainings. Through an innovative, personal, and professional educational setting, trainees not only build their mental toolbox with knowledge, skills, and techniques around specific course topics, but walk away feeling inspired and confident in the work they do. Our overall goal is to empower individuals with the resources needed to safely perform their jobs so at the end of the day, everyone returns home safely to their friends and family.

OUR TEAM

NATS draws from a team of more than 45 experienced instructors from across the country who together, have a combined 500+ years of experience as professional arborists, foresters, loggers, fire fighters, emergency medical providers, safety professionals, and instructors. All team members are extensively trained, qualified, and must demonstrate proficiency in the subject matter in which they are providing training-meaning they not only talk the talk, but they walk the walk.

INDUSTRY STANDARDS

All NATS training programs comply with applicable OSHA Environmental Health and Safety Training Guidelines, ANSI Z490 Criteria for Accepted Practices in Safety, Health and Environmental Training, as well as consensus standards such as International Standards Organization (ISO), American National Standards Institute (ANSI), American Society of Testing and Materials (ASTM), and National Fire Protection Association (NFPA) standards.

CONTACT US

For more information, please visit our website - www.natstraining.com - or give us a call at 888-652-9116.

UNITED PACIFIC SERVICES, INC.

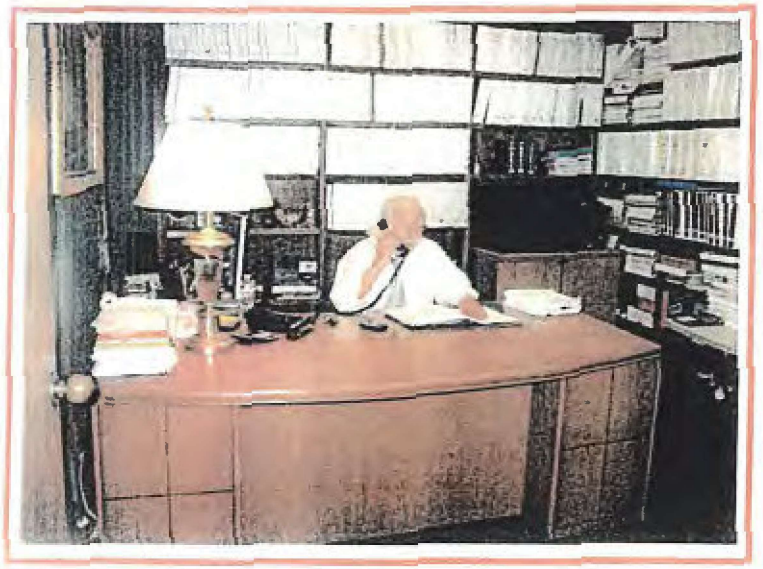
CONTRACTS COMPLETED
CITY - COUNTY - STATE

City of Yorba Linda - 1977
City of Los Angeles - 1977
City of Santa Ana - 1978
City of Lynwood - 1978
City of Lynwood - 1980
City of San Fernado - 1980
City of Fullerton - 1981
City of Whittier - 1981
City of Fountain Valley - 1981
City of Garden Grove - 1981
Surety Insurance - 1981
City of Buena Park - 1981
City of La Habra - 1981
City of Carson - 1981
City of Yorba Linda - 1981
City of Beverly Hills - 1981
United States Court - 1983
Veterans Administration - 1983
L.A. Olympic Committee - 1984
Peridan Group - 1984
SOS Coral Trees - 1985
City of West Hollywood - 1985
Sequoia Forest - 1990
Ultra Power Fresno - 1990
City of Garden Grove - 1990
City of Santa Fe Springs - 1991
Congress of the United States - 1991
Amwest Surety - 1994
Union Bank Priority - 1994
City of Santa Fe Springs - 1995
City of Simi Valley - 1996
City of Arcadia - 1996
City of Norco - 1996
City of Highland - 1998
City of Pico Revera - 1998
City of Yorba Linda - 1981
City of Whittier - 1981
City of Carson - 1981
City of Fullerton - 1981
City of Paramount - 1981
City of Santa Ana - 1981
City of Lynwood - 1981
City of Fountain Valley - 1981
City of La Habra - 1981
City of San Fernando - 1981
City of So. El Monte - 1981
City of Buena Park - 1081
City of Garden Grove - 1981
City of Los Angeles - 1981
City of Highland - 1966
City of Fountain Valley - 2016
City of Long Beach - 2012
City of Rancho Cucamonga - 2012
City of Hawthorne - 2012
County of Riverside - 2012
City of Fountain Valley - 2012
County of Los Angeles - 2012
City of Jurupa Valley - 2012
City of Goleta - 2012
City of Santa Clarita - 2010
City of Rancho Cucamonga - 2009
Alliant Driver Commercial - 2008
City of Santa Clarita - 2008
City of Santa Clarita - 2007
Orange County Sanitation - 2006
County of Los Angeles - 2006
City of Highland - 2005
City of Long Beach - 2004
County of Los Angeles - 2004
City of Los Angeles - 2004
City of Highland - 2004
County of San Bernardino - 2004
City of Long Beach - 2004
State of California - 2004
Department of Transportation - 2004
County of San Berardino - 2004

over
$135,000,000
COMPLETED

76 Letters
of
Recommendation
1977 to 2016

Gus K. Franklin, President
United Pacific Services, Inc.
Mr. Franklin supervised the trimming of over 2,000,000 trees for over 145 Cities, Counties and the state of California since 1975 for over 45 years and has received 91 lettets of recommendation. This includes a Certificate of Merit from the City of Los Angeles in 1991 and a Certificate of Merit from the 1984 Olympic Committee.



