CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

MAY 17, 2022, 7:00 PM
REGULAR MEETING

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

Mayor Dario Castellanos
Mayor Pro Tem Rosario Diaz
Councilwoman Letty Lopez-Viado
Councilmember Brian Tabatabai
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 Council meetings, please call (626) 939-8433 (voice) or (626) 960-4422 (TTY) from 8 to 5 Monday through Thursday. Do call at least one day prior to the meeting date to inform us of your particular needs and to determine if accommodation is possible. For sign language interpreter services at Council meetings, please request no less than four working days prior to the meeting.

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

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

PUBLIC COMMENTS
ADDRESSING THE CITY COUNCIL
(Per WCMC 2-48, Ordinance No. 2150)

Any person wishing to address the City Council on any matter listed on the agenda or on any other matter within their jurisdiction should complete a speaker card that is provided at the entrance to the Council Chambers and submit the card to the City Clerk.

***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. All comments are limited to five (5) minutes per speaker.**

Oral Communications may be limited to thirty (30) minutes, unless speakers addressing agenda items have not concluded.

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

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 MAY 17, 2022, 7:00 PM
REGULAR MEETING

INVOCATION
Led by Pastor John Le from Xaris Church

PLEDGE OF ALLEGIANCE
Led by Mayor Pro Tem Diaz

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Certificate recognizing West Covina Police Department Baker to Vegas 2022 Challenge Cup Relay
- Proclamation recognizing National Police Week
- Proclamation recognizing Public Works Week

ORAL COMMUNICATIONS - Five (5) minutes per speaker
Please step forward to the podium and state your name and city of residence for the record when recognized by the Mayor.

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

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

APPROVAL OF MEETING MINUTES

1) CONSIDERATION OF APPROVAL OF THE MAY 03, 2022, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES AND THE MAY 03, 2022, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.

It is recommended that the City Council approve the May 03, 2022, Closed Session Meeting Minutes and the May 03, 2022 Regular Session Meeting Minutes.

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

2) CONSIDERATION OF ORDINANCE NO. 2497 - ADOPTING A MILITARY EQUIPMENT USE POLICY

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

ORDINANCE NO. 2497 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A MILITARY EQUIPMENT POLICY GOVERNING THE USE OF MILITARY EQUIPMENT PURSUANT TO ASSEMBLY BILL 481

COMMUNITY DEVELOPMENT

3) CONSIDERATION OF FINAL TRACT MAP NO. 83134
LOCATION: 1651 EAST ROWLAND AVENUE

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

RESOLUTION NO. 2022-46 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING FINAL MAP OF TRACT MAP NO. 83134 LOCATED AT 1651 EAST ROWLAND AVENUE

4) CONSIDERATION OF MEMORANDUM OF UNDERSTANDING WITH THE CITY OF COVINA FOR THE CONSTRUCTION OF CITRUS AVENUE REHABILITATION PROJECT

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

1. Authorize the City Manager to negotiate and execute a Memorandum of Understanding (MOU) with the City of Covina for the construction of Citrus Avenue Rehabilitation Project as a cost share agreement;
2. Authorize the City Manager to execute any amendments to the MOU, provided that any increase in the City's contribution for the improvements is consistent with the executed MOU;
3. Adopt the resolution:

RESOLUTION NO. 2022-54 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2021 AND ENDING JUNE 30, 2022

5) CONSIDERATION OF AGREEMENTS FOR EMERGENCY REPAIR WORK ON AZUSA AVENUE SEWER LIFT STATION UPGRADES -- PROJECT NO. U-17022

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

1. Ratify the City Manager's execution of Contract Change Order #4 to the construction services agreement with Pyramid Building & Engineering, Inc. for emergency repair of existing sewer force main, in the amount of $921,625.20;
2. Determine, by a four-fifths (4/5) vote, that there is a need to continue the emergency repairs;
3. Approve and authorize the City Manager to execute Contract Change Order #3 to the construction services agreement with Pyramid Building & Engineering, Inc. to furnish and install a SCADA system and the generator transfer switch to the new Lift Station, in the amount of $133,519.55;
4. Approve and authorize the City Manager to execute a Third Amendment to the Professional Services Agreement with NV5, Inc., increasing the total compensation by $95,000, for a maximum compensation of $185,000, and extending the agreement term through December 31, 2022;
5. Authorize an additional 10% of the initial construction contract amount, totaling $223,970, as contingency allowance to be used, if necessary, with the City Manager's approval, for unforeseen conditions; and
6. Adopt the following resolution:

RESOLUTION NO. 2022-55 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY

OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2021 AND ENDING JUNE 30, 2022 (AZUSA AVENUE SEWER LIFT STATION UPGRADES)

FINANCE DEPARTMENT

6) THIRD QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2021-22

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

1. Receive and file the Third Quarter Financial Report for Fiscal Year 2021-22; and
2. Adopt the following resolution:

RESOLUTION NO. 2022-49 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2021 AND ENDING JUNE 30, 2022 (THIRD QUARTER FINANCIAL REPORT)

7) ANNUAL REVIEW OF FINANCIAL POLICIES

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

RESOLUTION NO. 2022-47 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING THE FUND BALANCE POLICY

RESOLUTION NO. 2022-48 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE STATEMENT OF INVESTMENT POLICY

8) UPDATE REGARDING PROPOSED FISCAL YEAR 2022-23 BUDGET

It is recommended that City Council receive and file report regarding the Proposed Fiscal Year FY 2022-23 Operating and Capital Improvement Program Budget.

FIRE DEPARTMENT

9) CONSIDERATION OF PURCHASE OF FIRE DEPARTMENT PERSONAL PROTECTIVE EQUIPMENT

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

1. In accordance with West Covina Municipal Code Chapter 2, Article VII, Division 2, Section 2-333(i)(1), waive formal contract procedures by finding that it is impractical to purchase personal protective equipment ("PPE") and radios in compliance with the City's formal contract procedures;
2. Authorize the purchase of PPE from Municipal Emergency Services ("MES"), for a total of $75,050;
3. Authorize the purchase of 10 APX radios with accessories, device management system components, and support services, directly from Motorola Solutions, for a total of $113,197; and
4. Authorize 15% of the total amount for each purchase as contingency allowance to be used, if necessary, with the City Manager's approval, for unforeseen conditions.

END OF CONSENT CALENDAR

HEARINGS

PUBLIC HEARINGS

10) CONSIDERATION OF MITIGATED NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACT, GENERAL PLAN AMENDMENT NO. 21-01, ZONE CHANGE NO. 21-02, PRECISE PLAN NO. 21-02, TENTATIVE TRACT MAP NO. 83576, AND TREE PERMIT NO. 20-01 (AMENDMENT) TO CHANGE THE GENERAL PLAN LAND-USE DESIGNATION FROM NEIGHBORHOOD-LOW TO NEIGHBORHOOD MEDIUM, TO CHANGE THE ZONING FROM SINGLE-FAMILY RESIDENTIAL (R-1) TO A SPECIFIC PLAN, TO CONSTRUCT 39 RESIDENCES KNOWN AS THE GROVE AT MERCED (ATTACHED TWO-STORY TOWNHOME STYLE UNITS WITH ATTACHED GARAGES, RANGING FROM APPROXIMATELY 1,325 SQ. FT. TO 1,475 SQ. FT.), INTERNAL DRIVE AISLES, COMMON OPEN SPACE, GUEST PARKING SPACES, AND OTHER ASSOCIATED INCIDENTAL IMPROVEMENTS ON A 2.26-ACRE SITE AT 1912 W. MERCED AVENUE

It is recommended that the City Council conduct a public hearing and then take the following actions:

1. Adopt the following resolutions:

RESOLUTION NO. 2022-40 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, CERTIFYING THE MITIGATED NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACT FOR GENERAL PLAN AMENDMENT NO 21-01, ZONE CHANGE NO. 21-02, PRECISE PLAN NO. 22-01, AND VESTING TENTATIVE TRACT MAP NO. 83576 AT 1912 W. MERCED AVENUE, PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT OF 1970, AS AMENDED

RESOLUTION NO. 2022-41 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING GENERAL PLAN AMENDMENT NO. 21-01 CHANGING THE GENERAL PLAN USE DESIGNATION OF 1912 W. MERCED AVENUE FROM NEIGHBORHOOD-LOW TO NEIGHBORHOOD-MEDIUM

RESOLUTION NO. 2022-42 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING PRECISE PLAN NO. 21-01 AND TREE REMOVAL PERMIT NO. 20-01 AT 1912 W. MERCED AVENUE

RESOLUTION NO. 2022-43 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING TENTATIVE TRACT MAP NO. 83576 AT 1912 W. MERCED AVENUE

2. recommended that the City Council introduce the following ordinance by title only, further reading waived:

ORDINANCE NO. 2499 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING ZONE CHANGE NO. 21-02 AND ADOPTING THE GROVE AT MERCED SPECIFIC PLAN AT 1912 W. MERCED AVENUE

11) CONSIDERATION OF ADOPTING A RESOLUTION ESTABLISHING UNDERGROUND UTILITY DISTRICT NO. 8 - MERCED AVENUE (RULE 20A)

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

RESOLUTION NO. 2022-45 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ESTABLISHING UNDERGROUND UTILITY DISTRICT NO. 8 ON MERCED AVENUE FROM 208 FEET EAST OF SOUTH ORANGE AVENUE TO 180 FEET WEST OF TROJAN WAY

DEPARTMENTAL REGULAR MATTERS

12) CONSIDERATION OF ORDINANCE AMENDING THE CONTRACT BETWEEN THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND THE CITY OF WEST COVINA TO IMPLEMENT COST-SHARING IN ACCORDANCE WITH SECTION 20516 OF THE CALIFORNIA GOVERNMENT CODE AND THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WEST COVINA AND THE WEST COVINA POLICE OFFICERS' ASSOCIATION

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

ORDINANCE NO. 2496 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY OF WEST COVINA AND THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

MAYOR/COUNCILMEMBERS REPORTS

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

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

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

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

CITY COUNCIL COMMENTS

ADJOURNMENT

Next Tentative City Council Meeting

Regular Meeting	June 7, 2022	7:00 PM

RULES OF DECORUM

The following are excerpts from the West Covina Municipal Code:

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

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

Sec. 2-50. Decorum--Required.

a. While the council is in session, the members shall preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or disrupt the proceedings or the peace of the council nor interrupt any member while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise herein provided.
b. Members of the public shall not willfully disrupt the meeting or act in a manner that actually impairs the orderly conduct of the meeting.

For the purposes of this code, “willfully disrupt” includes, but is not limited to, continuing to do any of the following after being warned by the Mayor that continuing to do so will be a violation of the law:

a. Addressing the Mayor and City Council without first being recognized.
b. Persisting in addressing a subject or subjects, other than that before the Mayor and City Council.
c. Repetitiously addressing the same subject.
d. Failing to relinquish the podium when directed to do so.
e. From the audience, interrupting or attempting to interrupt, a speaker, the Mayor, a council member, or a staff member or shouting or attempting to shout over a speaker, the Mayor, a council member or a staff member.
f. As a speaker, interrupting or attempting to interrupt the Mayor, a council member, or a staff member, or shouting over or attempting to shout over the Mayor, a council member, or a staff member. Nothing in this section or any rules of the council shall be construed to prohibit public criticism of the policies, procedures, programs, or services of the City or of the acts or omissions of the City Council. It shall be unlawful to violate the provisions of this Section.

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

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

The following are excerpts from the Penal Code

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

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

AGENDA ITEM NO. 1

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 17, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF APPROVAL OF THE MAY 03, 2022, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES AND THE MAY 03, 2022, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.

RECOMMENDATION:

It is recommended that the City Council approve the May 03, 2022, Closed Session Meeting Minutes and the May 03, 2022 Regular Session Meeting Minutes.

DISCUSSION:

That the City Council adopt the attached minutes.

Prepared by: Lisa Sherrick; Assistant City Clerk

Attachments

Attachment No. 1 - 5/03/2022 Closed Session Minutes Draft
Attachment No. 2 - 5/03/2022 Regular Session Minutes Draft

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness

CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

MAY 03, 2022, 6:00 PM
REGULAR MEETING-CLOSED SESSION

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

Mayor Dario Castellanos
Mayor Pro Tem Rosario Diaz
Councilwoman Letty Lopez-Viado
Councilmember Brian Tabatabai
Councilman Tony Wu

MINUTES

CALL TO ORDER
A Closed Session Meeting was called to order by Mayor Castellanos on Tuesday, May 03, 2022 at 6:00 p.m., in the Management Resource Center on the 3rd Floor, 1444 West Garvey Avenue South, West Covina, California

ROLL CALL
Council Members
Present: Council Members Tony Wu, Brian Tabatabai, Letty Lopez-Viado, Mayor Pro Tem Diaz, Mayor Castellanos

Council Members
Absent: None

City Staff: Thomas Duarte City Attorney, Paulina Morales Assistant City Manager, Roxanne E. Lerma Assistant City Manager, Helen Tran Human Resources Director, Gary Kranker Deputy City Attorney

PUBLIC COMMENTS ON ITEMS ON THE AGENDA

None

CLOSED SESSION

1. CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION - Pursuant to Government Code §54956.9(d)(1)

    1. Ruben Briseno v. City of West Covina, et al.., (USDC, Central District of California, Western Division, Case No. 2:20-cv-02987)
    2. Sandra Glen v. City of West Covina, et al.., (Los Angeles Superior Court, Spring Street Courthouse, Case No. 19STCV02987)
    3. Ashley Esquivel v. City of West Covina, et al.., (Los Angeles Superior Court, Case Number 19STCV42599)

2. CONFERENCE WITH REAL PROPERTY NEGOTIATORS Pursuant to Government Code § 54956.8
   Property: City Yard (811 S. Sunset Avenue, West Covina) APN: 8468-016-904
   Agency Negotiator: Carmany, Morales, Duarte, Hildebrand
   Negotiating Parties: Envision Motors
   Under Negotiation: Price and Terms of Purchase

3. CONFERENCE WITH LABOR NEGOTIATORS
   Pursuant to Government Code § 54957.6
   City Negotiators: Carmany, 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

A motion to adjourn the Closed Session Meeting was made by Mayor Castellanos and the meeting was adjourned at 6:52 pm. The next regularly scheduled Closed Session City Council Meeting will be held on Tuesday May 17, 2022 at 6:00 p.m. in the Management Resource Center, 3rd Floor, 1444 West Garvey Avenue South, West Covina, California.

Submitted by:

_____

Lisa Sherrick
Assistant City Clerk

_____

Dario Castellanos
Mayor

CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

MAY 03, 2022, 7:00 PM
REGULAR MEETING

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

Mayor Dario Castellanos
Mayor Pro Tem Rosario Diaz
Councilwoman Letty Lopez-Viado
Councilmember Brian Tabatabai
Councilman Tony Wu

MINUTES

CALL TO ORDER
A Regular Session Meeting was called to order by Mayor Dario Castellanos on Tuesday, May 03, 2022 at 7:01 p.m., in the Council Chambers, 1444 West Garvey Avenue South, West Covina, California

INVOCATION
Led by Pastor Jillian Lutes from West Covina Hills Seventh-Day Adventist Church

PLEDGE OF ALLEGIANCE
Led by Councilwoman Lopez-Viado

ROLL CALL
Present: Council Members Tony Wu, Brian Tabatabai, Letty Lopez-Viado, Mayor Pro Tem Diaz, Mayor Castellanos.

Council Members
Absent: None

City Staff: Paulina Morales Assistant City Manager, Thomas Duarte City Attorney, Lisa Sherrick Assistant City Clerk; other City staff presented reports and responded to questions as indicated in the minutes.

REPORTING OUT FROM CLOSED SESSION

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

PRESENTATIONS

- Proclamation recognizing City Clerk Week
- Certificate recognizing Autism Awareness Month

ORAL COMMUNICATIONS - Five (5) minutes per speaker

Wen Wen Zhang
John Shewmaker
Bill Robinson
Bill Elliott

CITY MANAGER'S REPORT

Presentation given by Assistant City Manager Roxanne Lerma

CONSENT CALENDAR

ACTION: Motion by Councilwoman Lopez-Viado, Second by Councilmember Tabatabai 5-0 to: *Approve Consent Calendar Items 1-6*

APPROVAL OF MEETING MINUTES

1) CONSIDERATION OF APPROVAL OF THE APRIL 19, 2022, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES AND THE APRIL 19, 2022, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.

Carried 5-0 to: approve the April 19, 2022, Closed Session Meeting Minutes and the April 19, 2022 Regular Session Meeting Minutes.

CITY MANAGER'S OFFICE

2) CONSIDERATION OF RESOLUTION NO. 2022-38 DETERMINING THERE IS A NEED TO CONTINUE THE LOCAL EMERGENCY

Carried 5-0 to: adopt the following resolution:

RESOLUTION NO. 2022-38 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING THE NEED TO FURTHER CONTINUE THE LOCAL EMERGENCY PROCLAIMED ON MARCH 16, 2020, AND PREVIOUSLY CONTINUED ON APRIL 7, 2020, MAY 5, 2020, JUNE 2, 2020, JUNE 23, 2020, JULY 21, 2020, AUGUST 18, 2020,

SEPTEMBER 15, 2020, OCTOBER 6, 2020, OCTOBER 20, 2020, NOVEMBER 17, 2020, DECEMBER 1, 2020, JANUARY 19, 2021, FEBRUARY 16, 2021, MARCH 16, 2021, APRIL 6, 2021, MAY 4, 2021, JUNE 1, 2021, JUNE 15, 2021, JULY 6, 2021, JULY 20, 2021, AUGUST 17, 2021, SEPTEMBER 7, 2021, OCTOBER 5, 2021, NOVEMBER 2, 2021, DECEMBER 7, 2021, JANUARY 4, 2022, FEBRUARY 1, 2022, MARCH 1, 2022 AND APRIL 5, 2022

3) CONSIDERATION OF RESOLUTION NO. 2022-39 TERMINATING THE LOCAL EMERGENCY PROCLAIMED ON JANUARY 26, 2022 DUE TO DAMAGES CAUSED BY HIGH WINDS

Carried 5-0 to: adopt the following resolution:

RESOLUTION NO. 2022-39 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, PROCLAIMING THE TERMINATION OF THE LOCAL EMERGENCY PROCLAIMED ON JANUARY 26, 2022 DUE TO DAMAGES CAUSED BY HIGH WINDS

COMMUNITY DEVELOPMENT

4) CONSIDERATION OF SCHEDULING OF PUBLIC HEARING REGARDING UNDERGROUND UTILITY DISTRICT NO. 8 - MERCED AVENUE (RULE 20A)

Carried 5-0 to: take the following actions:

1. Set May 17, 2022 at 7:00 pm as the date and time for the public hearing regarding the establishment of Underground Utility District No. 8.
2. Direct staff to notify all affected property owners of the date and time of the public hearing in accordance with the requirements of Article V (Underground Utility Districts) of Chapter 23 (Utilities) of the West Covina Municipal Code, and to notice the public hearing as required by law.

FINANCE DEPARTMENT

5) PROPOSITION A EXCHANGE - FOOTHILL TRANSIT

Carried 5-0 to: approve the Proposition A Local Return Fund Exchange with Foothill Transit and authorize the City Manager to negotiate and execute an Assignment Agreement.

PUBLIC SERVICES

6) CONSIDERATION OF BUDGET AMENDMENT TO FUND CIP PROJECT NO. 21029 - SENIOR CENTER SLIDING DOOR REPLACEMENT

Carried 5-0 to: adopt the following resolution:

RESOLUTION NO. 2022-37 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2021 AND ENDING JUNE 30, 2022 (FUNDING OF SENIOR CENTER SLIDING DOOR REPLACEMENT

PROJECT)

END OF CONSENT CALENDAR

DEPARTMENTAL REGULAR MATTERS

PUBLIC SERVICES

7) TRANSIT SERVICE EVALUATION

The City Council provided direction.

MAYOR/COUNCILMEMBERS REPORTS

None

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

None

CITY COUNCIL COMMENTS

None

ADJOURNMENT

A motion to adjourn the Regular Meeting was made by Mayor Castellanos, and the meeting was adjourned at 8:43 p.m. The next regularly scheduled Regular City Council Meeting will be held on Tuesday, May 17, 2022 at 7:00 p.m. in the Council Chambers, 1444 West Garvey Avenue South, West Covina, California.

Submitted by:

_____

Lisa Sherrick
Assistant City Clerk

_____

Dario Castellanos
Mayor

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 17, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF ORDINANCE NO. 2497 - ADOPTING A MILITARY EQUIPMENT USE POLICY

RECOMMENDATION:

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

> **ORDINANCE NO. 2497 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A MILITARY EQUIPMENT POLICY GOVERNING THE USE OF MILITARY EQUIPMENT PURSUANT TO ASSEMBLY BILL 481**

BACKGROUND:

On September 30, 2021, California Governor Gavin Newsom signed into law Assembly Bill 481 ("AB 481"), relating to the use of "military equipment" by law enforcement agencies in California. AB 481 seeks to provide transparency, oversight, and an opportunity for meaningful public input on decisions regarding whether and how military equipment is funded, acquired, and used by law enforcement agencies. AB 481, codified at California Government Code sections 7070 through 7075, requires a law enforcement agency to obtain authorization from its governing body, via adoption of a military equipment use policy via ordinance, approving the use of military equipment.

Pursuant to AB 481, the ordinance adopting the military equipment use policy must be adopted at a regular meeting of the City Council. For law enforcement agencies that seek to continue use of military equipment acquired prior to January 1, 2022, the approval process must commence by May 1, 2022. AB 481 requires that the proposed policy be provided to the City Council and posted on the Police Department's website for at least 30 days prior to the public meeting at which the policy is considered. Pursuant to AB 481, the City Council may only approve the military equipment use policy if it makes the following determinations:

(A) The military equipment is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety.

(B) The proposed military equipment use policy will safeguard the public's welfare, safety, civil rights, and civil liberties.

(C) If purchasing the equipment, the equipment is reasonably cost-effective compared to

available alternatives that can achieve the same objective of officer and civilian safety.

(D) Prior military equipment use complied with the military equipment use policy that was in effect at the time, or if prior uses did not comply with the accompanying military equipment use policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance.

Once adopted, AB 481 requires annual review and renewal of the ordinance, annual reporting on the military equipment identified in the policy, and an annual community engagement meeting regarding the annual report.

The West Covina Police Department (WCPD) seeks the City Council's adoption of the attached Ordinance No. 2497 (Attachment No. 1), approving the Department's Military Equipment Policy (Exhibit A to Attachment No. 1), and allowing WCPD to continue to use the vital safety equipment specified therein. On April 19, 2022, the West Covina City Council, by a 5-0 vote, introduced for first reading Ordinance No. 2497, which adopts a military equipment policy governing the use of military equipment pursuant to AB 481.

DISCUSSION:

The term "military equipment," as used in AB 481, in fact does not necessarily indicate equipment has been used by the military. Pursuant to AB 481, items deemed to be "military equipment" include, but are not limited to, unmanned aerial or ground vehicles, armored vehicles, command and control vehicles, less lethal shotguns, less lethal 40mm projectile launchers, and flashbangs. Other items deemed to be "military equipment" by AB 481 include foundational equipment such as rifles, which allow peace officers to address lethal threats from a greater distance and with greater precision. These items are discussed in further detail below, and in the attachments.

The West Covina Police Department is committed to using the most up-to-date tools and equipment to reduce risk, protect the safety of police officers, and safeguard the citizens of West Covina. Many of the items deemed "military equipment" by AB 481 have in fact been employed by WCPD, and other law enforcement agencies across the country, for years. Nationwide, these tools have been tested in the field, and provide peace officers with the ability to safely resolve volatile situations which otherwise might rise to the level of a lethal force encounter. Many of these items were obtained using special funds, including state and federal grants, via purchases previously approved by the City Council, and a few items were obtained for free from the federal government. The loss of these items would jeopardize the welfare of community members and peace officers in West Covina.

The City Council's approval of proposed Ordinance No. 2497 and WCPD's Military Equipment Policy (Department Policy 715) will bring West Covina in compliance with the new State requirements. The inventory that is attached to the policy specifically identifies "military equipment" items currently possessed by WCPD, a description of the equipment, quantity, capabilities, expected lifespan, purposes and authorized uses, fiscal impact, legal and procedural rules governing authorized uses, required training, and mechanisms to ensure compliance with the WCPD's proposed use policy, as required by AB 481. These particular items, and their stated uses, have been in place for years prior to the implementation of AB 481. The City Council previously approved the purchase of the unmanned aircraft systems (drones), armored vehicle, and mobile command post. Pursuant to AB 481, future acquisitions of any item deemed to be "military equipment" but not referenced in the policy will require a further public meeting, policy update, and City Council approval.

WCPD's Department Policy 715 aims to safeguard the public's welfare, safety, civil rights, and civil liberties. The policy ensures that there are safeguards, including transparency, oversight, and accountability measures in place. These include the following:

- The designation of a Department Military Equipment Coordinator, tasked with the duty to ensure that WCPD complies with the terms of AB 481, correcting any violations if necessary;

- The preparation of annual reports regarding the “military equipment”;
- The coordination of annual community engagement meetings regarding the Department’s funding, acquisition and use of “military equipment”; and
- The provision of written directions to members of the public concerning how to register complaints for any violations;

Additionally, all incidents where the “military equipment” is deployed that result in a use of force will be investigated. This is an existing requirement in the Police Department’s current policy manual.

Below are the WCPD's “military equipment” items. WCPD has not discovered alternative items that can achieve the same objectives of officer and resident safety.

- Unmanned remotely piloted powered aerial vehicles: Unmanned Aerial Systems (UAS) are necessary as they provide visibility to high risk locations, remotely from a safe distance. Without the use of a UAS, peace officers would have to deploy to high risk locations in person with less information, which would increase the risk to the officers and members of the public. The UAS system is designed to enter small spaces, such as enclosed structures, as well as to provide overhead observations of wooded areas and other structures located in spaces that are often crowded. The City Council previously approved the purchase of WCPD’s unmanned aerial system at the November 7, 2017 City Council meeting (Item #11). There are no known alternatives which could be used to safely access these locations.

- Unmanned remotely controlled ground vehicle: Unmanned ground robots are used for reconnaissance during critical incidents to assist in providing visibility in areas where it would be unsafe to send a peace officer. This system can also be used to defuse or move potentially hazardous items. Not having access to this item would require the use of peace officers to engage in high risk tasks. There is no known alternative to this system.

- Wheeled armored personnel carriers with breaching or entry apparatus: Armored vehicles are used to provide ballistic protection to officers and citizens during rescue, critical incidents, and other hazardous situations. These vehicles allow officers closer access to high risk situations while substantially reducing the physical risk to the officers and citizens. The City Council approved the purchase of WCPD’s newest armored vehicle (a Bearcat”) at the September 15, 2015 City Council meeting (Item #10), separately, the U.S. Department of Justice approved WCPD’s Bearcat purchase via written correspondence on January 14, 2016. Vehicles in this category are often but not always built on commercial, civilian vehicle chassis. There are no reasonable alternatives to these vehicles that provide the same level of ballistic protection.

- Command and control vehicles: The Mobile Command Post (MCP) vehicle is an unarmored vehicle equivalent to a commercial recreational vehicle. It is equipped with specific communication and audio-visual devices to assist in command and control of a critical incident. This vehicle allows for mobile incident command and use of the Incident Command Systems facilitating the best possible on-scene decision-making by key leaders. It provides for mobility, sheltering, logistical support, dispatching, restroom facilities, and power. The City Council approved the purchase of WCPD’s MCP vehicle at the September 17, 2013 City Council meeting (Item #7). There is no known alternative for the MCP which provides the same amount of mobility and support at one location in a quick deploying package.

- Specialized firearms and ammunition including assault weapons: Patrol rifles, Special Weapons and Tactics (SWAT) rifles, Special Enforcement Team (SET) rifles, and sniper rifles enable officers when in compliance with the WCPD’s Use of Force Policy, to address medium to long distance threats, or those threats who are heavily armed, armored or both. Further, in both short and long-distance deployments, they allow officers the ability for precision shot placement, minimizing the risk to officers and innocent people. There are no known alternatives to these weapons that will provide the same level of distance or precision.

- Flashbangs: Flashbangs are used as a diversionary device in order to disorient or divert the suspect’s attention away from officers in critical incidents. This can allow officers to gain safer

access to a high-risk situation, giving extra time to assess and analyze existing threats. This can prevent injury to officers and citizens. These devices can often lead to a safer resolution and allow officers to take a citizen into custody without force. There is no known alternative to a flashbang when it is necessary.

- Explosive breaching tools: Explosive breaching tools are used by the SWAT team in order to enter fortified or hardened structures to allow for rescue or other high-risk police entries. They are used when there are no other reasonable alternatives to rapidly breach a location. They are only used when time is of the essence in order to preserve life. Without these items, peace officers may not be able gain access to a location in a safe and timely manner to engage in necessary police operations during critical incidents. There is no known reasonable alternative to these items when they are necessary as stated.

- Chemical agents: Chemical agents such as tear gas or oleoresin capsicum (OC) are less lethal methods used to address violent or riotous crowds when there is a risk of physical safety. They are also used to safely gain compliance of a suspect from a fixed location or safely detain a suspect who poses a risk of violence to officers. Tear gas allows peace officers to deploy a less lethal chemical agent into a structure where other weapons would not be capable of doing so. These weapons are less lethal and afford peace officers an added option to avoid lethal force encounters. When these items are reasonable and necessary for use, there is no other alternative.

- Specialty Impact Munitions (SIMs), 40mm projectile launchers, and bean bag shotguns: The 40mm launcher affords the ability to use less lethal chemical agents and impact munitions. This allows officers to address a threat from a greater distance and provides an alternative option for deadly force when reasonable. The bean bag shotgun also allows officers to confront a potentially armed or dangerous suspect at a longer distance. This can potentially prevent a deadly force encounter. When necessary, there is no alternative to these less lethal weapon systems.

These items provide trained WCPD officers with vital tools that facilitate compliance with its stringent use of force policy. It is essential that WCPD officers continue to have access to equipment that will provide as many options as possible to safeguard lives, ensure safety, and protect civil liberties. The use of these tools are vital to WCPD's mission and will continue to be strictly regulated through internal processes and oversight. Again, the loss of these items would jeopardize the welfare of police officers and community members in West Covina.

The proposed policy was posted on WCPD's website on March 16, 2022.

Staff recommends that the City Council conduct the second reading and adopt Ordinance No. 2497. The Ordinance will take effect on the 31st day following adoption, which is on or about June 17, 2022.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

1. Conduct the second reading and adopt Ordinance No. 2497; or
2. Provide alternative direction.

Prepared by: Lisa Sherrick; Assistant City Clerk

Fiscal Impact

FISCAL IMPACT:

There is not a fiscal impact associated with this administrative item.

Attachments

Attachment No. 1 - Ordinance No. 2497 (Adopting Military Equipment Policy)

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety

ATTACHMENT NO. 1

ORDINANCE NO. 2497

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A MILITARY EQUIPMENT POLICY GOVERNING THE USE OF MILITARY EQUIPMENT PURSUANT TO ASSEMBLY BILL 481

WHEREAS, on September 30, 2021, Governor Gavin Newsom signed into law Assembly Bill 481 ("AB 481"), relating to the use of military equipment by California law enforcement agencies; and

WHEREAS, AB 481 became effective January 1, 2022 and is codified at Sections 7070 through 7057 of Chapter 12.8 of Division 7 of Title 1 of the California Government Code; and

WHEREAS, the term "military equipment" is defined in California Government Code Section 7070; and

WHEREAS, AB 481 seeks to provide transparency, oversight, and an opportunity for meaningful public input on decisions regarding whether and how military equipment is funded, acquired, and used; and

WHEREAS, AB 481 requires, among other things, that a law enforcement agency obtain approval of the governing body, by an ordinance adopting a military equipment use policy that includes a description of the equipment, quantity, capabilities, expected lifespan, purposes and authorized uses, fiscal impact, legal and procedural rules governing authorized uses, required training, and mechanisms to ensure compliance with the agency's use policy, prior to taking certain actions relating to the funding, acquisition or use of military equipment, including military equipment acquired prior to January 1, 2022; and

WHEREAS, the West Covina Police Department is in possession of certain items of equipment that qualify as "military equipment" under AB 481 and further intends to acquire other items of military equipment; and

WHEREAS, the West Covina Police Department has prepared a proposed Military Equipment Policy, attached hereto as Exhibit "A" and incorporated herein; and

WHEREAS, the Police Department made the proposed Military Equipment Policy available on the Police Department's website for at least 30 days prior to the first public meeting concerning the proposed Military Equipment Policy on April 19, 2022; and

WHEREAS, as required by AB 481, the City Council determines as follows:

(a) the military equipment inventoried and presented to the City Council is necessary because there is no reasonable alternative that can achieve the same objective of officer and civilian safety; and

(b) the proposed Military Equipment Policy will safeguard the public's health, welfare, safety, civil rights, and civil liberties; and

(c) the equipment is reasonably cost effective compared to available alternatives that can achieve the same objective of officer and civilian safety; and

(d) prior military equipment use complied with the applicable equipment use policy (which included equipment now defined as military equipment) that was in effect at the time, or if prior uses did not comply with the accompanying Military Equipment Policy, corrective action has been taken to remedy nonconforming uses and ensure future compliance; and

WHEREAS, the proposed Military Equipment Policy satisfies the requirements of California Government Code Section 7070(d); and

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

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

SECTION 1. Recitals. The City Council finds that all the recitals, facts, findings, and conclusions set forth above in the preamble of this Ordinance are true and correct.

SECTION 2. Approval of Military Equipment Policy. The City Council, having received the information required under AB 481 regarding the West Covina Police Department's use of military equipment as defined in said law, deems it to be in the best interest of the City to and hereby approves the Military Equipment Policy attached hereto as Exhibit "A." The Military Equipment Policy shall govern the approval, acquisition, use and reporting of military equipment by the West Covina Police Department.

SECTION 3. Environmental Compliance. The City Council hereby finds that it can be seen with certainty that there is no possibility the adoption and implementation of this Ordinance will have a significant effect on the environment. The Ordinance is therefore exempt from the environmental review requirements of the California Environmental Quality Act pursuant to Section 15061(b)(3) (General Rule) of Title 14 of the California Code of Regulations.

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

SECTION 5. Uncodified Ordinance. This Ordinance shall not be codified in the West Covina Municipal Code unless and until the City Council so ordains.

SECTION 6. Severability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of this Ordinance. The City Council of the City of West Covina hereby declares that it would have adopted this Ordinance and each section, subsection, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses, phrases or portions be declared invalid or unconstitutional.

SECTION 7. Effective Date. This Ordinance shall take effect thirty (30) days after its final passage.

SECTION 8. Certification. The City Clerk shall certify to the passage and adoption of this Ordinance and shall cause the same to be published or posted as required by law.

PASSED, APPROVED AND ADOPTED this 17th day of May, 2022.

_____
Dario Castellanos
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Lisa Sherrick
Assistant City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES)
CITY OF WEST COVINA)

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Ordinance No. 2497 was introduced at a regular meeting of the City Council held on the 19th day of April, 2022, and adopted at a regular meeting of the City Council held on the 17th day of May, 2022, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAINED:

_____
Lisa Sherrick
Assistant City Clerk

EXHIBIT A

MILITARY EQUIPMENT POLICY

Military Equipment

716.1 PURPOSE AND SCOPE

The purpose of this policy is to provide guidelines for the approval, acquisition, use, and reporting requirements of military equipment, as defined in Government Code § 7070, in accordance with Assembly Bill No. 481 of 2021 (codified at Government Code §§ 7070-7075).

716.1.1 DEFINITIONS

Definitions related to this policy include:

Governing body – The elected or appointed body that oversees the Department.

Military equipment – The meaning set forth in Government Code § 7070(c), as amended from time to time, and includes the following:

(a) Unmanned, remotely piloted, powered aerial or ground vehicles.

(b) Mine-resistant ambush-protected (MRAP) vehicles or armored personnel carriers.

(c) High mobility multipurpose wheeled vehicles (HMMWV), two-and-one-half-ton trucks, five-ton trucks, or wheeled vehicles that have a breaching or entry apparatus attached.

(d) Tracked armored vehicles that provide ballistic protection to their occupants and utilize a tracked system instead of wheels for forward motion.

(e) Command and control vehicles that are either built or modified to facilitate the operational control and direction of public safety units.

(f) Weaponized aircraft, vessels, or vehicles of any kind.

(g) Battering rams, slugs, and breaching apparatuses that are explosive in nature. Items designed to remove a lock, such as bolt cutters, or a handheld ram designed to be operated by one person, are specifically excluded.

(h) Firearms and ammunition of .50 caliber or greater, excluding standard-issue shotguns and standard-issue shotgun ammunition.

(i) Specialized firearms and ammunition of less than .50 caliber, including firearms and accessories identified as assault weapons in Penal Code § 30510 and Penal Code § 30515, with the exception of standard-issue firearms and ammunition.

(j) Any firearm or firearm accessory that is designed to launch explosive projectiles.

(k) "Flashbang" grenades and explosive breaching tools, "tear gas," and "pepper balls," excluding standard, service-issued handheld pepper spray.

(l) TASER® Shockwave, microwave weapons, water cannons, and long-range acoustic devices (LRADs).

(m) The following projectile launch platforms and their associated munitions: 40mm projectile launchers, "bean bag," rubber bullet, and specialty impact munition (SIM) weapons.

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(n) Any other equipment as determined by a governing body or a state agency to require additional oversight.

(o) Notwithstanding paragraphs (a) through (n), "military equipment" does not include general equipment not designated as prohibited or controlled by the federal Defense Logistics Agency.

716.2 POLICY

It is the policy of the West Covina Police Department that members of this Department comply with the provisions of Government Code §§ 7071-7072 with respect to military equipment.

