



## **CITY OF WEST COVINA**

### **CITY COUNCIL/SUCCESSOR AGENCY**

#### [Public Comment Instructions](#)

**OCTOBER 20, 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](http://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 OCTOBER 20, 2026, 7:00 PM  
REGULAR MEETING**

#### **INVOCATION**

Led by Pastor Samuel Martinez from Amazing Love Ministries

#### **PLEDGE OF ALLEGIANCE**

Led by Councilman Wu

#### **ROLL CALL**

#### **REPORTING OUT FROM CLOSED SESSION**

#### **PRESENTATIONS**

- Proclamation Celebrating Fire Prevention Week
- Proclamation Honoring Law Enforcement Records and Support Services
- Proclamation Recognizing National Breast Cancer Month
- Proclamation Recognizing Domestic Violence Awareness Month
- Taste of West Covina Presentation Recognizing Café Valer
- Taste of West Covina Presentation Recognizing VCHOS Pupusas
- Certificates from Rowland Unified School District Presented to the Mayor and Council
- SGVCOG 2026 President's Introduction Presentation

#### **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.*

## **APPROVAL OF MEETING MINUTES**

### **1) CONSIDERATION OF APPROVAL FOR THE OCTOBER 6, 2026, CITY COUNCIL/SUCCESSOR AGENCY5 REGULAR AND CLOSED SESSION MEETING MINUTES.**

That the Council approve the October 6, 2026, City Council/Successor Agency/Regular and Closed Session Meeting Minutes.

## **COMMUNITY DEVELOPMENT**

### **2) FISCAL YEAR 2026-27 CAPITAL IMPROVEMENTS PROGRAM (CIP) UPDATE**

It is recommended that the City Council receive and file the Fiscal Year 2026-27 Capital Improvement Program (CIP) project status update.

### **3) CONSIDERATION OF ACCEPTANCE OF WORK AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE TRAFFIC SIGNAL IMPROVEMENTS AT VARIOUS SIGNALIZED INTERSECTIONS PROJECT (PROJECT NO. 23028)**

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

1. Accept the work performed by Select Electric, Inc. for the Traffic Signal Improvements at Various Intersections Project (Project No. 23028) with a final cost of \$2,834,961.10.
2. Authorize the City Manager and Assistant City Clerk to execute the Notice of Completion and file the Notice of Completion with the County of Los Angeles Registrar-Recorder.
3. Authorize the City Manager to release a retention once appropriate.

### **4) CONSIDERATION OF RELEASE OF REQUEST FOR PROPOSAL AND BUDGET AMENDMENT FOR ALTAMIRA DRIVE HILLSIDE EVALUATION – RFP NO. 2026-20**

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

1. Authorize the City Manager to direct staff to release the Request for Proposal (RFP) for the Altamira Drive hillside evaluation; and
2. Adopt the following resolution:

**RESOLUTION NO. 2026-103 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027 (ALTAMIRA DRIVE HILLSIDE EVALUATION)**

## **FIRE DEPARTMENT**

**5) CONSIDERATION OF VERDUGO FIRE COMMUNICATIONS DISPATCH SERVICE AGREEMENT BETWEEN THE CITIES OF BURBANK, GLENDALE, AND PASADENA FOR FIRE DEPARTMENT DISPATCHING SERVICES**

It is recommended that the City Council:

1. Authorize the City Manager to execute the Amended and Restated Verdugo Fire Communications Dispatch Service Agreement with the Cities of Burbank, Glendale, and Pasadena for Fire Department dispatching services, for a three-year term, with two optional three-year extension terms, in such final form as approved by the City Attorney.
2. Authorize the City Manager to approve the exercise of the three-year extension terms.
3. Authorize the City Manager to negotiate any amendments to the agreement in such form as approved by the City Attorney.

**POLICE DEPARTMENT**

**6) CONSIDERATION OF EXPENDITURES OF FISCAL YEAR 2026-27 SUPPLEMENTAL LAW ENFORCEMENT SERVICES ACCOUNT FUNDS**

It is recommended that the City Council approve using Fiscal Year (FY) 2025-26 Supplemental Law Enforcement Service Account (SLESA) funds totaling \$166,284 for the frontline law enforcement supply and service items listed in the staff report.

**PUBLIC WORKS**

**7) CONSIDERATION OF AUTHORIZATION AND APPROVAL OF A PURCHASE ORDER TO INNOVATIVE PLAYGROUNDS COMPANY, INC. FOR GALSTER PARK PLAYGROUND EQUIPMENT PROCUREMENT, AND DIRECTION TO STAFF TO ISSUE A NOTICE INVITING BIDS FOR INSTALLATION SERVICES**

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

1. Approve the playground equipment and design provided by Innovative Playground Company, Inc. for the Galster Park playground improvements project.
2. Authorize the City Manager to issue a purchase order to Innovative Playgrounds Company, Inc. for the procurement of playground equipment and Pour in Place (PIP) surfacing for Galster Park, in an amount not to exceed \$229,244.
3. Adopt the following resolution:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027 (GALSTER PARK IMPROVEMENTS)**

4. Authorize the City Manager to execute documents necessary to implement the procurement.
5. Direct staff to prepare and issue a Notice Inviting Bids for the installation of the Galster Park playground equipment and associated work, consistent with the approved playground equipment and design.

**8) CONSIDERATION OF AUTHORIZATION AND APPROVAL OF A PURCHASE ORDER TO KOMPAN CALIFORNIA, INC. FOR WOODGROVE PARK PLAYGROUND EQUIPMENT PROCUREMENT, AND DIRECTION TO STAFF TO ISSUE A NOTICE INVITING BIDS FOR INSTALLATION SERVICES**

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

1. Approve the playground equipment and design provided by Kompan California, Inc. for the Woodgrove Park improvements project.
2. Authorize the City Manager to issue a purchase order to Kompan California, Inc. for the procurement of playground equipment for Woodgrove Park, in an amount not to exceed \$279,292.53.
3. Adopt the following resolution:  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027 (WOODGROVE PARK PLAYGROUND EQUIPMENT)**
4. Authorize the City Manager to execute documents necessary to implement the procurement.
5. Direct staff to prepare and issue a Notice Inviting Bids for the installation of the Woodgrove Park playground equipment and associated work, consistent with the approved playground design and project requirements.

## **END OF CONSENT CALENDAR**

## **DEPARTMENTAL REGULAR MATTERS**

## **PUBLIC WORKS**

### **9) 2026-27 EL NINO AND WINTER STORM PREPAREDNESS**

It is recommended that the City Council receive and file this informational report and direct staff to continue routine storm-season preparation and public education for the 2026–27 rainy season, using existing City resources and coordination with applicable County, State, and emergency-response agencies.

## **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**

**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

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City of West Covina | Office of the City Manager

**DATE:** October 20, 2026

**TO:** Mayor and City Council

**FROM:** Milan Mrakich, City Manager

**SUBJECT: CONSIDERATION OF APPROVAL FOR THE OCTOBER 6, 2026, CITY COUNCIL/SUCCESSOR AGENCY'S REGULAR AND CLOSED SESSION MEETING MINUTES.**

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### **RECOMMENDATION:**

That the Council approve the October 6, 2026, City Council/Successor Agency/Regular and Closed Session Meeting Minutes.

### **BACKGROUND:**

That the City Council adopt the attached minutes

**Prepared by:** Lisa Sherrick, Assistant City Clerk

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### **Attachments**

Attachment No. 1 - 10.06.2026 Draft Closed Minutes

Attachment No. 2 - 10.06.2026 Draft Regular Minutes

**CITY COUNCIL GOALS & OBJECTIVES:** Enhance City Image and Effectiveness

**DRAFT**



**CITY OF WEST COVINA**

**CITY COUNCIL/SUCCESSOR AGENCY**

**OCTOBER 6, 2026, 7:00 PM  
REGULAR MEETING - CLOSED SESSION**

**MANAGEMENT RESOURCE CENTER 3RD FLOOR  
1444 W. GARVEY AVENUE SOUTH  
WEST COVINA, CALIFORNIA 91790**

**ROLL CALL**

Present: Council Member Brian Gutierrez; Councilman Tony Wu; Councilwoman Rosario Diaz;  
Mayor Pro Tem Ollie Cantos; Mayor Letty Lopez-Viado

Staff Present: City Staff: Milan Mrakich, Acting City Manager, Roxanne Lerma, Assistant  
City Manager, Karen Ogawa, Finance and Acting Human Resources Director, Thomas  
Duarte, City Attorney, Joung Yim, City Attorney - Libert Cassidy Whitmore

**PUBLIC COMMENTS ON ITEMS ON THE AGENDA**

Jerri Potras

**CLOSED SESSION**

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

Councilmember Gutierrez recused himself regarding this item.

2. PUBLIC EMPLOYEE PERFORMANCE EVALUATION Pursuant to Government Code § 54957(b)(1)

Title: City Manager

3. CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code § 54957.6

City Negotiators: Mrakich, Duarte

Employee Organizations

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

Unrepresented Employee Group

- Department Heads

**ADJOURNMENT**

Submitted By:

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Lisa Sherrick , CMC  
Assistant City Clerk

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Letty Lopez-Viado  
Mayor

**DRAFT**



**CITY OF WEST COVINA**

**CITY COUNCIL/SUCCESSOR AGENCY**

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

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

**MINUTES**

**INVOCATION**

Led by Pastor Matt Chavez from One and All Church

**PLEDGE OF ALLEGIANCE**

Led by Councilwoman Diaz

**ROLL CALL**

Present: Brian Gutierrez, Council Member; Tony Wu, Councilman; Rosario Diaz, Councilwoman;  
Ollie Cantos, Mayor Pro Tem; Letty Lopez-Viado, Mayor

**REPORTING OUT FROM CLOSED SESSION**

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

## **PRESENTATIONS**

- **Taste of West Covina Presentation Recognizing Partea NYC**
- **Taste of West Covina Presentation Recognizing Bahia Ensenada Grill**
- **Proclamation Celebrating Hispanic Heritage Month**

## **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.*

Josh Murry  
Valerie Merrell  
Britt Vargas  
Ray Vicent Vargas Jr  
Lisa Mayo  
Mario Sobalvarro  
Doug Fore  
Pedro Gonzalez  
Rafael Castellon  
Mark van der Eb  
Howard van der Eb  
Diane Torres  
Yvonne van der Eb  
Patricia Mendoza  
Jesus Gomez  
Colleen Rozatti  
Herman's Friend  
Carlos Yado  
Herman (Trump)  
Francine Santamaria  
Steve Bennett  
Bill Robinson  
Lynn Bubbart  
John Shewmaker

## **CONSENT CALENDAR**

*All matters listed under CONSENT CALENDAR are considered to be routine and can be acted on by one roll call vote. There will be no separate discussion of these items unless members of the City Council/Community Development Commission request specific items to be removed from the Consent Calendar for separate discussion or action.*

## **APPROVAL OF MEETING MINUTES**

**1) CONSIDERATION OF APPROVAL FOR THE SEPTEMBER 15, 2026, CITY COUNCIL/SUCCESSOR AGENCY'S REGULAR SESSION MEETING MINUTES.**

Motion by Mayor Pro Tem Ollie Cantos, seconded by Councilman Tony Wu

AYES: 4 NOES: None. OTHER: Council Member Brian Gutierrez (ABSTAIN) Motion: Carried

**CITY MANAGER'S OFFICE**

**2) CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING WITH THE LOS ANGELES COUNTY METROPOLITAN TRANSPORTATION AUTHORITY (LACMTA) FOR COLLECTING AND REPORTING DATA FOR THE NATIONAL TRANSIT DATABASE**

Motion by Mayor Pro Tem Ollie Cantos, seconded by Councilman Tony Wu

AYES: Unanimous. NOES: None. OTHER: None. Motion: Carried

**COMMUNITY SERVICES**

**3) CONSIDERATION OF A COOPERATIVE AGREEMENT WITH THE YOUTH SCIENCE CENTER REGARDING THE GALSTER WILDERNESS PARK NATURE CENTER**

Motion by Mayor Pro Tem Ollie Cantos, seconded by Councilman Tony Wu

AYES: Unanimous. NOES: None. OTHER: None. Motion: Carried

**HUMAN RESOURCES**

**4) RESOLUTION NO. 2026-100 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA ADOPTING THE SIDE LETTER OF AGREEMENT BETWEEN THE CITY AND THE WEST COVINA FIREFIGHTERS' ASSOCIATION, I.A.F.F., LOCAL 3226 (WCFFA)**

Pulled by Councilmember Gutierrez for discussion

Motion by Council Member Brian Gutierrez, seconded by Councilman Tony Wu

AYES: Unanimous. NOES: None. OTHER: None. Motion: Carried

**POLICE DEPARTMENT**

**5) CONSIDERATION OF APPLICATION FOR 2026 JUSTICE ASSISTANCE GRANT (JAG) FROM U.S. DEPARTMENT OF JUSTICE**

Motion by Mayor Pro Tem Ollie Cantos, seconded by Councilman Tony Wu

AYES: Unanimous. NOES: None. OTHER: None. Motion: Carried

**6) CONSIDERATION OF 2026-27 OFFICE OF TRAFFIC SAFETY (OTS) GRANT**

Motion by Mayor Pro Tem Ollie Cantos, seconded by Councilman Tony Wu

AYES: Unanimous. NOES: None. OTHER: None. Motion: Carried

**END OF CONSENT CALENDAR**

**MAYOR/COUNCILMEMBERS REPORTS**

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

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

None

**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.)*

None.

**CITY COUNCIL COMMENTS**

- Councilwoman Diaz thanked the City Manager regarding the City Manager Update that was given earlier in the meeting and thanked all staff for their hard work. Councilwoman Diaz mentioned that all staff have her support.
- Councilmember Gutierrez also thanked staff for doing a good job and that it is unfortunate that employees were terminated and one employee was placed on administrative leave.
- Mayor Lopez Viado also thanked the City Manager for his earlier presentation, and wished Susie Perez a happy birthday. The Mayor also mentioned the Trinket Box project and the Open House at the Fire Station.
- Councilman Wu thanked staff and also wished Susie Perez a happy birthday. Councilman Wu also discussed the Moon Festival event.

**ADJOURNMENT**

Submitted By:

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Lisa Sherrick  
Assistant City Clerk

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Letty Lopez-Viado  
Mayor



## AGENDA STAFF REPORT

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City of West Covina | Office of the City Manager

**DATE:** October 20, 2026

**TO:** Mayor and City Council

**FROM:** Milan Mrakich, City Manager

**SUBJECT:** FISCAL YEAR 2026-27 CAPITAL IMPROVEMENTS PROGRAM (CIP) UPDATE

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### RECOMMENDATION:

It is recommended that the City Council receive and file the Fiscal Year 2026-27 Capital Improvement Program (CIP) project status update.

### BACKGROUND:

A Capital Improvement Program (CIP) is a plan, usually four to ten years, which identifies capital projects and equipment purchases, provides a planning schedule and identifies options for financing the plan. The plan provides a link to the annual budget. State planning law requires that the City Planning Commission review the CIP to ensure that it is consistent with the General Plan.

Project delivery is the key. As part of the process, the majority of the CIP projects that are fully funded are required to go through complex and often lengthy steps leading into their implementation and construction phase. The steps include: project planning, scope of improvements, preliminary cost estimating, design phase, which often requires issuing a Request for Proposals (RFP) for design consultant selection, preparation of bid documents which comprises construction plans, specifications and cost estimates, authorization to bid, bidding, bid evaluation, recommendation for award of construction contract, and finally construction.

### DISCUSSION:

The purpose of this report is to provide an update on the Capital Improvement Projects for the City including work completed in 2026 as well as projects underway as a part of the Fiscal Year 2026-27 Capital Improvement Program (CIP).

### LEGAL REVIEW:

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

**Prepared by:** Robert Ortega, CIP Project Manager

**Additional Approval:** Roxanne E. Lerma, Assistant City Manager

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### Fiscal Impact

#### FISCAL IMPACT:

This is strictly an administrative item to receive and file; therefore, there is not an associated fiscal impact with this report.

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### **Attachments**

Attachment No. 1 - CIP FY 2026-27 Update

**CITY COUNCIL GOALS & OBJECTIVES:** A Well-Planned Community  
Expand Economic Development Opportunities  
An Accessible Community

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# CITY COUNCIL MEETING

## OCTOBER 20, 2026

FY2026-27 CAPITAL IMPROVEMENTS PROGRAM (CIP) UPDATE

Engineering Division

# CAPITAL IMPROVEMENTS PROGRAM (CIP) UPDATE

CIP Overview

Projects Completed (Past Year)

Projects Underway

Upcoming Projects

# CAPITAL IMPROVEMENT PROGRAM OVERVIEW

- 1) Capital Improvement Program (CIP)
  - a) Identifies capital projects and equipment purchases.
  - b) Is used for planning and scheduling construction and purchases.
  - c) Identifies options for funding and financing projects.
  - d) Is based on the City Council adopted annual budget.
- 2) CIP Phases
  - a) Planning/Environmental Review
  - b) Design
  - c) Purchasing/Procurement
  - d) Construction

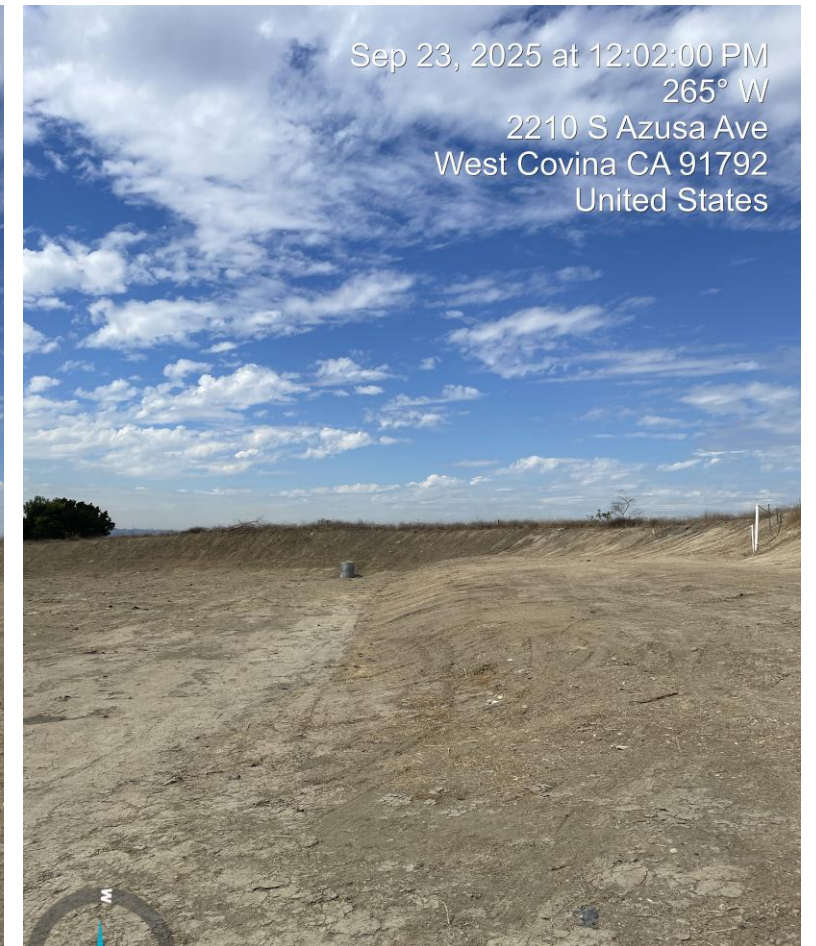
# PROJECTS COMPLETED



## **BKK Detention Basin Remediation – October 2025**



Sep 23, 2025 at 12:02:02 PM  
239° SW  
2210 S Azusa Ave  
West Covina CA 91792  
United States

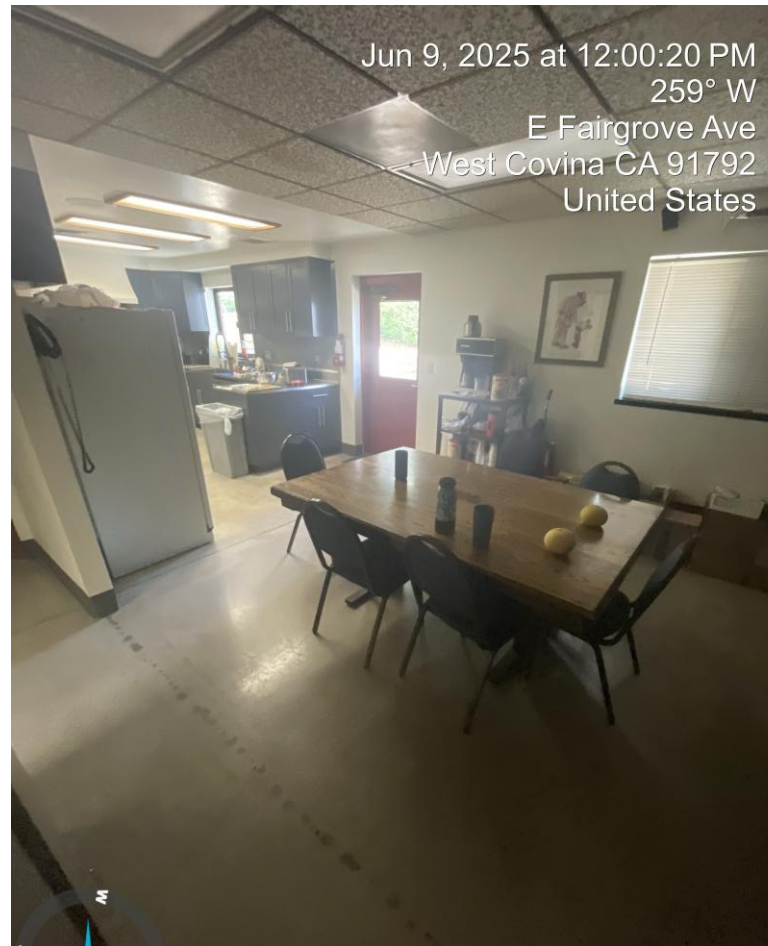


Sep 23, 2025 at 12:02:00 PM  
265° W  
2210 S Azusa Ave  
West Covina CA 91792  
United States

# PROJECTS COMPLETED



**Fire Station 2 & 4 Flooring  
Replacement – October 2025**



# PROJECTS COMPLETED



**Citywide Pedestrian & Vehicle  
Traffic Safety Improvements –  
October 2025**



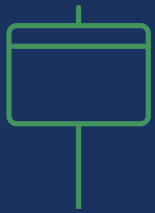
# PROJECTS COMPLETED



**Palmview Park Roof Replacement –  
October 2025**



# PROJECTS COMPLETED



**Street Sweeping Signage  
Installation Phase I – November  
2025**



# PROJECTS COMPLETED



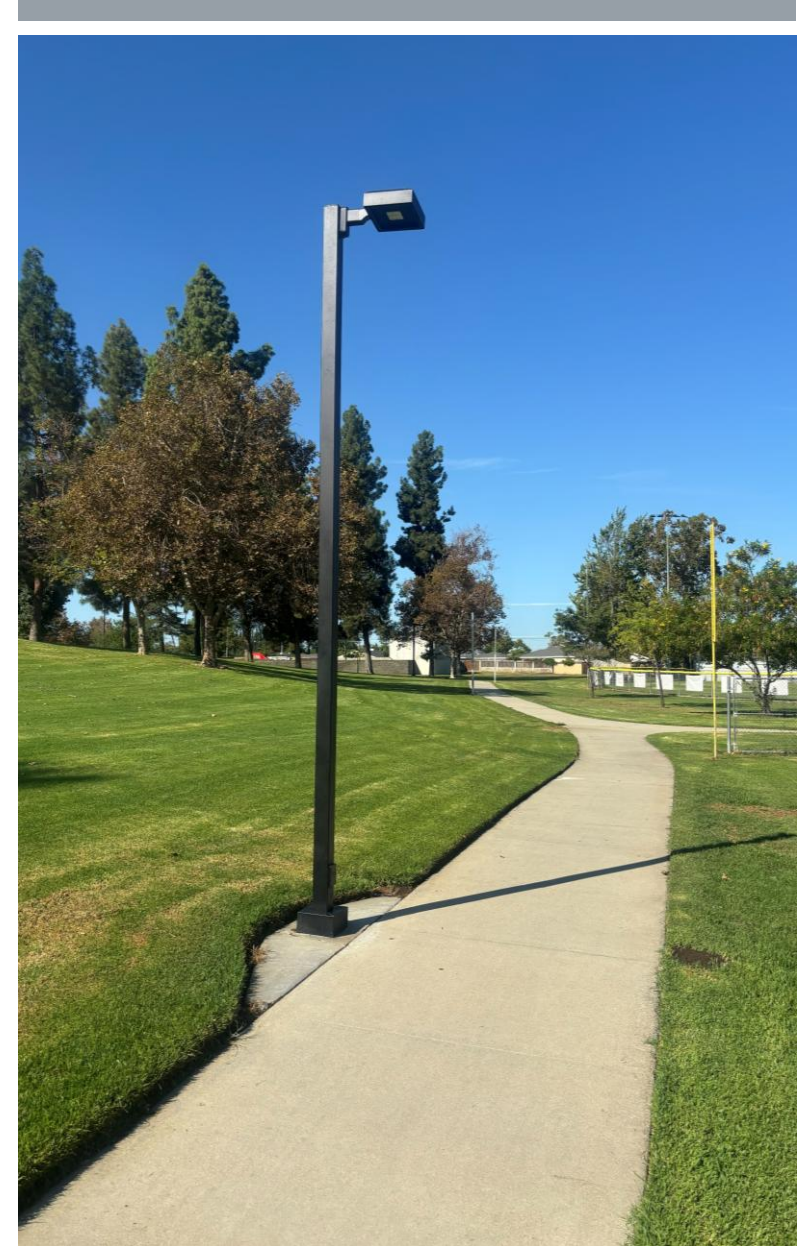
**Annual Sidewalk, Curb & Gutter  
Repair FY 25-26 – August 2026**



# PROJECTS COMPLETED



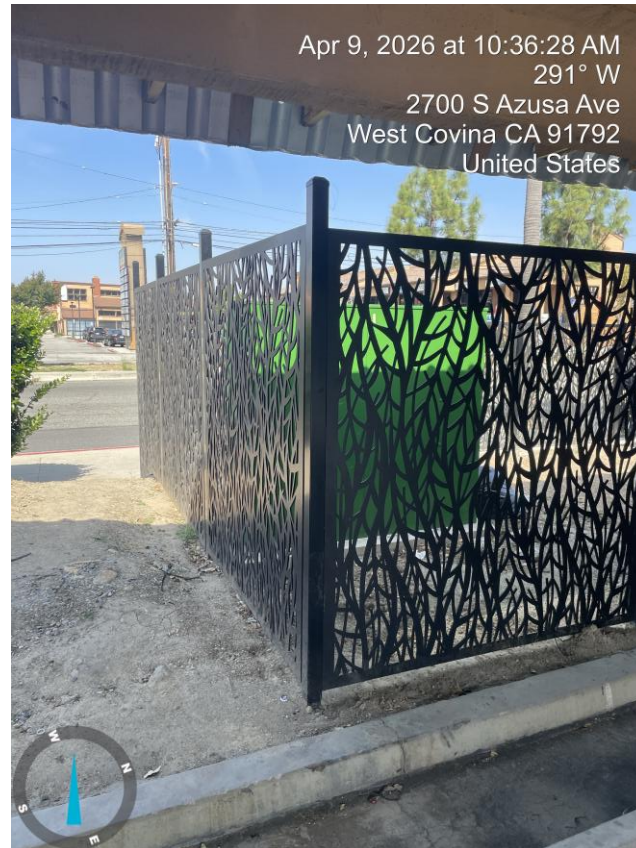
## Cortez Park Pathway Lighting – August 2026



# PROJECTS COMPLETED



**Azusa Sewer Lift Station  
Fence – September 2026**



# PROJECTS COMPLETED



**HSIP Cycle 10 – Citywide Traffic Signal  
Improvements  
– September 2026**



# Projects Underway

## Friendship Park Improvements

- Currently in design for improvements to the park including
  - Restroom improvements
  - Basketball court and playground lighting improvements
  - ADA improvements throughout the park
- Design completed, bid document preparation in progress
- Construction anticipated early 2027.

## Southside Sewer Replacement (Phase 2)

- Phase 2 to completed sewer rehabilitation completed in 2026
- Increasing capacity of sewer lines in the shadow oak area
- Construction underway with final work being completed

## SCE Underground District No. 8 – Merced Ave

- SCE led project to underground above ground utilities along Merced Ave between Orange Ave and Sunset Ave
- All utilities have been undergrounded except 2 pending utilities

# Projects Underway

## City Hall ADA Improvements Design

- Currently in design phase
- Proposing improvements to meet ADA standards for the City Council Chamber, City Hall Elevators, and 2<sup>nd</sup> & 3<sup>rd</sup> floor restrooms in City Hall
- Design anticipated to be completed in 2026 and begin phased construction in 2027

## Fire Station 1 Replacement Design

- Design on hold pending identification of funds
- Design for replacement of Fire Station 1 to the northwest corner of the Civic Center Campus

## Citrus at Cameron Signal Design

- Currently in design with design anticipated to be completed in Spring 2027
- Design will implement a 4-way traffic signal at the intersection of Citrus and Cameron including left turn phasing and a rest on red
- Construction pending identification of funding

# Projects Underway

## ATP Cycle 6 – Safe Routes to School

- Currently in design
- Traffic improvements at schools throughout the City
- Part of a \$2.6 million grant secured by the City
- Construction pending completion of design and approval from Caltrans. Anticipated in late 2027.

