



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

Updated Agenda: 12.30.2025 Added Presentation by the Fire Department and Agenda Item (No. 4) Consideration of the Fourth Quarter Financial Report and Budget Amendment for Fiscal Year 2024-25

Updated Agenda Attachment - Item No. 1: 1.6.2025 Attached Updated Draft Ordinance No. 2536

**JANUARY 6, 2026, 7:00 PM
REGULAR MEETING**

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

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

Please turn off all cell phones and other electronic devices prior to entering the Council Chambers

AMERICANS WITH DISABILITIES ACT

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

AGENDA MATERIAL

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

NOTICE

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

PUBLIC COMMENTS ADDRESSING THE CITY COUNCIL

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

Please identify on the speaker card whether you are speaking on an agenda item or non-agenda. Requests to speak

on agenda items will be heard prior to requests to speak on non-agenda items. Comments are limited to three (3) minutes per speaker, unless modified by the Presiding Officer or the City Council.

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

While members of the public are free to level criticism of City policies and the action(s) or proposed action(s) of the City Council or its members, members of the public may not engage in behavior that is disruptive to the orderly conduct of the meeting, including, but not limited to, speaking off topic, speaking beyond the speaker's allotted time limit, making slanderous or profane remarks or using loud, threatening, or abusive language which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting. Members of the public may not threaten any person with physical harm or act in a manner that may reasonably be interpreted as an imminent threat of physical harm. The City of West Covina will not tolerate harassment based upon a person's race, religious creed, color, national origin, ancestry, disability, medical condition, marital status, gender, sexual orientation, or age.

RULES OF DECORUM

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

AGENDA

CITY OF WEST COVINA CITY COUNCIL/SUCCESSOR AGENCY

**TUESDAY JANUARY 6, 2026, 7:00 PM
REGULAR MEETING**

INVOCATION

Led by Pastor Martinez from Amazing Love Ministries

PLEDGE OF ALLEGIANCE

Led by Councilwoman Rosario Diaz

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Presentation by the Fire Department Celebrating the Department's 75th Anniversary

CITY MANAGER'S REPORT

City Manager's report on current City projects.

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.

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.

COMMUNITY DEVELOPMENT

- 1) **CONSIDERATION OF AN ORDINANCE TO ADOPT BY REFERENCE THE 2026 LOS ANGELES COUNTY BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, RESIDENTIAL, AND EXISTING BUILDING CODES, WHICH ADOPT BY REFERENCE THE 2025 CALIFORNIA BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, RESIDENTIAL, AND EXISTING BUILDING CODES, WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO AND RESOLUTION MAKING FINDINGS REGARDING THE NEED FOR MODIFICATIONS TO THE PROVISIONS OF THE 2025 CALIFORNIA CODES**

It is recommended that the City Council:

1. Adopt the following resolution:

RESOLUTION NO. 2026-03 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, MAKING FINDINGS REGARDING THE NEED FOR MODIFICATIONS TO PROVISIONS OF THE 2025 CALIFORNIA BUILDING STANDARDS CODE DUE TO LOCAL CLIMATIC, GEOLOGICAL OR TOPOGRAPHICAL CONDITIONS

2. Introduce the following ordinance:

ORDINANCE NO. 2536 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING CHAPTERS 7 AND 9 OF THE WEST COVINA MUNICIPAL CODE TO ADOPT BY REFERENCE THE 2026 LOS ANGELES COUNTY BUILDING CODE (TITLE 26), ELECTRICAL CODE (TITLE 27), PLUMBING CODE (TITLE 28), MECHANICAL CODE (TITLE 29), RESIDENTIAL CODE (TITLE 30), AND EXISTING BUILDING CODE (TITLE 33), WHICH ADOPT BY REFERENCE THE 2025 CALIFORNIA BUILDING CODE, ELECTRICAL CODE, PLUMBING CODE, MECHANICAL CODE, RESIDENTIAL CODE, AND EXISTING BUILDING CODE, WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO

3. Schedule a public hearing on January 20, 2026, to consider the adoption of Ordinance No. 2536.

FINANCE DEPARTMENT

- 2) **CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE WEST COVINA POLICE SUPPORT SERVICES ASSOCIATION (WCPSSA)**

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

RESOLUTION NO. 2026-02 - 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 CITY OF WEST COVINA POLICE SUPPORT SERVICES ASSOCIATION FOR THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2028

- 3) **CONSIDERATION OF AMENDING PURCHASING THRESHOLDS**

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

RESOLUTION NO. 2026-01 - A RESOLUTION OF THE CITY COUINCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING PROCUREMENT THRESHOLDS AND APPROVAL REQUIREMENTS FOR THE SALE, EXCHANGE, AND DISPOSAL OF SURPLUS EQUIPMENT IN ACCORDANCE WITH SECTIONS 2-328 AND 2-336 OF DIVISION 2 OF ARTICLE VII OF CHAPTER 2 OF THE WEST COVINA MUNICIPAL CODE

4) CONSIDERATION OF THE FOURTH QUARTER FINANCIAL REPORT AND BUDGET AMENDMENT FOR FISCAL YEAR 2024-25

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

1. Receive and file the Fourth Quarter Financial Report for Fiscal Year 2024-25; and
2. Adopt the following resolution:

RESOLUTION No. 2026-04 OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025 (BA 2025-23)

END OF CONSENT CALENDAR

DEPARTMENTAL REGULAR MATTERS

COMMUNITY DEVELOPMENT

5) CONSIDERATION OF CITY POLICY REGARDING INSTALLATION OF PRIVATELY OWNED SURVEILLANCE CAMERAS IN PUBLIC RIGHT-OF-WAY

It is recommended that the City Council provide direction.

MAYOR/COUNCILMEMBERS REPORTS

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

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

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

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

CITY COUNCIL COMMENTS

ADJOURNMENT

Next Tentative City Council Meeting

Regular Meeting

January 20, 2026

7:00 PM

RULES OF DECORUM

The following are excerpts from the West Covina Municipal Code:

Section 2-47. - Addressing the council.

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

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

(a) Each person wishing to address the city council shall submit a speaker card to the city clerk prior to the commencement of the time designated for oral communications. No speaker cards will be accepted after the commencement of oral communications, except at the discretion of the presiding officer.

- (b) When called forward by the presiding officer or the city clerk, each person addressing the city council shall step up to the podium and give his or her name and city of residence in an audible tone of voice for the record.
- (c) Each person addressing the city council during oral communications shall limit his or her comments to three (3) minutes, unless the time limit is modified by the presiding officer or the city council. In order to provide all speakers the opportunity to participate in oral communications, the presiding officer or the city council may reduce the time limit to allow reasonable time for all speakers to address the city council.
- (d) All remarks shall be addressed to the city council as a body and not to any member thereof. No person, other than the city council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the city council, without the permission of the presiding officer. No question shall be asked of a council member except through the presiding officer.
- (e) The presiding officer may require any person to be sworn as a witness before addressing the city council on any subject. Any such person who, having taken an oath that he or she will testify truthfully, willfully and contrary to such oath states as true any material matter which he knows to be false may be held to answer criminally and subject to the penalty prescribed for perjury by the provisions of the California Penal Code.

Section 2-50. - Decorum—Required.

- (a) While the city council is in session, council members shall preserve order and decorum, and a council member shall neither, by conversation or otherwise, delay or disrupt the proceedings or the peace of the council nor interrupt any council member while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise herein provided.
- (b) Members of the public shall not willfully disrupt the meeting or act in a manner that actually disrupts, disturbs, impedes, impairs, or renders infeasible the orderly conduct of the meeting. For the purposes of this Code, "willfully disrupt" includes, but is not limited to, continuing to do any of the following after being warned by the presiding officer that the behavior is disrupting the meeting and failure to cease the behavior may result in removal from the meeting:
 - (1) Addressing the mayor or city council without first being recognized.
 - (2) Persisting in addressing a subject or subjects, other than that before the mayor and city council.
 - (3) Repetitiously addressing the same subject.
 - (4) Failing to relinquish the podium when directed to do so.
 - (5) From the audience, interrupting or attempting to interrupt, a speaker, the presiding officer, a council member, or a staff member, or shouting or attempting to shout over a speaker, the presiding officer, a council member or a staff member.
 - (6) From the audience, engaging in disorderly, disruptive, or boisterous conduct, including, but not limited to, handclapping, stomping of feet, whistling, making noise, use of abusive, threatening or profane language or obscene gestures, yelling, obstructing the view of other audience members, or similar conduct which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting.
 - (7) As a speaker, making slanderous or profane remarks or using loud, threatening, or abusive language which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting; interrupting or attempting to interrupt the presiding officer, a council member, or a staff member; shouting over or attempting to shout over the presiding officer, a council member, or a staff member; or engaging in any other disorderly conduct which disrupts, disturbs, impedes, or renders infeasible the orderly conduct of the meeting. Nothing in this section or any rules of the city council shall be construed to prohibit public criticism of the policies, procedures, programs, or services of the city or of the acts or omissions of the city council.
 - (8) Engaging in behavior that constitutes use of force or a true threat of force.
- (c) It shall be unlawful to violate the provisions of this section. A person violating this section may be removed and barred from further participation at the meeting at which the violation occurs.
- (d) If any subsection, sentence, clause, or phrase or word of this section 2-50 is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of this section. The city council hereby declares that it would have passed this section and each subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more subsections, sentences, clauses, phrases or words had been declared invalid or unconstitutional.

Section 2-51. - Enforcement of decorum.

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

Section 2-52. Persons authorized to be within council area.

No person, except city officials, their representatives and members of the news media shall be permitted within the rail in front of the council chamber without the express consent of the council.

The following are excerpts from the Penal Code:

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

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

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

Every person who, without authority of law, willfully disturbs or breaks up any assembly or meeting that is not unlawful in its character, other than an assembly or meeting referred to in Section 302 of the Penal Code or Section 18340 of the Elections Code, is guilty of a misdemeanor.



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 6, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: CONSIDERATION OF AN ORDINANCE TO ADOPT BY REFERENCE THE 2026 LOS ANGELES COUNTY BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, RESIDENTIAL, AND EXISTING BUILDING CODES, WHICH ADOPT BY REFERENCE THE 2025 CALIFORNIA BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, RESIDENTIAL, AND EXISTING BUILDING CODES, WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO AND RESOLUTION MAKING FINDINGS REGARDING THE NEED FOR MODIFICATIONS TO THE PROVISIONS OF THE 2025 CALIFORNIA CODES

RECOMMENDATION:

It is recommended that the City Council:

1. Adopt the following resolution:

RESOLUTION NO. 2026-03 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, MAKING FINDINGS REGARDING THE NEED FOR MODIFICATIONS TO PROVISIONS OF THE 2025 CALIFORNIA BUILDING STANDARDS CODE DUE TO LOCAL CLIMATIC, GEOLOGICAL OR TOPOGRAPHICAL CONDITIONS

2. Introduce the following ordinance:

ORDINANCE NO. 2536 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING CHAPTERS 7 AND 9 OF THE WEST COVINA MUNICIPAL CODE TO ADOPT BY REFERENCE THE 2026 LOS ANGELES COUNTY BUILDING CODE (TITLE 26), ELECTRICAL CODE (TITLE 27), PLUMBING CODE (TITLE 28), MECHANICAL CODE (TITLE 29), RESIDENTIAL CODE (TITLE 30), AND EXISTING BUILDING CODE (TITLE 33), WHICH ADOPT BY REFERENCE THE 2025 CALIFORNIA BUILDING CODE, ELECTRICAL CODE, PLUMBING CODE, MECHANICAL CODE, RESIDENTIAL CODE, AND EXISTING BUILDING CODE, WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO

3. Schedule a public hearing on January 20, 2026, to consider the adoption of Ordinance No. 2536.

BACKGROUND:

The State of California, through the California Building Standards Commission, updates the California Building Standards Code (Title 24, California Code of Regulations) every three years. These standards comprise multiple parts including the Building, Residential, Electrical, Plumbing, Mechanical, and Existing Building Codes.

The 2025 California Building Standards Code was published on July 1, 2025, and became effective statewide on January 1, 2026.

Historically, the City of West Covina has adopted by reference the Los Angeles County Codes, which include amendments to the California Codes that address regional and local climatic, geological, and topographical conditions. These local amendments are consistently used throughout the County and by several neighboring cities, ensuring consistency and efficiency in enforcement, permitting, and inspection processes.

On November 25, 2025, the Los Angeles County Board of Supervisors adopted its updated Building, Residential, Electrical, Mechanical, Plumbing, and Existing Building Codes, each incorporating the 2025 California Codes with County-specific amendments supported by express findings of local conditions.

Consistent with past practice, staff is recommending that the City adopt the 2025 California Codes with 2026 Los Angeles County Codes amendments. The California Codes can be viewed at <https://www.dgs.ca.gov/BSC/Codes>.

DISCUSSION:

The proposed ordinance amends Chapters 7 and 9 of the West Covina Municipal Code to adopt by reference the 2026 Los Angeles County Codes (Titles 26, 27, 28, 29, 30, and 33), which implement the 2025 California Codes with amendments.

The ordinance reorganizes and updates administrative provisions to better align with current City procedures, including revisions to permit expiration terms, fees, and references to modern enforcement practices.

Key updates include:

Adoption of the 2025 California Building Standards Code, effective January 1, 2026.

Incorporation of Los Angeles County amendments to ensure uniformity and consistency.

Adoption of Appendix J (Grading) of the Los Angeles County Building Code, aligning local grading and drainage provisions with County standards.

Local administrative updates within Chapters 7 and 9, including permit processing, appeals, and inspection procedures.

The City's accompanying Resolution No. 2026-03 identifies the local climatic, geological, and topographical findings that justify amendments under California Health and Safety Code Sections 17958.5 and 17958.7.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

Prepared by: Dennis Tarango and Ayla Jefferson- Building Officials

Additional Approval: Roxanne E. Lerma, Assistant City Manager

Fiscal Impact

FISCAL IMPACT:

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

Attachments

Attachment No. 1 - Resolution 2026-03

Attachment No. 2 - Deaft Ordinance No. 2536

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
A Well-Planned Community
Expand Economic Development Opportunities

RESOLUTION NO. 2026-03

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WEST COVINA, CALIFORNIA, MAKING FINDINGS
REGARDING THE NEED FOR MODIFICATIONS TO
PROVISIONS OF THE 2025 CALIFORNIA BUILDING
STANDARDS CODE DUE TO LOCAL CLIMATIC,
GEOLOGICAL OR TOPOGRAPHICAL CONDITIONS**

WHEREAS, California Health and Safety Code Section 18938 makes certain provisions published in the California Building Standards Code pursuant to California Health and Safety Code Section 17922 applicable to all occupancies throughout the State and effective 180 days after publication by the California Building Standards Commission (“Commission”), or at a later date established by the Commission; and

WHEREAS, California Health and Safety Code Section 17958 permits cities to amend the requirements of the California Building Standards Code in accordance with California Health and Safety Code Sections 17958.5 and 17958.7; and

WHEREAS, California Health and Safety Code Section 17958.5 permits cities in adopting provisions of the California Building Standards Code to make such modifications in such provisions as a city determines, pursuant to California Health and Safety Code Section 17958.7, are reasonably necessary because of local climatic, geological, or topographical conditions; and

WHEREAS, California Health and Safety Code Section 17958.7 requires that a city, before making modifications pursuant to California Health and Safety Code Section 17958.5, make an express finding that such modifications are reasonably necessary because of local climatic, geological, or topographical conditions; and

WHEREAS, under California Health and Safety Code Section 17958.7, modifications pursuant to California Health and Safety Code Section 17958.5 may not become effective until the required findings and the modifications have been filed with the California Building Standards Commission; and

WHEREAS, on November 25, 2025, the County of Los Angeles adopted by reference and amended the 2025 California Building Code, Electrical Code, Plumbing Code, Mechanical Code, Residential Code, and Existing Building Code; and

WHEREAS, the City finds that the amendments to the California Building Code, Electrical Code, Plumbing Code, Mechanical Code, Residential Code, and Existing Building Code as adopted by the County of Los Angeles are necessary and appropriate for the City because of local climatic, geologic and/or topographic conditions; and

WHEREAS, the Los Angeles County Building, Electrical, Plumbing, Mechanical, Residential, and Existing Building Codes are used throughout the County of Los Angeles and a significant portion of the incorporated cities within the County of Los Angeles; and

WHEREAS, the City is located within the County of Los Angeles, and the City Council believes that the findings made by the Los Angeles County Board of Supervisors are applicable to and consistent with the desire of the City to provide the most technically proficient and safe construction codes possible; and

WHEREAS, the Los Angeles County Codes are common, readily available for purchase, and well known to contractors, engineers, and architects, and

WHEREAS, the City finds that further amendments to the 2026 Los Angeles County Codes are necessary because of local climatic, geologic and/or topographic conditions.

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

SECTION 1. The City Council finds and declares that the changes to the provisions of the 2025 California Building Standards Code set forth in the City's ordinance adopting the 2026 Los Angeles County Building, Electrical, Plumbing, Mechanical, Residential, and Existing Building Codes, adopting the 2025 California Building Code, Electrical Code, Plumbing Code, Mechanical Code, Residential Code, and Existing Building Code with amendments, are reasonably necessary because of the local climatic, geological, or topographical conditions set forth in Exhibit A in accordance with California Health and Safety Code Section 17958.7.

SECTION 2. The Building Official shall file a copy of this Resolution, including Exhibit A, with the California Building Standards Commission in accordance with California Health and Safety Code Section 17958.7.

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 6th day of January, 2026.

Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick, CMC
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2026-03 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 6th day of January, 2026, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick, CMC
Assistant City Clerk

EXHIBIT A

FINDINGS REGARDING THE NEED FOR AMENDMENTS TO PROVISIONS IN THE 2025 CALIFORNIA BUILDING STANDARDS CODE DUE TO LOCAL CLIMATIC, GEOLOGICAL OR TOPOGRAPHICAL CONDITIONS

The City of West Covina makes the following findings regarding the need to amend the 2025 California Building Standards Code:

Finding No. 1: Climatic. The City of West Covina has a semi-arid climate with a history of extended periods of draught, and frequent hot, dry winds (Santa Ana Winds) which compounds the increased risk of the spread of wild- and structure-fires.

Finding No. 2: Geological. The City of West Covina is located within the greater Los Angeles/Long Beach region, which is a densely populated area having buildings constructed over and near a vast array of earthquake fault systems capable of producing major earthquakes, similar to or exceeding the geologic activities occurring during the 1994 Northridge Earthquake. The proposed amendments are intended to prevent occupants from being trapped in a building and to allow rescue workers to easily enter after an earthquake. The City of West Covina contains areas of unique geological and topographical features such as steep slopes, non-cohesive soils, and expansive soils.

Finding No. 3: Topographical. Due to the local topographical and geological conditions of the sites within the greater Los Angeles/Long Beach region and their probabilities for earthquakes, technical amendments are required to address and clarify special needs for buildings constructed on hillside locations. A SEAOSC and Los Angeles City Joint Task Force investigated the performance of hillside building failures after the Northridge earthquake. Numerous hillside failures resulted in loss of life and millions of dollars in damage.

In addition to the findings outlined above, because the City is adopting the 2025 California Building Code, Electrical Code, Plumbing Code, Mechanical Code, Residential Code, and Existing Building Code, as adopted and amended by Los Angeles County, the City Council hereby expressly finds that all changes and modifications to requirements contained in the building standards published in the California Building Code, Electrical Code, Plumbing Code, Mechanical Code, Residential Code, and Existing Building Code that are contained in the Los Angeles County provisions that are being adopted by the City are reasonably necessary because of local climatic, geological, or topographical conditions in the County of Los Angeles, including the City of West Covina, due to the potential for seismic activity in the region, topographical conditions that contribute to the spread of wild fires, and climatic conditions that impact air quality and increase the risk of wild fires.

The City Council believes that the findings made by the Los Angeles County Board of Supervisors are applicable to and consistent with the desire of the City to provide the most technically proficient and safe construction codes possible.

Therefore, the City Council hereby makes the findings made by the Los Angeles County Board of Supervisors as outlined in Exhibit B hereto.