716.3 MILITARY EQUIPMENT COORDINATOR

The Chief of Police shall designate a member of this Department to act as the military equipment coordinator. The responsibilities of the military equipment coordinator include but are not limited to:

(a) Acting as a liaison to the governing body for matters related to the requirements of this policy.

(b) Identifying Department equipment that qualifies as military equipment in the current possession of the Department, or the equipment the Department intends to acquire that requires approval by the governing body.

(c) Conducting an inventory of all military equipment at least annually.

(d) Collaborating with any allied agency that may use military equipment within the jurisdiction of West Covina Police Department (Government Code § 7071).

(e) Preparing for, scheduling, and coordinating the annual community engagement meeting to include:

1. Coordinating with the City Clerk's Office to publicize the details of the meeting.
2. Preparing for public questions regarding the Department's funding, acquisition, and use of equipment.

(f) Preparing the annual military equipment report for submission to the Chief of Police and governing body.

(g) Ensuring the annual report is made available on the Department website (Government Code § 7072).

(h) Establishing the procedure for a person to register a complaint or concern, or how that person may submit a question about the use of a type of military equipment, and how the Department will respond in a timely manner.

716.4 MILITARY EQUIPMENT INVENTORY

The following constitutes a list of qualifying equipment for the Department:

WCPD Military Equipment Inventory

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716.5 APPROVAL

The Chief of Police or their authorized designee shall obtain approval from the governing body by way of an ordinance adopting the military equipment policy. As part of the approval process, the Chief of Police or their authorized designee shall ensure the proposed military equipment policy is submitted to the governing body and is available on the Department website at least 30 days prior to any public hearing concerning the military equipment at issue (Government Code § 7071). The military equipment policy must be approved by the governing body prior to engaging in any of the following, as outlined in Government Code § 7071:

(a) Requesting military equipment made available pursuant to 10 USC § 2576a.

(b) Seeking funds for military equipment, including but not limited to applying for a grant, soliciting or accepting private, local, state, or federal funds, in-kind donations, or other donations or transfers.

(c) Acquiring military equipment either permanently or temporarily, including by borrowing or leasing.

(d) Collaborating with another law enforcement agency in the deployment or other use of military equipment within the jurisdiction of this Department.

(e) Using any new or existing military equipment for a purpose, in a manner, or by a person not previously approved by the governing body.

(f) Soliciting or responding to a proposal for, or entering into an agreement with, any other person or entity to seek funds for, apply to receive, acquire, use, or collaborate in the use of military equipment.

(g) Acquiring military equipment through any means not provided above.

716.6 COORDINATION WITH OTHER JURISDICTIONS

As established through past practice and mutual aid agreements, any jurisdiction through contract, mutual aid agreement, or request must accept the Department's policies and procedures governing the deployment of equipment utilized by West Covina Police Department employees. This is reciprocal to other law enforcement agencies.

Military equipment used by any member of this Department shall be approved for use and in accordance with this Department policy. Military equipment used by other jurisdictions that are providing mutual aid to this jurisdiction shall comply with their respective military equipment use policies in rendering mutual aid.

The West Covina Police Department hereby adopts the military equipment use policy as is approved and may be amended from time to time, under Government Code § 7070 et seq., for jurisdictions that the West Covina Police Department may engage with to provide mutual aid. This section is in no way a limitation to the ability of the West Covina Police Department to deploy or use the military equipment of another jurisdiction.

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716.7 ANNUAL REPORT

Upon approval of a military equipment policy, the Chief of Police or their authorized designee shall submit a military equipment report to the governing body for each type of military equipment approved within one year of approval, and annually thereafter for as long as the military equipment is available for use (Government Code § 7072).

The Chief of Police or their authorized designee shall also make each annual military equipment report publicly available on the Department website for as long as the military equipment is available for use. The report shall include all information required by Government Code § 7072 for the preceding calendar year for each type of military equipment in Department inventory.

716.8 COMMUNITY ENGAGEMENT

Within 30 days of submitting and publicly releasing the annual report, the Department shall hold at least one well-publicized and conveniently located community engagement meeting, at which the Department should discuss the report and respond to public questions regarding the funding, acquisition, or use of military equipment.

716.9 COMPLIANCE PROCEDURE

This procedure is to ensure compliance with the military equipment use policy. All complaints, concerns, or questions submitted regarding this policy will be handled pursuant to the Department's normal complaint process and be handled in a timely manner.

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Attachments

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WCPD Military Equipment Inventory.pdf

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Military Equipment Inventory
Attachment to Policy 715

1. **Unmanned Aircraft System (UAS):** An unmanned aircraft along with the associated equipment necessary to control it remotely.
   a. Description, quantity, capabilities, and purchase cost
      i. DJI MAVIC MATRICE 210 | Cost: $16,910 each | Quantity: 2 | UAS weighing approximately 13.5 lbs., approximately 30 minutes of flight time, and attachments including FLIR camera, spotlight, optical zoom camera, and ability to record video.
      ii. DJI SPARK | Cost: $500 each | Quantity: 3 | UAS with a single-color camera, weighs approximately 0.6 lbs., approximately 15-20 minutes of flight time, and has video recording capabilities.
      iii. DJI PHANTOM 4 Pro | Cost: $3,500 each | Quantity: 2 | UAS that weighs approximately 3 lbs., approximately 30 minutes of flight time, and is capable of video recording.
   b. Purpose
      To be deployed when its view would assist officers or incident commanders with the following situations, which include but are not limited to:
      i. Major collision investigations
      ii. Search for missing persons
      iii. Natural disaster management
      iv. Crime scene photography
      v. Special Problems Detail [Special Weapons and Tactics (SWAT)/Hostage Negotiations Team (HNT)], tactical, or other public safety and life preservation missions
      vi. In response to specific requests from local, state, or federal fire authorities for major incidents
   c. Authorized Use
      Only assigned operators who have completed the required training shall be permitted to operate any UAS during approved missions.
   d. Expected Lifespan
      All UAS Equipment: 3 to 7 years
   e. Fiscal Impact
      All UAS Equipment: Annual maintenance and battery replacement cost are approximately $0 to $3,000
   f. Training
      All Department UAS operators are licensed by the Federal Aviation Administration for UAS operation. In addition, each operator must attend a basic UAS operator course and ongoing bi-monthly unit training.
   g. Legal and Procedural Rules
      Use is established in FAA Regulation 14 CFR Part 107, and the Department's UAS policy (Unmanned Aerial System (UAS) Operations). It is the policy of the Department to utilize UAS only for official law enforcement purposes and according to State and Federal law.

2. **Unmanned, Remotely Piloted, Ground Vehicles (Robots):** A remotely controlled unmanned machine that operates on the ground, which is utilized to enhance the safety of the community and officers.
   a. Description, quantity, capabilities, and cost

i. iRobot PacBot Model BB2590 | Cost: $0 each | Quantity: 3 | The PacBot is a heavy-duty battery-powered robot. It has a stair-climbing ability and an arm capable of lifting several pounds. The PacBot is also equipped with a camera that can provide a live video and audio feed to the operator.
ii. iRobot PacBot PCC | Cost: $0 each | Quantity: 3 | The PacBot PCC is a suitcase-style monitor and controller that the operator uses to operate the iRobot PacBot robot. The suitcase is rugged and robust and utilizes 110 volts to operate.

b. Purpose
To be used to remotely gain visual data, deliver an HNT phone, open doors, and clear buildings without requiring an officer to enter.

c. Authorized Use
Only assigned operators who have completed the required training shall be permitted to operate the robots.

d. Expected Lifespan
All robots: 3 to 5 years

e. Fiscal Impact
All robots: Annual maintenance and battery replacement cost are approximately $0 to $5,000

f. Training
All robot operators must complete an 8-hour Department training to operate the robots during live operations. Operators also complete reoccurring training throughout the year.

g. Legal and Procedural Rules
It is the policy of the Department to utilize a robot only for official law enforcement purposes and according to State and Federal law.

3. Armored Vehicle: Commercially produced wheeled armored personnel vehicle utilized for law enforcement purposes.

a. Description, quantity, capabilities, and purchase cost
i. 2012 BAE Systems Tactical Vehicle Systems Mine Resistant Ambush Protected (MRAP) Vehicle | Cost: $0 each (Obtained through the Federal 1033 Program) | Quantity: 1 | The Mine Resistant Ambush Protected Vehicle is an armored vehicle that seats 10 personnel with an open floor plan that allows for rescue of down personnel. It can stop various projectiles, which provides greater safety to citizens and officers beyond the protection level of shield and personal body armor. Provides greater levels of survivability and mobility to navigate challenging and unpredictable environments. Greater survivability is achieved through an enhanced monolithic floor, a strengthened chassis frame, and highly effective blast absorbing seats.
ii. Cadillac Gage Commando Ranger, Peacekeeper | Cost: $0 each (Obtained through the Federal 1033 Program) | Quantity: 1 | The Peacekeeper is an armored vehicle that seats 8 personnel with an open floor plan that allows for rescue of down personnel. It can stop various projectiles, which provides greater safety to citizens and officers beyond the protection level of shield and personal body armor.
iii. Lenco Bearcat, G2 | Cost: $304,630 each | Quantity: 1 | The Bearcat is an armored vehicle that seats 10 to 12 personnel with an open floor plan that allows for rescue of down personnel. It can stop various projectiles, which provides greater safety to citizens and officers beyond the protection level of shield and personal body armor.

b. Purpose
i. The MRAP has been exclusively designated as a Rescue Vehicle and will be referred to as the Rescue Vehicle or RV-1. The primary purpose of the Rescue Vehicle (RV-1) is to

perform high-risk rescues or rapid extractions of persons during times of crisis. RV-1 is also designed to safely transport officers into positions of tactical advantage during critical incidents. RV-1 will be utilized when other Department resources are impractical. RV-1 provides greater safety to citizens and officers beyond the protection level of shield and personal body armor and can protect the occupants from IEDs or other explosive devices.

ii. The primary purpose of the Peacekeeper and Bearcat is to protect employees during high-risk incidents. They are also designed to safely transport officers into positions of tactical advantage or to evacuate civilian personnel during critical incidents. Both vehicles provide greater safety to citizens and officers beyond the protection level of shield and personal body armor.

c. Authorized Use

An armored vehicle may be used if one or more of the following criteria are present:

i. Incidents where human lives may be in immediate peril
ii. Incidents where a threat of confrontation by gunfire or other weapons exists
iii. Incidents involving a significant threat of violence
iv. Rapid response deployments
v. Acts of terror (violent attacks upon populated areas such as schools, community events, government buildings, shopping malls, and places of worship)
vi. Natural disasters (significant earthquakes, major fires, floods, etc.)
vii. Incidents deemed appropriate by the Chief of Police or their designee
viii. Training exercises or approved demonstrations

d. Expected Lifespan

i. MRAP: Approximately 25 years
ii. Peacekeeper: Approximately 25 years
iii. Lenco Bearcat G2: Approximately 25 years

e. Fiscal Impact

i. MRAP: Annual maintenance cost of approximately $0 to $1,000
ii. Peacekeeper: Annual maintenance cost of approximately $0 to $2,000
iii. Bearcat: Annual maintenance cost of approximately $0 to $5,000

f. Training

Armored vehicles may only be operated by employees who possess the proper licensing and have been trained in the proper use of the vehicle. Employees designated as operators of one or more armored vehicles shall receive training in the safe operation and care for each vehicle and show competence before operating any of the listed armored vehicles.

g. Legal and Procedural Rules

Use is established in the Manual (Vehicle Use, Vehicle Maintenance, and Specialty Vehicle Deployment). It is the policy of the Department to utilize armored vehicles for official law enforcement purposes, according to State and Federal law.

4. **Command and Control Vehicles**: The mobile command post (MCP) is a vehicle used as a mobile office that provides shelter, access to Department computer systems, dispatch communication consoles, radio communications, and restroom facilities during extended events.

a. Description, quantity, capabilities, and purchase cost

2014 Mobile Specialty Vehicles (custom-built, using a Lone Star chassis) 40 LS Lone Star | Cost: $471,806 | Quantity: 1 | A Class A RV outfitted with radio communications, computers, computer-aided dispatch (CAD) capabilities, monitors, and restroom to function as a mobile office for members of the department during department-approved functions.

b. Purpose

The purpose of the Mobile Command Post is to provide a safe and private location for employees to conduct Department business or to act as the Command Center as needed.

c. Authorized Use

Only officers trained in their deployment and operations in a manner consistent with Department policy and training are authorized to operate the MCP. The Mobile Command Post may be deployed for the following:

i. Major Criminal Investigations
ii. Major Traffic Investigations
iii. Critical Incidents
iv. Natural Disasters
v. Special Problems Detail (SPD) Call-outs or Pre-Planned Events
vi. Community Events
vii. Supporting or Replacing the Command Center (e.g., outages, repairs)
viii. Requests of use by outside law enforcement agencies with the approval of the Chief of Police or their designee

d. Expected Lifespan

MCP: 20 years on chassis and vehicle structure

e. Fiscal Impact

MCP: Annual maintenance cost is approximately $0 to $5,000

f. Training

The MCP may only be operated by employees who possess the proper licensing and have been trained in the proper care and use of the vehicle.

g. Legal and Procedural Rules

Use is established under the Manual (Vehicle Use, Vehicle Maintenance, and Specialty Vehicle Deployment). It is the policy of the Department to use the MCP only for official law enforcement purposes and following California State law regarding the operation of motor vehicles.

5. **Breaching Apparatuses Explosive in Nature:** Tools that are used to conduct an explosive breach.

a. Description, quantity, capabilities, and purchase cost

i. Remington Model 870 BRS Breaching 12 Gauge, 11-Inch Stand-Off Barrel | Cost: $645 each | Quantity: 2 | This weapon allows for breachers to safely utilize shotgun breaching round to destroy deadbolts, locks, and hinges. The breaching stand-off device that is attached to the end of the barrel allows for positive placement of the gun into the correct position and vents gases to prevent overpressure.
ii. Mossberg 590 12 Gauge Shotgun with an Affixed 18.5” Security Breaching Barrel | Cost: $583 each | Quantity: 2 | This weapon allows for breachers to safely utilize shotgun breaching round to destroy deadbolts, locks, and hinges. The breaching stand-off device that is attached to the end of the barrel allows for positive placement of the gun into the correct position and vents gases to prevent overpressure.
iii. Royal Arms Tesar-2 Black Cap 425 Grain Copper Frangible Breaching Round | Cost: $5 each | Quantity: Not to exceed 75 | The round is fired from a breaching shotgun and is used to destroy deadbolts, locks, and hinges.
iv. Royal Arms Tesar-4 Yellow Cap 750 Grain Copper Frangible Breaching Round | Cost: $5 each | Quantity: Not to exceed 75 | The round is fired from a breaching shotgun and is used to destroy deadbolts, locks, and hinges.

b. Purpose
Used to provide officers a way to safely gain entry into a structure.

c. Authorized Use
Absent exigent circumstances, only sworn members who have completed Department-approved training may be issued or use breaching shotguns. The breaching rounds can also be used for training exercises or approved demonstrations.

d. Expected Lifespan
   i. Breaching Shotguns: 25 years
   ii. Royal Arms Tesar-2 black cap 425-grain copper breaching round: 5 years
   iii. Royal Arms Tesar-4 yellow cap 750-grain copper frangible breaching round: 5 years

e. Fiscal Impact
   i. Breaching Shotguns: Annual maintenance approximately $0 to $50
   ii. Breaching Round: Expected annual cost between $0 to $300 to replenish used stock

f. Training
Sworn members utilizing a breaching shotgun must be certified to do so by a certified breaching instructor during Department-approved training. Additionally, members of the SPD SWAT Team will receive training on breaching shotguns bi-yearly and that training will be conducted by a certified breaching instructor in two-hour blocks.

g. Legal and Procedural Rules
It is the policy of the Department to utilize breaching shotguns and the associated munitions only for official law enforcement purposes, according to State and Federal law.

6. **Firearms of .50 Caliber and Ammunition:** A .50 caliber bolt-action rifle is defined as a centerfire rifle that can fire a .50 BMG cartridge and is not already an assault weapon or a machinegun as defined by Penal Code section 16880. A ".50 BMG cartridge" means a cartridge that is designed and intended to be fired from a centerfire rifle and that meets all of the following criteria: It has an overall length of 5.54 inches from the base to the tip of the bullet, the bullet diameter for the cartridge is from .510 to, and including, .511 inch, the case base diameter for the cartridge is from .800 inch to, and including, .804 inch, and the cartridge case length is 3.91 inches. (Penal Code §§ 30525, 30530.)

   a. Description, quantity, capabilities, and purchase cost
      i. McMillian TAC-50 Bolt Action Sniper Rifle | Cost: $7,100 each | Quantity: 1 | The McMillan TAC-50 is a manually operated, rotary bolt-action rifle. The large bolt has dual front locking lugs, and its body has spiral flutes to reduce weight. The heavy match-grade barrel is also fluted to dissipate heat quickly and reduce overall weight, and fitted with an effective muzzle brake to reduce recoil. The rifle is fed from detachable box magazines, holding 5 rounds each. The stock is made from fiberglass by McMillan Stocks and is designed to be used from a bipod only. The buttstock is adjustable for the length of pull with rubber spacers and can be removed for compact storage. The rifle has no open sights; it can be used with a variety of telescopic or night sights. The rifle can be also used to hit subjects that are hiding behind cover and walls, as its powerful ammunition can penetrate through bricks and concrete.
      ii. Hornady .50 Caliber BMG 750 Grain A-Max Ammunition Cartridge | Cost: $67 (per box of 10) | Quantity: Not to exceed 1,000 | Loaded to exacting specifications to provide pinpoint accuracy. Each cartridge is loaded with either Hornady® A-MAX® bullets, high-performance boat tail hollow points, or the new, radically superior ELD® Match bullets. Stringent quality control ensures proper bullet seating, consistent charges and pressures, optimal velocity, consistent overall length, and repeatable accuracy.

b. Purpose
The rifle provides authorized personnel with the capability to pierce hard armor, multiple layers of mild steel, or substantial brick, concrete, and other materials that may give hard cover to armed and/or dangerous suspects. It can also be used to disable vehicles, disrupt homemade explosives, provide over-watch protection, and for tactical porting. Tactical porting is the use of a projectile fired from a hard target rifle to create a port or hole.

c. Authorized Use
The use of the rifle is restricted to designated and authorized members of the SPD SWAT Team. Operators must attend an approved 40-hour training course provided by a certified instructor. Once certified authorized users must qualify with the rifle every year.

d. Expected Lifespan
   i. McMillian TAC-50 Bolt Action 50. Caliber Rifle: 20 years
   ii. Hornady .50 Caliber BMG 750 Grain A-Max ammunition: No expiration

e. Fiscal Impact
   i. Rifle: Annual maintenance is approximately $0 to $200 per rifle
   ii. Ammunition: Expected annual cost between $0 to $500 to replenish used stock

f. Training
Before deploying the rifle, designated SPD SWAT Team members must attend an approved 40-hour training course provided by a certified instructor. Once certified, authorized users must qualify with the rifle every year.

g. Legal and Procedural Rules
Use is established under the Manual (Use of Force and Firearms). It is the policy of the Department to utilize the rifle only for official law enforcement purposes, and according to State and Federal law including those regarding the use of force.

7. **Specialized Firearms and Ammunition:** Firearms that are fired from shoulder level, having a long spirally grooved barrel intended to make bullets spin and thereby have greater accuracy over a long distance**.**

a. Description, quantity, capabilities, and purchase cost
   i. Colt M4 Carbine 5.56MM Rifle, Model: LE6920MPS B | Cost: $636.55 each | Quantity: Not to exceed 80 | The carbine rifle is a firearm, capable of accurately stopping an armed subject at various distances. The carbine rifle is a lightweight, air-cooled, gas operated, magazine fed, shoulder fired weapon, designed for semi-automatic & selective fire. The projectile is capable of penetrating soft body armor being worn by armed subjects.
   ii. DPMS Panther Arms AR-10 .308 Caliber Rifle, Model: LR-308 | Cost: $1,500 each | Quantity: 4 | The DPMS with a 16” customized barrel, AR-10, is a precision style rifle. The firearm is chambered in .308 Winchester/7.62 NATO Rifle and has a 16” customized precision barrel. The magazine holds 20 rounds of ammunition and the rifle has a collapsible stock. This rifle is primarily used in an over-watch capacity to protect the community and SPD SWAT Team members during large events and critical incidents. The projectile is capable of penetrating soft body armor being worn by armed subjects.
   iii. Federal Cartridge .308 Winchester Tactical Bonded Tip 168 Grain Duty Ammunition Cartridge | Cost: $319 (per case of 500) | Quantity: Not to exceed 10,000 | The Tactical Bonded Rifle Ammunition is a Federal product made exclusively for law enforcement. It achieves accuracy and terminal performance unmatched by any other ammunition. Designed to defeat the toughest barriers with minimal deflection or deviation for the most intense situations.

iv. Colt 5.56MM, M4 Commando Carbine Lower Receiver with Daniel Defense MK18 Upper Receiver Group | Cost: $1,900 each | Quantity: Not to exceed 30 | The carbine rifle is a firearm, capable of accurately stopping an armed subject at various distances. The carbine rifle is a lightweight, air-cooled, gas operated, magazine fed, shoulder fired weapon, designed for semi-automatic and selective fire. The projectile is capable of penetrating soft body armor being worn by armed subjects.
v. Sig Sauer MPX Suppressed 9MM Sub-gun | Cost: $1,400 each | Quantity: Not to exceed 20 | The MPX is a firearm, capable of accurately stopping an armed subject at various distances. It is compact and designed to match firepower while also having the capability to clear enclosed or close combat spaces.
vi. Heckler & Koch MP5 9MM Sub-gun | Cost: $2,500 each | Quantity: Not to exceed 20 | The MP5 is a firearm, capable of accurately stopping an armed subject at various distances. It is compact and designed to match firepower while also having the capability to clear enclosed or close combat spaces.

b. Purpose
To be used as precision weapons to address a threat with more accuracy and/or greater distances than a handgun, if present and feasible. These firearms can also be used to match the firepower of the threat being faced, as well as to penetrate barriers or barricades in critical incidents.

c. Authorized Use
Use of all of the listed firearms are guided by the Manual. The Colt M4 Carbine is authorized to be carried by all officers regardless of assignment. The AR-10 and M4 Commando carbine rifles are specifically used by SWAT. The MPX and MP5 are specifically used by SWAT and the Special Enforcement Team (SET). All of these firearms are only authorized for use by an officer after attending an approved training with annual training and qualifications thereafter.

d. Expected Lifespan
i. Colt M4 Carbine 5.56MM Rifle: 20 years
ii. DPMS Panther Arms AR-10 .308 Caliber Rifle, Model: LR-308: 20 years
iii. Federal Cartridge .308 Winchester Tactical Bonded Tip 168 Grain Duty Ammunition Cartridge: No expiration
iv. Colt 5.56MM, M4 Commando Carbine Lower Receiver with Daniel Defense MK18 Upper Receiver Group: 20 years
v. Sig Sauer MPX Suppressed 9MM Sub-gun: 20 years
vi. Heckler & Koch MP5 9MM Sub-gun: 20 years

e. Fiscal Impact
i. Rifles: Annual maintenance is approximately $0 to $100 per rifle
ii. Ammunition (.308 Winchester): Expected annual cost between $200 and $1,000 to replenish used stock

f. Training
The officers receive training during orientation and conduct continual annual training. The AR-10 and M4 Commando carbine rifles are specifically used by SWAT. The MPX and MP5 are specifically used by SWAT and the Special Enforcement Team (SET). Before deploying specialty rifles, designated SET and/or SWAT Team members must attend an approved training course provided by a certified instructor. Once certified, authorized users must qualify with the rifle every year.

g. Legal and Procedural Rules

Use is established under Manual (Use of Force, Firearms, and Patrol Rifles). It is the policy of the Department to utilize these rifles and the associated munitions only for official law enforcement purposes, according to State and Federal law.

8. **Diversionary Devices (Flashbangs):** A diversionary device is ideal for distracting dangerous suspects during assaults, hostage rescue, room entry, or other high-risk arrest/search warrant situations.
   a. Description, quantity, capabilities, and purchase cost
      i. Defense Technology Low Roll Reloadable Flashbang (#8933) with 12-Gram Reload (#8901) | Cost: $33.23 each | Quantity: Not to exceed 60 | The Low Roll Reloadable Flashbang is an explosive device that produces a flash of light and a sudden, loud noise intended to temporarily stun, distract, and disperse people. It is thrown by hand or projected and produces 175 dB of sound output at 5 feet and 6-8 million candelas for 10 milliseconds.
      ii. Combined Tactical Systems, 7290m Mini Flashbang | Cost: $38 each | Quantity: Not to exceed 60 | The 7290M Flashbang is an explosive device that produces a flash of light and a sudden, loud noise intended to temporarily stun, distract, and disperse people. It produces 175db of sound output and produces 6-8 million candelas of light.
      iii. Combined Tactical Systems, 7290-9 Flashbang | Cost: $138.70 each| Quantity: Not to exceed 60 | The 7290-9 Flashbang is an explosive device that produces a flash of light and a sudden, loud noise intended to temporarily stun, distract, and disperse people.
   b. Purpose
      The proper use and deployment of diversionary devices can increase officer safety and assist officers with the successful completion of a tactical situation. This includes, but is not limited to barricaded suspects, hostage situations, high-risk warrant service, or any life-threatening situation.
   c. Authorized Use
      Absent exigent circumstances, only sworn members who have completed Department-approved training by a certified Department-approved trainer may be issued, use, or carry diversionary devices. The devices shall be stored and carried within Federal regulations. These devices can also be used for training exercises or approved demonstrations.
   d. Expected Lifespan
      i. Defense Technology Low Roll Flash-Bang Body 8933: Approximately 26 deployments
      ii. Defense Technology Distraction Device Reload 12-Gram 8901: Until used
      iii. Combined Tactical Systems 7290M Mini Flash-Bang: Until used
      iv. Combined Tactical Systems 7290-9 Flash-Bang: Until used
   e. Fiscal Impact
      Expected annual cost of $500 to $4,000 to replenish used stock (including training deployments)
   f. Training
      Before use, officers must attend diversionary device training that is conducted by a certified Department approved instructor. Additionally, members of the SPD SWAT Team will conduct two two-hour training blocks on the use of diversionary devices yearly.
   g. Legal and Procedural Rules
      Use is established in the Manual (Use of Force and Diversionary Devices - Flashbangs). It is the policy of the Department to utilize diversionary devices only for official law enforcement purposes, and according to State and Federal law regarding the use of force.

9. **Chemical Agents:** Canisters that contain chemical agents (such as CS (2-chlorobenzalmalononitrile), OC (Oleoresin Capsicum) and CN (Chloroacetophenone)) that are released when deployed.
   a. Description, quantity, capabilities, and purchase cost
      i. Defense Technology Pocket Tactical Grenade, CS, #1016 | Cost: $29.77 each | Quantity: Not to exceed 30 | The Pocket Tactical Grenade is a small, lightweight, easily carried device that provides a medium volume of a chemical agent (CS) or smoke for certain situations. It was designed with the tactical team in mind for distraction, concealment, rescue, or signaling. The pocket grenade is not specifically intended as a crowd management device; however, it can be used in chemical configurations in conjunction with larger smoke canisters to “piggyback” chemical agents into a predominately smoke environment.
      ii. Defense Technology Pocket Tactical Grenade, Saf-Smoke, #1017 | Cost: $29.77 each | Quantity: Not to exceed 30 | The Pocket Tactical Grenade is a small, lightweight, easily carried device that provides a medium volume of a chemical agent or smoke for certain situations. It was designed with the tactical team in mind for distraction, concealment, rescue, or signaling. The pocket grenade is not specifically intended as a crowd management device; however, it can be used in chemical configurations in conjunction with larger smoke canisters to “piggyback” chemical agents into a predominately smoke environment.
      iii. Defense Technology Spede-Heat Continuous Discharge Chemical Grenade, CS, #1072 | Cost: $30 each | Quantity: Not to exceed 30 | The Spede-Heat™ Grenade is designed specifically for outdoor use in crowd control situations. It is a high-volume continuous burn device that expels its CS payload in approximately 20 - 40 seconds from a single source.
      iv. Defense Technology Large Style Maximum Smoke, #1073, | Cost: $38.29 each | Quantity: Not to exceed 30 | The Large Style Maximum Smoke Grenade is a designed specifically for outdoor use in crowd management situations. It is a high volume, slow-burning device that deploys large quantities of grey-white colored smoke for approximately 1.5 to 2 minutes. It can be utilized as a carrying agent (multiplier) for smaller OC, CN, or CS munitions, or for concealing the movement of agency personnel. It may also be used as a distraction to focus attention away from other activities.
      v. Defense Technology Maximum HC Smoke Military-Style Canister, #1083, | Cost: $35.62 each | Quantity: Not to exceed 30 | The Military-Style Maximum Smoke Grenade comes from the Defense Technology® #3 smoke grenade. It is a slow-burning, high-volume, continuous discharge grenade designed for outdoor use in crowd management situations. Emits grey-white smoke only for approximately 1.5 to 2 minutes.
      vi. Defense Technology Stinger CS Rubber Ball Grenade, #1088 | Cost: $50.62 each | Quantity: Not to exceed 30 | The Stinger® Grenade is a combination of a Less Lethal Impact Munitions and a Distraction Device® that may incorporate optional CS or OC laden powder if desired. The Stinger® Grenade is a maximum effect device as it delivers up to four stimuli for psychological and physiological effect: rubber pellets, light, sound, and optional chemical agent or OC. The blast is sufficient to project the rubber balls and optional chemical agent in a 50-foot radius. The Stinger® Grenade is most widely used as a crowd management tool by law enforcement and corrections in indoor and outdoor operations. As a pain compliance, distraction, and disorientation device for crowd management, it may be hand thrown or launched in the general direction of the crowd. It may be deployed for ground bursts or aerial bursts at the discretion of the operator. It is

generally reserved as the last selection when chemical agents and less lethal impact munitions have not resolved the disorder or routed the crowd.

vii. Defense Technology Han-Ball Rubber Ball Grenade, CS, #1092 | Cost: $37.10 each | Quantity: Not to exceed 30 | The Han-Ball™ Rubber Ball Grenade is a fast-burning, high-volume continuous discharge grenade available in OC, CN, CS, and Saf-Smoke™. Designed specifically for outdoor use in crowd management situations. It is excellent for the rapid delivery of a chemical agent or smoke in quickly changing tactical situations.

viii. Defense Technology Han-Ball Grenade, Saf-Smoke, #1093 | Cost: $37.10 each | Quantity: Not to exceed 30 | The Han-Ball™ Rubber Ball Grenade is a fast-burning, high-volume continuous discharge grenade available in OC, CN, CS, and Saf-Smoke™. It is excellent for the rapid delivery of a chemical agent or smoke in quickly changing tactical situations. Hand throw or launch use only. Launching of grenades will provide deploying officers with additional standoff distances. This grenade offers coverage for large outdoor areas. In the Saf-Smoke™ configuration, it can be utilized for concealing the movement of agency personnel. It may also be used as a distraction to focus attention away from other activities.

ix. Defense Technology OC Aerosol Grenade Fogger, 1 OZ., #56814 | Cost: $13.75 each | Quantity: Not to exceed 30 | The Aerosol Grenade Fogger is a non-pyrotechnic that contains no chlorofluorocarbons (CFCs), is not a fire hazard, and requires minimal decontamination. It is designed for use in tactical indoor operations by law enforcement. The purpose of the Aerosol Grenade Fogger is to minimize the risks to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects. The 1.3% Major Capsaicinoids provide sufficient effects in confined areas of up to 6,000 cubic feet such as attics, crawl spaces, garages, and interior rooms.

x. Defense Technology OC Aerosol Grenade Fogger, 6 OZ., #56854 | Cost: $18.35 each | Quantity: Not to exceed 30 | The Aerosol Grenade Fogger is a non-pyrotechnic that contains no CFCs, is not a fire hazard, and requires minimal decontamination. It is designed for use in tactical indoor operations by law enforcement. The purpose of the Aerosol Grenade Fogger is to minimize the risks to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects. The 1.3% Major Capsaicinoids provide sufficient effects in confined areas of up to 25,000 cubic feet such as attics, crawl spaces, garages, and interior rooms.

xi. Combined Tactical Systems (CTS) 5230B CS Baffled Canister Grenade, Pyro, Low Flame | Cost: $45.20 each | Quantity: Not to exceed 100 | Pyrotechnic grenade designed for indoor/outdoor use delivering a maximum amount of irritant smoke throughout multiple rooms with minimal risk of fire.

xii. Combined Tactical Systems (CTS) 6340 OC Vapor Grenade | Cost: $45.25 each | Quantity: Not to exceed 30 | This unique grenade delivers an invisible OC vapor and renders an intense respiratory effect to a non-compliant subject. The CTS 6340 has a 1-5 second discharge time and discharges OC vapor through three emission ports.

xiii. Defense Technology First Defense 1.3% MK-9 Stream, Gel, or Foam OC Aerosol, #56895, 56591, 56891, 56792 | Cost: $47.32 each | Quantity: Not to exceed 12 | The MK-9 features an easy to use trigger handle, is intended for use in crowd management, and will deliver 14 short bursts of OC at an effective range of 18-20 ft. This 1.3% MC OC aerosol product utilizes a stream delivery method providing a target-specific, strong concentrated stream for greater standoff.

xiv. Defense Technology 1.3% MK-46V Stream OC Aerosol, #43046 | Cost $380.85 each | Quantity: Not to exceed 6 | The MK-46 features a trigger handle, is intended for use in

crowd management, and will deliver 26 short bursts of OC at an effective range of 25-30 ft. This 1.3% MC OC aerosol product utilizes a stream delivery method providing a target-specific, strong concentrated stream for greater standoff.

b. Purpose
Chemical agents may be used for crowd control, crowd dispersal, or against barricaded suspects based on the circumstances. This is done to limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

c. Authorized Use
Absent exigent circumstances, only sworn members who have completed Department-approved training may be issued, use or carry chemical agents. These chemical agents can also be used for training exercises or approved demonstrations.

d. Training
Sworn members utilizing chemical agent canisters must be certified by a Department chemical agent instructor during orientation and during reoccurring Department in-service training. Additionally, members of the SPD SWAT Team will receive training on chemical agents bi-yearly and that training will be conducted by a certified chemical agent instructor in two-hour blocks.

e. Expected Lifespan
   i. Defense Technology Pocket Tactical Grenade, CS, #1016: 5 years
   ii. Defense Technology Pocket Tactical Grenade, Saf-Smoke: #1017: 5 years
   iii. Defense Technology Spede-Heat Continuous Discharge Chemical Grenade, CS: #10725: 5 years
   iv. Defense Technology Large Style Maximum Smoke: #1073: 5 years
   v. Defense Technology Maximum HC Smoke Military-Style Canister: #1083: 5 years
   vi. Defense Technology Stinger CS Rubber Ball Grenade: #1088: 5 years
   vii. Defense Technology Han-Ball Rubber Ball Grenade, CS: #1092: 5 years
   viii. Defense Technology Han-Ball Grenade, Saf-Smoke: #1093: 5 years
   ix. Defense Technology OC Aerosol Grenade Fogger, 1OZ: #56814: 5 years
   x. Defense Technology OC Aerosol Grenade Fogger, 6OZ: #56854: 5 years
   xi. Combined Tactical Systems (CTS) CS Baffled Canister Grenade, Pyro, Low-Flame: 5230B: 5 years
   xii. Combined Tactical Systems (CTS) OC Vapor Grenade: 6340: 5 years
   xiii. Defense Technology First Defense 1.3% MK-9 Stream, Gel, or Foam OC Aerosol: #56895, 56591, 56891, 56792: 5 years
   xiv. Defense Technology 1.3% MK-46V Stream OC Aerosol: #43046: 5 years

f. Fiscal Impact
Expected annual cost of $2,500 to $10,000 to replenish used stock (including training deployments)

g. Legal and Procedural Rules
Use is established under the Manual (Use of Force, Chemical Agents, and Oleoresin Capsicum - OC). It is the policy of the Department to utilize chemical agents only for official law enforcement purposes, and according to State and Federal law, including those regarding the use of force.

10. **Chemical Agent Launcher:** Cups that attach to 12 gauge less-lethal shotguns which allow officers to launch canisters of chemical agents or smoke.

a. Description, quantity, capabilities, and purchase cost

i. Combined Tactical Systems (CTS) LC5 Launching Cup | Cost: $302 each | Quantity: | Quantity: Not to exceed 6 | The CTS LC5 Launching Cup is designed for the 5200 series chemical agent grenades. The cup can be attached to virtually any 12 gauge shotgun and it launches cartridges for crowd management or as a diversionary device.
ii. Defense Technology 12-Gauge Muzzle Bang/Launching Cartridge, #1210 | Cost: $6.64 each | Quantity: Not to exceed 160 | The 12-Gauge Muzzle Bang Launching Cartridge incorporates an opaque shell and utilizes black powder as the propellant. The 12-Gauge Muzzle Bang Launching Cartridge is designed to be launched from a launching cup and produces 170 dB of sound output. It is designed to be aimed at the floor or wall at a 45 degree angle. It is used as a crowd management tool by law enforcement and corrections in crowd control situations as a means of warning, intimidation, or diversion. It may be deployed in the air over crowds or to the side for dissuading movement in a given direction. It may also be deployed to the far side of buildings to divert the attention away from an approach or entry.

b. Purpose
May be used for crowd control, crowd dispersal, riots, or against barricaded suspects based on the circumstances. It can also be used in circumstances where a tactical advantage can be obtained or during civil unrest incidents. This is done to limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

c. Authorized Use
Absent exigent circumstances, only sworn members who have completed Department-approved training may be issued or use CTS LC5 Launching Cups.

d. Expected Lifespan
i. CTS LC5 Launching Cup: 25 years
ii. 12-Gauge Muzzle Bang / Launching Cartridge: Until used

e. Fiscal Impact
i. Launching Cups: Expected annual cost of $0 to $100 for maintenance
ii. Cartridges: Expected annual cost of $100 to $300 for training and to replenish used stock (including training deployments)

f. Training
Sworn members utilizing CTS LC5 Launching Cups and 12-Gauge Muzzle Bang / Launching Cartridges must be certified by a certified chemical agent/diversionary device instructor. Additionally, members of the SPD SWAT Team will receive training on CTS LC5 Launching Cups bi-yearly and that training will be conducted by a POST-certified chemical agent/diversionary device instructor in two-hour blocks.

g. Legal and Procedural Rules
Use is established under the Manual (Use of Force and Chemical Agents). It is the policy of the Department to utilize CTS LC5 chemical agent launching cups only for official law enforcement purposes, and according to State and Federal law, including those regarding the use of force.