## Sportsplex Pour & Play Replacement

- Currently in construction phase
- Completing repairs to pour & play rubberized surfaces at both playgrounds at Sportsplex
- Construction anticipated to be completed in 2026

## Azusa Corridor Signal Synchronization & Repaving

- Currently in design phase
- Proposing improvements to meet ADA standards and provide signal synchronization for improved traffic mobility along the Azusa Ave corridor along with repaving
- Part of a \$7 and \$2.6 million grant secured by the City
- Caltrans approval received and project to be bid in Fall 2026

# Projects Underway

## FY24-25 Street Rehabilitation

- Currently in construction phase
- Improvements to pavement in zone 12 as identified by the City Pavement Management Plan (PMP)
- Includes CDBG funding to complete improvements in Zone 1 of PMP
- Work substantially completed pending final paving of 2 streets

## Citywide Pedestrian & Vehicle Traffic Safety Improvements FY25-26

- Construction anticipated to begin in 2026
- Improvements to install citizen request approved by the Traffic Committee and City Council

## Sewer System Management Plan Update

- Contract execution in progress
- Update to City's Sewer System Management Plan
- Plan anticipated to be completed in Summer 2027

# Projects Underway

## HSIP Cycle 12 Traffic Signal improvements (\$4.7 million grant funded)

- Currently in contract execution phase
- Design will be initiated once contract has been executed
- Left turn phasing installation at 4 intersections and improvements at 60 intersections

## Street Underpass Pump Replacement

- Currently in construction
- Removal and replacement of water pumps at the Hollenbeck freeway underpass
- Anticipated to be completed in early 2027

## Sewer Master Plan Update

- Currently in contract execution phase
- Plan based on existing infrastructure to guide the City in future CIP Projects
- Plan anticipated to be brought back to Council for adoption in Summer 2026

# Projects Underway

## Gingrich Park Basketball Court Replacement

- Currently in construction phase
- Removal and replacement of existing asphalt basketball court for new concrete basketball court
- Anticipated completion in 2026

## FY25-26 Street Rehabilitation

- Currently in bidding phase
- Improvements to pavement and concrete in zone 11 as identified by the City Pavement Management Plan (PMP)
- Anticipated to begin construction in early 2027 (weather dependent)

## 2026 Pavement Management Plan Update

- Currently in bidding phase
- Update to City's adopted PMP to guide future street rehabilitation project
- Anticipated to be initiated in spring 2027

# Projects Underway

## Hillside Fire Mitigation Project

- Currently in design phase
- Fire coordinating scope of work with SGVCOG for grant funded fire mitigation within and around Galster Wilderness Park

## Del Norte Dog Park Improvements

- Currently in design phase
- Design to complete improvements for the Del Norte Dog Park and other improvements in the park.
- Design anticipated to be completed in Summer 2027

## Fire Station 123 Roof Replacement & Sewer Rehab

- Currently in bidding phase
- Removal and replacement of station roof at Fire Station 123
- Relining of sewer line at Fire Station 123
- Construction anticipated to begin in early 2027

# UPCOMING CIP PROJECTS

Del Norte Park  
Improvements

Trash Capture Device  
Installation

Orangewood Park  
Improvements

Shadow Oak Fitness  
Equipment Installation

Galster Park  
Playground  
Improvements

Woodgrove Park  
Playground  
Improvements

West Covina Parkway  
Median Improvements

Street Sweeping Sign  
Installation Phase 2

Cameron Avenue  
Complete Streets  
Improvements (\$1  
million federally funded)

Measure M MSP Cycle  
3 Bus Shelter & traffic  
improvements (\$1.7  
million grant funded)

Gingrich Park  
Improvements

Shadow Oak Parking  
Lot

Thank you  
&  
Questions



## AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** October 20, 2026

**TO:** Mayor and City Council

**FROM:** Milan Mrakich, City Manager

**SUBJECT: CONSIDERATION OF ACCEPTANCE OF WORK AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE TRAFFIC SIGNAL IMPROVEMENTS AT VARIOUS SIGNALIZED INTERSECTIONS PROJECT (PROJECT NO. 23028)**

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### RECOMMENDATION:

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

1. Accept the work performed by Select Electric, Inc. for the Traffic Signal Improvements at Various Intersections Project (Project No. 23028) with a final cost of \$2,834,961.10.
2. Authorize the City Manager and Assistant City Clerk to execute the Notice of Completion and file the Notice of Completion with the County of Los Angeles Registrar-Recorder.
3. Authorize the City Manager to release a retention once appropriate.

### BACKGROUND:

On October 1, 2024, the City Council awarded a construction services agreement totaling \$2,659,949.00 to Select Electric, Inc., for the Traffic Signal Improvements at Various Signalized Intersections Project (Project No. 23028). The project construction budget also included a contingency budget of \$398,992.35 (15% of award amount) for any unforeseen conditions as necessary. The total established construction budget was \$3,058,941.35.

The project was a part of the Highway Safety Improvement Program (HSIP) Cycle 10 grant the City received in 2022 in the amount of \$3,184,700 for design and construction. After completion of the design, Caltrans allocated the remaining construction funds in July 2024 to allow the City to bid the project and begin construction. The grant-funded project upgrades traffic signal systems to bring the intersections to new standards and improve vehicle and pedestrian safety at the following 10 intersections.

1. Sunset Ave. & Merced Ave.
2. Cameron Ave. & Orange Ave.
3. Vincent Ave. & Puente Ave.
4. Lark Ellen Ave. & Badillo St.
5. Lark Ellen Ave. & Rowland Ave.
6. Hollenbeck Ave. & Cameron Ave.
7. Azusa Ave. & Fairgrove Ave.
8. Amar Rd. & Temple Ave.
9. Amar Rd. & Shadow Oak Dr.

10. Sentous Ave. & La Puente Rd.

**DISCUSSION:**

All required improvements were constructed in conformance with the approved plans and specifications. The work was performed within the contractually specified duration and to the City Engineer's satisfaction. Construction costs totaled \$2,834,961.10, which is within the approved construction budget. The final inspection was done by the CIP Project Manager and a Senior Inspector from Engineering.

The City retains five percent (5%) of each payment to the contractor as retention to ensure payment to subcontractors and material suppliers before final payment to the contractor. The City Council's acceptance of the project and the City's recordation of the Notice of Completion trigger timeframes within which subcontractors or material suppliers must file claims for payment if they have not been paid by the contractor. If no claims are filed within 35 days of the filing of the Notice of Completion, the City will release retention and any remaining amount due to the contractor.

**LEGAL REVIEW:**

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

**OPTIONS:**

The City Council has the following options:

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

**Prepared by:** Robert Ortega CIP Project Manager

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**Fiscal Impact**

**FISCAL IMPACT:**

This contract was funded under Project No. 23028 (Funds 144 Highway Safety Improvement Program). The contract was completed within the approved construction estimate.

|                           |                |
|---------------------------|----------------|
| Construction Contract     | \$2,659,949.00 |
| 15% Contingency           | \$398,992.35   |
| Total Construction Budget | \$3,058,941.35 |
| Actual Expenditures       | \$2,834,961.10 |
| (Over)/Under Budget       | \$223,980.25   |

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**Attachments**

Attachment No. 1 - Notice of Completion

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

|                                                                                                                                                  |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--|
| RECORDING REQUESTED BY<br>AND WHEN RECORDED MAIL TO:<br><br>City Clerk<br>City of West Covina<br>1444 W. Garvey Ave. S.<br>West Covina, CA 91790 |  |
|--------------------------------------------------------------------------------------------------------------------------------------------------|--|

SPACE ABOVE LINE FOR RECORDER'S USE ONLY  
EXEMPT FROM RECORDING FEES – GOVERNMENT CODE §§ 6103, 27383

**NOTICE OF COMPLETION**  
(California Civil Code § 9204)

NOTICE IS HEREBY GIVEN that on October 20, 2026, the City Council of the City of West Covina accepted the public work of improvement ("Project") described herein and the Project was deemed completed on such date.

1. Name and Address of Owner: The City of West Covina ("City"), 1444 W. Garvey Ave. S., West Covina, CA 91790.
2. Description of Public Work of Improvement: The Project is known as: Traffic Signal Improvements at Various Signalized Intersections Project, Project No. 23028.
3. Location of Public Work of Improvement: Multiple Locations – Citywide, including Sunset Ave. and Merced Ave., Cameron Ave. and Orange Ave., Vincent Ave. and Puente Ave., Lark Ellen Ave. and Badillo St., Hollenbeck Ave. and Cameron Ave., Sentous Ave. and La Puente Rd., Azusa Ave. and Fairgrove Ave., Amar Rd. and Temple Ave., Amar Rd. and Shadow Oak Dr., and Lark Ellen Ave. and Rowland Ave.
4. Name and Address of Contractor: Select Electric, Inc., 1700 E. Via Burton, Anaheim, CA 92806
5. Date of Agreement: October 1, 2024
6. Name of Surety: Fidelity and Deposit Company of Maryland

\_\_\_\_\_  
Milan Mrakich, City Manager                      Date  
City of West Covina

**VERIFICATION**

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

Executed on \_\_\_\_\_, at West Covina, California.

\_\_\_\_\_  
Lisa Sherrick, CMC, Assistant City Clerk  
City of West Covina



## AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** October 20, 2026

**TO:** Mayor and City Council

**FROM:** Milan Mrakich, City Manager

**SUBJECT: CONSIDERATION OF RELEASE OF REQUEST FOR PROPOSAL AND BUDGET AMENDMENT FOR ALTAMIRA DRIVE HILLSIDE EVALUATION – RFP NO. 2026-20**

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### RECOMMENDATION:

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

1. Authorize the City Manager to direct staff to release the Request for Proposal (RFP) for the Altamira Drive hillside evaluation; and
2. Adopt the following resolution:

**RESOLUTION NO. 2026-103 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027 (ALTAMIRA DRIVE HILLSIDE EVALUATION)**

### BACKGROUND:

On September 15, 2026, the City Council directed staff to retain a qualified geologist to conduct a preliminary site inspection of the hillside located immediately west of the residential properties along the 2600 block of Altamira Drive. The purpose of the evaluation is to assess existing hillside conditions, identify potential signs of slope instability or movement, and determine whether additional geotechnical investigations or potential mitigation measures warrant further consideration by the City.

### DISCUSSION:

In response to City Council direction, staff has prepared a Request for Proposals (RFP) to retain a qualified geotechnical firm to assess existing site conditions, identify potential geotechnical and geological concerns, and develop recommendations for additional investigations, as necessary. The evaluation is anticipated to include a review of available historical and technical documentation, site reconnaissance, and visual observations of affected properties to establish a preliminary understanding of the existing slope conditions. Based on the findings of the preliminary evaluation, the Consultant will develop a recommended scope of work, investigation plan, schedule, and cost estimate for subsequent phases, as warranted.

If approved, the RFP is scheduled to be released on Wednesday, October 21, 2026, with proposals due on Wednesday, November 4, 2026. The preliminary evaluation is anticipated to be completed within three months following the City's issuance of a Notice to Proceed. Upon completion of the evaluation

and development of a recommended scope for subsequent phases, staff will return to the City Council to present the findings, recommended next steps, and any necessary budget amendments for consideration.

**LEGAL REVIEW:**

The City Attorney's Office has reviewed the resolution and approved it as to form. The City Attorney's Office did not review this report or the draft RFP.

**Prepared by:** Ahmad Ansari, PE, Contract City Engineer

**Additional Approval:** Roxanne E. Lerma, Assistant City Manager

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**Fiscal Impact**

**FISCAL IMPACT:**

This project was not included in the City's adopted Capital Improvement Program (CIP) budget. The proposed resolution includes a budget amendment of \$50,000 in expenditures under Fund 181 – Maintenance District #1.

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**Attachments**

Attachment No. 1 - Resolution No. 2026-103

Attachment No. 2 Alta Mira RFP

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

**RESOLUTION NO. 2026-103**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027 (ALTAMIRA DRIVE HILLSIDE EVALUATION)**

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

**WHEREAS**, on May 5, 2026, the City Manager presented to the City Council a proposed budget for Fiscal Year 2026-27 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 16, 2026, the City Council adopted a budget for Fiscal Year 2026-27; 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. 2027-12, attached hereto as Exhibit A, for Fiscal Year 2026-27.

**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 20th day of October, 2026.

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Letty Lopez-Viado  
Mayor

**APPROVED AS TO FORM**

**ATTEST**

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Thomas P. Duarte  
City Attorney

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Lisa Sherrick, CMC  
Assistant City Clerk

I, LISA SHERRICK, CMC, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2026-103 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 20th day of October, 2026, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

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Lisa Sherrick, CMC  
Assistant City Clerk

**Exhibit A**

**City of West Covina  
Fiscal Year 2026-27  
Budget Amendment No. 2027-12**

| <b>Fund No. - Name</b>                  | <b>Current<br/>Budget</b> | <b>Proposed<br/>Amendment</b> | <b>Amended<br/>Budget</b> |
|-----------------------------------------|---------------------------|-------------------------------|---------------------------|
| <b>Fund 181 –MAINTENANCE DISTRICT 1</b> |                           |                               |                           |
| Revenue                                 | 836,900                   | 0                             | 836,900                   |
| Expenditures                            | 791,861                   | 50,000                        | 841,861                   |
| <b>Net Change in Fund Balance</b>       | <b>45,039</b>             | <b>50,000</b>                 | <b>(4,961)</b>            |
|                                         |                           |                               |                           |
| <b>REVENUE TOTAL INCREASE</b>           |                           | <b>0</b>                      |                           |
| <b>EXPENDITURE TOTAL INCREASE</b>       |                           | <b>50,000</b>                 |                           |

|                                                              |              |                |
|--------------------------------------------------------------|--------------|----------------|
| GEOTECHNICAL SERVICES, ALTAMIRA DRIVE<br>HILLSIDE EVALUATION | Approved by: | RFP No.        |
|                                                              |              | Effective Date |

### 1. **GENERAL**

The City of West Covina (City) is seeking proposals from qualified vendors to provide Geotechnical Services for the Altamira Drive Hillside Evaluation.

### 2. **RFP SCHEDULE**

- RFP release: Wednesday, October 21, 2026
- Questions due: Thursday, October 29, 2026  
(Questions must be posted on City's Planet Bids portal)
- Responses to questions posted: Friday, October 30, 2026  
(Responses will be posted on City's Planet Bids portal)
- **Proposals due:** No later than 2:00PM on **Wednesday, November 4, 2026**
- Selection of proposer (tentative date): Tuesday, November 17, 2026  
(For contracts awarded by the City Council, City Council agendas are posted on [www.westcovina.org](http://www.westcovina.org) on the Wednesday prior to the first and third Tuesdays each month.)

### 3. **PROPOSAL SUBMISSION**

Proposals must be for the entire scope of services outlined in this RFP. Incomplete proposals will not be considered. Proposals will be received electronically (online only) via City of West Covina's PlanetBids portal at <https://www.westcovina.org/departments/finance/finance/bids-rfps>.

Proposals must be submitted with the following attachments:

- Attachment A: Statement of Non-Collusion by Contractor
- Attachment B: Subcontractor Campaign Contribution Acknowledgement Form
- Attachment C: Sam.gov Verification – Debarment & Suspension Verification
- Attachment D: Fee Schedule
- Attachment F: Certificate of Insurance
- Attachment G: W-9

Proposals must be submitted no later than **2:00 PM on Wednesday, November 4, 2026**. Submissions received after this deadline will be rejected. Submissions by facsimile or electronic mail will not be accepted.

Submission of a proposal shall constitute acknowledgment and acceptance of all terms and conditions contained in this RFP and all exhibits and attachments hereto.

#### **4. CONTACT WITH CITY OFFICIALS AND REPRESENTATIVES**

The sole City Representative as contact person for all questions and matters regarding this RFP is Jazmin Hernandez, Purchasing Manager. The City Representative can be reached via e-mail at [jhernandez@westcovina.org](mailto:jhernandez@westcovina.org) or by phone at (626) 939-8705. Proposers that contact any City official or representative other than the designated City Representative as set forth in this RFP may be disqualified with no further consideration given to the proposal submitted.

All questions regarding the specifications in this RFP are required to be addressed via City's PlanetBids site by the designated date and time. Responses will be posted on the City's PlanetBids site.

#### **5. BACKGROUND**

The City of West Covina is located in the San Gabriel Valley, 20 miles east of downtown Los Angeles and 15 miles north of Orange County. Incorporated as a general law city in 1923, the City operates under the council/manager form of government. The City's 16 square miles flourished with walnut groves and orange groves for many decades. The City has developed into a commercial and residential community, with a population currently estimated at about 110,200 residents.

##### Services

The City offers 16 parks, four community centers, a Sports Complex, and a County-operated library. The City provides a full range of services to its citizens, including police, fire and emergency medical; construction and maintenance of streets, traffic signalization and other infrastructure; planning and building safety; and social, recreational and cultural activities and events. However, the City contracts out building and safety services, engineering, and business licensing. Additionally, water utilities and solid services are provided and billed externally.

The City is financially accountable for the Successor Agency to the former Redevelopment Agency of the City of West Covina, a financing authority, and a housing authority, which are combined within the City's financial statements.

#### **6. SCOPE OF SERVICES**

The scope of services to be provided is described in Attachment E of this RFP.

## **7. CONTRACT PERIOD**

It is anticipated that the initial term of the agreement will be for a period of three (3) months, with the option to extend the term for up to one (3) additional months upon mutual written agreement of the City and the selected contractor, contingent upon satisfactory performance of the selected contractor

## **8. PROPOSAL FORMAT**

The proposal should be straightforward, concise and provide “layman” explanations of technical terms that are used. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements and on providing a complete and clear description of the offer. Proposals that appear unrealistic in the terms of technical commitments, lack of technical competence or are indicative of failure to comprehend the complexity of this RFP may be rejected. The proposal should contain the sections in the order indicated below. This standardization will facilitate evaluation of the comparative merits of all proposals submitted.

### **8.1 COVER LETTER**

Provide a letter of introduction, approximately one (1) page in length, including the name, address and telephone number of the person(s) to contact who will be authorized to represent the proposer. This letter shall be signed by an officer of the proposer authorized to bind the proposer to all commitments made in the proposal.

### **8.2 PROJECT SUMMARY SECTION**

The Project Summary section should describe your understanding of the City, the work to be done, and the objective to be accomplished referring to specific sections of the scope of services.

### **8.3 METHODOLOGY SECTION**

Provide a detailed description of the approach and methodology to be used to accomplish the scope of services of this RFP to achieve City satisfaction, along with a proposed timeline to complete the project, if applicable.

#### 8.4 FEE SCHEDULE

The fee schedule should include hourly rates, miscellaneous fees and other anticipated expenses, and total cost of the services.

#### 8.5 EXCLUDED OR SUBCONTRACTED SERVICES

Provide details of any necessary services relating to the proposal/service process which will not be included in your proposal, including those which the proposer expects to be performed by City staff and/or by other contractors or subcontractors. If you intend to subcontract any portion of the work, identify the subcontractor(s) and provide details regarding their qualifications.

#### 8.6 LIST OF SIMILAR SERVICES COMPLETED

Provide a complete listing of all similar services that have been provided within the past three (3) years. Include name of agency or company, project manager/contact, dates services were provided and summary of services provided.

#### 8.7 REFERENCES

The proposer shall submit with his/her/its proposal a list of at least **three (3)** clients using the same or similar services being proposed, with names, addresses, email addresses and telephone numbers. A survey of references will be made to determine, among other things, the proposer's success in meeting the needs of the contracting agency in a timely manner.

### 9. **ORAL PRESENTATIONS**

An oral presentation by/interview with the proposers in final contention for award of an agreement for services may, in City's discretion, be required as a part of this RFP process. The purpose of the oral presentation/interview would be twofold: first, to allow the proposer to demonstrate capabilities of the company and to clarify proposer's responses to the RFP; second, to allow the City staff to meet the proposer's key personnel who would be assigned to this project. Attendance at such a presentation shall be at the proposer's expense.

### 10. **TERMS AND CONDITIONS OF RFP**

#### 10.1 SIGNED SUBMISSION OF PROPOSALS

Each proposal must be signed in longhand by the person or persons legally authorized to bind the proposer to the proposal and contracts. The name and title of each person signing shall be typed or printed below that person's signature. Upon request of the City, the corporation or other entity must provide a certified

copy of the bylaws or resolution of the board of directors showing the authority of the officer signing the proposal to execute contracts on behalf of the corporation or other entity.

## 10.2 LATE SUBMISSION OF PROPOSALS

Any submission of proposals received after the due date and time specified in this RFP will not be considered.

## 10.3 ACCURACY OF PROPOSALS; WITHDRAWAL OF PROPOSALS

Proposers shall take all responsibility for any errors or omissions in their proposals.

To withdraw a proposal, the proposer must submit a written request to the Purchasing Manager via email at [jhernandez@westcovina.org](mailto:jhernandez@westcovina.org). A hard copy of the request must also be mailed to the Purchasing Manager at 1444 W. Garvey Avenue S., Room 308, West Covina, CA 91790. The written request must be signed by the authorized representative of the proposer and must be submitted prior to the deadline for submitting proposals.

Withdrawals will not be permitted after the deadline for submitting proposals.

## 10.4 ADDENDUM TO THE RFP

Any modifications or changes to this RFP will be made by written addendum. Addenda will be posted on the City's PlanetBids page. No verbal modification will be binding on the City.

## 10.5 PROTEST PROCEDURES

All protests regarding the RFP process must be submitted in writing to the Purchasing Manager within five (5) business days following the opening of the proposals. This includes all protests relating to advertising of the RFP, deadlines, proposal opening, and any protests relating to alleged improprieties or ambiguities in the specifications. This requirement does not apply to protests relating to staff recommendations as to award of a contract. Protests relating to staff recommendations of award of a contract may be directed to the Purchasing Manager within three (3) business days of the posted agenda recommending award by City Council or receipt of notice of intent to award. City may post such notice of intent to award on the City's PlanetBids portal.

City Council agendas are available for review at least 72 hours before City Council meetings, which are held on the first and third Tuesday of each month, at [www.westcovina.org](http://www.westcovina.org) and at the City Clerk's Office, Room 317 in City Hall, 1444 W. Garvey Avenue South, West Covina, during normal business hours.

## 10.6 DISCLAIMERS AND RESERVATION OF RIGHTS

This RFP does not commit the City to award a contract. The City reserves, in its sole discretion, the right to reject any and all proposals, the right to cancel or postpone the RFP or project in whole or in part at any time, the right to negotiate with any qualified proposer and the right to decline to award the agreement to any of the proposers. The City reserves the right to waive any immaterial irregularities in a proposal or a submission of a proposal.

## 10.7 NOTICE REGARDING DISCLOSURE OF CONTENTS OF PROPOSALS

All proposals submitted in response to this RFP shall become the exclusive property of the City of West Covina and will be a matter of public record. Proposers must identify, in writing, the elements of the proposal which proposer defines as business or trade secrets that are exempt from disclosure under the California Public Records Act (California Government Code Section 7920.000 et seq.) and plainly mark such items as "Trade Secret", "Confidential", or "Proprietary".

Any proposer claiming such an exemption must identify the specific provision of the California Public Records Act that provides an exemption from disclosure for each item that the proposer claims is not subject to disclosure under said Act. Any proposer claiming such an exemption must also state in its proposal that the proposer agrees to defend, indemnify and hold harmless the City and its officers, employees, agents and volunteers from any action brought against the City for its refusal to disclose such material, trade secrets and other proprietary information to any party making a request therefor. Any proposer who fails to include such a statement shall be deemed to have waived any right to an exemption from disclosure as provided by said Act. Any exemption request must be clearly marked as set forth above, and any blanket statement (i.e., regarding entire pages, documents, or other non-specific designations) shall not be sufficient and shall not bind the City in any way whatsoever.

If disclosure is required or permitted under the California Public Records Act or otherwise by law, the City shall not in any way be liable or responsible for the disclosure of any such records or part thereof.

Notwithstanding the foregoing, all proposals submitted may be kept confidential until a contract is awarded.

## 10.8 PROPOSAL VALIDITY PERIOD

Pricing, terms and conditions stated in the proposer's response shall remain valid for 120 days from the date of submission of the proposal to the City.

## 10.9 PRESS RELEASES

The selected contractor shall not issue any news or press releases relating to an award of contract resulting from this RFP or issue any advertising copy mentioning the City or quoting the opinion of any City official, officer or employee without prior written approval from the City Manager.

## 10.10 EVALUATION AND SELECTION PROCESS

In accordance with Section 2-334 of the West Covina Municipal Code, the City will award the contract to the lowest responsible bidder, as defined Section 2-327 of the West Covina Municipal Code. Price will be considered along with other factors, including, but not limited to, the ability, capacity and skill of the bidder to provide the services, whether the bidder can provide the services within the time specified, the bidder's record of performance on previous orders or contracts for the City or other public entities, and the quality, availability and adaptability of the bidder's services.

Proposals will be evaluated to determine the company or person best suited to complete the project based on qualifications, experience and pricing including: qualifications and experience as provided in a resume or statement of qualifications; ability to effectively communicate and conduct presentations; cost of services; reference checks. All proposers should identify or affirm each of the following requirements:

- (a) Have a minimum of three (3) similar projects within the last three (3) years providing the same or similar services requested in this RFP.
- (b) Have no outstanding or pending complaints as determined through the Better Business Bureau or State of California Department of Consumer Affairs.
- (c) Have the administrative and fiscal capability to provide and manage the proposed services.

Proposals will be ranked according to the following criteria:

| <b>Criteria</b>                                                                                                                   | <b>Maximum Points</b> |
|-----------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| Completeness of the proposal and compliance with the required RFP format.                                                         | 15                    |
| Project understanding, scope and approach to develop the project efficiently.                                                     | 25                    |
| Experience and qualifications of key staff.                                                                                       | 25                    |
| Similar project experience.                                                                                                       | 20                    |
| Effectiveness of Project Schedule showing how the proposer will be able to complete the design within the required time duration. | 10                    |
| Fees proposed to complete the design within the required time duration.                                                           | 5                     |
| <b>Total Points</b>                                                                                                               | <b>100</b>            |

If the City elects to conduct oral presentations/interviews as provided for in Section 9 of this RFP, each of the three proposers whose proposals receive the highest scores during the evaluation phase will be invited to participate in an interview. An additional 20 points may be added to each proposer's score based on the proposer's demonstrated understanding of the City's needs and evidenced ability to provide the services.

#### 10.11 CAMPAIGN CONTRIBUTIONS

##### (a) Prohibited Contributions.

Pursuant to Section 2-404.1(a) of the West Covina Municipal Code:

*No person who is an applicant or proposer to be a party to a city contract, or who is a party to a city contract, as defined in section 2-403, other affected party, or related persons, shall make a contribution to an individual holding city elective office where the city contract has a total anticipated or actual value of thirty thousand dollars (\$30,000.00) or more, or a combination or series of such contracts or agreements having a value of thirty thousand dollars (\$30,000.00) or more.*

Further, pursuant to Section 2-404.1(c) of the West Covina Municipal Code:

*No person acting as a subcontractor under a subcontract through a city contract, as defined in section 2-403, or related persons, shall make a contribution to a council member where an individual subcontract has a total anticipated or actual value of fifteen thousand dollars (\$15,000.00) or more, or a combination or series of such individual subcontracts with*

*the same subcontractor, for the same or different projects with the aggregate value of fifteen thousand dollars (\$15,000.00) or more.*

(b) Subcontractor Acknowledgement Form.

If a subcontractor is utilized for any part of the proposal, then a completed Subcontractor Campaign Contributions Acknowledgement Form is required to be returned with proposal.

#### 10.12 CONFLICT OF INTEREST

City of West Covina employees are prohibited from participating in the selection process for this RFP if they have any financial or business relationship with any proposer. This RFP process will be conducted in compliance with all laws regarding political contributions, conflicts of interest, or unlawful activities, including, but not limited to, the City's Conflict of Interest and Ethics Policy.

Proposers shall not offer, give or agree to give any City employee any gratuity or anything of value whatsoever in connection with this RFP. The offer or attempt to give any such gratuity or anything of value to any City employee will be cause for disqualification from participation in this RFP.

#### 10.13 PERMITS AND LICENSES

The selected contractor and all of his/her/its employees or agents shall secure and maintain in force such licenses and permits as are required by law.

#### 10.14 PRE-CONTRACTUAL EXPENSES

The City shall not be liable for any expenses incurred by potential contractors relating to the preparation or submission of proposals. Pre-contractual expenses shall not be included in a proposer's fee schedule. Pre-contractual expenses include, but are not limited to, expenses incurred by a proposer in:

- Preparing a proposal in response to this RFP;
- Submitting a proposal to the City;
- Oral presentations required by the City;
- Negotiating with the City in any manner related to the proposal submitted;
- Any other expenses incurred by the proposer prior to the execution of a contract with the City, if any.