Gus K. Franklin President / CEO

YEAR 2020

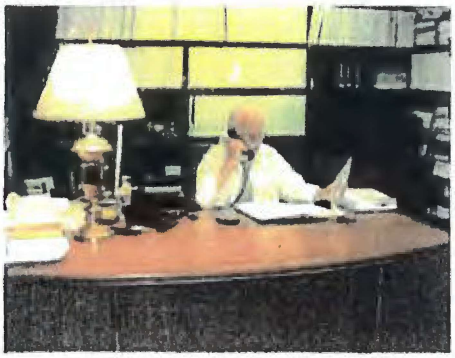
CURRENT CONTRACTS

1. State of California $1,600,000
2. City of Pasadena $2,075,000
3. City of Fountain Valley $1,500,000
4. City of Los Angeles $2,25[illegible]
5. City of Compton $1,[illegible]
6. City of Pasadena $375,000
7. City of Highland $100,000
8. County of Los Angeles $4,250,000
9. County of Riverside $1,500,000
10. City of Lake Forest $200,000
11. Orange County Fair $3,[illegible]
12. County of Los Angeles $1,500,000

TOTAL $17,850,00[illegible]

UNITED PACIFIC SERVICES, INC.

Gus K. Franklin, President.



I have been contracting with various cities and counties for tree maintenance work since 1971. For over forty years I have successfully supervised the completion of contracts for 85 municipalities and county agencies at a value exceeding $92,000,000 dollars. During this time period all contracts were completed on time and to specifications. I have never been charged liquidated damages nor have any claims been filed against my General Liability Insurance. We look forward to adding new clients to our list of satisfied government agencies. Please review the following partial list of our municipal and county clients for 2012 below. I have also received 10 Government Endorsement Signatures rating United Pacific as excellent in 2004 and 14 City Endorsement Signatures in 1981 (see historical information).

GOVERNMENT RECOMMENDATIONS - *Year 2012*

The following Government Employees certify that United Pacific Services, Inc. (UPS) has completed all contracts on time and to specifications. They recommend our company as a qualified and knowledgeable firm in the execution of GOVERNMENT tree trimming and removal contracts. We have all the necessary equipment to complete the work in a timely manner and meet contract deadlines. For additional information please contact the listed phone numbers below.

Municipalities and County Agencies

1.) City of Long Beach
(562) 577-8490
Theresa Maceyka, Park Maint. Supervisor

2.) City of Rancho Cucamonga
(909) 477-2730 ext. 4137
Dean P. Rodia, Parks & Landscape Maint. Superintendent

3.) City of Hawthorne
(310) 349-1662
Corrine Strege, Park Maintenance Supervisor

4.) County of Riverside
(951) 955-6899
Matt Sayre, Contract Supervisor

5.) City of Fountain Valley
(714) 593-4605
Dale A. Schuck, General Services Manager

6.) County of Riverside
(951) 830-6860
Mark Hughes, Landscape Maint. District (LMD) Supervisor

7.) City of Long Beach
(562) 577-8437
Oscar Deleon, Contract Monitor

8.) County of Los Angeles
(562) 861-0316
Del Ortega, Contract Supervisor

9.) City of Jurupa Valley
(951) 332-6464
Richard Bagley, Street Superintendent

10.) City of Goleta
(805) 968-6848
Millar, Public Works Manager

UNITED PACIFIC SERVICES, INC.

EVALUATION REPORT

The following Government agencies were asked to evaluate United Pacific Services overall performance. This evaluation is based on past and current contracts either completed or in progress. It is based on the following:

Poor - Fair - Satisfactory - Good - Excellent

Ten Government Endorsement Signatures

January of 2004

Signed Signatures:			2 Poor	4 Fair	6 Satisfactory	8 Good	10 Excellent
1.)	Oscar De Leon, (562) 570-4886	*City of Long Beach*	☐	☐	☐	☐	☑
2.)	Rene Sanchez, (562) 861-0316	*County of Los Angeles*	☐	☐	☐	☐	☑
3.)	Gary Striker, (310) 732-3890	*City of Los Angeles*	☐	☐	☐	☐	☒
4.)	Larry Williams, (909) 864-8732	*City of Highland*	☐	☐	☐	☐	☑
5.)	Tony Tajalli, (626) 695-7292	*County of Los Angeles*	☐	☐	☐	☐	☑
6.)	Dave Brackin, (909) 387-4043	*County of San Bernardino*	☐	☐	☐	☐	☑
7.)	Del Ortega, (626) 445-7630	*County of Los Angeles*	☐	☐	☐	☐	☑
8.)	John Osollo, (310) 732-3946	*City of Los Angeles*	☐	☐	☐	☐	☑
9.)	Saeed Samie, (805) 857-7072	*State of California*	☐	☐	☐	☐	☑
10.)	Jose Ontiveros, (626) 458-3122	*County of Los Angele*	☐	☐	☐	☐	☒