EXHIBIT B

FINDINGS

BUILDING CODE AMENDMENTS

Code Section	Condition	Explanation of Amendment
113.5, 113.5.1, 113.5.2	Administrative	This is an administrative amendment to clarify that structures meeting the conditions specified and affected by the 2025 Eaton and Palisades fire are not required under the Alquist-Priolo Act to conduct an active fault study.
701A.1 701A.2	Climatic	Clarifies the application of Chapter 5 of the California Wildland Interface Code to harden additions, alterations, and/or relocated buildings. Many areas of the County have been designated as Fire Hazard Severity Zones due to the increased risk of fire caused by low humidity, strong winds, and dry vegetation. Additions, alterations, and/or relocated buildings have the same fire risk as new buildings.
701A.3 701A.5 701A.6	Climatic	Disallows the use of wood-shingle/wood-shake roofs due to the increased risk of fire in the County caused by low humidity, strong winds, and dry vegetation in high fire severity zones in order to further harden residential buildings against fire risk.
701A.7	Climatic	Disallows the use of Class B wood-shingle/wood-shake roofs due to the increased risk of fire in the County caused by low humidity, strong winds, and dry vegetation in high fire severity zones in order to further harden residential buildings against fire risk.

Code Section	Condition	Explanation of Amendment
1031.2.1	Geological	The greater Los Angeles/Long Beach region is a densely populated area having buildings constructed over and near a vast array of earthquake fault systems capable of producing major earthquakes, similar to or exceeding the geologic activities occurring during the 1994 Northridge Earthquake. The proposed amendment is intended to prevent occupants from being trapped in a building and to allow rescue workers to easily enter after an earthquake.
Table 1507.3.7	Geological	Table amended to require proper anchorage for clay or concrete tiles from sliding or rotating due to the increased risk of significant earthquakes in the County. This amendment incorporates the design provisions developed based on detailed study of the 1994 Northridge and the 1971 Sylmar earthquakes.
1613.8 and 1613.8.1	Geological	Observed damages to one- and two-family dwellings of light frame construction after the Northridge Earthquake may have been partially attributed to vertical irregularities common to this type of occupancy and construction. In an effort to improve quality of construction and incorporate lesson learned from studies after the Northridge Earthquake, the proposed modification to ASCE 7-22, Section 12.2.3.1, Exception 3, by limiting the number of stories and height of the structure to two stories will significantly minimize the impact of vertical irregularities and concentration of inelastic behavior from mixed structural systems. This proposed amendment is a continuation of an amendment adopted during previous code adoption cycles, and is necessary due to the increased risk of significant earthquakes in the County.
1613.8.2	Geological	A joint Structural Engineers Association of Southern California (SEAOSC), Los Angeles County and Los Angeles City Task Force investigated the performance of concrete and masonry construction with flexible wood diaphragm failures after the Northridge earthquake. It was concluded at that

Code Section	Condition	Explanation of Amendment
		time that continuous ties are needed at specified spacing to control cross grain tension in the interior of the diaphragm. Additionally, there was a need to limit subdiaphragm allowable shear loads to control combined orthogonal stresses within the diaphragm. Recognizing the importance and need to continue the recommendation made by the task force while taking into consideration the improved performances and standards for diaphragm construction today, this proposal increases the continuous tie spacing limit to 40 ft in lieu of 25 ft and to use 75% of the allowable code diaphragm shear to determine the depth of the sub-diaphragm in lieu of the 300 plf and is deemed appropriate and acceptable. Due to the frequency of this type of failure during the past significant earthquakes, various jurisdictions within the Los Angeles region have taken this additional step to prevent roof or floor diaphragms from pulling away from concrete or masonry walls. This proposed amendment is a continuation of an amendment adopted during previous code adoption cycles.
1613.8.3	Geological	The inclusion of the importance factor in the referenced Section equation has the unintended consequence of reducing the minimum seismic separation distance for important facilities such as hospitals, schools, police, and fire stations from adjoining structures. The proposal to omit the importance factor from the referenced equation in Section 12.8.6 will ensure that a safe seismic separation distance is provided. This proposed amendment is a continuation of an amendment adopted during previous code adoption cycles.
1613.9	Geological Topographical	Section is added to improve seismic safety of buildings constructed on or into hillsides. Due to the local topographical and geological conditions of the sites within the greater Los Angeles/Long Beach region and their probabilities for earthquakes, this technical amendment is required to address and

Code Section	Condition	Explanation of Amendment
		clarify special needs for buildings constructed on hillside locations. A SEAOSC and Los Angeles City Joint Task Force investigated the performance of hillside building failures after the Northridge earthquake. Numerous hillside failures resulted in loss of life and millions of dollars in damage. These criteria were developed to minimize the damage to these structures and have been in use by both the City and County of Los Angeles for several years with much success. This amendment is a continuation of an amendment adopted during previous code adoption cycles.
1613.10	Geological	The greater Los Angeles/Long Beach region is a densely populated area having buildings constructed over and near a vast array of fault systems capable of producing major earthquakes, similar to or exceeding the geologic activities occurring during the 1994 Northridge Earthquake. The proposed modification requiring safe design and construction requirements for ceiling suspension systems to resist seismic loads is intended to minimize the amount of damage within a building and therefore needs to be incorporated into the code to assure that new buildings and additions to existing buildings are designed and constructed in accordance with the scope and objectives of the California Building Code.
1704.6	Geological Administrative	The language in section 1704.6 of the California Building Code permits the owner to employ any registered design professional to perform structural observations with minimum guidelines. However, it is important that the registered design professional responsible for the structural design has thorough knowledge of the building he/she designed. By requiring the registered design professional responsible for the structural design, or their designee, who was involved with the design to observe the construction, the quality of the observation for major structural elements and

Code Section	Condition	Explanation of Amendment
		connections that affect the vertical and lateral load resisting systems of the structure will be greatly increased. Additional requirements are provided to help clarify the role and duties of the structural observer and the method of reporting and correcting observed deficiencies to the Building Official. This amendment is a continuation of an amendment adopted during previous code adoption cycles, and is necessary due to the increased risk of significant earthquakes in the County.
1704.6.1	Geological	With the higher seismic demand placed on buildings and structures in this region, the language in section 1704.6.1, Item 3, of the California Building Code would permit many low-rise buildings and structures with complex structural elements to be constructed without the benefit of a structural observation. By requiring a registered design professional to observe the construction, the quality of the observation for major structural elements and connections that affect the vertical and lateral load resisting systems of the structure will be greatly increased. An exception is provided to permit simple structures and buildings to be excluded. This amendment is a continuation of an amendment adopted during previous code adoption cycles, and is necessary due to the increased risk of significant earthquakes in the County.
1705.3	Geological	Results from studies after the 1994 Northridge Earthquake indicated that a significant portion of the damage was attributable to lack of quality control during construction resulting in poor performance of the building or structure. Therefore, the amendment restricts the exceptions to the requirement for special inspection. This amendment is a continuation of an amendment adopted during previous code adoption cycles, and is necessary due to the increased risk of significant earthquakes in the County.

Code Section	Condition	Explanation of Amendment
1705.13	Geological	In Southern California, very few detached one- or two-family dwellings not exceeding two stories above grade plane are built as "box-type" structures specially for those in hillside areas and near the oceanfront. Many with steel moment frames or braced frames, and/or cantilevered columns, can still be shown as "regular" structures by calculations. With the higher seismic demand placed on buildings and structures in this region, the language in section 1705.13, Item 3, of the California Building Code would permit many detached one- or two-family dwellings not exceeding two stories above grade plane with complex structural elements to be constructed without the benefit of special inspections. By requiring special inspections, the quality of major structural elements and connections that affect the vertical and lateral load resisting systems of the structure will be greatly increased. The exception should only be allowed for detached one- or two-family dwellings not exceeding two stories above grade plane assigned to Seismic Design Categories A, B, and C.
1807.1.4	Climatic Geological	No substantiating data has been provided to show that a wood foundation is effective in supporting buildings and structures during a seismic event while being subject to deterioration caused by the combined detrimental effect of constant moisture in the soil and wood-destroying organisms. Wood retaining walls, when they are not properly treated and protected against deterioration, have performed very poorly and have led to slope failures. Most contractors are typically accustomed to construction in dry and temperate weather in the Southern California region and are not generally familiar with the necessary precautions and treatment of wood that makes it suitable for both seismic events and wet applications. The proposed amendment takes the necessary precautionary steps to reduce or eliminate potential problems that may result by using wood foundations that experience relatively rapid

Code Section	Condition	Explanation of Amendment
		decay due to the fact that the region does not experience temperatures cold enough to destroy or retard the growth and proliferation of wood-destroying organisms. This amendment is a continuation of an amendment adopted during previous code adoption cycles, and is necessary due to the local climate and the increased risk of significant earthquakes in the County.
1807.1.6	Geological	With the higher seismic demand placed on buildings and structures in this region, it is necessary to take precautionary steps to reduce or eliminate potential problems that may result by following prescriptive design provisions that do not take into consideration the surrounding environment. Plain concrete performs poorly in withstanding the cyclic forces resulting from seismic events. In addition, no substantiating data has been provided to show that under-reinforced foundation walls are effective in resisting seismic loads, and may potentially lead to a higher risk of failure. It is important that the benefit and expertise of a registered design professional be obtained to properly analyze the structure and take these issues into consideration. This amendment is a continuation of an amendment adopted during previous code adoption cycles.
1807.2	Climatic, Geological	No substantiating data has been provided to show that wood foundation systems are effective in supporting buildings and structures during a seismic event while being subject to deterioration caused by the combined detrimental effects of constant moisture in the soil and wood-destroying organisms. Wood foundation systems not properly treated and protected against deterioration have performed very poorly and have led to slope failures. Most contractors are typically accustomed to construction in dry and temperate weather in the Southern California region and are not generally familiar with the necessary precautions and treatment of wood that makes it suitable for both seismic events and

Code Section	Condition	Explanation of Amendment
		wet applications. The proposed amendment takes the precautionary steps to reduce or eliminate potential problems that may result in using wood foundation systems that experience relatively rapid decay due to the fact that the region does not experience temperatures cold enough to destroy or retard the growth and proliferation of wood-destroying organisms. This proposed amendment is a continuation of an amendment adopted during previous code adoption cycles.
1807.3.1	Climatic, Geological	No substantiating data has been provided to show that wood foundation systems are effective in supporting buildings and structures during a seismic event while being subject to deterioration caused by the combined detrimental effects of constant moisture in the soil and wood-destroying organisms. Wood foundation systems not properly treated and protected against deterioration have performed very poorly and have led to slope failures. Most contractors are typically accustomed to construction in dry and temperate weather in the Southern California region and are not generally familiar with the necessary precautions and treatment of wood that makes it suitable for both seismic events and wet applications. The proposed amendment takes the precautionary steps to reduce or eliminate potential problems that may result in using wood foundation systems that experience relatively rapid decay due to the fact that the region does not experience temperatures cold enough to destroy or retard the growth and proliferation of wood-destroying organisms. This proposed amendment is a continuation of an amendment adopted during previous code adoption cycles.
1809.3 and Figure 1809.3	Geological	With the higher seismic demand placed on buildings and structures in this region, it is necessary to take precautionary steps to reduce or eliminate potential problems that may result for under-reinforced footings located on sloped surfaces. Requiring

Code Section	Condition	Explanation of Amendment
		minimum reinforcement for stepped footings is intended to address the problem of poor performance of plain or under-reinforced footings during a seismic event. This amendment is a continuation of an amendment adopted during previous code adoption cycles.
1809.7 and Table 1809.7	Geological	No substantiating data has been provided to show that under-reinforced footings are effective in resisting seismic loads, and therefore they may potentially lead to a higher risk of failure. This amendment requires minimum reinforcement in continuous footings to address the problem of poor performance of plain or under-reinforced footings during a seismic event. With the higher seismic demand placed on buildings and structures in this region, it is necessary to take precautionary steps to reduce or eliminate potential problems that may result by following prescriptive design provisions for footings that do not take into consideration the surrounding environment. It is important that the benefit and expertise of a registered design professional be obtained to properly analyze the structure and take these factors into consideration. This amendment reflects the recommendations by the SEAOSC and the Los Angeles City Joint Task Force, which investigated the performance deficiencies observed in the 1994 Northridge Earthquake. This amendment is a continuation of an amendment adopted during previous code adoption cycles.
1809.12	Climatic Geological	No substantiating data has been provided to show that timber footings are effective in supporting buildings and structures during a seismic event while being subject to deterioration caused by the combined detrimental effects of constant moisture in the soil and wood-destroying organisms. Timber footings, when they are not properly treated and protected against deterioration, have performed very poorly. Most contractors are typically accustomed to

Code Section	Condition	Explanation of Amendment
		construction in dry and temperate weather in the Southern California region and are not generally familiar with the necessary precautions and treatment of wood that makes it suitable for both seismic events and wet applications. The proposed amendment takes the necessary precautionary steps to reduce or eliminate potential problems, which may result by using timber footings that experience relatively rapid decay due to the fact that the region does not experience temperatures cold enough to destroy or retard the growth and proliferation of wood-destroying organisms. This amendment is a continuation of an amendment adopted during previous code adoption cycles, and is necessary due to the local climate and the increased risk of significant earthquakes in the County.
1810.3.2.4	Climatic Geological	No substantiating data has been provided to show that timber footings are effective in supporting buildings and structures during a seismic event while being subject to deterioration caused by the combined detrimental effects of constant moisture in the soil and wood-destroying organisms. Timber footings, when they are not properly treated and protected against deterioration, have performed very poorly. Most contractors are typically accustomed to construction in dry and temperate weather in the Southern California region and are not generally familiar with the necessary precautions and treatment of wood that makes it suitable for both seismic events and wet applications. The proposed amendment takes the necessary precautionary steps to reduce or eliminate potential problems that may result by using timber footings that experience relatively rapid decay due to the fact that the region does not experience temperatures cold enough to destroy or retard the growth and proliferation of wood-destroying organisms. This amendment is a continuation of an amendment adopted during previous code adoption cycles, and is necessary

Code Section	Condition	Explanation of Amendment
		due to the local climate and the increased risk of significant earthquakes in the County.
1905.1	Geological	This amendment is intended to carry over critical provisions for the design of concrete columns in moment frames from the legacy 1997 Uniform Building Code. Increased confinement is critical to the integrity of such columns and these modifications ensure that it is provided when certain thresholds are exceeded. In addition, this amendment carries over from the legacy 1997 Uniform Building Code a critical provision for the design of concrete shear walls. It essentially limits the use of very highly gravity-loaded walls in being included in the seismic load resisting system, since their failure could have catastrophic effect on the building. Furthermore, this amendment was incorporated in the code based on observations from the 1994 Northridge Earthquake. Rebar placed in very thin concrete topping slabs have been observed in some instances to have popped out of the slab due to insufficient concrete coverage. This modification ensures that critical boundary and collector rebars are placed in sufficiently thick topping slab to prevent buckling of such reinforcements. This proposed amendment is a continuation of an amendment adopted during previous code adoption cycles, and is necessary due to the increased risk of significant earthquakes in the County.
1905.6.2	Geological	This amendment requires minimum reinforcement in continuous footings to address the problem of poor performance of plain or under-reinforced footings during a seismic event. This amendment reflects the recommendations by the SEAOSC and the Los Angeles City Joint Task Force, which investigated the poor performance observed in the 1994 Northridge Earthquake. This amendment is a continuation of an amendment adopted during previous code adoption cycles, and is necessary

Code Section	Condition	Explanation of Amendment
		due to the increased risk of significant earthquakes in the County.
1905.8 through 1905.10	Geological	These amendments are intended to carry over critical provisions for the design of concrete columns in moment frames from the Uniform Building Code (UBC). Increased confinement is critical to the integrity of such columns and these modifications ensure that it is provided when certain thresholds are exceeded. In addition, this amendment carries over from the UBC a critical provision for the design of concrete shear walls. It essentially limits the use of very highly gravity-loaded walls from being included in the seismic load resisting system, since their failure could have a catastrophic effect on the building. Furthermore, this amendment was incorporated into this Code based on observations from the 1994 Northridge Earthquake. Rebar placed in very thin concrete topping slabs has been observed in some instances to have popped out of the slab due to insufficient concrete coverage. This modification ensures that critical boundary and collector rebars are placed in sufficiently thick slabs to prevent buckling of such reinforcements. This amendment is a continuation of an amendment adopted during previous code adoption cycles, and is necessary due to the increased risk of significant earthquakes in the County.
2304.10.2 and Table 2304.10.2	Geological	Due to the high geologic activities in the Southern California area and the expected higher level of performance on buildings and structures, this proposed local amendment limits the use of staple fasteners in resisting or transferring seismic forces. In September 2007, limited cyclic testing data was provided to the ICC, Los Angeles Chapter Structural Code Committee, showing that stapled wood structural shear panels do not exhibit the same behavior as nailed wood structural shear panels. The test results of stapled wood structural shear panels demonstrated much lower strength and drift

Code Section	Condition	Explanation of Amendment
		than nailed wood structural shear panel test results. Therefore, the use of staples as fasteners to resist or transfer seismic forces shall not be permitted without being substantiated by cyclic testing. This amendment is a continuation of a similar amendment adopted during previous code adoption cycles, and is necessary due to the increased risk of significant earthquakes in the County.
2304.10.3.1	Geological	The overdriving of nails into the structural wood panels still remains a concern when pneumatic nail guns are used for wood structural panel shear wall nailing. Box nails were observed to cause massive and multiple failures of the typical 3/8-inch thick plywood during the 1994 Northridge Earthquake. The use of clipped head nails continues to be restricted from use in wood structural panel shear walls where the minimum nail head size must be maintained in order to minimize nails from pulling through sheathing materials. Clipped or mechanically driven nails used in wood structural panel shear wall construction were found to perform much worse in previous wood structural panel shear wall testing done at the University of California Irvine. The existing test results indicated that, under cyclic loading, the wood structural panel shear walls were less energy absorbent and less ductile. The panels reached ultimate load capacity and failed at substantially less lateral deflection than those using same-size hand-driven nails. This amendment reflects the recommendations by the SEAOSC and the Los Angeles City Joint Task Force, which investigated the poor performance observed in the 1994 Northridge Earthquake. This amendment is a continuation of an amendment adopted during previous code adoption cycles, and is necessary due to the increased risk of significant earthquakes in the County.
2304.12.2.8	Climatic	No substantiating data has been provided to show that wood used in retaining or crib walls is effective

Code Section	Condition	Explanation of Amendment
	Geological	in supporting buildings and structures during a seismic event while being subject to deterioration caused by the combined detrimental effect of constant moisture in the soil and wood-destroying organisms. Wood used in retaining or crib walls, when it is not properly treated and protected against deterioration, has performed very poorly. Most contractors are typically accustomed to construction in dry and temperate weather in the Southern California region and are not generally familiar with the necessary precautions and treatment of wood that makes it suitable for both seismic events and wet applications. The proposed amendment takes the necessary precautionary steps to reduce or eliminate potential problems that may result by using wood in retaining or crib walls, which experience relatively rapid decay due to the fact that the region does not experience temperatures cold enough to destroy or retard the growth and proliferation of wood-destroying organisms. This amendment is a continuation of an amendment adopted during previous code adoption cycles, and is necessary due to the local climate and the increased risk of significant earthquakes in the County.
2305.4	Geological	Many of the hold-down connectors currently in use do not have any acceptance report based on dynamic testing protocols. This amendment continues to limit the allowable capacity to 75% of the acceptance report value to provide an additional factor of safety for statically tested anchorage devices. Cyclic forces imparted on buildings and structures by seismic activity cause more damage than equivalent forces that are applied in a static manner. Steel plate washers will reduce the additional damage that can result when hold-down connectors are fastened to wood framing members. This amendment reflects the recommendations by the SEAOSC and the Los Angeles City Joint Task Force, which investigated the poor performance observed in the 1994 Northridge Earthquake. This

Code Section	Condition	Explanation of Amendment
		amendment is a continuation of an amendment adopted during previous code adoption cycles, and is necessary due to the increased risk of significant earthquakes in the County.
2306.2 2306.3 2307.2 2308.10.5.1 2308.10.5.2 Figure 2308.10.5.1 and Figure 2308.10.5.2	Geological	The SEAOSC and the Los Angeles City Joint Task Force that investigated damage to buildings and structures during the 1994 Northridge Earthquake recommended reducing allowable shear values in wood structural panel shear walls or diaphragms that were not substantiated by cyclic testing. That recommendation was consistent with a report to the Governor from the Seismic Safety Commission of the State of California recommending that code requirements be "more thoroughly substantiated with testing." The allowable shear values for wood structural panel shear walls or diaphragms fastened with staples are based on monotonic testing and do not take into consideration that earthquake forces load shear wall or diaphragm in a repeating and fully reversible manner. In September 2007, limited cyclic testing was conducted by a private engineering firm to determine if wood structural panels fastened with staples would exhibit the same behavior as wood structural panels fastened with common nails. The test result revealed that wood structural panels fastened with staples demonstrated much lower strength and stiffness than wood structural panels fastened with common nails. It was recommended that the use of staples as fasteners for wood structural panel shear walls or diaphragms not be permitted to resist seismic forces in structures assigned to Seismic Design Categories D, E, and F unless it can be substantiated by cyclic testing. Furthermore, the cities and unincorporated areas within the greater Los Angeles/Long Beach region have taken extra measures to maintain the structural integrity of the framing of shear walls and diaphragms designed for high levels of seismic forces by requiring wood sheathing be applied directly over the framing members and prohibiting