11. **Specialty Impact Munitions (SIMs) - 40mm Launchers and Munitions:** These devices are considered less lethal and are used to gain compliance from an individual who is violently or actively resisting. The use of such a device is intended to mitigate the number of serious injuries to officers, the subject, and other individuals.

a. Description, quantity, capabilities, and purchase cost
i. 40MM LMT™ Tactical Single Launcher I425, Expandable Stock | Cost: $1,200 each | Quantity: Not to exceed 40 | The 40LMT is a tactical single-shot launcher that features

an expandable Rogers Super Stock and an adjustable Integrated Front Grip (IFG) with light rail. The ambidextrous Lateral Sling Mount (LSM) and QD mounting systems allow both a single and two-point sling attachment. The 40LMT will fire standard 40mm less-lethal ammunition, up to 4.8 inches in cartridge length.

ii. Penn Armas 40MM Multi-Shot, Pump Advance Launcher - 5” Cylinder | Cost: $3,336 each | Quantity: Not to exceed 6 | A 40mm pump-action advance magazine drum launcher with a fixed stock and combo rail. It has a six-shot capacity 5” cylinder and a 10.75” rifled barrel. The PGL-65 features include a Double-action trigger, trigger lock push button, and hammerlock safeties.

iii. Defense Technology 40MM eXact iMpact™ Sponge Round: #6325 | Cost: $20.79 each | Quantity: Not to exceed 1,000 | The 40 mm exact iMpact™ Sponge Round is a “point-of-aim, point-of-impact” direct fire round that is most commonly used by tactical teams in situations where maximum deliverable energy is desired for the incapacitation of an aggressive, non-compliant subject. The 40 mm exact iMpact™ Sponge Round is intended for direct fire deployment. These areas provide sufficient pain stimulus, while greatly reducing serious or life-threatening injuries. The 40 mm exact iMpact™ Sponge Round can also be deployed in crowd control situations to protect the riot line, cover or enhance chemical munitions, or target specific agitators and organizers of the crowd. When used in this fashion, it is primarily both a psychological deterrent and physiological distraction serving as a pain compliance device to either get the crowd or subject moving or keep them at a designated distance.

iv. Defense Technology 40MM eXact iMpact™ LE 40MM Extended Range Sponge Round: #6325LE | Cost: $23.52 each | Quantity: Not to exceed 150 | The eXact iMpact™ 40 mm Sponge Round is a point-of-aim, point-of-impact direct-fire round. This lightweight, high-speed projectile consists of a plastic body and sponge nose. It can be launched at a greater distance to provide further separation from officers. Used for crowd control, patrol, and tactical applications.

v. Defense Technology 40MM Direct Impact® OC Round: #6320 | Cost: $20.79 each | Quantity: Not to exceed 1,000 | A less lethal 40 mm lightweight plastic and crushable foam projectile fired from a single or multi-round purpose-built 40 mm grenade launcher with a rifled barrel at 295 feet per second (FPS). The 39-gram crushable foam projectile delivers 120 ft./lbs. of energy upon impact in addition to the dispersion of 5 grams of OC irritant. The 40 mm Direct Impact OC round provides accurate and effective performance when fired from the approved distance of not less than five (5) feet and as far as 120 feet from the target.

vi. Defense Technology 40MM Direct Impact® OC Adjustable Range Round: #6320A | Cost: $37.95 each | Quantity: Not to exceed 150 | The 40mm Direct Impact® Adjustable Range Round consists of a plastic body and a crushable foam nose that contains a powder payload. This payload contains an OC powder. The crushable foam nose dissipates energy upon impact while releasing the powder payload. The projectile design has a unique user-adjustable patented gas-bleed feature, which allows kinetic energy to be adjusted for two design points addressing close-in and extended range engagements. In the opened position, the standard range velocity allows for engagements of 1.5 – 40 meters. In the closed position, the extended range velocity allows for engagements of 40 – 70 meters.

vii. Defense Technology 40MM Direct Impact® CS Round: #6322 | Cost: $20.79 each | Quantity: Not to exceed 1,000 | A less lethal 40 mm lightweight plastic and crushable foam projectile fired from a single or multi-round purpose-built 40 mm grenade launcher

with a rifled barrel at 295 feet per second (FPS). The 39-gram crushable foam projectile delivers 120 ft./lbs. of energy upon impact in addition to the dispersion of 5 grams of CS irritant. The 40MM Direct Impact CS round provides accurate and effective performance when fired from the approved distance of not less than five (5) feet and as far as 120 feet from the target.

viii. Defense Technology Direct Impact® 40MM Adjustable Range Round, CS Marking: #6322A | Cost: $37.95 each | Quantity: Not to exceed 150 | The 40mm Direct Impact® Adjustable Range Round consists of a plastic body and a crushable foam nose that contains a powder payload. This payload is a marking and CS powder. The crushable foam nose dissipates energy upon impact while releasing the powder payload. The projectile design has a unique user-adjustable patented gas-bleed feature, which allows kinetic energy to be adjusted for two design points addressing close-in and extended range engagements. In the opened position, the standard range velocity allows for engagements of 1.5 – 40 meters. In the closed position, the extended range velocity allows for engagements of 40 – 70 meters.

ix. Defense Technology Ferret 40MM CS Liquid Barricade Penetrator Round, #2262 | Cost: $22.84 each | Quantity: Not to exceed 500 | The Ferret® 40mm Round is non-burning and suitable for indoor use. Used primarily by tactical teams, it is designed to penetrate barriers, such as windows, hollow core doors, wallboard, and thin plywood. Upon impacting the barrier, the nose cone ruptures and instantaneously delivers a small chemical payload inside of a structure or vehicle. In a tactical deployment situation, the 40mm Ferret is primarily used to dislodge barricaded subjects from confined areas. Its purpose is to minimize the risks to all parties through pain compliance, temporary discomfort, and/or incapacitation of potentially violent or dangerous subjects.

x. Defense Technology Ferret 40MM CS Powder Barricade Round, #2292 | Cost: $22.15 each | Quantity: Not to exceed 500 | The Ferret® 40 mm Barricade Penetrating Round is filled with a CS powder chemical agent. It is a frangible projectile that is spin-stabilized utilizing barrel rifling. It is non-burning and designed to penetrate barriers. Primarily used to dislodge barricaded subjects, it can also be used for area denial. Primarily used by tactical teams, it is designed to penetrate barriers, such as windows, hollow core doors, wallboard, and thin plywood. Upon impact, the nose ruptures and instantaneously delivers the agent payload inside a structure or vehicle.

b. <u>Purpose</u>

The use of these devices is intended to mitigate the number of serious injuries to officers, the subject, and other individuals. The devices limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

c. <u>Authorized Use</u>

Approved SIM projectiles may be used in any of the following circumstances when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to:

i. Control a subject who is violent or is actively resisting

ii. Control a subject who has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, him/herself or others

iii. Disarm a suspect or control a subject who is reasonably believed to be armed

iv. Stop a fleeing subject who is wanted for a serious crime (Mere flight from a pursuing officer, without other known circumstances or factors, is not good cause for the use of a SIM to apprehend an individual)

v. Gain compliance during tactical situations that include but are not limited to a riot or civil unrest
vi. Control dangerous animals
vii. Be used on objects to gain a tactical advantage (e.g., windows, lights, etc.)
viii. Training exercises or approved demonstrations

d. Expected Lifespan
   i. LMT 40mm Launchers: At least 15 years
   ii. Penn Arms 40 mm Multi-Shot, Pump Advance Launcher, 5" Cylinder: At least 15 years
   iii. Defense Technology 40MM eXact iMpact™ Sponge Round: #6325: 5 years
   iv. Defense Technology 40MM eXact iMpact™ LE 40MM Extended Range Sponge Round: #6325LE: 5 years
   v. Defense Technology 40MM Direct Impact® OC Round: #6320: 5 years
   vi. Defense Technology 40MM Direct Impact® OC Adjustable Range Round: #6320A: 5 years
   vii. Defense Technology 40MM Direct Impact® CS Round: #6322: 5 years
   viii. Defense Technology Direct Impact® 40MM Adjustable Range Round, CS Marking: #6322A: 5 years
   ix. Defense Technology Ferret 40MM CS Liquid Barricade Penetrator Round, #2262: 5 years
   x. Defense Technology Ferret 40MM Powder Barricade Round, #2292: 5 years

e. Fiscal Impact
   i. Launchers: Annual maintenance is approximately $0 to $100 for each launcher
   ii. Munitions: Expected annual cost of $2,000 to $5,000 to replenish used stock (including training deployments)

f. Training
   All officers receive training on the use of the 40mm LMT launcher with the sponge (#6325) and OC round (#6320). This training occurs during orientation and through reoccurring in-service training taught by Department instructors. SWAT personnel receive additional training internally when they transfer to the unit to include the Penn Arms launcher, CS rounds, barricade rounds, and the other rounds listed. SWAT operators who utilize these munitions have completed an approved chemical agent school and/or training facilitated by a Department-certified chemical agent instructor.

g. Legal and Procedural Rules
   Use is established under the Manual (Use of Force, Specialty Impact Munitions (SIM) Less-Lethal, Chemical Agents, and Oleoresin Capsicum – OC). It is the policy of the Department to utilize the SIM launchers and munitions only for official law enforcement purposes and according to State and Federal law, including those regarding the use of force.

12. Specialty Impact Munitions (SIMs) - 12 Gauge "Bean Bag" Launchers and Munitions: These devices are considered less lethal and are used to gain compliance from an individual who is violently or actively resisting. The use of such a device is intended to mitigate the number of serious injuries to officers, the subject, and other individuals.

a. Description, quantity, capabilities, and purchase cost
   i. Mossberg 590 12-Gauge Shotgun (Standard Department-issued with color marking to signify its use as less-lethal) | Cost: $645 each | Quantity: Not to exceed 30 | The Mossberg 590 Less Lethal Shotgun is used to deploy the 12-Gauge Drag Stabilized Round up to 75 feet. The range of the weapon system helps to maintain space between officers and an individual, reducing the immediacy of the threat which is a principle of de-escalation.

ii. Defense Technology 12-Gauge Drag Stabilized Round, #3027 | Cost: $5.34 each | Quantity: Not to exceed 1,000 | The Drag Stabilized™ 12-Gauge Round is a translucent 12-Gauge shell loaded with a 40-Gram tear-shaped bag made from a cotton and ballistic material blend and filled with #9 shot. This design utilizes four stabilizing tails and utilizes smokeless powder as the propellant. This round has a velocity of 270fps with a maximum effective range of 75 feet.

b. Purpose

The use of such a device is intended to mitigate the number of serious injuries to officers, the subject, and other individuals. The devices limit the escalation of conflict where employment of lethal force is prohibited or undesirable.

c. Authorized Use

Approved SIM projectiles may be used in any of the following circumstances when the circumstances perceived by the officer at the time indicate that such application is reasonably necessary to:

i. Control a subject who is violent or is actively resisting
ii. Control a subject who has demonstrated, by words or action, an intention to be violent or to physically resist, and reasonably appears to present the potential to harm officers, him/herself or others
iii. Disarm a suspect or control a subject who is reasonably believed to be armed
iv. Stop a fleeing subject who is wanted for a serious crime (Mere flight from a pursuing officer, without other known circumstances or factors, is not good cause for the use of a SIM to apprehend an individual)
v. Gain compliance during tactical situations that include but are not limited to a riot or civil unrest
vi. Control dangerous animals
vii. Be used on objects to gain a tactical advantage (e.g., windows, lights, etc.)
viii. Training exercises or approved demonstrations

d. Expected Lifespan

i. Mossberg 590 Shotgun (Standard department-issued): At least 15 years
ii. Defense Technology 12-Gauge Drag Stabilized Round: 5 years

e. Fiscal Impact

i. Shotgun: Annual maintenance is approximately $0 to $50 for each shotgun
ii. Ammunition: Expected annual cost of $200 to $1,000 to replenish used stock

f. Training

All officers are trained in the 12-gauge Mossberg 590 less-lethal shotgun with the 12-gauge drag-stabilized round. This training occurs during orientation and through reoccurring in-service training taught by Department instructors.

g. Legal and Procedural Rules

Use is established under the Manual (Use of Force and Specialty Impact Munitions (SIM) Less-Lethal). It is the policy of the Department to utilize the SIM launchers and munitions only for official law enforcement purposes and according to State and Federal law, including those regarding the use of force.

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 17, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: **CONSIDERATION OF FINAL TRACT MAP NO. 83134**
LOCATION: 1651 EAST ROWLAND AVENUE

RECOMMENDATION:

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

> **RESOLUTION NO. 2022-46 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING FINAL MAP OF TRACT MAP NO. 83134 LOCATED AT 1651 EAST ROWLAND AVENUE**

DISCUSSION:

On May 4, 2021, by Resolution No. 2021-37, the West Covina Planning Commission approved Tentative Tract Map No. 83134. The tract map subdivides a 9.14-acre site into a total of 158 residential condominium units. The 9.14-acre site will include 66 two-story single-family residential style detached units, 92 attached three-story townhome style units, internal drive aisles, common open space, guest parking spaces, and other associated incidental improvements.

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

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

Prepared by: Michael Ackerman, PE, City Engineer

Fiscal Impact

FISCAL IMPACT:

There is not a direct fiscal impact associated with this administrative item.

Attachments

Attachment No. 1 - Resolution No. 2022-46

Attachment No.2 - Tract Map 83134

CITY COUNCIL GOALS & OBJECTIVES: Expand Economic Development Opportunities

ATTACHMENT NO. 1

RESOLUTION NO. 2022-46

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING FINAL TRACT MAP NO. 83134 LOCATED AT 1651 EAST ROWLAND AVENUE

WHEREAS, there has been submitted to the City Council by the owner and subdivider thereof, a final subdivision map of Tract Map No. 83134 which has been approved by the Planning Commission and the City Engineer.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF WEST COVINA DOES HEREBY RESOLVE, DETERMINE, AND ORDER AS FOLLOWS:

SECTION 1. That the final subdivision map of Tract Map No. 83134 has been submitted to the City Council and the same is hereby approved.

SECTION 2. That the proper officers of the City of West Covina are hereby authorized and instructed to execute said final map on behalf of the City.

SECTION 3. That, as determined by the City Council, Tract Map No. 83134 is consistent with the General Plan of the City of West Covina and the Specific Plan as adopted for the area.

SECTION 4. That Tract Map No. 83134 will not unreasonably interfere with the free and complete exercise of public utilities.

SECTION 5. That the City Clerk shall certify to the adoption of this resolution.

SECTION 6. That the City Clerk shall transmit a certified copy of this resolution to utility companies.

APPROVED AND ADOPTED this 17th day of May 2022.

_____
Dario Castellanos
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2022-46 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 17th day of May 2022, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

Lisa Sherrick
Assistant City Clerk

ATTACHMENT NO. 2

TRACT NO. 83134

IN THE CITY OF WEST COVINA, STATE OF CALIFORNIA
FOR CONDOMINIUM AND SUBDIVISION PURPOSES

BEING A SUBDIVISION OF PORTION OF LOTS 7 AND 8 IN BLOCK 17 OF PHILLIPS TRACT, IN THE CITY OF WEST COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 9 PAGES 3 AND 4 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY

DAVID EVANS AND ASSOCIATES ROBERT WALKER, P.L.S. 7137

FEBRUARY 2021

OWNER'S STATEMENT:

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

WE HEREBY OFFER TO THE CITY OF WEST COVINA FOR PUBLIC PURPOSES LOTS C AND D, AND THOSE AREAS TO BE KNOWN AS ROWLAND AVENUE SHOWN HEREON.

AND WE HEREBY OFFER TO THE CITY OF WEST COVINA FOR STORM DRAIN PURPOSES LOT H AND THE 15 FOOT WIDE STORM DRAIN EASEMENT SHOWN HEREON

OWNER: AG EHC II (LEN) CA 1, L.P., A DELAWARE LIMITED PARTNERSHIP

BY: ESSENTIAL HOUSING ASSET MANAGEMENT, LLC, AN ARIZONA LIMITED LIABILITY COMPANY, ITS AUTHORIZED AGENT

Steven S. Benson

BY: STEVEN S. BENSON, MANAGER

WALNUT GROVE 9 ACRES, LLC, A DELAWARE LIMITED LIABILITY COMPANY, BENEFICIARY UNDER A DEED OF TRUST RECORDED DECEMBER 15, 2021 AS INSTRUMENT NO. 20211864286 OF OFFICIAL RECORDS.

BY: LEWIS MANAGEMENT CORP., A DELAWARE CORPORATION, ITS MANAGER

BY: John M. Goodman

NAME: JOHN M. GOODMAN
ITS: SENIOR EVP/CEO

NOTARY ACKNOWLEDGMENT

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

STATE OF Arizona
COUNTY OF Maricopa } SS
ON 3/16/22 BEFORE ME, Jaime Marie Adams, NOTARY PUBLIC PERSONALLY APPEARED Steven S. Benson, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES) AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

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

WITNESS MY HAND.
SIGNATURE Jaime Marie Adams
PRINTED NAME Jaime Marie Adams
MY COMMISSION EXPIRES 07/01/2025
MY COMMISSION NO. 607030
MY PRINCIPAL PLACE OF BUSINESS IN Maricopa COUNTY

Jaime Marie Adams
Notary Public
Maricopa County, Arizona
My Comm. Expires 07-01-25
Commission No. 607030

NOTARY ACKNOWLEDGMENT

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

STATE OF California
COUNTY OF San Bernardino }
ON 2/21/2022 BEFORE ME, Staci Marie Lopez, NOTARY PUBLIC PERSONALLY APPEARED John M. Goodman, WHO PROVED TO ME ON THE BASIS OF SATISFACTORY EVIDENCE TO BE THE PERSON(S) WHOSE NAME(S) IS/ARE SUBSCRIBED TO THE WITHIN INSTRUMENT AND ACKNOWLEDGED TO ME THAT HE/SHE/THEY EXECUTED THE SAME IN HIS/HER/THEIR AUTHORIZED CAPACITY(IES) AND THAT BY HIS/HER/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

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

WITNESS MY HAND.
SIGNATURE
PRINTED NAME Staci Marie Lopez
MY COMMISSION EXPIRES 6/23/2025
MY COMMISSION NO. 2362179
MY PRINCIPAL PLACE OF BUSINESS IN San Bernardino COUNTY

STACI MARIE LOPEZ
Notary Public - California
San Bernardino County
Commission # 2362179
My Comm. Expires Jun 23, 2025

SIGNATURE OMISSIONS:

THE SIGNATURE OF SOUTHERN CALIFORNIA EDISON COMPANY, A CORPORATION, EASEMENT HOLDER FOR PUBLIC UTILITY PURPOSES BY DEED RECORDED JANUARY 24, 1956, AS INSTRUMENT NO. 3638, OFFICIAL RECORDS, HAS BEEN OMITTED UNDER THE PROVISIONS OF SECTION 66436(a) 3A (i-vii) OF THE SUBDIVISION MAP ACT, AS THEIR INTEREST IS SUCH THAT IT CANNOT RIPEN INTO A FEE TITLE AND SAID SIGNATURE IS NOT REQUIRED BY THE LOCAL AGENCY.

THE SIGNATURE OF SOUTHERN CALIFORNIA EDISON COMPANY, A CORPORATION, EASEMENT HOLDER FOR PUBLIC UTILITY PURPOSES BY DEED RECORDED MARCH 24, 1958 AS INSTRUMENT NO. 3438, OFFICIAL RECORDS, HAS BEEN OMITTED UNDER THE PROVISIONS OF SECTION 66436(a) 3A (i-vii) OF THE SUBDIVISION MAP ACT, AS THEIR INTEREST IS SUCH THAT IT CANNOT RIPEN INTO A FEE TITLE AND SAID SIGNATURE IS NOT REQUIRED BY THE LOCAL AGENCY.

THE SIGNATURE OF THE CITY OF WEST COVINA, EASEMENT HOLDER FOR STREET PURPOSES BY DEED RECORDED FEBRUARY 17, 1960, AS INSTRUMENT NO. 4508, OFFICIAL RECORDS, HAS BEEN OMITTED UNDER THE PROVISIONS OF SECTION 66436(a) 3A (i-vii) OF THE SUBDIVISION MAP ACT, AS THEIR INTEREST IS SUCH THAT IT CANNOT RIPEN INTO A FEE TITLE AND SAID SIGNATURE IS NOT REQUIRED BY THE LOCAL AGENCY.

THE SIGNATURE OF THE CITY OF WEST COVINA, AND EASEMENT HOLDER FOR SANITARY SEWERS AND APPURTENANT STRUCTURES BY DEED RECORDED JANUARY 30, 1961 AS INSTRUMENT NO. 2849, OFFICIAL RECORDS, HAS BEEN OMITTED UNDER THE PROVISIONS OF SECTION 66436(a) 3A (i-vii) OF THE SUBDIVISION MAP ACT, AS THEIR INTEREST IS SUCH THAT IT CANNOT RIPEN INTO A FEE TITLE AND SAID SIGNATURE IS NOT REQUIRED BY THE LOCAL AGENCY.

THE SIGNATURE OF THE CITY OF WEST COVINA, A MUNICIPAL CORPORATION, EASEMENT HOLDER FOR STORM DRAIN PURPOSES BY DEED RECORDED JANUARY 21, 1963 AS INSTRUMENT NO. 3097, OFFICIAL RECORDS, HAS BEEN OMITTED UNDER THE PROVISIONS OF SECTION 66436(a) 3A (i-vii) OF THE SUBDIVISION MAP ACT, AS THEIR INTEREST IS SUCH THAT IT CANNOT RIPEN INTO A FEE TITLE AND SAID SIGNATURE IS NOT REQUIRED BY THE LOCAL AGENCY.

THE SIGNATURE OF SOUTHERN CALIFORNIA GAS COMPANY, A CALIFORNIA CORPORATION, EASEMENT HOLDER FOR NATURAL GAS AND RELATED PURPOSES PER INSTRUMENT NO. 20220259980, RECORDED MARCH 7, 2022, OFFICIAL RECORDS OF LOS ANGELES COUNTY HAS BEEN OMITTED UNDER THE PROVISIONS OF SECTION 66436(a) 3A (i-vii) OF THE SUBDIVISION MAP ACT, AS THEIR INTEREST IS SUCH THAT IT CANNOT RIPEN INTO A FEE TITLE AND SAID SIGNATURE IS NOT REQUIRED BY THE LOCAL AGENCY.

SURVEYOR'S STATEMENT:

THIS MAP WAS PREPARED BY ME OR UNDER MY DIRECTION AND IS BASED UPON A FIELD SURVEY IN CONFORMANCE WITH THE REQUIREMENTS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE AT THE REQUEST OF LEWIS LAND DEVELOPERS, LLC ON JANUARY 06, 2021. I HEREBY STATE THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP. THAT I AM A PROFESSIONAL LAND SURVEYOR OF THE STATE OF CALIFORNIA, THAT THIS MAP CONSISTING OF 6 SHEETS, CORRECTLY REPRESENTS A TRUE AND COMPLETE SURVEY MADE BY ME OR UNDER MY DIRECTION, THAT THE MONUMENTS OF THE CHARACTER AND LOCATIONS SHOWN HEREON ARE IN PLACE AND THAT SAID MONUMENTS ARE SUFFICIENT TO ENABLE THE SURVEY TO BE READILY RETRACED.

ROBERT WALKER, LS 7137 — DATE 03/14/2022

LICENSED LAND SURVEYOR ROBERT WALKER No. 7137 STATE OF CALIFORNIA

CITY ENGINEER'S STATEMENT:

I HEREBY STATE THAT I HAVE EXAMINED THIS MAP AND THAT THE SUBDIVISION SHOWN THEREON IS SUBSTANTIALLY THE SAME AS IT APPEARED ON THE TENTATIVE MAP AND ANY APPROVED ALTERATIONS THERETO, AND THAT ALL THE PROVISIONS OF THE SUBDIVISION MAP ACT AND LOCAL ORDINANCE OF THE CITY OF WEST COVINA APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH AND I AM SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT.

DAVID B. RAGLAND, L.S. 5173 — DATE 4/7/22
ON BEHALF OF THE CITY ENGINEER

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

CITY CLERK'S CERTIFICATE:

I HEREBY CERTIFY THAT THE CITY COUNCIL OF THE CITY OF WEST COVINA ON _____ APPROVED THIS MAP AND DID ACCEPT ON BEHALF OF THE CITY THE OFFERS OF LOTS C, D AND ROWLAND AVENUE FOR PUBLIC STREET PURPOSES AND THE OFFER OF LOT H AND THE 15 FOOT WIDE EASEMENT FOR PUBLIC STORM DRAIN PURPOSES SO DESIGNATED ON SAID MAP.

AND ALSO HEREBY ABANDON PURSUANT TO SECTION (66434(g) AND 66499 20 2. OF THE SUBDIVISION MAP ACT. THE RECORDATION OF THIS FINAL MAP WILL CONSTITUTE AS THE ABANDONMENT OF THOSE CERTAIN EASEMENT TO THE CITY OF WEST COVINA FOR DRAINAGE PURPOSES SHOWN AS INSTRUMENT NO. 3097 RECORDED ON JANUARY 21, 1963, AND A PORTION OF INSTRUMENT NO. 4508 RECORDED ON FEBRUARY 17, 1960 BOTH OF OFFICIAL RECORDS OF LOS ANGELES COUNTY.

DATE CITY CLERK, CITY OF WEST COVINA

SPECIAL ASSESSMENT CERTIFICATE:

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

DATE CITY CLERK, CITY OF WEST COVINA

LOS ANGELES COUNTY TAX CERTIFICATES:

I HEREBY CERTIFY THAT SECURITY IN THE AMOUNT OF $_____ HAS BEEN FILED WITH THE EXECUTIVE OFFICER, BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES AS SECURITY FOR THE PAYMENT OF TAXES AND SPECIAL ASSESSMENTS COLLECTED AS TAXES ON THE LAND SHOWN ON MAP OF TRACT NO. 83134 AS REQUIRED BY LAW.

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

DATE

BY, DEPUTY

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

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

DATE

BY, DEPUTY

BASIS OF BEARINGS:

THE BEARING OF N 89°29'00" W ALONG THE CENTERLINE OF ROWLAND AVENUE AS SHOWN ON THE MAP OF TRACT NO. 16637, AS RECORDED IN MAP BOOK 0611 PAGE 77 THROUGH 78, WAS TAKEN AS THE BASIS OF BEARINGS SHOWN ON THIS MAP.

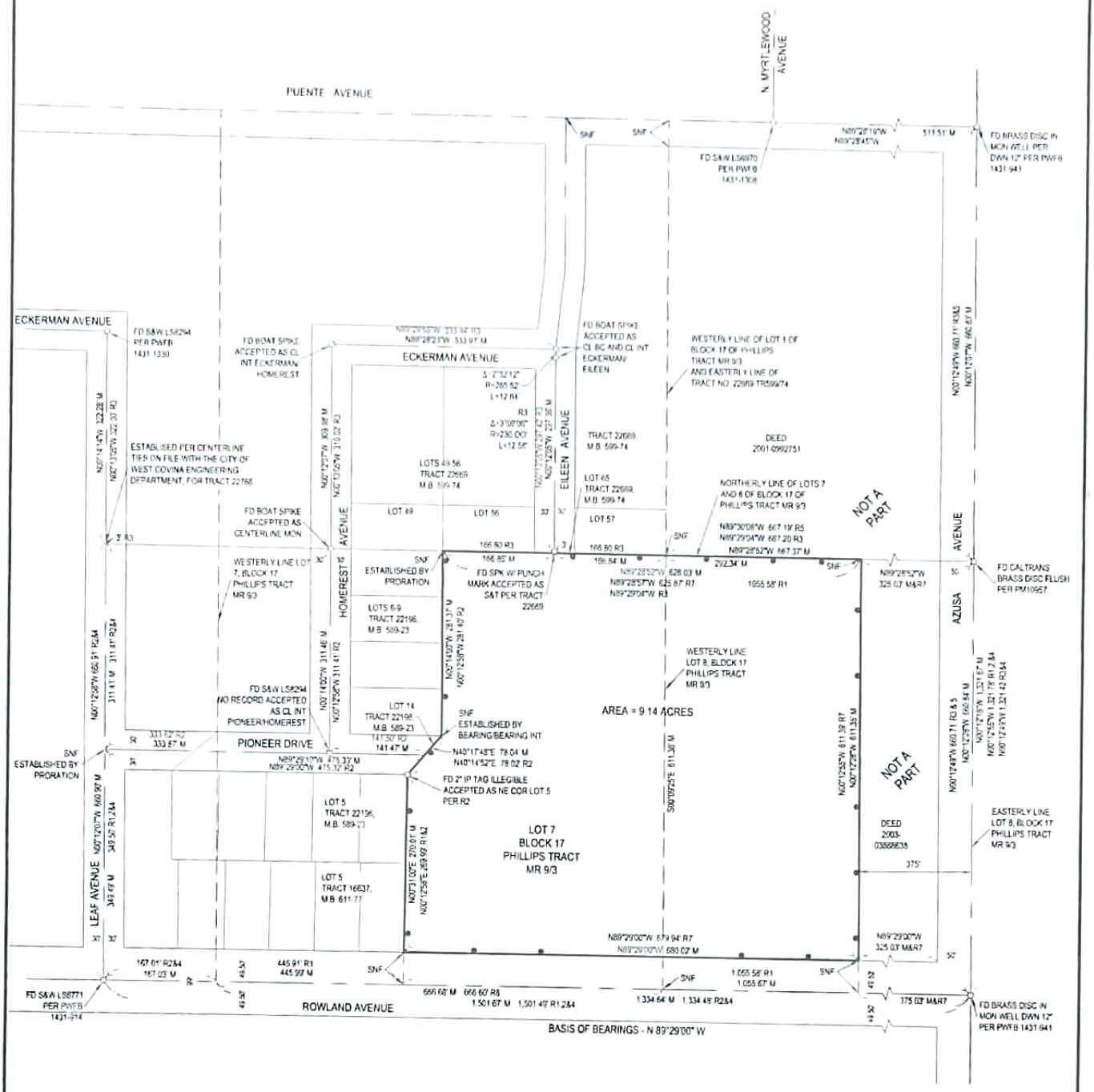
SCALE = 1"=100'

SHEET 2 OF 6 SHEETS

TRACT NO. 83134

IN THE CITY OF WEST COVINA, STATE OF CALIFORNIA
FOR CONDOMINIUM AND SUBDIVISION PURPOSES

BOUNDARY ESTABLISHMENT



REFERENCE:

R1	TRACT MAP NO. 16637, BK 611 PG 77-78
R2	TRACT MAP NO. 22196, BK 589 PG 23-24
R3	TRACT MAP NO. 22669, BK 599 PG 74-76
R4	TRACT MAP NO. 20528, BK 533 PG 03-04
R5	PARCEL MAP NO. 10957, BK 103 PG 68
R6	TRACT MAP NO. 22768, BK 615 PG 91-92
R7	QUITCLAIM DEED DOC. NO. 4386 RECORDED JUNE 8, 1960 R8 PHILLIPS TRACT, MR BK 9 PG 3

LEGEND:

FD	FOUND AS NOTED
IP	IRON PIPE
M	MEASURED OR CALC
PWFB	PUBLIC WORKS FIELD BOOK
SNF	SEARCH NOT FOUND
SPK	SPIKE
S&W	SPIKE AND WASHER
S&T	SPIKE AND TAG

LINES AND SYMBOLS:

MONUMENT FOUND AS NOTED	O
CENTER LINE	
LOT LINE	
PARCEL BOUNDARY	
ROW OF WAY	

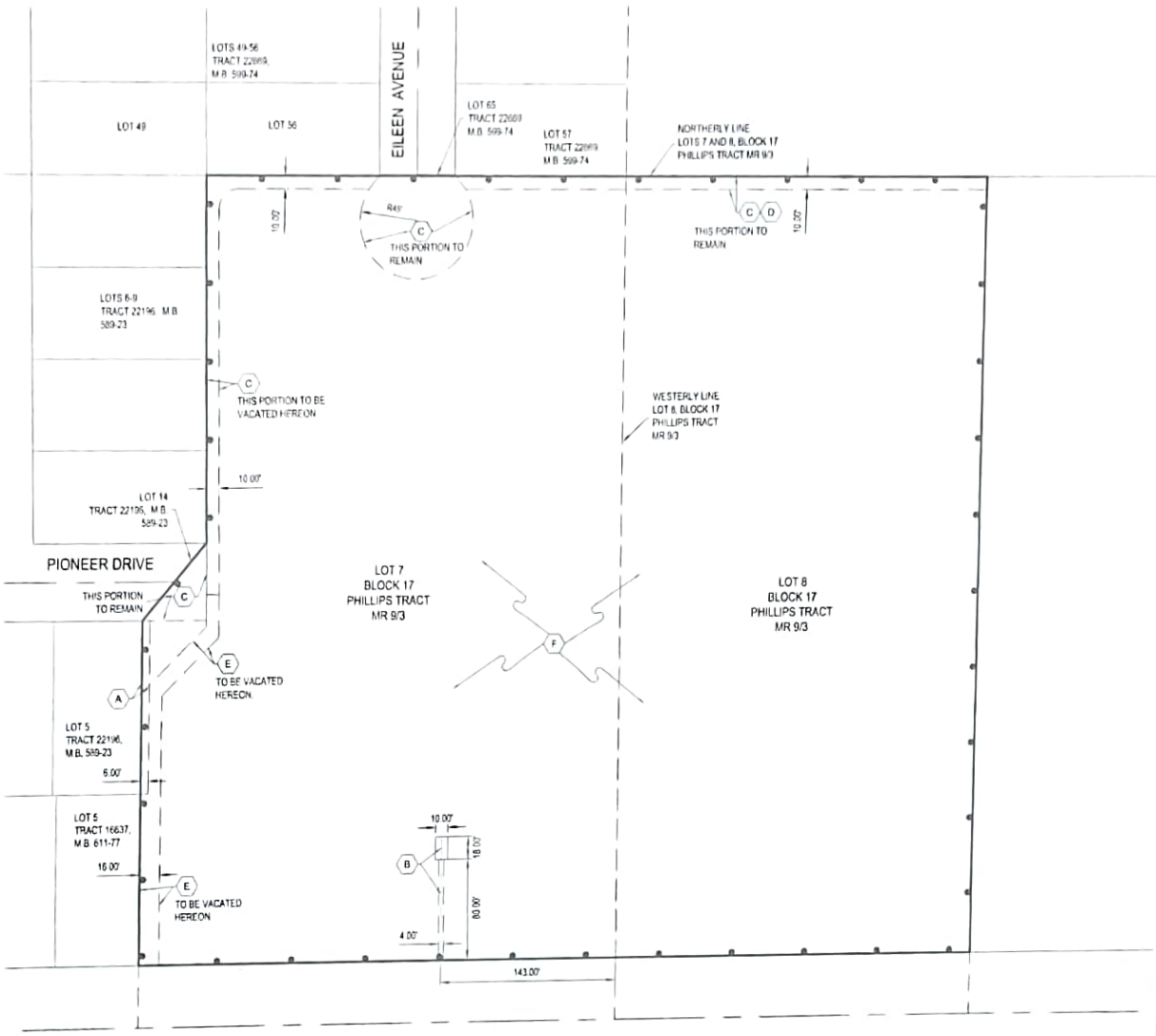
SCALE = 1"=60'

SHEET 3 OF 6 SHEETS

TRACT NO. 83134

IN THE CITY OF WEST COVINA, STATE OF CALIFORNIA
FOR CONDOMINIUM AND SUBDIVISION PURPOSES

EXISTING EASEMENTS



(A) 8 FOOT WIDE EASEMENT FOR PUBLIC UTILITY PURPOSES TO SOUTHERN CALIFORNIA EDISON COMPANY, A CORPORATION, RECORDED JANUARY 24, 1956 AS INSTRUMENT NO. 3638, OF OFFICIAL RECORDS.

(B) VARIABLE WIDTH EASEMENT FOR PUBLIC UTILITY PURPOSES TO SOUTHERN CALIFORNIA EDISON COMPANY, A CORPORATION, RECORDED MARCH 24, 1958 AS INSTRUMENT NO. 3438, OF OFFICIAL RECORDS.

(C) VARIABLE WIDTH EASEMENT FOR STREET AND STORM DRAIN PURPOSES TO THE CITY OF WEST COVINA, RECORDED FEBRUARY 17, 1960 AS INSTRUMENT NO. 4508, OF OFFICIAL RECORDS.

(D) 10 FOOT WIDE EASEMENT FOR SANITARY SEWERS AND APPURTENANT STRUCTURES TO THE CITY OF WEST COVINA, RECORDED JANUARY 30, 1961 AS INSTRUMENT NO. 2849, OF OFFICIAL RECORDS.