City Endorsement Signatures

Gus K. Franklin

1981

To Whom it May Concern:

During the past twenty-five years I supervised the completion of over $50,000,000 in contracts for more than 70 southern California municipalities. All contracts were completed on time and to specifications. There has never been a claim on our Liability Insurance, nor has any complaint been filed against our State Contractors License. During this same period of time I supervised and completed numerous contracts for the counties of San Bernardino, Riverside, Ventura, Orange, Kern, San Diego and Los Angeles. I am recognized in California as one of the foremost contractors in the performance and completion of Governmental maintenance Contracts. Upon my request the following city officials recognized by accomplishments and Outstanding performance in the Organization, Direction, Supervision, Safety Programs and Completion of their contracts by their signed endorsements below.

Respectively:

1. **CITY OF GARDEN GROVE** — Lou Herz, *Park Supervisor*
2. **CITY OF YORBA LINDA** — Louie Gomez, *Street Superintendant*
3. **CITY OF CARSON** — Howard Homan, *Park Director*
4. **CITY OF SANTA ANA** — Clint Jones, *Tree Supervisor*
5. **CITY OF LYNWOOD** — Don Snavely, *Park Director*
6. **CITY OF FOUNTAIN VALLEY** — Dave Christenson, *Tree Supervisor*
7. **CITY OF LA HABRA** — Manuel Torrez, *Tree Supervisor*
8. **CITY OF LOS ANGELES** — Neil Denering, *Street Tree Superintendent*
9. **CITY OF FULLERTON** — Kathy Greco, *Park Co-ordinator*
10. **CITY OF WHITTIER** — Emmitt May, *Tree Supervisor*
11. **CITY OF PARAMOUNT** — Roger Kretzer, *Tree Supervisor*
12. **CITY OF SAN FERNANDO** — Dave Salabar, *Street Superintendent*
13. **CITY OF SO. EL MONTE** — Ito, *Park Supervisor*
14. **CITY OF BUENA PARK** — Gordon Smith, *Tree Supervisor*

CALIFORNIA
AIR RESOURCES BOARD

Certificate of Reported Compliance With:

Truck and Bus Regulation

Issued to: United Pacific Services Inc

This certificate confirms that the fleet owner has attested under penalty of perjury that the statements and information they provided to the California Air Resources Board (CARB) are true, accurate, and complete regarding all relevant vehicles in the fleet required to show compliance. CARB hereby finds that the fleet listed has reported compliance with:

Title 13 CCR 2025 (Truck and Bus Regulation)

If CARB subsequently finds that the statements and information that have been provided are not true, accurate, and complete, this certificate shall be effectively revoked and the fleet subject to noncompliance penalties.

This certificate is valid until **December 31, 2025**

Printed on 2025-01-30

47 Vehicles

TRUCRS Fleet Identification 20333

Jack Kitowski

Jack Kitowski
Division Chief, Mobile Source Control
Division California Air Resources Board

To verify the authenticity of this certificate, visit
www.arb.ca.gov/msprog/onrdiesel/tblookup.php

60’ – 80’ BUCKET TRUCKS

60’ – 80’ BUCKET TRUCKS

75’ BUCKET TRUCKS

120’ BUCKET TRUCK

CHIPPER TRUCKS

LARGE GRAPPLE TRUCK

GRAPPLE TRUCKS

ROLL-OFF TRUCKS

PICKUP TRUCKS

JCB 531 TRACTORS

TRUCK WITH 50' WALKING FLOOR

CITY OF SIMI VALLEY

CITY OF RANCHO CUCAMONGA EUCALYPTUS REMOVALS AERIAL BUCKETS

1984 OLYMPICS

Certificate of Merit

This Certificate of Merit was presented to Gus K. Franklin by Peter V. Ueberroth, President of the Los Angeles Olympic Organizing Committee, in recognition and appreciation to United Pacific Corporation for our contribution to the success of the Games of the XXIII Olympiad held in Los Angeles, in 1984.

IN RECOGNITION AND APPRECIATION TO

United Pacific

FOR YOUR CONTRIBUTION TO THE SUCCESS OF THE GAMES OF THE XXIII OLYMPIAD LOS ANGELES, 1984

Arbor Age Magazine

May, 1984

UNITED PACIFIC CORPORATION

In 1984 I supervised the trimming of Over 1400 trees in preparation for the Opening Ceremonies of the 1984 Summer Olympic Games of the XXIII Olympiad held in the City of Los Angeles. In Recognition and appreciation for our Contribution to the success of the Games, I received the Certificate of Merit from Los Angeles Olympic Organizing Committee.