#### 10.15 AGREEMENT TO CONDITIONS

The selected proposer will be required to execute an agreement for services. A sample of the agreement is included as Attachment H to this RFP. The sample agreement may be modified by the City prior to award of a contract.

Submission of a proposal shall be deemed acceptance of all the terms set forth in this RFP and the sample agreement for services unless the proposer includes with its proposal, in writing, any conditions or exceptions requested by the proposer to the sample agreement. The terms of the sample agreement, including insurance and indemnification requirements, are standard City requirements and will be modified only if extraordinary circumstances exist.

#### 10.16 PIGGYBACKING OPTION

The City would like to make the same pricing structures available to other government agencies. Proposers shall indicate in their proposal whether they agree to extend pricing to other agencies and for what length of time. Inclusion is not mandatory and will have no bearing on the contract award.

#### 10.17 EXAMINATION OF LOCATIONS AND SPECIFICATIONS

Proposers are expected to carefully examine the locations of the proposed services and the specifications set forth in this RFP and all attachments hereto. By submitting a proposal, the proposer declares he/she/it has carefully reviewed the locations of the proposed services and all specifications and requirements set forth in this RFP, and that proposer will furnish all labor, materials, machinery, tools and equipment required to perform the services in accordance with the requirements of this RFP.

#### 10.18 DEBARMENT AND SUSPENSION

Proposers may not be debarred or suspended or otherwise listed on the Excluded Parties List System (EPLS) in the General Services Administration System for Award Management (SAM). Proposers must include verification that the company as well as the company's principals are not listed (are not debarred, suspended or otherwise ineligible) through the General Services Administration System for Award Management (sam.gov). Proposers must also enclose a printout of the search results that includes the record date.

### 11. **INSURANCE**

Insurance requirements are set forth in the sample agreement (Attachment H).

**ATTACHMENT A**

**STATEMENT OF NON-COLLUSION BY CONTRACTOR**



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

The undersigned declares:

I am the \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid.

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

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

I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct and that this declaration is executed on \_\_\_\_\_[date], at \_\_\_\_\_[city, state].

Firm \_\_\_\_\_

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name & Title)

Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

**ATTACHMENT B**

**SUBCONTRACTOR CAMPAIGN CONTRIBUTION ACKNOWLEDGEMENT FORM**  
**(IF APPLICABLE)**



## **SUBCONTRACTOR CAMPAIGN CONTRIBUTION ACKNOWLEDGMENT FORM**

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

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

### **CONTRACTOR:**

Company: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

### **SUBCONTRACTOR:**

Company: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **ATTACHMENT C**

### **SAM.GOV DEBARMENT AND SUSPENSION VERIFICATION**

#### **How to Search Exclusion Information**

- Select “Search” from the header menu from any page on SAM.gov
- In the filters, under “Select Domain,” select “Entity Information, then select “Exclusions.”
- Use the filters or keyword box to enter search criteria and see your results
- See sample on next page

## Exclusions

An exclusion record identifies parties excluded from receiving Federal contracts, certain subcontracts, and certain types of Federal financial and non financial assistance and benefits. Exclusions are also referred to as suspensions and debarments.

### Federal Users

Getting started for federal exclusions managers.

[Sign in to get started](#)

[Go to Exclusions Federal home](#)

### Search Exclusions



☒ Show active only

[Advanced Search](#)

Select Domain  
Entity Information

All Entity Information  
Entities  
Disaster Response Registry  
Responsibility / Qualification  
Exclusions

Filter By

**Keyword Search**  
For more information on how to use our keyword search, visit our [help guide](#)

☐ Any Words
☒ All Words
☐ Exact Phrase

Showing 1 - 25 of 38 results

| Unique Entity ID                 | CAGE Code | Physical Address          | Classification | Activation Date | Termination Date |
|----------------------------------|-----------|---------------------------|----------------|-----------------|------------------|
| <b>Mario Arevalo</b> ● Active    | (blank)   | West Covina, CA 91792 USA | Individual     | Oct 9, 2002     | Indefinite       |
| <b>Robert Molina</b> ● Active    | (blank)   | West Covina, CA 91740 USA | Individual     | Apr 14, 1995    | Indefinite       |
| <b>Amado Cabuntala</b> ● Active  | (blank)   | West Covina, CA 91792 USA | Individual     | May 8, 1995     | Indefinite       |
| <b>Carlos Luansing</b> ● Active  | (blank)   | West Covina, CA 91790 USA | Individual     | Feb 6, 1998     | Indefinite       |
| <b>Josefina Cairolí</b> ● Active | (blank)   | West Covina, CA 91791 USA | Individual     |                 |                  |

**SAM.GOV DEBARMENT AND SUSPENSION VERIFICATION**

**ATTACHMENT D**  
**FEE SCHEDULE**

## **FEE SCHEDULE**

**ATTACHMENT E**  
**SCOPE OF SERVICES**

## **SCOPE OF SERVICES**

### **SCOPE OF SERVICE:**

The primary objective of the project is to have the selected geotechnical consultant to perform a preliminary geotechnical and geological evaluation of the subject slope, generally bounded to the east by the area between 2601 Altamira Drive and 2721 Altamira Circle, to the north by Amar Road, to the west by the City-owned sidewalk, and to the south by an imaginary line connecting 2721 Altamira Circle to 1801 East Woodgate Drive. The subject slope is depicted in Exhibit 1 below.

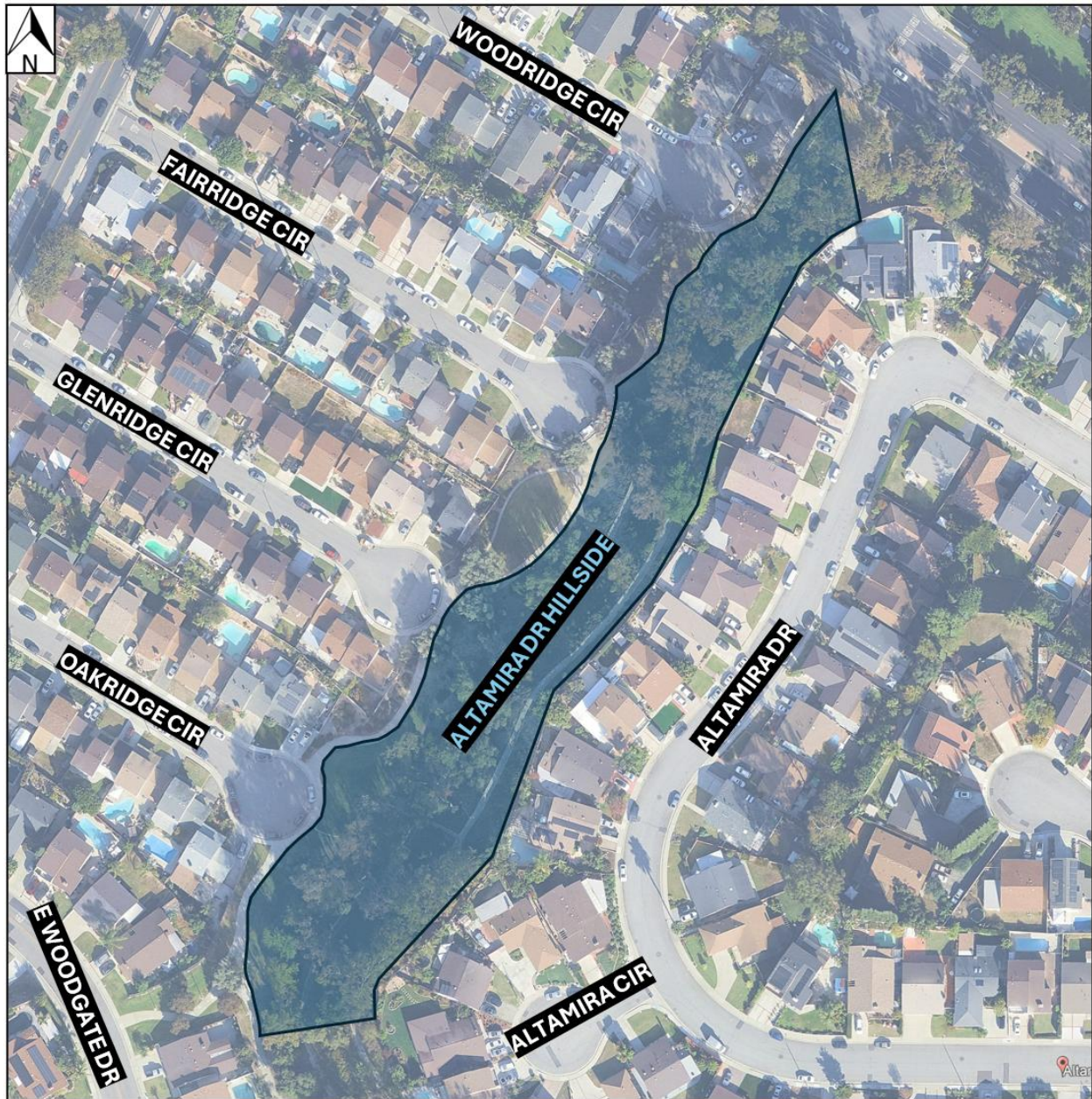


Exhibit 1: Investigation Location Boundary

The purpose of Phase I is to assess existing site conditions, identify potential geotechnical and geological concerns, and develop recommendations for additional investigations, as necessary. The evaluation shall include a review of available historical and technical documentation, site reconnaissance, and visual observations of affected properties to establish a preliminary understanding of the slope conditions and identify potential factors contributing to reported property damage.

Based on the findings of the preliminary evaluation, the Consultant shall develop a recommended scope of work, investigation plan, schedule, and cost estimate for subsequent phases, as warranted. Phase I shall be limited to a preliminary assessment, and conclusions regarding the cause of reported property damage or responsibility for such damage shall not be required unless adequately supported by the findings.

#### **TASK 1 – REVIEW OF EXISTING DOCUMENTATIONS**

Review available geological, geotechnical, topographic, grading, building, and historical records relevant to the subject slope and surrounding properties. The review shall also include available aerial photographs, historical imagery, and other pertinent documentation to identify previous site conditions, grading activities, or changes that may be relevant to the evaluation.

#### **TASK 2 – SITE RECONNAISSANCE AND VISUAL ASSESSMENT**

Conduct a site reconnaissance of the subject slope and surrounding areas to document existing conditions and identify visible signs of potential slope instability, erosion, settlement, or other geotechnical concerns. The Consultant shall also perform visual observations of affected properties and residences, subject to obtaining appropriate property access.

#### **TASK 3 – DOCUMENTATION OF EXISTING CONDITIONS**

Document observable site conditions, including visible distress, cracking, settlement, drainage concerns, or other conditions that may be relevant to the reported property damage. Documentation shall include photographs, field observations, and descriptions of pertinent findings.

#### **TASK 4 – PRELIMINARY EVALUATION AND RECCOMENDATIONS**

Evaluate the information obtained through the document review and site reconnaissance to identify potential geotechnical and geological concerns and determine whether additional investigation is warranted. The Consultant shall develop a recommended scope of work for Phase II and, if appropriate, Phase III, identifying proposed investigation methods, anticipated fieldwork, technical evaluations, and any additional services necessary to further assess slope stability and potential contributing factors to the reported property damage.

#### **TASK 5 – PRELIMINARY EVALUATION REPORT**

Prepare and submit a preliminary evaluation report summarizing the findings and recommendations of Phase I. At a minimum, the report shall include:

- Summary of available records and historical information reviewed.

- Documentation of existing site conditions and visual observations.
- Identification of preliminary geotechnical and geological concerns.
- Discussion of limitations associated with the preliminary evaluation.
- Recommendations for additional investigations, as warranted.
- Proposed scope of work, schedule, and itemized cost estimate for Phase II and, if appropriate, Phase III.

The Phase I evaluation shall be limited to a preliminary assessment of available information and observable site conditions. Conclusions regarding the cause of reported property damage or responsibility for such damage shall not be required unless adequately supported by the findings of the preliminary evaluation.

**ATTACHMENT F**

**CERTIFICATE OF INSURANCE**  
**(AS OUTLINED IN ATTACHMENT H, SECTION 5, INSURANCE)**

## **CERTIFICATE OF INSURANCE**

**ATTACHMENT G**

**W-9**

**ATTACHMENT H**  
**SAMPLE AGREEMENT**

**Note: City reserves the right to modify, amend and/or strike any provision of this sample agreement prior to the award of a contract.**

**PROFESSIONAL SERVICES AGREEMENT  
BETWEEN  
CITY OF WEST COVINA  
AND**

\_\_\_\_\_  
**FOR**  
\_\_\_\_\_

THIS PROFESSIONAL SERVICES AGREEMENT is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2026 ("Effective Date"), by and between the CITY OF WEST COVINA, a municipal corporation ("City"), and \_\_\_\_\_ a [(state) (entity information)] ("Consultant").

**RECITALS**

A. City proposes to utilize the services of Consultant as an independent contractor to City to \_\_\_\_\_, as more fully described herein; and

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

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

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

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

**1.0. SERVICES PROVIDED BY CONSULTANT**

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

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect Consultant's performance of this Agreement. Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. Consultant shall at all times observe and comply with all such laws and regulations. City officers and employees shall not be liable at law or in equity for any claims or damages occurring as a result of failure of Consultant to comply with this section.

1.3. Performance to Satisfaction of City. Consultant agrees to perform all the work to

**Note: City reserves the right to modify, amend and/or strike any provision of this sample agreement prior to the award of a contract.**

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

- (a) Meet with Consultant to review the quality of the work and resolve the matters of concern;
- (b) Require Consultant to repeat the work at no additional fee until it is satisfactory; and/or
- (c) Terminate the Agreement as hereinafter set forth.

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

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

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

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

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

**Note: City reserves the right to modify, amend and/or strike any provision of this sample agreement prior to the award of a contract.**

## **2.0. COMPENSATION AND BILLING**

2.1. Compensation. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit "B," attached hereto and made a part of this Agreement (the "Fee Schedule"). Consultant's total compensation shall not exceed \_\_\_\_\_ Dollars (\$ \_\_\_\_\_.00).

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

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

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

## **3.0. TIME OF PERFORMANCE**

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

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party. If a delay beyond the control of Consultant is encountered, a time extension may be mutually agreed upon in writing by the City and Consultant. Consultant shall present documentation satisfactory to the City to substantiate any request for a time extension.

## **4.0. TERM AND TERMINATION**

4.1. Term. This Agreement shall commence on the Effective Date and continue for a period of \_\_\_\_\_ months, ending on \_\_\_\_\_, 20\_\_, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. **[Optional language if extensions**

**Note: City reserves the right to modify, amend and/or strike any provision of this sample agreement prior to the award of a contract.**

**permitted:** Thereafter, this Agreement may be extended for a maximum of [spell out number (#)] successive one (1) year periods. Such extensions, if any, will be evidenced by a written amendment to this Agreement.]

4.2. Notice of Termination. The City reserves and has the right and privilege of canceling, suspending or abandoning the execution of all or any part of the work contemplated by this Agreement, with or without cause, at any time, by providing at least fifteen (15) days prior written notice to Consultant. In the event of such termination, Consultant shall immediately stop rendering services under this Agreement unless directed otherwise by the City. If the City suspends, terminates or abandons a portion of this Agreement such suspension, termination or abandonment shall not make void or invalidate the remainder of this Agreement.

If Consultant defaults in the performance of any of the terms or conditions of this Agreement, it shall have ten (10) days after service upon it of written notice of such default in which to cure the default by rendering a satisfactory performance. In the event that Consultant fails to cure its default within such period of time, the City shall have the right, notwithstanding any other provision of this Agreement, to terminate this Agreement without further notice and without prejudice to any other remedy to which it may be entitled to at law, in equity, or under this Agreement.

The City also shall have the right, notwithstanding any other provisions of this Agreement, to terminate this Agreement, at its option and without prejudice to any other remedy to which it may be entitled to at law, in equity, or under this Agreement, immediately upon service of written notice of termination on Consultant, if the latter should:

- (a) Be adjudged bankrupt;
- (b) Become insolvent or have a receiver of its assets or property appointed because of insolvency;
- (c) Make a general assignment for the benefit of creditors;
- (d) Default in the performance of any obligation or payment of any indebtedness under this Agreement;
- (e) Suffer any judgment against it to remain unsatisfied or unbonded of record for thirty (30) days or longer; or
- (f) Institute or suffer to be instituted any procedures for reorganization or rearrangement of its affairs.

4.3. Compensation. In the event of termination, City shall pay Consultant for reasonable costs incurred and professional services satisfactorily performed up to and including the effective date of the City's written notice of termination, within forty-five (45) days after the effective date of the notice of termination or the final invoice of Consultant, whichever occurs last. Compensation for work in progress shall be prorated based on the percentage of work completed as of the effective date of termination in accordance with the fees set forth herein.

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and

**Note: City reserves the right to modify, amend and/or strike any provision of this sample agreement prior to the award of a contract.**

reports, shall be delivered to the City within ten (10) days of the effective date of the notice of termination, at no cost to City.

## **5.0. INSURANCE**

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages:

- (a) General liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than Two Million Dollars (\$2,000,000.00) per occurrence, Four Million Dollars (\$4,000,000.00) general aggregate, for bodily injury, personal injury, and property damage. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO “insured contract” language will not be accepted.
- (b) Automobile liability insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than One Million Dollars (\$1,000,000.00) combined single limit for each accident.
- (c) Workers’ compensation insurance as required by the State of California, with statutory limits, and employer’s liability insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease.
- (d) Professional liability (errors & omissions) insurance that covers the services to be performed in connection with this Agreement, in the minimum amount of One Million Dollars (\$1,000,000.00) per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the Effective Date of this Agreement and Consultant agrees to maintain continuous coverage through a period no less than three (3) years after completion of the services required by this Agreement.

## 5.2. Additional Requirements.

- (a) Proof of insurance. Consultant shall provide certificates of insurance and required endorsements to City as evidence of the insurance coverage required herein. Insurance certificates and endorsements must be approved by City’s Finance Director prior to the date of commencement of services. Current certification of insurance shall be kept on file with City for the term of this Agreement and for three (3) years after the expiration or termination of this Agreement. City reserves the right to require complete, certified copies of all required insurance policies at any time.
- (b) Duration of coverage. Consultant shall procure and maintain for the term of the Agreement, and for three (3) years after the termination or expiration of this Agreement, insurance against claims to persons or damages to

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property, or financial loss which may arise from or in connection with this Agreement.

- (c) Additional insured status. Consultant's general liability, automobile liability, and umbrella/excess liability insurance policies shall provide or be endorsed to provide that the City of West Covina and its elected and appointed boards, officers, officials, agents, employees, representatives, and volunteers shall be additional insureds under such policies. The endorsement shall be at least as broad as ISO Form CG 20 10 (ongoing operations) and ISO Form CG 20 37 (completed operations).
- (d) Primary/non-contributing. Coverage provided by Consultant shall be primary, and any insurance or self-insurance procured or maintained by City shall not be required to contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance policies shall include or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before City's own insurance or self-insurance shall be called upon to protect it as a named insured.
- (e) Waiver of subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against City, its elected and appointed officers, agents, officials, employees, representatives, and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City and shall require similar written express waivers and insurance clauses from each of its vendors.
- (f) Notice of cancellation. Consultant shall oblige its insurance agent or broker and insurers to provide the City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage. If any of Consultant's insurers are unwilling to provide such notice, then Consultant shall notify the City immediately in the event of Consultant's failure to renew any of the required insurance coverages or insurer's cancellation or non-renewal.
- (g) Acceptable insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VII (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by City.
- (h) Enforcement of agreement provisions (non-estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of City to inform Consultant of non-compliance with any requirement imposes no additional obligations on City nor does it waive any rights hereunder.

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- (i) Requirements not limiting. Requirements of specific coverage features, or limits contained in this section, are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all-inclusive, or to the exclusion of other coverage, or a waiver of any type. If Consultant maintains higher limits than the minimums shown above, City requires and shall be entitled to coverage for the higher limits maintained by Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to City.
- (j) Prohibition of undisclosed coverage limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved of in writing.
- (k) Timely notice of claims. Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from this Agreement, and that involve, or may involve, coverage under any of the required liability policies.

5.3. Deductible or Self Insured Retention. If any of such policies provide for a deductible or self-insured retention to provide such coverage, the amount of such deductible or self-insured retention shall be approved in advance by City. The City may require Consultant to purchase coverage with a lower retention or provide proof of ability to pay losses and related investigations, claim administration, and defense expenses within the retention. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or City.

5.4. Non-limiting. Nothing in this Section shall be construed as limiting in any way the indemnification provision contained in this Agreement.

## **6.0. GENERAL PROVISIONS**

6.1. Entire Agreement. This Agreement constitutes the entire agreement between the parties with respect to any matter referenced herein and supersedes any and all other prior writings and oral negotiations. This Agreement may be modified only in writing, and signed by the parties in interest at the time of such modification.

6.2. Representatives. The City Manager or his or her designee shall be the representative of City for purposes of this Agreement and may issue all consents, approvals, directives and agreements on behalf of the City, called for by this Agreement, except as otherwise expressly provided in this Agreement.

Consultant shall designate a representative for purposes of this Agreement who shall be authorized to issue all consents, approvals, directives and agreements on behalf of Consultant called for by this Agreement, except as otherwise expressly provided in this Agreement.

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6.3. Key Personnel. It is the intent of both parties to this Agreement that Consultant shall make available the professional services of \_\_\_\_\_, who shall coordinate directly with City. Any substitution of key personnel must be approved in advance in writing by City's Representative.

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery or by U.S. mail, with postage properly prepaid and addressed as set forth below. Such communication shall be deemed served or delivered: (a) at the time of delivery if such communication is sent by personal delivery; and (b) on the earlier of the date actually received or on the third day after the postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel: \_\_\_\_\_  
Attn: \_\_\_\_\_

IF TO CITY:

City of West Covina  
1444 West Garvey Ave. South  
West Covina, CA 91790

Tel: \_\_\_\_\_  
Attn: \_\_\_\_\_

6.5. Attorneys' Fees. If litigation is brought by any party in connection with this Agreement against another party, the prevailing party shall be entitled to recover from the opposing party all costs and expenses, including reasonable attorneys' fees, incurred by the prevailing party in the exercise of any of its rights or remedies hereunder or the enforcement of any of the terms, conditions, or provisions hereof.

6.6. Governing Law. This Agreement shall be governed by and construed under the laws of the State of California without giving effect to that body of laws pertaining to conflict of laws. In the event of any legal action to enforce or interpret this Agreement, the parties hereto agree that the sole and exclusive venue shall be a court of competent jurisdiction located in Los Angeles County, California.

6.7. Assignment. Consultant shall not voluntarily or by operation of law assign, transfer, sublet or encumber all or any part of Consultant's interest in this Agreement without City's prior written consent. Any attempted assignment, transfer, subletting or encumbrance shall be void and shall constitute a breach of this Agreement and cause for termination of this Agreement. Regardless of City's consent, no subletting or assignment shall release Consultant of Consultant's obligation to perform all other obligations to be performed by Consultant hereunder for the term of this Agreement.

6.8. Indemnification and Hold Harmless. Consultant agrees to defend, with counsel of City's choosing, indemnify, hold free and harmless the City, its elected and appointed officials, officers, agents and employees, at Consultant's sole expense, from and against any and all claims, demands, actions, suits or other legal proceedings brought against the City, its elected and appointed officials, officers, agents and employees arising out of the performance of Consultant, its employees, and/or authorized subcontractors, of the work undertaken pursuant to this Agreement. The defense obligation provided for hereunder shall apply without any advance showing of negligence or wrongdoing by Consultant, its employees, and/or authorized subcontractors, but shall be required whenever any claim, action, complaint, or suit asserts as its basis the negligence, errors, omissions or misconduct of Consultant, its employees, and/or

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authorized subcontractors, and/or whenever any claim, action, complaint or suit asserts liability against the City, its elected and appointed officials, officers, agents and employees based upon the work performed by Consultant, its employees, and/or authorized subcontractors under this Agreement, whether or not Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

6.9. Independent Contractor. Consultant is and shall be acting at all times as an independent contractor and not as an employee of City. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not, at any time, or in any manner, represent that it or any of its agents or employees are in any manner agents or employees of City. Consultant shall secure, at its sole expense, and be responsible for any and all payment of Income Tax, Social Security, State Disability Insurance Compensation, Unemployment Compensation, and other payroll deductions for Consultant and its officers, agents, and employees, and all business licenses, if any are required, in connection with the services to be performed hereunder. Consultant shall indemnify and hold City harmless from any and all taxes, assessments, penalties, and interest asserted against City by reason of the independent contractor relationship created by this Agreement. Consultant further agrees to indemnify and hold City harmless from any failure of Consultant to comply with the applicable worker's compensation laws. City shall have the right to offset against the amount of any fees due to Consultant under this Agreement any amount due to City from Consultant as a result of Consultant's failure to promptly pay to City any reimbursement or indemnification arising under this paragraph.

6.10. PERS Eligibility Indemnification. In the event that Consultant or any employee, agent, or subcontractor of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subcontractors providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

6.11. Cooperation. In the event any claim or action is brought against City relating to Consultant's performance or services rendered under this Agreement, Consultant shall render any reasonable assistance and cooperation which City might require.

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6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information shall not be made available to any individual or organization without the prior consent of City. Any use of such documents for other projects not contemplated by this Agreement, and any use of incomplete documents, shall be at the sole risk of City and without liability or legal exposure to Consultant. City shall indemnify and hold harmless Consultant from all claims, damages, losses, and expenses, including attorneys' fees, arising out of or resulting from City's use of such documents for other projects not contemplated by this Agreement or use of incomplete documents furnished by Consultant. Consultant shall deliver to City any findings, reports, documents, information, data, in any form, including but not limited to, computer tapes, discs, files audio tapes or any other related items as requested by City or its authorized representative, at no additional cost to the City. Consultant or Consultant's agents shall execute such documents as may be necessary from time to time to confirm City's ownership of the copyright in such documents.

6.13. Electronic Safeguards. Consultant shall identify reasonably foreseeable internal and external risks to the privacy and security of personal information that could result in the unauthorized disclosure, misuse, alteration, destruction or other compromise of the information. Consultant shall regularly assess the sufficiency of any safeguards and information security awareness training in place to control reasonably foreseeable internal and external risks, and evaluate and adjust those safeguards in light of the assessment.

6.14. Economic Interest Statement. Consultant hereby acknowledges that pursuant to California Government Code Section 87300 and the Conflict of Interest Code adopted by City, Consultant is designated in said Conflict of Interest Code and is therefore required to file an Economic Interest Statement (Form 700) with the City Clerk, for each employee providing advice under this Agreement, prior to the commencement of work, unless waived by the City Manager.

6.15. Conflict of Interest. Consultant and its officers, employees, associates and subconsultants, if any, will comply with all conflict of interest statutes of the State of California applicable to Consultant's services under this Agreement, including, but not limited to, the Political Reform Act of 1974 (California Government Code Section 81000, *et seq.*) and California Government Code Sections 1090-1092. Consultant covenants that none of Consultant's officers or principals have any interest in, or shall acquire any interest, directly or indirectly, which will conflict in any manner or degree with the performance of the services hereunder, including in any manner in violation of the Political Reform Act. Consultant further covenants that in the performance of this Agreement, no person having such interest shall be used by Consultant as an officer, employee, agent, or subconsultant. Consultant further covenants that Consultant has not contracted with nor is performing any services, directly or indirectly, with any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City and further covenants and agrees that Consultant and/or its subconsultants shall provide no service or enter into any agreement or agreements with a/any developer(s) and/or property owner(s) and/or firm(s) and/or partnership(s) owning property in the City prior to the completion of the work under this Agreement.

6.16. Prohibited Employment. Consultant will not employ any regular employee of City while this Agreement is in effect.

6.17. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent

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this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

6.18. Costs. Each party shall bear its own costs and fees incurred in the preparation and negotiation of this Agreement and in the performance of its obligations hereunder except as expressly provided herein.

6.19. No Third Party Beneficiary Rights. This Agreement is entered into for the sole benefit of City and Consultant and no other parties are intended to be direct or incidental beneficiaries of this Agreement and no third party shall have any right in, under or to this Agreement.

6.20. Headings. Paragraphs and subparagraph headings contained in this Agreement are included solely for convenience and are not intended to modify, explain or to be a full or accurate description of the content thereof and shall not in any way affect the meaning or interpretation of this Agreement.

6.21. Construction. The parties have participated jointly in the negotiation and drafting of this Agreement and have had an adequate opportunity to review each and every provision of the Agreement and submit the same to counsel or other consultants for review and comment. In the event an ambiguity or question of intent or interpretation arises with respect to this Agreement, this Agreement shall be construed as if drafted jointly by the parties and in accordance with its fair meaning. There shall be no presumption or burden of proof favoring or disfavoring any party by virtue of the authorship of any of the provisions of this Agreement.

6.22. Amendments. Only a writing executed by the parties hereto or their respective successors and assigns may amend this Agreement.