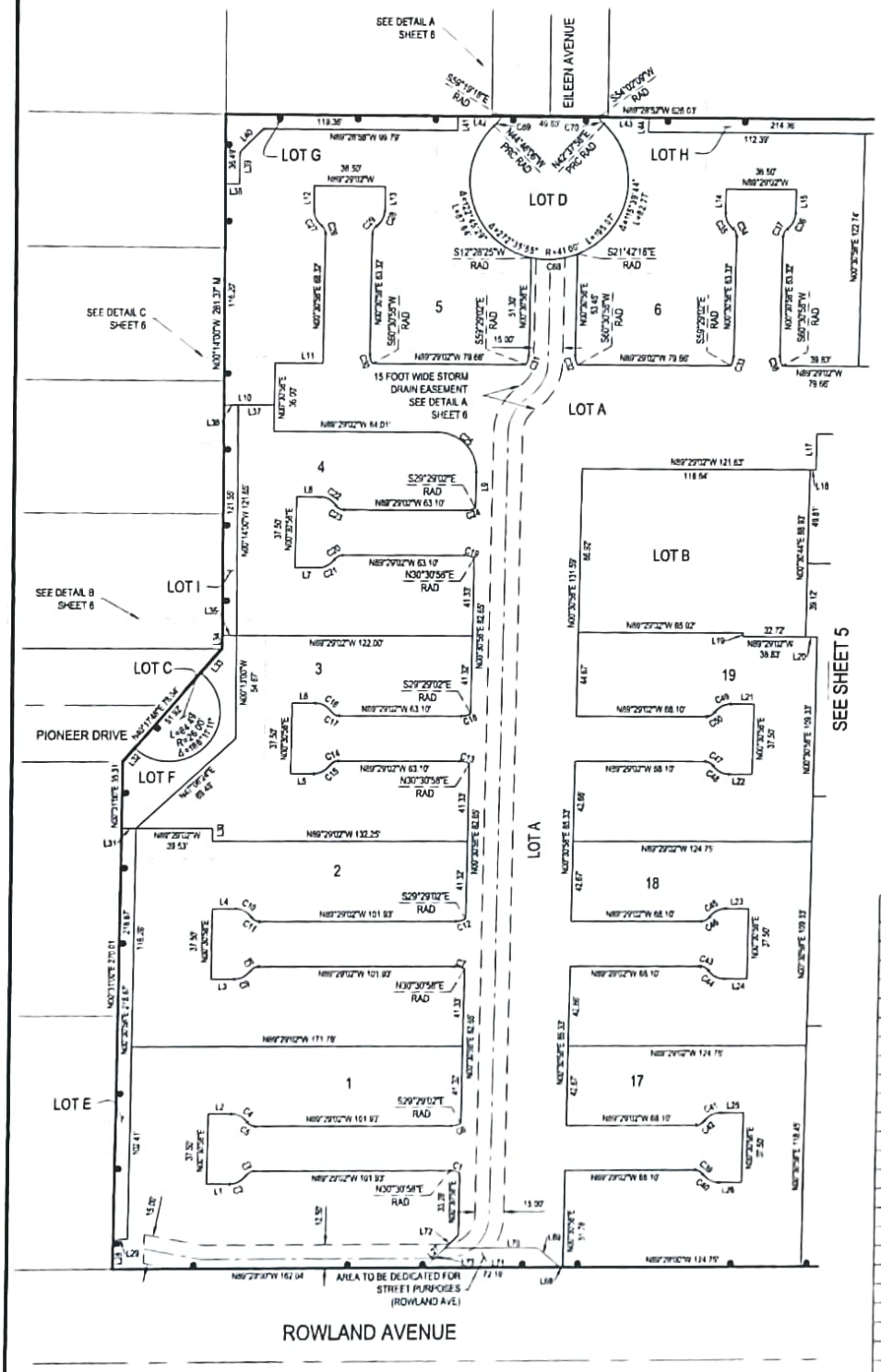
(E) VARIABLE WIDTH EASEMENT FOR STORM DRAIN PURPOSES TO THE CITY OF WEST COVINA, A MUNICIPAL CORPORATION, RECORDED JANUARY 21, 1963 AS INSTRUMENT NO. 3097, OF OFFICIAL RECORDS.

(F) AN EASEMENT TO SOUTHERN CALIFORNIA GAS COMPANY, A CALIFORNIA CORPORATION, PER INSTRUMENT NO.20220259890, RECORDED MARCH 7, 2022, OFFICIAL RECORDS OF LOS ANGELES COUNTY. SAID EASEMENT IS BLANKET IN NATURE.

SCALE = 1"=40'

TRACT NO. 83134

IN THE CITY OF WEST COVINA, STATE OF CALIFORNIA
FOR CONDOMINIUM AND SUBDIVISION PURPOSES



LOT AREA TABLE		
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2	0.35	15,618
3	0.28	12,079
4	0.25	10,820
5	0.35	15,589
6	0.33	14,500
17	0.28	12,298
18	0.26	11,158
19	0.26	11,330
B	0.24	10,378
C	0.03	1,135
D	0.12	5,063
E	0.04	1,622
F	0.04	1,717
G	0.03	1,137
H	0.04	1,614
I	0.02	894
A	2.89	125,968

LINE TABLE			LINE TABLE		
LINE	BEARING	LENGTH	LINE	BEARING	LENGTH
L1	N89°29'02"W	12.00'	L26	N89°29'02"W	12.00'
L2	N89°29'02"W	12.00'	L27	N45°30'58"E	24.27'
L3	N89°29'02"W	12.00'	L28	N07°31'00"E	16.33'
L4	N89°29'02"W	12.00'	L29	N89°29'02"W	7.42'
L5	N89°29'02"W	12.00'	L30	N07°30'58"E	6.00'
L6	N89°29'02"W	12.00'	L31	N89°29'02"W	7.42'
L7	N89°29'02"W	12.00'	L32	N40°17'40"E	9.34'
L8	N89°29'02"W	12.00'	L33	N40°17'40"E	18.78'
L9	N07°30'58"E	18.00'	L34	N07°14'00"W	7.12'
L10	N89°47'00"E	25.94'	L35	N89°29'02"W	7.30'
L11	N89°29'02"W	24.50'	L36	N89°47'00"E	7.35'
L12	N07°30'58"E	12.83'	L37	N89°47'00"E	18.59'
L13	N07°30'58"E	12.83'	L38	N89°47'00"E	7.42'
L14	N07°30'58"E	12.83'	L39	N07°17'00"W	18.78'
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L17	N07°30'58"E	19.00'	L41	N07°31'02"E	7.54'
L18	N89°29'02"W	3.00'	L42	N89°29'02"W	22.53'
L19	N07°30'58"E	2.00'	L43	N89°29'02"W	26.20'
L20	N89°29'02"W	8.11'	L44	N07°31'02"E	7.53'
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L22	N89°29'02"W	12.00'	L70	N42°50'31"W	15.88'
L23	N89°29'02"W	12.00'	L70	N89°29'00"W	48.42'
L24	N89°29'02"W	12.00'	L71	N89°29'00"W	70.77'
L25	N89°29'02"W	12.00'	L72	N47°30'58"E	9.01'
			L73	N42°30'58"E	14.98'

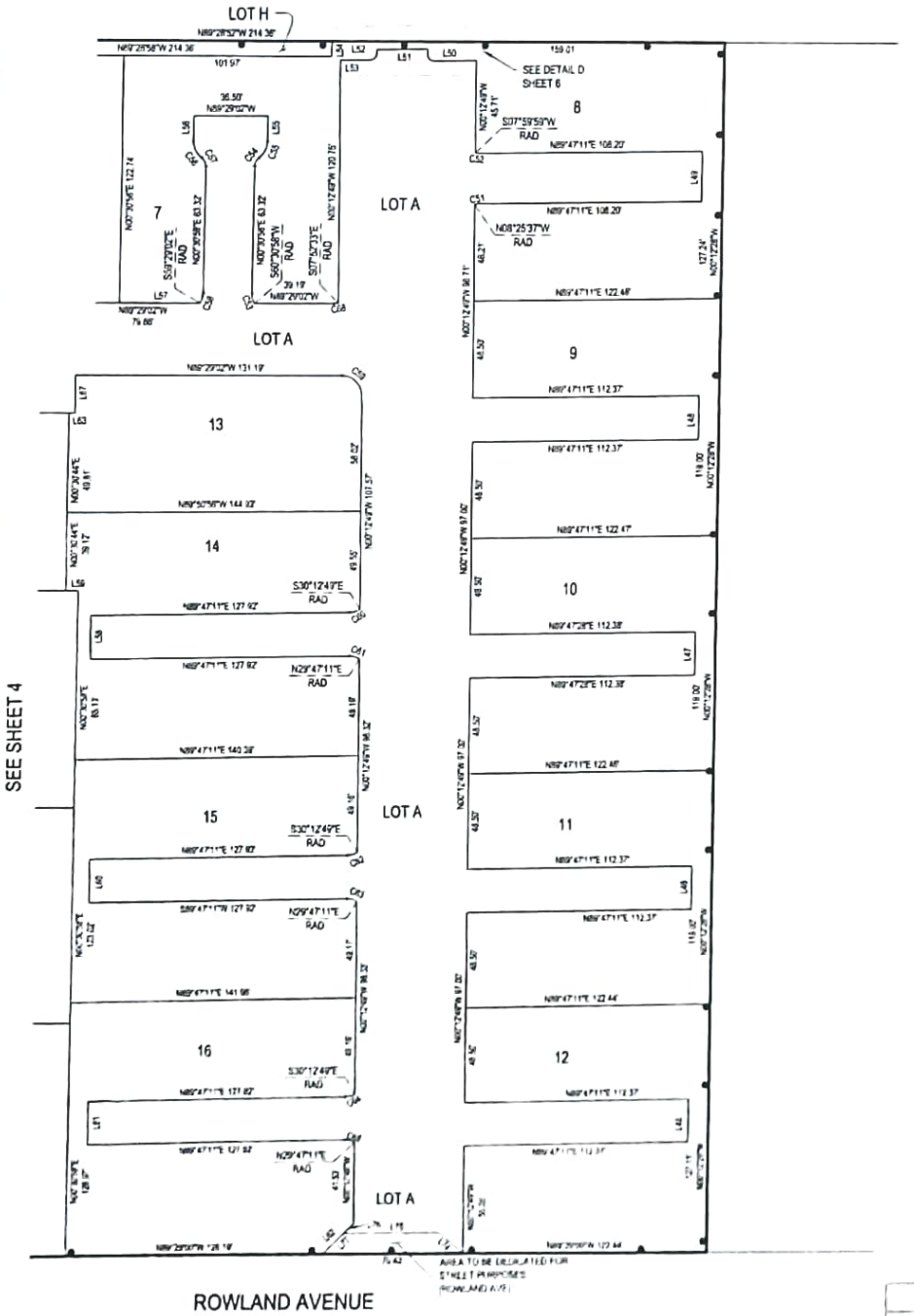
CURVE TABLE				CURVE TABLE			
CURVE	DELTA	LENGTH	RADIUS	CURVE	DELTA	LENGTH	RADIUS
C1	30°00'00"	5.24'	10.00'	C26	54°18'53"	4.74'	5.00'
C2	90°37'58"	4.94'	5.00'	C27	54°18'53"	9.48'	10.00'
C3	90°37'58"	9.88'	10.00'	C28	54°18'53"	9.48'	10.00'
C4	90°37'58"	9.88'	10.00'	C29	54°18'53"	4.74'	5.00'
C5	90°37'58"	4.94'	5.00'	C30	30°00'00"	5.24'	10.00'
C6	30°00'00"	5.24'	10.00'	C31	30°00'00"	5.24'	10.00'
C7	30°00'00"	5.24'	10.00'	C32	30°00'00"	5.24'	10.00'
C8	30°00'00"	5.24'	10.00'	C33	30°00'00"	5.24'	10.00'
C9	90°37'58"	4.94'	5.00'	C34	54°18'53"	4.74'	5.00'
C10	90°37'58"	9.88'	10.00'	C35	54°18'53"	9.48'	10.00'
C11	90°37'58"	9.88'	10.00'	C36	54°18'53"	9.48'	10.00'
C12	30°00'00"	5.24'	10.00'	C37	54°18'53"	4.74'	5.00'
C13	30°00'00"	5.24'	10.00'	C38	30°00'00"	5.24'	10.00'
C14	90°37'58"	4.94'	5.00'	C39	90°37'58"	4.94'	5.00'
C15	90°37'58"	9.88'	10.00'	C40	90°37'58"	9.88'	10.00'
C16	90°37'58"	9.88'	10.00'	C41	90°37'58"	9.88'	10.00'
C17	90°37'58"	4.94'	5.00'	C42	90°37'58"	4.94'	5.00'
C18	30°00'00"	5.24'	10.00'	C43	90°37'58"	4.94'	5.00'
C19	30°00'00"	5.24'	10.00'	C44	90°37'58"	9.88'	10.00'
C20	90°37'58"	4.94'	5.00'	C45	90°37'58"	9.88'	10.00'
C21	90°37'58"	9.88'	10.00'	C46	90°37'58"	4.94'	5.00'
C22	90°37'58"	9.88'	10.00'	C47	90°37'58"	4.94'	5.00'
C23	90°37'58"	4.94'	5.00'	C48	90°37'58"	9.88'	10.00'
C24	30°00'00"	5.24'	10.00'	C49	90°37'58"	9.88'	10.00'
C25	89°59'32"	22.00'	21.00'	C50	90°37'58"	4.94'	5.00'
				C68	54°19'43"	24.48'	41.00'
				C69	14°32'12"	6.20'	25.00'
				C70	11°24'11"	4.98'	25.00'

SCALE= 1"=40'

SHEET 5 OF 6 SHEETS

TRACT NO. 83134

IN THE CITY OF WEST COVINA, STATE OF CALIFORNIA
FOR CONDOMINIUM AND SUBDIVISION PURPOSES



LOT AREA TABLE		
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16	[illegible]	[illegible]
A	[illegible]	[illegible]

LINE TABLE			LINE TABLE		
LINE	BEARING	LENGTH	LINE	BEARING	LENGTH
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CURVE TABLE				CURVE TABLE			
CURVE	DELTA	LENGTH	RADIUS	CURVE	DELTA	LENGTH	RADIUS
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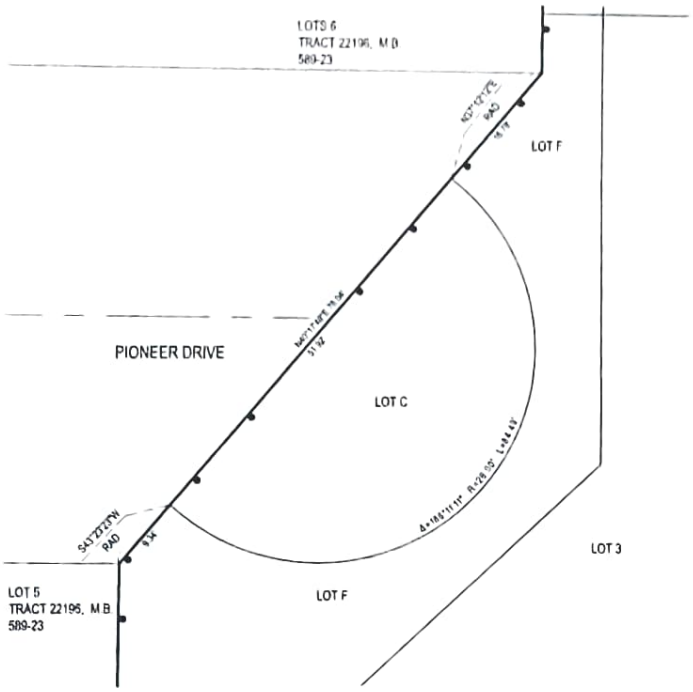
SCALE = N.T.S

SHEET 6 OF 6 SHEETS

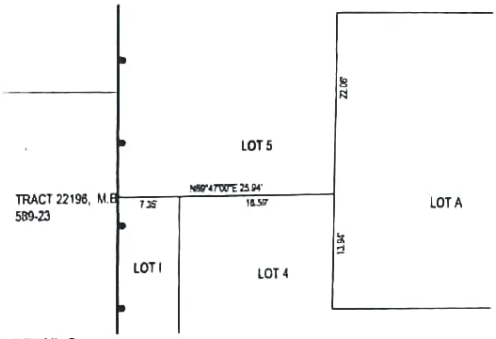
TRACT NO. 83134

IN THE CITY OF WEST COVINA, STATE OF CALIFORNIA
FOR CONDOMINIUM AND SUBDIVISION PURPOSES

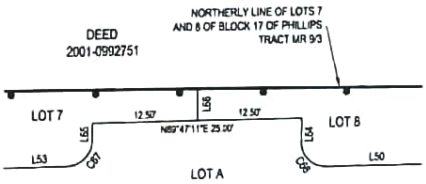
DETAILS



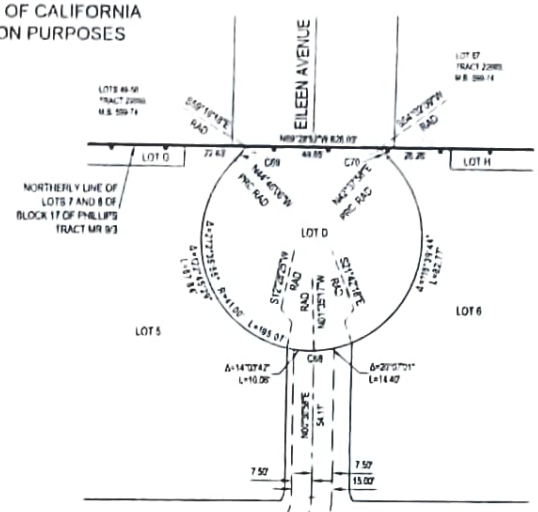
DETAIL B
N.T.S.

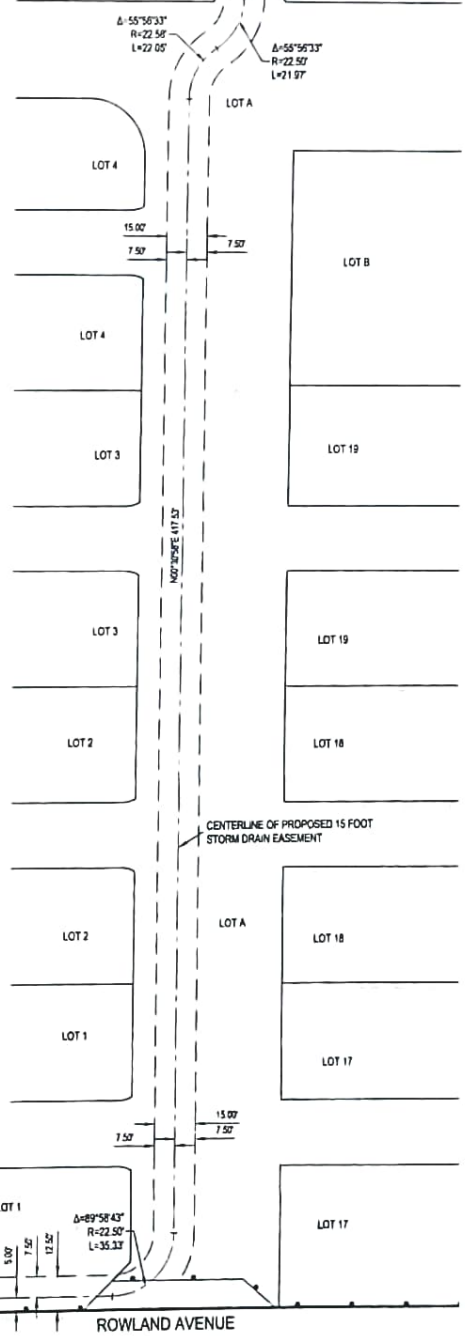


DETAIL C
N.T.S.



DETAIL D
N.T.S.





LINE TABLE		
LINE	BEARING	LENGTH
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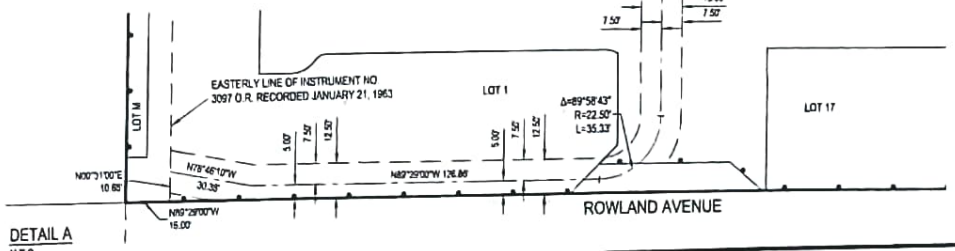
L53	N89°47'11"E	15.00'
L64	N0°12'49"W	2.92'
L65	N0°12'49"W	2.12'
L68	N0°12'49"W	3.86'

CURVE TABLE			
CURVE	DELTA	LENGTH	RADIUS
C66	90°00'00"	4.71'	3.00'
C67	90°00'00"	4.71'	3.00'
C68	34°10'43"	24.45'	41.00'
C69	14°33'12"	6.35'	25.00'
C70	11°24'11"	4.58'	25.00'



DETAIL A
N.T.S.

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 17, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF MEMORANDUM OF UNDERSTANDING WITH THE CITY OF COVINA FOR THE CONSTRUCTION OF CITRUS AVENUE REHABILITATION PROJECT

RECOMMENDATION:

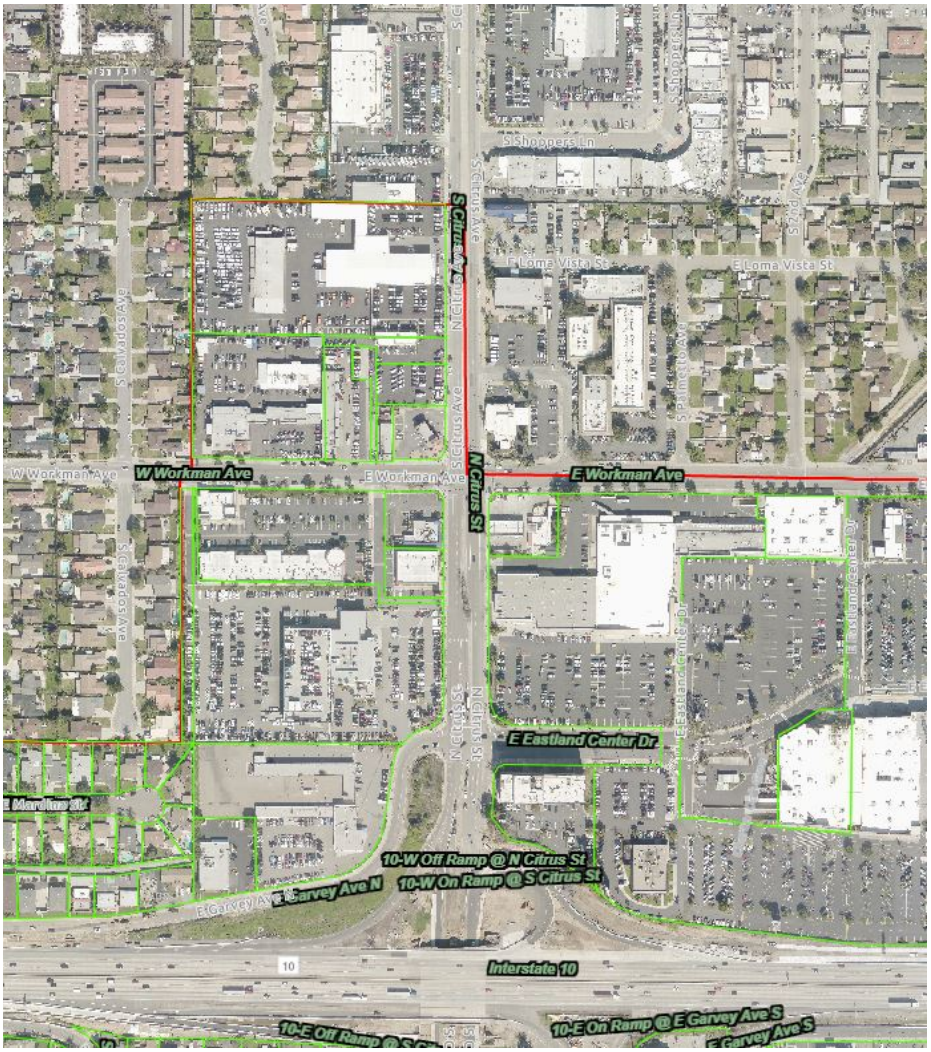
It is recommended that the City Council take the following actions:

1. Authorize the City Manager to negotiate and execute a Memorandum of Understanding (MOU) with the City of Covina for the construction of Citrus Avenue Rehabilitation Project as a cost share agreement;
2. Authorize the City Manager to execute any amendments to the MOU, provided that any increase in the City's contribution for the improvements is consistent with the executed MOU;
3. Adopt the resolution:

   RESOLUTION NO. 2022-54 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2021 AND ENDING JUNE 30, 2022

BACKGROUND:

The City of Covina (Covina) informed City of West Covina (West Covina) staff that Covina is planning to rehabilitate Citrus Avenue this year. The improvements will be made on Citrus Avenue between Workman Avenue to approximately 700 feet north of the Citrus Avenue and Workman Avenue intersection. Please see aerial (redline indicates West Covina City boundary):



Subsequently, West Covina staff contacted Covina staff to incorporate the West Covina portion of the work in the project bid package construction bid as an additive alternate.

Covina staff, as the lead agency, advertised the construction bid package for the proposed project and received bids on April 19, 2022.

The proposed scope within West Covina City limits is included on the construction bid package as an additive alternate bid item. The proposed work includes 2” coldmill and overlay of existing asphalt roadway, reconstruction of existing concrete pavement, adjusting existing manhole covers to grade, and restoration of striping to match existing in kind. West Covina’s not to exceed cost share for the project is $150,202.10 including construction costs as well as soft costs.

Covina awarded the contract at their May 3, 2022, City Council meeting.

DISCUSSION:

In order to proceed with West Covina's portion of the street improvements, an MOU is required with Covina, and a budget amendment to appropriate $160,203 for the Citrus Ave. Rehabilitation Project.

A draft MOU between West Covina and Covina has been prepared for approval by the City Council (Attachment No. 1). If approved, staff will continue to work with the City Attorney's Office and Covina to finalize the MOU. If the MOU is approved, Covina will act as leading agency on this project and West Covina will provide cost contribution for its portion of the project. The budget amendment is also attached (Attachment No. 2).

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: Okan Demirici PE, CIP Manager

Fiscal Impact

FISCAL IMPACT:

The following is the breakdown of the project budget:

City of West Covina Share of Cost as part of MOU, payable to City of Covina	C$150,203
Project Management and Administration	$10,000
Total Project Budget	**$160,203**

Measure M funding is available and proposed to be used for this project as follows:

Project No.	Fund Name	Account No.	Current Budget	Amount Requested	Proposed Budget
22027	MEASURE M	235.80.7005.7200	$0	$160,203	$160,203
		Total	**$0**	**$160,203**	**$160,203**

Attachments

Attachment No. 1- Mou Between West Covina and Covina

Attachment No. 2 - Resolution No. 2022-54 (Budget Amendment)

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Enhance City Image and Effectiveness
Maintain Good Intergovernmental Relations
A Creative and Active Communuty

MEMORANDUM OF UNDERSTANDING
BETWEEN
THE CITY OF WEST COVINA AND THE CITY OF COVINA
FOR CITRUS AVENUE REHABILITATION PROJECT

THIS MEMORANDUM OF UNDERSTANDING ("MOU") is entered into this ____day of _____, 2022 ("Effective Date"), between the CITY OF WEST COVINA, a California municipal, hereinafter called "West Covina" and the CITY OF COVINA, a California municipal corporation, hereinafter called "Covina." West Covina and Covina are sometimes referred to herein as "Party" and collectively as the "Parties" or "Cities."

RECITALS

1. Both West Covina and Covina desire to construct asphalt concrete roadway improvements on Citrus Avenue at or near the border shared by both Cities. The proposed roadway rehabilitation improvements are on Citrus Avenue between Workman Avenue to approximately 700 feet north of Citrus Avenue and Workman Avenue intersection.

2. The Citrus Avenue rehabilitation improvements include: (a) cold mill 2-inch thick existing pavement; (b) construct 2-inch thick pavement ARHM-GG-C (PG64-16); (c) adjust existing manhole covers to grade; (d) restore striping to match existing in kind, as depicted in detail in Exhibit "A," attached hereto and incorporated herein by this reference. The proposed roadway rehabilitation improvements are collectively referred to in this MOU as "Roadway Improvements". The design of the Roadway Improvements as set forth in Exhibit "A" is acceptable to both Cities.

3. The Parties desire that Covina, and not West Covina, shall have the responsibility and express authority/permission to construct or cause to be constructed all of the Roadway Improvements.

4. The City of West Covina desire to contribute financially to the construction of the Roadway Improvements within City of West Covina city limits, the area defined as Citrus Avenue between Workman Avenue and approx. 700 north of Citrus Avenue, including the actual costs of construction and the cost to administer the construction contract, as set forth in this MOU.

5. The Parties desire to divide the ongoing maintenance responsibilities and costs related to the Pedestrian Improvements in the manner set forth in this MOU.

AGREEMENT

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

1. <u>CONSTRUCTION OF ROADWAY IMPROVEMENTS</u>. Covina shall have the sole responsibility to construct and install and/or cause to be constructed and installed all Roadway Improvements within six (6) months after award of a contract to the contractor. West Covina hereby, agrees to cooperate with Covina, as may be necessary, and respond to reasonable inquiries and requests from Covina throughout the construction phase of this MOU. Covina agrees to install the Roadway Improvements as they are shown in Exhibit A. In the event a modification to the design becomes necessary due to changed conditions or later discovered conditions, Covina shall advise West Covina of the design change, modification, construction and the costs of such change or modification and shall obtain West Covina's written approval prior to Covina's approval of any design change or modification.

2. <u>COST ALLOCATION OF CONSTRUCTION SERVICES</u>. All costs associated with the construction of the Roadway Improvements within City of West Covina city limits, , the area defined as Citrus Avenue between Workman Avenue and approx. 700 north of Citrus Avenue, including actual costs of construction and all costs incurred by Covina to let and administer any construction contract, shall be paid by West Covina.

The Cost Estimate for the construction of the Roadway Improvements is set forth in Exhibit "B," attached hereto and incorporated herein by this reference. In no event shall West Covina's share of the costs of the Roadway Improvements exceed **One Hundred Fifty Thousand Two Hundred Two Dollars and Ten Cents ($150,202.10)** without prior written approval of both Cities memorialized by an amendment to this MOU.

3. <u>PAYMENT OF CONSTRUCTION COSTS</u>.

A. Covina agrees to submit to West Covina invoices for construction and construction administration costs, in triplicate (and with supporting documentation satisfactory to Covina), that are itemized and specify (i) the particular construction service rendered; (ii) the total cost thereof; and (iii) that dollar amount which represents fifty percent (50%) of the total cost to reflect the total amount to be contributed by West Covina for the construction of the Roadway Improvements.

B. West Covina shall submit payment to Covina for the full amount showing due on any and all invoices submitted by Covina pursuant to this MOU, thirty (30) days following West Covina's receipt of an invoice.

C. In the event that West Covina disputes the amounts stated on any itemized invoice, West Covina shall submit along with payment of the full amount showing due, including the amount in dispute, a written notice of such dispute and the basis for the dispute. The Parties shall endeavor to resolve any such disputes within a reasonable time after Covina's receipt of a notice of dispute and payment. Any adjustments in the invoice amount upon resolution of the dispute will be credited to future invoices, or returned if no invoices are forthcoming.

4. MAINTENANCE. West Covina and Covina shall each perform and pay the cost of all operation and maintenance services, as necessary, for the proper operation, maintenance and repair of the Roadway Improvements, and any portion thereof, situated within their respective city limits.

5. INDEMNITY. West Covina and Covina both mutually agreed to indemnify, defend and hold harmless each other and their respective officers, agents, volunteers, servants and employees from any and all claims, demands, liabilities, debts, damages, suits, losses, actions and causes of action, of whatever kind, nature or sort, including, but not by way of limitation, wrongful death, personal injury or damage to property, the expenses of the defense of said parties and the payment of attorneys' fees in any such claim or action, occurring or resulting, in any way, from the actual or alleged negligent acts or omissions or willful misconduct of either party arising out of the performance of services by either party, or their officers, agents, volunteers, servants and employees, in connection with the performance of this MOU.

6. TERM. This MOU shall be deemed to have become effective on the Effective Date and shall expire on December 31, 2022.

7. NOTICE. Any notice required or permitted to be sent to each party shall be sent by regular mail, addressed as follows:

City of West Covina
1444 West Garvey Avenue South
West Covina, CA 91790
ATTN: City Manager

City of Covina
125 E. College Street
Covina, CA 91723
ATTN: Rafael M. Fajardo
City Engineer

9. GOVERNING LAW/VENUE. This MOU shall be governed by the laws of the State of California. Any action or proceeding between the Parties concerning the interpretation of this MOU shall be instituted and prosecuted in the Los Angeles County Superior Court, Pomona Courthouse.

10. AMENDMENTS. Only a writing executed by the parties hereto or their respective successors and assigns may amend this MOU.

11. 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 MOU 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.

12. SEVERABILITY. If any provision of this MOU 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 MOU, 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.

13. COUNTERPARTS. This MOU may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement.

[SIGNATURES ON FOLLOWING PAGE]

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

City of West Covina, a Municipal Corporation

Date_____ By_____
David N. Carmany, City Manager

Approved as to Form: ATTEST:

_____ _____
Thomas P. Duarte, City Attorney Lisa Sherrick, Assistant City Clerk

City of Covina, a Municipal Corporation

Date_____ By_____
City Manager

Approved as to Form: ATTEST:

_____ _____
City Attorney City Clerk

EXHIBIT A

DESIGN

EXHIBIT B

COST ESTIMATE

City of Covina

Citrus Avenue Rehabilitation Project

West Covina Cost Estimate

Base Bid					
Item	**Description**	**Unit**	**Qty.**	**Gentry Brothers**	
				Unit Price	**Total**
Alternate No. 1 - Citrus Avenue West Covina					
1	Cold Mill 2-inch existing AC Pavement	SF	21,160	$ 1.00	$ 21,160.00
2	Construct 1-inch AC Pavement Leveling Course D1 (PG 64-10)	Ton	132	$ 93.00	$ 12,276.00
3	Construct 2-inch AC Pavement ARHM-CG-C (PG-64-16)	Ton	265	$ 105.00	$ 27,825.00
4	Remove, dispose, and construct 8-inch thick PCC pavement per sppwc std. plan 132-3. over 90% RC	SF	3,100	$ 17.00	$ 52,700.00
5	Adjust existing water/gas valve can/ irrigation meter box//pull box cover to grade.	EA	2	$ 175.00	$ 350.00
6	Adjust manhole frame and cover to grade per sppwc std plan 205-2.	EA	1	$ 600.00	$ 600.00
7	Signing and Striping pavement markings, Complete in place per Plans and Specifications	LS	1	$ 8,000.00	$ 8,000.00
Total (Alternate Bid No. 1)					**$122,911.00**
10% Contingencies					$ 12,291.10
Design (CEJ Engineers Inc.)					$ 5,000.00
Inspection Fee (CEJ Engineers Inc.)					$ 10,000.00
Grand Total					**$150,202.10**

ATTACHMENT E

ATTACHMENT NO. 2

RESOLUTION NO. 2022-54

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2021, AND ENDING JUNE 30, 2022 (CONSTRUCTION OF CITRUS AVENUE REHABILITATION PROJECT)

WHEREAS, the City Manager, on or about May 18, 2021, submitted to the City Council a proposed budget for the appropriation and expenditure of funds for the City for West Covina for Fiscal Year 2021-22; and

WHEREAS, following duly given notice and prior to budget adoption, the City Council held public meetings, considered and evaluated all comments, and on June 15, 2021 adopted a budget for the fiscal year commencing July 1, 2021 and ending June 30, 2022; and

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

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

SECTION 1. The City Council hereby approves Budget Amendment No. 063, attached hereto as Exhibit A, for Fiscal Year 2021-22.

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 17th day of May 2022.

_____
Dario Castellanos
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2022-54 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 17th day of May 2022, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick
Assistant City Clerk

EXHIBIT A

BUDGET AMENDMENT

Exhibit A

CITY OF WEST COVINA
BUDGET AMENDMENT

BA # 063
Posted By:
Date Posted:

Date: 5/17/2022
Requested by: Okan Demirici
Dept/Div: Engineering

Fiscal Year: 2021-2022
Amount: 160,203.00
Description: Citrus Ave Rehab

EXPENDITURES

Account Number	Dept/Account Description	Current Budget	Proposed Amendment	Amended Budget
235.80.7005.7200	STREETS			-
22027.235.7200	Citrus Ave Rehab	-	160,203.00	160,203.00
				-
				-
				-

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 17, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF AGREEMENTS FOR EMERGENCY REPAIR WORK ON AZUSA AVENUE SEWER LIFT STATION UPGRADES -- PROJECT NO. U-17022

RECOMMENDATION:

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

1. Ratify the City Manager's execution of Contract Change Order #4 to the construction services agreement with Pyramid Building & Engineering, Inc. for emergency repair of existing sewer force main, in the amount of $921,625.20;
2. Determine, by a four-fifths (4/5) vote, that there is a need to continue the emergency repairs;
3. Approve and authorize the City Manager to execute Contract Change Order #3 to the construction services agreement with Pyramid Building & Engineering, Inc. to furnish and install a SCADA system and the generator transfer switch to the new Lift Station, in the amount of $133,519.55;
4. Approve and authorize the City Manager to execute a Third Amendment to the Professional Services Agreement with NV5, Inc., increasing the total compensation by $95,000, for a maximum compensation of $185,000, and extending the agreement term through December 31, 2022;
5. Authorize an additional 10% of the initial construction contract amount, totaling $223,970, as contingency allowance to be used, if necessary, with the City Manager's approval, for unforeseen conditions; and
6. Adopt the following resolution:

   RESOLUTION NO. 2022-55 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2021 AND ENDING JUNE 30, 2022 (AZUSA AVENUE SEWER LIFT STATION UPGRADES)

BACKGROUND:

On May 7, 2019, the City Council awarded a construction agreement to Pyramid Building & Engineering, Inc. ("Pyramid") as the lowest responsive/responsible bidder in the amount of $2,239,700 with a contingency amount of $223,970 (10% of contract award). The improvements for this project included installation of a new sewer lift station at 2700 Azusa Avenue.