Sincerely,

Gus K. Franklin
President

Paradise Group

June 22, 1984

United Pacific Corporation
12011 E. Imperial Highway
Suite 1
Santa Fe Springs, CA 90670

Reference: Exposition Park, Olympics 1984

I want you to know how pleased the Los Angeles Olympic Organizing Committee and Paradise Group are with your contribution to the trimming of Exposition Park in preparation for the 1984 Summer Olympics.

As you know, the park was in a sad state of neglect. Over 1,100 trees had not been trimmed or maintained for years and so, after your crews toured through to remove trees under the plan supervision of Gus Franklin, a transformation occurred. Now the park is green, and barrier free as the 1984 Olympics is complete for the eyes of the world to see.

As president of United Pacific Corporation you can be proud of a job well done.

Best personal regards,

PARADISE GROUP

Vincent Rio Tatoian
Project Manager

VTJ:jh

Certificate of Merit

This Certificate of Merit was presented to Gus K. Franklin by Peter V. Ueberroth, President of the Los Angeles Olympic Organizing Committee, in recognition and appreciation to United Pacific Corporation for our contribution to the success of the Games of the XXIII Olympiad held in Los Angeles, in 1984.

IN RECOGNITION AND APPRECIATION TO

United Pacific

FOR YOUR CONTRIBUTION TO THE SUCCESS OF THE GAMES OF THE XXIII OLYMPIAD LOS ANGELES, 1984

LiUNA!

Feel the Power

- Over 500,000 members
- 400 Local Unions
- 44 District Councils
- 9 Regional Offices
- 1 Canadian Sub-Regional Office
- International Headquarters in Washington, DC

LABORERS' INTERNATIONAL UNION OF NORTH AMERICA

12

JON P. PRECIADO
Business Manager

PETER SANTILLAN
Secretary-Treasurer

SERGIO RASCÓN
President

AFFILIATED LOCALS
SOUTHERN CALIFORNIA

BURBANK
LOCAL 345

HOLLYWOOD
LOCAL 724

LONG BEACH
LOCAL 1309

LOS ANGELES
LOCAL 300

ORANGE COUNTY
LOCAL 652

POMONA
LOCAL 1414

RIVERSIDE AND IMPERIAL COUNTIES
LOCAL 1184

SAN BERNARDINO, INYO, AND MONO COUNTIES
LOCAL 783

SAN DIEGO
LOCAL 89

VENTURA
LOCAL 585

KERN, SAN LUIS OBISPO, AND SANTA BARBARA COUNTIES
LOCAL 220

ARIZONA
PHOENIX, AZ
LOCAL 1184

NEW MEXICO
ALBUQUERQUE, NM
LOCAL 16

SOUTHERN CALIFORNIA DISTRICT COUNCIL OF LABORERS
1123 Parkview Dr. Suite 300
Covina, CA 91724
Phone (626) 350-6900
Fax (626) 350-7583
www.scdcl.org

LiUNA! SOUTHERN CALIFORNIA DISTRICT COUNCIL OF LABORERS

Feel the Power

April 25, 2025

NOTICE TO CONTRACTORS

Under the terms of the 2015-2026 LANDSCAPE MAINTENANCE AGREEMENT (TREE TRIMMER), the Union is allocating the **July 1, 2025, $1.60 per hour increase** as follows:

Wages	**$1.30**
Health/Welfare	**$0.30**

Based upon the above allocation, the following Wage and Fringe Benefit Schedule becomes effective July 1, 2025.

Hourly Rates

Journeyman Wage & Fringe Benefit Rates	***Effective July 1, 2025***
Senior Trimmer Base Wage	$27.69
Trimmer Base Wage	$25.69
*Groundsperson Base Wage	$24.05
Health & Welfare	4.10
Pension	2.26
Vacation Senior Trimmer (Supplemental Dues $0.40)	2.47
Vacation Trimmer (Supplemental Dues $0.40)	2.27
Vacation Groundsperson (Supplemental Dues $0.40)	2.12
Center for Contract Compliance	.30

The Base Wage rate of pay shall be increased, effective each succeeding January 1, in an amount necessary so that no classification will be paid less than 130% percent of the then current minimum wage rate.

SOUTHERN CALIFORNIA
DISTRICT COUNCIL OF LABORERS

Jon P. Preciado
Business Manager

JON P. PRECIADO
Business Manager

PETER SANTILLAN
Secretary-Treasurer

SERGIO RASCÓN
President

AFFILIATED LOCALS
SOUTHERN CALIFORNIA

BURBANK
LOCAL 345

HOLLYWOOD
LOCAL 724

LONG BEACH
LOCAL 1309

LOS ANGELES
LOCAL 300

ORANGE COUNTY
LOCAL 652

POMONA
LOCAL 1414

RIVERSIDE AND IMPERIAL COUNTIES
LOCAL 1184

SAN BERNARDINO, INYO, AND MONO COUNTIES
LOCAL 783

SAN DIEGO
LOCAL 89

VENTURA
LOCAL 585

KERN, SAN LUIS OBISPO, AND SANTA BARBARA COUNTIES
LOCAL 220

ARIZONA
PHOENIX, AZ
LOCAL 1184

NEW MEXICO
ALBUQUERQUE, NM
LOCAL 16

SOUTHERN CALIFORNIA DISTRICT COUNCIL OF LABORERS
1123 Parkview Dr., Suite 300
Covina, CA 91724
Phone (626) 350-6900
Fax (626) 350-7583
www.scdcl.org