6.23. Waiver. The delay or failure of either party at any time to require performance or compliance by the other of any of its obligations or agreements shall in no way be deemed a waiver of those rights to require such performance or compliance. No waiver of any provision of this Agreement shall be effective unless in writing and signed by a duly authorized representative of the party against whom enforcement of a waiver is sought. The waiver of any right or remedy in respect to any occurrence or event shall not be deemed a waiver of any right or remedy in respect to any other occurrence or event, nor shall any waiver constitute a continuing waiver.

6.24. Severability. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable in any circumstance, such determination shall not affect the validity or enforceability of the remaining terms and provisions hereof or of the offending provision in any other circumstance. Notwithstanding the foregoing, if the value of this Agreement, based upon the substantial benefit of the bargain for any party, is materially impaired, which determination made by the presiding court or arbitrator of competent jurisdiction shall be binding, then both parties agree to substitute such provision(s) through good faith negotiations.

6.25. Counterparts and Electronic Signatures. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, and may be executed by electronic signatures. All counterparts shall be construed together and shall constitute one agreement. Delivery of an executed counterpart of this Agreement by a .pdf data file or other scanned executed counterpart by email shall be equally as effective as delivery of a manually

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executed counterpart of this Agreement. Each duplicate and counterpart shall be equally admissible in evidence, and each shall fully bind each party who has executed it. The parties waive all right to challenge the admissibility or authenticity of this Agreement in a court of law based solely on the absence of an original signature.

6.26. Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that they are duly authorized to execute this Agreement on behalf of said parties and that by doing so the parties hereto are formally bound to the provisions of this Agreement.

6.27. Taxpayer Identification Number. Consultant shall provide City with a complete Request for Taxpayer Identification Number and Certification, Form W9, as issued by the Internal Revenue Service.

**IN WITNESS WHEREOF**, the parties hereto have caused this Agreement to be executed by and through their respective authorized officers, as of the date first above written.

CITY OF WEST COVINA,  
A municipal corporation

\_\_\_\_\_  
[Name]  
[Mayor or City Manager]  
  
CONSULTANT  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Name and Title  
  
\_\_\_\_\_  
Signature  
  
\_\_\_\_\_  
Name and Title  
  
ATTEST:  
  
\_\_\_\_\_  
Lisa Sherrick, CMC  
Assistant City Clerk

Date: \_\_\_\_\_

Date: \_\_\_\_\_

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APPROVED AS TO FORM:

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Thomas P. Duarte  
City Attorney

APPROVED AS TO INSURANCE:

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Karen Ogawa  
Finance Director

SAMPLE



## AGENDA STAFF REPORT

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City of West Covina | Office of the City Manager

**DATE:** October 20, 2026

**TO:** Mayor and City Council

**FROM:** Milan Mrakich, City Manager

**SUBJECT: CONSIDERATION OF VERDUGO FIRE COMMUNICATIONS DISPATCH SERVICE AGREEMENT BETWEEN THE CITIES OF BURBANK, GLENDALE, AND PASADENA FOR FIRE DEPARTMENT DISPATCHING SERVICES**

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### **RECOMMENDATION:**

It is recommended that the City Council:

1. Authorize the City Manager to execute the Amended and Restated Verdugo Fire Communications Dispatch Service Agreement with the Cities of Burbank, Glendale, and Pasadena for Fire Department dispatching services, for a three-year term, with two optional three-year extension terms, in such final form as approved by the City Attorney.
2. Authorize the City Manager to approve the exercise of the three-year extension terms.
3. Authorize the City Manager to negotiate any amendments to the agreement in such form as approved by the City Attorney.

### **BACKGROUND:**

On February 16, 2024, the City of West Covina entered into an agreement with the Cities of Burbank, Glendale, and Pasadena (the "Verdugo Cities") for Fire Department dispatching services through the Verdugo Fire Communications Center ("Verdugo"). The agreement provided an initial term from February 16, 2024, through February 15, 2026, with an option for the City to renew the agreement for one additional year through February 15, 2027. On October 7, 2025, the City Council approved exercising the one-year renewal option.

The purpose of the dispatching agreement was to ensure reliable and continuous Fire Department emergency communications services to the City of West Covina. Continuity of fire dispatch services is critical to maintaining effective emergency response operations and ensuring the safety of West Covina residents, businesses, and visitors.

Verdugo is a regional public safety emergency communications center that receives and processes Fire and Emergency Medical Services (EMS) related 911 calls for thirteen (13) cities within Los Angeles County, including Burbank, Glendale, Pasadena, Sierra Madre, San Gabriel, Montebello, Monterey Park, Alhambra, South Pasadena, San Marino, Monrovia, Arcadia, and West Covina. Verdugo also provides dispatching services to the Hollywood Burbank Airport Fire Department.

The City's agreement with Verdugo ensures 24/7 fire dispatching services, providing timely emergency

response and seamless regional coverage. Services have consistently been reliable and have met performance expectations, industry best practices and compliance standards.

## **DISCUSSION:**

The Verdugo Fire Communications Center has provided the City of West Covina with professional and dependable Fire Department dispatching services since February 2024. Verdugo's operations are designed specifically to support fire and EMS emergency communications and provide coordinated dispatch services across participating regional agencies.

Verdugo's dispatch operations are supported by an established organizational structure that includes executive oversight, communications management, technical support, shift supervision, and trained Fire Communications Operators. This structure provides dedicated personnel to support emergency call processing, dispatching, staffing, training, quality assurance, and technology systems.

The Verdugo organizational structure includes:

- A Glendale Deputy Fire Chief serving as the division head with overall responsibility for the operations of the communications center;
- A Verdugo Fire Manager serving as communications manager and overseeing center operations, compliance, training, staffing, and quality assurance/quality improvement;
- A Public Safety Business Coordinator responsible for the Verdugo budget;
- A Departmental Applications Manager responsible for computer-based technologies, including the Computer-Aided Dispatch (CAD) system and related interfaces;
- Fire Communications Shift Supervisors responsible for first-line supervision and oversight of Fire Communications Operators; and
- Fire Communications Operators responsible for processing emergency and non-emergency calls and incidents received by the communications center.

Verdugo charges the City an annual cost per incident multiplied by the actual number of calls dispatched during the preceding term of service. Pursuant to the terms of the existing agreement and proposed agreement, the Verdugo Cities are permitted to increase the parte per incident dispatched by up to 5% per year, rounded to the nearest dollar.

The annual costs per incident has been as follows:

- FY 23-24: \$84.14
- FY 24-25: \$88.35
- FY 25-26: \$88.35
- FY 26-27: \$91.00

Continuing the City's agreement with Verdugo Fire Communications Center will provide several operational benefits including:

- Continuity of Fire Department dispatch services without interruption;
- Continued interoperability with regional fire and emergency response agencies;
- Continued access to an established regional emergency communications infrastructure;
- Avoidance of costs, operational impacts, and risks associated with transitioning to another dispatch provider;
- Continued access to experienced Fire Communications personnel;
- Continued use of established technology and communications systems; and
- Continued regional coordination during emergency incidents requiring mutual aid and multiple responding agencies.

The continued partnership with Verdugo allows the City to maintain an established dispatching relationship and avoid the operational disruption that would accompany the transition to another communications provider. Fire Department dispatching is a specialized service requiring integration with emergency response systems, communications infrastructure, CAD technology, radio systems, and regional mutual-aid operations. Maintaining an established regional dispatching arrangement supports continuity and reliability of emergency communications services. Given the specialized nature

of fire dispatch services and the critical integration with the regional emergency response systems, competitive alternatives are limited. Continuing with Verdugo ensures continuity of service without interruption and preserves reliable fire dispatching capabilities essential to public safety.

This procurement is exempt from competitive procurement requirements pursuant to Section 2-335(8) of the West Covina Municipal Code, which provides that purchases of goods and/or services obtained from or through an agreement with any governmental, public, or quasi-public entity are exempt from the competitive procurement requirements of the Municipal Code.

Pursuant to Section 2-330(a) of the West Covina Municipal Code, unless otherwise approved by the City Council, the maximum duration for any agreement for goods and/or services cannot exceed five (5) years. Prior to approving any agreement with a duration that exceeds five (5) years, the City is required to document the rationale for entering into the agreement and why such agreement is in the best interest of the City.

The proposed agreement with the Verdugo Cities for Fire Department dispatching services provides a term of three years, with two optional three-year extension periods, for a potential total duration of nine years. This structure provides the City with long-term stability and continuity in emergency communications services while preserving the flexibility to discontinue the agreement at the conclusion of each three-year term. To exercise the extension option, the City must provide written notice of its intent to renew at least 180 days prior to the expiration of the then-current term. Importantly, the proposed agreement also locks in the current annual, maximum rate increase of 5% for each three-year term, providing greater cost predictability and limiting the City's exposure to potentially higher rate increases over the life of the agreement. This combination of long-term service continuity, predictable cost increases, and the ability to opt out at the conclusion of each term provides a reasonable balance between fiscal responsibility and operational flexibility. Staff believes that continuing the City's established partnership with Verdugo will maintain reliable emergency dispatching services, preserve operational familiarity and coordination, and avoid potential costs, risks, and service disruptions associated with transitioning to another communications provider. Accordingly, staff believes that the proposed agreement, including the two optional three-year extension periods, is in the best interest of the City.

#### **LEGAL REVIEW:**

The City Attorney's Office will review the final form of the agreement prior to execution.

#### **OPTIONS:**

The City Council has the following options:

1. Approve the staff recommendation; or
2. Provide alternative direction.

**Prepared by:** Sherri Yuasa

**Additional Approval:** Roxanne E. Lerma, Assistant City Manager

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#### **Fiscal Impact**

##### **FISCAL IMPACT:**

The City appropriates funding each fiscal year. The amount spent on these services will not exceed the amount appropriated. These funds are budgeted under Account No.

110.502.32.10.00.00.61.61300

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#### **Attachments**

Attachment No. 1 - Fire Verdugo West Covina Agreement 2027 v.2

**CITY COUNCIL GOALS & OBJECTIVES:** Protect Public Safety

**AMENDED AND RESTATED  
VERDUGO FIRE COMMUNICATIONS DISPATCH SERVICE AGREEMENT  
BETWEEN THE CITIES OF BURBANK, GLENDALE, AND PASADENA  
AND THE CITY OF WEST COVINA**

This Agreement is made by and between the CITY OF BURBANK, the CITY OF GLENDALE, and the CITY OF PASADENA (hereinafter referred to collectively as the “VERDUGO CITIES”) and the CITY OF WEST COVINA (hereinafter referred to as the “CONTRACTING CITY”). The VERDUGO CITIES and CONTRACTING CITY are individually referred to as a “Party” and collectively referred to as the “Parties”.

**RECITALS**

Whereas the VERDUGO CITIES, to minimize the effect of fire and disaster and to provide the basis for effective mobilization and dispatch of all available firefighting and emergency medical resources, have agreed to operate a joint fire communications system (“VERDUGO SYSTEM”);

Whereas the CONTRACTING CITY has contracted for dispatching of emergency fire and medical response with VERDUGO CITIES continuously since February 16, 2024 and desires to continue the contract with the VERDUGO CITIES for dispatching of emergency fire and medical response;

Whereas the CONTRACTING CITY may be called upon to provide mutual aid services or automatic aid services to cities in the VERDUGO SYSTEM and other jurisdictions as designated by the State;

Whereas the Parties acknowledge that the VERDUGO CITIES, and specifically, the City of Glendale, have substantial operational experience in providing these types of specified services;

Whereas the Parties acknowledge that this Agreement is not a joint powers agreement subject to the provisions of California Government Code Sections 6500 et. seq. and the Parties intend that nothing in this Agreement shall be so construed. The Parties have no intent to create hereby a separate legal entity or public agency and no such entity is hereby created.

NOW THEREFORE, the Parties agree as follows:

**I. RESPONSIBILITIES**

- A. Responsibilities of the Verdugo Cities.** It shall be the responsibility of the VERDUGO CITIES to operate the VERDUGO SYSTEM and to do all of the following:
1. Receive 911 and wireless emergency calls;
  2. Transfer 911 and wireless calls to other agencies as appropriate;
  3. Receive 10-digit emergency and direct connect (formerly called ring-down, or “P” line) calls on numbers/circuits provided and funded by CONTRACTING CITY;
  4. Provide TDD and foreign language translation;
  5. Provide Emergency Medical Dispatch pre-arrival and life-saving protocols as established by Los Angeles County Fire and approved by Los Angeles County Department of Health Services, and Verdugo’s Medical Director;

6. Enter incident information into the computer aided dispatch system (CAD), including verified incident address/location, specific location information, informant's location, informant's telephone number, source code for call, basic EMD information, appropriate text and type codes;
7. Time stamp receipt of 911 calls, entry into CAD, dispatch, and all status changes from mobile units initiated on mobile computer terminals (MCT);
8. Electronically document incident and pertinent non-incident information;
9. Review CAD recommended quantity and type of equipment, alert fire stations by electronic transmission, data and hard copy printout over mobile data system, transmitting tones over voice system, and broadcasting vocal dispatch on designated frequency(s);
10. Respond to routine and emergency voice communications;
11. Track and record equipment status, location and availability;
12. Coordinate Area, Regional and specific agency Mutual Aid, Initial Action and Automatic Aid agreements for dispatch purposes only;
13. Formulate, dispatch and track Strike Team responses;
14. Maintain CAD databases;
15. Update GIS maps as needed;
16. Maintain CICC database and provide assistance with Interagency Resource Ordering Capability (IROC) as requested by CONTRACTING CITY;
17. Provide CAD and MIS records management, storage and standard reports;
18. Provide access to CAD information;
19. Provide access to unit histories, unit status, rosters and information;
20. Handle and coordinate assisting resource responses;
21. Request and coordinate mass casualty resources;
22. Provide staff notification by alarm level and/or incident type via wireless device;
23. Provide notifications to CONTRACTING CITY Fire Chief and City Manager in accordance with VERDUGO SYSTEM policies and procedures;
24. Notify and coordinate with other city departments and outside agencies as required;
25. Provide recording and retention of radio and telephone transmissions consistent with California law;
26. Provide an annual report of operations; and
27. Provide management and supervision to achieve desired results.

**B. Responsibilities of Contracting City.** It shall be the responsibility of the CONTRACTING CITY to do all of the following:

1. Provide equipment, hardware and software which interface with the VERDUGO SYSTEM (unless otherwise agreed to by all Parties), which include but are not limited to:
  - (a) Telephone and 911 hardware, software, upgrades, lines, instruments, terminations, installation, monthly service or capability not already included or provided, including routing coordination;
  - (b) Station alerting hardware in all fire stations which receive and transmit voice and data signals with features consistent with the VERDUGO SYSTEM;
  - (c) Reliable voice mobile and portable radios and data radios and terminals for all personnel and fire apparatus, with capabilities and features consistent with the VERDUGO SYSTEM;

- (d) Establish and maintain a system access/service agreement with the Interagency Communications Interoperability System (ICI System) and/or Host ICI System Agency as appropriate/needed;
  - (e) Voice and/or alpha-numeric pagers or other wireless devices capable of functioning with the VERDUGO SYSTEM;
  - (f) Computers capable of communication with VERDUGO SYSTEM;
  - (g) Geographic file information suitable for entry into VERDUGO SYSTEM CAD, including street location data, city maps and other landmark/common place addresses, high value or brush areas, freeway information, and target hazards;
2. Provide listing of all apparatus, including radio designations, cross-staffed manned units and special response vehicles;
  3. Provide Fire Department personnel list including titles, radio call signs, office and home phone numbers, pager and cellular telephone numbers;
  4. Provide a list of key City personnel and telephone directory;
  5. Provide a list of receiving hospitals and access method for paramedics;
  6. Provide copies of mutual aid, automatic aid, initial action or other inter-agency agreements;
  7. Provide initial and ongoing VERDUGO SYSTEM training to all radio users;
  8. Provide copies of FCC licenses, if applicable;
  9. Comply with VERDUGO SYSTEM policies and procedures;
  10. Use VERDUGO SYSTEM incident type codes, priorities and categories;
  11. Review and understand Emergency Medical Dispatcher Program currently in use; and
  12. Provide a chief officer or fire officer to ensure successful implementation and representation on the Verdugo Task Force.

## II. EQUIPMENT

- A. **Purchase of Equipment.** CONTRACTING CITY shall purchase, install, test and maintain equipment and hardware necessary to perform its responsibilities under Section I.B. above. Unless otherwise provided herein, CONTRACTING CITY shall be responsible for all costs relating to the purchase and installation of all such equipment. In addition to the equipment, CONTRACTING CITY shall be solely responsible for the cost of any additional or related equipment or hardware, software or labor needed to implement its obligations under this Agreement, whether listed or not, including, but not limited to, installation, testing, light/audio relays, shipping, insurance, taxes, antennas and coax, public address system, speakers, and power supplies. Title and ownership of all installations to the VERDUGO SYSTEM, in order to serve the CONTRACTING CITY, shall pass to the VERDUGO CITIES, including but not limited to, hardware and software.
- B. **Purchase of Future Equipment.** As new technology becomes available, the VERDUGO CITIES may, from time to time, purchase new products to enhance the current level of service. The VERDUGO CITIES will provide notice to CONTRACTING CITY of any anticipated purchase, where the costs of purchase of equipment that is the responsibility of the CONTRACTING CITY under Section II.A. above are to be borne by the CONTRACTING CITY.

### III. TERM

This Agreement shall become effective on February 16, 2027 (“EFFECTIVE DATE”), and remain in effect until June 30, 2030, or until terminated in accordance with the termination provisions herein, whichever occurs earlier. For consideration received, CONTRACTING CITY shall have the option to renew this Agreement for two additional terms of three years each. CONTRACTING CITY shall provide written notice of intent to renew to VERDUGO CITIES 180 days prior to the expiration of the then current term.

### IV. TERMINATION

The VERDUGO CITIES, acting by majority vote may terminate this Agreement by giving written notice of such intent to the CONTRACTING CITY at least one (1) year prior to the effective date of such termination.

### V. COSTS

- A. **Per Incident Cost.** Until June 30, 2027, the annual cost shall be \$91.00 per incident dispatched multiplied by the actual number of calls dispatched during the preceding term of service. Thereafter, VERDUGO CITIES may increase the rate for per incident dispatched by up to 5% per year, rounded to the nearest dollar. The cost per call for CONTRACTING CITY shall not exceed this amount in any single year, unless the overall cost for the VERDUGO SYSTEM is substantially increased by unplanned events, including, but not limited to atypical increases in the Public Employee Retirement System, catastrophic hardware system failures, or natural disasters. In the event of a substantial increase in the cost as described herein, CONTRACTING CITY’s portion of the increase shall be determined by calculating the CONTRACTING CITY’s pro rata share of the overall number of dispatched calls in the preceding year. VERDUGO CITIES will endeavor to utilize all funds set aside for the replacement of the equipment and funds recovered from the insurance settlement prior to seeking the increased costs from the CONTRACTING CITY.
- B. **No Cost to VERDUGO CITIES.** Nothing in this Agreement shall be construed to require any of the VERDUGO CITIES to incur any non-reimbursable cost and/or expense for the purpose of implementing this Agreement, or any of its provisions, or to require the VERDUGO SYSTEM to modify, alter, add to, remove or transform any of its existing equipment, system or facilities to implement any of the provisions of this Agreement. It is the intent of this Agreement, and the Parties acknowledge and agree, that any such changes, modifications or alterations shall be at the sole cost of the CONTRACTING CITY.
- C. **Billing.** For services rendered for any full fiscal year, CONTRACTING CITY shall be billed by written invoice every July and January of each fiscal year for the services provided in this Agreement on a semiannual basis, in advance. All invoices shall be payable within thirty (30) days after receipt.

### VI. RADIO ROAMING SERVICES

- A. **Description of Services.** CONTRACTING CITY shall be responsible for establishing and maintaining an agreement with Interagency Communications

Interoperability System (ICIS) and/or the Host ICIS Agency for the use of the radio system. CONTRACTING CITY shall arrange and pay for any and all programming of radios.

- B. Maintenance of Contracting City Radios.** CONTRACTING CITY shall perform all maintenance service on its radios, and shall ensure all its radios are operating within the manufacturer's specifications at all times. Should VERDUGO CITIES inform CONTRACTING CITY of a technical problem with one or more of the radios, CONTRACTING CITY shall immediately perform maintenance on such radio as may be required by the ICI System to ensure reliability of the radio system.
- C. Disclaimer.** In the event an agreement with ICI System and/or the Host ICI System Agency lapses and/or is terminated, VERDUGO CITIES cannot be held liable for loss or reliability of the dispatch services provided herein.

## **VII. INDEMNITY**

- A. Assumption of Risk.** Each Party to this Agreement assumes full and sole responsibility for all risks of injury and damages, including damage to all operating equipment, arising from its own operation and use of, and its own repairs and maintenance performed on the equipment and each shall be solely responsible for all claims, liability, loss, suits, damages, costs, and expenses (including attorneys' fees and costs of litigation) and personal injuries (including death at any time) resulting directly or indirectly from, or arising out of, its own operation and use of, and its own repairs and maintenance performed on the equipment and accessories. Each Party shall bear the full legal and financial responsibility for its own conduct, actions and omissions carried out in the performance of that Party's obligations and responsibilities under this Agreement.
- B. Workers' Compensation.** Workers' Compensation claims shall be paid by the employer of any injured worker, and subrogation rights against all Parties are expressly waived.
- C. Liability for Mutual/Automatic Aid.** Notwithstanding any other provisions of this Agreement, and with respect to Section I.A.12. above, the CONTRACTING CITY shall indemnify, defend and hold harmless the VERDUGO CITIES and any other public service provider, from and against any claims or liability, including death, injury or property damage, and including the costs of defense, arising out of the making of any calls, initiating any contact, or other actions or omissions relating to Area, Regional and/or specific agency mutual aid and/or automatic aid whenever such aid is contacted or otherwise summoned to respond from outside of the jurisdiction of the CONTRACTING CITY. The Parties acknowledge and agree that whenever such mutual aid and/or automatic aid is contacted or otherwise summoned by the VERDUGO CITIES, such contact is made as a courtesy in order to facilitate the implementation of such mutual aid and/or automatic aid and is not intended to create any liability on the part of the VERDUGO CITIES or any public service provider which provides such mutual aid or automatic aid. All liability for salaries, wages, and other compensation shall be that of each employing agency.

## VIII. GENERAL PROVISIONS

- A. Entire Agreement.** This Agreement supersedes any and all other Agreements, either oral or in writing, between the Parties hereto with respect to the subject matter hereof, and no other Agreement, statement, or promise relating to the subject matter of this Agreement which is not contained herein shall be valid or binding. In interpreting this Agreement and resolving any ambiguities, this Agreement will take precedence over any cover page or attachments.
- B. Interpretation.** This Agreement is the product of negotiation and compromise on the Parties' part. Every provision in this Agreement shall be interpreted as though the Parties equally participated in its drafting. Therefore, notwithstanding the provisions in California Civil Code Section 1654 to the contrary, if this Agreement's language is uncertain, the Agreement shall not be construed against the Party causing the uncertainty to exist.
- C. Governing Law.** The validity of this Agreement and of any of its terms or provisions, as well as the rights and duties of the Parties hereunder, shall be governed by the laws of the State of California.
- D. Severability.** Should any part, term or provision of this Agreement or any document required herein to be executed be declared invalid, void or unenforceable, all remaining parts, terms and provisions hereof shall remain in full force and effect and shall in no way be invalidated, impaired or affected thereby.
- E. Attorneys' Fees.** If any action at law or in equity is brought to enforce or interpret the provisions of this Agreement, the prevailing party shall be entitled to reasonable attorneys' fees in addition to any other relief to which he, she or it may be entitled. "Prevailing party" means a party who dismisses the action or proceeding in exchange for payment of the sum(s) allegedly due; performance of the term(s) or covenant(s) allegedly breached or violated; or consideration substantially equal to the relief sought in the action. "Reasonable attorneys' fees" of the City Attorney's office for the VERDUGO CITIES means the fees regularly charged by private attorneys who: (a) practice in a law firm located in Los Angeles County; and (b) have an equivalent number of years of professional experience in the subject matter area of the law for which the City Attorney's services were rendered.
- F. Waiver of Breach.** The waiver of either party of any breach of any provision of this Agreement shall not operate or be construed as a waiver of any subsequent breach of that same or any other provision.
- G. Assignment.** Nothing under this Agreement shall be construed to give any rights or benefits to any party other than VERDUGO CITIES and CONTRACTING CITY. All duties and responsibilities under this Agreement shall be for the sole and exclusive benefit of VERDUGO CITIES and CONTRACTING CITY, and not for the benefit of any other party. CONTRACTING CITY shall not assign any right or interest in this Agreement, and shall not delegate any duty owed, without VERDUGO CITIES' prior written consent. Any attempted assignment or

delegation shall be void and totally ineffective for all purposes, and shall constitute a material breach upon which VERDUGO CITIES may immediately terminate or suspend this Agreement. In the event the VERDUGO CITIES consent to an assignment or delegation, the assignee, delegatee, or its legal representative shall agree in writing to personally assume, perform, and be bound by this Agreement's covenants, conditions, obligations and provisions.

- H. Successors and Assigns.** Subject to the provision regarding assignment, this Agreement shall be binding on the heirs, executors, administrators, successors, and assigns of the respective parties.
- I. Time is of the Essence.** Whenever a task is to be performed by VERDUGO CITIES or CONTRACTING CITY herein, same shall be performed consistent with any time constraints set forth hereunder including exhibits, time being considered of the essence of this Agreement. Unless otherwise specified in this Agreement, all references to "days" refer to calendar days.
- J. Force Majeure.** None of the Parties shall be considered in default in the performance of their obligations hereunder or any of them, if such obligations were prevented or delayed by any cause, existing or future, beyond the reasonable control of such party which include but are not limited to acts of God or civil unrest. Any delays beyond the control of the Parties shall automatically extend the time schedule as set forth in this Agreement by the period of any such delay.
- K. Notices.** Notices hereunder must be in writing and, unless otherwise provided herein, shall be deemed validly given on the date either personally delivered to the address indicated below; or on the third (3rd) business day following deposit, postage prepaid, using certified mail, return receipt requested, in any U.S. Postal mailbox or at any U.S. Post Office; or when sent via facsimile to a party at the facsimile number set forth below or to such other or further facsimile number provided in a notice sent under the terms of this paragraph, on the date of transmission of that facsimile. Should any of the Parties have a change of address, they shall immediately notify the other Parties in writing of such change, provided, however, that each address for notice must include a street address and not merely a post office box. All notices, demands or requests shall be given to following addresses:

**City of Burbank:**  
Fire Chief  
Burbank Fire Department  
311 E. Orange Grove  
Burbank, CA 91502  
Tel. No. 818-238-3473

**City of Glendale:**  
Fire Chief  
Glendale Fire Department  
421 Oak Street  
Glendale, CA 91204-1298  
Tel. No. 818-548-4814

**City of Pasadena:**

Fire Chief  
Pasadena Fire Department  
215 N. Marengo Avenue, # 195  
Pasadena, CA 91101  
Tel. No. 626-744-4675

**City of West Covina:**

Fire Chief  
West Covina Fire Department  
1444 W. Garvey Ave. South  
West Covina, CA 91790  
Tel. No. 626-939-8824

- L. Counterparts.** This Agreement may be executed in counterparts, each of which shall be an original, but all of which shall constitute one and the same document. Each of the Parties shall sign a sufficient number of counterparts, so that each Party will receive a fully executed original of this Agreement.
- M. Digital Signatures.** The PARTIES deem a copy of this Agreement, or any amendment to it, that bears a digital signature as having the same legal effect, for all purposes, as delivery of a signed original of this Agreement or the amendment, and each digital signature will have the same legal force and effect as a handwritten signature.

SIGNATURE PAGES FOLLOW.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed and attested to by the proper officers hereunder duly authorized, their official seals to be heretofore affixed.

CITY OF WEST COVINA

Date: \_\_\_\_\_

By: \_\_\_\_\_  
City Manager  
(SEAL)

ATTEST:

By: \_\_\_\_\_  
City Clerk

APPROVED AS TO FORM THIS \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
City Attorney

CITY OF BURBANK

Date: \_\_\_\_\_

By: \_\_\_\_\_  
City Manager  
(SEAL)

ATTEST:

By: \_\_\_\_\_  
City Clerk

APPROVED AS TO FORM THIS \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
City Attorney

CITY OF GLENDALE

Date: \_\_\_\_\_

By: \_\_\_\_\_  
City Manager

(SEAL)

ATTEST:

By: \_\_\_\_\_  
City Clerk

APPROVED AS TO FORM THIS \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
City Attorney

CITY OF PASADENA

Date: \_\_\_\_\_

By: \_\_\_\_\_  
City Manager

(SEAL)

ATTEST:

By: \_\_\_\_\_  
City Clerk

APPROVED AS TO FORM THIS \_\_\_\_\_ day of \_\_\_\_\_, 202\_.