Code Section	Condition	Explanation of Amendment
		the use of panels placed over gypsum sheathing. This amendment is intended to prevent the undesirable performance of nails when gypsum board softens due to cyclic earthquake displacements and the nail ultimately does not have any engagement in a solid material within the thickness of the gypsum board. This amendment continues the previous amendment adopted during the 2007 code adoption cycle.
2308.10.8.1	Geological	With the higher seismic demand placed on buildings and structures in this region, interior walls can easily be called upon to resist over half of the seismic loading imposed on simple buildings or structures. Without a continuous foundation to support the braced wall line, seismic loads would be transferred through other elements such as non-structural concrete slab floors, wood floors, etc. The purpose of this amendment is to limit the use of the exception to structures assigned to Seismic Design Category A, B, or C where lower seismic demands are expected. Requiring interior braced walls be supported by continuous foundations is intended to reduce or eliminate the poor performance of buildings or structures. This amendment is a continuation of an amendment adopted during previous code adoption cycles, and is necessary due to the increased risk of significant earthquakes in the County.
Table 2308.10.1	Geological	This amendment specifies minimum sheathing thickness and nail size and spacing so as to provide a uniform standard of construction for designers and buildings to follow. This is intended to improve the performance level of buildings and structures that are subject to the higher seismic demands placed on buildings or structure in this region. This proposed amendment reflects the recommendations by the SEAOSC and the Los Angeles City Joint Task Force, which investigated the performance deficiencies observed in the 1994 Northridge

Code Section	Condition	Explanation of Amendment
		Earthquake. This amendment is a continuation of an amendment adopted during previous code adoption cycles, and is necessary due to the increased risk of significant earthquakes in the County.
2308.10.9	Geological	Due to the high geologic activities in the Southern California area and the required higher level of performance of buildings and structures, this amendment limits the use of staple fasteners in resisting or transferring seismic forces. In September 2007, limited cyclic testing data was provided to the ICC, Los Angeles Chapter Structural Code Committee, showing that stapled wood structural shear panels do not exhibit the same behavior as nailed wood structural shear panels. The test results of stapled wood structural shear panels demonstrated much lower strength and drift than nailed wood structural shear panel test results. Therefore, the use of staples as fasteners to resist or transfer seismic forces shall not be permitted without being substantiated by cyclic testing. This amendment is a continuation of a similar amendment adopted during previous code adoption cycles.
3114;	Climatic, Geologic	The greater Los Angeles/Long Beach region is situated over a vast array of earthquake fault systems capable of producing major earthquakes, similar to or exceeding the geologic activities occurring during the 1994 Northridge Earthquake. The region is further impacted by construction of buildings and structures utilizing traditional construction materials that impact the amount of energy, air quality, greenhouse gas emission and construction waste in the area. The proposed amendment addresses structural design requirements specific to intermodal shipping containers, reduce environmental impact of unused and unrecycled intermodal shipping containers, and increase sustainability by reducing consumption of

Code Section	Condition	Explanation of Amendment
		traditional construction materials. The proposed modification needs to be incorporated into the code to assure that new buildings and additions to existing buildings utilizing intermodal shipping containers are designed and constructed in accordance with the scope and objectives of the California Building Code and California Green Building Standards Code
Appendix C	Climatic, Geologic, Voluntary appendix	Los Angeles County is a diverse region with both densely populated urban areas and rural areas with various agricultural and animal husbandry establishments. Many areas of the County have been designated as Fire Hazard Severity Zones due to the increased risk of fire caused by low humidity, strong winds, and dry vegetation, particularly the rural areas, which are often used for agricultural purposes. Furthermore, the greater Los Angeles/Long Beach region is situated over a vast array of earthquake fault systems capable of producing major earthquakes, similar to or exceeding the geologic activities occurring during the 1994 Northridge Earthquake. Due to the need for agricultural buildings to perform appropriately in the County due to its geology and climate, adoption of building standards for such structures is required.
Appendix H	Climatic, Geologic, Voluntary appendix	Los Angeles County is a diverse region with both densely populated urban areas and rural areas with various signs used in the County. The Los Angeles region is situated over a vast array of earthquake fault systems capable of producing major earthquakes, similar to or exceeding the geologic activities occurring during the 1994 Northridge Earthquake. In addition, weather events occur seasonally with high winds such as the Santa Ana Winds. Due to the need for signs to perform well in the County due to its climate and geology, adoption of building standards for signs is required.
H103.1	Geologic,	Los Angeles County is a diverse region with both densely populated urban areas and rural areas with

Code Section	Condition	Explanation of Amendment
	Administrative, Voluntary appendix	various signs used in the County. The greater Los Angeles/Long Beach region is situated over a vast array of earthquake fault systems capable of producing major earthquakes, similar to or exceeding the geologic activities occurring during the 1994 Northridge Earthquake. This provision is amended to cross-reference to applicable legal provisions and also to ensure that signs are located in such a way as to avoid damage to adjacent structures and people given the potential for earthquakes in the County.
H103.2	Geologic, Administrative, Voluntary appendix	Los Angeles County is a diverse region with both densely populated urban areas and rural areas with various signs used in the County. The greater Los Angeles/Long Beach region is situated over a vast array of earthquake fault systems capable of producing major earthquakes, similar to or exceeding the geologic activities occurring during the 1994 Northridge Earthquake. This provision is amended to cross-reference to applicable legal provisions and also to ensure that sign projections and clearances are located in such a way as to avoid damage to adjacent structures and people given the potential for earthquakes in the County.
H104.1	Geologic, Voluntary appendix	The greater Los Angeles/Long Beach region is situated over a vast array of earthquake fault systems capable of producing major earthquakes, similar to or exceeding the geologic activities occurring during the 1994 Northridge Earthquake. Due to the risk of geologic activities in the Southern California area, buildings and structures require a high level of performance, which is directly proportional to the weight of a structure. By adding the weight of a sign to the identification placard, it will improve the ability to provide structural verification in the event of damage or future modifications.

Code Section	Condition	Explanation of Amendment
H105.1	Administrative, Voluntary appendix	The amendment provides a cross reference to Chapter 24 for user convenience.
H106.1, H106.2	Administrative, Voluntary appendix	This change corrects a call out from the model electrical code to the relevant local electrical code and clarifies that a separate electrical permit is required for user convenience.
H110.1	Climatic, Voluntary appendix	Due to the potential for severe local weather conditions with torrential rain, it is necessary to clarify that no portions of the roof sign and supporting members may interfere with proper roof drainage to prevent the potential for roof collapse due to water accumulation.
H116	Climatic, Voluntary appendix	Due to the potential for severe local weather with high speed winds and hot, dry conditions, it is necessary that the most recent test standards as specified in Chapter 35 are adopted in lieu of the older test standards specified in Section H116. This ensures that the risk from fires is minimized.
J101.1 to J101.9	Geological Topographical Climatic	Sections revised to include erosion and sediment control measures to address the complex and diverse set of soil types and geologic conditions that exist in the greater Los Angeles County/Long Beach region.
J101.10	Geological Topographical Climatic	Section revised to maintain safety and integrity of public or private property adjacent to grading sites due to the complex and diverse set of soil types, climates, and geologic conditions that exist in the greater Los Angeles County/Long Beach region.
J103.1 – J103.2 and Figure J103.2	Geological Topographical Climatic	Sections revised to provide adequate control of grading operations typical to the greater Los Angeles County/Long Beach region due to the complex and diverse set of soil types, climates, and

Code Section	Condition	Explanation of Amendment
		geologic conditions that exist in the greater Los Angeles County/Long Beach region.
J104.2.1 – J104.4	Geological Topographical Climatic	Sections revised or added to provide adequate control of grading operations typical to the greater Los Angeles County/Long Beach region due to the complex and diverse set of soil types, climates, and geologic conditions that exist in the greater Los Angeles County/Long Beach region.
J105.1- J105.14	Geological Topographical Climatic	Sections revised or added to provide adequate control of grading operations typical to the greater Los Angeles County/Long Beach region due to the complex and diverse set of soil types, climates, and geologic conditions that exist in the greater Los Angeles County/Long Beach region.
J106.1	Geological Topographical Climatic	Section revised to require more stringent cut slope ratios to address the complex and diverse set of soil types and geologic conditions that exist in the greater Los Angeles County/Long Beach region.
J107.1- J107.7	Geological Topographical Climatic	Sections revised to provide more stringent fill requirements for slope stability and settlement due to the complex and diverse set of soil types, climates, and geologic conditions that exist in the greater Los Angeles County/Long Beach region.
J107.8 – J107.9	Geological Topographical Climatic	Sections revised to provide more stringent inspection and testing requirements for fill slope stability due to the complex and diverse set of soil types, climates, and geologic conditions that exist in the greater Los Angeles County/Long Beach region.
J108.1 – J108.4	Geological Topographical Climatic	Sections revised to provide more stringent slope setback requirements to address the complex and diverse set of soil types, climates, and geologic conditions that exist in the greater Los Angeles County/Long Beach region.
J109.1 – J109.3	Geological Topographical	Sections revised to provide more stringent drainage and terracing requirements to address the complex and diverse set of soil types, climates, and geologic

Code Section	Condition	Explanation of Amendment
	Climatic	conditions that exist in the greater Los Angeles County/Long Beach region.
J109.5	Geological Topographical Climatic	Subsection added to provide for adequate outlet of drainage flows due to the diverse set of soil types, climates, and geologic conditions that exist in the greater Los Angeles County/Long Beach region.
J110.1 - J110.8.5	Geological Topographical Climatic	Sections revised or added to provide for State requirements of storm water pollution prevention and more stringent slope planting, and slope stability requirements to control erosion due to the complex and diverse set of soil types, climates, and geologic conditions that exist in the greater Los Angeles County/Long Beach region.
J111	Geological Topographical Climatic	Section revised to reference additional standards for soils testing due to the complex and diverse set of soil types, climates, and geologic conditions that exist in the greater Los Angeles County/Long Beach region.
Appendix Q Q101.1, Q102.1, Q103.1, Q103.4, Q107.1	Administrative, Voluntary appendix Climatic Geologic Topographical	Adoption of this appendix is necessary because strict compliance with State and local standards and laws would prevent, hinder, or delay the mitigation of the effects of a declared shelter crisis, local emergency or state of emergency. The modifications to this appendix are administrative in nature, to provide clarification of various provisions of the language of this voluntary Appendix.
Q106.1	Climatic	Los Angeles County is subject to extreme temperatures, and many of these membrane structures will be erected and occupied during severe weather events. It is necessary to include this amendment to ensure the safety, health, and comfort of the occupants is maintained during extreme heat and cold.
Q110.1.1,	Administrative	These sections are a cross reference to the State Plumbing Code requirement for user convenience

Code Section	Condition	Explanation of Amendment
Q110.1.2		and is not adding a new building standard nor enacting a more restrictive requirement. To the extent findings are requested, see prefatory language in this Section.
Q110.3	Climatic, Voluntary appendix	The County may utilize mobile restroom facilities that are physically separate from the living facilities. Due to the potential for severe local weather conditions, with extreme temperatures or torrential rain, the distance to the restroom facilities required for the comfort, safety, and health of displaced people should be reduced to 300 feet or as determined by the Building Official.

RESIDENTIAL CODE

Code Section	Condition	Explanation of Amendment
R301.1.3.2	Geological	Los Angeles County is prone to seismic activity due to the existence of active faults in the Southern California area. After the 1994 Northridge Earthquake, the Wood Frame Construction Joint Task Force recommended that the quality of woodframe construction needed to be greatly improved. The Task Force recommended that structural plans be prepared by the engineer or architect so that plan examiners, building inspectors, contractors, and special inspectors may logically follow and construct the seismic force-resisting systems as presented in the construction documents. For buildings or structures located in Seismic Design Category D₀, D₁, D₂, or E that are subject to a greater level of seismic forces, the requirement to have a California licensed architect or engineer prepare the construction documents is intended to minimize or reduce structural deficiencies that may cause excessive damage or injuries in woodframe buildings. Involvement of a registered professional will minimize the occurrence of structural deficiencies such as plan and vertical irregularities, improper shear transfer of the seismic force-resisting system, missed details or connections important to the structural system, and the improper application of the prescriptive requirements of the California Residential Code.

R301.1.5	Geological Topographical	Due to the local topographical and geological conditions of the sites within the greater Los Angeles region and their susceptibility to earthquakes, this technical amendment is required to address and clarify special needs for buildings constructed on hillside locations. A joint Structural Engineers Association of Southern California (SEAOSC) and Los Angeles City Joint Task Force investigated the performance of hillside building failures after the Northridge Earthquake. Numerous hillside failures
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		resulted in loss of life and millions of dollars in damage. These criteria were developed to minimize the damage to these structures and have been in use by the City and County of Los Angeles for several years.
R301.2.2.6	Geological	Los Angeles County is prone to seismic activity due to the existence of active faults in the Southern California area. Due to the high geologic activities in the Southern California area and the necessary higher level of performance required for buildings and structures, this local amendment limits the type of irregular conditions as specified in the California Residential Code. Such limitations are recommended to reduce structural damage in the event of an earthquake. The County of Los Angeles and cities in this region have implemented these extra measures to maintain the structural integrity of the framing of the shear walls and all associated elements when designed for high levels of seismic loads.
R301.2.2.11	Geological	Los Angeles County is prone to seismic activity due to the existence of active faults in the Southern California area. Due to the high geologic activity in the Southern California area and the necessary higher level of performance required for buildings and structures, this local amendment limits the potential anchorage and supporting frame failure resulting from additional weight. There is no limitation for weight of mechanical and plumbing fixtures and equipment in the International Residential Code. Requirements from ASCE 7 and the International Building Code would permit equipment weighing up to 400 lbs. when mounted at 4 feet or less above the floor or attic level without engineering design. Where equipment exceeds this requirement, it is the intent of this amendment that a registered design professional be required to analyze if the floor support is adequate and structurally sound.
Table R302.1(2)	Climatic	This amendment will not allow unprotected openings (openings that do not resist the spread of fire) to be in the exterior wall of a residential building that is located on a property line. This amendment is

		necessary due to local climatic conditions. The hot, dry weather conditions of late summer in combination with the Santa Ana winds creates an extreme fire danger. Residential buildings with unprotected openings located on a property line may permit fires to spread from the inside of the building to adjacent properties and likewise from exterior properties to the interior of the building.
R337.1.1 R337.1.2	Climatic	Clarifies the application of Chapter 5 of the California Wildland Interface Code to also harden additions, alterations, and/or relocated buildings. Many areas of the County have been designated as Fire Hazard Severity Zones due to the increased risk of fire caused by low humidity, strong winds, and dry vegetation. Additions, alterations, and/or relocated buildings have the same fire risk as new buildings.
R337.1.3 R337.1.5 R337.1.6	Climatic	Disallows the use of wood-shingle/wood-shake roofs due to the increased risk of fire in the County caused by low humidity, strong winds, and dry vegetation in high fire severity zones in order to further harden residential buildings against fire risk.
R337.1.7	Climatic	Disallows the use of Class B wood-shingle/wood-shake roofs due to the increased risk of fire in the County caused by low humidity, strong winds, and dry vegetation in high fire severity zones in order to further harden residential buildings against fire risk.

R401.1	Geological	Los Angeles County is prone to seismic activity due to the existence of active faults in the Southern California area. Wood foundations, even those that are preservative-treated, encounter a higher risk of deterioration when contacting the adjacent ground. The required seismic anchorage and transfer of lateral forces into the foundation system necessary for 2-story structures and foundation walls could become compromised at varying states of wood decay. In addition, global structure overturning moment and sliding resistance is reduced when utilizing wood foundations as opposed to conventional concrete or masonry systems.
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		However, non-occupied, single-story storage structures pose significantly less risk to human safety and may utilize the wood foundation guidelines specified in this Chapter.
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R403.1.2 R403.1.3.6 R403.1.5 Figure R403.1.5	Climatic Geological	Los Angeles County is prone to seismic activity due to the existence of active faults in the Southern California area. These amendments require minimum reinforcement in continuous footings and stepped footings to address the problem of poor performance of plain or under-reinforced footings during a seismic event. These amendments implement the recommendations of SEAOSC and the Los Angeles City Joint Task Force resulting from their investigation of the 1994 Northridge Earthquake. Interior walls can easily be called upon to resist over half of the seismic loading imposed on simple buildings or structures. Without a continuous foundation to support the braced wall line, seismic loads would be transferred through other elements such as non-structural concrete slab floors, wood floors, etc. Requiring interior braced walls to be supported by continuous foundations is intended to reduce or eliminate the poor performance of buildings or structures.
R404.2	Climatic Geological	No substantiating data has been provided to show that wood foundations are effective in supporting structures and buildings during a seismic event while being subject to deterioration caused by the presence of water and other materials detrimental to wood foundations in the soil. Wood foundations, when they are not properly treated and protected against deterioration, have performed very poorly and have led to slope failures. Most contractors are typically accustomed to construction in dry weather in the Southern California region and are not generally familiar with the necessary precautions and treatment of wood that makes it suitable for both seismic events and wet applications. With the higher seismic demand placed on buildings and structures in this region, coupled with the dryer weather conditions, it is

		the intent of this amendment to reduce or eliminate potential problems resulting from the use of wood footings and foundations.
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R501.2	Geological	Due to the high geologic activities in the Southern California area and the necessary higher level of performance required for buildings and structures, this local amendment limits the potential anchorage and supporting frame failure resulting from additional weight. There is no limitation for weight of mechanical and plumbing fixtures and equipment in the International Residential Code. Requirements from ASCE 7 and the International Building Code would permit equipment weighing up to 400 lbs. when mounted at 4 feet or less above the floor or attic level without engineering design. Where equipment exceeds this requirement, it is the intent of this amendment that a registered design professional be required to analyze if the floor support is adequate and structurally sound.
R503.2.4 Figure R503.2.4	Geological	Section R502.10 of the Code does not provide any prescriptive criteria to limit the maximum floor opening size, nor does Section R503 provide any details to address the issue of shear transfer near larger floor openings. With the higher seismic demand placed on buildings and structures in this region, it is important to ensure that a complete load path is provided to reduce or eliminate potential damage caused by seismic forces. Requiring blocking with metal ties around larger floor openings and limiting opening size is consistent with the requirements of Section R301.2.2.6.
Table R602.3(1) Table R602.3(2)	Geological	Los Angeles County is prone to seismic activity due to the existence of active faults in the Southern California area. In September 2007, limited cyclic testing data was provided to the ICC Los Angeles Chapter Structural Code Committee showing that stapled wood structural shear panels do not exhibit the same behavior as the nailed wood structural shear panels. The test results of the stapled wood structural shear panels demonstrated lower strength

		and drift than the nailed wood structural shear panel test results. Therefore, the use of staples as fasteners for shear walls sheathed with other materials shall not be permitted without being substantiated by cyclic testing.
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R602.3.2 Table R602.3.2	Geological	Los Angeles County is prone to seismic activity due to the existence of active faults in the Southern California area. The County of Los Angeles and cities in this region have taken extra measures to maintain the structural integrity of the framing of the shear walls when designed for high levels of seismic loads by eliminating single top plate construction. The performance of modern day braced wall panel construction is directly related to an adequate load path extending from the roof diaphragm to the foundation system.
R602.10.2.3	Geological	The greater Los Angeles region is a densely populated area having buildings and structures constructed over and near a vast array of fault systems capable of producing major earthquakes, including, but not limited, to the 1994 Northridge Earthquake. Plywood shear walls with high aspect ratio experienced many failures during the Northridge Earthquake. This proposed amendment specifies a minimum braced wall length to meet an aspect ratio consistent with other sections of the California Residential Code, and to assure that new buildings and additions to existing buildings are designed and constructed in accordance with the scope and objectives of the California Residential Code. This is intended to improve the performance level of buildings and structures that are subject to the higher seismic demands and reduce and limit potential damage to property. This proposed amendment reflects the recommendations by SEAOSC and the Los Angeles City Joint Task Force that investigated the poor performance observed during the 1994 Northridge Earthquake.