LiUNA! SOUTHERN CALIFORNIA DISTRICT COUNCIL OF LABORERS

Feel the Power

April 25, 2025

NOTICE TO CONTRACTORS

Under the terms of the 2015-2026 LANDSCAPE MAINTENANCE AGREEMENT (Tree Trimmer) MOA re HIGH VOLTAGE CLEARANCE work, the Union is allocating the **June 1, 2025, per hour increases and re-allocating from "Annuity"** as follows:

Laborer Tree Maintenance Classification*	Classification	Hourly Wage	Health & Welfare	Pension	Annuity	Vacation*	Training	Total Increase
SR. Tree Trimmer	Tree Trimmer	$1.28	$0.30		-$0.14		$0.02	$1.46
Trimmer	Trimmer Trainee (0-6 months)	$0.90	$0.30		-$0.15		$0.01	$1.06
Trimmer	Trimmer Trainee (6-12 months)	$1.03	$0.30		-$0.14		$0.02	$1.21
Trimmer	Trimmer Trainee (After 12 months)	$1.16	$0.30		-$0.14		$0.01	$1.33
Ground person	Ground person (first 6 months)	$0.77	$0.30		-$0.16		$0.02	$0.93
Ground person	Ground person (after 6 months)	$0.83	$0.30		-$0.16		$0.01	$0.98

Based upon the above allocation, the following Wage and Fringe Benefit Schedule on the next page becomes effective June 1, 2025.

Laborer Tree Maintenance Classification**	Classification	Hourly Wage	Health & Welfare	Pension	Annuity	Vacation*	Training	CCC	Total Package
SR. Tree Trimmer	**Tree Trimmer**	44.05	4.10	2.26	11.76	2.47	0.66	0.30	65.60
Trimmer	**Trimmer Trainee (0-6 months)**	30.84	4.10	2.26	7.86	2.27	0.46	0.30	48.09
Trimmer	**Trimmer Trainee (6-12 months)**	35.24	4.10	2.26	9.23	2.27	0.53	0.30	53.93
Trimmer	**Trimmer Trainee (After 12 months)**	39.65	4.10	2.26	10.60	2.27	0.59	0.30	59.77
Ground person	**Ground person (first 6 months)**	26.43	4.10	2.26	2.03	2.12	0.40	0.30	37.64
Ground person	**Ground person (after 6 months)**	28.63	4.10	2.26	2.81	2.12	0.43	0.30	40.65

*Includes $0.40 Supplemental Dues.
**Equivalent classification under Craft: Tree Maintenance (Laborer)

Future Increases:
Will be the same total increase and same effective date as in High Voltage PWD to be allocated by the Union.

Rates for Projects bid on or before August 31, 2022:

Note: $0.30 Re-allocation into H/W from "Trimmer Annuity" & from "Ground person Vacation"
(Total Package is the same as contained in the June 14, 2023, Notice to Contractors)

Laborer Tree Maintenance Classification**	Classification	Hourly Wage	Health & Welfare	Pension	Annuity	Vacation*	Training	CCC	Total Package
SR. Tree Trimmer	**Tree Trimmer**	**39.39**	**4.10**	2.26	**8.06**	2.47	0.28	0.30	56.86
Trimmer	**Trimmer Trainee (0-6 months)**	**28.38**	**4.10**	2.26	**4.18**	2.27	0.19	0.30	41.68
Trimmer	**Trimmer Trainee (6-12 months)**	**32.05**	**4.10**	2.26	**5.55**	2.27	0.22	0.30	46.75
Trimmer	**Trimmer Trainee (After 12 months)**	**35.72**	**4.10**	2.26	**6.90**	2.27	0.25	0.30	51.80
Ground person	**Ground person (first 6 months)**	23.68	**4.10**	2.26	0.00	**1.52**	0.00	0.30	31.86
Ground person	**Ground person (after 6 months)**	26.30	**4.10**	2.26	0.00	**1.52**	0.18	0.30	34.66

*Includes $0.40 Supplemental Dues.
**Equivalent classification under Craft: Tree Maintenance (Laborer)

SOUTHERN CALIFORNIA
DISTRICT COUNCIL OF LABORERS

Jon P. Preciado
Business Manager

MAINTENANCE SERVICES AGREEMENT
BETWEEN
CITY OF WEST COVINA
AND
WEST COAST ARBORISTS, INC.
FOR
TREE TRIMMING AND TREE MAINTENANCE SERVICES

THIS MAINTENANCE SERVICES AGREEMENT is made and entered into as of January 1, 2026 ("Effective Date"), by and between the CITY OF WEST COVINA, a municipal corporation ("City"), and WEST COAST ARBORISTS, INC., a California corporation ("Contractor").