\_\_\_\_\_  
City Attorney



## AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** October 20, 2026

**TO:** Mayor and City Council

**FROM:** Milan Mrakich, City Manager

**SUBJECT: CONSIDERATION OF EXPENDITURES OF FISCAL YEAR 2026-27 SUPPLEMENTAL LAW ENFORCEMENT SERVICES ACCOUNT FUNDS**

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### RECOMMENDATION:

It is recommended that the City Council approve using Fiscal Year (FY) 2025-26 Supplemental Law Enforcement Service Account (SLESA) funds totaling \$166,284 for the frontline law enforcement supply and service items listed in the staff report.

### BACKGROUND:

The Citizens' Option for Public Safety (COPS) Supplemental Law Enforcement Services Account (SLESA) is a State allocation which, according to California Government Code Section 30061 and 30062, must be used exclusively to fund frontline municipal police services, in accordance with written requests submitted by the Chief of Police. These funds cannot be used to replace or supplant existing funding for law enforcement services, but must instead supplement local funds. This funding was formerly called the Supplemental Law Enforcement Service Fund (SLESF), but was renamed SLESA as part of the realignment program for law enforcement that was enacted along with the State of California 2011 Budget Act.

### DISCUSSION:

West Covina's FY 2026-27 SLESA allocation totals an estimated \$166,284. Anticipating the receipt of these funds, which is distributed monthly, the Police Department prioritized a list of unbudgeted frontline police supplies and services for this fiscal year, as listed below. Since the start of this fiscal year, some of these supply and services expenditures have already started.

- o Helicopter support services, under West Covina's current multi-year agreement with Los Angeles County for these services, totaling an estimated \$29,000.
- o GPS based surveillance services used by the Special Enforcement Team to track narcotics suspects, totaling an estimated \$24,000;
- o Specialized ammunition and tactical supplies for the SWAT Team, totaling an estimated \$29,500;
- o Personal protective supplies including bulletproof vests for newly hired Officers, gas mask cartridges, ballistic helmets, and carrying gear, totaling an estimated \$40,500;
- o Traffic enforcement supplies, weapons accessories, unmanned aerial system software and accessories, specialized forensic services, and police supplies supporting front line law enforcement, totaling an estimated \$43,284.

**LEGAL REVIEW:**

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

**Prepared by:** Alex B. Houston, Police Executive Administrator

**Additional Approval:** Roxanne E. Lerma, Assistant City Manager

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**Fiscal Impact****FISCAL IMPACT:**

Using the State SLESA funds for the frontline law enforcement items described above is in keeping with the legislatively dictated requirements associated with this funding source. Estimated SLESA expenditure and revenue amounts were previously budgeted in Fund 155, so there is no impact to the General Fund.

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**CITY COUNCIL GOALS & OBJECTIVES:** Protect Public Safety



## AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** October 20, 2026

**TO:** Mayor and City Council

**FROM:** Milan Mrakich, City Manager

**SUBJECT: CONSIDERATION OF AUTHORIZATION AND APPROVAL OF A PURCHASE ORDER TO INNOVATIVE PLAYGROUNDS COMPANY, INC. FOR GALSTER PARK PLAYGROUND EQUIPMENT PROCUREMENT, AND DIRECTION TO STAFF TO ISSUE A NOTICE INVITING BIDS FOR INSTALLATION SERVICES**

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### RECOMMENDATION:

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

1. Approve the playground equipment and design provided by Innovative Playground Company, Inc. for the Galster Park playground improvements project.
2. Authorize the City Manager to issue a purchase order to Innovative Playgrounds Company, Inc. for the procurement of playground equipment and Pour in Place (PIP) surfacing for Galster Park, in an amount not to exceed \$229,244.
3. Adopt the following resolution:

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027 (GALSTER PARK IMPROVEMENTS)**

4. Authorize the City Manager to execute documents necessary to implement the procurement.
5. Direct staff to prepare and issue a Notice Inviting Bids for the installation of the Galster Park playground equipment and associated work, consistent with the approved playground equipment and design.

### BACKGROUND:

The Los Angeles County Regional Park and Open Space District (RPOSD) is responsible for implementing and administering the Los Angeles County Safe, Clean Neighborhood Parks and Beaches Measure of 2016 (Measure A). Seventy-five percent (75%) of Los Angeles County voters approved Measure A in November 2016, which authorizes dedicated local funding for park, recreation, and open space projects and their maintenance through an annual special tax of 1.5 cents per square foot of building floor area on all taxable real property in the County.

The City of West Covina annually receives approximately \$340,000 for new projects and \$75,000 for maintenance and servicing. Maintenance and servicing can be used to maintain approved Measure A projects after completion. All projects are required to go through a grant approval process and community input.

The Galster Park playground was identified as a high priority due to the age of the equipment and repairs needed. Staff applied for and received approval from RPOSD for funding in the amount of \$458,400 for a new playground at Galster Park.

## **DISCUSSION:**

On August 18, 2026, the City Council approved moving forward with Phase I of the Parks and Recreation Master Plan. Phase I includes improvements at several City parks, including playground improvements at Galster Park, Orangewood Park, and Woodgrove Park.

The Parks and Recreation Master Plan provides a framework for maintaining and modernizing the City's park system, improving accessibility, and expanding recreation opportunities based on community needs and available resources.

As part of the initial implementation of Phase I, staff sought preliminary playground concepts from KOMPAN Inc., Great Western Recreation, LLC, and Innovative Playgrounds Company, Inc.

At the Community and Senior Services Commission meeting held on September 9, 2026, representatives from Great Western Recreation, Innovative Playgrounds Company and KOMPAN presented their playground concepts and design approaches. For the Galster Park playground improvements project, the Commission selected and approved the design and equipment presented by Innovative Playgrounds Company.

For the Galster Park project, staff proposes to use a two-phase approach and proceed with procurement of the playground equipment and solicit competitive bids for installation services.

Staff recommends proceeding with the procurement of the playground equipment from Innovative Playgrounds Company based on the proposal and design included as Attachment No. 1. The equipment will be purchased using BCI Burke Company, LLC Sourcewell Contract # 101625-BUR for \$229,244. The equipment proposal and project renderings are intended to establish the equipment and overall design to be incorporated into the installation bid package.

Following authorization to procure the equipment, staff will prepare and issue a Notice Inviting Bids for installation services. The installation bid package will identify the approved playground equipment, surfacing requirements, site preparation and related work, project schedule, prevailing-wage requirements, contractor licensing and registration requirements, insurance and bonding requirements, and other applicable City contracting requirements.

Staff will return to Council with a recommendation to approve the agreement for equipment installation.

## **LEGAL REVIEW:**

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

## **OPTIONS:**

The City Council has the following options:

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

**Prepared by:** Renee M. G. Chavez, Management Analyst I

**Additional Approval:** Roxanne E. Lerma, Assistant City Manager

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## Fiscal Impact

### FISCAL IMPACT:

| Project No.                                   | Funding Source / Account No.                                       | Amount    |
|-----------------------------------------------|--------------------------------------------------------------------|-----------|
| C22001 (Gatlster Park Playground Improvement) | Measure A - 236.407.61.00.00.00.45.45400.<br>(Revenues)            | \$458,400 |
| C22001 (Gatlster Park Playground Improvement) | Measure A - 236.503.80.84.00.00.77.77000.<br>C22001 (Expenditures) | \$458,400 |
|                                               | TOTAL                                                              | \$916,800 |

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### Attachments

ATTACHMENT NO. 1 - GALSTER PARK Innovative Playgrounds Drawing 513-222341-1\_Proposal

ATTACHMENT NO. 2 - Est 11321 City of West Covina - Galster Wilderness Park - Play Equip and Surfacing 091626

ATTACHMENT NO. 3 - Galster Park Playground Renderings

ATTACHMENT NO. 4 - Resolution No. 2026-101

**CITY COUNCIL GOALS & OBJECTIVES:** Protect Public Safety  
Achieve Fiscal Sustainability and Financial Stability  
A Creative and Active Community  
A Well-Planned Community  
Enhance City Image and Effectiveness



**GALSTER WILDERNESS PARK**

Aroma Dr | West Covina, CA 91791

September 1, 2026

Mike Cresap  
City of West Covina  
1444 W Garvey Ave S  
West Covina, CA 91790-2716

Dear Mike Cresap:

Innovative Playgrounds is delighted to provide City of West Covina with this playground equipment proposal.

This design was developed with your specific needs in mind, and we look forward to discussing this project further with you to ensure your complete satisfaction. Innovative Playgrounds is confident that this proposal will satisfy City of West Covina's functional, environmental, and safety requirements -- and most importantly -- bring joy and excitement to the children and families directly benefiting from your new playground.

You have our personal commitment to support this project and your organization in every manner possible, and we look forward to developing a long-standing relationship with City of West Covina. We appreciate your consideration and value this opportunity to earn your business.

Sincerely,

**Alvino Larios**  
Sales Representative

Innovative Playgrounds  
12407 E Slauson Ave #D  
Whittier, CA 90606  
[www.innovplay.com](http://www.innovplay.com)  
[www.bciburke.com](http://www.bciburke.com)

Phone: 562-693-5200  
Fax: 562-693-5199  
Email: [alvino@innovplay.com](mailto:alvino@innovplay.com)



# Innovative PLAYGROUNDS<sup>co.</sup>

Proud Representative of **Burke**  
PLAY THAT MOVES YOU.



## **Our Business Philosophy:**

Our team at Innovative Playgrounds Company brings over 40 years of combined commercial playground sales and construction experience in the park, recreation, school, and childcare industry. We are a well established and professional representative firm serving Southern California for some of the most prestigious manufacturers around the country. As a full turn-key service company, we are able to offer free site assessments, design consultations, funding resources, and project management for playground and fitness equipment, safety surfacing, shade structures, dog park equipment, sport and site amenities. Innovative Playgrounds is not about selling you playground equipment today, but developing a lasting partnership for tomorrow. We are committed to making a difference in the lives of children by providing safe, fun, and quality playground equipment that is inclusive for everyone. We build on providing first class service by establishing relationships that demonstrate what we believe in: customer trust. Most of all, we are dedicated to changing every community we are involved with by impacting the development of our children and their future!

## **INNOVATIVE PLAYGROUNDS ADDED-VALUES**

- Full turn-key service company (site assessments, designs, funding resources, project planning and project management for all outdoor needs)
- Dedicated office team and customer service department local in Whittier, CA
- 2D drawings, color and custom 3-Ds, and plan views provided to you at no cost
- Free Maintenance Kits provided with every playground purchase
- Seminars offered on playground safety
- Represent only nationally recognized manufacturers from around the USA
- Burke, our flagship playground equipment manufacturer has the highest quality products, the longest and strongest non-prorated WARRANTY in the industry
  - Established in 1920, Burke is the oldest playground equipment manufacturer in the country
  - Founding and active member of IPEMA (International Playground Equipment Manufacturers Association)
  - Burke's track record for shipments averages well over 95% complete, correct and on time
  - Industry leading manufacturing time averaging 5-7 weeks.
- With Burke, we offer California Multiple Award Schedule (CMAS) Contract and General Services Administration (GSA) Contract as well as other nationally recognized purchasing contracts for qualified customers such as Omina Partners, Sourcwell, Equalis, and GOVMVMT, and NASPO ValuePoint. Contact us to learn more.
- Offer Exclusive Burke "Funds for Fun" fundraising assistance program, a "Grant Resource Center", finance options, and assistance with KaBOOM!
- Products meet or exceed Consumer Product Safety Commission (CPSC) & ASTM standards
- Burke equipment is International Playgrounds Equipment Manufacturers Association (IPEMA) Certified as shown on IPEMA's web site (ipema.org)
- All play equipment is designed to comply with Americans with Disabilities Act Accessibility Guidelines (ADAAG)
- Service and Maintenance Warranties available
- Member of CA Park and Recreation Society (CPRS), CA Assoc. of School Business Officials (CASBO), and Southern CA Municipal Athletic Federation (SCMAF)



**Contact Us**  
**877-732-5200**  
**Innovplay.com**



# PLAY THAT MOVES YOU®

At Burke, movement is our mantra. It drives our purpose and ignites our passion to bring the best in playground design and the most innovative, developmentally rich play, outdoor fitness and recreation products. Our research and testing push us to create new and unique ways to challenge children, families, schools, communities, teams and individuals to move, to grow and to play. Play fosters opportunities for connection between generations and with our peers, provides growth and togetherness and moves us in so many ways. Join Our Movement® and experience the many ways play can move you.

## PLAY FOR HEALTH

Movement is life and is one of the most important aspects in overall health and wellness for people of all ages and abilities. Burke has playground and fitness offerings that engage everyone in all stages of life to move. Our Nucleus® and Intensity® playgrounds feature a fusion of play that helps children engage in active play throughout the day for enhanced growth and developmental opportunities. ELEVATE® Fitness Course brings obstacle course fitness to a whole new level and is poised to engage children 5-12, teenagers and adults. ACTIVATE® Fitness Circuit and INVIGORATE® Dynamic Fitness are a great way to add events to a fitness trail or create a space for outdoor exercise. Our variety of fitness equipment will meet you where you are in your fitness journey and challenge you to be more.

## PLAY FOR YOUR MIND

Playful experiences are learning experiences and children at play are developing a wide-variety of skills that range from problem solving and cognitive planning to memory and self-regulation. Each and every time a child plays they are contributing positively to their cognitive development and setting themselves up for future success.



## PLAY FOR CONNECTION

Play provides us with common experiences, shared laughter and true connection. It brings communities together and helps us return to the simplicity of basic human connection and kindness. Parks and recreation spaces are critical because they lay the groundwork for the intergenerational engagement, interaction and development we all seek. Products such as Novo® Playful Furniture, with interesting pieces that can be used in a variety of ways, foster those opportunities by creating a space where everyone can interact and play together in their own way. The Konnection® Swing revolutionizes connection by promoting face-to-face connections and playing together. Every person of every age and ability brings their own unique experiences that enhance the collective and moves us all through play.

## PLAY FOR MOTION

Motion play creates a childhood experience like no other by creating movement for children of all abilities and providing developmental benefits, including increased spatial awareness, inner ear stimulation and balance. Motion can be a source of calm for children with sensory processing differences while providing delight and excitement for children of all ages.

## PLAY FOR DEVELOPMENT

Play is the work of childhood and helps children express themselves, monitor their emotions and develop a sense of identity that fuels their self-esteem and shapes their world view. Creating environments that foster this growth is at the heart of what we do at Burke and helps to teach resiliency and perseverance, all skills that transcend the playground and help children to develop into successful and healthy adults.

# WORK THAT MOVES US

Our mission is simple – to bring Play That Moves You® to communities around the world. This mission drives us each and every day to innovate the best in play, playgrounds, recreation and outdoor fitness equipment that help everyone find the best of themselves through play. We are passionate about our legacy of customer service and craftsmanship while looking to the future and always striving to be better.

At Burke, play inspires us to create a community of people that are invested in growth, aren't afraid to commit to positive change and seek to enrich and enhance the lives of the people in communities where we serve and live. Researching, innovating and creating products that help communities and people grow and thrive is the core of our purpose. In our own community, we partner with organizations such as the YMCA and Boys and Girls Club of Fond du Lac and we support, on a larger scale, organizations, municipalities, schools, churches and associations to Join Our Movement® and help let play lead the way for change. This is work that moves us and we hope the results move you.

## HANDCRAFTED IN AMERICA'S HEARTLAND

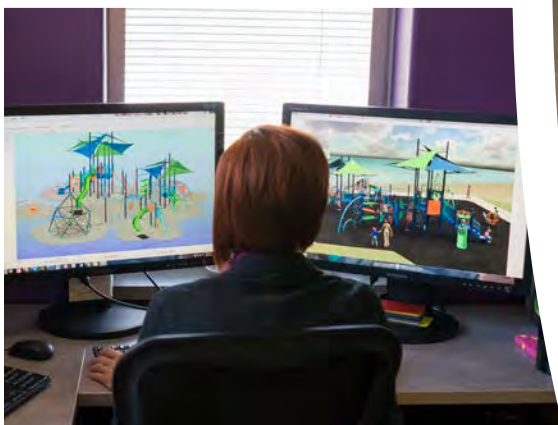
Walk through our Fond du Lac, WI manufacturing facility and you will see playgrounds coming to life through the hands of our people. In the age of assembly lines, we work to combine efficiency with a personal touch that makes every playground special. Bringing quality playgrounds to communities like yours is Work That Moves Us, and we hope the playgrounds we make move you too.

## SUPERIOR SERVICE

Customer Service is a hallmark of Burke and we take pride in the fact that when you call, we answer. We have factory-direct customer service representatives that are available to answer questions, help with replacement parts or field inquiries about installations.

## YOUR BURKE REPRESENTATIVE

We as Burke Representatives are passionate about bringing play to your community and helping you design your perfect play environment! We are knowledgeable and experienced about the entire playground process from site evaluation to design to maintenance and will work with you beyond installation to make sure your playground is, and remains, all you dreamed!



# BURKE'S HISTORY



## MORE THAN A CENTURY OF PLAY

Guided by our legacy of innovation, customer service and creativity, we are making the very best and most innovative playground, outdoor fitness and recreation products in our history! Our founder J.E. Burke set the course more than a century ago and we're taking his vision and making it even bigger! Through research, analysis and continuous improvement, we're designing products and playspaces that bring Play That Moves You® to communities for more fun, movement, engagement and development! Play is our passion, our mission and our business and we can't wait for you to Join Our Movement.



# BURKE BUILT QUALITY

## Discover the value of investing in a Burke Playground:

### KOREKONNECT® DIRECT-BOLT CLAMP SYSTEM:

Nucleus® features our Industry-leading KoreKonnnect direct-bolt clamp system resulting in the strongest and most accurate connection system ever. Factory located connection points make for easy, precise installation and an error-free fit. Best of all, KoreKonnnect is covered for 100 years under our non-prorated Generations Warranty®.

### DIRECT-BOLT CONNECTION SYSTEM:

Intensity®, ELEVATE® Fitness Course, ACTIVATE® Fitness Circuit and Synergy® feature Burke's trusted direct-bolt connection that uses a durable, straightforward direct-bolt system to ensure a trouble-free installation and provide the necessary strength to accommodate the demands of playing children. Like our KoreKonnnect system, Direct-Bolt connections are covered for 100 years under our Generations Warranty.

### EZKONNECT® DECK MOUNTING SYSTEM:

Our exclusive self-leveling deck attachment and factory CNC construction allows for faster and more precise location of decks during installation. The 2-bolt per corner deck attachment increases overall structure strength and stability.

### PLATFORMS:

Burke's oversized non-slip platforms are constructed of heavy-duty punched steel that can support more than 2 tons. Our vinyl coating is California compliant, free of lead and other hazardous heavy metals.

### TAMPER-RESISTANT STAINLESS STEEL HARDWARE:

All hardware is covered for 100 years under our Generations Warranty.

### PREMIUM POWDER COATINGS:

Our industry-leading powder coatings and finishes prevent fading, last longer and deter rust. We also offer a "coastal package" powder coat system. This special powder coat system for metal components and upright posts will provide additional corrosion and chemical protection along with added longevity to the color and gloss retention of the powder coated parts. Contact your Burke Representative for more information on colors, price and warranty.

### COMPOUND PLASTICS WITH UV-20:

You'll get long wear and bright, vibrant colors that hold up for years thanks to our thick, durable rotomolded plastics with UV-20 protection. This is why we can cover them for 15 years under our non-prorated Generations Warranty.

### CLIMBING CABLES:

Our climbing cables are flexible enough to provide movement, yet strong enough to last. Our ropes are made from 6 polyester cords with steel reinforcement wrapped around a synthetic fiber core. Each cord contains 8 galvanized steel strands tightly covered with polyester multi-fibers. Our RopeVenture® cables consist of 6 strands, each containing 24 stainless steel reinforcing strands within a nylon sleeve, wrapped around a solid nylon core.

### ALUMINUM CONNECTORS:

Swivel connectors at the end of our ropes allow assembly at any angle with no unwanted twists in the net. The aluminum fittings used to secure the joints are swaged in place to prevent any movement between the rope and fittings that could cause wear.



# COOPERATIVE PURCHASING OPTIONS

## PLAYGROUNDS WITHOUT ALL THE PAPERWORK

Purchasing with contracts may sound intimidating, but getting your community playspace doesn't need to be a painful process of writing specifications, issuing RFP's and jumping through hoops – it can be simplified – we promise! As you continue planning for your new playground, review the Purchasing Contracts offered through our partners.

### EQUALIS GROUP

Equalis is an innovative cooperative purchasing organization that believes in the power of partnership and that when you work together you achieve more. The basic premise of the Equalis cooperative purchasing organization is to leverage the combined buying power of all members for better pricing and favorable contract terms. Equalis Group uses the lead agency model for competitively bid contracts, provides our participants the savings they expect and offers efficiencies and peace of mind within the procurement process. It is our mission to continuously improve the measurable and meaningful impact of cooperative services for everyone throughout the supply chain.

### GOVMVMT

GOVMVMT is a non-profit group purchasing organization that meets the highest industry standards while putting the public's interest at the forefront of everything they do. Each one of GOVMVMT's first-class suppliers has consciously joined their mission to create the most credible, ethical, and public agency-focused non-profit cooperative purchasing program in the country.

### GSA

Federal parks, child development programs, military bases and other agencies are a major priority for BCI Burke, and agencies can purchase Burke playgrounds through Burke's GSA contract for installation virtually anywhere in the world.

### OMNIA PARTNERS

OMNIA Partners, Public Sector (Subsidiary National IPA) is the largest and most experienced organization in purchasing and supply chain management. Comprised of participants and suppliers in the public sector, we bring together industry-leading buying power and world-class suppliers to offer an extensive portfolio of competitively solicited and publicly awarded contracts and partnerships. OMNIA Partners is proud to offer more value and resources to state and local government, higher education, K-12 education and non-profits.

### SOURCEWELL

As a leader in cooperative purchasing, Sourcewell is passionate about helping members fulfill their public service missions. Sourcewell builds strong relationships with members and vendors to develop practical solutions together.

The easiest way to Join Our Movement is to call your local Representative at 800.266.1250 or visit [bciburke.com/rep](http://bciburke.com/rep). Our passion is bringing play to communities like yours and we can't wait to help you get started!



# FEATURED PLAY EVENTS



## **15' X 19' SHADEPLAY CANOPY**

ShadePlay Canopies can reduce playground temperature by up to 30 degrees and block up to 90 percent of harmful UV radiation.



## **CRESCENT CHIMES PANEL**

Create the perfect play area for children with Burke's Interactive Play Panels. The play panels encourage exploration, interaction and develop fine-motor skills for children with all abilities.



## **ROCK 'N' ROLL SLIDE**

This exclusive slide adds excitement to your playgrounds. It features 'Burke Built™' quality, and the double-wall compounded plastic construction means it is stronger and will last longer.

# FEATURED PLAY EVENTS



## **Odyssey Post Link - Double**

This awesome climber creates a more advanced and complex climbing experience on a playground structure. Kids love a challenge, and this deck link provides them with options to climb around, through or over!



## **Ara Chi Shade**

The Ara Shade System provides protection from the sun with 97% UV screen protection and is designed to withstand up to 90mph winds. The addition of Ara can change the entire look of the space and elevate the design to a whole new level!



## **Konnection™ Swing**

The Konnection Swing promotes intergenerational play, engagement and interaction when adults and children swing together. Children can also enjoy swinging together while advancing skills such as cooperation and teamwork.

### DESIGN SUMMARY

Innovative Playgrounds is very pleased to present this Proposal for consideration for the Galster Wilderness Park located in West Covina. BCI Burke Company, LLC has been providing recreational playground equipment for over 100 years and has developed the right mix of world-class capabilities to meet the initial and continuing needs of City of West Covina. We believe our proposal will meet or exceed your project's requirements and will deliver the greatest value to you.

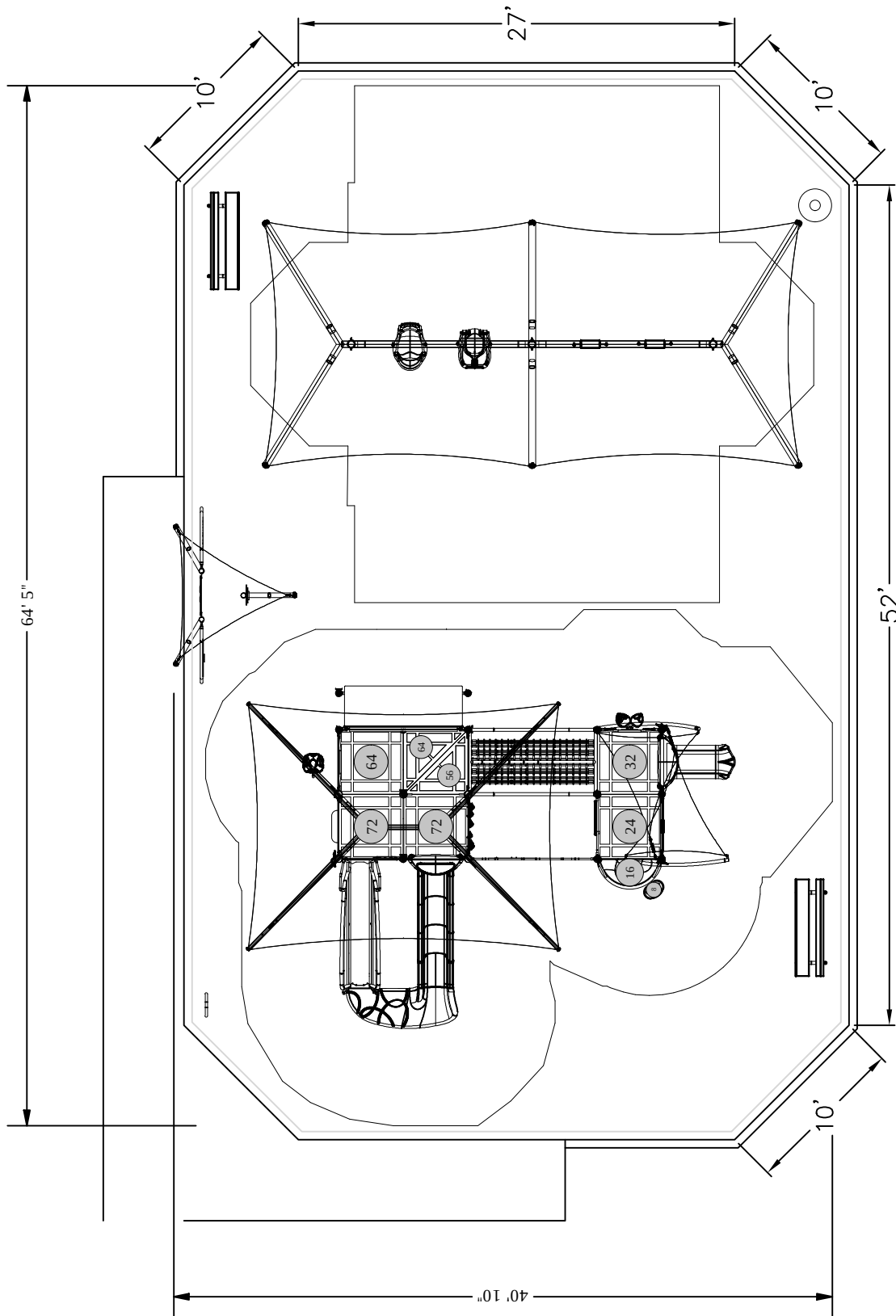
The following is a summary of some of the key elements of our Proposal:

- Project Name: Galster Wilderness Park
- Project Number: 513-222341-1
- User Capacity: 91
- Age Groups: 5 to 12
- Dimensions: 64' 5" x 38' 10"
- Designer: Pa Der Vang

Innovative Playgrounds has developed a custom playground configuration based on the requirements as they have been presented for the Galster Wilderness Park playground project. Our custom design will provide a safe and affordable playground environment that is aesthetically pleasing, full of fun for all users and uniquely satisfies your specific requirements. In addition, proposal # 513-222341-1 has been designed with a focus on safety, and is fully compliant with ASTM F1487 and CPSC playground safety standards.

We invite you to review this proposal for the Galster Wilderness Park project and to contact us with any questions that you may have.

Thank you in advance for giving us the opportunity to make this project a success.



PLEASE NOTE: ALTHOUGH ALL ATTEMPTS HAVE BEEN MADE TO PROVIDE AN ACCURATE SITE, IT MAY NOT TRULY REPRESENT THE AREA WHERE THIS PLAYGROUND LAYOUT IS TO BE PLACED. UNLESS OTHERWISE NOTED THE PLAY AREA IS ASSUMED TO BE LEVEL.

AREA: 2,625 SQUARE FEET

The use and layout of play components identified in this plan conform to the CPSC guidelines. U.S. CPSC recommends the separation of age groups in playground layouts.

| PLAYGROUND ACCESSIBILITY (Provided/Required) |                 |                            |                        |                        |
|----------------------------------------------|-----------------|----------------------------|------------------------|------------------------|
| TOTAL EVENTS                                 | ELEVATED EVENTS | TRANSFER ACCESSIBLE EVENTS | RAMP ACCESSIBLE EVENTS | TYPES OF GROUND EVENTS |
| 25                                           | 11 / 6          | 11 / 0                     | 0 / 0                  | 6 / 3                  |

OVERALL BOUNDING OF USE ZONES  
 Area: 2622.6 sq. ft.  
 Perimeter: 210.2 ft.  
 STRUCTURE SIZE: 40' 10" x 64' 5"  
 POST SIZE(S): 5, 3.5"

\*\*The space requirements shown here are to ASTM standards. Requirements for other standards may be different.