Table R602.10.3(3)	Geological	Due to the high geologic activities in the Southern California area and the necessary higher level of performance of buildings and structures, this local amendment reduces or eliminates the allowable shear values for shear walls sheathed with lath, plaster, or gypsum board. The poor performance of such shear walls sheathed with other materials in the 1994 Northridge Earthquake was investigated by SEAOSC and the Los Angeles City Joint Task Force. The County of Los Angeles and cities in this region have taken extra measures to maintain the structural integrity of the framing of the shear walls when designed for high levels of seismic loads.
Table R602.10.4	Geological	3/8" thick 3 ply-plywood shear walls experienced many failures during the Northridge Earthquake. This amendment specifies minimum WSP sheathing thickness and nail size and spacing, so as to provide a uniform standard of construction to improve the performance level of buildings and structures, given the potential for higher seismic demands placed on buildings or structure in this region. This proposed amendment reflects the recommendations by SEAOSC and the Los Angeles City Joint Task Force following the 1994 Northridge Earthquake. In September 2007, cyclic testing data was provided to the Los Angeles Chapter Structural Code Committee showing that stapled wood structural shear panels underperformed nailed wood structural shear panels. Test results of the stapled wood structural shear panels appeared much lower in strength and drift than the nailed wood structural shear panel test results.

Table R602.10.5	Geological	Los Angeles County is prone to seismic activity due to the existence of active faults in the Southern California area. The poor performance of such shear walls sheathed in the 1994 Northridge Earthquake was investigated by SEAOSC and the Los Angeles City Joint Task Force. The County of Los Angeles and cities in this region have taken extra measures to maintain the structural integrity with respect to the
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		"maximum shear wall aspect ratios" of the framing of the shear walls when designed for high levels of seismic loads. This amendment is consistent with the shear wall aspect ratio provision of Section 4.3.3 of AWC SDPWS-2021.
Figure R602.10.6.1	Geological	3/8" thick 3 ply-plywood shear walls experienced many failures during the Northridge Earthquake. The poor performance of shear walls in the 1994 Northridge Earthquake was investigated by SEAOSC and the Los Angeles City Joint Task Force. Box nails were observed to cause massive and multiple failures of the typical 3/8" thick 3 ply-plywood during the Northridge Earthquake. The County of Los Angeles and cities in this region have taken extra measures to maintain the structural integrity of the framing of the shear walls when designed for high levels of seismic loads. The performance of modern day braced wall panel construction is directly related to an adequate load path extending from the roof diaphragm to the foundation system.
Figure R602.10.6.2	Geological	3/8" thick 3 ply-plywood shear walls experienced many failures during the Northridge Earthquake. The poor performance of such shear walls in the 1994 Northridge Earthquake was investigated by SEAOSC and the Los Angeles City Joint Task Force. The County of Los Angeles and cities in this region have taken extra measures to maintain the structural integrity of the framing of the shear walls when designed for high levels of seismic loads. Box nails were observed to cause massive and multiple failures of typical 3/8-inch thick plywood during the Northridge Earthquake. This change to the minimum lap splice requirement is consistent with Section 25.5 of ACI 318-19.
Figure R602.10.6.4	Geological	3/8" thick 3 ply-plywood shear walls experienced many failures during the Northridge Earthquake. The poor performance of such shear walls in the 1994 Northridge Earthquake was investigated by SEAOSC and the Los Angeles City Joint Task Force. The County of Los Angeles and cities in this region have taken extra measures to maintain the structural

		integrity of the framing of the shear walls when designed for high levels of seismic loads. The proposal in which "washers shall be a minimum of 0.229 inch by 3 inches by 3 inches in size" is consistent with Section R602.11.1 of the California Residential Code and Section 2308.7.1 of the California Building Code.
R606.4.4	Geological	Los Angeles County is prone to seismic activity due to the existence of active faults in the Southern California area. The addition of the word "or" will prevent the use of unreinforced parapets in Seismic Design Category D ₀ , D ₁ , or D ₂ , or on townhouses in Seismic Design Category C.
R606.12.2.2.3	Geological	Los Angeles County is prone to seismic activity due to the existence of active faults in the Southern California area. Reinforcement using longitudinal wires for buildings and structures located in high seismic areas is not as ductile as deformed rebar. Having vertical reinforcement closer to the ends of masonry walls helps to improve the seismic performance of masonry buildings and structures.
R803.2.4	Geological	Section R802 of the Code does not provide any prescriptive criteria to limit the maximum size of roof openings, nor does Section R803 provide any details to address the issue of shear transfer near larger roof openings. With the higher seismic demand placed on buildings and structures in this region, it is important to ensure that a complete load path is provided to reduce or eliminate potential damage caused by seismic forces. Requiring blocking with metal ties around larger roof openings and limiting the size of openings is consistent with the requirements of Section R301.2.2.6.

R1001.3.1	Geological	Los Angeles County is prone to seismic activity due to the existence of active faults in the Southern California area. The performance of fireplaces/chimneys without anchorage to the foundation has been observed to be inadequate during major earthquakes. The lack of anchorage to
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		the foundation results in overturn or displacement.
Appendix BJ BJ106.1	Geological	Los Angeles County is prone to seismic activity due to the existence of active faults in the Southern California area. Due to the limited seismic performance information on strawbale construction, this amendment is intended to limit the higher risk strawbale construction poses in a high seismic region.
Appendix CJ CJ101.1, CJ102.1, CJ103.1, CJ103.4, CJ107.1	Administrative, Climatic, Geologic, Topographical	Adoption of this appendix is necessary because strict compliance with state and local standards and laws would prevent, hinder, or delay the mitigation of the effects of a declared shelter crisis or other emergency. The modifications to this appendix are administrative in nature, to provide clarification of various provisions of the language of this voluntary Appendix.
CJ106.1	Climatic	Los Angeles County is subject to extreme temperatures, and many of these membrane structures will be erected and occupied during severe weather events. It is necessary to include this amendment to ensure the safety, health, and comfort of the occupants is maintained during extreme heat and cold.
CJ110.1.1, CJ110.1.2	Administrative	These sections are simply a cross reference to the State Plumbing Code requirement for user convenience and is not adding a new building standard nor enacting a more restrictive requirement. To the extent findings are requested, see prefatory language in this Section.
CJ110.3	Climatic	The County may utilize mobile restroom facilities that are physically separate from the living facilities. Due to the potential for severe local weather conditions, with extreme temperatures or torrential rain, the distance to the restroom facilities required for the comfort, safety, and health of displaced people should be reduced to 300 feet or as determined by the Building Official.

EXISTING BUILDING CODE

EXISTING BUILDING CODE AMENDMENTS		
CODE SECTION	CONDITION	EXPLANATION
302.6.1 to 302.6.3	Geologic	The greater Los Angeles/Long Beach region is a densely populated area having buildings constructed over and near a vast array of fault systems capable of producing major earthquakes, including, but not limited to, the 1994 Northridge Earthquake. The purpose of the amendments is to prevent inadequate construction or bracing to increase resistance to horizontal forces, thus minimizing hazards to life or property in the event of an earthquake.

302.7	Geologic	The greater Los Angeles/Long Beach region is a densely populated area having buildings constructed over and near a vast array of fault systems capable of producing major earthquakes, including, but not limited to, the 1994 Northridge Earthquake. The purpose of the amendment is to minimize injuries caused by shattering glass in the event of an earthquake.
A401.2	Geologic, Administrative, Voluntary Appendix	The greater Los Angeles/Long Beach region is situated over a vast array of earthquake fault systems capable of producing major earthquakes, including, but not limited to, the 1994 Northridge Earthquake. The purpose of this amendment is to provide voluntary building standards to constituents that are performing seismic retrofitting for existing structures.
A404.1	Administrative, Geologic, Voluntary Appendix	The greater Los Angeles/Long Beach region is situated over a vast array of earthquake fault systems capable of producing major earthquakes, including, but not limited to, the 1994 Northridge Earthquake. The purpose of this amendment is to provide voluntary building standards to constituents that are performing seismic retrofitting for existing structures. Due to these factors, the County requires a licensed architect or engineer stamp and approval of the construction documents.

MECHANICAL CODE

TABLE

MECHANICAL CODE AMENDMENTS		
CODE SECTION	CONDITION	EXPLANATION
501.1	Climatic	Additional Health Department requirements are necessary due to local air quality concerns.
510.1.6	Geological	High geologic activities, such as seismic events, in the Southern California area necessitate this local amendment for bracing and support.
603.7.1.1	Geological	High geologic activities, such as seismic events, in the Southern California area necessitate this local amendment for bracing and support.
1114.4	Geological	High geologic activities, such as seismic events, in the Southern California area necessitate this local amendment to reduce damage and potential for toxic refrigerant release during a seismic event caused by shifting equipment and to minimize impacts to the sewer system in such an event.

PLUMBING CODE

PLUMBING CODE AMENDMENTS

CODE SECTION	CONDITION	EXPLANATION
Section 304.1	Geological Topographical Climatic	The County of Los Angeles is a densely populated area with buildings constructed within a region where water is scarce and domestic water service is impacted by immoderate and varying weather conditions, including periods of extended drought. The proposed measures will require buildings to be more water efficient and allow greater conservation of domestic water due to these local conditions.
Sections 601.2.3	Geological Topographical Climatic	The County of Los Angeles is a densely populated area with buildings constructed within a region where water is scarce and domestic water service is impacted by immoderate and varying weather conditions, including periods of extended drought. The proposed measures will require buildings to be more water efficient and allow greater conservation of domestic water due to these local conditions.
Section 721.3	Geological Topographical	To allow for the proper operation of existing Los Angeles County sewer infrastructure and establish consistency with Title 20 – Utilities – of the Los Angeles County Code, Division 2 (Sanitary Sewers and Industrial Waste) due to local soil conditions and topography.
Sections 728.1 to 728.6	Geological Topographical	To allow for the proper operation of existing Los Angeles County sewer infrastructure and establish consistency with Title 20 – Utilities – of the Los Angeles County Code, Division 2 (Sanitary Sewers and Industrial Waste) due to local soil conditions and topography.
Table H 101.8	Geological Topographical	To establish more restrictive requirements for protection of local groundwater due to local soil conditions and to provide protections for native, protected oak trees that are consistent with Title 22 – Zoning and Planning – of the Los Angeles County Code, Chapter 22.174 (Oak Tree Permits).

Table H 201.1(1)	Geological Topographical	To establish more restrictive requirements for protection of local groundwater due to local soil conditions, sewer capacity, and sewage treatment.
Table H 201.1(2)	Geological Topographical	To establish consistency with requirements of the County Health Department for sewer capacity and sewage treatment due to local soil conditions.
Table H 201.1(3)	Geological Topographical	To establish consistency with requirements of the County Health Department for sewer capacity and sewage treatment due to local soil conditions.
Table H 201.1(4)	Geological Topographical	To establish consistency with requirements of the County Health Department for sewer capacity and sewage treatment due to local soil conditions.
Section H 301.1	Geological Topographical	To establish more restrictive requirements for protection of local groundwater due to local soil conditions.
Section H 401.3	Geological Topographical	To establish more restrictive requirements for protection of local groundwater due to local soil conditions.
Section H 601.5	Geological Topographical	To establish more restrictive requirements for protection of local groundwater due to local soil conditions.
Section H 601.8	Geological Topographical	To establish more restrictive requirements for protection of local groundwater due to local soil conditions.
Section H 701.2	Geological Topographical	To establish more restrictive requirements for protection of local groundwater due to local soil conditions.
Section H 1001.1	Geological	To establish more restrictive requirements to prevent earth movement based on local soil and seismic conditions.
Section H 1101.6	Geological	To establish more restrictive requirements to prevent earth movement based on local soil and seismic conditions.

Appendix P		
Appendix S	Climatic	To establish requirements for solar thermal energy systems based on provisions in the Uniform Solar, Hydronics and Geothermal Code (USHGC), which is developed by the International Association of Plumbing and Mechanical Officials. The County of Los Angeles is a densely populated area, with elevated levels of greenhouse gas emissions. Standards to regulate the installation of solar thermal energy systems will facilitate safe and efficient installations of these systems to improve local air quality, thereby improving the health of the County's residents, businesses and visitors.

ORDINANCE NO. 2536

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING CHAPTERS 7 AND 9 OF THE WEST COVINA MUNICIPAL CODE TO ADOPT BY REFERENCE THE 2026 LOS ANGELES COUNTY BUILDING CODE (TITLE 26), ELECTRICAL CODE (TITLE 27), PLUMBING CODE (TITLE 28), MECHANICAL CODE (TITLE 29), RESIDENTIAL CODE (TITLE 30), AND EXISTING BUILDING CODE (TITLE 33), WHICH ADOPT BY REFERENCE THE 2025 CALIFORNIA BUILDING CODE, ELECTRICAL CODE, PLUMBING CODE, MECHANICAL CODE, RESIDENTIAL CODE, AND EXISTING BUILDING CODE, WITH CERTAIN AMENDMENTS, ADDITIONS AND DELETIONS THERETO

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

WHEREAS, on July 1, 2025, the California Building Standards Commission (CBSC) published the 2025 California Building Standards Code, which includes the 2025 Building, Electrical, Plumbing, Mechanical, Residential, and Existing Building Codes (the “2025 California Codes”); and

WHEREAS, the 2025 California Codes went into effect on January 1, 2026; and

WHEREAS, Section 17958.5 of the California Health and Safety Code permits the City to make changes or modifications to the 2025 California Codes as such changes are reasonably necessary because of local climatic, geological, or topographical conditions; and

WHEREAS, prior to making any modifications or changes pursuant to Section 17958.5 of the California Health and Safety Code, Section 17958.7 of the Health and Safety Code requires the City to make express findings that such modifications or changes are reasonably necessary because of local climatic, geological, or topographical conditions; and

WHEREAS, the findings and local amendments apply to all occupancy classifications, unless specified otherwise; and

WHEREAS, historically, the City of West Covina has adopted by reference the Los Angeles County Codes, which include amendments to the California Building Standards Code that address regional and local climatic, geological, and topographical conditions; and

WHEREAS, on November 25, 2025, the Los Angeles County Board of Supervisors

adopted ordinances amending Titles 26, 27, 28, 29, 30, and 33 of the Los Angeles County Code, which adopt by reference the 2025 California Building, Electrical, Plumbing, Mechanical, Residential, and Existing Building Codes, respectively, with amendments based upon express findings that such modifications are reasonably necessary due to climatic, geological, or topographical conditions; and

WHEREAS, the City Council desires to adopt Titles 26, 27, 28, 29, 30, and 33 of the Los Angeles County Code; and

WHEREAS, the City Council has determined that modifications to the 2025 California Codes are reasonably necessary due to local climatic, geological, and topographical conditions, as detailed in Resolution No. 2026-03; and

WHEREAS, pursuant to subsection (b) of Section 17958 of the California Health and Safety Code, commencing October 1, 2025 and ending June 1, 2031, the City is prohibited from making changes to the 2025 California Codes that are applicable to residential units unless one of the specified conditions is met, including the changes or modifications are substantially equivalent to changes or modifications that were previously filed by the City Council and were in effect as of September 30, 2025; and

WHEREAS, the local amendments applicable to residential units are substantially equivalent to changes that were previously filed by the City with the CBSC and were in effect as of September 30, 2025; and

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

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

SECTION 1. Recitals. The City Council makes and adopts as findings the facts and conclusions set forth in the recitals of this Ordinance and, for the reasons set forth in the recitals and Resolution No. 2026-03, finds that the modifications to the 2025 California Building Standards Code are reasonably necessary due to local climatic, geological, or topographical conditions.

SECTION 2. Amendment to Article I of Chapter 7. The definition of “health office” set forth in Section 7-1 of Article 1 of Chapter 7 of the West Covina Municipal Code is hereby amended to read as follows:

Health office means the city or county department responsible for administering and enforcing all laws, ordinances and regulations dealing with public health and sanitation.

SECTION 3. Amendment to Article I of Chapter 7. Section 7-1 of Article 1 of Chapter 7 of the West Covina Municipal Code is hereby amended to add a definition for

“person” to read as follows:

Person has the meaning set forth in section 1-19 of this Code.

SECTION 4. Amendment to Article I of Chapter 7. Article I of Chapter 7 of the City of West Covina Municipal Code is hereby amended to add a new Section 7-3 to read as follows:

Sec. 7-3. - Refunds.

- (a) The building official may authorize the refunding of a fee paid pursuant to this chapter which was erroneously paid or collected, provided that a written application for a refund is submitted to the building official within one hundred eighty (180) days after the date the permit fee was paid.
- (b) The building official may authorize the refunding of not more than eighty percent (80%) of the permit fee paid when:
 - (i) No work authorized by the building permit has been done under the permit issued in accordance with this Code; and
 - (ii) A written application for a refund is submitted to the building official within one hundred eighty (180) days after the date the permit fee was paid.
- (c) The building official shall not refund any portion of the plan review fee, unless no review has been performed on a set of plans, in which case the building official may authorize a refund of no more than eighty percent (80%) of the plan review fee.
- (d) Notwithstanding the foregoing subsections, no refund will be issued unless the refundable amount is at least one hundred fifty dollars (\$150.00). Commencing January 1, 2027 and on each January 1 thereafter, this amount may be increased by an escalation factor equal to changes in the Consumer Price Index for All Urban Consumers for the Los Angeles-Long Beach-Anaheim area (“CPI-U”), published by the U.S. Department of Labor, Bureau of Labor Statistics, which shall be calculated using the June index.

SECTION 5. Amendment to Article I of Chapter 7. Article I of Chapter 7 of the West Covina Municipal Code is hereby amended to add a new Section 7-4 to read as follows:

Sec. 7-4 - Violations and penalties.

- (a) It is unlawful for any person to erect, construct, enlarge, alter, repair, move, improve, remove, convert, relocate, demolish, equip, use, occupy or maintain any building or structure in the city, or cause the same to be done, in violation of any of the provisions of this chapter.

- (b) Except as otherwise provided in this chapter, any person violating any provision of this chapter or the Los Angeles County Codes adopted by reference herein is guilty of a misdemeanor. However, any such violation constituting a misdemeanor may be cited by the issuing officer and/or prosecuted by the city attorney as an infraction.
- (c) Each day during any portion of which any violation of any provision of this chapter or the Los Angeles County Codes adopted by reference herein is committed, continued or permitted shall constitute a separate offense.
- (d) Violation of any of the provisions of this chapter or the Los Angeles County Codes adopted by reference herein may be punished as a criminal offense or by the issuance of an administrative citation in accordance with article X of chapter 15 of this Code. The administrative fines shall be in the amounts set forth in article X of chapter 15 of this Code, or such greater fine amounts as authorized by California law. In the event of an inconsistency between the authorized amount of such fines pursuant to article X of chapter 15 and of those authorized by California law, the greater fine amount may be imposed.
- (e) The issuance or granting of a permit, or approval based on plans, specifications or other data shall not be deemed or construed to be a permit for, or an approval of, any violation of any of the provisions of this chapter. Permits presuming to give authority to violate or cancel the provisions of this chapter shall be invalid, except insofar as the work or use which is authorized is lawful.
- (f) The issuance or granting of a permit, approval or certificate of occupancy based on submitted plans, specifications or other data shall not prevent the building official or his/her designee from:
 - (1) Thereafter requiring the correction of errors in such plans, specifications or other data; or
 - (2) Ordering cessation of construction, maintenance, operation, or occupancy when it is in violation of this chapter or of any other ordinance; or
 - (3) Suspending or revoking any permit, approval, certificate of occupancy or completion when issued on the basis of incorrect information supplied or in violation of any section of this Code.

SECTION 6. Amendment to Article II of Chapter 7. Article II of Chapter 7 of the City of West Covina Municipal Code is hereby deleted in its entirety and replaced as follows:

ARTICLE II. - BUILDING CODE

Sec. 7-16. - Adoption of Building Code.

- (a) Except as otherwise provided in this article, Title 26 (Building Code) of the Los Angeles County Code, as amended and in effect on January 1, 2026, adopting the 2025 California Building Code with amendments, together with its appendices, is hereby adopted by reference as if fully set forth herein.
- (b) One (1) complete copy of Title 26 of the Los Angeles County Code and one (1) complete copy of the 2025 California Building Code will be on file and accessible to the public for inspection at the office of the building official. In the event of any conflict or ambiguity between any provision contained in such codes set forth above and any amendment thereto contained in this article or other provision of this Code, the amendment shall control.

Sec. 7-17. - Title.

Section 101.1 of Title 26 of the Los Angeles County Code is hereby deleted in its entirety and replaced as follows:

Chapter 7, Article II of the City of West Covina Municipal Code shall be known as the Building Code of the City of West Covina, and may be cited as such, and will be referred to herein as “these regulations” or “these building standards” or “this Code.”