RECITALS

A. City proposes to utilize the services of Contractor as an independent contractor to City to provide tree trimming and tree maintenance services, as more fully described herein; and

B. Contractor represents that it has the experience and expertise to properly perform such services and holds all necessary licenses to practice and perform the services; 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; and

E. Contractor responded to City's Request for Proposals No. 2026-01 dated July 10, 2025, incorporated via this reference as if fully set forth herein, and Contractor's response to the Request for Proposals was a material inducement to the City ultimately entering into this Agreement; and

E. City's City Council authorized the Acting City Manager to execute this Agreement at its November 4, 2025 meeting.

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 Contractor's Proposal, attached hereto as Exhibit "B," both incorporated herein.

1.2. Prevailing Wage Requirements.

(a) Prevailing Wage Laws. Contractor is aware of the requirements of Chapter 1 (beginning at Section 1720 et seq.) of Part 7 of Division 2 of the California Labor Code, as well as Title 8, Section 16000 et seq. of the California Code

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of Regulations ("Prevailing Wage Laws"), which require the payment of prevailing wage rates and the performance of other requirements on "public works" and "maintenance" projects. This project is a "public works" project and requires compliance with the Prevailing Wage Laws. Contractor shall defend, indemnify and hold the City, its elected officials, officers, employees and agents free and harmless from any claim or liability arising out of any failure or alleged failure to comply with the Prevailing Wage Laws.

(b) Payment of Prevailing Wages. Contractor shall pay the prevailing wage rates for all work performed under this Agreement. When any craft or classification is omitted from the general prevailing wage determinations, Contractor shall pay the wage rate of the craft or classification most closely related to the omitted classification. A copy of the general prevailing wage rate determination is on file in the Office of the City Clerk and is incorporated into this Agreement as if fully set forth herein. Contractor shall post a copy of such wage rates at all times at the project site(s).

(c) Legal Working Day. In accordance with the provisions of Labor Code Section 1810 et seq., eight (8) hours is the legal working day. Contractor and any subcontractor(s) of Contractor shall comply with the provisions of the Labor Code regarding eight (8)-hour workday and 40-hour work week requirements, and overtime, Saturday, Sunday, and holiday work. Work performed by Contractor's or any subcontractor's employees in excess of eight (8) hours per day, and 40 hours during any one week, must include compensation for all hours worked in excess of eight (8) hours per day, or 40 hours during any one week, at not less than one and one-half times the basic rate of pay. Contractor shall forfeit as a penalty to City Twenty-Five Dollars ($25.00), or any greater penalty set forth in the Labor Code, for each worker employed in the execution of the work by Contractor or by any subcontractor(s) of Contractor, for each calendar day during which such worker is required or permitted to the work more than eight (8) hours in one calendar day or more than 40 hours in any one calendar week in violation of the Labor Code.

(d) Apprentices. Contractor shall comply with the provisions of Labor Code Section 1777.5 concerning the employment of apprentices on public works projects. Contractor shall be responsible for ensuring compliance by its subcontractors with Labor Code Section 1777.5.

(e) Payroll Records. Pursuant to Labor Code Section 1776, Contractor and any subcontractor(s) shall keep accurate payroll records, showing the name, address, social security number, work classification, straight time and overtime hours worked each day and week, and the actual per diem wages paid to each journeyman, apprentice, worker, or other employee employed by Contractor or any subcontractor in connection with this Agreement. Each payroll record shall contain or be verified by a written declaration that it is made under penalty of perjury, stating both of the following: (1) The information contained in the payroll record is true and correct; and (2) The employer has complied with the requirements of

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Sections 1771, 1881, and 1815 of the Labor Code for any work performed by his or her employees on this project. The payroll records shall be certified and shall be available for inspection at all reasonable hours in accordance with the requirements of Labor Code Section 1776.

(f) Registration with DIR. Contractor and any subcontractor(s) of Contractor shall comply with the provisions of Labor Code Section 1771 and Labor Code Section 1725.5 requiring registration with the DIR.

1.3. Performance Standards; Liquidated Damages.

(a) Performance Standards. Contractor's performance of the work to be performed pursuant to this Agreement will be continuously evaluated by the Public Works Department. The methods and standards by which Contractor's performance will be evaluated include, but are not limited to, reviewing, sampling, conducting inspections, surveying, and assessing complaints.

Failure to perform work in accordance with the specifications of this Agreement is considered unacceptable. The Public Works Director, or his/her designee, may provide notice to Contractor of any deficiency, any incident of failure to comply with the specifications set forth in this Agreement or any other unsatisfactory performance.

Contractor shall immediately correct any deficiency, incident of failure to comply with the specifications, or unsatisfactory performance and shall explain to the Public Works Director, or his/her designee, in writing within seven (7) working days from the date of receipt of the notice of the deficiency, incident, or other unsatisfactory performance, how and when the performance will be returned to acceptable levels and Contractor's plans to ensure the unsatisfactory performance will be prevented in the future. After considering the deficiency, incident, or unsatisfactory performance, the Public Works Director, or his/her designee, may excuse the deficiency, incident, or unsatisfactory performance or elect any remedy provided by this Agreement.

(b) Liquidated Damages.