On January 18, 2022, after coordination of necessary/required design changes and material procurement, a Notice to Proceed (NTP) was issued to the Pyramid to commence with field construction.

DISCUSSION:

During construction activities, it was determined that the existing pressured sewer pipeline (force main) has reached the end of its useful life. This was recently discovered during the ordinary course of construction that the existing sewer main began leaking when the soil overburden was removed. This was not a utility strike, and was confirmed by NV5, the City's Contract Construction Manager and Inspector, that Pyramid did not strike the utility. The necessary temporary repair was immediately coordinated by the City staff, Pyramid, and observed by NV5.

In subsequent analysis of the causes of the sewer force main breach, it was discovered that this existing sewer force main was now at the end of its useful life and should be repaired. Due to the extreme consequences of failure, it was determined by NV5 and City staff that this project could not be done in time on a regular design-bid project on the City's CIP program for options such as dig and replace, or pipe bursting, or lining. Therefore, NV5, the City and Pyramid worked on a method of full pipeline rehabilitation, being the state-of-the-art Cured In Place Pipeline lining, or CIPP. The CIPP option offers the City the ability to commence the emergency rehabilitation repair work immediately, with minimum by-passing, to fully rehabilitate the existing sewer force main, on an option that can be undertaken immediately for this emergency situation.

As a result of the efforts by both the City's staff and NV5, staff was able to avert a potentially grave situation of a full blowout of the pressurized sewer force main blowing out onto Azusa Avenue and the nearby apartment complex. Should a full blown blowout occur, the City would face a health and safety crisis along Azusa Avenue and the nearby apartment complex, and along with the health department fines.

Section 2-357, subsection (b), of Article VII of Chapter 2 of the West Covina Municipal Code states:

"In cases of an emergency, when it is impractical to convene a meeting of the City Council, the City Manager shall have the power to order the repair or replacement of a public facility, take any directly related and immediate action required by that emergency, and procure the necessary equipment, services, and supplies for those purposes, without giving notice for bids to let contracts. If the City Manager takes such action, the City Manager shall report to the City Council at its next regularly scheduled meeting the reasons justifying why the emergency will not permit a delay resulting from a competitive solicitation for bids and why the action is necessary to respond to the emergency."

In conformance with the above provisions, the City Manager ordered the emergency repair of the subject sewer force main, and directed Pyramid to proceed with the necessary repairs and replacement work. Such work is outlined on Contract Change Order #4 (Attachment No. 1). This emergency repair work is in the amount of $921,625.20, and will be performed by the Pyramid. The majority of the work involves installation of 1,840 linear feet of 8" CIPP lining to the existing sewer force main. The anticipated duration for this emergency work is estimated to be 50 working days.

Per Public Contract Code section 22050(c)(2), the City Council is required to review the emergency action at its next regularly scheduled meeting and at every regularly scheduled meeting thereafter until the action is terminated, to determine, by a four-fifths (4/5) vote, that there is a need to continue the action. The City Council is required to terminate the action at the earliest possible date that conditions warrant, so the remainder of the work may be completed by giving notice for bids.

Furthermore, following the field review of the new Lift Station system and based on the feedback received from the City's staff, it is recommended to furnish and install a SCADA system and the generator transfer switch to the new Lift Station, which will enable the City's staff monitor the wastewater and respond to emergencies effectively. Such work is outlined on Contract Change Order #3 (Attachment No. 2). This additional work is in the amount of $133,519.55, and will be performed by Pyramid. The

anticipated duration for this additional work is estimated to be 10 working days.

Staff is also recommending an amendment to the Professional Services Agreement with NV5 increasing the contract amount by $95,000, for a maximum compensation of $185,000, and extending the term of the agreement through December 31, 2022 (Attachment No. 3). NV5's proposal for the additional work is included as Exhibit A to Attachment No. 3. This amendment will allow for the required construction management and inspection services during the additional 60 working days of construction, as outlined above.

The budget amendment to appropriate sewer funds for the project is attached (Attachment No. 4).

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

Prepared by: Okan Demirci PE, CIP Manager

Fiscal Impact

FISCAL IMPACT:

There is no impact to the General Fund. The additional funding in the amount of $1,374,114.75 will be appropriated through the Sewer Fund.

Project No.	Fund Name	Account No.	Amount Requested
17022	Sewer Fund	189.80.7007.7300	$1,374,144.75
		Total	**$1,374,114.75**

With the changes proposed, the revised budgets are as follows:

Construction

Base Contract Amount	$2,239,700.00
CCO 01 and 02 (Previously approved within contingency)	$216,351.07
CCO 03 and 04	$1,055,144.75
Revised Total Contract Amount including CCO 01 thru 04	**$3,511,195.82**
Suggested Contingency for any unforeseen construction work outside the scope covered in the above CCOs (10% of base contract)	$223,970.00
Finalized Construction Budget Including Additional Contingency	**$3,735,165.82**

Construction Management

NV5 Original Contract	$90,000
Revisions to Contract Scope for	$95,000
TOTAL	**$185,000**

FISCAL IMPACT:

Attachments

Attachment No. 1 - Emergency Repair CCo

Attachment No. 2 - Extra Work CCO

Attachment No. 3 - Third Amendment to PSA with NV5, Inc.

Attachment No. 4 - Resolution No. 2022-55 (Budget Amendment)

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Enhance City Image and Effectiveness
A Creative and Active Communuty

CITY CONTRACT CHANGE ORDER AUTHORIZATION		
PROJECT: City of West Covina, Azusa Avenue Sewer Lift Station Upgrade	**CITY PROJECT ID NO.: U-17022**	
	REF CCO REQUEST NO.:	**4A thru 4E**
CONTRACTOR: Pyramid Building & Engineering, Inc.	**COR#2+A9:G26 CIPP Liner - Due to the discovery of PinHole Leak**	**01**

AUTHORIZATION TO PROCEED WITH THE FOLLOWING CHANGE ORDER:

Description	Quantity	Unit	Unit Price	Total
CO 4A - (Pyramid- Pinhole Leak) 8" Forcemain Repair- While excavating the 8" force main pipeline- Pyramids' crew discovered a pin hole leak. Sewer began to spray out of the pipline. Per NV5s' Inspector, Dan Warren- Pyramid was directed to proceed on Time & Material basisWas directed to proceed on "Time & Material" (T&M) basis- to complete the emergency repair. Labor, Equipment and Materials to complete pipeline repair with clamp, water plug ends, & plated hole. Replaced k-Rail and fence.	1.00	LS	$ 8,217.69	$8,217.69
CO 4B - COR#25 CIPP Liner - Due to the discovery of PinHole Leak anof the 8" Swr Force Main- it is recommended that the pipeline segment be scoped, eva;uated and CIPP Lined, to meet standards of pipelines purpose. DESCRIPTION: (CIPP LINING) Install 1,840 LF of 8" CIPP Lining , Includes 1.)Traffic Control, Layout, Sawcut & Removal of Asphalt Paving, Excavation & Shoring in 3 Locations on Azusa Ave. 2.) Cut into existing 8" Sewer Force Main , Pipe Cleaning per Segment, Install CIPP Liner, Video inspection to confirm successful Liner installation. 3.) Backfill & Compact soil each location. 4.) Install Base & Asphalt Patch Back, Asphalt T-Grind & Cap. NOTE: Should the City decide they will require more than estimated or in addition to: T-Cap Pavement Replacement- provided within the cost change order attached, the cost will be up and above -what has been included in this change order proposal for pavement replacement.	1.00	LS	$734,940.98	$734,940.98
CO 4C - Allowance for Excusable Delay /Compensation Request- Cost proposal for the Extended Overhead- Costs for the Reasonable compensation for Contractual, Idle Equipment, Contractor's Non-Operating costs, additional overhead and profit, and premiums for short-term monthly rentals, can be determined (based on an excusable delay, - Once an estimate, of the actual costs and hours can be determined, an Excusable Delay Compensation Request will be forwarded to the City- for their review and approval, on a weekly basis. These charges will accrue until CIPP Lining scope is complete and/or site changes are negotiated, and/or are completed in full.Costs' associated within the "Excusable Delay Compensation Request", is not included within the CIPP Change Order #025, cost proposal, listed above.	10.00	wk	$7,334.554	$73,345.54
CO 4D - Allowance for Standby Delay/ Compensation Request- Standby Delay/ Compensation Request- Cost Proposal is not included in the Excusable Delay/ Compansation Request- as these costs are the standby time allocated into wating for City to decide on and/or negotiate theCIPP lining change order proposal (UP AND ABOVE- all other cost proposals)This cost proposal is costs in association with standby time Costs for the Reasonable compensation for Contractual, Idle Equipment, Contractor's Non-Operating costs, additional overhead and profit, and premiums for short-term monthly rentals, can be determined (based on an excusable delay, - Once an estimate, of the actual costs and hours can be determined, a Standby Delay/ Compensation Request will be forwardwed to the City- for their review and approval, on a weekly basis. These charges will accrue until CIPP Lining change orders above are negotiated, and/or are approved, and we move on to procurement change order scope. Assuming 4 weeks Standby Time at $7,334.54	4.00	wk	$7,334.55	$29,338.22
CO 4E - Allowance for Field Orders 10%	1.00	LS	$75,782.78	$75,782.78

CITY CONTRACT CHANGE ORDER AUTHORIZATION		
PROJECT: City of West Covina, Azusa Avenue Sewer Lift Station Upgrade	**CITY PROJECT ID NO.: U-17022**	
	REF CCO REQUEST NO.:	**4A thru 4E**
CONTRACTOR: Pyramid Building & Engineering, Inc.	**COR#2+A9:G26 CIPP Liner - Due to the discovery of PinHole Leak**	**01**

AUTHORIZATION TO PROCEED WITH THE FOLLOWING CHANGE ORDER:

Description	Quantity	Unit	Unit Price	Total

Base Contract Amount	$2,239,700.00
Previously Authorized Contract Change Orders:	$349,870.62
Authorized Amount For This Contract Change Order	$921,625.20
Total Authorized Contract Amount To Date (Sum of The Above):	**$3,511,195.82**
Total Contract Days (Working) Per Contract :	70
Additional/Deductive Days (Working) Per Previously Authorized Contract Change Orders (NA):	25
Additional/Deductive Days (Working) For This Contract Change Order	50
Total Authorized Contract Days (Working) To Date (FOR CHANGE ORDERS):	145
Original Completion Date:	4/28/2022
Revised Completion Date Including This Contract Change Order	8/13/2022

APPROVAL BY CITY

Recommended by:		Approved by:	
Name:		Name:	
Signature:		Signature:	
Title:		Title:	
Date:		Date:	

ACCEPTANCE BY CONTRACTOR

I agree to perform the work described in this change order, and that the total cost approved for the change order includes any and all costs associated with this change order, and that I shall not make any other claims (including but not limited to, additional change order costs, delay costs, loss of profit, loss of productivity, overhead, insurance, bonding, administrative, etc.) against the City for this change order.

Name:	
Signature:	
Title:	
Date:	

COR FOR CO 4-A

CHANGE ORDER SUMMARY

AZUSA AVE. SEWER IMPROVMENTS PROJECT

From: Devin Dore
Pyramid Building & Engineering, Inc.
10975 G. Avenue
Hesperia, CA 92345

To: City of West Covina
Date: 2/11/22
Attn: Luanne Bean/ Okan Demirci
Type: LM Not to Exceed/Lump Sum/Time & Material: T&M
Contract Extension Day Request: 1

Pyramid C T&M **8" FM Repair**
Extra Work #: T&M 8" FM Repair

While hand digging around 8" force main- we discovered a pin hole in the existing 8" force main pipe. Sewer began to spray out of the pipline. Was directed to proceed on Time & Material (T&M) basis- to complete emergency repair. Labor, Equipment and Materials to complete pipeline repair with clamp, water plug ends, & plated hole. Replaced k-Rail and fence.

SUBCONTRACTOR	QUANTITY	UNIT	RATE	TOTAL
Hi-Way Safety	1.00	DAY	$117.00	$ 117.00
		LS		$ -
		HR		
			SUBTOTAL	**$ 117.00**

CARPORT LABOR-CLASSIFICATION	HRS	REG Rate	HRS-Ot	OT Rate	TOTAL
Foreman	6.00	$ 96.93	-	$ -	$ 581.58
Group 8 Operator	-	$ 94.38	-	$ -	$ -
Group 4 Labor		$ 78.43	-	$ -	$ -
Group 3 Labor	12.00	$ 71.25	-	$ -	$ 855.00
Group 1 Labor	-	$ 69.86		$ -	$ -
Group 5 Teamster	-	$ 74.69		$ -	$ -
Project Management		$ 105.00			$ -
				SUBTOTAL:	**$ 1,436.58**

EQUIPMENT		MODEL#	UNITS	QUANTITY		RATE		TOTAL
Excavator		Kobelco 290	HRS			$ 121.59		$ -
Backhoe		Cat 435	HRS	6.00		$ 58.61		$ 351.66
Dump Truck			HRS					$ -
Water Buffalo			HRS			$ 25.00		$ -
Roller		3-5 Ton	HRS			$ 31.63		$ -
Foreman Truck		F-450	HRS	6.00		$ 46.23		$ 277.38
Crew Truck		F-450	HRS			$ 46.23		$ -
Trench Shoring (RENTAL)	1 (Ea.) 8' x 12'	RENTAL	DAY		1	7.5		$ 7.50
Trench Shoring (RENTAL)	1 (Ea.) 6' x 12'	RENTAL	dAY		1	6.5		$ 6.50
Trench Shoring (RENTAL)	1 (Ea.) 4' x 12'	RENTAL	dAY		1	4.75		$ 4.75
Trench Shoring (RENTAL)	3 (Ea.) Hydraulic Shoring Pump & Tools	RENTAL	DAY		3	7.5		$ 7.50
							SUBTOTAL:	**$ 655.29**

MISC & MATERIAL	UNITS	QUANTITY	UNIT PRICE	TOTAL
Western Water Works				$ 662.77
		0.00		$ -
		0.00	$ -	$ -
		0.00	$ -	$ -
		0.00	$ -	$ -
		0.00	$ -	$ -
			SUBTOTAL:	**$ 662.77**

SUBCONTRACTOR COSTS:		$	117.00
SUB MARK UP:	5%	$	5.85
LABOR COST;		$	1,436.58
LABOR MARK UP:	20%	$	287.32
EQUIPMENT COST		$	655.29
EQUIP. MARK UP:	15%	$	98.29
MATERIAL COST		$	662.77
MAT. MARK UP:	15%	$	99.42
INS:	2%	$	67.25
GRAND TOTAL		**$**	**3,429.77**

CHANGE ORDER SUMMARY

AZUSA AVE. SEWER IMPROVEMENTS PROJECT

From: Devin Dore
Pyramid Building & Engineering, Inc.
10975 G. Avenue
Hesperia, CA 92345

To: City of West Covina
Date: 2/12/22
Attn: Luanne Bean/ Okan Demirci
Type: LM Not to Exceed/Lump Sum/Time & Material: T&M
Contract Extension Day Request: 1
Monitor 8" force main repair completed on 2/11/2022, for leaks. Remove Plate/ Re-install plate.

Pyramid C T&M **8" FM Repair**
Extra Work #: T&M 8" FM Repair

SUBCONTRACTOR	QUANTITY	UNIT	RATE	TOTAL
		EA		$ -
		LS		$ -
		HR		
			SUBTOTAL	$ -

CARPORT LABOR-CLASSIFICATION	HRS	REG Rate	HRS-Ot	OT Rate	TOTAL
Foreman		$ 96.93	4.00	$ 119.54	$ 478.16
Group 8 Operator	-	$ 94.38	-	$ -	$ -
Group 4 Labor		$ 78.43	-	$ -	$ -
Group 3 Labor		$ 71.25	-	$ -	$ -
Group 1 Labor	-	$ 69.86		$ -	$ -
Group 5 Teamster	-	$ 74.69		$ -	$ -
Project Management		$ 105.00			$ -
				SUBTOTAL:	$ 478.16

EQUIPMENT	MODEL#	UNITS	QUANTITY	RATE	TOTAL
Excavator	Kobelco 290	HRS		$ 121.59	$ -
Backhoe	Cat 435	HRS	4.00	$ 58.61	$ 234.44
Dump Truck		HRS			$ -
Water Buffalo		HRS		$ 25.00	$ -
Roller	3-5 Ton	HRS		$ 31.63	$ -
Foreman Truck	F-450	HRS	4.00	$ 46.23	$ 184.92
Crew Truck	F-450	HRS		$ 46.23	$ -
	RENTAL	DAY	1		
	RENTAL	DAY	1		
				SUBTOTAL:	$ 419.36

MISC & MATERIAL	UNITS	QUANTITY	UNIT PRICE	TOTAL
				$ -
		0.00		$ -
		0.00	$ -	$ -
		0.00	$ -	$ -
		0.00	$ -	$ -
		0.00	$ -	$ -
			SUBTOTAL:	$ -

SUBCONTRACTOR COSTS:		$ -
SUB MARK UP:	5%	$ -
LABOR COST;		$ 387.72
LABOR MARK UP:	20%	$ 77.54
EQUIPMENT COST		$ 419.36
EQUIP. MARK UP:	15%	$ 62.90
MATERIAL COST		$ -
MAT. MARK UP:	15%	$ -
BOND/ INS:	2%	$ 18.95
GRAND TOTAL		**$ 966.48**

CHANGE ORDER SUMMARY

AZUSA AVE. SEWER IMPROVEMENTS PROJECT

From: Devin Dore
Pyramid Building & Engineering, Inc.
10975 G. Avenue
Hesperia, CA 92345

To: City of West Covina
Date: 2/13/22
Attn: Luanne Bean/ Okan Demirci
Type: LM Not to Exceed/Lump Sum/Time & Material: T&M
Contract Extension Day Request: 1
Monitor 8" force main repair completed on 2/11/2022, for leaks. No Leaks present. Remove Plate/ Re-install plate.

Pyramid C T&M **8" FM Rep**
Extra Work #: T&M 8" Fl

SUBCONTRACTOR	QUANTITY	UNIT	RATE	TOTAL
		EA		$ -
		LS		$ -
		HR		
			SUBTOTAL	**$ -**

CARPORT LABOR-CLASSIFICATION	HRS	REG Rate	HRS-Ot	OT Rate	TOTAL
Foreman		$ 96.93	4.00	$ 119.54	$ 478.16
Group 8 Operator	-	$ 94.38	-	$ -	$ -
Group 4 Labor		$ 78.43	-	$ -	$ -
Group 3 Labor		$ 71.25	-	$ -	$ -
Group 1 Labor	-	$ 69.86		$ -	$ -
Group 5 Teamster	-	$ 74.69		$ -	$ -
Project Management		$ 105.00			$ -
				SUBTOTAL:	**$ 478.16**

EQUIPMENT		MODEL#	UNITS	QUANTITY	RATE	TOTAL
Excavator		Kobelco 290	HRS		$ 121.59	$ -
Backhoe		Cat 435	HRS	4.00	$ 58.61	$ 234.44
Dump Truck			HRS			$ -
Water Buffalo			HRS		$ 25.00	$ -
Roller		3-5 Ton	HRS		$ 31.63	$ -
Foreman Truck		F-450	HRS	4.00	$ 46.23	$ 184.92
Crew Truck		F-450	HRS		$ 46.23	$ -
Trench Shoring (RENTAL)	1 (Ea.) 8'x12'	RENTAL	DAY		$ 7.50	
Trench Shoring (RENTAL)	1 (Ea.) 6' x 12'	RENTAL	DAY		$ 6.50	
Trench Shoring (RENTAL)	1 (Ea. 4' x 12'	RENTAL	DAY		$ 4.75	
Trench Shoring (RENTAL)	3 (Ea.) Hydraulic Shoring Pump & Tools	RENTAL	DAY		$ 7.50	
					SUBTOTAL:	**$ 419.36**

MISC & MATERIAL	UNITS	QUANTITY	UNIT PRICE	TOTAL
				$ -
		0.00		$ -
		0.00	$ -	$ -
		0.00	$ -	$ -
		0.00	$ -	$ -
		0.00	$ -	$ -
			SUBTOTAL:	**$ -**

SUBCONTRACTOR COSTS:		$ -
SUB MARK UP:	5%	$ -
LABOR COST:		$ 478.16
LABOR MARK UP:	20%	$ 95.63
EQUIPMENT COST		$ 419.36
EQUIP. MARK UP:	15%	$ 62.90
MATERIAL COST		$ -
MAT. MARK UP:	15%	$ -
INS:Bond/ Ins.	2%	$ 21.12
GRAND TOTAL		**$ 1,077.17**

CHANGE ORDER SUMMARY

AZUSA AVE. SEWER IMPROVEMENTS PROJECT

From: Devin Dore
Pyramid Building & Engineering, Inc.
10975 G. Avenue
Hesperia, CA 92345

To: City of West Covina
Date: 2/14/22
Attn: Luanne Bean/ Okan Demirci
Type: LM Not to Exceed/Lump Sum/Time & Material: T&M
Contract Extension Day Request: 1
Monitor 8" force main repair completed on 2/11/2022, for leaks. No Leaks present. Remove Plate/ Re-install plate.

Pyramid (T&M **8" FM Rep**
Extra Work #: T&M 8" Fl

SUBCONTRACTOR	QUANTITY	UNIT	RATE	TOTAL
Hi-Way Safety	2.00	HR	$14.63	$ 29.26
		LS		$ -
		HR		
			SUBTOTAL	**$ 29.26**

CARPORT LABOR-CLASSIFICATION	HRS	REG Rate	HRS-Ot	OT Rate	TOTAL
Foreman	2.00	$ 96.93	-	$ -	$ 193.86
Group 8 Operator	-	$ 94.38	-	$ -	$ -
Group 4 Labor		$ 78.43	-	$ -	$ -
Group 3 Labor	4.00	$ 71.25	-	$ -	$ 285.00
Group 1 Labor	-	$ 69.86		$ -	$ -
Group 5 Teamster	-	$ 74.69		$ -	$ -
Project Management		$ 105.00			$ -
				SUBTOTAL:	**$ 478.86**

EQUIPMENT		MODEL#	UNITS	QUANTITY	RATE	TOTAL
Excavator		Kobelco 290	HRS		$ 121.59	$ -
Backhoe		Cat 435	HRS	2.00	$ 58.61	$ 117.22
Dump Truck			HRS			$ -
Water Buffalo			HRS		$ 25.00	$ -
Roller		3-5 Ton	HRS		$ 31.63	$ -
Foreman Truck		F-450	HRS	2.00	$ 46.23	$ 92.46
Crew Truck		F-450	HRS		$ 46.23	$ -
Trench Shoring (RENTAL)	1 (Ea.) 8'x 12'	RENTAL	HR	2	0.94	$ 1.88
Trench Shoring (RENTAL)	1 (Ea.) 6' x 12'	RENTAL	HR	2	0.81	$ 1.62
Trench Shoring (RENTAL)	1 (Ea.) 4' x 12'	RENTAL	HR	2	0.59	$ 1.18
Trench Shoring (RENTAL)	3 (Ea.) Hydraulic Shoring Pump & Tools	RENTAL	HR	2	0.94	$ 1.88
					SUBTOTAL:	**$ 216.24**

MISC & MATERIAL	UNITS	QUANTITY	UNIT PRICE	TOTAL
				$ -
		0.00		$ -
		0.00	$ -	$ -
		0.00	$ -	$ -
		0.00	$ -	$ -
		0.00	$ -	$ -
			SUBTOTAL:	**$ -**

SUBCONTRACTOR COSTS:		$	29.26
SUB MARK UP:	5%	$	1.46
LABOR COST:		$	478.86
LABOR MARK UP:	20%	$	95.77
EQUIPMENT COST		$	216.24
EQUIP. MARK UP:	15%	$	32.44
MATERIAL COST		$	-
MAT. MARK UP:	15%	$	-
Bond/ Ins/	2%	$	17.08
GRAND TOTAL		**$**	**871.11**

AZUSA AVE. SEWER IMPROVEMENTS PROJECT

From: Devin Dore
Pyramid Building & Engineering, Inc.
10975 G. Avenue
Hesperia, CA 92345

To: City of West Covina
Date: 2/15/22
Attn: Luanne Bean/ Okan Demirci
Type: LM Not to Exceed/Lump Sum/Time & Material: T&M
Contract Extension Day Request: 1
Remove Traffic Plate- pour 2 sack slurry over area of 8' Force Main (5yrds), Re-install traffic plate.

Pyramid COR: #54 T&M 8" FM Repair

Extra Work #: T&M 8" FM Repair

SUBCONTRACTOR	QUANTITY	UNIT	RATE	TOTAL
Hi-Way Safety	2.00	HR	$14.63	$ 29.26
		LS		$ -
		HR		
			SUBTOTAL	**$ 29.26**

CARPORT LABOR-CLASSIFICATION	HRS	REG Rate	HRS-Ot	OT Rate	TOTAL
Foreman	2.00	$ 96.93	-	$ -	$ 193.86
Group 8 Operator	-	$ 94.38	-	$ -	$ -
Group 4 Labor		$ 78.43	-	$ -	$ -
Group 3 Labor	4.00	$ 71.25	-	$ -	$ 285.00
Group 1 Labor	-	$ 69.86		$ -	$ -
Group 5 Teamster	-	$ 74.69		$ -	$ -
Project Management		$ 105.00			$ -
				SUBTOTAL:	**$ 478.86**

EQUIPMENT		MODEL#	UNITS	QUANTITY		RATE		TOTAL
Excavator		Kobelco 290	HRS			$ 121.59		$ -
Backhoe		Cat 435	HRS	2.00		$ 58.61		$ 117.22
Dump Truck			HRS					$ -
Water Buffalo			HRS			$ 25.00		$ -
Roller		3-5 Ton	HRS			$ 31.63		$ -
Foreman Truck		F-450	HRS	2.00		$ 46.23		$ 92.46
Crew Truck		F-450	HRS			$ 46.23		$ -
Trench Shoring (RENTAL)	1 (Ea.) 8 'x 12'	RENTAL	HR		2	$ 0.94		$ 1.88
Trench Shoring (RENTAL)	1 (Ea.) 6'x 12'	RENTAL	HR		2	$ 0.81		$ 1.62
Trench Shoring (RENTAL)	1 (Ea.) 4' x 12'	RENTAL	HR		2	$ 0.59		$ 1.18
Trench Shoring (RENTAL)	3 (Ea.) Hydraulic Shoring Pump & Tools	RENTAL	HR		2	$ 0.94		$ 1.88
							SUBTOTAL:	**$ 216.24**

MISC & MATERIAL	UNITS	QUANTITY	UNIT PRICE	TOTAL
Holliday Rock; Sand Slurry	CY	5.00	$ 92.50	$ 462.50
Holliday Rock; Short Load	Ea	1.00	$ 75.00	$ 75.00
Holliday Rock; Public Works Fee	Ea	1.00	$ 200.00	$ 200.00
Holliday Rock; Environmental Fee(s)	LS	1.00	$ 60.00	$ 60.00
Holliday Rock; Tax	TAX	1.00	$ 56.76	$ 56.76
		0.00	$ -	$ -
			SUBTOTAL:	**$ 854.26**

SUBCONTRACTOR COSTS:		$	29.26
SUB MARK UP:	5%	$	1.46
LABOR COST;		$	478.86
LABOR MARK UP:	20%	$	95.77
EQUIPMENT COST		$	216.24
EQUIP. MARK UP:	15%	$	32.44
MATERIAL COST		$	854.26
MAT. MARK UP:	15%	$	128.14
INS:	2%	$	36.73
GRAND TOTAL		**$**	**1,873.16**

COR FOR CO 4-B

CHANGE ORDER SUMMARY

From:
Pyramid Building & Engineering, Inc.
10975 G. Avenue
Hesperia, CA 92345

To: City of West Covina
Date: 3/30/2022
Attn: Luanne Bean
Type:
Contract Extension Day Request: 20 Working Day's Plus Leed Time for the CIPP Liner Approx, 4 to 6 Weeks

Pyramid _ COR #25 _

Owner Approved #_____

DESCRIPTION: (CIPP LINING) Install 1840 LF of 8" CIPP Lining , Includes 1.)Traffic Control, Layout, Sawcut & Removal of Asphalt Paving, Excavation & Shoring in 3 Locations on Azusa Ave. 2.) Cut into existing 8" Sewer Force Main , Pipe Cleaning per Segment, Install CIPP Liner, Video inspection to confirm successful Liner installation. 3.) Backfill & Compact soil each location. 4.) Install Base & Asphalt Patch Back, Asphalt T-Grind & Cap

SUBCONTRACTOR	QUANTITY	UNIT	RATE	TOTAL
Castlerock Environmental/ Transite Pipe Removal	4	Ea	$ 1,498.75	$ 5,995.00
Hi-Way Saftey	20	Daily	$1,550.00	$31,000.00
Sancon Technolgies	1840.00	LF	$148.92	$ 274,012.80
Allied Paving	1.00	LS	$19,000.00	$ 19,000.00
United Pumping Services, 2 Pumping Trucks per shift	40.00	12 HR Shift	$2,900.00	$ 116,000.00
			SUBTOTAL	**$ 446,007.80**

Saturday is Overtime
Sunday is DBL Time

LABOR-CLASSIFICATION	HRS	REG Rate	HRS-Ot	OT Rate	TOTAL
Foreman	160.00	$ 96.93	80.00	$ 119.54	$ 25,072.00
Group 8 Operator	160.00	$ 94.38	80.00	$ 116.09	$ 24,388.00
Group 4 Labor	160.00	$ 78.43	80.00	$ 89.75	$ 19,728.80
Group 3 Labor	320.00	$ 71.25	160.00	$ 87.09	$ 36,734.40
Group 1 Labor	-	$ 69.86	-	$ 85.20	$ -
Group 5 Teamster	104.00	$ 74.69	80.00	$ 87.26	$ 14,748.56
					$ -
				SUBTOTAL:	**$ 120,671.76**

EQUIPMENT	MODEL#	UNITS	QUANTITY	RATE	TOTAL
Excavator	Kobelco 290	HRS	86.00	$ 141.49	$ 12,168.14
Backhoe	Cat 430	HRS	160.00	$ 68.61	$ 10,977.60
10 Wheel Dump Truck	Kenworth	HRS	184.00	$ 89.00	$ 16,376.00
Skidsteer/Plainer	CAT 262- D	HRS	40.00	$ 46.30	$ 1,852.00
Street Sweeper		HRS	64.00	$ 75.00	$ 4,800.00
Foreman Truck	F-450	HRS	240.00	$ 46.23	$ 11,095.20
Crew Truck	F-450	HRS	240.00	$ 46.23	$ 11,095.20
				SUBTOTAL:	**$ 68,364.14**

MISC & MATERIAL	UNITS	QUANTITY	UNIT PRICE	TOTAL
8" D.I. Piping & Appurtenances	LS	1.00	$ 5,393.54	$ 5,393.54
Trench Plates & Shoring	LS	1.00	$ 10,177.60	$ 10,177.60
Concrete Slurry	CY	40.00	$ 118.00	$ 4,720.00
Class ll Base	Ton	25.00	$ 45.00	$ 1,125.00
1" Crushed Rock	Ton	25.00	$ 45.00	$ 1,125.00
Sawcutting	LS	1.00	$ 2,500.00	$ 2,500.00
			SUBTOTAL:	**$ 25,041.14**

8 To 10 Weeks

SUBCONTRACTOR COSTS:		$	446,007.80
SUB MARK UP:	5%	$	22,300.39
LABOR COST;		$	120,671.76
LABOR MARK UP:	20%	$	24,134.35
EQUIPMENT COST		$	68,364.14
EQUIP. MARK UP:	15%	$	10,254.62
MATERIAL COST		$	25,041.14
MAT. MARK UP:	15%	$	3,756.17
INS:	**2%**	$	14,410.61
GRAND TOTAL		**$**	**734,940.98**

ALLIED PAVING CO.

13912 Newhope St, Garden Grove, CA 92843
(714) 632-7484 ~ Fax (714) 632-8599
Licensed and Bonded
LIC. # 780394 - SBE #37495
WOSB - WBE #15030078

To: PYRAMID BUILDING & ENG.

Address: 10975 G. AVENUE

City: HESPERIA State: CA Zip: 92345 Phone: 760-404-2341

Attn: JOHN Email: John@pyramidbuilding.net

Job Address: AZUSA LIFT STATION PROJECT (3) 10 X 5 PATCH BACK - GRIND & CAP PROPOSAL

ASPHALT PATCH BACK – BASE & ASPHALT INSTALL: (1) MOVE

1. Subgrade backfill & compaction done by others. Traffic Control by others.
2. Install up to (8)" Class II CAB & (8)" Hot mix asphalt to Approx. (150) Sq ft (3- 5' x 10' areas).
3. Roll for compaction.

TOTAL: $9,500

ASPHALT T-GRIND & CAP: (1) MOVE (AT LEAST 10 DAYS AFTER BASE PAVE)

1. Traffic control by others.
2. Cold plane grind Approx. (252) Sq Ft (3 areas at 7' x 12' each) to depth of (2)" below grade.
3. Apply SS1H Tack coat and pave (2)" Conventional asphalt cap to Approx. (252) Sq Ft & compact.

TOTAL: $9,500

NOTES:

- Price is based on 1 move in. Price is based on material quotes good for 90 days if contract accepted within 30 days of contract date.
- Scope of work not to include inspection fees, permits, compaction testing, engineering, and water source.
- City will not allow initial patch back and grind & cap to be done at the same time. Typically they want 1-2 weeks of traffic to run over it allowing it to settle before grind & cap can be scheduled. These above costs are basically our minimum charges.

Page 2 General Conditions regardless of signature are binding and part of this Proposal or Contract as an attachment. Drainage designs of 1% or less will or less will not be the responsibility of this firm; furthermore repairs to said designs will be considered additional work.
Terms: Net cash within ten (10) days from date of invoice. If any billing is not paid when due Allied Paving Co. has the right to stop work and keep the job idle until past due payments are paid. The General Contractor agrees to be the primary responsible party to Allied Paving Co for all payments.

Date 3/28/2022

Allied Paving Co.
Subject to Office approval

Per: AARON MOTE - PROJECT MANAGER

I/we accept the within proposal. You are authorized to perform the work comprehended here under, I / we agree to pay the said amount in accordance with the terms set forth.

Company _____ Date _____ By _____

ALLIED PAVING COMPANY **LIC.#780394 ~ SBE #37495**
13912 NEWHOPE ST, GARDEN GROVE CA 92843 **(714) 632-7484 ~ FAX (714) 632-8599**

TERMS

1. Any deviation from these specifications and/or terms shall be by mutual agreement and shall be in writing. Payment for extra work and allowance for omissions shall be fixed in advance on demand by either party and shall be set forth in said writing. No verbal agreement or understanding shall be binding unless consideration has been exchanged.
2. All payments received in accordance with the terms of this contract are accepted with the understanding that such payments shall be applied to the payment of material and labor furnished on this job.
3. Both parties agree that the plans and specifications may be changed without impairing the validity of this contract, subject, however, to the condition that the sum allowed either party for such alterations shall have been agreed upon by the parties to the contract and a full statement of the same made in writing and signed by them before the work to be affected by the changes is commenced.
4. This proposal/contract is based on the current price of labor and materials and if not accepted and commenced within thirty (30) days from the date hereof, the proposal/contract is void.
5. This agreement is contingent upon strikes, accidents or delays beyond the control of the parties.
6. Interest will be charged on all accounts over thirty (30) calendar days past due at a rate of eighteen percent (18%) per month, until the full amount has been paid. Each payment shall be credited first on interest then due and the remainder on the principle and interest shall thereupon cease upon the principal so credited.
7. Should default be made in the payment of this contract, the entire amount shall become immediately due.
8. If any litigation is commenced between the parties to this proposal/contract concerning this proposal/contract, or the rights and duties of either in relation to it, the party prevailing in that litigation shall be entitled, in addition to any other relief that may be granted in the litigation, to a sum as and for its attorney's fees and costs in the litigation, which shall be determined by the court in that litigation or in a separate action brought for that purpose.
9. Except as specifically set forth to the contrary, Allied Paving Company shall not be liable for the rough grade, sub grade, re-compaction, concrete, base material under concrete, engineering, tests, permits, inspection fees, water meter, staking, drainage in areas of less than one percent (1%) grade breakage of underground utilities, pipe wiring and manholes which are not visible to workmen.
10. Allied Paving Company will not be responsible for soil, sub grade, base or paving grade due to rain or floods or uncontrollable conditions caused by weather.
11. Material prices quoted to this firm are subject to change by the supplier at anytime and therefore it is agreed that increases beyond the specified good through date will be paid by the owner/contractor.
12. Allied Paving Co. is not responsible for damage caused by movement of valve cans or manholes raised to grade prior to installation of base or asphalt.
13. Allied Paving Co. is not responsible trench, manhole or valve patching unless specifically noted otherwise.
14. Allied Paving cannot take responsibility for work against "GREEN" concrete and/or un-backfilled curbs.

NOTICE TO OWNER

"Under the law, you may protect yourself against such claims by filing, before commencing such work of improvement, an original contract performance bond for the work of improvement or a modification thereof, in the office of the county recorder for the county where the property is situated, and requiring that a contractor's payment bond be recorded in such office. Said bond shall be in an amount not less than fifty percent (50%) of the contract price and shall, in addition to any conditions for the performance of the contract, be conditioned for the payment in full of claims of all persons furnishing labor, services, equipment or materials for the work described in said contract."

Under California Mechanics Lien Law, any contractor, subcontractor, laborer, supplier or other person who helps to improve your property, but is not paid for his/her work or supplies, has a right to enforce claim against your property. This means that after a court hearing, your property could be sold by a court officer and the proceeds of the sale used to satisfy the indebtedness. This can happen even if you have paid your contractor in full if the subcontractors, laborers, or suppliers remain unpaid. To preserve their right to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are required to provide you with a document entitled "Preliminary Notice." Original (or prime) contractors and laborers for wages do not have to provide this notice. A Preliminary Notice is not a lien against your property. Its purpose is to notify you of persons who may have a right to file a lien against your property if they are not paid. Generally, the maximum time allowed for filing a claim or lien against your property is ninety (90) days after completion of your project.