Sec. 7-18. - Board of appeals.

Section 105.1.1 of Title 26 of the Los Angeles County Code is hereby deleted in its entirety and replaced as follows:

105.1.1 General. Unless otherwise provided for below, in order to conduct the hearings provided for in this Code, there shall be a Building Board of Appeals consisting of five members who are qualified by experience and training to pass upon matters pertaining to building construction. One member shall be a practicing architect, one a builder who is a licensed general contractor, one a lawyer, and two structural engineers, each of whom shall have had at least 10 years of experience as an architect, builder, lawyer, or structural engineer. The Building Official shall be an ex officio member and shall act as secretary to the Board. The members of the Building Board of Appeals shall be appointed by the City Manager and shall hold office at his/her pleasure. The board shall adopt rules of procedures for conducting its business.

Sec. 7-19. - Fees and refunds.

Section 107 of Title 26 of the Los Angeles County Code is hereby deleted in its entirety and replaced as follows:

107.1 Permit fees. A fee for each permit shall be paid to the Building Official as established by resolution of the City Council. Determination of value or valuation under any of the provisions of this Code shall be made by the Building Official. Valuation shall be based on the type of construction, occupancy classification, and size of the project, and shall include all components of the permitted work, including structural elements, finishes, roofing, mechanical, electrical, plumbing, fire protection systems, and other permanently installed features or equipment. In establishing valuation, the Building Official may reference the most current Building Valuation Data (BVD) published by the International Code Council or other similar industry data sources. These references are intended to provide a consistent and uniform basis for determining construction valuation for fee assessment purposes. The calculated valuation is not required to reflect actual or reported construction costs.

107.2 Plan review fee. When an application for a building permit is submitted for review, a plan review fee shall be paid to the Building Official. Said fee shall be equal to 85 percent of the building permit fee as established by resolution of the city council.

In addition to the aforementioned fee, the Building Official may require additional charges for review required by changes, additions or revisions of approved plans or reports, and for services beyond the first and second check due to changes, omissions or errors on the part of the applicant. The payment of said fees shall not exempt any person from compliance with other provisions of this Code.

The fees specified in this section are separate fees from the permit fees specified in Section 107.1.

107.3 Work without permit; investigation fee. Whenever any work for which a permit is required by this chapter has been commenced without first obtaining a permit, a special investigation shall be made before a permit may be issued for such work. A special investigation fee shall be collected prior to the issuance of a permit. The investigation fee shall be equal to the amount of the permit fee that would be required by this chapter if a permit were to be issued and shall be in addition to the permit fee if a permit is required. The payment of such investigation fee shall not exempt any person from compliance with all other provisions of this chapter nor from any penalty prescribed by law.

107.4 Refunds. Requests for refunds of permit fees shall be processed in accordance with the requirements set forth in section 7-3 of this chapter.

Sec. 7-20. - Use and occupancy.

Section 109 of Title 26 of the Los Angeles County Code is hereby amended in its entirety to read as follows:

109.1 Use and occupancy. No building, structure or premises, or portion thereof, shall be used or occupied, and no change in the existing occupancy classification of a building, structure or premises, or portion thereof, shall be made until the Building Official

has approved the building, structure or premises or portion thereof for such use or occupancy and until all permits have been approved or a temporary certificate of occupancy has been issued.

Upon final inspection approval of a building permit and at the request of the applicant, a certificate of occupancy may be issued by the Building Official for any structure which is ready to occupy.

Approval of a building, structure or premises, or portion thereof, for use or occupancy (including, but not limited to, final inspection approval and/or issuance of a certificate of occupancy or issuance of a temporary certificate of occupancy) shall not be construed as approval of a violation of the provisions of this Code, relevant laws, ordinances, rules and/or regulations. Approvals presuming to give authority to violate or cancel the provisions of this Code, relevant laws, ordinances, rules and/or regulations are not valid.

The Building Official may, in writing, suspend or revoke any such approvals or certificates whenever the Building Official determines that the approval or certificate was issued in error, or on the basis of incorrect information supplied, or when it is determined that the building, structure or premises, or portion thereof, is in violation of any provision of this Code, relevant laws, ordinances, rules and/or regulations.

109.2 Change in use. Changes in the character or use of a building shall not be made except as specified in the Existing Building Code.

109.3 Certificate issued. When the building, structure or premises, or portion thereof, has passed final inspection, and when the building, structure or premises complies with this Code, relevant laws, ordinances, rules and regulations, and the required fees have been paid, the Building Official, upon request of the applicant, may issue a certificate of occupancy which shall contain the following:

1. The building permit number.
2. The address of the building or structure.
3. A description of that portion of the building for which the certificate is issued.
4. A statement that the described portion of the building was inspected and found to comply with the requirements of this Code, relevant laws, ordinances, rules and regulations for the group and division of occupancy and the use for which the proposed occupancy is classified.
5. The date the permit was approved.
6. Any other information deemed necessary by the Building Official.

109.4 Temporary certificate. The Building Official is authorized to issue a temporary certificate of occupancy before the completion of the entire work covered by the permit, provided that the Building Official determines that such portion or portions will be occupied safely. The Building Official shall set a time period during which the temporary certificate of occupancy is valid. Upon request of the owner or permittee, the Building Official may, in writing, extend the temporary certificate of occupancy when it is determined that the circumstances so warrant. After the expiration of a temporary certificate of occupancy and any extension(s) thereof, the building or structure shall not be used or occupied until the Building Official has approved the building for such use or occupancy.

109.5 Live loads posted. A durable sign that indicates the "live load" shall be required in commercial or industrial buildings where the floor or roof or portion thereof is or has been designed with a live load that exceeds 50 psf. The live load sign shall be posted on that part of each story or roof to which it applies, in a conspicuous place. The live load sign shall be posted as a condition precedent to the issuance of a certificate of occupancy. It shall be unlawful to remove or deface any such sign.

109.6 Revocation. The Building Official is authorized to suspend or revoke a certificate of occupancy or completion issued under the provisions of this Code, in writing, wherever the certificate is issued in error, or on the basis of incorrect information supplied, or where it is determined that the building or structure or portion thereof is in violation of the provisions of this Code or other ordinance of the city.

Sec. 7-21. - Fire protection and life safety systems.

Chapter 9 of Title 26 of the Los Angeles County Code is hereby deleted in its entirety and replaced with the Fire Code of the City of West Covina as set forth in Chapter 10 of this Code.

Sec. 7-22. - Swimming pool safety.

Title 26 of the Los Angeles County Code is hereby amended to add Section 3109.3 to read as follows:

Section 3109.3 Swimming Pools, Emptying Upon Abandonment Or Vacation Of Premises.

1. No person in possession or control of any swimming pool on any land within the city as either owner, lessee, tenant, purchaser under contract, trustee, mortgagee or beneficiary of the land upon which such swimming pool is located shall abandon or vacate the premises upon which such swimming pool is located or is accessory or appurtenant, or cause or permit the same to be abandoned or vacated, without first having either:
 - a. Emptied all water from such swimming pool and left the same empty; or

- b. Completely covered said swimming pool with a safe and adequate pool cover or other protective device approved in writing by the Building Official as sufficient to protect persons, especially children, from falling into such pool.
2. The owner of any swimming pool on any land within the city, upon learning that the premises upon which such swimming pool is located or is accessory or appurtenant has been abandoned or vacated by the person in possession or control of such swimming pool, shall, within forty-eight (48) hours after so learning or so being advised by the Building Official, either:
 - a. Empty all water from said swimming pool and leave the same empty until said premises are again occupied by a person in possession and control of such swimming pool; or
 - b. Completely cover said swimming pool with a safe and adequate pool cover or other protective device approved in writing by the Building Official as sufficient to protect persons, especially children, from falling into such pool, and keep said pool so covered until said premises are again occupied by a person in possession and control of such swimming pool.
3. "Abandon" and "abandoned," as used in this section, shall mean the leaving of premises without actual, apparent and manifest intention to return thereto within a reasonable and foreseeable time unless definite provision has been made in writing prior to leaving the premises to have them actually occupied within thirty (30) days of such leaving by some other person who will be in possession and control of such swimming pool.
4. "Vacate" and "vacated," as used in this section shall mean the leaving of premises without the bona fide intent to return and actually returning to said premises within a period of thirty (30) days or less (or such additional period not exceeding an aggregate of sixty (60) days from date of leaving as may be granted by the Building Official for good cause, such as extended vacation, emergency, etc.) unless during said period of absence some other person actually occupies said premises and is in possession and control of such swimming pool.
5. Every person who violates or fails to comply with any of the terms, provisions or requirements of this section shall thereby have agreed and consented and conclusively be deemed to have agreed and consented:
 - a. That the city may enter upon the premises and empty all water from such swimming pool or cause the same to be done; and
 - b. To reimburse the city on demand for the actual cost of emptying such pool or causing the same to be done, and that the city may collect the same from any such person by civil action or any other lawful means selected by or available

to the city, including, where applicable, the means provided by Title 5, Division 1, Part 1, Chapter 1, Article 9 (beginning at Section 50230) of the California Government Code.

SECTION 7. Amendment to Article III of Chapter 7. Article III of Chapter 7 of the City of West Covina Municipal Code is hereby deleted in its entirety and replaced as follows:

ARTICLE III. – RESIDENTIAL CODE

Sec. 7-30. - Adoption of Residential Code.

- (a) Except as otherwise provided in this article, Title 30 (Residential Code) of the Los Angeles County Code, as amended and in effect on January 1, 2026, adopting the 2025 California Residential Code with amendments, together with its appendices, is hereby adopted by reference as if fully set forth herein.
- (b) One (1) complete copy of Title 30 of the Los Angeles County Code and one (1) complete copy of the 2025 California Residential Code will be on file and accessible to the public for inspection at the office of the building official. In the event of any conflict or ambiguity between any provision contained in such codes set forth above and any amendment thereto contained in this article or other provision of this Code, the amendment or addition shall control.

Sec. 7-31. - Automatic fire sprinkler systems.

Section R309 of Title 30 of the Los Angeles County Code is hereby deleted in its entirety and replaced with Section 903.2 of the Fire Code of the City of West Covina as adopted and amended by Chapter 10 of this Code.

SECTION 8. Amendment to Article IV of Chapter 7. Article IV of Chapter 7 of the City of West Covina Municipal Code is hereby deleted in its entirety and replaced as follows:

ARTICLE IV. - ELECTRICAL CODE

Sec. 7-40. - Adoption of Electrical Code.

- (a) Except as otherwise provided in this article, Title 27 (Electrical Code) of the Los Angeles County Code, as amended and in effect on January 1, 2026, adopting the 2025 California Electrical Code with amendments, together with its appendices, is hereby adopted by reference as if fully set forth herein.
- (b) One (1) complete copy of Title 27 of the Los Angeles County Code and one (1) complete copy of the 2025 California Electrical Code will be on file and accessible to the public for inspection at the office of the building official. In the event of any

conflict or ambiguity between any provision contained in such codes set forth above and any amendment thereto contained in this article or other provision of this Code, the amendment or addition shall control.

SECTION 9. Amendment to Article V of Chapter 7. Article V of Chapter 7 of the City of West Covina Municipal Code is hereby deleted in its entirety and replaced as follows:

ARTICLE V. - EXISTING BUILDING CODE

Sec. 7-50. - Adoption of Existing Building Code.

- (a) Except as otherwise provided in this article, Title 33 (Existing Building Code) of the Los Angeles County Code, as amended and in effect on January 1, 2026, adopting the 2025 California Existing Building Code with amendments, together with its appendices, is hereby adopted by reference as if fully set forth herein.
- (b) One (1) complete copy of Title 33 of the Los Angeles County Code and one (1) complete copy of the 2025 California Existing Building Code will be on file and accessible to the public for inspection at the office of the building official. In the event of any conflict or ambiguity between any provision contained in such codes set forth above and any amendment thereto contained in this article or other provision of this Code, the amendment or addition shall control.

SECTION 10. Amendment to Article VI of Chapter 7. Article VI of Chapter 7 of the City of West Covina Municipal Code is hereby deleted in its entirety and replaced as follows:

ARTICLES VI. - MECHANICAL CODE

Sec. 7-60.- Adoption of Mechanical Code.

- (a) Except as otherwise provided in this article, Title 29 (Mechanical Code) of the Los Angeles County Code, adopting the 2025 California Mechanical Code with amendments, together with its appendices, is hereby adopted by reference as if fully set forth herein.
- (b) One (1) complete copy of Title 29 of the Los Angeles County Code and one (1) complete copy of the 2025 Mechanical Code will be on file and accessible to the public for inspection at the office of the building official. In the event of any conflict or ambiguity between any provision contained in such codes set forth above and any amendment thereto contained in this article or other provision of this Code, the amendment or addition shall control.

SECTION 11. Amendment to Article VII of Chapter 7. Article VII of Chapter 7 of the City of West Covina Municipal Code is hereby deleted in its entirety and replaced as

follows:

ARTICLES VII. - PLUMBING CODE

Sec. 7-70.- Adoption of Plumbing Code.

- (a) Except, as otherwise provided in this article, Title 28 (Plumbing Code) of the Los Angeles County Code, as amended and in effect on January 1, 2026, adopting the 2025 California Plumbing Code with amendments, together with its appendices, is hereby adopted by reference as if fully set forth herein.
- (b) One (1) complete copy of Title 28 of the Los Angeles County Code and one (1) complete copy of the California Plumbing Code will be on file and accessible to the public for inspection at the office of the building official. In the event of any conflict or ambiguity between any provision contained in such codes set forth above and any amendment thereto contained in this article or other provision of this Code, the amendment or addition shall control.

SECTION 12. Amendment to Article I of Chapter 9. Article I of Chapter 9 of the West Covina Municipal Code is hereby deleted in its entirety and replaced as follows:

ARTICLE I. - DRAINAGE AND GRADING

Sec. 9-1. - General.

- (a) Except as set forth in this article, Appendix J “Grading” of Title 26 of the Los Angeles County Code, as amended and in effect on January 1, 2026, is hereby adopted as if fully set forth herein and amended as shown below.
- (b) Within Appendix J, “Building Official” shall mean “City Engineer or his/her designee”.
- (c) Within Appendix J, “County” or “Los Angeles County” depending on context may mean City of West Covina or Los Angeles County.
- (d) Administration and permit issuance per Appendix J shall be as per the Building Code adopted and amended in Chapter 7, Article II of this Code.

Section 9.2. - Appendix J Amended.

Section J103.5 is amended in its entirety to read as follows:

Section J103.5 Grading fees.

1. Plan Review Fees. When a plan or other data are required to be submitted, a plan review fee in the amount established by resolution of the City Council shall be paid

at the time of submitting plans and specifications for review. Separate plan review fees shall apply to retaining walls or major drainage structures as required elsewhere in this Code. For excavation and fill on the same site, the fee shall be based on the volume of excavation or fill, whichever is greater.

2. Permit Fees. A fee for each grading permit in the amount established by resolution of the City Council shall be paid to the Building Official at the time of issuance of the permit. Separate permits and fees shall apply to retaining walls or major drainage structures as required elsewhere in this Code.
3. Site Inspection Fee. When the Building Official finds that a visual inspection of the site is necessary to establish drainage requirements for the protection of property, existing buildings, or the proposed construction, a site inspection shall be made during plan check of grading plans. A fee for such inspection in the amount established by resolution of the City Council shall be paid to the Building Official at the time of submitting plans and specifications for review.
4. Refunds. Requests for refunds of permit fees shall be processed in accordance with the requirements set forth in Chapter 7, Article I, Section 7-3 of this Code.

Sec. 9-3. - Violations and penalties.

- (a) Any person violating any provision of this article is guilty of a misdemeanor. However, any such violation constituting a misdemeanor may be cited by the issuing officer and/or prosecuted by the city attorney as an infraction.
- (b) Each day during any portion of which any violation of any provision of this article is committed, continued or permitted shall constitute a separate offense.
- (c) Violation of any of the provisions of this article may be punished as a criminal offense or by the issuance of an administrative citation in accordance with article X of chapter 15 of this Code. The administrative fines shall be in the amounts set forth in article X of chapter 15 of this Code, or such greater fine amounts as authorized by California law. In the event of an inconsistency between the authorized amount of such fines pursuant to article X of chapter 15 and of those authorized by California law, the greater fine amount may be imposed.
- (d) The issuance or granting of a permit, or approval based on plans, specifications or other data shall not be deemed or construed to be a permit for, or an approval of, any violation of any of the provisions of this article. Permits presuming to give authority to violate or cancel the provisions of this article shall be invalid, except insofar as the work or use which is authorized is lawful.

SECTION 13. Environmental Compliance. The City Council hereby finds that it can be seen with certainty that there is no possibility that the adoption and implementation of this Ordinance will have a significant effect on the environment. The Ordinance is

therefore exempt from the environmental review requirements of the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) (Common Sense Exemption) of the CEQA Guidelines.

SECTION 14. Severability. If any section, subsection, clause or phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of all other provisions of this Ordinance. The City Council of West Covina hereby declares that it would have passed this Ordinance, and each section, subsection, sentence, clause and phrase or portion thereof, irrespective of the fact that any one or more of the sections, subsections, sentences, clauses, or phrases or portions thereof be declared invalid or unconstitutional.

SECTION 15. Inconsistencies. Any provision of the West Covina Municipal Code or appendices thereto inconsistent with the provisions of this Ordinance, to the extent of such inconsistencies and no further, is hereby repealed or modified to that extent necessary to affect the provisions of this Ordinance.

SECTION 16. Effective Date. This Ordinance shall become effective 30 days after its adoption.

SECTION 17. Publication. The City Clerk shall certify the adoption of this Ordinance and shall cause this Ordinance to be published or posted as required by law.

SECTION 18. Certified Copy. The City Clerk shall file a certified copy of this Ordinance with the California Building Standards Commission.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2026.

Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

ATTEST

Thomas P. Duarte
City Attorney

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina,

California, do hereby certify that the foregoing Ordinance No. 2536 was introduced at a regular meeting of the City Council held on the 6th day of January, 2026, and adopted at a regular meeting of the City Council held on the ____ day of _____, 2026 by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick
Assistant City Clerk



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 6, 2026

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 POLICE SUPPORT SERVICES ASSOCIATION (WCPSSA)

RECOMMENDATION:

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

RESOLUTION NO. 2026-02 - 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 CITY OF WEST COVINA POLICE SUPPORT SERVICES ASSOCIATION 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 West Covina Police Support Services Association (WCPSSA) expired on June 30, 2024. City Management and representatives for the WCPSSA 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 WCPSSA 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)

2. One-time NonPERSable Pay - Within 30 days after City Council approval of the MOU, employees shall receive a one-time non-PERSable pay of \$350.00 (Three Hundred Fifty Dollars) 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.

3. Effective first full pay period after July 1, 2025: 2% across the board COLA and 3% Step 6 added*

4. Effective first full pay period after July 1, 2026: 2% across the board COLA and 3% Step 7 added*

5. Effective first full pay period after 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. Sick Leave Payoff Upon Retirement: Addition of the following:

In addition to current language, Sick Leave is only paid upon retirement to those hired prior to July 1, 2025.

3. Sick Leave Annual Payoff Program - will only be made available to employees hired before July 1, 2025

4. Overtime Policy-Vacation, sick leave, bereavement leave, and compensatory time off shall not be considered hours worked. Jury duty and holidays shall count towards time worked.

5. Matron Pay-Increase flat matron pay to forty dollars (\$40.00) per shift that the employees perform matron duties pursuant to direction and approval of their supervisor.

6. Compensatory Time

Elimination of all Compensatory Time from the MOU with the exception of Holiday Compensation Time which will be capped at one hundred twenty (120) hours.

All accrued Compensatory Time and Holiday Compensation Time over the one hundred twenty (120) hour cap shall be paid out within thirty (30) days approval of the MOU by the City Council.

7. References to the Association - Throughout the MOU, change references of "Teamsters Local Union No. 1932" or "Union" or "steward" to "West Covina Police Support Services Association" or "Association" or "representative", respectively.

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

Fiscal Impact

FISCAL IMPACT:

The approximate fiscal impacts are for FY 2025-26 \$41,000, FY 2026-27 \$82,000, and FY 2027-124,000 for a total of \$247,000.

Attachments

Attachment No. 1 - Resolution No. 2026-02

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Achieve Fiscal Sustainability and Financial Stability
Enhance City Image and Effectiveness

RESOLUTION NO. 2026-02

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 CITY OF WEST COVINA POLICE SUPPORT SERVICES ASSOCIATION 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 Police Support Services Association (PSSA) (formerly the City of West Covina Non-Sworn Safety Support Employees’ Union) expired on June 30, 2024; and

WHEREAS, the City and the PSSA 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 the PSSA 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 Police Support Services Association (PSSA), 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’s labor counsel.