SERIES LINE: Burke Basics | ShadePlay Max | Nucleus | Intensity | Synergy

SITE PLAN VIEW

GROUP:  
 Structure | FS Panels | Freestanding

Galster Wilderness Park  
 West Covina, CA 91791

09/01/2026

DESIGNED FOR AGES:  
 5 to 12

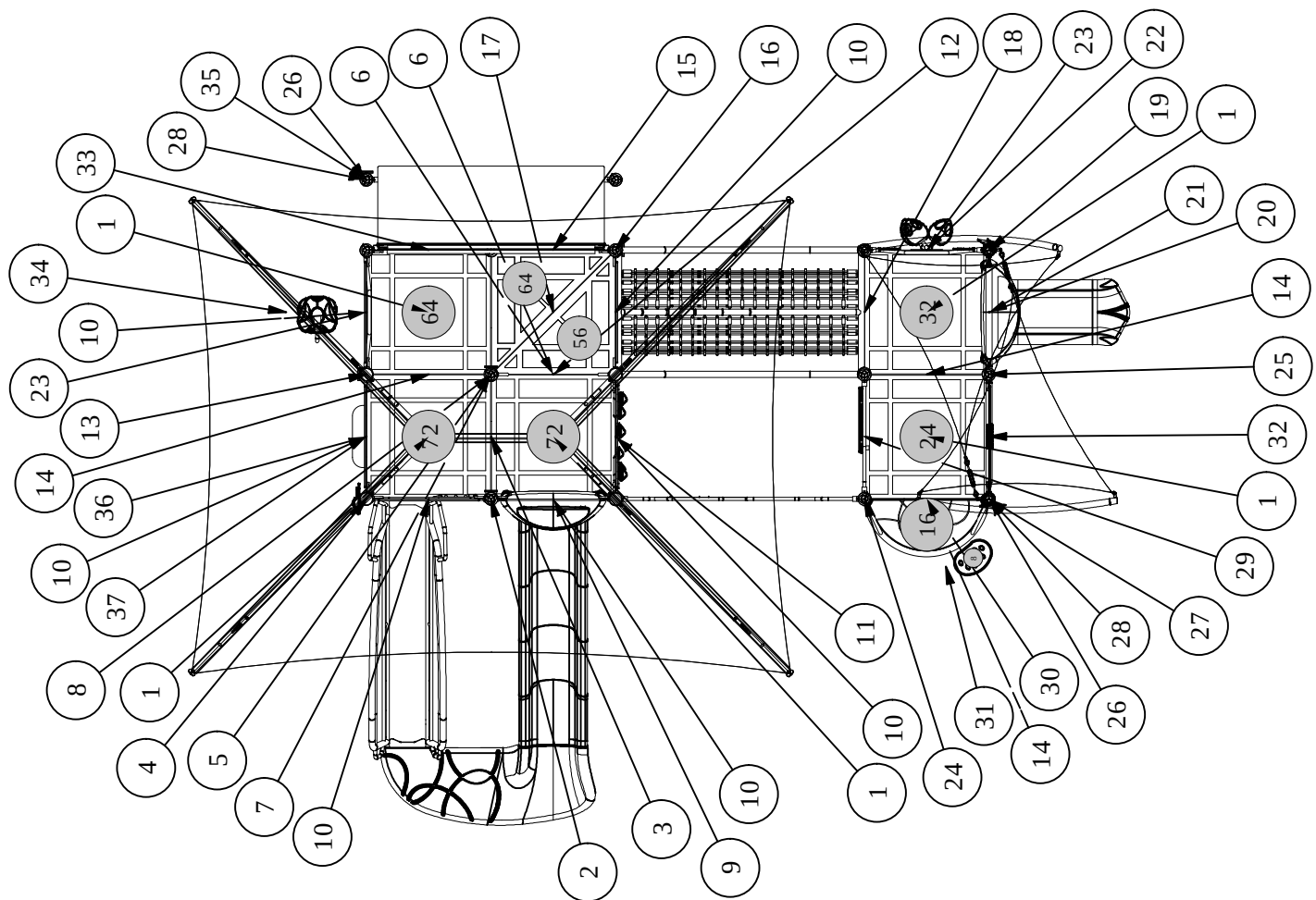


Innovative Playgrounds

513-222341-1

Designer: Pa Der Vang

| ITEM | COMP.    | DESCRIPTION                           |
|------|----------|---------------------------------------|
| 1    | 270-0130 | SQUARE PLATFORM                       |
| 2    | 570-2721 | DOTS POST MOUNTED SPINNER             |
| 3    | 470-0778 | EZ TENSION 15' X 19' SHADEPLAY CANOPY |
| 4    | 570-2752 | RING SINGLE POST ACTIVITY             |
| 5    | 570-2724 | RADIATE POST MOUNTED SPINNER          |
| 6    | 370-0016 | GRAB BAR ASSEMBLY                     |
| 7    | 570-2708 | CHIMES CRESCENT PANEL, RIGHT          |
| 8    | 570-2707 | RAIN CRESCENT PANEL                   |
| 9    | 470-0966 | 360 LOOP, 72"                         |
| 10   | 570-1691 | CUSTOM PANEL 17                       |
| 11   | 370-0289 | CLIFF CREST CLIMBER, 72"              |
| 12   | 270-0300 | ABSTRACT PLATFORM LADDER 16"          |
| 13   | 570-2722 | PETALS POST MOUNTED SPINNER           |
| 14   | 270-0009 | 8" CLOSURE PLATE, ELLIPSE             |
| 15   | 350-1320 | CUSTOM PEDIMENT PANEL                 |
| 16   | 570-2725 | SPOKES POST MOUNTED SPINNER           |
| 17   | 270-0301 | SPLIT SQUARE PLATFORMCLOSURE PLATE    |
| 18   | 370-0188 | 8" ROPE TUNNEL                        |
| 19   | 570-2726 | WAVES POST MOUNTED SPINNER            |
| 20   | 470-0836 | ROCK'N ROLL SLIDE, 24-32 W/O HOOD     |
| 21   | 470-0967 | SLIDE HOOD, LOW SIDE WALL             |
| 22   | 370-0088 | LEAF CLIMBER 32"                      |
| 23   | 270-0192 | CLUBHOUSE UNITARY ENCLOSURE           |
| 24   | 370-0033 | ODYSSEY POST LINK DOUBLE              |
| 25   | 470-0749 | ARA CHI SHADE CANOPY                  |
| 26   | 670-1000 | METAL STRUCTURE ID LABEL              |
| 27   | 675-1003 | CALIFORNIA PROP 65 STICKER            |
| 28   | 670-0512 | METAL 5-12 WARNING LABEL              |
| 29   | 270-0194 | CLUBHOUSE OFFSET ENCLOSURE, LEFT      |
| 30   | 470-0075 | CRESCENT PLATFORM                     |
| 31   | 580-1364 | LIL NOVO BEAN STEP                    |
| 32   | 570-2719 | SEEK'N FIND 2-SIDED PLAY PANEL        |
| 33   | 350-0874 | CUSTOM GENERAL STORE FRONT            |
| 34   | 560-0067 | FS APPROACH CLIMBER, 4 POD            |
| 35   | 570-2723 | PINWHEEL POST MOUNTED SPINNER         |
| 36   | 570-2634 | CUSTOM CURVED 41 2 SIDED              |
| 37   | 570-0702 | CUSTOM PANEL 22 WITH COUNTER          |



SERIES LINE: Nucleus | Intensity | Burke Basics

GROUP:  
Structure

DESIGNED FOR AGES:  
5 to 12

Galster Wilderness Park  
West Covina, CA 91791

**Burke**  
PLAY THAT MOVES YOU

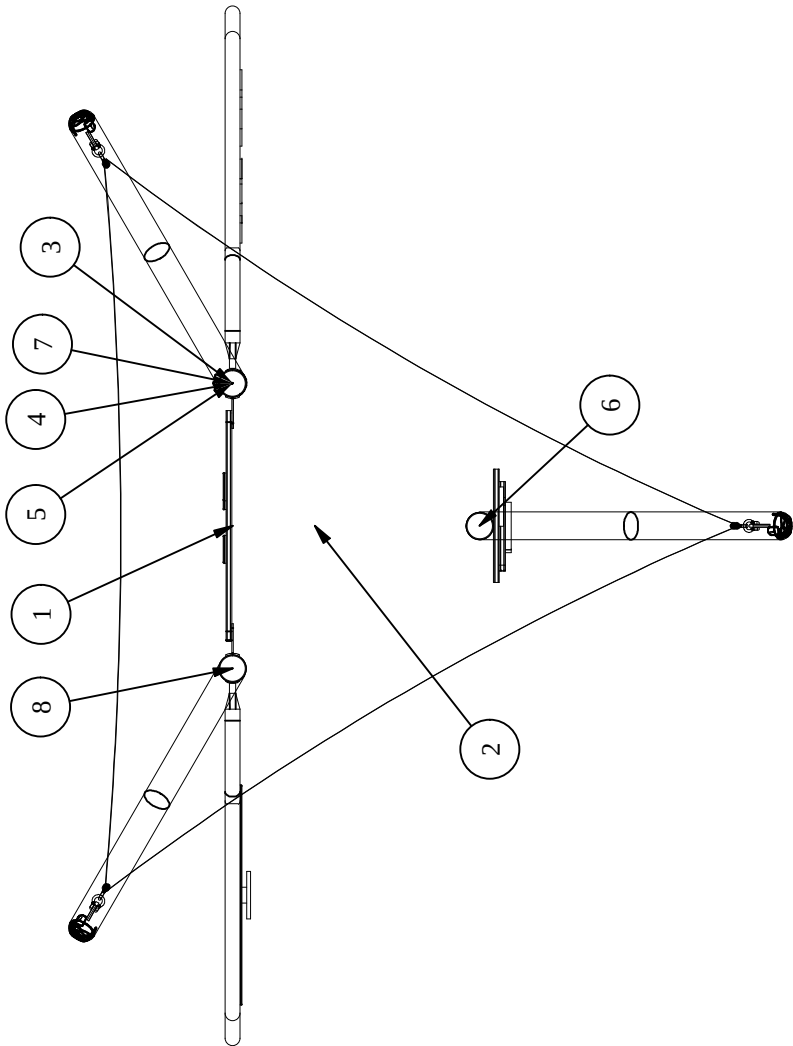
COMPONENT VIEW

09/01/2026

Innovative Playgrounds  
513-222341-1

Designer: Pa Der Vang

| ITEM | COMP.    | DESCRIPTION                 |
|------|----------|-----------------------------|
| 1    | 590-0094 | BUG PANEL, ACCESSIBLE REACH |
| 2    | 490-0234 | Synergy ShadePlay Triangle  |
| 3    | 690-1000 | METAL STRUCTURE ID LABEL    |
| 4    | 695-1003 | CALIFORNIA PROP 65 STICKER  |
| 5    | 590-0104 | 3-IN-A-ROW RING PANEL       |
| 6    | 590-0466 | ACORN HUNT                  |
| 7    | 690-0512 | METAL 5-12 WARNING LABEL    |
| 8    | 590-0106 | COLLISION RING PANEL        |



SERIES LINE:Synergy

COMPONENT VIEW

GROUP:  
FS Panels

Galster Wilderness Park  
West Covina, CA 91791

09/01/2026

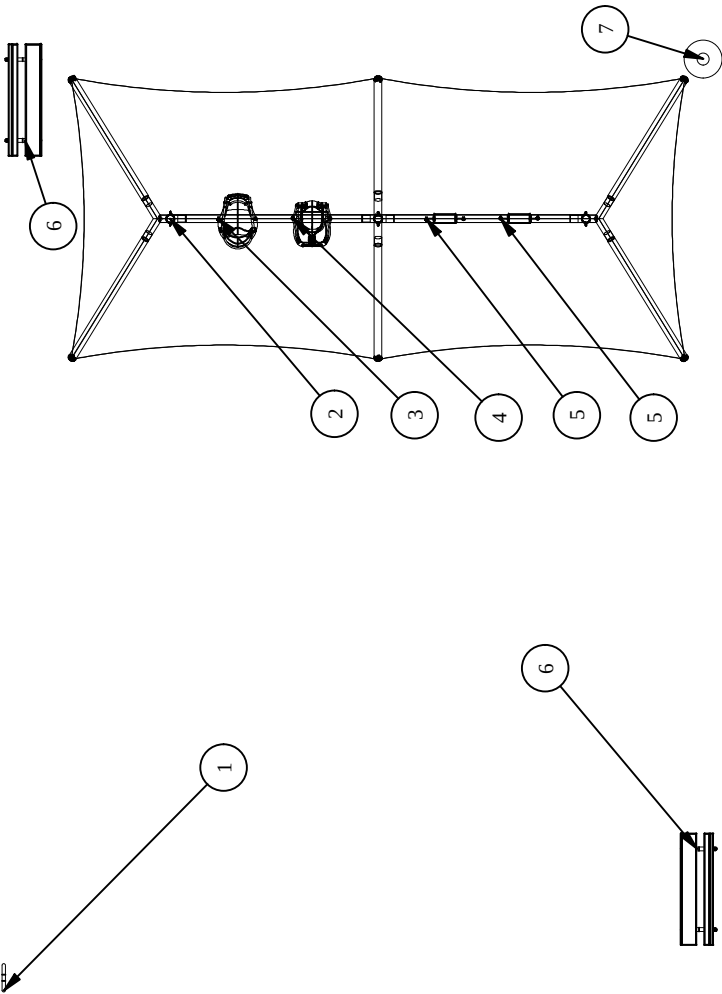
DESIGNED FOR AGES:  
5 to 12



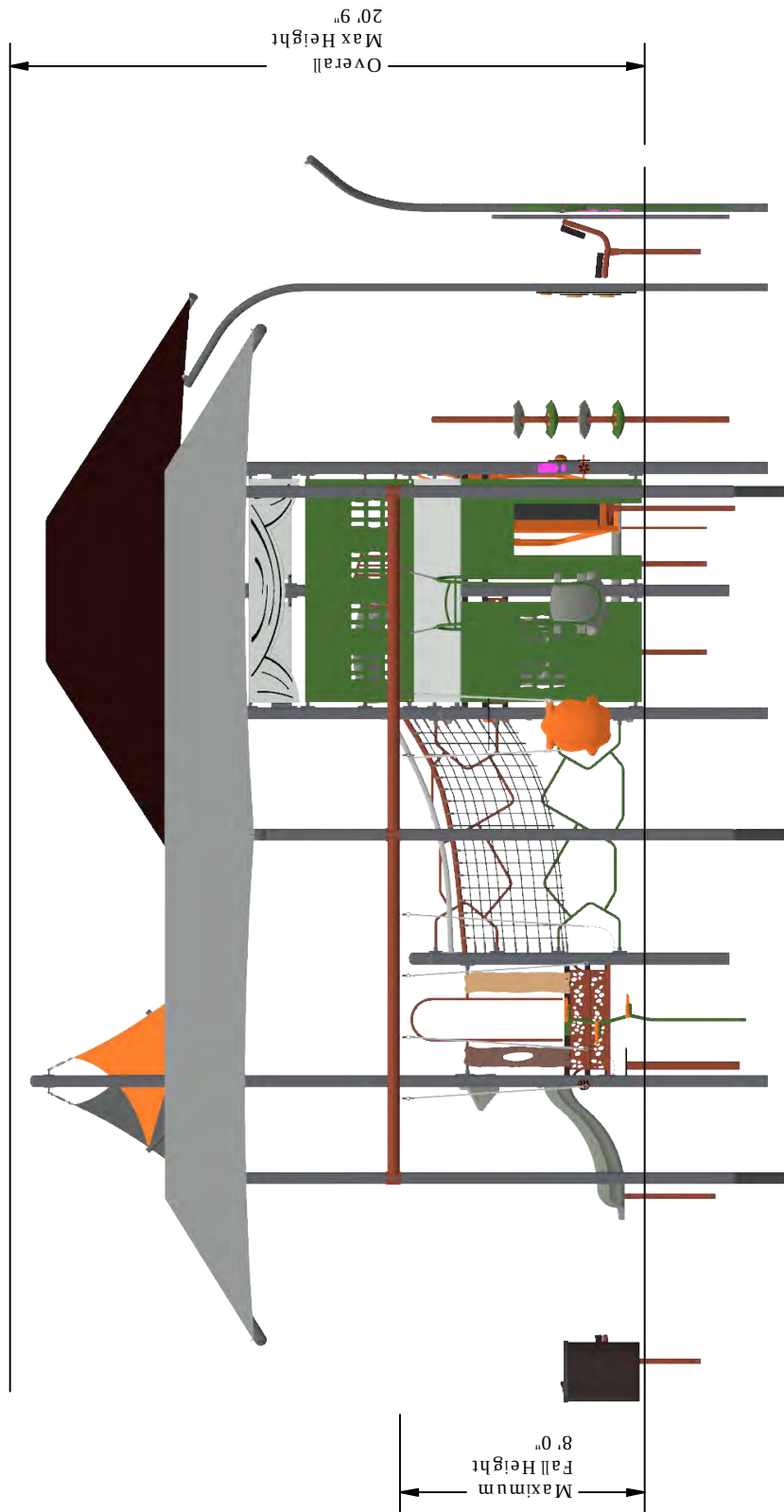
Innovative Playgrounds  
513-222341-1

Designer: Pa Der Vang

| ITEM | COMP.    | DESCRIPTION                                     |
|------|----------|-------------------------------------------------|
| 1    | 580-1399 | WELCOME SIGN, CUSTOM                            |
| 2    | 550-0210 | SHADEPLAY MAX DOUBLE BAY SWING CANOPY 15' X 33' |
| 3    | 550-0191 | KONNECTION SWING                                |
| 4    | 550-0171 | FREEDOM SWING SEAT, 8' BEAM, STD CHAIN          |
| 5    | 550-0111 | BELT SEAT, 8' SINGLE, STD CHAIN                 |
| 6    | 580-0172 | 6' PVC TRADITIONAL BENCH W/BACK, STATIONARY     |
| 7    | 580-0184 | PVC LG STAT FLAT COVER                          |



|                                                                                                     |  |                                                |  |
|-----------------------------------------------------------------------------------------------------|--|------------------------------------------------|--|
| <p><b>SERIES LINE:</b>Burke Basics   ShadePlay Max</p>                                              |  | <p><b>COMPONENT VIEW</b></p>                   |  |
| <p><b>GROUP:</b><br/>Freestanding</p>                                                               |  | <p>09/01/2026</p>                              |  |
| <p><b>DESIGNED FOR AGES:</b><br/>5 to 12</p>                                                        |  | <p>Innovative Playgrounds<br/>513-222341-1</p> |  |
| <p>Galster Wilderness Park<br/>West Covina, CA 91791</p>                                            |  | <p>Designer: Pa Der Vang</p>                   |  |
| <p>BCI BURKE COMPANY, LLC   PO BOX 549 FOND DU LAC, WI 54936-0549   920.921.9220   BCIBURKE.COM</p> |  |                                                |  |



SERIES LINE: Burke Basics | ShadePlay Max | Nucleus | Intensity | Synergy

ELEVATION VIEW

GROUP:  
Structure | FS Panels | Freestanding

Galster Wilderness Park  
West Covina, CA 91791

09/01/2026

DESIGNED FOR AGES:  
5 to 12

**Burke**  
PLAY THAT MOVES YOU

Innovative Playgrounds  
513-222341-1

Designer: Pa Der Vang

BCI BURKE COMPANY, LLC | PO BOX 549 FOND DU LAC, WI 54936-0549 | 920.921.9220 | BCIBURKE.COM

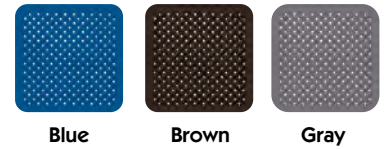


# COLORS THAT MOVE YOU

## POWDER COAT PAINT



## PLATFORMS



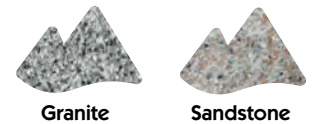
## SOLIS HUE TOPPERS



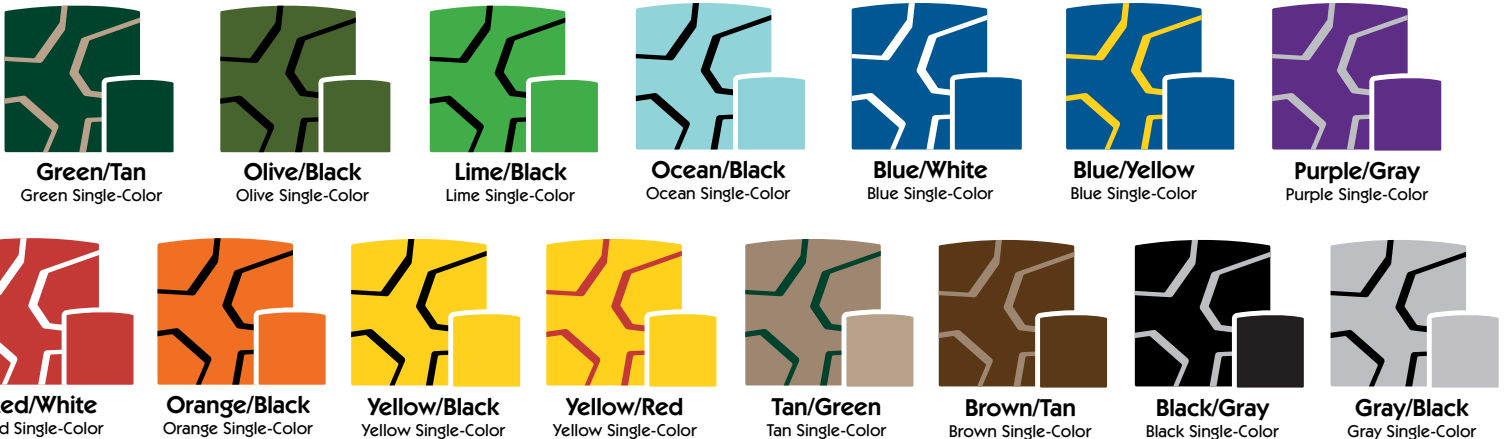
## TRADITIONAL SERIES SITE AMENITIES



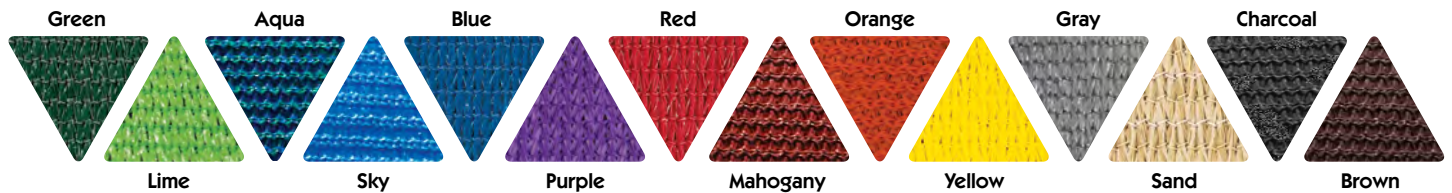
## ROCKIT CLIMBERS



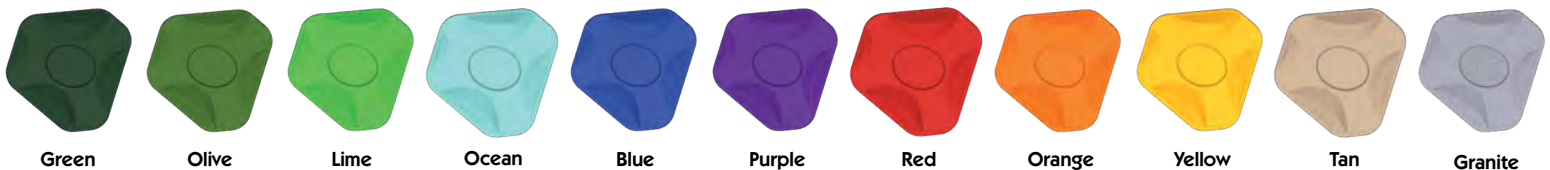
## HDPE PLASTIC PANELS



## SHADE CANOPIES



## ROTOMOLD PLASTIC



VISIT [BCIBURKE.COM/COLOR](https://bciburke.com/color) TO CUSTOMIZE YOUR PLAYGROUND COLORS!

# BURKE GENERATIONS WARRANTY®

BCI Burke Company, LLC ("Burke") warrants that all standard products are warranted to be free from defects in materials and workmanship, under normal use and service, for a period of one (1) year from the date of shipment.

## We stand behind our products.

In addition, the following products are warranted, under normal use and service from the date of shipment as follows:

- One Hundred (100) Year Limited Warranty on aluminum and steel upright posts (including Nucleus®, Nucleus Evolution®, Nucleus Aspire®, Intensity®, Level X®, Synergy®, Synergy Imagination® & 4ME®) against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on KoreConnect® Clamp Castings against structural failure due to corrosion, deterioration or workmanship.
- One Hundred (100) Year Limited Warranty on Hardware (nuts, bolts, washers).
- One Hundred (100) Year Limited Warranty on bolt-through and direct-bolt fastening and clamp systems (Synergy®, Intensity®, Nucleus®).
- Twenty-Five (25) Year Limited Warranty on spring assemblies and aluminum cast animals.
- Fifteen (15) Year Limited Warranty on structure platforms and decks, metal roofs, table tops, bench tops, railings and barriers against structural failure due to materials or workmanship.
- Fifteen (15) Year Limited Warranty on all plastic components against structural failure due to materials or workmanship.
- Ten (10) Year Limited Warranty on ShadePlay® Canopies fabric, threads, and cables against degradation, cracking or material breakdown resulting from ultra-violet exposure, natural deterioration or manufacturing defects. This warranty is limited to the design loads as stated in the specifications.
- Ten (10) Year Limited Warranty on NaturePlay® Boulders and GFRC products against structural failure due to natural deterioration or workmanship. Natural wear, which may occur with any concrete product with age, is excluded from this warranty.
- Ten (10) Year Limited Warranty on Full Color Custom Signage against manufacturing defects that cause delamination or degradation of the sign. Full Color Custom Signs also carry a two (2) year warranty against premature fading of the print and graphics on the signs.
- Five (5) Year Limited Warranty on Nucleus®, Intensity®, and RopeVenture® cables against premature wear due to natural deterioration or manufacturing defects. Determination of premature wear will be at the manufacturer's discretion.
- Five (5) Year Limited Warranty on rubber belt material against premature wear due to natural deterioration or manufacturing defects. Determination of premature wear will be at the manufacturer's discretion.
- Five (5) Year Limited Warranty on moving parts, including swing components, against structural failure due to materials or workmanship.
- Five (5) Year Limited Warranty on PlayEnsemble® cables and mallets against defects in materials and workmanship.
- Three (3) Year Limited Warranty on electronic panel speakers, sound chips and circuit boards against electronic failure caused by manufacturing defects.

The warranty stated above is valid only if the equipment is erected in conformity with the layout plan and/or installation instructions furnished by BCI Burke Company, LLC using approved parts; have been maintained and inspected in accordance with BCI Burke Company, LLC instructions. Burke's liability and your exclusive remedy hereunder will be limited to repair or replacement of those parts found in Burke's reasonable judgment to be defective. Any claim made within the above stated warranty periods must be made promptly after discovery of the defect. A part is covered only for the original warranty period of the applicable part. Replacement parts carry the applicable warranty from the date of shipment of the replacement from Burke. After the expiration of the warranty period, you must pay for all parts, transportation and service charges.

Burke reserves the right to accept or reject any claim in whole or in part. Burke will not accept the return of any product without its prior written approval. Burke will assume transportation charges for shipment of the returned product if it is returned in strict compliance with Burke's written instructions.

**THE FOREGOING WARRANTIES ARE EXCLUSIVE AND IN LIEU OF ANY OTHER WARRANTY, EXPRESS OR IMPLIED, INCLUDING BUT NOT LIMITED TO ANY IMPLIED WARRANTY OR MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE. IF THE FOREGOING DISCLAIMER OF ADDITIONAL WARRANTIES IS NOT GIVEN FULL FORCE AND EFFECT, ANY RESULTING ADDITIONAL WARRANTY SHALL BE LIMITED IN DURATION TO THE EXPRESS WARRANTIES AND BE OTHERWISE SUBJECT TO AND LIMITED BY THE TERMS OF BURKE'S PRODUCT WARRANTY. SOME STATES DO NOT ALLOW THE EXCLUSION OF CERTAIN IMPLIED WARRANTIES, SO THE ABOVE LIMITATION MAY NOT APPLY TO YOU.**

**Warranty Exclusions:** The above stated warranties do not cover: "cosmetic" defects, such as scratches, dents, marring, or fading; damage due to incorrect installation, vandalism, misuse, accident, wear and tear from normal use, exposure to extreme weather; immersion in salt or chlorine water, unauthorized repair or modification, abnormal use, lack of maintenance, or other cause not within Burke's control; and

**Limitation of Remedies:** Burke is not liable for consequential or incidental damages, including but not limited to labor costs or lost profits resulting from the use of or inability to use the products or from the products being incorporated in or becoming a component of any other product. If, after a reasonable number of repeated efforts, Burke is unable to repair or replace a defective or nonconforming product, Burke shall have the option to accept return of the product, or part thereof, if such does not substantially impair its value, and return the purchase price as the buyer's entire and exclusive remedy. Without limiting the generality of the foregoing, Burke will not be responsible for labor costs involved in the removal of products or the installation of replacement products. Some states do not allow the exclusion of incidental damages, so the above exclusion may not apply to you.