BY SIGNING THISPAGE I HAVE READ THE TERMS OF THIS BID/PROPOSAL. PLEASE RETURN THIS PAGE (FAX OR MAIL) ALONG WITH YOUR PROPOSAL.

DATE:_____ SIGNATURE: _____

Clyde Streeter

From: Scott Morse <scottmorse@capopg.com>
Sent: Friday, April 1, 2022 4:34 PM
To: Clyde Streeter
Subject: Re: Azusa Ave. Sewer Lift Station Time Extension Request

Categories: Blue Category

Bud,

I do t remember the exact hourly rate for our project but assume 300/month for an update.

Regards,

Scott Morse, PSP | Capo Projects Group [CPG]
C | 1.970.420.4234
E | scottmorse@capopg.com

On Apr 1, 2022, at 1:58 PM, Clyde Streeter <clyde@pyramidbuilding.net> wrote:

Good Afternoon,
We have been requested an Change order by the district. This change order may extend the project a month or so.
What is our Monthly Update cost The Project? Thank you.

Clyde E Streeter IV (Bud)
Project Manager, Estimator
Clyde@pyramidbuilding.net
O: (760)949-8560
C: (760)404-2341

Pyramid
BUILDING & ENGINEERING INC.

From: Chase Wirtz <chasewirtz@capopg.com>
Sent: Monday, March 14, 2022 11:52 AM
To: Devin Dore <devin@pyramidbuilding.net>; Clyde Streeter <clyde@pyramidbuilding.net>; Scott

Morse <scottmorse@capopg.com>; Kevin Holmes <kevinholmes@capopg.com>
Cc: Phil Miller <phil@pyramidbuilding.net>; John Garrison <john@pyramidbuilding.net>
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Confirmed receipt. Will review and get back to you.

Chase Wirtz, P.E.| Capo Projects Group [CPG]
Cell 805-558-0707
Office 949-281-6251 ext 806
Email chasewirtz@capopg.com

From: Devin Dore <devin@pyramidbuilding.net>
Sent: Sunday, March 13, 2022 4:42 PM
To: Clyde Streeter <clyde@pyramidbuilding.net>; Scott Morse <scottmorse@capopg.com>; Kevin Holmes <kevinholmes@capopg.com>; Chase Wirtz <chasewirtz@capopg.com>
Cc: Phil Miller <phil@pyramidbuilding.net>; John Garrison <john@pyramidbuilding.net>
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

UPDATED-
I have added a couple *more* days that our crew were on T&M- please confirm receipt.
Thanks you!

Devin L. Doré- Contracts Manager
devin@pyramidbuilding.net
10975 G. Ave. Hesperia, Ca. 92345
P.O. Box 401080 Hesperia, Ca. 92340-1080
(760) 949-9005
Fx (760) 949-9855

From: Devin Dore
Sent: Sunday, March 13, 2022 2:22 PM
To: Clyde Streeter <clyde@pyramidbuilding.net>; Scott Morse <scottmorse@capopg.com>; Kevin Holmes <kevinholmes@capopg.com>; Chase Wirtz <chasewirtz@capopg.com>
Cc: Phil Miller <phil@pyramidbuilding.net>; John Garrison <john@pyramidbuilding.net>
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Good afternoon-
Please review the attached "look ahead schedule"- and update our *Project Schedule*- for the Azusa Ave. Sewer Lift Station Project.

Your prompt attention to this request is greatly appreciated.
Thank you!

Devin L. Doré- Contracts Manager
devin@pyramidbuilding.net
10975 G. Ave. Hesperia, Ca. 92345
P.O. Box 401080 Hesperia, Ca. 92340-1080
(760) 949-9005
Fx (760) 949-9855

From: Clyde Streeter <clyde@pyramidbuilding.net>
Sent: Thursday, December 9, 2021 8:15 AM
To: Scott Morse <scottmorse@capopg.com>; Kevin Holmes <kevinholmes@capopg.com>; Chase Wirtz <chasewirtz@capopg.com>
Cc: Devin Dore <devin@pyramidbuilding.net>; Phil Miller <phil@pyramidbuilding.net>; John Garrison <john@pyramidbuilding.net>
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Good Morning Scott,
We have the reviewed the CPM schedule. Everything looks good. I have sent it to the city for approval.
Thank you.

Clyde E Streeter IV (Bud)
Project Manager, Estimator
Clyde@pyramidbuilding.net
O: (760)949-8560
C: (760)404-2341

From: Scott Morse [mailto:scottmorse@capopg.com]
Sent: Wednesday, December 8, 2021 5:39 PM
To: Clyde Streeter; Kevin Holmes; Chase Wirtz
Cc: Devin Dore; Phil Miller; John Garrison
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Clyde,

Please see the attached Update 08 through November with the revised NTP and Final Acceptance dates.
Regards,

Scott Morse, PSP | Senior Consultant | Capo Projects Group [CPG]
30200 Rancho Viejo Road – Suite I, San Juan Capistrano, CA 92675
C | 1.970.420.4234 O | 1.949.281.6251
E | scottmorse@capopg.com
W | www.capoprojectsgroup.com

From: Clyde Streeter <clyde@pyramidbuilding.net>
Sent: Wednesday, December 8, 2021 1:42 PM
To: Scott Morse <scottmorse@capopg.com>; Kevin Holmes <kevinholmes@capopg.com>; Chase Wirtz <chasewirtz@capopg.com>
Cc: Devin Dore <devin@pyramidbuilding.net>; Phil Miller <phil@pyramidbuilding.net>; John Garrison <john@pyramidbuilding.net>
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Good Afternoon Scott,
We have got the approval for the Encroachment Permits for the Azusa Project. We need to revise the schedule to show 1/3/22 as the new Mobilization date. Please call me if you have any questions. I need this by the end of the week if possible. Thank you.

Clyde E Streeter IV (Bud)
Project Manager, Estimator
Clyde@pyramidbuilding.net
O: (760)949-8560
C: (760)404-2341

From: Clyde Streeter
Sent: Monday, December 6, 2021 1:32 PM
To: Scott Morse; Kevin Holmes; Chase Wirtz

Cc: Devin Dore
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Good Afternoon Scott,
Correct, I have Attached our last update. We are still waiting approval on Encroachment permits from the city. Once we get the Encroachment permit's approved , we will then need to update the CPM showing the new start date. I will keep you posted. Thank you.

Clyde E Streeter IV (Bud)
Project Manager, Estimator
Clyde@pyramidbuilding.net
O: (760)949-8560
C: (760)404-2341

From: Scott Morse [mailto:scottmorse@capopg.com]
Sent: Wednesday, December 1, 2021 11:37 AM
To: Clyde Streeter; Kevin Holmes; Chase Wirtz
Cc: Devin Dore
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Bud,

Kevin is busy this week. Can you please catch me up. I see that the last schedule update we submitted with 07 through June 21. Is this correct? Is this the file you would like me to update and change the NTP date on?

Regards,

Scott Morse | Senior Consultant | Capo Projects Group [CPG]
30200 Rancho Viejo Road – Suite I, San Juan Capistrano, CA 92675
C | 1.970.420.4234 O | 1.949.281.6251
E | scottmorse@capopg.com
W | www.capoprojectsgroup.com

From: Clyde Streeter <clyde@pyramidbuilding.net>
Sent: Monday, November 22, 2021 12:05 PM
To: Kevin Holmes <kevinholmes@capopg.com>; Scott Morse <scottmorse@capopg.com>; Chase Wirtz <chasewirtz@capopg.com>
Cc: Devin Dore <devin@pyramidbuilding.net>
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Good Afternoon Kevin,
We have had some other delays on this project. We need to update and revise the CPM to show 11/29/21 as the mobilization date to start the project. Then adjust the schedule accordingly. Please let me know if you have any questions. Thank you.

Clyde E Streeter IV (Bud)
Project Manager, Estimator
Clyde@pyramidbuilding.net
O: (760)949-8560
C: (760)404-2341

From: Kevin Holmes [mailto:kevinholmes@capopg.com]
Sent: Friday, August 20, 2021 11:58 AM
To: Clyde Streeter
Cc: Devin Dore; Phil Miller; John Garrison; Chase Wirtz; Scott Morse
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Clyde,

See attached for updated schedule files. Let me know if you need anything else.

Thanks,

Kevin Holmes
Capo Projects Group [CPG]
C | 714.454.4499 E | kevinholmes@capopg.com

From: Clyde Streeter
Sent: Friday, August 20, 2021 10:45 AM
To: Kevin Holmes
Cc: Devin Dore; Phil Miller; John Garrison; Chase Wirtz; Scott Morse
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Kevin,
We need to change the construction durations: new contract days 70 +15 extra days= 85 WD,

See what you can do to remove the negative float too.

In the narrative, try to explain that after the 120 CD procurement, the Change order 1 was approved and they gave us 70WD, now we are requesting 15 WD to complete.

We need this back asap.

Please call if you have any questions. Thank you.

Clyde Streeter
Project Manager
Clyde@pyramidbuilding.net
O: (760)949-8560
C: (760)404-2341

From: Clyde Streeter
Sent: Thursday, August 19, 2021 9:39 AM
To: Kevin Holmes
Cc: Devin Dore; Phil Miller; John Garrison; Chase Wirtz; Scott Morse
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Kevin,
We made some changes to the electrical dates. See attached. Thank you.

Clyde Streeter
Project Manager
Clyde@pyramidbuilding.net
O: (760)949-8560
C: (760)404-2341

From: Clyde Streeter
Sent: Thursday, August 19, 2021 9:22 AM
To: Kevin Holmes
Cc: Devin Dore; Phil Miller; John Garrison; Chase Wirtz; Scott Morse
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Kevin,
Please review and adjust the schedule for Azusa lift station. The electrical sequencing is good. Call me when you get this. Thank you.

Clyde Streeter
Project Manager
Clyde@pyramidbuilding.net
O: (760)949-8560
C: (760)404-2341

From: Kevin Holmes [mailto:kevinholmes@capopg.com]
Sent: Wednesday, August 18, 2021 5:18 PM
To: Clyde Streeter
Cc: Devin Dore; Phil Miller; John Garrison; Chase Wirtz; Scott Morse
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Clyde,

See attached for updated All Activities report after making the corrections you noted. Please review and let me know what other changes need to be made.

Thanks,

Kevin Holmes
Capo Projects Group [CPG]
C | 714.454.4499 E | kevinholmes@capopg.com

From: Clyde Streeter
Sent: Wednesday, August 18, 2021 3:45 PM
To: Kevin Holmes
Cc: Devin Dore; Phil Miller; John Garrison; Chase Wirtz; Scott Morse
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Kevin,
We have reviewed the schedule and need to make some corrections to some of the sequences . I have attached the pages for you to review give me a call when you get a chance to go over it. Thank you.

Clyde Streeter
Project Manager

Clyde@pyramidbuilding.net
O: (760)949-8560
C: (760)404-2341

From: Kevin Holmes [mailto:kevinholmes@capopg.com]
Sent: Tuesday, August 17, 2021 5:24 PM
To: Clyde Streeter
Cc: Devin Dore; Phil Miller; John Garrison; Chase Wirtz; Scott Morse
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Clyde,

See attached for updated June Schedule update files now showing an NTP for construction of 10/18/21 and a construction duration of 84 working days. Let me know if you need anything else.

Thanks,

Kevin Holmes
Capo Projects Group [CPG]
C | 714.454.4499 E | kevinholmes@capopg.com

From: Clyde Streeter
Sent: Tuesday, August 17, 2021 4:22 PM
To: Kevin Holmes
Cc: Devin Dore; Phil Miller; John Garrison; Chase Wirtz; Scott Morse
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Kevin,
Per our conversation,
Push the notice to proceed back to 10/18/21 Thank you.

Clyde Streeter
Project Manager
Clyde@pyramidbuilding.net
O: (760)949-8560
C: (760)404-2341

From: Kevin Holmes [mailto:kevinholmes@capopg.com]
Sent: Tuesday, August 17, 2021 4:17 PM
To: Clyde Streeter
Cc: Devin Dore; Phil Miller; John Garrison; Chase Wirtz; Scott Morse
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Clyde,

See attached for June Schedule Update files. Let me know if you need anything else.

Thanks,

Kevin Holmes
Capo Projects Group [CPG]
C | 714.454.4499 E | kevinholmes@capopg.com

From: Scott Morse
Sent: Tuesday, August 17, 2021 10:04 AM
To: Clyde Streeter; Chase Wirtz
Cc: Devin Dore; Phil Miller; John Garrison; Kevin Holmes
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Clyde,

I tried calling but wasn't able to get a hold of you. A few questions regarding the revision you are requesting. The owner comments below are from May's schedule update. Are you asking to revise May and re-submit? We will need to workshop your responses as your direction isn't clear enough for me to start making changes. Unfortunately I'm on the road today and will not be back at my desk till Friday this week. We have other guys that could help out but will need you on the phone to help make the changes and get May re-submitted. Please let me know when you have time to workshop. Additionally I believe June schedule is ready to submit but again, we will have to make the changes to address the comments below.
Regards,

Scott Morse | Senior Consultant | Capo Projects Group [CPG]
30200 Rancho Viejo Road – Suite I, San Juan Capistrano, CA 92675
C | 1.970.420.4234 O | 1.949.281.6251
E | scottmorse@capopg.com
W | www.capoprojectsgroup.com

From: Clyde Streeter <clyde@pyramidbuilding.net>
Sent: Tuesday, August 17, 2021 9:27 AM
To: Scott Morse <scottmorse@capopg.com>; Chase Wirtz <chasewirtz@capopg.com>
Cc: Devin Dore <devin@pyramidbuilding.net>; Phil Miller <phil@pyramidbuilding.net>; John Garrison <john@pyramidbuilding.net>
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Good morning Scott,
Any luck getting these revisions done? We have a meeting with Azusa today at 2:00 p.m. and we would like to submit the CPM schedule. Thank you.

Clyde Streeter
Project Manager
Clyde@pyramidbuilding.net
O: (760)949-8560
C: (760)404-2341

From: Clyde Streeter
Sent: Monday, August 16, 2021 1:15 PM
To: scottmorse@capopg.com; Chase Wirtz
Cc: Devin Dore; Phil Miller
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Scott,
See my comments in green below. Please call with any questions! Thank you.

Clyde Streeter
Project Manager
Clyde@pyramidbuilding.net
O: (760)949-8560
C: (760)404-2341

From: Clyde Streeter
Sent: Tuesday, July 20, 2021 7:26 AM
To: Pyramid Estimating
Subject: FW: RE: Azusa Ave. Sewer Lift Station Time Extension Request

From: Scott Morse <scottmorse@capopg.com>
Sent: Tuesday, July 20, 2021 7:26:08 AM (UTC-08:00) Pacific Time (US & Canada)
To: Devin Dore <devin@pyramidbuilding.net>; Chase Wirtz <chasewirtz@capopg.com>
Cc: Clyde Streeter <clyde@pyramidbuilding.net>
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Devin and Clyde,

Please see below for corrections and items still outstanding.

Regarding the schedule, consider the following:

1) Training is missing, please schedule it. Additionally, we do not believe we have received the required training documentation. Please submit it. Please provide training activities and how they tie into the schedule.**(refer to spec section 01 79 00, starting & adjusting, Training procedures, 72 hrs of continuous start up and training)**
2) System Demonstration Plan, believe submittal is missing. Please submit it. This is tied to the 60% progress payment. What activity does this system demonstration tie into? (Currently tied to Perform Start-up and Trainings)**(refer to spec section 01 79 00 system demonstration plan. This should entered post start up adjusting.)**
3) Provide Owner notification 7 CD in advance of System Demonstration. Please show it in the schedule. Added submittal for this activity
4) Verify electrical work can commence concurrently with other work. For example, excavation work and placement of the wetwells. For example Azusa_1310 Set/Install MCC/MSB is schedule October 6, 2021 in advance of installing the wetwells and valve vaults from 1230 and 1260 of Sept 14 through October 22, 2021. Believe this is a conflict in space. Please verify. Also look at Install Piping, Valves, Pumps and Appurtenances of Nov 16 though Nov 22 1370 in advance of 1360 Terminate and test wiring/cable from Nov 5 through Nov 11, 2021. Not sure how we can terminate wiring on pumps to be installed later. Believe the coordination with the electrical work is not properly sequenced. Please advise. Verify all electrical work is properly coordinated, not just these two items please. Need to workshop this logic.
5) Provide successor and predecessor relationships and free float in schedule. To be provided in reports for update.

6) Update the project calendar to include the appropriate holidays. For example, the 4 WD on Azusa_1200 shows Sept 2, 2021 through Sept 7, 2021. This means that Labor Day holiday was missed. Please make certain all holidays are accounted for. Holidays have been added to 5 and 4 day calendars.
7) Bring the schedule back to 70 WD from the start of the work on the contract, current schedule shows 84 OD with a 94WD duration and not sure why the text is different than the days shown in the schedule. Need to workshop this duration.

Scott Morse | Senior Consultant | Capo Projects Group [CPG]
30200 Rancho Viejo Road – Suite I, San Juan Capistrano, CA 92675
C | 1.970.420.4234 O | 1.949.281.6251
E | scottmorse@capopg.com
W | www.capoprojectsgroup.com

From: Devin Dore <devin@pyramidbuilding.net>
Sent: Monday, July 19, 2021 1:14 PM
To: Chase Wirtz <chasewirtz@capopg.com>; Scott Morse <scottmorse@capopg.com>
Cc: Clyde Streeter <clyde@pyramidbuilding.net>
Subject: FW: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Good morning- I am forwarding you the revisions request (see comments in email thread below-), from the City-
Please note- Clyde will be back from vacation on *Wednesday*- Just thought I'd give you a heads up- *maybe* you can get a head start????

Devin L. Doré- Contracts Manager
devin@pyramidbuilding.net
10975 G. Ave. Hesperia, Ca. 92345
P.O. Box 401080 Hesperia, Ca. 92340-1080
(760) 949-9005
Fx (760) 949-9855

From: Luanne Bean [mailto:Luanne.Bean@nv5.com]
Sent: Monday, July 19, 2021 9:14 AM
To: Devin Dore
Cc: Clyde Streeter; Phil Miller; ali.cayir@transtech.org; Okan Demirci; Dean Jensen; John Garrison
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Devin,
We received Pyramid's letter regarding the NTP. However, remaining to be addressed, are the comments below. Can you please expedite the schedule revision?

Many thanks,

Luanne Bean, MS, PE
Director of Water & Waste Water Operations | **NV5, Inc.**
C: 951.377.1566

From: Luanne Bean
Sent: Tuesday, July 13, 2021 1:37 PM
To: Devin Dore <devin@pyramidbuilding.net>
Cc: Clyde Streeter <clyde@pyramidbuilding.net>; Phil Miller <phil@pyramidbuilding.net>; ali.cayir@transtech.org; Okan Demirci <okan.demirci@transtech.org>; Dean Jensen <Dean.Jensen@nv5.com>; John Garrison <john@pyramidbuilding.net>
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Thank you. We will advise the City regarding the letter.

Regarding the schedule, consider the following:

1) Training is missing, please schedule it. Additionally, we do not believe we have received the required training documentation. Please submit it.
2) System Demonstration Plan, believe submittal is missing. Please submit it. This is tied to the 60% progress payment.
3) Provide Owner notification 7 CD in advance of System Demonstration. Please show it in the schedule.
4) Verify electrical work can commence concurrently with other work. For example, excavation work and placement of the wetwells. For example Azusa_1310 Set/Install MCC/MSB is schedule October 6, 2021 in advance of installing the wetwells and valve vaults from 1230 and 1260 of Sept 14 through October 22, 2021. Believe this is a conflict in space. Please verify. Also look at Install Piping, Valves, Pumps and Appurtenances of Nov 16 though Nov 22 1370 in advance of 1360 Terminate and test wiring/cable from Nov 5 through Nov 11, 2021. Not sure how we can terminate wiring on pumps to be installed later. Believe the coordination with the electrical work is not properly sequenced. Please advise. Verify all electrical work is properly coordinated, not just these two items please.
5) Provide successor and predecessor relationships and free float in schedule.
6) Update the project calendar to include the appropriate holidays. For example, the 4 WD on Azusa_1200 shows Sept 2, 2021 through Sept 7, 2021. This means that Labor Day holiday was missed. Please make certain all holidays are accounted for.
7) Bring the schedule back to 70 WD from the start of the work on the contract, current schedule shows 84 OD with a 94WD duration and not sure why the text is different than the days shown in the schedule.

Please provide the revised and updated schedule as soon as possible.

Luanne Bean, MS, PE
Director of Water & Waste Water Operations | **NV5, Inc.**
C: 951.377.1566

From: Devin Dore <devin@pyramidbuilding.net>
Sent: Tuesday, July 13, 2021 12:28 PM
To: Luanne Bean <Luanne.Bean@nv5.com>

Cc: Clyde Streeter <clyde@pyramidbuilding.net>; Phil Miller <phil@pyramidbuilding.net>; ali.cayir@transtech.org; Okan Demirci <okan.demirci@transtech.org>; Dean Jensen <Dean.Jensen@nv5.com>; John Garrison <john@pyramidbuilding.net>
Subject: RE: RE: Azusa Ave. Sewer Lift Station Time Extension Request

Good afternoon Luanne,
Per your request, the documents are attached- for your review and consideration.
Please confirm receipt.
Thank you~

Devin L. Doré- Contracts Manager
devin@pyramidbuilding.net
10975 G. Ave. Hesperia, Ca. 92345
P.O. Box 401080 Hesperia, Ca. 92340-1080
(760) 949-9005
Fx (760) 949-9855

From: Luanne Bean [mailto:Luanne.Bean@nv5.com]
Sent: Tuesday, July 13, 2021 10:09 AM
To: Devin Dore
Cc: Clyde Streeter; Phil Miller; ali.cayir@transtech.org; Devin Dore; Okan Demirci; Dean Jensen; John Garrison
Subject: RE:

Devin,
This was kicked back out of John's email. Can you please provide the requested document?
Many thanks,

Luanne Bean, MS, PE
Director of Water & Waste Water Operations | **NV5, Inc.**
C: 951.377.1566

From: Luanne Bean
Sent: Tuesday, July 13, 2021 10:03 AM
To: John Garrison <john@pyramidbuilding.net>
Cc: Clyde Streeter <clyde@pyramidbuilding.net>; Phil Miller <phil@pyramidbuilding.net>; ali.cayir@transtech.org; Devin Dore <devin@pyramidbuilding.net>; Okan Demirci <okan.demirci@transtech.org>; Dean Jensen <Dean.Jensen@nv5.com>
Subject: RE:

John,
I have not yet received the requested document. Can you please provide asap?
Many thanks,

Luanne Bean, MS, PE
Director of Water & Waste Water Operations | **NV5, Inc.**
C: 951.377.1566

From: Luanne Bean
Sent: Friday, July 9, 2021 11:23 AM
To: John Garrison <john@pyramidbuilding.net>
Cc: Clyde Streeter <clyde@pyramidbuilding.net>; Phil Miller <phil@pyramidbuilding.net>; ali.cayir@transtech.org; Devin Dore <devin@pyramidbuilding.net>; Okan Demirci <okan.demirci@transtech.org>; Dean Jensen <Dean.Jensen@nv5.com>
Subject: RE:

John,
Please submit a letter on letterhead addressing and requesting the following:

1. Pyramid's reasoning for a permissible delay per SSPWC 6-4.
2. A statement agreeing that Pyramid is not entitled to any additional payments due to this permissible delay.
3. Provide an updated schedule with a new anticipated NTP date.

If you can have that to us by the end of the day on Monday at the latest, that would be great.

Many thanks,

Luanne Bean, MS, PE
Director of Water & Waste Water Operations | **NV5, Inc.**
C: 951.377.1566

From: John Garrison <john@pyramidbuilding.net>
Sent: Thursday, July 8, 2021 3:32 PM
To: Luanne Bean <Luanne.Bean@nv5.com>; Okan Demirci <okan.demirci@transtech.org>; ali.cayir@transtech.org
Cc: Clyde Streeter <clyde@pyramidbuilding.net>; Phil Miller <phil@pyramidbuilding.net>; Devin Dore <devin@pyramidbuilding.net>
Subject:

Luanne

Per our conversation earlier today, We are experiencing delays on equipment scheduled for delivery on several of our projects , however the project that Phil is currently working on is one of those with delays, to compound the problem we are waiting for a schedule from SCE to energize the Transformer and Meter Panel. We would like to move the NTP to the Middle to Late August. We are expecting SCE to give us there schedule for Energizing in the next couple of days as soon as we get an answer I will be able to give you a more precise start date.

Thank You,

10975 G. Ave., Hesperia, CA 92345

John Garrison john@pyramidbuilding.net
Office (760) 949-9005
Fax (760) 949-9855

10040 Painter Avenue
Santa Fe Springs, CA
90670

CASTLEROCK ENVIRONMENTAL, INC.

Office (562) 941-9244
Fax: (562) 941-9204
www.Castlerockenv.com

License #776105
DOSH #788

April 4th, 2022

Proposal # SW22178
Sent Via E-Mail: clyde@pyramidbuilding.net

Mr. Clyde Streeter
Pyramid Building & Engineering, Inc.
10975 G Avenue
Hesperia, CA 92345

REF: Asbestos Abatement & Associated Waste Disposal Services
City of West Covina "Azusa Avenue Serwer Lift Station Upgrade"
Azua Avenue / Temple Avenue, West Covina, CA

Castlerock Environmental Inc. (CEI) is pleased to present this proposal for asbestos abatement & associated waste disposal services for the property referenced above in accordance with all current applicable Federal, State, and local regulatory guidelines.

Base Bid – Scope of Work: Provide regulatory agency notifications, engineering controls, labor, supervision, supplies and materials to complete removal, packaging, transportation & disposal of the following: • Asbestos-containing 8" O.D. transite pipe (~4 Locations / ~10 LF EA / ~40 TLF) • Excavation to expose asbestos-containing transite pipe to be done by others prior to arrival **Permits & Fees Included:** Cal-OSHA (Asbestos) **PROJECT DURATION:** Scope to be completed in one (1) shift over one (1) site mobilization.	**BASE BID LUMP SUM PRICE** $ 5,995.00

CONDITIONS / CLARIFICATIONS:

1. This quote is valid for a period of thirty (30) days and is subject to review and modification thereafter due to possible increased costs for equipment, fuel, labor, materials, fees and/or permits.
2. Proposed abatement work schedule is Monday through Friday, daytime, or evening hours of operation.
3. Bid price is based on one (1) mobilization to complete the Scope of Work identified.
4. CEI has included standard non-union labor at current Federal / Davis-Bacon prevailing wage rates on this project.
5. Additional insured's will be named only when required by client-initiated contract which includes specific insurance requirements, as per existing agreements with our insurance carriers. Blanket insurance endorsements and waivers are available at no cost. Dedicated or scheduled endorsements and waivers will incur additional charges.

CLIENT / OWNER RESPONSIBILITIES:

6. Provide a third-party consulting firm to perform inspections or clearances.
7. CEI must receive a written "Notice to Proceed", signed purchase order or sub-contract from the responsible party to be billed for this work prior to any outlay by CEI for notifications, submittals, equipment, or materials.
8. Provide current Generator's EPA ID number for waste disposal.
9. Advise CEI if other trades will be working in same and/or surrounding area.
10. Provide water, power, & adequate space for staging of waste as needed for the duration of our work onsite.
11. Remove all obstructions from the work area prior to CEI arrival at job site.
12. Provide sanitary facilities for use by work crew for duration of our scheduled work on site.
13. Disconnect, isolate and/or cap-off all water, power, and gas utilities as necessary for CEI to perform work.
14. Authorized owner representative to sign hazardous and/or non-hazardous waste manifests and any required supporting documents upon request. Waste will be left on-site until documents are signed.

10040 Painter Avenue
Santa Fe Springs, CA
90670

CASTLEROCK
ENVIRONMENTAL, INC.

Office (562) 941-9244
Fax: (562) 941-9204
www.Castlerockenv.com

License #776105
DOSH #788

EXCLUSIONS:

15. Environmental project monitoring, testing, and/or clearances are not included.
16. Not responsible for site security, material replacement, surface/substrate repair and/or reconstruction.
17. Traffic control, flag men, encroachment permits, shoring, soil backfill, compaction testing.
18. CEI will not be responsible for unforeseen conditions, undisclosed hazardous materials encountered during the course of our work or additional costs in labor due to delays in schedule due to others and beyond our control.
19. Verbal agreements or changes to this bid are not binding and must be documented in writing.
20. Field personnel are not authorized to discuss scope of work or modify any aspect of project with anyone.
21. CEI will not be responsible for theft of items remaining on-site during and after the abatement activities.
22. Extraordinary insurance coverage beyond our existing policy limits will be ordered and billed as a Change Order condition. Allow up to 30 days for additional coverage to take effect. Bonding is not included, but can be quoted upon request as a Change Order condition. Cost will vary depending on job, up to (3%) of final Contract Value.

Please feel free to contact me at your convenience with any questions regarding the proposed scope of work, Schedule and/or any of the above line items; I would be pleased to address them with you. You may reach me at our offices or directly by cellular phone at (562) 388-5947.

Respectfully submitted,

Scott Whitacre

Castlerock Environmental, Inc.
Scott Whitacre
Estimator / Sales
Sent Via Email: ***Scott@CastleRockEnv.com***

10040 Painter Avenue
Santa Fe Springs, CA
90670

Office (562) 941-9244
Fax: (562) 941-9204
www.Castlerockenv.com

License #776105
DOSH #788

ACCEPTANCE OF CASTLEROCK ENVIRONMENTAL, INC.

PROPOSAL: SW22178 – dated April 4th, 2022
Asbestos Abatement & Associated Waste Disposal Services
City of West Covina "Azusa Avenue Serwer Lift Station Upgrade"
Azua Avenue / Temple Avenue, West Covina, CA

The signature of the authorized person below indicates acceptance by Customer of the attached proposal, inclusive of all defined scope of work, proposed schedule, conditions, clarifications, and exclusions, for the quoted sum of **$5,995.00 (Base Bid_____Intl. Approval)** sum shall be subject to change pursuant to written Change Order should the contract values or field conditions change.

The final sum due will be paid upon completion of the project, but in no event later than 30 days from date of invoice. Interest shall accrue at the rate of 1.5% per month on any past due sum. It is understood that a California 20 Day Preliminary Notice may be filed on this project pursuant to the recommendation of the California Contractors State License Board. It is also understood that a conditional lien release will be issued on the project upon receipt of payment of the final sum due, and a final unconditional release will be issued upon notification that the payment received has cleared the bank account of Castlerock Environmental, Inc.

Customer, on behalf of himself/herself/itself and his/her/its heirs, executors, administrators, representatives, assigns, residents, tenants, invitees, guests and any other parties, (including minor children) for which Customer may be legally responsible, agrees to fully release and forever discharge Castlerock Environmental, Inc., its officers, directors, employees, agents and representatives from all past, present and future liability, damage, losses, claims or expenses of whatever nature, including but not limited to claims for death, bodily injury, ill health or property damage, whether foreseen or unforeseen, attributable to the presence or continuing presence of surface and/or airborne conditions, on, in, or about Customer's property. Customer shall indemnify, defend and hold harmless Castlerock Environmental, Inc. its officers, directors, employees, agents and representatives, from any against any such liability, damage, loss, claim or expense (including attorney's fees) whether asserted by Customer or any third party. This obligation to indemnify, defend and hold harmless shall be construed to the broadest extent possible in favor of Castlerock Environmental, Inc.

This Acceptance of Proposal shall bind the Client (Party contracting and authorizing work) and Castlerock Environmental, Inc. by the laws of the State of California, and the parties consent to the exclusive jurisdiction of a court within the County of Los Angeles, California; should arbitration or mediation fail to resolve any dispute. In the event action is brought to recover payment of any sum due or to otherwise enforce the terms of this agreement, the prevailing party shall be entitled recover it's actual attorney's fees and litigation expenses, whether or not litigation proceeds to final judgment, in addition to whatever relief it may be entitled.

_____
Printed Name of authorized person

_____
Office Telephone or Cell Phone

_____
Signature of authorized person named above

_____
Contract or Purchase Order #:

_____
Representative of (Company name)

$_____
Total Value of approved work

_____
Date Signed

_____
Preferred Job start date / time (subject to confirmation)

Hi-Way Safety Rentals Inc.

13310 5th St. Chino, Ca. 91710 520 W. Grand Ave. Escondido, Ca. 92025
(909) 591-1781 Estimating Fax (909) 364-2371 (760) 745-2250 Fax (760) 745-2094

Contractors License#934148 A-General Engineering, C-31 Work Zone Traffic Control, C-32 Highway Improvements DIR#1000034374

Prepared	**PYRAMID BUILDING & ENGINEERING, INC.**	Today's Date	**3/31/2022**
Location	AMAR RD AND AZUSA AVE	Bid Date	
	WEST COVINA, CA	Delivery Date	
Reference	CLYDE E. STREETER	Job #	
Phone	760-404-2341 Fax	P.O. #	

Quotation

ITEM	QTY	UNIT	DESCRIPTION	UNIT	TOTAL
			EQUIPMENT		
1	1	EA	SOLAR ARROW BOARD	$ 50.00	**$ 50.00**
			VINYL SIGN WITH STANDS		
2	4	EA	W20-1ROAD WORK AHEAD	$ 3.65	**$ 14.60**
3	2	EA	W20-5RT RIGHT LANE CLOSED AHEAD	$ 3.65	**$ 7.30**
4	2	EA	W4-2RT RIGHT LANE MERGE LEFT	$ 3.65	**$ 7.30**
			SIGNS MTD ON TYPE I BARRICADE		
5	7	EA	C30(CA) LANE CLOSED	$ 1.90	**$ 13.30**
6	2	EA	R9-9 SIDEWALK CLOSED	$ 1.90	**$ 3.80**
7	1	EA	R9-11L SIDEWALK CLOSED AHEAD CROSS HERE LEFT	$ 1.90	**$ 1.90**
8	2	EA	G20-2 END ROAD WORK	$ 1.90	**$ 3.80**
9	1	EA	R9-11R SIDEWALK CLOSED AHEAD CROSS HERE RIGHT	$ 1.90	**$ 1.90**
10	150	EA	28" TRAFFIC CONE WITH COLLARS	$ 0.55	**$ 82.50**
11	1	EA	TRAFFIC CONTROL TRUCK	$ 375.00	**$ 375.00**
12	15	SHIFT	2 MAN CREW ONSITE FOR UP TO 8HRS WITH ABOVE EQUIPMENT	$ 1,550.00	**$ 23,250.00**
			TO SET UP, MAINTAIN, AND TEAR DOWN.		
			OVERTIME RATE OVER 8HRS UP TO 12HRS ONSITE $210/HR		
13	3	SHEET	**TRAFFIC CONTROL PLAN 24" X 36"**	$ 1,250.00	**$ 3,750.00**
			SCALED, ENGINEER STAMPED		
			TCP LEAD TIME 10 -15 WORKING DAYS		

QUOTATION SUBMITTED BY: CARLOS MUNOZ

CERTIFIED PAYROLL REQUIRED YES NO

SUBTOTAL	
TAX	
FREIGHT	
LABOR	
OTHER	
TOTAL	**T.B.D.**

1. ALL RENTAL ITEMS PROPERTY OF HI-WAY SAFETY RENTALS INC.
2. INSTALLATIONS EXCLUDE ANY CUTTING OR CORING OF ASPHALT OR CONCRETE
3. CUSTOMER RESPONSIBLE FOR LOSS OR DAMAGE OF EQUIPMENT WHILE ON RENT
4. 1 MOVE IN INCLUDED UNLESS OTHERWISE NOTED.
5. THIS QUOTE WILL BE HONORED FOR AT LEAST 30 DAYS

To accept this quote please sign above and indicate whether certified payroll will be required and fax to 909.364.2371

Concrete, Asphalt and Aggregates
1401 N. Benson Ave., Upland, CA 91786
Corporate Office: (909) 982-1553
General Sales Fax: (909) 652-9000
www.hollidayrock.com

Concrete Order Desk: (909) 972-0410
Concrete Dispatch: (909) 972-0409
Asphalt Dispatch: (909) 972-0411
High Desert Dispatch: (661) 533-1012
Quality Control Lab: (909) 972-1553

Serving San Bernardino, Riverside, Orange, Kern and Los Angeles Counties

April 1, 2022

Materials Quote

Quote #: 84068

Customer: PYRAMID BUILDING & ENGINEERING
Contact: John
Project Name: Azusa Ave. Sewer Lift Station Upgrade
Location: 2700 Azusa Ave., West Covina

Phone#:
Fax#:
City:
Miles:

Ready Mix Concrete

Estimated Quantities: Yards

Mix Description	WCR	CY Price	Notes
2.0 Sack Slurry (1S188N00)	n/a	$92.00	
GB 660-C-4000 (3C40L200)	0.45	$112.00	
		PRICE / TON	
CMB (Crushed Misc. Base)		$14.98	DELIVERED IN T&T'S
3/4" Rock		$36.88	DELIVERED IN T&T'S
Environmental Fee: $60.00 per load, No Fuel Surcharge			FOB Jobsite, Sales Tax not included

Unless specifically noted these mixes do not meet any MOE, Shrinkage, WCR, or Slump Requirements.

Concrete prices are firm through June 30th 2022.

Public Works Contract Fee: $2,000 / Project **AB219 Fee:** $200 / Load

Public Works/AB219: It is the buyers responsibility to determine if a project is Public Works & subject AB219 requirements. Holliday Rock must be given notice by the buyer requesting this quote that the project quoted is Public Works & includes but is not limited to any state agenecy, California State University, University of California, or any political subdivision of the state (counties, cities, towns, villages, school districts, water districts, park districts, airport districts, etc.) Any failure of notification from the Buyer will result in the Buyer taking responsibility for all claims made against Seller for non-compliance of AB219.