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 6th day of January, 2026.

Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

ATTEST

Thomas P. Duarte
City Attorney

Lisa Sherrick, CMC
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2026-02 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 6th day of January, 2026, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick, CMC
Assistant City Clerk

EXHIBIT A

MEMORANDUM OF UNDERSTANDING



**MEMORANDUM OF UNDERSTANDING
BETWEEN THE REPRESENTATIVES OF
MANAGEMENT FOR THE CITY OF WEST COVINA**

AND

**CITY OF WEST COVINA POLICE SUPPORT
SERVICES ASSOCIATION**

JULY 1, 2024 THROUGH JUNE 30, 2028

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, Article V-Employee, Division 2-Employee Organizations, Sections 2-212 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 the West Covina Police Support Services Association representing the Non-Sworn Safety Support Unit Employees.

The parties to this Agreement affirm their mutual commitment to the goals of effective and efficient public service, high employee morale, sound and responsible management of City business, and amicable employer-employee relations. The parties acknowledge that productivity improvement can only be achieved as a by-product to valuing people.

The parties encourage the highest possible degree of friendly cooperative relationships between their respective representatives at all levels and with and between all employees.

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. West Covina Police Support Services Association

Pursuant to the provisions of the City of West Covina Municipal Code, Article V-Employee, Division 2-Employee Organizations, Sections 2-212 through 2-228, and the City of West Covina Personnel Rules, as amended, the City recognizes the West Covina Police Support Services Association as the exclusive recognized employee organization on behalf of all full-time salaried non-management and non-mid-management Non-Sworn Safety Support Unit employees of the City of West Covina.

B. Exclusions

Those classifications and positions excluded include employees designated as confidential, executive, management, and mid-management.

C. Classifications Recognized

Specific classifications recognized by the City of West Covina being represented by the West Covina Police Support Services Association are 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

- (a) All employees in a job classification within the representation Unit covered by this MOU may choose to become a member of the West Covina Police Support Services Association. If the employee chooses to become a member, the employee shall authorize a payroll deduction for membership dues. The City agrees to make authorized payroll deductions of the West Covina Police Support Services Association dues. Any request to begin dues deductions or cancel dues deductions must be made to the Association and not the City. The Association is responsible for informing the City of the amount of dues deductions for employees.
- (b) The City shall not be obligated to put into effect any new dues deduction until it has been notified by the Association in sufficient time to permit normal processing of the dues deduction.
- (c) If the Association states it has written authorization to begin deductions, it is not required to provide the City with a copy of the individual authorization unless a dispute arises about the existence or terms of the authorization. The City shall issue a check, payable to the West Covina Police Support Services Association, in the amount of the individual deductions for dues each pay period. Upon receipt of notification of an addition/deletion or change in Association dues deduction, the Association shall immediately notify the City of such change.
- (d) Dues withheld by the City shall be transmitted to the person designated in writing by the Association as the person authorized to receive such funds, at the address specified.
- (e) Employees in these Units who are members of the West Covina Police Support Services Association may withdraw from the Association by sending notice to the Association. The Association shall immediately certify to the City to terminate dues deductions for any such employees, consistent with applicable law. The Association shall indemnify the City for any claims made by the employee for dues deductions made in reliance on that information.

- (f) The Association's indemnity and liability obligation is more fully set forth as follows:

The Association hereby agrees to indemnify and hold the City harmless for any loss or damages, including attorney's fees and costs, for claims or causes of action arising from the operation of this Article, including claims for deductions made in reliance on the Association's representations and certifications regarding valid written employee's dues deduction authorizations.

- (g) The City shall provide via email to the Association a list every 120 days, or upon request, of all employees in the bargaining units with the employees', classification title, work location (including location address), current home address, personal email address (if available), personal cell phone (if available) and home phone number.

C. 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, Article V-Employee, Division 2-Employee Organizations, Sections 2-212 through 2-228, and Personnel Rules, as amended.

D. Association Release Time — Time Off For Meeting and Confering

1. The City and the Association recognize that it is of benefit both to the City and the 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 assignment 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.

E. Release Time-Grievances

Representatives of the Association shall be granted reasonable release time

from their assigned work as approved by management to provide representation services such as grievance matters.

F. Release Time - Association Activities

1. The City shall provide Association representatives with a reasonable amount of time to address Association business without loss of pay or benefits. Before using this time, Association representatives must notify the immediate supervisor that the employee will be conducting Association business and advise the supervisor of where the employee can be reached in case of an emergency.
2. In addition, the City shall grant release time for all Employees to conduct one special meeting each quarter. The City will also allow the Association use of City facilities and equipment for said Association meetings.
3. The City shall grant release time (2 hours plus travel time) to allow Representatives to attend training.

G. Bulletin Boards

1. The City may permit the Association to use certain designated bulletin boards approved by management located at City facilities to post Association related information.
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 contained 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, Article V-Employee, Division 2-Employee Organizations, Sections 2-212 through 2-228, 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. Authority of Third Party Neutral

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.

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 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 C(1) 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

- A.** One-time NonPERSable Pay – Effective within thirty (30) days after City Council approval of the MOU, employees shall receive a one-time non-PERSable pay of three hundred and fifty dollars (\$350.00) 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 paycheck.

Effective the first full pay period following July 1, 2025, a two percent (2%) COLA shall be applied to all Association salary schedules, and a new Step 6 commensurate with a three percent (3%) increase shall be added to such salary schedules. Employees 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 Association salary schedules, and a new Step 7 commensurate with a three percent (3%) increase shall be added to such salary schedules. Employees 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 Association salary schedules, and a new Step 8 commensurate with a three percent (3%) increase shall be added to such salary schedules. Employees would be eligible for such new step increase, if applicable, on their anniversary date following this effective date.

The salary schedule is attached hereto as Appendix “B.”

B. SALARY ADMINISTRATION

1. 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.

2. 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.

3. 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.

4. Base Salary

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

5. Extra Pay/Compensation

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

6. Y-Rating

- a. 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.
- b. "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.
- c. 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.
- d. Those unit employees on a job rehabilitation shall be Y-rated upon written agreement and mutual consent between the affected employee and the City.

II. Bilingual Allowance

A. Eligibility

1. The department head shall designate certain 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) 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 as appropriate. 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.

III. 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 the position is vacant. Such acting appointment made to a higher class or position occupied by a person on temporary leave or disability shall not exceed 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 not 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 further 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. Non-Sworn Safety Support Unit employees assigned and approved by management in an acting status, shall be paid five percent (5%) above their base salary after the 30th calendar day of such appointment until the completion of the appointment, provided such acting appointments are

made in writing by Management with a copy to the Human Resources Department.

2. **Attempt to Appoint Different Qualified Employees**

Whenever practical, based on the experience and expertise required to perform the higher level duties, management will attempt to appoint different qualified employees to acting assignments based on the needs of the organization.

3. **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.

IV. Matron Duties Pay

Effective the first full pay period following approval of the Agreement, employees will be paid a flat amount of \$40 (forty dollars) per shift for each shift that they perform matron duties pursuant to direction and approval of their supervisor.

V. 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 have no due process rights.

VI. 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. One Year Final Compensation

Retirement benefits shall be computed using the One-Year Final Compensation Option under PERS Section 20024.2.

C. Tier One "Classic" Members – 2.5% @ 55

Miscellaneous employees shall participate in the PERS 2.5% at age 55 retirement benefit plan. The City shall pay 100% of PERS employer cost for these employees. The employees shall pay the full employee cost of eight (8%). Such contribution shall be made on a pre-tax basis.

Tier Two "Classic" Members – 2% @ 60

Employees hired on or after January 1, 2011, shall participate in the PERS 2% at age 60 retirement benefit plan. The City shall pay one hundred percent (100%) of the PERS employer cost for such employees. The employees will pay the full employee cost of seven percent (7%). Such contribution shall be made on a pre-tax basis.

“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, both classic and new members shall pay an additional 3.0% 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.

D. 4th Level Survivor Benefits

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

E. Military Buy Back

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

VII. Classification and Compensation Study

The City agrees to have completed a classification and compensation study that covers the classifications of this unit by March 31, 2023.

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 WEEKS

A. 7-Day Work Week

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

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

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

C. 4/10 Work Schedules — Unit Employees

1. On or after January 1, 2004, the City may implement a 4/10-work schedule for all unit employees.
2. It is understood that City Hall will remain open Monday through Friday, except for holidays, as set forth in this agreement.
3. The City Manager maintains the final authority to determine work schedules as required.

D. 9/80 Work Schedule

9/80 work schedule shall consist of a seven (7)-day work week of forty (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.

F. 28-Day Work Period — Fixed and Regularly Recurring

Qualifying Unit Employees assigned to 3/12 work schedules shall work a fixed and regularly recurring 28-day work period of 168 work hours.

G. Non-Sworn Safety Support Employees – Semi-Annual Work Periods

Non-Sworn Safety Support Employees – are covered by the semi-annual work period of 1040 hours. (7(b) exception to FLSA.)

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.

B. 36-HOUR WORK PLAN

Monthly salary rates for employees assigned to 3/12 work schedule are based on a 36-hour work plan with the condition that at the end of each month the employee will

owe the City sixteen (16) hours of work time to be reconciled in the following manner and order:

For Community Service Officers assigned to the Police Patrol Division and Jailers:

1. Scheduled pay back work day(s).
2. Reduction in time and one-half pay.
3. If the employee is unable to reconcile the sixteen (16) hours as stated above, and the employee has four (4) or more hours that remain to be reconciled he/she may work an additional day to reconcile the time.
4. If the employee does not wish to work an additional day or has less than four (4) hours to reconcile at the end of each month, he/she may use vacation or compensatory time to reconcile the time owed the City.

For Public Safety Dispatchers:

1. Scheduled pay back work day(s).
2. Overtime hours.
3. If the employee is unable to reconcile the sixteen (16) hours as stated above, any remaining hours owed will be deducted from employee's accrued vacation, holiday or compensatory time leave.

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. HOLD OVER — COMMUNICATIONS EMPLOYEES

When conditions necessitate, employees in the Communications Department shall be required on a mandatory basis to hold over past the end of their normal shifts (not to exceed fourteen (14) consecutive hours) and/or to be called back to work during their off-duty time. Such action shall be taken during emergency situations as determined by management, including when staffing drops below department set minimum levels.

VI. 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 Work Shift

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

4. Rest Period Procedure

a. Scheduled Not to Impair Service

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

b. 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.

VII. OVERTIME

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 and approved by management, 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. Any work performed outside of an employee's regularly scheduled hours will be paid at time and one-half the regular rate of pay upon approval of the supervisor.

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 that calls for immediate action, as determined by management.

VIII. ELECT TO USE COMPENSATORY TIME

A. Approval

Upon the approval of his/her supervisor, an employee, may elect to receive compensatory time off in lieu of 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. Once Comp Time is Approved No Request for Cash Payment

Once compensatory time off is selected and approved by management, the employee may not request cash payment. Upon separation, an employee shall be paid for accumulated compensatory time.

C. Use of Compensatory Time

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 without such options being tied to sick leave usage. All compensatory time utilized as paid leave by an employee shall be debited from their accrued compensatory time bank.

D. Compensatory Time Deposit

The hours deposited into each employee's time bank pursuant to the 2020- MOU and remaining in this bank upon separation from employment will be cashed out and paid to the employee.

IX. TIME WORK INCREMENTS

A. Increments — Less Than One Hour

1. All authorized time worked which is beyond the unit employee's 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.

B. Increments Over One Hour

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

X. OVERTIME "COMPENSATORY TIME" ACCUMULATED AND PAYMENT

A. Eligibility

Unit employees may choose, in lieu of overtime payment, to have overtime hours worked converted to a compensatory time bank.

B. Accumulation

1. Employees may accumulate up to a total of one hundred twenty (120) compensatory hours. All accrued compensatory time over 120 hours shall be paid within 30 days after City Council approval of the MOU.

2. Compensatory Time at Termination

All accumulated compensatory time which has not been utilized prior to a unit employee's employment termination from the City shall be paid off on a straight time basis at the employee's rate of pay.

3. Compensatory Time - Change in Classification

Any unit employee who changes classification and who has accumulated any hours of compensatory time shall have all their accumulated compensatory hours paid off at their current classification rate of pay.

XI. EMERGENCY OVERTIME REQUIREMENT

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

XII. 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 on stand-by assignment may be required to stay within a designated location or area to respond to work related duties as directed by management.

C. On-Call

1. On-Call is an assignment given to unit employees by management requiring them to be accessible via phone; recall (pager) device; or other methods approved by management.
2. Unit employees on on-call status may be required to return to work as directed by management.

D. Court Stand-by "On-Call"

Employees are on court stand-by "on-call" 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.

XIII. CALL-BACK COMPENSATION

Non-Sworn Safety Support Employees Call-Back Pay

1. If an employee is required to return to work at the request of his/her department head while on regularly scheduled time off, the employee shall receive a minimum of three (3) hours pay at the rate of time-and-one-half.
2. Unit employees shall be compensated at the applicable rate for all time worked in excess of three (3) hours, that includes necessary travel time from the employee's home to the job site and return.
3. The minimum provided for herein shall not be paid more than twice during any one calendar day.

XIV. COURT TIME PAY

Time spent in court beyond the regularly scheduled shift will be paid at a time and one-half rate with a two (2) hour minimum guarantee.

XV. COURT STAND-BY "ON-CALL"

Employees on court stand-by "on-call" during off-duty hours for court stand-by, shall be compensated at a rate of fifty dollars (\$50) per day.

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 Association prior to any change of insurance carrier or method funding coverage for any fringe benefits listed in this article.

II. CAFETERIA PLAN

A. Health Insurance

1. Any employee hired before the date the 2014-2015 MOU was ratified and 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 the date the 2014-2015 MOU was ratified, 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.

B. Dental Insurance

In addition to the above amount for medical insurance, the cafeteria amount shall also include up to \$53.28 monthly for dental insurance for the member and eligible dependents. If the dental insurance plan selected by the member is less than \$53.28, 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 \$53.28 per month, the cafeteria amount shall be \$53.28.

C. Vision Insurance

In addition to the above amounts for medical and dental, 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 — CITY'S MONTHLY CONTRIBUTION

A. City Contribution Amount

Provided that employees represented by the Association has 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 Association 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

Effective as soon as possible, 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

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 is 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 62nd birthday, whichever comes first. Unit employees who are age 62 within the first six months of the program shall have six months beyond their 62nd birthday to retire before losing any lump sum entitlement.
5. Employees working beyond the sunset provisions under "4" 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

<u>*Employee's Years of Service as of 7/1/07</u>	<u>Amount of Lump Sum Payment</u>
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).

7. Effective July 1, 2013, the PARS EPMC Supplemental Retirement Plan was eliminated for all unit employees.
8. Effective July 1, 2013, employees that participated in the PARS EPMC Supplemental Retirement Plan are eligible to receive lump sum contributions to their RHS account as follows:
 - a. The City will contribute into the employee's RHS account a lump sum of three hundred dollars (\$300) annually each July for a period of six (6) years.
 - b. An employee must be an active employee of the City as of July 1st of each year to receive year's lump sum contribution.
 - c. The maximum amount contributed under this provision shall be \$1,800.

- d. Should an employee leave the City prior to completion of the six (6) years, the employee will only receive this benefit for the years he/she was an employee of the City.

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, 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. STATE DISABILITY INSURANCE

The City agrees to make available at the employee's expense, SDI as provided through the State of California.

IX. LIFE INSURANCE

A. Term Policy

The City shall provide all unit employees a term life insurance policy in the amount of fifty thousand dollars (\$50,000).

B. Retired Employee Life Insurance - \$500

The City shall provide all unit employees who retire from the City a term life insurance in the amount of five hundred dollars (\$500).

X. 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 five thousand dollars (\$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 ninety (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 Human Resources Department.

XI. UNIFORM ALLOWANCE — In-Lieu of Issue

A. Eligible Classifications

The City shall provide an annual Uniform Allowance in-lieu of issue to the following classifications:

Community Service Officer, Forensic Specialist, Jailer, Lead Jailer, Police Records Specialist I and II Public Safety Dispatcher and Senior Communications Operator.

Each January, employees in the above listed classifications shall receive an annual uniform allowance of seven hundred dollars (\$700) per calendar year.

B. Payment

Payment will be made in January of each calendar year. If an employee receiving such a payment terminates during the course of that year, the uniform allowance will be adjusted for those months served and the balance will be deducted from the final paycheck for that employee.

Purpose of Uniform Allowance

1. The purpose of uniform allowance is for those employees in classifications receiving allowance to purchase and maintain their required City uniform in-lieu of City issue.
2. It is the responsibility of all employees receiving uniform allowance to purchase and maintain uniforms per requirements and conditions set forth by management.

C. 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

The maximum annual tuition reimbursement (including books) shall be \$1,130 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.

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 rates 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. 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 which they would not otherwise be entitled to shall be subject to: 1) denial of requested benefits; and/or b) disciplinary action up to and including removal.

ARTICLE FIVE
LEAVE POLICIES

I. HOLIDAYS

A. Official Fixed Holidays

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

New Year's Day
President's 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

2. Fixed Holidays —10 Hours Leave With Pay

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

3. Fixed Holidays — Leave With Pay — Public Safety Dispatchers (PSD) and Senior Communications Operators (SCO)

- a. Public Safety Dispatcher's and Senior Communications Operator's who work the 3/12 shift will receive holiday pay based on actual hours worked. Dispatchers and Senior Communication Operators must work a minimum of eight (8) hours on the holiday to receive the holiday pay. Any PSD/SCO assigned to the 4/10 schedule and works a 12-hour shift on a holiday will receive the holiday pay. PSD/SCO must work a minimum of 8 hours on the holiday to receive the holiday pay.
- b. For example: for Public Safety Dispatchers or Senior Communications Operators who work the 3/12 work week, when a holiday falls on a regularly scheduled work day, and the employee works his/her full 12-hour shift, the employee shall be paid for their

regular shift of 12 hours at straight time pay, plus 12 hours of holiday time at straight time pay.

4. City Hall and the majority of all City departments with the exception of Police and Fire will be closed each year from December 24th through January 1st. Each year employees will receive a separate bank of holiday hours that can only be used to cover their absence from work from December 24th through January 1st.
5. 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.
6. Any employee required to work between December 24th and January 1st on their normal work day(s) will receive compensatory time off or holiday pay based on actual hours worked up to a maximum of sixty (60) hours.

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

1. In addition to the City's fixed holidays, Non-Sworn Safety Support unit 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.

C. 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.

D. 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.

E. 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 3.33 hours per month

of employment in the current calendar year. If the employee's termination date is after the 18th of the month, the employee will receive floating holiday leave credit for that month.

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.

F. 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.

G. 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, compensatory time, bereavement leave, jury duty and injured on duty.

H. Observation of Saturday and Sunday Holidays

1. For those employees whose normal workweek is Monday through Friday, when a holiday falls on a Sunday, the following Monday shall be deemed to be the holiday in lieu of the day observed.
2. When a holiday falls on a Saturday, the preceding Friday shall be deemed to be the holiday in lieu of the day observed.
3. For all other employees, when a holiday falls on a regularly scheduled day off, the employee shall be entitled to eight (8) hours straight compensatory time for the holiday. This compensation can be taken as either compensatory time or pay, at the discretion of the employee.

I. 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 - 60*	3.08	6.67	240
61 - 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 60 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 shall be paid for accrued vacation leave time on the effective date of termination.

F. Payment for Unused Vacation Leave Time

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.

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

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.

III. SICK LEAVE

A. Sick Leave Benefit

1. 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 full-time service, each City employee shall receive 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 days of such month, he/she shall continue to accrue 3.69 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

1. 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.
2. 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 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's earnings.
3. The maximum amount of sick leave hours cashed each calendar year at the employee's 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, and may request cash payment for any hours between thirty-six (36) and seventy-six (76) current year unused hours or may leave these hours in their sick leave bank.
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 hours (76) hours of unused current year sick leave accrual, all hours above seventy-six (76) to a maximum of ninety-six (96) hours of the current year's annual sick leave will automatically be transferred to the employee's RHS account.
7. To qualify for this program, employees shall not be allowed to charge sick leave to other forms of paid leave.

Sick Leave Payoff Upon Termination

Sick leave is only paid upon termination only to those unit employees hired before July 1, 2018; upon termination of continuous full-time salaried City service, other than by discharge, applicable unit employees shall be paid at the employee's hourly rate of pay for fifty (50) percent of the difference between 320 hours and the amount of sick leave accrued. The maximum accrual for determining sick leave payoff upon termination is 800 hours.