The environment near a saltwater coast can be extremely corrosive. Some corrosion and/or deterioration is considered "normal wear" in this environment. Product installed within 500 yards of a saltwater shoreline will only be covered for half the period of the standard product warranty, up to a maximum of five years, for defects caused by corrosion. Products installed in direct contact with saltwater or that are subjected to salt spray are not covered by the standard warranty for any defects caused by corrosion.

Contact your local Burke Representative for warranty information regarding Burke Turf® and Burke Tile products.

## Terms of Sale

**Pricing:** Prices published in this catalog are in USD, are approximate and do not include shipping & handling, surfacing, installation nor applicable taxes. All prices are subject to change without notice. Contact your Burke representative for current pricing. Payments are to be made in USD.

**Weights:** Weights are approximate and may vary with actual orders.

**Installation:** All equipment is shipped unassembled. For a list of factory-certified installers in your area, please contact your Burke representative.

**Specifications:** Product specifications in this catalog were correct at the time of publication. However, product improvements are ongoing at Burke, and we reserve the right to change or discontinue specifications without notice.

**Loss or Damage in Transit:** A signed bill of lading is our receipt from a carrier that our shipment to you was complete and in good condition upon arrival. Before you sign, please check the Bill of Lading carefully when the shipment arrives to make sure nothing is missing and there are no damages. Once the shipment leaves our plant, we are no longer responsible for any damage, loss or shortage.

For more information regarding the warranty, call Customer Service at 920-921-9220 or 800-356-2070.

01/2025

Innovative Playgrounds Co., Inc.  
12407 E. Slauson Ave. Unit D  
Whittier, CA 90606  
562-693-5200  
www.innovplay.com



## Estimate

## ADDRESS

City of West Covina  
1444 West Garvey Ave.  
West Covina, CA 91790  
SOURCEWELL ID #28903

## SHIP TO

Galster Wilderness Park  
City of West Covina  
1620 E. Aroma Dr.  
West Covina, CA 91791

| ESTIMATE # | DATE       |  |
|------------|------------|--|
| 11321      | 09/16/2026 |  |

## TRACKING NO.

New 5-12 Play Equip.

## SALES REP

ALVINO

| ACTIVITY                     | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | AMOUNT      |
|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| <b>PLAY UNIT</b>             | Supply Burke Play Equipment as per drawing #513-222341-1, includes (1) "Nucleus Series" Unit for 5-12 age group with 5" OD aluminum posts, integrated shade, (1) Freestanding ADA Accessible Activity Panel Cluster with integrated shade, (1) Burke Shadeplay Max Double Bay Swing at 8' top rail with (2) Belt Seats, (1) ADA Freedom Seat, and (1) Konnection Parent/Child Swing with chains, (2) 6' PVC Traditional Series Bench with Back, Stationary, (1) PVC Stationary Flat Cover Trash Receptacles, and (1) Freestanding Welcome/Safety Age Sign.<br><b>LIST PRICE: \$130,369.00</b><br><b>"SOURCEWELL CUSTOMER DISCOUNT" APPLIED: (\$13,036.90)</b><br><b>(Burke Sourcewell Contract # 101625-BUR)</b> | 117,332.10T |
| <b>PLAY EQUIPMENT</b>        | Upcharge for (1) Custom Seek'n'Find Panel and (6) Spinners. (Open Market)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | 2,500.00T   |
| <b>KIT-2</b>                 | FREE Maintenance Kit (includes installation booklet, graffiti remover, tools and touch up Paint).<br><b>LIST PRICE \$500.00</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0.00T       |
| <b>WARRANTY</b>              | LONGEST AND STRONGEST WARRANTY, INCLUDING UV-20 PROTECTION ON PLASTICS.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0.00        |
| <b>PIP-1</b>                 | Supply approx. (2,625) Sq. Ft. of 3.5" thick Pour in Place surfacing with 1/2" TPV cap. PIP to be as per the renderings with aliphatic binder.<br><b>LIST PRICE: \$55,152.37</b><br><b>"SOURCEWELL CUSTOMER DISCOUNT" APPLIED: (\$2,757.62)</b><br><b>(Burke Sourcewell Contract # 101625-BUR)</b>                                                                                                                                                                                                                                                                                                                                                                                                               | 52,394.75T  |
| <b>INSTALL-PIP</b>           | Install approx. (2,625) Sq. Ft. of 3.5" thick Pour in Place surfacing with 1/2" TPV cap and aliphatic binder.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 33,820.14   |
| <b>FREIGHT</b>               | Shipping charge to WEST COVINA, CA. Freight price valid for 30 days only, due to fluctuating fuel pricing. Please requote after <b>10/15/26</b> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 6,404.10    |
| <b>INCLUDES</b>              | Pricing includes prevailing wage rates.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 0.00T       |
| <b>EXCLUDES</b>              | Pricing excludes regular wage rates, 3rd Party CPSI Audit, permits, bonds, any border material and/or concrete curbing, fencing (temporary and/or permanent), special installation due to unforeseen site conditions and any additional site work/preparation/amenities. Direct cost for any additional insurance limits above what is offered on our current policy for GL, WC, and Auto will be directly charged to customer if required by contract.                                                                                                                                                                                                                                                          | 0.00T       |
| <b>SPECIAL NOTE-Contract</b> | ***<br><b>SPECIAL NOTE:</b><br>City/Contractor are responsible for receiving and unloading pallets of both PIP rubber materials and Burke equipment upon delivery to the park. Contractor shall provide storage containers or coordinate secure on-site storage with the City to ensure all materials and equipment are properly stored and protected until installation.                                                                                                                                                                                                                                                                                                                                        | 0.00        |

ESTIMATE VALID FOR 30 DAYS

Acceptance of estimate: the above prices, specifications and conditions are satisfactory and are hereby accepted. Any alterations or deviations from the above will be accepted only upon written notice and will become an extra charge over and above the estimate period. 50% deposit due with order, unless net 30 terms have been approved.

| ACTIVITY | DESCRIPTION                                                                                                                                                                                                                                                                                                             | AMOUNT |
|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
|          | ***<br>Product pricing is subject to increase in 2027 approximately 6%. All orders must be placed by 12/18/2026 to receive the pricing on this estimate. No exceptions will be made, please plan accordingly.<br><br>***<br>PAYMENT TERMS:<br>NET 30 ON PO'S FROM CITIES, SCHOOL DISTRICTS, STATE, OR FEDERAL ENTITIES. |        |

|             |              |
|-------------|--------------|
| SUBTOTAL    | 212,451.09   |
| TAX (9.75%) | 16,792.12    |
| TOTAL       | \$229,243.21 |

Accepted By

Accepted Date

ESTIMATE VALID FOR 30 DAYS  
Acceptance of estimate: the above prices, specifications and conditions are satisfactory and are hereby accepted. Any alterations or deviations from the above will be accepted only upon written notice and will become an extra charge over and above the estimate period. 50% deposit due with order, unless net 30 terms have been approved.









**RESOLUTION NO. 2026-101**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027 (GALSTER PARK IMPROVEMENTS)**

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

**WHEREAS**, on May 5, 2026, the City Manager presented to the City Council a proposed budget for Fiscal Year 2026-27 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 16, 2026, the City Council adopted a budget for Fiscal Year 2026-27; 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. 2027-10, attached hereto as Exhibit A, for Fiscal Year 2026-27.

**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 20th day of October, 2026.

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Letty Lopez-Viado  
Mayor

**APPROVED AS TO FORM**

**ATTEST**

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Thomas P. Duarte  
City Attorney

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Lisa Sherrick, CMC  
Assistant City Clerk

I, LISA SHERRICK, CMC, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2026-101 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 20th day of October, 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 2026-27  
Budget Amendment No. 2027-10

| Fund No. - Name            | Current Budget | Proposed Amendment | Amended Budget |
|----------------------------|----------------|--------------------|----------------|
| <b>Fund 236 –MEASURE A</b> |                |                    |                |
| Revenue                    | 1,222,100      | 458,400            | 1,680,500      |
| Expenditures               | 340,000        | 458,400            | 798,400        |
| Net Change in Fund Balance | 882,100        | 0                  | 882,100        |
| REVENUE TOTAL INCREASE     |                | 458,400            |                |
| EXPENDITURE TOTAL INCREASE |                | 458,400            |                |



## AGENDA STAFF REPORT

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City of West Covina | Office of the City Manager

**DATE:** October 20, 2026

**TO:** Mayor and City Council

**FROM:** Milan Mrakich, City Manager

**SUBJECT: CONSIDERATION OF AUTHORIZATION AND APPROVAL OF A PURCHASE ORDER TO KOMPAN CALIFORNIA, INC. FOR WOODGROVE PARK PLAYGROUND EQUIPMENT PROCUREMENT, AND DIRECTION TO STAFF TO ISSUE A NOTICE INVITING BIDS FOR INSTALLATION SERVICES**

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### RECOMMENDATION:

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

1. Approve the playground equipment and design provided by Kompan California, Inc. for the Woodgrove Park improvements project.
2. Authorize the City Manager to issue a purchase order to Kompan California, Inc. for the procurement of playground equipment for Woodgrove Park, in an amount not to exceed \$279,292.53.
3. Adopt the following resolution:  
**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027 (WOODGROVE PARK PLAYGROUND EQUIPMENT)**
4. Authorize the City Manager to execute documents necessary to implement the procurement.
5. Direct staff to prepare and issue a Notice Inviting Bids for the installation of the Woodgrove Park playground equipment and associated work, consistent with the approved playground design and project requirements.

### BACKGROUND:

The Los Angeles County Regional Park and Open Space District (RPOSD) is responsible for implementing and administering the Los Angeles County Safe, Clean Neighborhood Parks and Beaches Measure of 2016 (Measure A). Seventy-five percent (75%) of Los Angeles County voters approved Measure A in November 2016, which authorizes dedicated local funding for park, recreation, and open space projects and their maintenance through an annual special tax of 1.5 cents per square foot of building floor area on all taxable real property in the County.

The City of West Covina annually receives approximately \$340,000 for new projects and \$75,000 for maintenance and servicing. Maintenance and servicing can be used to maintain approved Measure A projects after completion. All projects are required to go through a grant approval process and community input.

The Woodgrove Park playground was identified as a high priority due to the age of the equipment and repairs needed. Staff applied for and received approval from RPOSD for funding in the amount of \$679,800 for a new playground at Woodgrove Park.

#### **DISCUSSION:**

On August 18, 2026, the City Council approved moving forward with Phase I of the Parks and Recreation Master Plan. Phase I includes improvements at several City parks, including playground improvements at Galster Park, Orangewood Park, and Woodgrove Park.

The Parks and Recreation Master Plan provides a framework for maintaining and modernizing the City's park system, improving accessibility, and expanding recreation opportunities based on community needs and available resources.

As part of the initial implementation of Phase I, staff sought preliminary playground concepts from Kompan California, Inc., Great Western Recreation, LLC, and Innovative Playgrounds Company, Inc.

At the Community and Senior Services Commission meeting held on September 9, 2026, representatives from Great Western Recreation, Innovative Playgrounds Company and Kompan California, Inc. presented their playground concepts and design approaches. For the Woodgrove Park playground improvements project, the Commission selected and approved the design and equipment presented by Kompan California, Inc. included as Attachment 2.

For the Woodgrove Park project, staff proposes to use a two-phase approach and proceed with procurement of the playground equipment and solicit competitive bids for installation services.

Staff recommends proceeding with the procurement of the playground equipment from Kompan California, Inc. based on the proposal and design included as Attachment No. 1. The equipment will be purchased using the Kompan California, Inc. Omnia Partners Contract # 2017001135 in the amount of \$279,292.53. The equipment proposal and project renderings are intended to establish the equipment and overall design to be incorporated into the installation bid package.

Following authorization to procure the equipment, staff will prepare and issue a Notice Inviting Bids for installation services. The installation bid package will identify the approved playground equipment, surfacing requirements, site preparation and related work, project schedule, prevailing-wage requirements, contractor licensing and registration requirements, insurance and bonding requirements, and other applicable City contracting requirements.

Staff will return to Council with a recommendation to approve the agreement for equipment installation.

#### **LEGAL REVIEW:**

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

#### **OPTIONS:**

The City Council has the following options:

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

**Prepared by:** Renee M. G. Chavez, Management Analyst I

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#### **Fiscal Impact**

#### **FISCAL IMPACT:**

| <b>Project No.</b>                             | <b>Funding Source / Account No.</b>                         | <b>Amount</b> |
|------------------------------------------------|-------------------------------------------------------------|---------------|
| C27005 (Woodgove Park Playground Improvement)  | Measure A - 236.407.61.00.00.00.45.45400.<br>(Revenues)     | \$679,800     |
| C27005 (Woodgrove Park Playground Improvement) | Measure A - 236.503.80.84.00.00.77.77000.<br>(Expenditures) | \$679,800     |
|                                                | <b>TOTAL</b>                                                |               |

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### **Attachments**

Attachment No. 1 - KOMPAN Sales\_Proposal\_SP176055\_2

Attachment No. 2- KOMPAN Woodgrove Park Playground Design

Attachment No. 3 - Resolution No. 2026-102

**CITY COUNCIL GOALS & OBJECTIVES:** Protect Public Safety  
Achieve Fiscal Sustainability and Financial Stability  
A Creative and Active Community  
A Well-Planned Community  
Enhance City Image and Effectiveness

## Sales - Budget Quote

City of West Covina  
Mike Cresap  
1444 W Garvey Ave S  
Room 316  
West Covina, CA 91790

Quote No. SP176055-2  
Customer No. C0017235  
Document Date 09/30/2026  
Expiration Date 11/29/2026

Sales Representative Mitchell Fink  
Email MitFin@Kompan.com

Project Name US358319 Wood Grove Park

| No.                                                                                 | Description                                                                                               | Qty Unit  | Unit Price | Discount % | Net Price |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-----------|------------|------------|-----------|
| OMNIA Partners Contract #2017001135                                                 |                                                                                                           |           |            |            |           |
| <a href="#">NRO922-CUSTOM</a>                                                       | Swing Frame, 2 seats - Variant<br>20514778<br>Total CO <sub>2</sub> Emission 401.3 LB (401.3 LB/Pieces)   | 1 Pieces  | 4,730.00   | 20.00      | 3,784.00  |
|   |                                                                                                           |           |            |            |           |
| <a href="#">NRO217-CUSTOM</a>                                                       | ROBINIA SIGN M CUSTOM<br>20514777<br>Total CO <sub>2</sub> Emission 100.3 LB (100.3 LB/Pieces)            | 1 Pieces  | 1,030.00   | 20.00      | 824.00    |
|  |                                                                                                           |           |            |            |           |
| <a href="#">NRO854-1001</a>                                                         | Parkour 4 - Untreated<br>In-ground 100cm<br>Total CO <sub>2</sub> Emission 1,112.4 LB (1,112.4 LB/Pieces) | 1 Pieces  | 12,100.00  | 20.00      | 9,680.00  |
|  |                                                                                                           |           |            |            |           |
| A870180-06                                                                          | CHAIN COVER KOMPAN<br>CRCD NO. 1900000030                                                                 | 11 Pieces | 16.00      | 20.00      | 140.80    |
| SUR13368                                                                            | Euroflex Half Ball, 695mm<br>Bright Yellow, RAL 1012                                                      | 2 Pieces  | 1,285.00   | 20.00      | 2,056.00  |
|  |                                                                                                           |           |            |            |           |
| SUR13379                                                                            | Euroflex Half Ball, 500mm<br>Bright Orange, RAL 2008                                                      | 4 Pieces  | 867.00     | 20.00      | 2,774.40  |
|  |                                                                                                           |           |            |            |           |

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Customer No. C0017235  
Document Date 09/30/2026  
Expiration Date 11/29/2026

Sales Representative Mitchell Fink  
Email MitFin@Kompan.com

Project Name US358319 Wood Grove Park

| No.                                                                                 | Description                                                                                                                | Qty Unit  | Unit Price | Discount % | Net Price |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------|------------|------------|-----------|
| <a href="#">NRO217-1001</a>                                                         | Sign Age 2-5 Years<br>In-ground 100cm<br>Total CO <sub>2</sub> Emission 100.3 LB (100.3 LB/Pieces)                         | 1 Pieces  | 880.00     | 20.00      | 704.00    |
|    |                                                                                                                            |           |            |            |           |
| <a href="#">NRO400201-1001</a>                                                      | Robina Cliff Rider, H:238Cm<br>Untreated - Wood In-Ground<br>Total CO <sub>2</sub> Emission 4,651.4 LB (4,651.4 LB/Pieces) | 1 Pieces  | 70,700.00  | 20.00      | 56,560.00 |
|  |                                                                                                                            |           |            |            |           |
| SUR13207-251                                                                        | Euroflex Half Ball, 500mm<br>Red, RAL 3016                                                                                 | 2 Pieces  | 419.00     | 20.00      | 670.40    |
|  |                                                                                                                            |           |            |            |           |
| SUR13361                                                                            | Euroflex Half Ball, 500mm<br>Blue, RAL 5015                                                                                | 3 Pieces  | 828.00     | 20.00      | 1,987.20  |
|  |                                                                                                                            |           |            |            |           |
| SUR13211-251                                                                        | Euroflex Half Ball, 500mm<br>Green, RAL 6021                                                                               | 2 Pieces  | 440.00     | 20.00      | 704.00    |
|  |                                                                                                                            |           |            |            |           |
| SUR13367                                                                            | Euroflex Half Ball, 500mm<br>Bright Yellow, RAL 1012                                                                       | 2 Pieces  | 867.00     | 20.00      | 1,387.20  |
|  |                                                                                                                            |           |            |            |           |
| SUR13297-000                                                                        | Euroflex Balls - Inground Anchor                                                                                           | 15 Pieces | 85.00      | 20.00      | 1,020.00  |

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Expiration Date 11/29/2026

Sales Representative Mitchell Fink  
Email MitFin@Kompan.com

Project Name US358319 Wood Grove Park

| No.                                                                                 | Description                                                                                                                 | Qty Unit | Unit Price | Discount % | Net Price  |
|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|----------|------------|------------|------------|
| SUR13205-001                                                                        | Euroflex Ottocoll M500 310ML Grey                                                                                           | 5 Pieces | 43.00      | 20.00      | 172.00     |
| <a href="#">NRO40901-0621</a>                                                       | The Wizard's Hideaway Ada<br>Color - Wood In-Ground<br>Total CO <sub>2</sub> Emission 1,547.7 LB (1,547.7 LB/Pieces)        | 1 Pieces | 36,500.00  | 20.00      | 29,200.00  |
|   |                                                                                                                             |          |            |            |            |
| <a href="#">NRO31201-1001</a>                                                       | ROBINIA EMBANKMENT SLIDE 2-5<br>WOOD IN-GROUND, UNTREATED WOOD<br>Total CO <sub>2</sub> Emission 477.5 LB (477.5 LB/Pieces) | 1 Pieces | 6,620.00   | 20.00      | 5,296.00   |
|  |                                                                                                                             |          |            |            |            |
| US ROBINIA SERVICE                                                                  | Robinia Service Program included in sales price                                                                             |          |            |            |            |
| FREIGHT                                                                             | Freight                                                                                                                     | 1 Pieces | 23,782.48  |            | 23,782.48  |
| INSTALL SPECIAL                                                                     | Installation of KOMPAN Equipment Based on Davis Bacon PW                                                                    | 1 Pieces | 133,928.57 | 20.00      | 107,142.86 |
| US-PERFORMANCE BOND                                                                 | Payment and Performance Bond                                                                                                | 1 Pieces | 5,976.75   |            | 5,976.75   |
| US-INSPECTION                                                                       | CPSI and Drop Test                                                                                                          | 1 Pieces | 7,692.31   |            | 7,692.31   |
| US-FENCING                                                                          | Temporary security fencing during install                                                                                   | 1 Pieces | 5,384.62   |            | 5,384.62   |

## Sales - Budget Quote

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Customer No. C0017235  
Document Date 09/30/2026  
Expiration Date 11/29/2026

Sales Representative Mitchell Fink  
Email MitFin@Kompan.com

Project Name US358319 Wood Grove Park

| No. | Description | Qty | Unit | Unit Price | Discount % | Net Price |
|-----|-------------|-----|------|------------|------------|-----------|
|-----|-------------|-----|------|------------|------------|-----------|

### NOTES

Please read attached General Assumptions and Exclusion document for information on Install/Sitework.

Excludes sitework, products, & services not listed.

Assumes site to be accessible & install ready.

Please allow "15" to "17" weeks for product delivery upon order placement.

Equipment is as per "Wood Grove" Site Plan version "K.1" - dated 09/23/26

| Description                | Qty | Retail Price | Discount  | Net Price         |
|----------------------------|-----|--------------|-----------|-------------------|
| No. of Products            | 53  |              |           |                   |
| Subtotal - Products        |     | 146,200.00   | 29,240.00 | 116,960.00        |
| Subtotal - Sitework        |     | 5,384.62     |           | 5,384.62          |
| Subtotal - Installation    |     | 147,597.63   | 26,785.71 | 120,811.92        |
| Subtotal - Freight         |     | 23,782.48    |           | 23,782.48         |
| <b>Total USD Excl. Tax</b> |     |              |           | <b>266,939.02</b> |
| Estimated Tax rate         |     |              |           | 12,353.51         |
| <b>Total USD Incl. Tax</b> |     |              |           | <b>279,292.53</b> |

### Alternative Items

| No. | Description                                                                                                                   | Qty | Unit | Unit Price | Net Price |
|-----|-------------------------------------------------------------------------------------------------------------------------------|-----|------|------------|-----------|
|     | Preventative Inspection Program<br>2 Years, 2 visit each year - \$8,000.00<br>What our Preventative Inspection Program Covers |     |      |            |           |

## Sales - Budget Quote

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Mike Cresap  
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West Covina, CA 91790

Quote No. SP176055-2  
Customer No. C0017235  
Document Date 09/30/2026  
Expiration Date 11/29/2026

Sales Representative Mitchell Fink  
Email MitFin@Kompan.com

Project Name US358319 Wood Grove Park

### Alternative Items

| No. | Description                              | Qty | Unit | Unit Price | Net Price |
|-----|------------------------------------------|-----|------|------------|-----------|
|     | 1. Tightening All Hardware               |     |      |            |           |
|     | 2. Replacing Dome/Nut Caps               |     |      |            |           |
|     | 3. Identifying Items in Need of Repair   |     |      |            |           |
|     | 4. Comprehensive Compliance Reporting    |     |      |            |           |
|     | 5. Visit Schedule—Customized Reliability |     |      |            |           |

**Business Agreement** Omnia Partners Contract - California  
**Payment Terms** 50% Prepayment , 50% Net 30 days

### Installation Site Address

Wood Grove Park  
2001 S Brentwood Dr  
West Covina, CA 91792

## Sales - Budget Quote

City of West Covina  
Mike Cresap  
1444 W Garvey Ave S  
Room 316  
West Covina, CA 91790

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Customer No. C0017235  
Document Date 09/30/2026  
Expiration Date 11/29/2026

Sales Representative Mitchell Fink  
Email MitFin@Kompan.com

Project Name US358319 Wood Grove Park

Note that the color and texture of products and surfacing made with recycled content are subjected by the differences from the used recycled raw materials. Therefore, minor differences in the appearance and texture can occur.  
Applicable sales tax will be added unless a valid tax exemption certificate is provided. This amount is only an estimate of your tax liability.  
Your acceptance of this proposal constitutes a valid order request and includes acceptance of terms and conditions contained within this Master Agreement, which is hereby acknowledged.  
Acceptance of this proposal from KOMPAN is acknowledged by issuance of an order confirmation by an authorized KOMPAN representative.  
Prices in this quotation are good until expiration date, shown in the top of this document. After that date, this proposal may be withdrawn.  
Prevailing Wage and Payment & Performance Bonds are not included unless stated in body of Sales Proposal. If Payment & Performance Bonds are needed, add 2.2% of the entire sales proposal.

This information required for order placement:

Accepted By (Please Print): \_\_\_\_\_

Accepted By (Title): \_\_\_\_\_

Accepted By (signature): \_\_\_\_\_

Date: \_\_\_\_\_

Date Equipment needed on site: \_\_\_\_\_

Bill To: \_\_\_\_\_

Ship To: \_\_\_\_\_

Address: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Email: \_\_\_\_\_

Contact Phone (Office): \_\_\_\_\_

Contact Phone (Office): \_\_\_\_\_

Contact Phone (Cell): \_\_\_\_\_

SALES TAX EXEMPTION CERTIFICATE #: \_\_\_\_\_

(PLEASE PROVIDE A COPY OF CERTIFICATE)

# ONE-OF-A-KIND HIGH THRILL INCLUSIVE NATURE PARK



*Wood Grove is a natural destination park built for every stage of childhood. Imaginative, accessible discovery for young children and the high-thrill, physical challenge that keeps older children coming back.*



The entire concept is unified by Robinia wood from sustainable sources. Robinia provides a strong, natural design language while the listed equipment carries active ASTM F1487 compliance in the US catalog and robust warranty coverage on key materials.















# Product Sheets

# Robinia Cliff Rider, 8 ft

NRO400201



Item no. NRO400201-1021

## General Product Information

|                       |                                                                                     |
|-----------------------|-------------------------------------------------------------------------------------|
| Dimensions LxWxH      | 31'4"x16'1"x13'8"                                                                   |
| Age group             | 5 - 12                                                                              |
| Play capacity (users) | 25                                                                                  |
| Color options         |  |



The wildly thrilling Cliff Rider hugely attracts school age children with its repeated loops of action. Under the platform, a swaying hammock invites a break. The intensely thrilling ride high up in the air, on a small footrest, is for the courageous. And those who aren't at the first go, get there with a little help from their friends. Till then, there is ample climbing and

gliding on the Climbing Net, Somersault Bar, Climbing Rope and the Fireman's Pole. The Cliff Rider trains muscle force, tension, timing and sequencing of movements. Judging your body's movements, object control as well as timing is quite a complex task, but a necessary life skill that makes it possible to navigate the body securely and confidently through

environments, e.g. street traffic. Furthermore, the self-confidence that children gain from overcoming their initial hesitations to travel on the Cliff Rider, is the more reason that they should.

# Robinia Cliff Rider, 8 ft

NRO400201

KOMPAN<sup>®</sup>



## Rapella

**Physical:** supports cross coordination, proprioception and sense of space. Leg and core muscles are used intensely. Upper body muscles are developed when children pull themselves upwards in the rope. **Social-Emotional:** turn-taking and self-regulation, both important life skills.



## Gear wheels panel

**Social-Emotional:** cooperation skills and taking turns are developed when turning the gearing wheel. **Cognitive:** cause and effect understanding, and logical thinking are supported.



## Fireman's pole

**Physical:** coordination is supported when going down, as well as arm and core muscles. Landing strengthens bone density, which is built for life in early childhood. **Social-Emotional:** turn-taking and risk-taking.



## Cliff rider

**Physical:** pushing with the feet and pushing and pulling with the arms train major muscles. The force of movement needs to be calibrated for a smooth ride to the other side, which trains proprioception. Timing, force and sequence of movements train proprioception and coordination skills that build physical confidence in children. **Social-Emotional:** supports cooperating, turn-taking skills and empathy. Stepping into the open air builds courage. **Cognitive:** the force and coordination of movements add to children's confidence and teach them important life skills.



## Hammock

**Physical:** coordination and sense of balance when swaying. **Social-Emotional:** meeting, pushing friends gently back and forth, turn-taking.



## Boarding net

**Physical:** the inclined net supports the upward climbing movement of the body. Cross coordination and physical strength are trained. The asymmetry of the net challenges the children's climbing.



## Accessible stairway

**Physical:** climbing the accessible stairway is for all and supports cross coordination as well as arm and leg muscles. For young children, walking stairs and alternating feet is developed. **Social-Emotional:** room for active breaks and adult helpers. An inclusive space.

# Robinia Cliff Rider, 8 ft

NRO400201

**KOMPAN**



The pole vaulter pole is made of a welded steel construction with a 360° standing platform of Ekogrip. The double-sided curved handles are made of CircularHDPE material. The pole combines superior ergonomics with outstanding functionality.



The rocking movement back and forth is controlled by a heavy duty scaled double rubber torsion spring element. The rubber element ensures a safe movement and reduces speed towards the tower platforms. The base cover of molded PE material with high impact resistance.



The Robinia products are designed with a KOMPAN color concept with a number of different standard colors. The wood can also be supplied as untreated or with brown painted with a pigment that maintains the wood color.