Standby Time: Will be calculated based on interval ordered by customer with a maximum of 4 minutes per yard free unloading time, excess time to be charged at the rate of $2.00 per minute.

Minimum Load Charges: Based on delivery of less than 10 Cubic Yards. $ 15.00 for each Cubic Yard not taken.

Operating Hours: 5:00AM to 3:00PM Monday - Friday. Upon acceptance by Holliday Rock concrete delivered on Saturday or between the hours of 3:00PM to 5:00AM on weekdays is an additional $5.00 per yard. Concrete poured between 5:00PM to 5:00AM may incur a plant opening charge of $250/hour with a 4 hour minimum.

Washout/Wash Down: Buyer will be responsible to provide adequate time & location in reasonable proximity to delivery site for driver(s) to clean & wash down their ready mix trucks chutes, hoppers, etc. after delivery.

Scrape & go: Unless noted in the pricing above Scrape & Go is not an included service. If proper wash out/down is not provided an $80/load surcharge will be applied.

Product Variations/Color Added Concrete: Variations in cement, sand, rock, mixing, job conditions & finishing techniques can alter the color of concrete. Holliday Rock cannot guarantee the uniformity of color as variations in color from load to load are common.

Plans & Specs: The materials quoted are not warranted to be acceptable for any particular use, purpose, application, environment or soil condition. Materials are delivered in as is condition and no warrant is made as regards to the time to deliver or temperature at time of delivery

Testing: Independent lab testing or mix designs may require additional costs that will be at buyers expense.

Excess Returned Concrete: Deliveries resulting in excess concrete returned back to Holliday Rock will incur a Disposal Fee of $150/partial load & $300/full-load

Delivery: All orders placed will be delivered to the best of our ability and we accept no responsibility for overtime which might occur.

Cancellation Fees: Cancellations received within 48 hours of a designated pour time may incur a $5/yard cancellation fee.

Schedule Changes: Federal DOT Standards apply to the hours a Truck Diver can operate their vehicle.Any changes made to a pour after the pour has been scheduled is at buyers risk as trucking may not be available to accommodate such changes.

Safety: Buyer must provide a safe ingress & egress for the delivery truck at the jobsite. Holliday Rock will not deliver to any jobsite deemed unsafe by Holliday Rock

Payment: Due at the end of the month following date of invoice.All projects are subject to preliminary notice

This proposal is subject to acceptance by the buyer within 15 days hereof after which time it will be of no force or effect except at the discretion of the seller.

Quoted by: Tim Handy
Email Address: thandy@hollidayrock.com

Phone #: (760) 579-8040
Fax#:

SANCON TECHNOLOGIES, INC.

GENERAL ENGINEERING CONTRACTOR
STATE CONTRACTORS LICENSE #774055
DIR REGISTRATION # 1000008879

Tel: (714) 891-2323
Fax: (714) 891-2524

ESTIMATE # BT22197

Date: March 17, 2022
To: Pyramid Builders and Engineering
Attention: Clyde Streeter
Phone: **760-403-0944** **Email**: clyde@pyramidbuilding.net
Project: **Azusa Ave Lift Station**
Owner / Agency: City of West Covina

Based on information furnished to Sancon, please find below our budgetary estimate to install CIPP forcemain liner into 2200' of 8" sewer forcemain as follows.

Our proposal <u>includes</u>:

- In-Place insurance coverage
- Pre-video of pipeline just prior to lining to confirm and document <u>immediate</u> acceptability for lining.
- Install CIPP Liner rated at 75psi
- Final video inspection to confirm successful liner installation

Assumptions / Notes:

- Assumes pits at 500' intervals (5 installations)
- Assumes no angle points or other conditions that will affect ability to install CIPP
- Assumes drive up access to all customer provided pits
- Assumes pipe is round and otherwise conducive to this technology (no video provided)
- Normal working hours M – F 7 AM to 5PM
- GC to provide a mobile water meter or similar source for our work
- GC to provide secure storage yard for Sancon equipment during lining work

This proposal excludes:

- Flow control/bypass of any kind, nuisance water control, BMP's, Survey and Staking, Preparing As-builts
- Pipe cleaning, removal of mineral or other hard deposits, lining over active water infiltration, root removal
- TC Plans, permits or drawings or traffic control exceeding cones and signs
- Pit installation, closure pieces, pressure testing, Engineering
- Restorations or, re-vegetation, Environmental testing or Controls

Estimated price: ***$285,000.00 Lump Sum***

STANDBY OR WORK OUTSIDE OF OUR SCOPE WILL BE BILLED AT $250.00 / MANHOUR WHICH IS INCLUSIVE OF EQUIPMENT. PRICE IS BASED ON ONE MOBILIZATION. ADDITIONAL MOBILIZATIONS BILLED AT: $9,950.00 EACH. <u>SANCON SHALL NOT BE RESPONSIBLE FOR LIQUIDATED DAMAGES OR PENALTY DUE TO DELAY BY OTHERS.</u> BOND, IF REQUIRED, WOULD ADD 1% TO TOTAL BID PRICE. PRICE IS BASED ON RETENTION BEING WITHHELD A MAXIMUM OF 90 DAYS AFTER COMPLETION OF OUR WORK. PRICE IS FIRM FOR A PERIOD OF THIRTY DAYS FROM RECEIPT. PAYMENT TERMS NET 30 DAYS OR PER CONTRACT.

Respectfully Submitted,

Chuck Parsons
Sancon Technologies, INC.

Accepted By:_____

Date: _____

PO:_____

5841 Engineer Drive
Huntington Beach, CA 92649

Tom Malloy Corporation, DBA

TRENCH SHORING COMPANY

"Commitment To Safety & Service" Since 1973

TRENCH SHORING COMPANY
1400 E. Orangethorpe Ave.
FULLERTON, CA 92831

RENTAL QUOTE

NO.RQ20006547

04/04/22

Office: 714-879-1005
Cell: 949-330-9565
barryc@trenchshoring.com
www.trenchshoring.com

CUSTOMER NO.	9458	P.O. NO.	
CUSTOMER NAME	PYRAMID BUILDING & ENGINEERING	JOB NO.	319S22
ORDER BY	Clyde Streeter	LOCATION	AZUSA AVE
PHONE NO.	760-949-8560		WEST COVINA, CA 91790
SHIPMENT METHOD	DELIVERY		

QTY	EQUIPMENT	WEIGHT (EA)	MINIMUM	DAILY (EA)	WEEKLY (EA)	4 WEEK (EA)
10	1103000610 TRENCH TOP 6'X10' TREATED	2,460	5 DAY	5.60	39.20	156.80
1	1199009000 TSC TRENCH TOP LIFTING EYE	15	5 DAY	0.80	5.60	22.40
1	9999000001 TABULATED DATA / NO CHARGE	-	1 DAY	0.00	0.00	0.00
1	2129009000 TREN-SHORE HYDRAULIC PUMP	68	1 WEEK	6.00	24.00	72.00
1	2129009004 TREN-SHORE LONG TOOL 100"	15	1 WEEK	0.00	0.00	0.00
12	2122076112 PLYWOOD SHORE 76-112 X 7'	318	1 WEEK	14.40	57.60	172.80
1	9999000001 TABULATED DATA / NO CHARGE	-	1 DAY	0.00	0.00	0.00
	ESTIMATED RENTAL TOTALS	28,514		235.60	1112.80	3736.00

* NO SALES TAX ON RENTALS

1	**TRUCK LOADS ON (DELIVERY)**	**1**	**TRUCK LOADS OFF (PICKUP)**
120.00	**PER HOUR PORTAL TO PORTAL**	**2.00**	**HOURS PER TRUCK PORTAL TO PORTAL**

***ESTIMATED TOTAL TRANSPORTATION (DELIVERY AND PICKUP): $480.00**

Tom Malloy Corporation, DBA
TRENCH SHORING COMPANY
"Commitment To Safety & Service"
Since 1973

TRENCH SHORING COMPANY
1400 E. Orangethorpe Ave.
FULLERTON, CA 92831

RENTAL QUOTE

NO.RQ20006547

04/04/22

Office: 714-879-1005
Cell: 949-330-9565
barryc@trenchshoring.com
www.trenchshoring.com

*QUOTE IS VALID FOR 30 DAYS FROM DATE ISSUED AND IS SUBJECT TO CHANGE IF NOT YET AGREED.
*RATES WILL BE REVIEWED ANNUALLY.

*TOTAL TRANSPORTATION COST IS AN ESTIMATE ONLY FOR TOTAL TRUCKING INCLUDING DELIVERY AND PICKUP AND MAY INCREASE OR DECREASE BASED ON TOTAL TIME INCLUDING TIME ON JOB.

*ENGINEERING COST IS FOR SITE SPECIFIC ENGINEERED SHORING DESIGN.
ENGINEERING COST IS AN ESTIMATE ONLY AND CAN VARY DEPENDING ON SITE CONDITIONS.

**CUSTOMER MAY NEED TO UNLOAD FLAT BED SEMITRUCKS UPON DELIVERY.
**CUSTOMER MUST UNLOAD/LOAD AND ASSEMBLE/DIS-ASSEMBLE THESE ITEMS AT TIMES OF DELIVERY/PICK-UP.

_____ | _____
Sign here to accept quote | Date Accepted

Return Initialed & Signed copy of quote to place order.

If you have any further questions, please give me a call.
Thank you for the opportunity to provide you with a quote.

Sincerely,
Barry Corea
949-330-9565
barryc@trenchshoring.com

SALES ESTIMATE

United Pumping Service, Inc.
14000 East Valley Blvd
City of Industry CA 91746
Tel No.: (626) 961-9326
Contractor License No.: 617639
DIR Registration No.: 1000006212
Minority Business Enterprise (MBE)

Sales Quote Number: SQ182387

Sales Quote Date: 03/25/22

Bill To:
Pyramid Building & Engineering
10975 G. AVE.
HESPERIA, CA 92345

Job Site Location:
Public Works West Covina
West Covina, Ca 91791

Ship Via

Customer ID PYBU10000

Project Name

Terms Net 30

SalesPerson Anthony Hernandez

Goods No.	Description	No. of Units	Quantity	Unit	Unit Price	Total Price
C1120	VACUUM TRK-120 BBLS MILD STEEL	1	8	HOUR	221.00	1,768.00
C1120OT	VACUUM TRK-120 BBLS MILD ST OT	1	4	HOUR	283.00	1,132.00

Amount Subject to Sales Tax	Amount Exempt from Sales Tax		
0.00	2,900.00	Subtotal:	2,900.00
		Invoice Discount:	0.00
		Total Sales Tax:	0.00
		Total:	2,900.00

SALES ESTIMATE

United Pumping Service, Inc.
14000 East Valley Blvd
City of Industry CA 91746
Tel No.: (626) 961-9326
Contractor License No.: 617639
DIR Registration No.: 1000006212
Minority Business Enterprise (MBE)

Sales Quote Number: SQ182388

Sales Quote Date: 03/25/22

Bill To:
Pyramid Building & Engineering
10975 G. AVE.
HESPERIA, CA 92345

Job Site Location:
Public Works West Covina
West Covina, Ca 91791

Ship Via

Customer ID PYBU10000

Project Name

Terms Net 30

SalesPerson Anthony Hernandez

Goods No.	Description	No. of Units	Quantity	Unit	Unit Price	Total Price
C1120OT	VACUUM TRK-120 BBLS MILD ST OT Saturday work	1	12	HOUR	283.00	3,396.00

Amount Subject to Sales Tax	Amount Exempt from Sales Tax
0.00	3,396.00

Subtotal:	3,396.00
Invoice Discount:	0.00
Total Sales Tax:	0.00
Total:	3,396.00

SALES ESTIMATE

United Pumping Service, Inc.
14000 East Valley Blvd
City of Industry CA 91746
Tel No.: (626) 961-9326
Contractor License No.: 617639
DIR Registration No.: 1000006212
Minority Business Enterprise (MBE)

Sales Quote Number: SQ182389

Sales Quote Date: 03/25/22

Bill To:
Pyramid Building & Engineering
10975 G. AVE.
HESPERIA, CA 92345

Job Site Location:
Public Works West Covina
West Covina, Ca 91791

Ship Via

Customer ID PYBU10000

Project Name

Terms Net 30

SalesPerson Anthony Hernandez

Goods No.	Description	No. of Units	Quantity	Unit	Unit Price	Total Price
C1120OT	VACUUM TRK-120 BBLS MILD ST D/ T Sunday Double time	1	12	HOUR	335.00	4,020.00

Amount Subject to Sales Tax	Amount Exempt from Sales Tax		
0.00	4,020.00	Subtotal:	4,020.00
		Invoice Discount:	0.00
		Total Sales Tax:	0.00
		Total:	4,020.00

WESTERN WATER WORKS
SUPPLY COMPANY
5831 PINE AV CHINO HILLS, CA - 91709
PHONE: (909)597-7000 | FAX: (909)597-7050

ACKNOWLEDGEMENT

CUST #: **100246**

BILL TO	SHIP TO
PYRAMID BUILDING & ENG INC	PYRAMID BUILDING & ENG INC
P O BOX 401080	P O BOX 401080
HESPERIA, CA 92340	HESPERIA, CA 92340

SALES ORDER #		
1225345-00		
PO #		
AZUSA		
PO DATE	ORDER DATE	PAGE #
03/28/22	03/28/22	1 of 1

CONTACT	PHIL
MOBILE PHONE	(760)403-0944

INSTRUCTIONS	SHIP POINT	VIA	SHIPPED	TERMS
	SANTA FE SPRINGS	OUR TRUCK		NET 30 DAYS

LN	PRODUCT AND DESCRIPTION	ORDERED	BO	SHIPPED	UM	PRICE	NET AMOUNT
1	2000-0984-260 8 WIDE RANGE CPLG 8.54-9.84	6	0	6	EA	322.20	1933.20
2	2108 8 MEGAFLANGE ADAPTER DI/C900	6	2	4	EA	253.40	1013.60
3	8FF30 8 FLG 3FT SPOOL	3	1	2	EA	402.50	805.00
4	8FP60 8 FLGXPE 6FT SPOOL	3	1	2	EA	585.00	1170.00
5	PB3X100 36"X100' POLY SHEETING FITTING WRAP	1	0	1	RL	48.40	48.40
6	PW2X100 2X100 10 MIL PVC PIPE WRAPPING TAPE	6	0	6	EA	5.90	35.40

6	Lines Total	Qty Shipped Total	21	Total 5005.60
				Taxes 387.94
				Invoice Total 5393.54

WARNING:
Cancer and Reproductive Harm-
www.P65Warnings.ca.gov

Smooth Running Jobs

COR FOR CO 4-C

From:
Pyramid Building & Engineering, Inc.
10975 G. Avenue
Hesperia, CA 92345

To: City Of West Covina
Date: 4/12/2022
Attn: Luanne Bean
Type:
Contract Extension Day Request:

Pyramid _____ -

Owner Approved #_____

DESCRIPTION: Weekly Extended Overhead on Original Contract Work + Daily Check-up on Existing Traffic Control. 10 Weeks X 7 Day's per Week X 4 Hours Per Day Includes Saturday & Sunday

SUBCONTRACTOR	QUANTITY	UNIT	RATE	TOTAL
		EA		$ -
		LS		$ -
		HR		
			SUBTOTAL	$ -

CARPORT LABOR-CLASSIFICATION	HRS	REG Rate	HRS-Ot	OT Rate	TOTAL
Foreman	200.00	$ 96.93	-	$ -	$ 19,386.00
Foremen/Saturday O.T		$ 96.93	40.00	$ 119.54	$ 4,781.60
Foremen/Sunday DBL.		$ 96.93	40.00	$ 146.11	$ 5,844.40
Group 3 Labor		$ 71.25	-	$ -	$ -
Group 1 Labor	-	$ 69.86		$ -	$ -
Group 5 Teamster	-	$ 74.69		$ -	$ -
					$ -
				SUBTOTAL:	$ 30,012.00

EQUIPMENT	MODEL#	UNITS	QUANTITY	RATE	TOTAL
Excavator	Kobelco 290	HRS		$ 121.59	$ -
Backhoe	Cat 435	HRS		$ 58.61	$ -
FUEL SURCHARGE		GAL	1750.00	$ 2.50	$ 4,375.00
Water Buffalo		HRS		$ 25.00	$ -
Roller	3-5 Ton	HRS		$ 31.63	$ -
Foreman Truck	F-450	HRS	280.00	$ 46.23	$ 12,944.40
Crew Truck	F-450	HRS		$ 46.23	$ -
				SUBTOTAL:	$ 17,319.40

MISC & MATERIAL	UNITS	QUANTITY	UNIT PRICE	TOTAL
Traffic Control/ Krail	Weekly	10.00	$ 819.00	$ 8,190.00
Temporary Fence	Weekly	10.00	$ 77.23	$ 772.30
Toilet & Wash Station	Weekly	10.00	$ 97.96	$ 979.60
QSP Inspections	Weekly	10.00	$ 270.00	$ 2,700.00
Scheduler	Weekly	10.00	$ 125.00	$ 1,250.00
		0.00	$ -	$ -
			SUBTOTAL:	$ 13,891.90

SUBCONTRACTOR COSTS:		$ -
SUB MARK UP:	5%	$ -
LABOR COST;		$ 30,012.00
LABOR MARK UP:	20%	$ 6,002.40
EQUIPMENT COST		$ 17,319.40
EQUIP. MARK UP:	15%	$ 2,597.91
MATERIAL COST		$ 13,891.90
MAT. MARK UP:	15%	$ 2,083.79

INS:	**2%**	$ 1,438.15

GRAND TOTAL	**$ 73,345.54**

CITY CONTRACT CHANGE ORDER AUTHORIZATION

PROJECT:	**City of West Covina, Azusa Avenue Sewer Lift Station Upgrade**	**CITY PROJECT ID NO.: U-17022**
		REF CCO REQUEST NO.: **01 thru 19**
CONTRACTOR:	**Hydro-Tech Electric & Pyramid Building & Engineering, Inc.**	**COR#2+A9:G26 CIPP Liner - Due to the discovery of PinHole Leak anof** **01**

AUTHORIZATION TO PROCEED WITH THE FOLLOWING CHANGE ORDER:

Description	Quantity	Unit	Unit Price	Total
CO 3A - Hydro-Tech Electric: Change Order Request 2- Change MTS from cam lock connections to Crouse Hinds 200A receptacle per response to RFI #16-	1.00	LS	$2,537.20	$2,537.20
CO 3B - Hydro-Tech Electric: Change Order Request 4- Furnish and Install DMZ equipment to allow for secure, remote SCADA access- per response to RFI # 18. Additional SCADA hardware and software. SCADA License Firewall, Firewall software, Firewall Mount, DMZ Server- Dell R340 w/ Operating Software, NTP, NTP External Antenna and Additional Manufacturing	1.00	LS	$48,105.38	$48,105.38
CO 3C - Hydro-Tech Electric: Change Order 5- Rate increase, for Sub-Contractor Hydro-Tech Electric for Labor, Equipment, Materials- since the issuance of Contract, due to design issues. Approx. 85% of the Electrical Material (By Value) has been purchased and is ware-housed. This primarily consists of the switchgear and motor control center. However, material such as conduit & wires have not, been purchased. Please NOTE: Per Industry Standards- and to also eliminate the possibility of warranty issues. Hydro-Tech will only install electrical wire/ conduit- manufactured within 12 months of the purchase date.	1.00	LS	$19,039.46	$19,039.46
CO 3D - Hydro-Tech Electric: Change Order 6 Hydro-Tech to furnish and install additional	1.00	LS	$2,836.85	$2,836.85
CO 3E - Pyramid- Time & Material: Re-Design HDPE 8 Flg: Design a way to modify both the wet well pumps- to be able to slide in and out of wet well. Modify 8 x4 centric reducers and long radius 8 " 90's to 8" HDPE flg w/ 90 on both wet wells. Change to 8" x 4" resducers. Reducers had to be modified (striped to bare metal primer, cleaned and then applied 2 coats epoxy.	1.00	LS	$7,642.79	$7,642.79
CO 3F - **Allowance for** Pyramid- Cost impact / INCREASE associated -but not limited to: Suppliers/ Manufactures, Equipment, Materials, Fuel Surcharge/ Delivery/ Frieght Wage/Equipment, mater from time of bid- to present day. Projects' % complete to date (when Pyramid de-mobilized from the project site (Aug. 2020)-while awaiting for City of West Covina to investigate and re-design the project, evaluate our proposed change orders due to conflicting and unforseen onsite project issues and negotiate chang eorder proposals to % to complete (when Pyramid re-mobilized to the site (Jan. 2022.) Costs's are This includes increases for recovery delays/ andemic impact, Etc.	1.00	LS	$25,000.00	$25,000.00
CO 3G - Encroachment Permit: Costs and Fees associated w/ County of Los Angeles Encroachment Permit & Project Delay	1.00	LS	$28,357.87	$28,357.87

Base Contract Amount	$2,239,700.00
Previously Authorized Contract Change Orders:	$216,351.07
Authorized Amount For This Contract Change Order	$133,519.55
Total Authorized Contract Amount To Date (Sum of The Above):	**$2,589,570.62**
Total Contract Days (Working) Per Contract :	70

CITY CONTRACT CHANGE ORDER AUTHORIZATION		
PROJECT: City of West Covina, Azusa Avenue Sewer Lift Station Upgrade	**CITY PROJECT ID NO.: U-17022**	
	REF CCO REQUEST NO.:	**01 thru 19**
CONTRACTOR: Hydro-Tech Electric & Pyramid Building & Engineering, Inc.	COR#2+A9:G26 CIPP Liner - Due to the discovery of PinHole Leak anof	**01**

AUTHORIZATION TO PROCEED WITH THE FOLLOWING CHANGE ORDER:				
Description	**Quantity**	**Unit**	**Unit Price**	**Total**
Additional/Deductive Days (Working) Per Previously Authorized Contract Change Orders (NA):				15
Additional/Deductive Days (Working) For This Contract Change Order				10
Total Authorized Contract Days (Working) To Date (FOR CHANGE ORDERS):				95
Original Completion Date:				4/28/2022
Revised Completion Date Including This Contract Change Order				6/2/2022

APPROVAL BY CITY			
Recommended by:		**Approved by:**	
Name:		Name:	
Signature:		Signature:	
Title:		Title:	
Date:		Date:	

ACCEPTANCE BY CONTRACTOR		
I agree to perform the work described in this change order, and that the total cost approved for the change order includes any and all costs associated with this change order, and that I shall not make any other claims (including but not limited to, additional change order costs, delay costs, loss of profit, loss of productivity, overhead, insurance, bonding, administrative, etc.) against the City for this change order.	Name:	
	Signature:	
	Title:	
	Date:	

COR FOR CO 3-A

Change Order Request 2

Hydrotech Electric
37707 Green Knolls Road
Winchester Ca. 92596
909 948-1908

DATE PREPARED 11/29/2021
LOCATION: Azusa Ave Sewer Lift Station
WORK ORDER DESCRIPTION: Change MTS from cam lock connections to Crouse Hinds 200A receptacle per response to RFI-#16

MATERIAL

Misc. Material per attached	1	$ 2,060.00	$ 2,060.00
	0	$ -	$ -
	0	$ -	$ -
TOTAL MATERIAL			$ 2,060.00
SALES TAX	0%		$ -
MATERIAL MARKUP	15%		$ 309.00
TOTAL MATERIAL			$ 2,369.00

RENTALS

	0	$ -	$ -
	0	$ -	$ -
	0	$ -	$ -
TOTAL RENTALS			$ -
RENTAL MARKUP	15%		$ -
TOTAL RENTALS WITH MARKUP			$ -
MATERIAL AND RENTAL TOTALS WITH MARKUP			**$ 2,369.00**

SUB CONTRACTORS

	UNIT	QTY	EXTENDED
	$ -	0	$ -
	$ -	0	$ -
	$ -	0	$ -
	$ -	0	$ -
	$ -	0	
	$ -	0	$ -
	$ -	0	$ -
SUBTOTAL SUB CONTRACTORS			$ -
5% MARKUP		15%	$ -
SUB CONTRACTORS WITH MARKUP			**$ -**

Per Ken @ Hydro-Tech Electric and Phil Miller, cost assoiated to this change order request- is null/ void.
NO COST CHANGE ORDER.

SUBTOTAL of PAGE 2 only	*$ 2,369.00*
SUBTOTAL OF LABOR / EQUIPMENT ONLY FROM PAGE 1	*$ -*
TOTAL MATERIAL / EQUIPMENT / LABOR & SUBS PAGE 1 & 2	*$ 2,369.00*
TOTAL DUE THIS REQUEST	***$ 2,369.00***

TESCO CONTROLS, INC. www.TescoControls.com

Corporate Office
8440 Florin Road, Sacramento, CA 95828
P.O. Box 299007, Sacramento, CA 95829
PH: 916.395.8800 FX: 916.429.2817

To: Hydrotech Electric
Attn: Ken Cloud
Re: City of West Covina
Azusa Avenue Sewer Lift Station Upgrades

Quote Date: 11/8/2021
Quote No.: COQ2
Project No.: T-49305

Dear Ken:

Thank you for your continued interest in TESCO products, services, and solutions. We are pleased to quote the following scope of work pertaining to the above-referenced project. This quotation includes only the materials/services described below.

Reason for Change Order

Per the response to Tesco's RFI #16, it has been determined that the generator connection needs to be changed from a Cam-Lok type to a Crouse-Hinds receptacle.

Scope of Supply

Item	Qty	Description
1	1	**Changes within Manual Transfer Switch Panel:** ▪ Change 200A Generator Cam-Lok Connection to Crouse-Hinds Receptacle
		TOTAL (including applicable sales tax): **$ 2,060.00**

Clarifications

- Unless otherwise stated above, quote is to **furnish only** and does not include trade labor/electrical installation services or field wire terminations.
- Unless otherwise stated above, the following is **not** included within this quotation:
  - Conduit, field wire, tubing, or basic trade installation materials (brackets, screws, bolts, j-box, stanchions, pull-box, etc.)
  - Instrumentation mounting components, brackets, stanchions, sunshields, etc.
  - Local control stations and/or field mounted disconnects.
  - Instrumentation, devices, components, or equipment not defined by the above quotation.
  - Fiber optic patch panels, cable, splicing or terminations.
  - Any 3rd party independent testing, harmonic testing/analysis, power coordination study, or Arc-Flash Hazard Analysis (AFHA) study.
  - Interconnection or loop diagrams for equipment not furnished by TESCO.

Terms and Conditions

- Quote is firm for 30 days unless otherwise stated.
- Submittals: A Submittal Schedule will be provided approximately **XX** weeks after receipt of written change order approval.
- Delivery: To be scheduled approximately **XX** weeks minimum after submittal approval.
- Approval of change order will require a contract time extension of **XX** weeks.
- Approval must be received on or before **MM/DD/YY** to avoid shipping delays or additional costs related to field modifications.
- Unless otherwise stated above, price does not include any sales tax, use tax, or applicable fees; please apply any taxes and/or fees as appropriate. Please note that all invoices will include sales tax where applicable.
- TESCO price is FOB factory, full freight allowed.
- TESCO warranties against defect in design workmanship and materials for a period of one year from date of installation, and does not exceed 18 months from the date of shipment from the factory.
- TESCO carries liability insurance, with full workman's compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.
- All merchandise sold is subject to lien laws.
- Final retention to be paid within 10 days after the project notice of completion.

Please feel free to contact us at (916) 395-8800 to discuss any questions or comments you may have regarding this quotation.

Sincerely,

TESCO CONTROLS, INC.

AJ Hassan
Sales
ahassan@tescocontrols.com

COR FOR CO 3-B

Change Order Request 4

DATE PREPARED 11/29/2021
LOCATION:
WORK ORDER DESCRIPTION: Furnish and install DMZ equipment to allow for secure remote SCADA access per response to RFI-#18

Hydrotech Electric
37707 Green Knolls Road
Winchester Ca. 92596
909 948-1908

MATERIAL

Misc. Material per attached	1	$ -	$ -
	0	$ -	$ -
	0	$ -	$ -
TOTAL MATERIAL			$ -
SALES TAX	0%		$ -
MATERIAL MARKUP	15%		$ -
TOTAL MATERIAL			$ -

RENTALS

	0	$ -	$ -
	0	$ -	$ -
	0	$ -	$ -
TOTAL RENTALS			$ -
RENTAL MARKUP	15%		$ -
TOTAL RENTALS WITH MARKUP			$ -
MATERIAL AND RENTAL TOTALS WITH MARKUP			**$ -**

SUB CONTRACTORS

	UNIT	QTY	EXTENDED
TESCO Controls	$ 1.00	43,633	$ 43,633.00
	$ -	0	$ -
	$ -	0	$ -
	$ -	0	$ -
	$ -	0	
	$ -	0	$ -
	$ -	0	$ -
SUBTOTAL SUB CONTRACTORS			$ 43,633.00
5% MARKUP		5%	$ 2,181.65
SUB CONTRACTORS WITH MARKUP			**$ 45,814.65**

SUBTOTAL of PAGE 2 only	*$ 45,814.65*
SUBTOTAL OF LABOR / EQUIPMENT ONLY FROM PAGE 1	$ -
TOTAL MATERIAL / EQUIPMENT / LABOR & SUBS PAGE 1 & 2	*$ 45,814.65*
Sub-***TOTAL DUE THIS REQUEST***	***$ 45,814.65***

MARK UP 5% $2290.73
PYRAMID BLDG. & ENG. INC.
TOTAL $48,105.38

TESCO CONTROLS, INC. www.TescoControls.com

Corporate Office
8440 Florin Road, Sacramento, CA 95828
P.O. Box 299007, Sacramento, CA 95829
PH: 916.395.8800 FX: 916.429.2817

To: Hydrotech Electric
Attn: Ken Cloud
Re: City of West Covina
Azusa Avenue Sewer Lift Station Upgrades

Quote Date: 11/8/2021
Quote No.: COQ4
Project No.: T-49305

Dear Ken:

Thank you for your continued interest in TESCO products, services, and solutions. We are pleased to quote the following scope of work pertaining to the above-referenced project. This quotation includes only the materials/services described below.

Reason for Change Order

Per the response to Tesco's RFI #18, Tesco has been asked to add DMZ equipment for remote access.

Scope of Supply

Item	Qty	Description
1	1	**Additional SCADA Hardware and Software:** ▪ Firewall ▪ Firewall Software (Global Protect Gateway and Threat Prevention – 3 Years) ▪ Firewall Mount ▪ NTP (Network Time Server) ▪ NTP External Antenna ▪ DMZ Server – Dell R340 with Operating Software ▪ SCADA License – Inductive Automation Gateway with 5 Clients ▪ Additional Manufacturing Services (to add hardware into the existing SCADA Rack) – assembly, equipment wiring, factory testing
2	Lot	**Professional Services:** ▪ Engineering – submittals for additional equipment ▪ SCADA Programming – setup hardware, additional screens, and testing ▪ Networking/Communications – configuration and setup of network devices
		TOTAL (including applicable sales tax): **$43,633.00**

Clarifications

- Unless otherwise stated above, quote is to **furnish only** and does not include trade labor/electrical installation services or field wire terminations.
- Unless otherwise stated above, the following is **not** included within this quotation:
  - Conduit, field wire, tubing, or basic trade installation materials (brackets, screws, bolts, j-box, stanchions, pull-box, etc.)
  - Instrumentation mounting components, brackets, stanchions, sunshields, etc.
  - Local control stations and/or field mounted disconnects.
  - Instrumentation, devices, components, or equipment not defined by the above quotation.
  - Fiber optic patch panels, cable, splicing or terminations.
  - Any 3rd party independent testing, harmonic testing/analysis, power coordination study, or Arc-Flash Hazard Analysis (AFHA) study.
  - Interconnection or loop diagrams for equipment not furnished by TESCO.

Terms and Conditions

- Quote is firm for 30 days unless otherwise stated.
- Submittals: A Submittal Schedule will be provided approximately **XX** weeks after receipt of written change order approval.
- Delivery: To be scheduled approximately **XX** weeks minimum after submittal approval.
- Approval of change order will require a contract time extension of **XX** weeks.
- Approval must be received on or before **MM/DD/YY** to avoid shipping delays or additional costs related to field modifications.
- Unless otherwise stated above, price does not include any sales tax, use tax, or applicable fees; please apply any taxes and/or fees as appropriate. Please note that all invoices will include sales tax where applicable.
- TESCO price is FOB factory, full freight allowed.
- TESCO warranties against defect in design workmanship and materials for a period of one year from date of installation, and does not exceed 18 months from the date of shipment from the factory.
- TESCO carries liability insurance, with full workman's compensation coverage.
- Terms are net 30 days on approved credit accounts.
- Interest will be applied to all past due invoices.
- All merchandise sold is subject to lien laws.
- Final retention to be paid within 10 days after the project notice of completion.

Please feel free to contact us at (916) 395-8800 to discuss any questions or comments you may have regarding this quotation.

Sincerely,

TESCO CONTROLS, INC.

AJ Hassan
Sales
ahassan@tescocontrols.com

COR FOR CO 3-C

Change Order Request 5

Hydrotech Electric
37707 Green Knolls Road
Winchester Ca. 92596
909 948-1908

DATE PREPARED 1/3/2022
LOCATION: Azusa Ave Sewer Lift Station
WORK ORDER DESCRIPTION: Increase in Material and Labor costs since issuance of Contract due to design issues.