The maximum payout can be illustrated as follows:

Maximum accrual 800

Minimum number of accrued hours - 320

Difference 480

50% of 480, or not to exceed 240 hours, can be cashed out.

E. 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, for any employee's absence of three (3) or more consecutive working days for which sick leave was requested. A failure to supply or provide said certificate or written statement may 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.

F. 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 grandparent, parent, spouse, registered domestic partner, in-laws, child, stepchild, grandchild, brother, or sister.

G. Temporary Disability

1. A City employee 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.

H. 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.

I. Sick Leave During Vacation

Sick leave shall not be used in lieu of or in addition to 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.

J. Holiday During Sick Leave

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

K. 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 after the City's physician has determined that the employee can no longer perform the duties of his/her or an alternate position.

IV. 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.

V. BEREAVEMENT LEAVE

Bereavement leave up to forty (40) paid 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, in-laws, child, stepchild, grandchild, brother, sister or registered domestic partner. If additional bereavement leave is necessary, sick leave may be used as approved by the Department Head. Evidence or proof may be requested.

VI. 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 United 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.

VII. 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, one (1) time for 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.

VIII. 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 twelve (12) weeks in a twelve (12)-month period. 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 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, 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 Care Leave policy is set forth in the City's Personnel Rules.

IX. 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 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.

X. 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 circumstance.

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 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 days taken.

XI. 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, 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 agree 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 and/or the Association.

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.

B. Personnel and Departmental Rules

1. It is understood and agreed that there exists 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

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 employees represented by the Association which would take effect on or after July 1, 2028 the Association shall serve upon the City Manager a written request to meet and confer no later than February 1, 2028.

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 the Association.

VIII. RATIFICATION

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

IX. TERM OF MEMORANDUM OF UNDERSTANDING

The term of this Memorandum of Understanding shall be for a period of four years, through June 30, 2028.

ARTICLE EIGHT

NEW EMPLOYEE ORIENTATION AND UNIT INFORMATION

Section 1 New Employee Orientation

"New employee orientation" means the onboarding process of a newly hired public employee, whether in person, online, or through other means and mediums, in which employees are advised of their employment status, rights, benefits, duties and responsibilities, or any other employment-related matters.

The City shall provide the Association mandatory access to its new employee orientations. The exclusive representative shall receive not less than ten (10) calendar days' notice in advance of an orientation, except that shorter notice may be provided in a specific instance where there is an urgent need critical to the City's operations that was not reasonably foreseeable.

At all new employee orientations, Association representatives shall be allowed up to thirty (30) minutes exclusive time with bargaining unit employees to explain the coverage of this Agreement, obligations and benefits of Association membership, and to provide all other pertinent information to the employees regarding the Association. Such time may be scheduled in a meeting room or other space provided by the City.

In the event the City does not conduct an in-person new employee orientation, the Association shall have thirty (30) minutes to meet with new bargaining unit employees at their worksite, within fifteen (15) days of their start date, to share information. The Association Representative shall be afforded release time for the meetings described herein.

Section 2 Unit Information

The City shall provide the Association with a list of all current employees in the bargaining unit, identifying any new employee hired since the last report and the position they have been assigned to. This report shall be provided every 120 days and shall include contact information and worksite locations.

APPENDIX A
CITY OF WEST COVINA
NON-SWORN SAFETY SUPPORT UNIT

The following are those classifications that have been recognized by the City to be assigned to the Non-Sworn Safety Support Employee Unit:

JOB TITLES/CLASSIFICATIONS

Community Services Officer
Forensic Specialist
Jailer
Lead Jailer
Police Records Specialist I, II
Public Safety Dispatcher
Senior Communications Operator
Senior Forensic Specialist

APPENDIX B

Effective July 5,2025- 2 % COLA , 3% Step 6*								
POSITION TITLE	GRADE CODE	MONTHLY PAY RANGE						
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	
COMMUNITY SERVICES OFFICER	NS03	\$3,806	\$ 3,995	\$ 4,194	\$ 4,406	\$ 4,627	\$ 4,766	
FORENSIC SPECIALIST	NS08	\$5,767	\$ 6,070	\$ 6,389	\$ 6,726	\$ 7,079	\$ 7,291	
JAILER	NS04	\$3,962	\$ 4,164	\$ 4,370	\$ 4,591	\$ 4,818	\$ 4,963	
LEAD JAILER	NS05	\$4,361	\$ 4,595	\$ 4,830	\$ 5,065	\$ 5,300	\$ 5,459	
POLICE RECORDS SPECIALIST I	NS01	\$3,305	\$ 3,473	\$ 3,645	\$ 3,827	\$ 4,019	\$ 4,140	
POLICE RECORDS SPECIALIST II	NS02	\$3,545	\$ 3,722	\$ 3,910	\$ 4,106	\$ 4,308	\$ 4,437	
PUBLIC SAFETY DISPATCHER	NS06	\$5,086	\$ 5,340	\$ 5,607	\$ 5,887	\$ 6,181	\$ 6,366	
SENIOR COMMUNICATIONS OPERATOR	NS07	\$5,696	\$ 5,981	\$ 6,280	\$ 6,593	\$ 6,922	\$ 7,130	
SENIOR FORENSIC SPECIALIST	NS09	\$6,954	\$ 7,321	\$ 7,706	\$ 8,112	\$ 8,538	\$ 8,794	

* 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								
POSITION TITLE	GRADE CODE	MONTHLY PAY RANGE						
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
COMMUNITY SERVICES OFFICER	NS03	\$ 3,882	\$ 4,075	\$ 4,278	\$ 4,494	\$4,720	\$4,861	\$5,007
FORENSIC SPECIALIST	NS08	\$ 5,882	\$ 6,191	\$ 6,517	\$ 6,861	\$7,221	\$7,437	\$7,660
JAILER	NS04	\$ 4,041	\$ 4,247	\$ 4,457	\$ 4,683	\$4,914	\$5,062	\$5,214
LEAD JAILER	NS05	\$ 4,448	\$ 4,687	\$ 4,927	\$ 5,166	\$5,406	\$5,568	\$5,735
POLICE RECORDS SPECIALIST I	NS01	\$ 3,371	\$ 3,542	\$ 3,718	\$ 3,904	\$4,099	\$4,223	\$4,350
POLICE RECORDS SPECIALIST II	NS02	\$ 3,616	\$ 3,796	\$ 3,988	\$ 4,188	\$4,394	\$4,526	\$4,662
PUBLIC SAFETY DISPATCHER	NS06	\$ 5,188	\$ 5,447	\$ 5,719	\$ 6,005	\$6,305	\$6,493	\$6,688
SENIOR COMMUNICATIONS OPERATOR	NS07	\$ 5,810	\$ 6,101	\$ 6,406	\$ 6,725	\$7,060	\$7,273	\$7,491
SENIOR FORENSIC SPECIALIST	NS09	\$ 7,093	\$ 7,467	\$ 7,860	\$ 8,274	\$8,709	\$8,970	\$9,239

APPENDIX B

Effective July 3, 2027- 2 % COLA , 3% Step 8									
POSITION TITLE	GRADE CODE	MONTHLY PAY RANGE							
		STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
COMMUNITY SERVICES OFFICER	NS03	\$ 3,960	\$ 4,157	\$ 4,364	\$ 4,584	\$ 4,814	\$ 4,958	\$ 5,107	\$ 5,260
FORENSIC SPECIALIST	NS08	\$ 6,000	\$ 6,315	\$ 6,647	\$ 6,998	\$ 7,365	\$ 7,586	\$ 7,813	\$ 8,047
JAILER	NS04	\$ 4,122	\$ 4,332	\$ 4,546	\$ 4,777	\$ 5,012	\$ 5,163	\$ 5,318	\$ 5,478
LEAD JAILER	NS05	\$ 4,537	\$ 4,781	\$ 5,026	\$ 5,269	\$ 5,514	\$ 5,679	\$ 5,850	\$ 6,026
POLICE RECORDS SPECIALIST I	NS01	\$ 3,438	\$ 3,613	\$ 3,792	\$ 3,982	\$ 4,181	\$ 4,307	\$ 4,437	\$ 4,570
POLICE RECORDS SPECIALIST II	NS02	\$ 3,688	\$ 3,872	\$ 4,068	\$ 4,272	\$ 4,482	\$ 4,617	\$ 4,755	\$ 4,898
PUBLIC SAFETY DISPATCHER	NS06	\$ 5,292	\$ 5,556	\$ 5,833	\$ 6,125	\$ 6,431	\$ 6,623	\$ 6,822	\$ 7,027
SENIOR COMMUNICATIONS OPERATOR	NS07	\$ 5,926	\$ 6,223	\$ 6,534	\$ 6,860	\$ 7,201	\$ 7,418	\$ 7,641	\$ 7,870
SENIOR FORENSIC SPECIALIST	NS09	\$ 7,235	\$ 7,616	\$ 8,017	\$ 8,439	\$ 8,883	\$ 9,149	\$ 9,424	\$ 9,707

All other terms of the MOU other than the aforementioned terms would remain the same.

CITY OF WEST COVINA

Milan Mrakich, Acting City Manager

Date

Carmelita Underwood HR Director

Date

NON-SWORN SAFETY SUPPORT EMPLOYEE SERVICES

Victoria De Frank, Chief Negotiator

Date

Gena Valtierra

Date

Gilbert Amis

Date



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 6, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: CONSIDERATION OF AMENDING PURCHASING THRESHOLDS

RECOMMENDATION:

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

RESOLUTION NO. 2026-01 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING PROCUREMENT THRESHOLDS AND APPROVAL REQUIREMENTS FOR THE SALE, EXCHANGE, AND DISPOSAL OF SURPLUS EQUIPMENT IN ACCORDANCE WITH SECTIONS 2-328 AND 2-336 OF DIVISION 2 OF ARTICLE VII OF CHAPTER 2 OF THE WEST COVINA MUNICIPAL CODE

BACKGROUND:

On December 16, 2025, Councilmember Rosario Diaz requested amending the purchasing authority for the City Manager to \$150,000 be placed on the agenda.

The previous Purchasing Policy, effective October 12, 2016, limited the City Manager's purchasing authority to \$30,000.

On May 4, 2021, the City Council adopted Ordinance No. 2477 to implement the California Uniform Public Construction Cost Accounting Act. The Ordinance is codified in Division 3 (Contracting for Public Projects) of Article VII (Purchases and Sales) of Chapter 2 (Administration) of the West Covina Municipal Code (WCMC).

On June 21, 2022, the City Council adopted Ordinance No. 2498, amending the City's purchasing system, and adopted Resolution No. 2022-64, which established thresholds for small, informal, and formal procurements and increased City Manager's purchasing authority to \$199,999.99.

On April 18, 2023, the City Council adopted Resolution 2023-20, which amended the procurement thresholds for consistency with the WCMC and established approval requirements for the sale, exchange, disposal, or donation of surplus equipment and supplies consistent with the procurement thresholds.

On March 4, 2025, by Resolution 2025-18, City Council amended the purchasing thresholds and reduced the City Manager's purchasing authority to \$50,000.

DISCUSSION:

The current procurement thresholds are set forth in Table 1. Section 2-331 establishes a threshold of up to \$5,000 for micro-procurement procedures. Section 2-328 of the Municipal Code requires that the City Council establish thresholds for small, informal, and formal procurements by resolution. Section 2-336 of the WCMC establishes the approval requirements for surplus equipment and supplies as outlined in Table 2.

Table 1 – Current Procurement Threshold Requirements

Authorized to Approve	Procurement Type	Non-Public Threshold
Purchasing Officer	Micro	Up to \$5,000.00
Finance Director	Small	\$5,000.01 to \$30,000.00
City Manager	Informal	\$30,000.01 to \$50,000.00
City Council	Formal	\$50,000.01 and greater

Table 2 – Current Surplus Equipment and Supplies Approval Requirements

Authorized to Approve	Threshold
Purchasing Officer	Up to \$5,000.00
Finance Director	\$5,000.01 to \$30,000.00
City Manager	\$30,000.01 to \$50,000.00
City Council	\$50,000.01 and greater

Increasing the City Manager's purchasing authority to \$150,000 for non-public projects will provide a more efficient process for operations and projects. For consistency, amending the City Manager's purchasing authority requires amending the approval requirements for surplus equipment and supplies. These changes will not affect the thresholds for public projects, which, pursuant to the WCMC are set by Section 22032 of the Public Contract Code.

The proposed procurement and surplus equipment and supplies approval thresholds are set forth in Table 3 and Table 4.

Table 3 – Proposed Procurement Threshold Requirements

Authorized to Approve	Procurement Type	Non-Public Threshold
Purchasing Officer	Micro	Up to \$5,000.00
Finance Director	Small	\$5,000.01 to \$30,000.00
City Manager	Informal	\$30,000.01 to \$150,000.00
City Council	Formal	\$150,000.01 and greater

Table 4 – Proposed Surplus Equipment and Supplies Approval Requirements

Authorize to Approve	Threshold
Purchasing Officer	Up to \$5,000.00
Finance Director	\$5,000.01 to \$30,000.00
City Manager	\$30,000.01 to \$150,000.00
City Council	\$150,000.01 and greater

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

1. Approve Staff's recommendations; or
2. Provide alternative directions.

Prepared by: Karen Ogawa, Finance Director

Additional Approval: Roxanne E. Lerma, Assistant City Manager

Fiscal Impact**FISCAL IMPACT:**

The proposed amendments to the purchasing authority threshold for non-public projects and surplus equipment and supplies authority is strictly an administrative item; therefore, no fiscal impact associated with this action.

Attachments

Attachment No. 1 - Resolution No. 2026-01

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability

RESOLUTION NO. 2026-01

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WEST COVINA, CALIFORNIA, AMENDING
PROCUREMENT THRESHOLDS AND APPROVAL
REQUIREMENTS FOR THE SALE, EXCHANGE, AND
DISPOSAL OF SURPLUS EQUIPMENT IN ACCORDANCE
WITH SECTIONS 2-328 AND 2-336 OF DIVISION 2 OF
ARTICLE VII OF CHAPTER 2 OF THE WEST COVINA
MUNICIPAL CODE**

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

WHEREAS, the City's purchasing procedures for non-public projects are set forth in Division 2 (Purchasing Procedures) of Article VII (Purchases and Sales) of Chapter 2 (Administration) of the West Covina Municipal Code ("Purchasing Ordinance"); and

WHEREAS, pursuant to subsection (a) of Section 2-328 (Purchasing Authority: Purchase Order and Contract Approval Requirements) of the Purchasing Ordinance, the City Council shall, by resolution, establish the thresholds for small, informal, and formal procurements; and

WHEREAS, pursuant to subsection (b) of Section 2-336 (Surplus Equipment and Supplies) of the Purchasing Ordinance, the sale, exchange, disposal, or donation of surplus equipment and supplies shall be in accordance with approval requirements established by resolution of the City Council; and

WHEREAS, on June 21, 2022, the City Council adopted Resolution No. 2022-64, establishing the thresholds for small, informal, and formal procurements in accordance with Section 2-328(a); and

WHEREAS, on April 18, 2023, the City Council adopted Resolution No. 2023-20, amending the thresholds for small, informal, and formal procurements in accordance with Section 2-328(a) and establishing approval requirements for the sale, exchange, disposal, or donation of surplus equipment and supplies; and

WHEREAS, on March 4, 2025, the City Council adopted Resolution No. 2025-18, amending the thresholds for small, informal, and formal procurements in accordance with Section 2-328(a) and amending the approval requirements for the sale, exchange, or disposal of surplus equipment and supplies; and

WHEREAS, the City Council desires to amend the thresholds for informal and formal procurements and the approval requirements for the sale, exchange, or disposal of surplus equipment and supplies.

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 following revised purchasing thresholds:

Procurement Type	Threshold
Small	\$5,000.01 to \$30,000.00
Informal	\$30,000.01 to \$150,000.00
Formal	\$150,000.01 and greater

SECTION 2. The City Council hereby approves the following revised approval requirements for the sale, exchange, or disposal of surplus equipment and supplies:

Threshold	Authorized to Approve the Sale, Exchange, or Disposal of Surplus Equipment and Supplies
Up to \$5,000.00	Purchasing Officer
\$5,000.01 to \$30,000.00	Finance Director
\$30,000.01 to \$150,000.00	City Manager
\$150,000.01 and greater	City Council

SECTION 3. City Council approval shall be required for any donation of surplus equipment or supplies.

SECTION 4. The City Council hereby repeals Resolution No. 2025-18, adopted by the City Council on March 4, 2025.

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

APPROVED AND ADOPTED this 6th day of January, 2026.

Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

ATTEST

Thomas P. Duarte
City Attorney

Lisa Sherrick, CMC
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2026-01 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 6th day of January, 2026, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick, CMC
Assistant City Clerk



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 6, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: CONSIDERATION OF THE FOURTH QUARTER FINANCIAL REPORT AND BUDGET AMENDMENT FOR FISCAL YEAR 2024-25

RECOMMENDATION:

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

1. Receive and file the Fourth Quarter Financial Report for Fiscal Year 2024-25; and
2. Adopt the following resolution:

RESOLUTION No. 2026-04 OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2024 AND ENDING JUNE 30, 2025 (BA 2025-23)

BACKGROUND:

This report is intended only to provide the City Council and the public with an overview of the City's general fiscal condition. The financial information included in this report is preliminary, unaudited and subject to revision upon completion of the City's closing and audit. The City will make the Quarterly Financial Report available on the City's website for review by the City's stakeholders.

DISCUSSION:

The City has completed the fourth quarter of Fiscal Year 2024-25. The Quarterly Report (Attachment No. 1) summarizes the overall financial performance of the City for the period of July 1, 2024 through June 30, 2025, but it is not meant to be inclusive of all finance and accounting transactions. While the focus of the report is the General Fund, summary financial information is also provided for the Enterprise Fund and Special Revenue Funds.

The information presented reports revenues as they are received and expenditures when paid. Revenues and expenditures are only accrued at year-end to account for such activity in the correct fiscal year. Additionally, a budget amendment (Attachment No. 2) is proposed with the Quarterly Report to adjust revenue and expenditures based on the activity to date.

LEGAL REVIEW:

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

Prepared by: Karen Ogawa, Finance Director

Fiscal Impact

FISCAL IMPACT:

The original General Fund budget for Fiscal Year 2024-25 had a net change of \$1,335. The first quarter budget amendment had a positive impact of \$11,800. There were no second nor third quarter amendments. Instead, budget amendments were proposed when deemed necessary.

The proposed amendment includes the following changes in General Fund (Fund 110) appropriations:

General Fund	Original Budget	Current Budget	Requested BA	Amended Budget
Revenue				
Property Tax	36,219,000	36,219,000		36,219,000
Sales Tax	23,837,000	25,500,000		25,500,000
Other Taxes	10,740,400	10,740,400	612,000	11,352,400
Charges For Services	8,788,500	8,963,500	1,385,000	10,348,500
Licenses & Permits	3,874,200	3,874,200		3,874,200
Revenue from Other Agencies	3,443,795	4,596,150	425,060	5,021,210
Use of Money & Property	1,900,000	1,900,000		1,900,000
Interdepartmental Charges	1,196,200	1,196,200		1,196,200
Fines & Forfeitures	1,136,000	1,136,000		1,136,000
Transfers In/Out	145,687	145,687		145,687
Other Revenues	143,500	188,500		188,500
Revenue Total	91,424,282	94,459,637	2,422,060	96,881,697
Expenditures				
Administration	1,785,995	2,089,218		2,089,218
City Clerk	710,614	550,667		550,667
Code Enforcement	1,128,726	2,074,641		2,074,641
Community Development	2,754,986	2,943,497		2,943,497
Community Services	2,389,730	2,754,708		2,754,708
Finance	3,852,736	3,817,276		3,817,276
Fire	23,953,222	25,068,803		25,068,803
Police	33,984,827	33,292,218		33,292,218
Public Works	4,884,918	4,592,864		4,592,864
Transfers	15,263,586	17,110,577	1,631,369	18,741,946
Human Resources	713,607	955,860		955,860
Expenditures Total	91,422,947	95,250,328	1,631,369	96,881,697
Revenue Less Expenditures	1,335	(790,691)	790,691	0

Attachments

Attachment No. 1 - Fourth Quarter Financial Report

Attachment No. 2 - Resolution No. 2026-04

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



FOURTH QUARTER FINANCIAL REPORT

Fiscal Year 2024-25

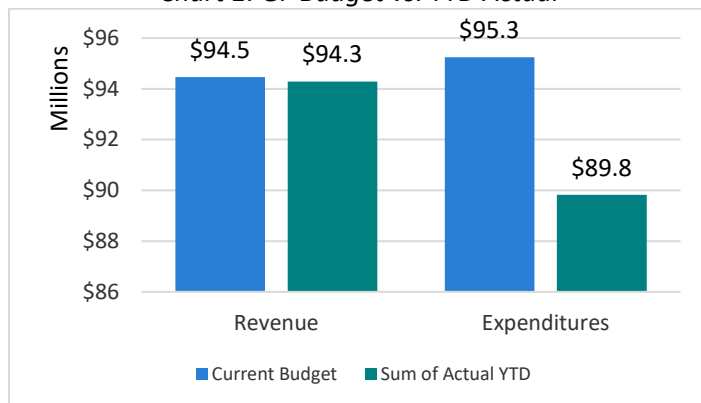
The City has completed the fourth quarter of Fiscal Year (FY) 2024-2025. This report summarizes the overall financial performance of the City for the period of July 1, 2024, through June 30, 2025, but it is not meant to be inclusive of all finance and accounting transactions. While the focus of the report is the General Fund, summary financial information is also provided for the Enterprise Fund and Special Revenue Funds. The information presented is unaudited. This report is intended to provide City Council and the public with an overview of the City's general fiscal condition.