The curved start platforms are made of a curved stainless steel plate with a non-skid texture. The lower part of the platform is supported by a CircularHDPE board for a safe foothold, and the rubber bumper is placed to receive the pole.



All Organic Robinia products by KOMPAN are made of Robinia wood from sustainable European sources. On request it can be supplied as FSC® Certified (FSC® C004450).



The paint used for colored components is water based environmental friendly with excellent UV resistance. The paint is in compliance with EN 71 Part 3.

Item no. NRO400201-1021

## Installation Information

|                          |                          |
|--------------------------|--------------------------|
| Max. fall height         | 8'6"                     |
| Safety surfacing area    | 790ft <sup>2</sup>       |
| Total installation time  | 47.2 hours               |
| Excavation volume        | 4.92yd <sup>3</sup>      |
| Concrete volume          | 1.11yd <sup>3</sup>      |
| Footing depth (standard) | 3'3"                     |
| Shipment weight          | 5014lbs                  |
| Anchoring options        | In-ground ✓<br>Surface ✓ |

## Warranty Information

|                          |          |
|--------------------------|----------|
| Robinia Wood             | 10 Years |
| Stainless steel slide    | 10 Years |
| Hot dip galvanized steel | Lifetime |
| CircularHDPE             | Lifetime |
| Spare Parts Availability | 10 Years |

| Elevated activities 4 | Accessible elevated activities | Accessible ground level activities | Accessible ground level play types |
|-----------------------|--------------------------------|------------------------------------|------------------------------------|
| Present               | 2                              | 3                                  | 3                                  |
| Required              | 2                              | 1                                  | 1                                  |

**ASTM  
F1487**  
compliant

# Parkour 4

NRO854

KOMPAN®



Item no. NRO854-1001

## General Product Information

|                       |                                                                                                                                                                         |
|-----------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Dimensions LxWxH      | 15'3"x32'9"x8'11"                                                                                                                                                       |
| Age group             | 5 - 12                                                                                                                                                                  |
| Play capacity (users) | 12                                                                                                                                                                      |
| Color options         |   |



The Parkour 4 is a hugely appealing play piece. Exactly what 5-12 year olds want: a trim trail that's fun. The variation in climbing, crawling and balancing activities will make children come back again and again. The many inclined, twisted and vertical nets and the different mesh directions make great play challenges. Climbing or crawling up, down and through the

big meshes greatly stimulates coordination and proprioception. Both are skills necessary to navigate the world confidently and to achieve physical confidence. The lovely rubber seating points and the inclined beams are great for meeting and exchanging. Their bouncy or inclined character make them a constant balance and muscle trainer, even when seated.

When climbing through the Parkour 4 children train their cooperation and turn-taking skills. These skills are difficult to teach, but they are easily learned in play.



# Parkour 4

NRO854

KOMPAN<sup>®</sup>



## Climbing net

**Physical:** the inclined net supports the upward climbing movement of the body. The net supports cross-body coordination, which impacts coordination of the right and left part of brain, fundamental for other skills such as the ability to read. The asymmetry of the net challenges the children's climbing.



## Parkour ropes

**Physical:** the big rubbery discs are great support for the feet when climbing or crossing. This trains cross coordination, balance and arm and leg muscles. This combination adds to the child's body adeptness and awareness, adding security to movements. **Social-Emotional:** the seats make a nice destination and meeting point and take cooperation when crossing by others on the way through the module.



## Top rope

**Physical:** the top rope adds support when balancing on the beam. This develops dexterity, hand and arm muscles.



## Parkour climbing knots

**Physical:** the small knots add support for hands and feet when climbing in the ropes. This supports spatial awareness, cross coordination and all muscle groups. **Social-Emotional:** cooperation when passing other children.



## Twisted climbing net

**Physical:** supports cross coordination as well as sense of balance and space. Core, leg and arm muscles are trained, too. These physical skills add to self awareness and help when judging your body in time and space, a crucial skill. **Social-Emotional:** the twisted shape creates varied seating possibilities and interaction from one side to the other. This develops empathy and cooperation.

# Parkour 4

NRO854



All Organic Robinia products by KOMPAN are made of Robinia wood from sustainable European sources. On request it can be supplied as FSC® Certified (FSC® C004450).



Nets and ropes are made of UV-stabilized PA with inner steel cable reinforcement. The rope is induction treated in order to create a strong connection between steel and rope which leads to good wear resistance.



Full colored EPDM rubber seats with smooth surface. The seats are molded on a hot dip galvanized steel inlay that ensures durable fixation to the rope.



The hardware is made of stainless steel or galvanized steel to ensure durable connections with a high corrosion resistance.



The Robinia wood can be supplied as untreated raw wood or painted with a brown colored transparent pigment that maintains the golden wood color of the wood.

Item no. NRO854-1001

## Installation Information

|                          |                     |
|--------------------------|---------------------|
| Max. fall height         | 6'4"                |
| Safety surfacing area    | 854ft <sup>2</sup>  |
| Total installation time  | 11.4 hours          |
| Excavation volume        | 5.32yd <sup>3</sup> |
| Concrete volume          | 0.63yd <sup>3</sup> |
| Footing depth (standard) | 3'6"                |
| Shipment weight          | 1246lbs             |
| Anchoring options        | In-ground ✓         |

## Warranty Information

|                            |          |
|----------------------------|----------|
| Stainless steel components | Lifetime |
| Robinia Wood               | 10 Years |
| Ropes & nets               | 10 Years |
| EPDM components            | 2 Years  |
| Spare Parts Availability   | 10 Years |

| Elevated activities 0 | Accessible elevated activities | Accessible ground level activities | Accessible ground level play types |
|-----------------------|--------------------------------|------------------------------------|------------------------------------|
| Present               | 0                              | 4                                  | 2                                  |
| Required              | 0                              | 2                                  | 2                                  |



# The Wizard's Hideaway ADA

NRO40901

KOMPAN<sup>®</sup>



The Wizard's Hideaway is magical, with an elevated house and blue roof, it inspires role play. The benches and table inside stimulate social interaction and make children want to stay playing for longer. A table on the side of the house can be used as meeting point or provide a nice seat for care givers. The stair up to elevated house and the slide benefit motor

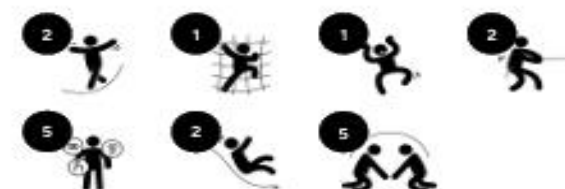
skills such as cross coordination and spatial awareness. These are both fundamental for building up an understanding of the body in speed, time and space, a competence important for day-to-day life experiences such as, crossing the road safely. The stairway features a broad transfer platform and good handholds to support children of all abilities in

accessing. All in all, the Wizard's Hideaway can provide hours of magical play.

Item no. NRO40901-0621

## General Product Information

|                       |                                                                                     |
|-----------------------|-------------------------------------------------------------------------------------|
| Dimensions LxWxH      | 10'4"x14'10"x10'9"                                                                  |
| Age group             | 2 - 5                                                                               |
| Play capacity (users) | 11                                                                                  |
| Color options         |  |



# The Wizard's Hideaway ADA

NRO40901

KOMPAN<sup>®</sup>



## Side desk

**Social-Emotional:** fine meeting place and a space creator. Sharing and cooperation from both sides create a social scenario that supports communication and cooperation.



## Double slide

**Physical:** sliding develops spatial awareness and a sense of balance. Furthermore, the core muscles are trained when sitting upright going down. **Social-Emotional:** invites socializing, supports parent-child and peer-to-peer play. **Cognitive:** young children train their understanding of space, speed and distances when sliding down quickly.



## Accessible stairway

**Physical:** climbing the accessible stairway is for all and supports cross coordination as well as arm and leg muscles. For young children, walking stairs and alternating feet is developed. **Social-Emotional:** room for active breaks and adult helpers. An inclusive space.



## Platform

**Social-Emotional:** Important life skills like courage, self-confidence, consideration and turn-taking are built.



## Theme

**Cognitive:** suggests a theme and supports dramatic play, which stimulates language and communication skills.



## Bench

**Social-Emotional:** invites socializing and cooperation. Allows for a break with friends.

# The Wizard's Hideaway ADA

NRO40901



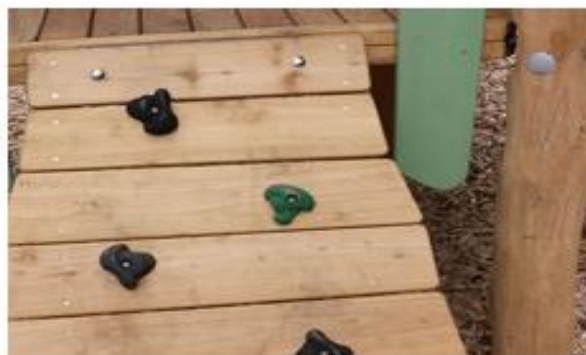
All Organic Robinia products by KOMPAN are made of Robinia wood from sustainable European sources. On request it can be supplied as FSC® Certified (FSC® C004450).



The paint used for colored components is water based environmental friendly with excellent UV resistance. The paint is in compliance with EN 71 Part 3.



The Robinia products are designed with a KOMPAN color concept with a number of different standard colors. The wood can also be supplied as untreated or with brown painted with a pigment that maintains the wood color.



The product/activities are preassembled from the factory to ensure all safety requirements are considered.



The hardware is made of stainless steel or galvanized steel to ensure durable connections with a high corrosion resistance.

Item no. NRO40901-0621

## Installation Information

|                          |                          |
|--------------------------|--------------------------|
| Max. fall height         | 2'11"                    |
| Safety surfacing area    | 475ft <sup>2</sup>       |
| Total installation time  | 22.0 hours               |
| Excavation volume        | 1.07yd <sup>3</sup>      |
| Concrete volume          | 0yd <sup>3</sup>         |
| Footing depth (standard) | 2'0"                     |
| Shipment weight          | 2611lbs                  |
| Anchoring options        | In-ground ✓<br>Surface ✓ |

## Warranty Information

|                            |          |
|----------------------------|----------|
| Robinia Wood               | 10 Years |
| Stainless steel components | Lifetime |
| PE Slide                   | 10 Years |
| Ropes & nets               | 10 Years |
| Spare Parts Availability   | 10 Years |

| Elevated activities 4 | Accessible elevated activities | Accessible ground level activities | Accessible ground level play types |
|-----------------------|--------------------------------|------------------------------------|------------------------------------|
| Present               | 4                              | 1                                  | 1                                  |
| Required              | 2                              | 1                                  | 1                                  |

**ASTM  
F1487**  
compliant

# Swing Frame, 2 seats

NRO922



A harmonic design of play frames attracts attention. Swinging on the stable, solid framework of the Kompan Swing Frame increases the feeling of security and thus increases the force, concentration and energy that the child dare put into swinging. The more stable, the more play intensity. So children will come back to enjoy the timeless experience of

swinging, again and again, benefiting the development of balance and coordination. Adding more seats in a swing frame motivates and enhances social play and cooperation.

|                             |                                                                                     |
|-----------------------------|-------------------------------------------------------------------------------------|
| Item no. NRO922-0901        |                                                                                     |
| General Product Information |                                                                                     |
| Dimensions LxWxH            | 14'9"x7'2"x9'6"                                                                     |
| Age group                   | 2 - 12                                                                              |
| Play capacity (users)       | -                                                                                   |
| Color options               |  |



# Swing Frame, 2 seats

NRO922



All Organic Robinia products by KOMPAN are made of Robinia wood from sustainable European sources. On request it can be supplied as FSC® Certified (FSC® C004450).



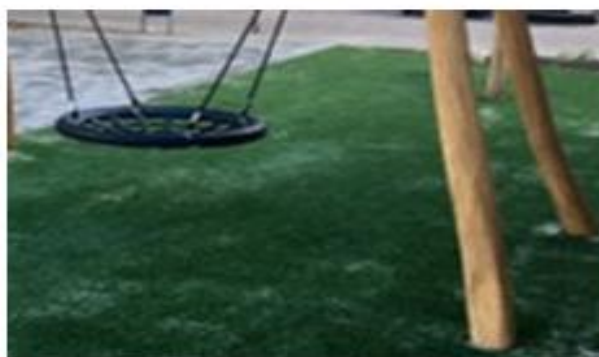
Swing hangers for Robinia wood crossbeams are made of stainless steel brackets and can move over two axis. The flange bearings are silicone enriched to make the suspension maintenance free.



The standard seats of KOMPAN swings is engineered for maximum safety and durability. The seat two component seat with a PP inner core and outside rubber is produced in one operation. The seats are available with swing chains of either hot dip galvanized steel or stainless steel for all swings heights.



Unique designed seats for toddlers: Baby seat of rubber. Toddler seat of PUR with four chain suspension for easy movement. Cradle seat. You & Me swing seat for adult/child or children of different ages to swing together while facing each other.



KOMPAN designed the bird's nest seats to be light in weight and in compliance with global safety standards. The soft, shock absorbent bumpers with non-slip surface makes the swing seat extremely user friendly. Choose between a rope version with reinforced PA rope or a molded PE version. Both equipped with soft rubber bumpers.

Item no. NRO922-0901

## Installation Information

|                          |                     |
|--------------------------|---------------------|
| Max. fall height         | 0'0"                |
| Safety surfacing area    | 484ft <sup>2</sup>  |
| Total installation time  | 6.0 hours           |
| Excavation volume        | 1.56yd <sup>3</sup> |
| Concrete volume          | 0.47yd <sup>3</sup> |
| Footing depth (standard) | 2'11"               |
| Shipment weight          | 862lbs              |
| Anchoring options        | In-ground ✓         |

## Warranty Information

|                          |          |
|--------------------------|----------|
| Robinia Wood             | 10 Years |
| Swing hangers            | 5 Years  |
| Spare Parts Availability | 10 Years |
| Swing seat               | 10 Years |
| Ropes & nets             | 10 Years |

| Elevated activities 0 | Accessible elevated activities | Accessible ground level activities | Accessible ground level play types |
|-----------------------|--------------------------------|------------------------------------|------------------------------------|
| Present               | 0                              | 0                                  | 0                                  |
| Required              | 0                              | 0                                  | 0                                  |

**ASTM  
F1487**  
compliant

# Embankment Slide, 2-5

NRO31201



Item no. NRO31201-1001

### General Product Information

|                       |                 |
|-----------------------|-----------------|
| Dimensions LxWxH      | 4'10"x7'8"x4'4" |
| Age group             | 2 - 5           |
| Play capacity (users) | 2               |
| Color options         |                 |



The embankment slide motivates fun for all children and those childish at heart. Due to the embankment run loop, children will run up and slide down again and again. Sliding on the embankment slide is a great fun experience as friends can run up or down next to the sliding child. There is room for many children and for different ages and abilities to play together.

The embankment hill is a great place for rolling or running too. When children slide they train their core muscles, sitting upright while sliding down. This stimulates their trunk stability, important for avoiding back and neck pains – a growing problem in children due to sedentary lifestyles. Running uphill or downhill they can train their balance and coordination as well as

their muscle strength. They can train risk taking in holding back or letting go downhill.



# Embankment Slide, 2-5

NRO31201



## Double slide

**Physical:** sliding develops spatial awareness and a sense of balance. Furthermore, the core muscles are trained when sitting upright going down. **Social-Emotional:** invites socializing, supports parent-child and peer-to-peer play. **Cognitive:** young children train their understanding of space, speed and distances when sliding down quickly.



# **Product | Warranty Info**

## WE CHOOSE SUSTAINABILITY...

The result of KOMPAN's many years of research and development is products that are now just as good to play on, look just as good, are just as solid and come with just as long warranties. Here are some of the green choices we have already made:

All panels have a core made from 100% recycled post-consumer waste. Ocean Green panels are 100% recycled. Standard panels are 80% recycled + 20% virgin plastic on coloured cap layer.



All decks for Moments™ PCM are 75% recycled ocean waste, collected from the maritime industry, such as fishing nets, ropes and trawls.



All extruded aluminium is made using low-carbon process.



All Robinia and pine wood are from sustainable forestry.



All catalogues and brochures are printed on sustainable, FSC®-certified paper.



## ... YOUR CHOICES CAN TAKE IT EVEN FURTHER

You have the possibility to take sustainability to an even higher level with KOMPAN GreenLine or FSC® choices, such as:

Choosing the ocean green (dark teal), as the cap layer is made of 100% post-consumer waste reused.



Choosing TexMade™ posts, as the posts are made of 100% post-consumer waste reused.



Choosing BLOQX™ in GreenLine version, as BLOQX™ panels are made of 75% ocean waste, collected from the maritime industry, such as fishing nets, ropes and trawls.



Our Robinia and pine wood come from sustainable forestry, but you can choose to further have it FSC®-certified.



Choosing our GreenLine products, like e.g. Supernova, Spinner Bowl and Tipi Carousel, as they are made of 25% ocean waste.



# Highest quality materials



## Play panels

The 19mm EcoCore™ panels are a highly durable, eco-friendly material, which is not only recyclable after use, but also consists of a black core produced from 100% recycled post-consumer material from food packaging waste. The new dark teal EcoCore™ panels, used in KOMPAN GreenLine products, are made of 100% recycled post-consumer ocean waste.



## Decks

All decks are supported by uniquely designed low-carbon aluminium profiles with multiple attachment options. The grey-coloured molded decks are made of 75% post-consumer ocean waste PP material with a non-skid pattern and texture surface.



## Ropes

Ropes come with galvanized six-stranded steel wires and a steel core, impossible to wear through. Each strand is tightly wrapped with PES yarn, which is melted onto each individual strand, making the ropes highly wear and vandalism-resistant.



## Posts

Main posts are available in four different materials.

1. Impregnated pine wood with in-ground steel footing.
2. Galvanized steel with powder-coated top finish.
3. Colour-anodised lead-free aluminium, made from low-carbon aluminium.
4. TexMade™ posts made from 100% post-consumer recycled textile and plastic waste.



## Galvanized steel

Our steel surfaces and steel frames consist of a hot-dip galvanized inside and outside with lead-free zinc according to global safety standards for playground equipment. The galvanization has excellent corrosion resistance in outside environments and is maintenance-free.



## Robinia wood

Robinia wood is a very strong and long-lasting material with a very high level of natural oils. Thus Robinia wood makes very durable playgrounds which are close to maintenance-free and able to last for many years.

# Built to last

# Robinia wood

Compared to non-organic materials, Robinia wood provides an explorative experience and opens the gate to an imaginary world where children discover and learn from the organic variation in wooden species and natural elements.

The KOMPAN approach to manufacturing and delivery of our "Born Green" Robinia playgrounds is second to none:

- KOMPAN uses only the best parts of the Robinia tree for play equipment, and the KOMPAN manufacturing process ensures products that are built to last
- KOMPAN has a factory exclusively dedicated to products made of Robinia wood, ensuring we always work with the best materials, in the right environment and with full control over production to deliver the highest quality to our customers
- We remove the outer layer of bark and the sapwood of the raw Robinia tree to prevent rotting, to ensure the timber is structurally sound, and to make any painting or staining easier and longer-lasting
- Our Robinia wood is rested for 2 years in the timberyard to allow the product to dry and the wood is reviewed for quality. Should any cracks develop, the product is deemed unsuitable for use
- Our Robinia supplies come from countries in Europe from plantations and from the natural forest under responsible sustainable forest management. We also offer other types of wood from FSC® Certified (FSC® C004450) sources
- According to the EU Standard for the durability of wood (BS EN 350-2) the density of the timber and its resistance to decay is classified on a scale of 1-5. Robinia is categorised as Class 1 and therefore seen as the most robust available
- **NOTE:** For products in the Robinia Fantasy range each Robinia Fantasy structure will have its own unique appearance. Shaped by nature, natural variations will occur.



Sustainable and durable



**Thank you**

**Mitchell Fink | Direct Sales & Design Representative**

**818.696.6325**

**[mitfin@kompan.com](mailto:mitfin@kompan.com)**

**RESOLUTION NO. 2026-102**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2026 AND ENDING JUNE 30, 2027 (WOODGROVE PARK PLAYGROUND EQUIPMENT)**

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

**WHEREAS**, on May 5, 2026, the City Manager presented to the City Council a proposed budget for Fiscal Year 2026-27 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 16, 2026, the City Council adopted a budget for Fiscal Year 2026-27; 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. 2027-11, attached hereto as Exhibit A, for Fiscal Year 2026-27.

**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 20th day of October, 2026.

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Letty Lopez-Viado  
Mayor

**APPROVED AS TO FORM**

**ATTEST**

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Thomas P. Duarte  
City Attorney

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Lisa Sherrick, CMC  
Assistant City Clerk

I, LISA SHERRICK, CMC, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2026-102 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 20th day of October, 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 2026-27  
Budget Amendment No. 2027-11**

| <b>Fund No. - Name</b>            | <b>Current<br/>Budget</b> | <b>Proposed<br/>Amendment</b> | <b>Amended<br/>Budget</b> |
|-----------------------------------|---------------------------|-------------------------------|---------------------------|
| <b>Fund 236 –MEASURE A</b>        |                           |                               |                           |
| Revenue                           | 1,222,100                 | 679,800                       | 1,901,900                 |
| Expenditures                      | 340,000                   | 679,800                       | 1,019,800                 |
| <b>Net Change in Fund Balance</b> | <b>882,100</b>            | <b>0</b>                      | <b>882,100</b>            |
| <b>REVENUE TOTAL INCREASE</b>     |                           | <b>679,800</b>                |                           |
| <b>EXPENDITURE TOTAL INCREASE</b> |                           | <b>679,800</b>                |                           |



## AGENDA STAFF REPORT

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City of West Covina | Office of the City Manager

**DATE:** October 20, 2026

**TO:** Mayor and City Council

**FROM:** Milan Mrakich, City Manager

**SUBJECT:** **2026-27 EL NINO AND WINTER STORM PREPAREDNESS**

---

### **RECOMMENDATION:**

It is recommended that the City Council receive and file this informational report and direct staff to continue routine storm-season preparation and public education for the 2026–27 rainy season, using existing City resources and coordination with applicable County, State, and emergency-response agencies.

### **BACKGROUND:**

West Covina is preparing for a possible wet winter due to El Niño for the 2026-27 winter storm season. A wet winter is not guaranteed. However, preparing before significant rainfall can help reduce risks to people, property, and public infrastructure. The beginning of the rainy season provides an important opportunity to review emergency plans and take reasonable steps to protect people and property. West Covina is urging residents and businesses to prepare now for the heightened potential of severe storms.

Los Angeles County advises residents to prepare for possible severe storms by monitoring official alerts, developing an evacuation plan, assembling supplies for up to 10 days, securing property, and understanding local flood and mudflow risks. West Covina and Los Angeles County maintain flood-control infrastructure and conduct storm-season preparations in the City.

### **DISCUSSION:**

Annual storm season preparedness activities by City Departments and Staff include:

- Inspect and maintain City-owned storm drains, catch basins, drainage paths, and other applicable stormwater infrastructure; remove debris as appropriate.
- Review procedures for receiving, prioritizing, and responding to reports of blocked drains, localized flooding, fallen trees, and other storm-related hazards.
- Check staff communication and coordination procedures for severe-weather events, including after-hours response where applicable.
- Share storm-preparedness information with residents through the City's website, social media platforms, newsletters, community outreach materials, and other existing communication channels.
- Encourage residents to clear private gutters and drainage paths, obtain sandbags before storms, prepare emergency supplies, and monitor official weather and emergency alerts.

- Remind the public to avoid flooded roadways and moving water, stay clear of downed power lines, and follow evacuation instructions from emergency officials.

**Prepared by:** Renee M. G. Chavez, Management Analyst I

**Additional Approval:** Roxanne E. Lerma, Assistant City Manager

---

### **Fiscal Impact**

#### **FISCAL IMPACT:**

No additional fiscal impact is anticipated from receiving this report. Routine preparedness, maintenance, and public outreach activities are conducted using existing departmental resources and existing departmental budgets. Any extraordinary response or repair costs would be evaluated through the City's normal processes.

---

### **Attachments**

Attachment No. 1 El Nino Storm Preparedness Presentation

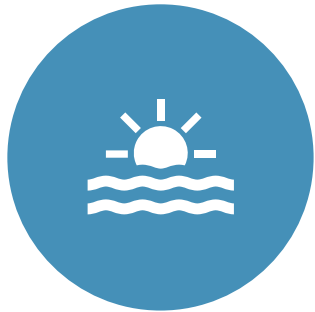
**CITY COUNCIL GOALS & OBJECTIVES:** Protect Public Safety  
Enhance City Image and Effectiveness

# CITY COUNCIL MEETING OCTOBER 20, 2026

2026-27 EL NINO AND WINTER STORM PREPAREDNESS

Public Works

# WHAT IS EL NIÑO AND WHAT CAN IT MEAN FOR WEST COVINA



El Niño is a natural climate pattern linked to warmer-than-average tropical Pacific Ocean waters.



El Niño can increase the potential for heavier rainfall and back-to-back storms in West Covina and all of Southern California.



A wet winter is not guaranteed; preparedness is a prudent step before storms arrive.



Storm season typically runs from mid-October into early spring.

# WHAT CITY DEPARTMENTS AND STAFF DO TO PREPARE FOR STORM SEASON



Annual storm season preparedness activities include:

- Inspection and maintenance of City-owned storm drains, catch basins, drainage paths, and other stormwater infrastructure.
- Review procedures for receiving, prioritizing, and responding to reports of blocked drains, localized flooding, fallen trees, and other storm-related hazards.
- Check staff communication and coordination procedures for severe-weather events, including after-hours response where applicable.

## WHAT RESIDENTS CAN DO NOW

- Sign up for emergency alerts and monitor official forecasts.
- Create a household evacuation and communication plan.
- Prepare food, water, medications, and essential supplies for up to 10 days. List key supplies and where the items are stored. Include special items for infants, older adults, those with medical needs and family pets. Prepare food, water, medications, and essential supplies for up to 10 days.
- Clean gutters and private drainage paths; repair roof leaks and consider sandbags before rain.
- Know local flood and mudflow risks; consider separate flood insurance if appropriate.

# BUILDING YOUR EMERGENCY PREPAREDNESS KIT

- **First aid kit:** Include prescription medications — check the expiration dates.
- **Medical information:** Include copies of your insurance cards and medical information.
- **Sanitation items:** Pack items like hand sanitizer and moist towelettes.
- **Bottled water:** Experts recommend a gallon per person per day.
- **Flashlights and fresh batteries:** Have extra batteries for all battery-powered equipment. Store them where you can easily find them.
- **Non-perishable food:** Choose items that don't require cooking or heating.
- **Manual can opener:** Select safe-cut can openers that don't have sharp, jagged edges.
- **Special needs items:** These include special items for infants, older adults, those with medical needs, people with disabilities and family pets.
- **Battery-operated radio or hand-crank radio:** A radio will keep you abreast of vital breaking news.
- **External rechargeable battery pack:** Use a battery to charge cellphones and other electronic devices.
- **Phone numbers:** Keep a written or printed list of important phone numbers nearby (e.g., hospital, doctor, relatives).



# SANDBAGS FOR WEST COVINA

**Sand and sandbags are available to West Covina residents (24-hours) at the following Fire Station locations:**

**Fire Station No. 121 / City Yard**

819 S. Sunset Avenue  
West Covina, CA 91790

**Fire Station No. 124**

1815 S. Azusa Avenue  
West Covina, CA 91792

**Fire Station No. 122**

2441 E. Cortez Street  
West Covina, CA 91790

**Fire Station No. 125**

2650 E. Shadow Oak Drive  
West Covina, CA 91792



There is a 10-bag limit per household on free sandbags.

## DURING HEAVY RAIN: PUT SAFETY FIRST

- Never drive, walk, or bicycle through flooded roadways or moving water.
- Stay away from downed power lines and flooded areas.
- Watch for rising water, mud, and debris; move to higher ground when necessary.
- Follow evacuation orders and instructions from emergency officials.
- Check on neighbors and people who may need help preparing or responding.

## OFFICIAL RESOURCES & USEFUL LINKS

- **LA County El Niño & Rain Preparedness:** <https://ready.lacounty.gov/rain/>
- **Ready LA County – Emergency Preparedness:** <https://ready.lacounty.gov/>
- **Alert LA County – Emergency Alerts:** <https://alert.lacounty.gov/>
- **LA County Storm Season Resources:** <https://waterforla.lacounty.gov/storm-prep/>
- **LA County Flooding Preparedness:** <https://ready.lacounty.gov/flooding/>
- **LA County Public Works Homeowner's Guide for Flood, Debris and Erosion Control:** <https://dpw.lacounty.gov/landing/em/docs/HOMEOWNERSGUIDE.pdf>
- **National Weather Service – Los Angeles/Oxnard:** <https://www.weather.gov/lox>
- **Southern California Edison Download Preparedness Kit:** <https://www.sce.com/outages-safety/outage-preparedness/emergency-preparedness>
- **West Covina sandbag locations:** <https://westcovina.gov/170/Public-Works---Maintenance>
- **City of West Covina – Report an Issue:** <https://www.westcovina.gov/336/Report-an-Issue>

QUESTIONS?