(i) If Contractor fails to meet specified performance requirements, the City may, in lieu of other remedies provided by law or this Agreement, assess liquidated damages in the amounts set forth herein and deduct them from the next monthly payment to Contractor. However, neither the provision of a sum of liquidated damages for nonperformance or inadequate performance nor the City's acceptance of liquidated damages shall be construed to waive the City's right to reimbursement for damage to its property or indemnity against third party claims.

(ii) The amounts of liquidated damages set forth herein have been set in recognition of the following circumstances existing at the time of

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formation of this Agreement:

(1) All the time limits and acts required to be performed by Contractor are of the essence of this Agreement;

(2) Contractor is experienced in the performance of the work required by this Agreement;

(3) The Agreement contains a reasonable statement of the work to be performed in order that the expectations of the parties are realized. The expectation of City is that the work will be performed with due care in a workmanlike, competent, timely, and cost-efficient manner while the expectation of Contractor is a realization of a profit through the ability to perform the work in accordance with the terms and conditions of this Agreement at the prices set forth in the fee schedule;

(4) The parties are not under any compulsion to contract;

(5) Contractor's acceptance of the assessment of liquidated damages against it for unsatisfactory and late performance is by agreement and willingness to be bound as part of the consideration being offered in connection with award of this Agreement to Contractor; and

(6) The liquidated damages specified herein represent a fair approximation of the damages the City would incur as a result of Contractor's failure to meet the performance standard as to each item for which an amount of liquidated damages is specified.

(iii) Liquidated damages will be assessed as follows:

(1) Contractor shall pay City or City may withhold and deduct from monies due Contractor liquidated damages in the amount of Two Hundred Fifty Dollars ($250.00) for each calendar day that Contractor fails to complete work in accordance with the agreed upon work schedule. City will notify Contractor in writing of a failure to provide services in accordance with the work schedule.

(2) If Contractor fails to meet any specification identified in Exhibit A, City will notify Contractor in writing of such failure. Contractor shall cure the failure within seventy-two (72) hours of receipt of such notice. If such failure is not corrected within such seventy-two (72) hour period, Contractor shall pay City or City may withhold and deduct from monies due Contractor liquidated damages in the amount of Two Hundred Fifty Dollars ($250.00) per failure identified by City, per occurrence. City will assess liquidated damages in the amount of Two Hundred Fifty Dollars

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($250.00) per failure identified for each calendar day the failure continues until the performance failure is corrected to the City's satisfaction.

(3) In addition to the amounts set forth above, the City may impose remedies in accordance with the Performance Requirements Summary, attached hereto as Exhibit "D" and incorporated herein, if the performance criteria detailed therein is not met to acceptable standards as determined by the Public Works Director or his/her designee.

1.4. Performance to Satisfaction of City. Contractor agrees to perform all the work to the complete 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.

1.5. Compliance with Applicable Law. Contractor 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. Contractor shall indemnify and hold harmless City from and against all claims, demands, payments, suits, actions, proceedings, and judgments of every nature and description including attorneys' fees and costs, presented, brought, or recovered against City for, or on account of any liability under any of the above-mentioned laws, which may be incurred by reason of Contractor's performance under this Agreement.

1.6. 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.

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

1.8. 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,

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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 in accordance with the fee schedule set forth in Exhibit "C," attached hereto and incorporated herein ("Fee Schedule"). Contractor's total compensation shall not exceed Three Million Six Hundred Twenty-Three Thousand One Hundred Forty-Six Dollars ($3,623,146.00), as follows:

(a) For the period commencing January 1, 2026 and ending June 30, 2026, Contractor's total compensation shall not exceed Three Hundred Fifteen Thousand, Two Hundred Fifty Dollars ($315,250.00).

(b) For the period commencing July 1, 2026 and ending June 30, 2027, Contractor's total compensation shall not exceed Six Hundred Thirty Thousand, Five Hundred Dollars ($630,500.00).

(c) For the period commencing July 1, 2027 and ending June 30, 2028, Contractor's total compensation shall not exceed Six Hundred Thirty Thousand, Five Hundred Dollars ($630,500.00).

(d) For the period commencing July 1, 2028 and ending June 30, 2029, Contractor's total compensation shall not exceed Six Hundred Fifty-Five Thousand, Seven Hundred Twenty Dollars ($655,720.00).

(e) For the period commencing July 1, 2029 and ending June 30, 2030, Contractor's total compensation shall not exceed Six Hundred Eighty-One Thousand, Nine Hundred Forty-Eight Dollars and Eighty Cents ($681,948.80).

(f) For the period commencing July 1, 2030 and ending June 30, 2031, Contractor's total compensation shall not exceed Seven Hundred Nine Thousand, Two Hundred Twenty-Six Dollars and Seventy-Five Cents ($709,226.75).