The revenue and expenditures per the Budget to Year-To-Date (YTD) Actual comparisons include any appropriations made as of June 30, 2025. The information presented reports revenues as they are received and expenditures when paid. Revenues and expenditures are only accrued at year end to account for such activity in the correct fiscal year.

GENERAL FUND

The General Fund (GF) is the general operating fund for the City. It provides the resources to sustain the day-to-day activities and services to the community. All nine departments receive support, either directly or indirectly, from the General Fund.

Chart 1: GF Budget vs. YTD Actual



The General Fund original budget for FY 2024-25 was \$91.3 million in revenue, \$91.3 million in expenditures and net transfers, for a total net change of fund

balance of \$1,335. With 99% of the year complete, General Fund revenues are 100% of budget, and expenditures are 94%. Total revenues are \$94.3 million, and expenditures are \$89.8 million leaving a total revenue less expenditures positive \$4.5 million.

GENERAL FUND REVENUE

The City's two major General Fund revenue sources are Property Tax and Sales Tax which make up 66% of the General Fund revenues combined. Table 1 below summarizes revenue to-date.

Table 1: GF Revenue – Budget vs. YTD Actual

Revenue Source	Current Budget	YTD Actual	%
Property Tax	36,219,000	36,528,390	100.9%
Sales Tax	25,500,000	25,812,284	101.2%
Other Taxes	10,740,400	10,617,102	98.9%
Charges For Services	8,963,500	8,901,274	99.3%
Revenue from Other Agencies	4,596,150	4,282,526	93.2%
Licenses & Permits	3,874,200	2,946,314	76.0%
Use of Money & Property	1,900,000	2,689,916	141.6%
Interdepartmental Charges	1,196,200	1,196,210	100.0%
Fines & Forfeitures	1,136,000	1,114,492	98.1%
Other Revenues	188,500	194,135	103.0%
Transfers In/Out	145,687	0	0.0%
Grand Total	94,459,637	94,282,642	99.8%

PROPERTY TAX

Included in this line item are Property Taxes, Property Taxes In-Lieu of Vehicle License Fees (VLF), and residual payments from the dissolution of the former redevelopment agency. Overall, Property Tax for FY 2024-25 came in over budget by \$309,390.

SALES TAX

Sales tax for FY 2024-25 came in approximately \$300,000 over budget at \$25.8 million.

OTHER TAXES

This category includes Franchise Fees, Business License Tax, Transient Occupancy Tax (TOT), and Property Transfer Tax. At the end of the year \$10.6 million or 99% of the original budget projections has been realized. This is due to a lag when these revenues are received. Staff has included Franchise Fees in the proposed budget amendment.

CHARGES FOR SERVICES

These revenues include plan check and zoning related fees, recreation fees, interfund charges, police, and fire fees. These fees ended at \$8.9 million through June 30, 2025. Ambulance Services is included in the proposed budget amendment.

LICENSE & PERMITS

Revenues for licenses & permits include building and engineering permits, and animal licenses. Revenue projections were under budget with 76.0% realized (\$2.9 million) by the end of the fiscal year.

REVENUES FROM OTHER AGENCIES

This category includes Vehicle In-Lieu, State Mandated Cost reimbursement revenue, the exchange of Prop A funds, and mutual aid cost reimbursement for strike team deployments for the Fire Department. Most of this revenue is received once within the fiscal year. Revenue from Other Agencies ended slight under budget at 93.2% or \$4.3 million. Mutual aid cost reimbursements realized over budget by approximately \$425,000 is included in the proposed budget amendment.

INTERDEPARTMENTAL CHARGES

This category includes overhead chargebacks from internal service funds: General Liability, Workers Compensation, and Fleet Maintenance. These charges are billed monthly and equally distributed.

USE OF MONEY & PROPERTY

This category includes rental and interest income. Interest income has come in over budget, but is pending final accounting allocations against other funds so will be reduced.

FINES & FORFEITURES

This category includes late payment penalties, collection agency fees, code fines, vehicle impound fees, and administrative citations. Overall, fines and forfeitures was slightly under budget at 98.1% or approximately \$1.1 million.

OTHER REVENUES

This category includes proceeds from auction, advertising, final map, and other miscellaneous revenue.

TRANSFERS IN

This category includes a transfer from the Successor Agency for administrative costs, which will be accounted for at as part of the fiscal year closing. It is anticipated to come in at or near budget.

REVENUES PROJECTIONS

Revenue projections (see Table 2) are revised with the Quarterly Report based on actuals to date. The total proposed adjustment is an increase of \$2.4 million in revenue for the General Fund.

Table 2: GF Revenue Projection

Revenue Source	Current Budget	Proposed Adj.	Revised Projection
Property Tax	36,219,000		36,219,000
Sales Tax	25,500,000		25,500,000
Other Taxes	10,740,400	612,000	11,352,400
Charges For Services	8,963,500	1,385,000	10,348,500
Revenue from Other Agencies	4,596,150	425,060	5,021,210
Licenses & Permits	3,874,200		3,874,200
Use of Money & Property	1,900,000		1,900,000
Interdepartmental Charges	1,196,200		1,196,200
Fines & Forfeitures	1,136,000		1,136,000
Other Revenues	188,500		188,500
Transfers In/Out	145,687		145,687
Grand Total	94,459,637	2,422,060	96,881,697

GENERAL FUND EXPENDITURES

As of June 30, 2025, with 99% of the year complete, 94.3% of the General Fund budget was expensed (see Table 3). Community Development was the only department that is over budget by \$72, 000, which is offset by permits and charges for services revenues coming in higher than budget.

Table 3: GF Expenditures – Budget vs. YTD Actual

Department	Current Budget	YTD Actual	%
Administration	2,089,218	1,997,141	95.6%
City Clerk	550,667	460,842	83.7%
Code Enforcement	2,074,641	2,055,069	99.1%
Community Development	2,943,497	3,015,388	102.4%
Community Services	2,754,708	2,683,455	97.4%
Finance	3,817,276	3,180,397	83.3%
Fire	25,068,803	24,764,682	98.8%
Human Resources	955,860	808,664	84.6%
Police	33,292,218	32,858,363	98.7%
Public Works	4,592,864	4,109,064	89.5%
Transfers	17,110,577	13,884,296	81.1%
Grand Total	95,250,328	89,817,362	94.3%

GENERAL FUND OVERTIME

Overall, overtime in the General Fund is over budget. Table 4 summarizes overtime by department within the General Fund. Overtime is over budget primarily due to limited staff resources.

Table 4: GF Overtime YTD

Department	Current Budget	YTD GF Overtime	%
Administration	7,247	7,532	103.9%
Community Development	1,850	302	16.3%
Finance	1,286	228	17.7%
Fire	3,391,033	3,501,821	103.3%
Police	3,850,715	3,926,977	102.0%
Code Enforcement	15,735	17,832	113.3%
Public Works	21,324	14,657	68.7%
Community Services	98,530	106,827	108.4%
Human Resources	204	358	175.7%
Grand Total	7,387,924	7,576,533	102.6%

PROPOSED BUDGET AMENDMENT

The original FY 2024-25 General Fund budget had a net change in fund balance of \$1,335. The first quarter budget amendment had a positive net impact of \$11,800. The second quarter budget amendment proposes adding \$2,156,500 in revenue and \$2,852,881 in expenditures.

The proposed fourth quarter amendment adds \$2,422,090 in revenue and \$1,631,369 in expenditures for a net positive increase in General Fund of \$790,691. The proposed General Fund budget amendment includes the following:

Revenue Increases (\$2.4 million): Franchise Fees (\$612,000), Mutual Aid Cost Reimbursement (\$425,060), and Ambulance Services (\$1.39 million).

Transfers Out (\$1.6 million): To address deficits, transfers out are proposed to be increased to supplement the General Liability (\$1.2 million) and Workers' Compensation (\$379,462). Overall, transfers out is proposed to be increased by \$1.6 million.

Table 5: Summary of Proposed GF Budget Amendment

Department	Current Budget	Requested BA	Amended Budget	Actual YTD
Administration	2,089,218		2,089,218	1,997,141
City Clerk	550,667		550,667	460,842
Community Development	2,943,497		2,943,497	3,015,388
Finance	3,817,276		3,817,276	3,180,397
Fire	25,068,803		25,068,803	24,764,682
Police	33,292,218		33,292,218	32,858,363
Code Enforcement	2,074,641		2,074,641	2,055,069
Public Works	4,592,864		4,592,864	4,109,064
Community Services	2,754,708		2,754,708	2,683,455
Transfers	17,110,577	1,631,369	18,741,946	13,884,296
Human Resources	955,860		955,860	808,664
Grand Total	95,250,328	1,631,369	96,881,697	89,817,362

ENTERPRISE FUND (FUND 375)

This fund accounts for the computer services provided by the Police Department to other public safety agencies for a fee. The programs are marketed to both public and private agencies. The Police Department also utilizes these products and services. As presented in Table 6, revenues ended 93% under budget and expenditures were over budget by 35%, which resulted in a deficit of \$236,318.

Table 6: Police Enterprise Budget vs. YTD Actuals

Type	Current Budget	YTD Actual	%
Revenue	743,600	692,994	93.2%
Expenditures	688,804	929,312	134.9%
Revenue Less E	54,796	(236,318)	

SPORTSPLEX (FUND 242)

This fund accounts for activity at the West Covina Sportsplex, a recreation facility which amenities include softball fields, a pavilion, playgrounds, and restaurants. Budget versus actual comparisons for both revenue and expenditures for the Sportsplex are presented in Table 7 below.

The Sportsplex fund ended over budget due to increased staffing and facility maintenance. This overage is included in the original budget as a transfer and will be accounted for as part of the fiscal year closing.

Table 7: Sportsplex Budget vs. YTD Actuals

Type	Current Budget	YTD Actual	%
Revenue			
Charges For Services	57,000	295,701	518.8%
Other Revenues	2,400	26,368	1098.7%
Use of Money & Property	99,600	266,071	267.1%
Transfers In/Out	753,068	-	0.0%
Revenue Total	912,068	588,139	64.5%
Expenditures			
Salaries & Benefits	574,668	789,392	137.4%
Materials & Services	337,400	509,649	151.1%
Capital Investments	-	14,919	0.0%
Expenditures Total	912,068	1,313,960	144.1%
Revenue less Expenditures	-	(725,821)	

OTHER FUNDS

Table 8 shows a summary of budget versus actuals for other funds. In addition to the proposed amendments to the General Fund, the following is recommended:

Budget Overages:

The following increases to revenues and expenditures are proposed in these funds to address operational overages: Transportation Development Act (\$11,410) and Palm View PDF B (\$4,170) capital projects, Public Safety Augmentation salary and benefits (\$33,870), West Covina Chamber of Commerce (\$2,130), Self-Insurance Liability (\$185,590), Fleet Management (\$14,920), and Police Enterprise (\$240,860). All of these increases are either offset by revenue or fund balance.

Table 8: Other Funds Budget vs. YTD Actuals

Fund Grouping	Current Budget	YTD Actual	%
Assessment Districts			
Revenue	4,500,410	4,868,173	108.2%
Expenditures	6,041,432	4,333,353	71.2%
Capital Project Funds			
Revenue	1,223,292	362,604	29.6%
Expenditures	9,567,611	1,370,542	8.0%
CDBG			
Revenue	1,039,671	1,977,553	190.2%
Expenditures	3,510,731	2,193,923	60.3%
Debt Service			
Revenue	15,872,613	15,848,981	99.9%
Expenditures	15,872,613	15,688,442	98.8%
Gas Tax			
Revenue	3,003,227	3,050,364	101.6%
Expenditures	4,068,844	3,326,540	80.6%
Grant Funds			
Revenue	4,500,419	438,180	9.7%
Expenditures	17,065,371	6,224,780	22.1%
Housing Authority			
Revenue	174,000	254,829	146.5%
Expenditures	884,456	672,819	76.1%
Internal Service Funds			
Revenue	10,473,158	9,876,746	94.3%
Expenditures	10,383,681	10,197,236	98.2%
Metro Funds			
Revenue	10,507,032	10,005,886	95.2%
Expenditures	19,071,366	8,011,587	42.0%
Other SR Funds			
Revenue	5,249,928	4,558,146	86.8%
Expenditures	14,515,589	6,473,594	39.4%
SB1			
Revenue	3,491,301	3,269,596	93.6%
Expenditures	9,418,757	4,720,184	49.7%
Sewer Maintenance			
Revenue	4,533,100	4,730,406	104.4%
Expenditures	14,105,932	1,899,950	12.7%
Successor Agency			
Revenue	2,866,944	2,687,676	93.7%
Expenditures	3,357,151	2,953,948	87.2%

FOR MORE INFORMATION

This summary report is derived from detailed financial information generated by the City's Finance Department. Additional financial information is available online at www.westcovina.org.

RESOLUTION NO. 2026-04

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
WEST COVINA, CALIFORNIA, ADOPTING A BUDGET
AMENDMENT FOR THE FISCAL YEAR COMMENCING
JULY 1, 2024 AND ENDING JUNE 30, 2025 (BA 2025-23)**

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

WHEREAS, on May 7, 2024, the Acting City Manager presented to the City Council a proposed budget for Fiscal Year 2024-25 in compliance with Section 2-151(m) of the West Covina Municipal Code; and

WHEREAS, the City held meetings and community workshops and conducted an online budget survey in order to solicit input from the public regarding the proposed budget; and

WHEREAS, on June 4, 2024, the City Council adopted a budget for Fiscal Year 2024-25; and

WHEREAS, amendments must periodically be made to the budget to conform to changed circumstances following adoption of the budget.

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

SECTION 1. The City Council hereby approves Budget Amendment No. 2025-23, attached hereto as Exhibit A, for Fiscal Year 2024-25.

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

APPROVED AND ADOPTED this 6th day of January, 2026.

Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

ATTEST

Thomas P. Duarte
City Attorney

Lisa Sherrick, CMC
Assistant City Clerk

I, LISA SHERRICK, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2026-04 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 6th day of January, 2026, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick, CMC
Assistant City Clerk

Exhibit A

City of West Covina
Fiscal Year 2024-25
Budget Amendment No. 2025-23

Fund No. - Name	Current Budget	Proposed Amendment	Amended Budget
Fund 110-General Fund			
Revenue	94,459,637	2,422,060	96,881,697
Expenditures	95,250,328	1,631,369	96,881,697
Net Change in Fund Balance	(790,691)	790,691	0
Fund 128-Transportation Development Act			
Revenue	119,500	0	119,500
Expenditures	149,774	11,410	161,184
Net Change in Fund Balance	(30,274)	(11,410)	(41,684)
Fund 153-Public Safety Augmentation			
Revenue	872,400	87,260	959,660
Expenditures	1,166,855	33,870	1,200,725
Net Change in Fund Balance	(294,455)	53,390	(241,065)
Fund 171-PDF B (Palm View)			
Revenue	35,000	16,518	51,518
Expenditures	0	4,170	4,170
Net Change in Fund Balance	35,000	12,348	47,348
Fund 222-WC Chamber of Commerce			
Revenue	0	9,280	9,280
Expenditures	0	2,130	2,130
Net Change in Fund Balance	0	7,150	7,150
Fund 361-Self-Insurance General/Auto Liability			
Revenue	5,926,340	0	5,926,340
Expenditures	5,926,340	185,590	6,111,930
Net Change in Fund Balance	0	(185,590)	(185,590)
Fund 365-Fleet Management			
Revenue	1,535,341	0	1,535,341
Expenditures	1,481,041	14,920	1,495,961
Net Change in Fund Balance	54,300	(14,920)	39,380

Exhibit A
Budget Amendment No. 2025-23
(continued)

Fund No. - Name	Current Budget	Proposed Amendment	Amended Budget
Fund 375-Police Enterprise			
Revenue	743,600	0	743,600
Expenditures	688,804	240,860	929,664
Net Change in Fund Balance	54,796	(240,860)	(186,064)
EXPENDITURE TOTAL INCREASE		(410,799)	



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: January 6, 2026

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: CONSIDERATION OF CITY POLICY REGARDING INSTALLATION OF PRIVATELY OWNED SURVEILLANCE CAMERAS IN PUBLIC RIGHT-OF-WAY

RECOMMENDATION:

It is recommended that the City Council provide direction.

BACKGROUND:

As advancements in technology continue to expand the accessibility and affordability of surveillance equipment, the City of West Covina has received multiple inquiries and requests from private individuals, homeowner associations, and businesses seeking to install privately owned and funded security cameras within the public right-of-way. These cameras are often proposed as a means to deter crime, enhance neighborhood safety, and support law enforcement investigations.

The West Covina Municipal Code regulates activities within the public right-of-way. Chapter 19, Article III, Division 2, Section 19-81 states that “no person shall make any excavation or perform any other work in or under the surface of any street, alley, sidewalk, easement, or other public place in the city without first obtaining from the city engineer a written permit to make such excavation or perform such work.” However, the existing provisions of the Municipal Code do not currently provide guidance or standards regarding the installation of privately owned cameras or surveillance equipment within the public right-of-way.

The absence of such guidelines has created uncertainty regarding the review and approval process, placement standards, maintenance responsibilities, and the potential implications for privacy and data ownership.

The growing number of requests underscores the need for a clear policy framework to regulate the installation of privately owned surveillance devices within the public right-of-way. Establishing guidelines will help ensure that such installations are consistent with City Council policy and public safety objectives, respect individual privacy rights, and maintain the integrity of City infrastructure.

DISCUSSION:

As requests for such installations have increased, several policy considerations have arisen regarding both the regulation of physical installations and the handling of data collected by these devices.

With regard to the data collected by such devices, any footage or data captured by these cameras would remain the property of the private owner and not the City, unless voluntarily provided to the City for a specific purpose.

Staff also recognizes that the installation of such devices within the public right-of-way raises legitimate community concerns. These include the potential misuse of recorded data, privacy considerations, and the possible aesthetic impacts of widespread camera installations on public infrastructure. Establishing a clear policy framework would allow the City to address these concerns while ensuring consistency in how such requests are reviewed and managed.

To assist in the development of an appropriate policy, staff reviewed similar practices from other jurisdictions and identified the following options for City Council consideration:

- Prohibit the installation of privately owned cameras within the public right-of-way and direct staff to update the Municipal Code to reflect this policy.
- Allow the installation of privately owned cameras in the public right-of-way only for homeowner associations (HOAs) in the frontage areas of HOA communities, and direct staff to prepare a formal policy and corresponding Municipal Code update to reflect this approach.
- Allow the installation of privately owned cameras in the public right-of-way for any resident or property owner within the City of West Covina, and direct staff to prepare a comprehensive policy and update the Municipal Code accordingly.

The establishment of a defined policy will ensure that requests for camera installations within the public right-of-way are managed transparently, equitably, and in alignment with the City's goals for public safety, privacy protection, and aesthetic standards.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

1. Prohibit the installation of privately owned cameras within the public right-of-way; or
2. Allow the installation of privately owned cameras in the public right-of-way only for homeowner associations (HOAs) in the frontage areas of HOA communities; or
3. Allow the installation of privately owned cameras in the public right-of-way for any resident or property owner within the City of West Covina; or
4. Provide alternative direction.

Prepared by: Michael Lloyd, City Engineer

Additional Approval: Roxanne E. Lerma, Assistant City Manager

Fiscal Impact

FISCAL IMPACT:

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

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