2.2. Amendments to the Scope of Services. The City reserves the right to increase or decrease the quantity of any item(s) or portion(s) of the work described in the Scope of Services or to omit portions of the work so described as may be deemed necessary or expedient by the City. Contractor may also request alterations, modifications or deviations from the work described in the Scope of Services by submitting a written request to the City detailing the requested alteration, modification, or deviation and the basis therefor and the proposed increase or decrease to Contractor's compensation that would result from such alteration, modification or deviation. City will pay Contractor for approved additional services in accordance with the Fee SChedule. Contractor acknowledges and agrees that additional services must be approved in writing by the City Manager. Any requested alteration, modification, or deviation requires prior written approval

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of the City. Any changes to the Scope of Services will be memorialized in an amendment to this Agreement executed by the City Manager and Contractor. It is specifically understood that oral requests and/or approvals of such changes to the Scope of Services shall be barred and are unenforceable.

2.3. Rate Increases. Commencing on July 1, 2028, Contractor may increase Contractor's hourly rates on an annual basis in an amount equal to the 12-month percentage change in the Consumer Price Index for all Urban Consumers (CPI-U) for the Los Angeles-Long Beach-Anaheim area as reported by the Bureau of Labor Statistics, provided that no annual increase to the hourly rates shall exceed four percent (4.0%). The change in CPI-U will be calculated based on the 12-month percentage change in CPI-U from March to March. If Contractor desires to increase the hourly rates as set forth herein, Contractor shall provide written notice to the City on or before June 1, which notice shall include reference to the CPI index, the percentage change in the CPI-U, and the revised hourly rates based on such CPI increase. If written notice is submitted as required herein, the annual increase will go into effect on July 1. No increase to the hourly rates will be retroactive.

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

2.5. 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. Contractor shall commence work on January 1, 2026. Contractor shall perform all services in strict compliance with the maintenance schedule agreed to by City and Contractor, which may be amended by mutual agreement of the parties. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of 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 through June 30, 2031, 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. 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 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

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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 Five Million Dollars ($5,000,000.00) per occurrence, Ten Million Dollars ($10,000,000.00) 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 Two Million Dollars ($2,000,000.00) 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 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 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.

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(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. Contractor agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

(e) If required to meet the limits specified herein, umbrella or excess liability insurance with limits that will provide bodily injury, personal injury, and property damage liability coverage, including commercial general liability, automobile liability, and employer's liability. Such policy or policies shall include the following terms and conditions:

(i) A drop-down feature requiring the policy to respond if any primary insurance that would otherwise have applied proves to be uncollectible in whole or in part for any reason, other than bankruptcy or insolvency of said primary insurer;

(ii) "Pay on behalf of" wording as opposed to "reimbursement";

(iii) Concurrency of effective dates with primary policies.

If Contractor obtains and maintains an excess liability policy, such policy shall be excess over commercial general liability, automobile liability, and employer's liability policies. Such policy or policies shall include wording that the excess liability policy follows the terms and conditions of the underlying policies.

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 agreement 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

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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

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Contractor called for by this Agreement, except as otherwise expressly provided in this Agreement.

6.3. Project Managers. City shall designate a Project Manager to work directly with Contractor in the performance of this Agreement.

Contractor shall designate a Project Manager who shall represent it and be its agent in all consultations with City during the term of this Agreement. Contractor or its Project Manager shall attend and assist in all coordination meetings called by City.

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) at the time of transmission if such communication is sent 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:	IF TO CITY:
Merchants Landscape Services, Inc.	City of West Covina
1510 S. Lyon St.	1444 West Garvey Ave. South
Santa Ana, CA 92705	West Covina, CA 91790
Tel: (714) 972-8200	Tel: (626) 939-8458
Email: patrick@merchantslandscape.com	Email: rlerma@westcovina.org
Attn: Patrick Healy	Attn: Public Works Director

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, 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

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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. 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 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. 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.

6.12. 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.

6.13. 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.

6.14. Prohibited Employment. Contractor will not employ any regular employee of City while this Agreement is in effect.

6.15. 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.

6.16. Costs. Each party shall bear its own costs and fees incurred in the preparation

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and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.17. 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.

6.18. 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.

6.19. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement and have had an adequate opportunity to review each and every provision of the Agreement and submit the same to counsel or other consultants for review and comment. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.20. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.21. 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.

6.22. 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.

6.23. 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.

6.24. 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.

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6.25. 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.

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: _____
Signature

_____
Name and Title

_____ Date: _____
Signature

_____
Name and Title

ATTEST:

_____
Lisa Sherrick
Assistant City Clerk

APPROVED AS TO FORM:

_____
Thomas P. Duarte
City Attorney

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APPROVED AS TO INSURANCE:

_____

Karen Ogawa
Finance Director

EXHIBIT A

SCOPE OF SERVICES

[TO BE INSERTED FOLLOWING CITY COUNCIL APPROVAL.]

EXHIBIT B

CONTRACTOR'S PROPOSAL

[TO BE INSERTED FOLLOWING CITY COUNCIL APPROVAL.]

EXHIBIT C

FEE SCHEDULE

[TO BE INSERTED FOLLOWING CITY COUNCIL APPROVAL.]

EXHIBIT D

PERFORMANCE REQUIREMENTS SUMMARY

[TO BE INSERTED FOLLOWING CITY COUNCIL APPROVAL.]