MATERIAL

Additional costs per attached	1	$ 15,458.50	$ 15,458.50
	0	$ -	$ -
	0	$ -	$ -
TOTAL MATERIAL			$ 15,458.50
SALES TAX	0%		$ -
MATERIAL MARKUP	15%		$ 2,318.78
TOTAL MATERIAL			$ 17,777.28

RENTALS

	0	$ -	$ -
	0	$ -	$ -
	0	$ -	$ -
TOTAL RENTALS			$ -
RENTAL MARKUP	15%		$ -
TOTAL RENTALS WITH MARKUP			$ -
MATERIAL AND RENTAL TOTALS WITH MARKUP			**$ 17,777.28**

SUB CONTRACTORS

	UNIT	QTY	EXTENDED
	$ -	0	$ -
	$ -	0	$ -
	$ -	0	$ -
	$ -	0	$ -
	$ -	0	
	$ -	0	$ -
	$ -	0	$ -
SUBTOTAL SUB CONTRACTORS			$ -
5% MARKUP		15%	$ -
SUB CONTRACTORS WITH MARKUP			**$ -**

SUBTOTAL of PAGE 2 only	*$ 17,777.28*
SUBTOTAL OF LABOR / EQUIPMENT ONLY FROM PAGE 1	*$ -*
TOTAL MATERIAL / EQUIPMENT / LABOR & SUBS PAGE 1 & 2	*$ 17,777.28*
TOTAL DUE THIS REQUEST	***$ 17,777.28***

Mark up 5%	$888.86
Bond/ Ins. 2%	$373.32
TOTAL	$19,039.46

Old Pricing

JOB azusa ave ls BID ITEM 12 electrical

ESTIMATED BY KC CHECKED BY DATE

SHEET NO		MATERIAL-DOLLARS	LABOR-HOURS
1	conduit/wire	$5,610.00	154.00
2	connections	$2,783.00	92.00
3			
4			
5			
6			
7			
8			
9			
LOT OH Ex			
LOT OH Ex			
LOT OH Ex			0.00
LOT OH Ex			
LOT OH Ex			

NON-PRODUCTIVE LABOR	HOURS
Handling Material	
Superintendent	25.00
Traveling Time and Lost Time	
submittals	4.00
TOTAL	29.00

JOB EXPENSE	
SCC AND ARC FLASH STUDY	$0.00
SIESMIC CALCS	$175.00
NETA TESTING	$5,500.00
Reach/Fork Lift Rental	
SNORKEL LIFT	
License	$250.00
Storage	
Freight, Express and Cartage	
Transportation	
Board: Men Weeks @	$0.00
TOTAL	$5,925.00

Miscellaneous Material and Labor				
Non-Productive Labor				29.00
TOTALS-MATERIAL & LABOR			$8,393.00	275.00
165.00 Hours Labor @	$88.00	Journeymen Hrs.		$14,520.00
110.00 Hours Labor @	$72.00	Apprentice Hrs.		$7,920.00
Hours Labor @	$32.25	Overtime Hrs.		$0.00
Taxes: Soc Sec.	Unemp.			$0.00
Workmen's Compensation Insurance				$0.00
LABOR COST GROSS TOTAL				$22,440.00
Job Expense				$5,925.00
Material Cost				$8,393.00
TOTAL PRIME, COST.				$36,758.00
0.00% Overhead				$0.00
TOTAL NET COST.				$36,758.00
0.00% Profit				$0.00
SELLING PRICE WITHOUT SALES TAX				$36,758.00
8.00% Sales Tax Material Only				$671.44
SELLING PRICE WITH SALES TAX				$37,429.44
District Contingency				
0.00%				$0.00
0.00%				$0.00
0.00%			$0.00	$0.00
0.00%			$0.00	$0.00
5.00%			$0.00	$0.00
0.00%			$0.00	$0.00
Bond	0.00%			$0.00
"PRICE QUOTED"				**$37,429.44**

Old Pricing

AZUSA AVE LS BID ITEM 12 PG 1

Date: Job No.:

Item No.	Scope of work	Quantity		MATERIAL COST		LABOR COST	
		Quant.	Unit	Unit Cost	UnitsTotals	Units	Totals Hours
	Material List						
	demo safe off	1	ea		$0.00	4.000	4.00
	sce precon	1	ea	$0.00	$0.00	2.000	2.00
	mark out trench	1	ea	$20.00	$20.00	6.000	6.00
	trench	210	ft	$0.00	$0.00	0.036	7.56
	det tape	210	ft	$0.08	$16.80	0.005	1.05
	red concrete	25	yd	$0.00	$0.00	0.125	3.13
	4" sch 40 48r	4	ea	$48.00	$192.00	1.000	4.00
	4" sch 40	20	ft	$1.89	$37.80	0.033	0.66
	mandrel	1	ea	$0.00	$0.00	1.000	1.00
	1 1/2" ocal 90+riser	8	ea	$42.70	$341.60	0.850	6.80
	1 1/2" sch 40	110	ft	$0.60	$66.00	0.022	2.42
	1" ocal 90+riser	45	ea	$28.55	$1,284.75	0.500	22.50
	1" sch 40	1,550	ft	$0.38	$589.00	0.020	31.00
	3- 3/0+#6 xhhw	70	ft	$9.37	$655.90	0.065	4.55
	3-#4+#8 xhhw	30	ft	$2.50	$75.00	0.036	1.08
	3-#8+#10 xhhw	190	ft	$1.30	$247.00	0.028	5.32
	7-#12 xhhw	95	ft	$1.00	$95.00	0.026	2.47
	5-#12 xhhw	285	ft	$0.73	$208.05	0.024	6.84
	4-#12 xhhw	950	ft	$0.60	$570.00	0.024	22.80
	1-tsp	280	ft	$0.36	$100.80	0.024	6.72
	2-tsp	45	ft	$0.74	$33.30	0.024	1.08
	coax	90	ft	$1.80	$162.00	0.028	2.52
	1 1/2" ocal eys	2	ea	$73.15	$146.30	0.750	1.50
	1 1/2" ocal hub	4	ea	$38.44	$153.76	0.250	1.00
	1" ocal hub	12	ea	$29.24	$350.88	0.250	3.00
	1" ocal eys	6	ea	$44.13	$264.78	0.500	3.00
					$0.00		0.00
Totals					$5,610.72		154.00

92.40	LABOR Mhrs. @	$0.00	MATERIAL	$5,610.72	MATERIAL, ETC. TOTAL	$6,059.58
61.6	APPR. Mhrs. @	$0.00	TAX .08	$448.86	LABOR TOTAL	$0.00
	SUPVR Mhrs. @	$0.00	EQUIPMENT		BALANCE	$6,059.58
SIST.			OTHER		OH & P	0.00%
OTAL		$0.00	MATERIAL TOTAL	$6,059.58	BALANCE	$6,059.58

EST. NO. _____ DATE:_____ BY: _____ WORK: _____ SHEET: ___ OF ___

Old Pricing

AZUSA AVE LS BID ITEM 12 PG 2

Date: Job No.:

Item No.	Scope of work	Quantity		MATERIAL COST		LABOR COST	
		Quant.	Unit	Unit Cost	UnitsTotals	Units	Totals Hours
	Material List						
	led wall pak	1	ea	$550.00	$550.00	1.500	1.50
	ocal box for light	1	ea	$65.00	$65.00	0.500	0.50
	ocal wp gfi	1	ea	$125.00	$125.00	2.000	2.00
	ocal box	4	ea	$65.00	$260.00	1.000	4.00
	1" ocal on strut	70	ft	$4.55	$318.50	0.117	8.19
	set tesco float panel	1	ea	$88.00	$88.00	8.000	8.00
	terminate at tesco float panel	1	ea	$25.00	$25.00	8.000	8.00
	pull in cables	11	ea	$0.00	$0.00	0.650	7.15
	ocal conn to device	8	ea	$65.00	$520.00	2.250	18.00
	hole thru vault	14	ea	$10.00	$140.00	1.000	14.00
	11x17 pb	1	ea	$165.00	$165.00	3.000	3.00
	grd well	2	ea	$125.00	$250.00	2.000	4.00
	set floaTS	2	ea	$10.00	$20.00	4.000	8.00
	TERMINAT AT E. ANT	1	ea	$18.00	$18.00	1.000	1.00
	1 1/2" ST CONN TO GEN SET	1	ea	$75.00	$75.00	2.000	2.00
	1" ST CONN TO GENSET	2	ea	$42.00	$84.00	1.000	2.00
	4/0 BARE GROUND	25	ft	$3.18	$79.50	0.024	0.60
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
Totals					$2,783.00		91.94

55.16	LABOR Mhrs. @	$0.00	MATERIAL	$2,783.00	MATERIAL, ETC. TOTAL	$3,005.64
36.8	APPR. Mhrs. @	$0.00	TAX .08	$222.64	LABOR TOTAL	$0.00
	SUPVR Mhrs. @	$0.00	EQUIPMENT		BALANCE	$3,005.64
SIST.			OTHER		OH & P	0.00%
OTAL		$0.00	MATERIAL TOTAL	$3,005.64	BALANCE	$3,005.64

EST. NO. _____ DATE:_____ BY: _____ WORK: _____ SHEET: ___ OF ___

Old Pricing

JOB azusa ave ls BID ITEM 13 MCC

ESTIMATED BY KC CHECKED BY DATE

SHEET NO		MATERIAL-DOLLARS	LABOR-HOURS
1	msb mcc	$300.00	69.75
2	terminations		16.00
3			
4			
5			
6			
7			
8			
9			
LOT OH Ex			
LOT OH Ex			
LOT OH Ex			0.00
LOT OH Ex			
LOT OH Ex			

NON-PRODUCTIVE LABOR	HOURS
Handling Material	
Superintendent	9.00
Traveling Time and Lost Time	
submittals	4.00
TOTAL	13.00

JOB EXPENSE	
SCC AND ARC FLASH STUDY	$0.00
SIESMIC CALCS	$350.00
NETA TESTING	
Reach/Fork Lift Rental	$688.00
SNORKEL LIFT	
License	
Storage	
Freight, Express and Cartage	
Transportation	
Board: Men Weeks @	$0.00
TOTAL	$1,038.00

Miscellaneous Material and Labor				
Non-Productive Labor				13.00
TOTALS-MATERIAL & LABOR			$300.00	98.75
59.00 Hours Labor @	$88.00	Journeymen Hrs.		$5,192.00
39.75 Hours Labor @	$72.00	Apprentice Hrs.		$2,862.00
Hours Labor @	$32.25	Overtime Hrs.		$0.00
Taxes: Soc Sec.	Unemp.			$0.00
Workmen's Compensation Insurance				$0.00
LABOR COST GROSS TOTAL				$8,054.00
Job Expense				$1,038.00
Material Cost				$300.00
TOTAL PRIME, COST.				$9,392.00
0.00% Overhead				$0.00
TOTAL NET COST.				$9,392.00
0.00% Profit				$0.00
SELLING PRICE WITHOUT SALES TAX				$9,392.00
8.00% Sales Tax Material Only				$24.00
SELLING PRICE WITH SALES TAX				$9,416.00
District Contingency				
0.00% msb+MCC			$90,000.00	$90,000.00
0.00%				$0.00
0.00%			$0.00	$0.00
0.00%			$0.00	$0.00
5.00%			$0.00	$0.00
0.00%			$0.00	$0.00
Bond	0.00%			$0.00
"PRICE QUOTED"				**$99,416.00**

Old Pricing

JOB azusa ave ls BID ITEM 14
ESTIMATED BY KC CHECKED BY DATE

SHEET NO		MATERIAL-DOLLARS	LABOR-HOURS
1			16.00
2			4.00
3			
4			
5			
6			
7			
8			
9			
LOT OH Ex			
LOT OH Ex			
LOT OH Ex			0.00
LOT OH Ex			
LOT OH Ex			

NON-PRODUCTIVE LABOR	HOURS
Handling Material	
Superintendent	0.00
Traveling Time and Lost Time	
submittals	
TOTAL	0.00

JOB EXPENSE	
SCC AND ARC FLASH STUDY	$0.00
SIESMIC CALCS	
NETA TESTING	
Reach/Fork Lift Rental	
SNORKEL LIFT	
License	
Storage	
Freight, Express and Cartage	
Transportation	
Board: Men Weeks @	$0.00
TOTAL	$0.00

Miscellaneous Material and Labor			
Non-Productive Labor			0.00
TOTALS-MATERIAL & LABOR		$0.00	20.00
16.00 Hours Labor @	$88.00	Journeymen Hrs.	$1,408.00
4.00 Hours Labor @	$72.00	Apprentice Hrs.	$288.00
Hours Labor @	$32.25	Overtime Hrs.	$0.00
Taxes: Soc Sec.	Unemp.		$0.00
Workmen's Compensation Insurance			$0.00
LABOR COST GROSS TOTAL			$1,696.00
Job Expense			$0.00
Material Cost			$0.00
TOTAL PRIME, COST.			$1,696.00
0.00% Overhead			$0.00
TOTAL NET COST.			$1,696.00
0.00% Profit			$0.00
SELLING PRICE WITHOUT SALES TAX			$1,696.00
8.00% Sales Tax Material Only			$0.00
SELLING PRICE WITH SALES TAX			$1,696.00
District Contingency			
0.00% ats		$6,000.00	$6,000.00
0.00%			$0.00
0.00%		$0.00	$0.00
0.00%		$0.00	$0.00
0.00%		$0.00	$0.00
0.00%		$0.00	$0.00
Bond	0.00%		$0.00
"PRICE QUOTED"			**$7,696.00**

Old Pricing

JOB azusa ave ls BID ITEM 15 I&C
ESTIMATED BY KC CHECKED BY DATE

SHEET NO		MATERIAL-DOLLARS	LABOR-HOURS
1	i/o check	$10.00	16.00
2	wit i/o		16.00
3	functionality test		16.00
4	neta test		8.00
5	radio/scada	$1,961.00	56.00
6			
7			
8			
9			
LOT OH Ex			
LOT OH Ex			
LOT OH Ex			0.00
LOT OH Ex			
LOT OH Ex			

NON-PRODUCTIVE LABOR	HOURS
Handling Material	
Superintendent	13.00
Traveling Time and Lost Time	
submittals	16.00
TOTAL	29.00

JOB EXPENSE	
SCC AND ARC FLASH STUDY	$0.00
SIESMIC CALCS	
NETA TESTING	
Reach/Fork Lift Rental	
SNORKEL LIFT	$585.00
License	
Storage	
Freight, Express and Cartage	
Transportation	
Board: Men Weeks @	$0.00
TOTAL	$585.00

Miscellaneous Material and Labor				
Non-Productive Labor				29.00
TOTALS-MATERIAL & LABOR			$1,971.00	141.00
85.00 Hours Labor @	$88.00	Journeymen Hrs.		$7,480.00
56.00 Hours Labor @	$72.00	Apprentice Hrs.		$4,032.00
Hours Labor @	$32.25	Overtime Hrs.		$0.00
Taxes: Soc Sec.	Unemp.			$0.00
Workmen's Compensation Insurance				$0.00
LABOR COST GROSS TOTAL				$11,512.00
Job Expense				$585.00
Material Cost				$1,971.00
TOTAL PRIME, COST.				$14,068.00
0.00% Overhead				$0.00
TOTAL NET COST.				$14,068.00
0.00% Profit				$0.00
SELLING PRICE WITHOUT SALES TAX				$14,068.00
8.00% Sales Tax Material Only				$157.68
SELLING PRICE WITH SALES TAX				$14,225.68
District Contingency				
0.00% tesco			$350,000.00	$350,000.00
0.00%				$0.00
0.00%			$0.00	$0.00
0.00%			$0.00	$0.00
0.00%			$0.00	$0.00
0.00%			$0.00	$0.00
Bond 0.00%				$0.00
"PRICE QUOTED"				**$364,225.68**

Updated Pricing

JOB azusa ave ls BID ITEM 12 electrical

ESTIMATED BY KC CHECKED BY DATE

SHEET NO		MATERIAL-DOLLARS	LABOR-HOURS
1	conduit/wire	$11,601.80	154.00
2	connections	$3,270.37	92.00
3			
4			
5			
6			
7			
8			
9			
LOT OH Ex			
LOT OH Ex			
LOT OH Ex			0.00
LOT OH Ex			
LOT OH Ex			

NON-PRODUCTIVE LABOR	HOURS
Handling Material	
Superintendent	25.00
Traveling Time and Lost Time	
submittals	4.00
TOTAL	29.00

JOB EXPENSE	
SCC AND ARC FLASH STUDY	$0.00
SIESMIC CALCS	$175.00
NETA TESTING	$5,500.00
Reach/Fork Lift Rental	
SNORKEL LIFT	
License	$250.00
Storage	
Freight, Express and Cartage	
Transportation	
Board: Men Weeks @	$0.00
TOTAL	$5,925.00

Miscellaneous Material and Labor				
Non-Productive Labor				29.00
TOTALS-MATERIAL & LABOR			$14,872.17	275.00
165.00	Hours Labor @	$105.00	Journeymen Hrs.	$17,325.00
110.00	Hours Labor @	$86.00	Apprentice Hrs.	$9,460.00
	Hours Labor @	$32.25	Overtime Hrs.	$0.00
Taxes: Soc Sec.		Unemp.		$0.00
Workmen's Compensation Insurance				$0.00
LABOR COST GROSS TOTAL				$26,785.00
Job Expense				$5,925.00
Material Cost				$14,872.17
TOTAL PRIME, COST.				$47,582.17
0.00%	Overhead			$0.00
TOTAL NET COST.				$47,582.17
0.00%	Profit			$0.00
SELLING PRICE WITHOUT SALES TAX				$47,582.17
8.00%	Sales Tax Material Only			$1,189.77
SELLING PRICE WITH SALES TAX				$48,771.94
District Contingency				
0.00%				$0.00
0.00%				$0.00
0.00%			$0.00	$0.00
0.00%			$0.00	$0.00
5.00%			$0.00	$0.00
0.00%			$0.00	$0.00
Bond	0.00%			$0.00
"PRICE QUOTED"				**$48,771.94**

Updated Pricing

AZUSA AVE LS BID ITEM 12 PG 1

Date: Job No.:

Item No.	Scope of work	Quantity		MATERIAL COST		LABOR COST	
		Quant.	Unit	Unit Cost	UnitsTotals	Units	Totals Hours
	Material List						
	demo safe off	1	ea		$0.00	4.000	4.00
	sce precon	1	ea	$0.00	$0.00	2.000	2.00
	mark out trench	1	ea	$20.00	$20.00	6.000	6.00
	trench	210	ft	$0.00	$0.00	0.036	7.56
	det tape	210	ft	$0.08	$16.80	0.005	1.05
	red concrete	25	yd	$0.00	$0.00	0.125	3.13
	4" sch 40 48r	4	ea	$60.99	$243.96	1.000	4.00
	4" sch 40	20	ft	$7.10	$142.00	0.033	0.66
	mandrel	1	ea	$0.00	$0.00	1.000	1.00
	1 1/2" ocal 90+riser	8	ea	$69.41	$555.28	0.850	6.80
	1 1/2" sch 40	110	ft	$2.26	$248.60	0.022	2.42
	1" ocal 90+riser	45	ea	$46.12	$2,075.40	0.500	22.50
	1" sch 40	1,550	ft	$1.37	$2,123.50	0.020	31.00
	3- 3/0+#6 xhhw	70	ft	$18.10	$1,267.00	0.065	4.55
	3-#4+#8 xhhw	30	ft	$5.91	$177.30	0.036	1.08
	3-#8+#10 xhhw	190	ft	$2.47	$469.30	0.028	5.32
	7-#12 xhhw	95	ft	$2.03	$192.85	0.026	2.47
	5-#12 xhhw	285	ft	$1.45	$413.25	0.024	6.84
	4-#12 xhhw	950	ft	$1.16	$1,102.00	0.024	22.80
	1-tsp	280	ft	$1.32	$369.60	0.024	6.72
	2-tsp	45	ft	$2.64	$118.80	0.024	1.08
	coax	90	ft	$2.70	$243.00	0.028	2.52
	1 1/2" ocal eys	2	ea	$137.71	$275.42	0.750	1.50
	1 1/2" ocal hub	4	ea	$83.92	$335.68	0.250	1.00
	1" ocal hub	12	ea	$53.51	$642.12	0.250	3.00
	1" ocal eys	6	ea	$94.99	$569.94	0.500	3.00
					$0.00		0.00
Totals					$11,601.80		154.00

92.40	LABOR Mhrs. @	$0.00	MATERIAL	$11,601.80	MATERIAL, ETC. TOTAL	$12,529.94
61.6	APPR. Mhrs. @	$0.00	TAX .08	$928.14	LABOR TOTAL	$0.00
	SUPVR Mhrs. @	$0.00	EQUIPMENT		BALANCE	$12,529.94
SIST.			OTHER		OH & P	0.00%
OTAL		$0.00	MATERIAL TOTAL	$12,529.94	BALANCE	$12,529.94

EST. NO. _____ DATE:_____ BY: _____ WORK: _____ SHEET: ___ OF ___

C:\Users\ken\Dropbox\My PC (DESKTOP-PRICDTP)\Desktop\azusa ls re-bid\azusa price increase due to time\AZ 12 PG1P.I..xls

Updated Pricing

AZUSA AVE LS BID ITEM 12 PG 2

Date: Job No.:

Item No.	Scope of work	Quantity		MATERIAL COST		LABOR COST	
		Quant.	Unit	Unit Cost	UnitsTotals	Units	Totals Hours
	Material List						
	led wall pak	1	ea	$550.00	$550.00	1.500	1.50
	ocal box for light	1	ea	$71.50	$71.50	0.500	0.50
	ocal wp gfi	1	ea	$137.50	$137.50	2.000	2.00
	ocal box	4	ea	$71.50	$286.00	1.000	4.00
	1" ocal on strut	70	ft	$6.29	$440.30	0.117	8.19
	set tesco float panel	1	ea	$88.00	$88.00	8.000	8.00
	terminate at tesco float panel	1	ea	$25.00	$25.00	8.000	8.00
	pull in cables	11	ea	$0.00	$0.00	0.650	7.15
	ocal conn to device	8	ea	$92.14	$737.12	2.250	18.00
	hole thru vault	14	ea	$10.00	$140.00	1.000	14.00
	11x17 pb	1	ea	$181.50	$181.50	3.000	3.00
	grd well	2	ea	$131.25	$262.50	2.000	4.00
	set floaTS	2	ea	$10.00	$20.00	4.000	8.00
	TERMINAT AT E. ANT	1	ea	$19.80	$19.80	1.000	1.00
	1 1/2" ST CONN TO GEN SET	1	ea	$82.50	$82.50	2.000	2.00
	1" ST CONN TO GENSET	2	ea	$46.20	$92.40	1.000	2.00
	4/0 BARE GROUND	25	ft	$5.45	$136.25	0.024	0.60
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
Totals					$3,270.37		91.94

55.16	LABOR Mhrs. @	$0.00	MATERIAL	$3,270.37	MATERIAL, ETC. TOTAL	$3,532.00
36.8	APPR. Mhrs. @	$0.00	TAX .08	$261.63	LABOR TOTAL	$0.00
	SUPVR Mhrs. @	$0.00	EQUIPMENT		BALANCE	$3,532.00
SIST.			OTHER		OH & P	0.00%
OTAL		$0.00	MATERIAL TOTAL	$3,532.00	BALANCE	$3,532.00

EST. NO. _____ DATE:_____ BY: _____ WORK: _____ SHEET: ___ OF ___

Updated Pricing

JOB azusa ave ls BID ITEM 13 MCC
ESTIMATED BY KC CHECKED BY DATE

SHEET NO		MATERIAL-DOLLARS	LABOR-HOURS
1	msb mcc	$300.00	69.75
2	terminations		16.00
3			
4			
5			
6			
7			
8			
9			
LOT OH Ex			
LOT OH Ex			
LOT OH Ex			0.00
LOT OH Ex			
LOT OH Ex			

NON-PRODUCTIVE LABOR	HOURS
Handling Material	
Superintendent	9.00
Traveling Time and Lost Time	
submittals	4.00
TOTAL	13.00

JOB EXPENSE	
SCC AND ARC FLASH STUDY	$0.00
SIESMIC CALCS	$350.00
NETA TESTING	
Reach/Fork Lift Rental	$688.00
SNORKEL LIFT	
License	
Storage	
Freight, Express and Cartage	
Transportation	
Board: Men Weeks @	$0.00
TOTAL	$1,038.00

Miscellaneous Material and Labor				
Non-Productive Labor				13.00
TOTALS-MATERIAL & LABOR			$300.00	98.75
59.00	Hours Labor @	$105.00	Journeymen Hrs.	$6,195.00
39.75	Hours Labor @	$86.00	Apprentice Hrs.	$3,418.50
	Hours Labor @	$32.25	Overtime Hrs.	$0.00
Taxes: Soc Sec.		Unemp.		$0.00
Workmen's Compensation Insurance				$0.00
LABOR COST GROSS TOTAL				$9,613.50
Job Expense				$1,038.00
Material Cost				$300.00
TOTAL PRIME, COST.				$10,951.50
0.00%	Overhead			$0.00
TOTAL NET COST.				$10,951.50
0.00%	Profit			$0.00
SELLING PRICE WITHOUT SALES TAX				$10,951.50
8.00%	Sales Tax Material Only			$24.00
SELLING PRICE WITH SALES TAX				$10,975.50
District Contingency				
0.00%	msb+MCC		$90,000.00	$90,000.00
0.00%				$0.00
0.00%			$0.00	$0.00
0.00%			$0.00	$0.00
0.00%			$0.00	$0.00
0.00%			$0.00	$0.00
Bond	0.00%			$0.00
"PRICE QUOTED"				**$100,975.50**

Updated Pricing

JOB azusa ave ls BID ITEM 14
ESTIMATED BY KC CHECKED BY DATE

SHEET NO		MATERIAL-DOLLARS	LABOR-HOURS
1			16.00
2			4.00
3			
4			
5			
6			
7			
8			
9			
LOT OH Ex			
LOT OH Ex			
LOT OH Ex			0.00
LOT OH Ex			
LOT OH Ex			

NON-PRODUCTIVE LABOR	HOURS
Handling Material	
Superintendent	0.00
Traveling Time and Lost Time	
submittals	
TOTAL	0.00

JOB EXPENSE	
SCC AND ARC FLASH STUDY	$0.00
SIESMIC CALCS	
NETA TESTING	
Reach/Fork Lift Rental	
SNORKEL LIFT	
License	
Storage	
Freight, Express and Cartage	
Transportation	
Board: Men Weeks @	$0.00
TOTAL	$0.00

Miscellaneous Material and Labor			
Non-Productive Labor			0.00
TOTALS-MATERIAL & LABOR		$0.00	20.00
16.00 Hours Labor @	$105.00	Journeymen Hrs.	$1,680.00
4.00 Hours Labor @	$86.00	Apprentice Hrs.	$344.00
Hours Labor @	$32.25	Overtime Hrs.	$0.00
Taxes: Soc Sec.	Unemp.		$0.00
Workmen's Compensation Insurance			$0.00
LABOR COST GROSS TOTAL			$2,024.00
Job Expense			$0.00
Material Cost			$0.00
TOTAL PRIME, COST.			$2,024.00
0.00% Overhead			$0.00
TOTAL NET COST.			$2,024.00
0.00% Profit			$0.00
SELLING PRICE WITHOUT SALES TAX			$2,024.00
8.00% Sales Tax Material Only			$0.00
SELLING PRICE WITH SALES TAX			$2,024.00
District Contingency			
0.00% ats		$6,000.00	$6,000.00
0.00%			$0.00
0.00%		$0.00	$0.00
0.00%		$0.00	$0.00
5.00%		$0.00	$0.00
0.00%		$0.00	$0.00
Bond 0.00%			$0.00
"PRICE QUOTED"			**$8,024.00**

Updated Pricing

JOB azusa ave ls BID ITEM 15 I&C
ESTIMATED BY KC CHECKED BY DATE

SHEET NO		MATERIAL-DOLLARS	LABOR-HOURS
1	i/o check	$10.00	16.00
2	wit i/o		16.00
3	functionality test		16.00
4	neta test		8.00
5	radio/scada	$1,961.00	56.00
6			
7			
8			
9			
LOT OH Ex			
LOT OH Ex			
LOT OH Ex			0.00
LOT OH Ex			
LOT OH Ex			

NON-PRODUCTIVE LABOR	HOURS
Handling Material	
Superintendent	13.00
Traveling Time and Lost Time	
submittals	16.00
TOTAL	29.00

JOB EXPENSE	
SCC AND ARC FLASH STUDY	$0.00
SIESMIC CALCS	
NETA TESTING	
Reach/Fork Lift Rental	
SNORKEL LIFT	$585.00
License	
Storage	
Freight, Express and Cartage	
Transportation	
Board: Men Weeks @	$0.00
TOTAL	$585.00

Miscellaneous Material and Labor			
Non-Productive Labor			29.00
TOTALS-MATERIAL & LABOR		$1,971.00	141.00
85.00 Hours Labor @	$105.00	Journeymen Hrs.	$8,925.00
56.00 Hours Labor @	$86.00	Apprentice Hrs.	$4,816.00
Hours Labor @	$32.25	Overtime Hrs.	$0.00
Taxes: Soc Sec.	Unemp.		$0.00
Workmen's Compensation Insurance			$0.00
LABOR COST GROSS TOTAL			$13,741.00
Job Expense			$585.00
Material Cost			$1,971.00
TOTAL PRIME, COST.			$16,297.00
0.00% Overhead			$0.00
TOTAL NET COST.			$16,297.00
0.00% Profit			$0.00
SELLING PRICE WITHOUT SALES TAX			$16,297.00
8.00% Sales Tax Material Only			$157.68
SELLING PRICE WITH SALES TAX			$16,454.68
District Contingency			
0.00% tesco		$350,000.00	$350,000.00
0.00%			$0.00
0.00%		$0.00	$0.00
0.00%		$0.00	$0.00
0.00%		$0.00	$0.00
0.00%		$0.00	$0.00
Bond 0.00%			$0.00
"PRICE QUOTED"			**$366,454.68**

Quotation

QUOTE DATE	QUOTE NUMBER	PAGE NO.
04/16/2020	S112909417	1 of 1

CUST PO#:	PVC
JOB/REL#:	

WALTERS - RANCHO CUCAMONGA
10864 EDISON COURT
RANCHO CUCAMONGA, CA 91730-3868
909-989-7058
Fax 909-989-2858

QUOTE TO: Old Pricing

HYDROTECH ELECTRIC
37707 GREEN KNOLLS RD
WINCHESTER, CA 92596-9550

SHIP TO:

HYDROT/DESI HOUSE
13215 ALTFILLISCH CT
EASTVALE, CA 92880

CUSTOMER NUMBER	CUSTOMER PHONE	ORDERED BY	SALESPERSON
330427	909-948-1908	KEN	GREGG COLE 760-559-6694

WRITER	SHIP VIA	TERMS	EXPIRATION DATE	FREIGHT EXEMPT
JOE B. OWENS 909-989-7058	41WALTERSCD70	MFG DISC 10TH, NET 25TH	05/16/2020	No

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
300ft	PVC SCH 40 3/4" X 10' PIPE	21.816/c	65.45
5000ft	PVC SCH 40 1" X 10' PIPE	33.363/c	1668.15
1000ft	PVC SCH 40 1-1/2" X 10' PIPE	52.643/c	526.43
10ea	PVCF 3/4-90D-SCH-40-BELL-END-ELL BELL END ELBOW	43.503/c	4.35
70ea	PVCF 1IN-90D-SCH-40-BELL-END-ELL BELL END ELBOW	61.146/c	42.80
15ea	PVCF 1-1/2-90D-SCH-40-BELL-END-ELL BELL END ELBOW	120.321/c	18.05
3ea	PVCF 2-IN-90D-SCH-40-BELL-END-ELL BELL END ELBOW	167.295/c	5.02
100ea	PVCF 1-IN-PVC-FEMALE-ADPT FEMALE ADAPTER	26.263/c	26.26
25ea	PVCF 1-1/2-PVC-FEMALE-ADPT FEMALE ADAPTER	36.961/c	9.24
130ea	ELB GALV 1" 90 DEGREE ELBOW	6.334/ea	823.39
20ea	ELB GALV 1-1/2" 90 DEGREE ELBOW	10.774/ea	215.48

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Subtotal	3404.62
Shipping Chgs	0.00
Amount Due	3404.62

Quotation

QUOTE DATE	QUOTE NUMBER	PAGE NO.
10/05/2020	S116562261	1 of 3
CUST PO#:	WIRE	
JOB/REL#:		

WALTERS - RANCHO CUCAMONGA
10864 EDISON COURT
RANCHO CUCAMONGA, CA 91730-3868
909-989-7058
Fax 909-989-2858

QUOTE TO: Old Pricing

HYDROTECH ELECTRIC
37707 GREEN KNOLLS RD
WINCHESTER, CA 92596-9550

SHIP TO:

HYDROTECH ELECTRIC
37707 GREEN KNOLLS RD
WINCHESTER, CA 92596-9550

CUSTOMER NUMBER	CUSTOMER PHONE	ORDERED BY	SALESPERSON
185377	909-948-1908	KEN	GREGG COLE 760-559-6694

WRITER	SHIP VIA	TERMS	EXPIRATION DATE	FREIGHT EXEMPT
JOE B. OWENS 909-989-7058	60WALTERSCD70	MFG DISC 10TH, NET 25TH	11/04/2020	No

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
500ft	WCU THHN 14 CU STR BLACK 500' SPOOL	75.358/m	37.68
500ft	WCU THHN 12 CU STR BLACK 500' SPOOL	113.954/m	56.98
500ft	WCU THHN 10 CU STR BLACK 500' SPOOL	174.324/m	87.16
1ft	WCU THHN 8 CU STR BLACK MASTER REEL	285.365/m	0.29
1ft	WCU THHN 6 CU STR BLACK MASTER REEL	442.900/m	0.44
1ft	WCU THHN 4 CU STR BLACK MASTER REEL	679.502/m	0.68
1ft	WCU THHN 3 CU STR BLACK MASTER REEL	833.138/m	0.83
1ft	WCU THHN 2 CU STR BLACK MASTER REEL	1063.914/m	1.06
1ft	WCU THHN 1 CU STR BLACK MASTER REEL	1323.054/m	1.32
1ft	WCU THHN 1/0 CU STR BLACK MASTER REEL	1625.858/m	1.63
1ft	WCU THHN 2/0 CU STR BLACK MASTER REEL	2010.874/m	2.01
1ft	WCU THHN 3/0 CU STR BLACK MASTER REEL	2486.373/m	2.49
1ft	WCU THHN 4/0 CU STR BLACK MASTER REEL	3039.890/m	3.04
1ft	WCU THHN 250 CU STR BLACK MASTER REEL	3524.611/m	3.52
1ft	WCU THHN 300 CU STR BLACK MASTER REEL	4224.325/m	4.22
1ft	WCU THHN 350 CU STR BLACK MASTER REEL	5020.118/m	5.02
1ft	WCU THHN 400 CU STR BLACK MASTER REEL	5735.013/m	5.74

** Continued on Next Page *

Subtotal	
Shipping Chgs	
Amount Due	

Quotation

WALTERS - RANCHO CUCAMONGA
10864 EDISON COURT
RANCHO CUCAMONGA, CA 91730-3868
909-989-7058
Fax 909-989-2858

QUOTE DATE	QUOTE NUMBER	PAGE NO.
10/05/2020	S116562261	2 of 3
CUST PO#:	WIRE	
JOB/REL#:		

QUOTE TO:

Old Pricing

HYDROTECH ELECTRIC
37707 GREEN KNOLLS RD
WINCHESTER, CA 92596-9550

SHIP TO:

HYDROTECH ELECTRIC
37707 GREEN KNOLLS RD
WINCHESTER, CA 92596-9550

CUSTOMER NUMBER	CUSTOMER PHONE	ORDERED BY	SALESPERSON
185377	909-948-1908	KEN	GREGG COLE 760-559-6694

WRITER	SHIP VIA	TERMS	EXPIRATION DATE	FREIGHT EXEMPT
JOE B. OWENS 909-989-7058	60WALTERSCD70	MFG DISC 10TH, NET 25TH	11/04/2020	No

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
1ft	WCU THHN 500 CU STR BLACK MASTER REEL	7479.639/m	7.48
500ft	WCU XHHW 12 CU STRANDED BLACK 500' SPOOL	154.894/m	77.45
500ft	WCU XHHW 10 CU STRANDED BLACK 500' SPOOL	232.165/m	116.08
500ft	WCU XHHW 8 CU STRANDED BLACK 500' REEL	374.047/m	187.02
1ft	WCU XHHW 6 CU STRANDED BLACK MASTER REEL	568.176/m	0.57
1ft	WCU XHHW 4 CU STRANDED BLACK MASTER REEL	809.965/m	0.81
1ft	WCU XHHW 3 CU STRANDED BLACK MASTER REEL	995.553/m	1.00
1ft	WCU XHHW 2 CU STRANDED BLACK MASTER REEL	1249.941/m	1.25
1ft	WCU XHHW 1 CU STRANDED BLACK MASTER REEL	1530.235/m	1.53
1ft	WCU XHHW 1/0 CU STRANDED BLACK MASTER REEL	1941.576/m	1.94
1ft	WCU XHHW 2/0 CU STRANDED BLACK MASTER REEL	2426.435/m	2.43
1ft	WCU XHHW 3/0 CU STRANDED BLACK MASTER REEL	3037.624/m	3.04

** Continued on Next Page *

Subtotal	
Shipping Chgs	
Amount Due	

Quotation

QUOTE DATE	QUOTE NUMBER	PAGE NO.
10/05/2020	S116562261	3 of 3
CUST PO#:	WIRE	
JOB/REL#:		

WALTERS - RANCHO CUCAMONGA
10864 EDISON COURT
RANCHO CUCAMONGA, CA 91730-3868
909-989-7058
Fax 909-989-2858

QUOTE TO: Old Pricing

HYDROTECH ELECTRIC
37707 GREEN KNOLLS RD
WINCHESTER, CA 92596-9550

SHIP TO:

HYDROTECH ELECTRIC
37707 GREEN KNOLLS RD
WINCHESTER, CA 92596-9550

CUSTOMER NUMBER	CUSTOMER PHONE	ORDERED BY	SALESPERSON
185377	909-948-1908	KEN	GREGG COLE 760-559-6694

WRITER	SHIP VIA	TERMS	EXPIRATION DATE	FREIGHT EXEMPT
JOE B. OWENS 909-989-7058	60WALTERSCD70	MFG DISC 10TH, NET 25TH	11/04/2020	No

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
1ft	WCU XHHW 4/0 CU STRANDED BLACK MASTER REEL	3809.776/m	3.81
1ft	WCU XHHW 250 CU STRANDED BLACK MASTER REEL	4257.918/m	4.26
1ft	XHHW-300-BLK-37STR-CU-500R BUILDING WIRE	5062.212/m	5.06
1ft	WCU XHHW 350 CU STRANDED BLACK MASTER REEL	5914.529/m	5.91
1ft	WCU XHHW 400 CU STRANDED BLACK MASTER REEL	6744.471/m	6.74
1ft	WCU XHHW 500 CU STRANDED BLACK MASTER REEL	8412.200/m	8.41

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Subtotal	648.90
Shipping Chgs	0.00
Amount Due	648.90

WALTERS - RANCHO CUCAMONGA
10864 EDISON COURT
RANCHO CUCAMONGA, CA 91730-3868
909-989-7058
Fax 909-989-2858

Acknowledgement

ORDER DATE	ORDER NUMBER	PAGE NO.
06-09-20	S112357752.001	1 of 2

CUST PO#:	IRWD
JOB/REL#:	

SOLD TO:

Old Pricing

HYDROTECH ELECTRIC
37707 GREEN KNOLLS RD
WINCHESTER, CA 92596-9550

SHIP TO:

HYDROT/C1820 3.7 MG ZONE 1 RESERVOI
37707 GREEN KNOLLS RD
WINCHESTER, CA 92596-9550

CUSTOMER NUMBER	CUSTOMER PHONE	ORDERED BY	SALESPERSON
324354	909-948-1908	KEN	GREGG COLE 760-559-6694

WRITER	SHIP VIA	TERMS	SHIP DATE	FREIGHT EXEMPT
JOE B. OWENS 909-989-7058	08WALTERSCD70	MFG DISC 10TH, NET 25TH	07/08/20	No

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
100ft	OCAL COND2-G 2" PVC CTD RIG COND	861.467/c	861.47
15ea	OCAL CPL2-G 2" PVC CTD RIG CPLG	9.092/ea	136.38
15ea	CRS STG6 2" ZINC INSULATED GRD HUB	4202.110/c	630.32
8ea	OCAL ELL2-G 2" PVC CTD 90D ELL	29.686/ea	237.49
16ea	PSTRUT PS-1100-2-SS CLAMP 304	1108.583/c	177.37
12ea	CRS 16X 2-IN STEEL LOCKNUT	42.392/c	5.09
6ea	CRS HGLL6 2" THREADED INSULATED GROUNDING BUSHING #4 - #14 150C RATED	841.798/c	50.51
3ea	NIP GALV 2" X CLOSE NIPPLE	2.002/ea	6.01
170ft	OCAL COND1-G 1" PVC COATED RIGID COND	429.075/c	729.43
30ea	OCAL CPL1-G 1 PVC CTD RIG CPLG	4.484/ea	134.52
6ea	OCAL HUB1-G 1" PVC CTD HUB GRAY	33.161/ea	198.97
7ea	OCAL LB37-G 1" PVC CTD LB BODY	46.536/ea	325.75
1ea	OCAL LR37-G 1" T&B LR37 GRAY	46.536/ea	46.54
1ea	OCAL LL37-G 1" T&B LL37 GRAY	46.536/ea	46.54
16ea	OCAL ELL1-G 1" PVC CTD 90D ELL	14.089/ea	225.42
2ea	OCAL T37-G 1 PVC CTD T COND BODY	54.187/ea	108.37
24ea	PSTRUT PS-1100-1-SS CLAMP 304	698.893/c	167.73
4ea	CRS HGLL3 1" THREADED INSULATED GROUNDING BUSHING #4 - #14 150C RATED	494.572/c	19.78
4ea	NIP GALV 1" X CLOSE NIPPLE	1.039/ea	4.16
10ft	OCAL COND3/4-G 3/4" PVC CTD COND	331.425/c	33.14

** Continued on Next Page *

Subtotal	
Shipping Chgs	
Tax	
Amount Due	

Quotation

QUOTE DATE	QUOTE NUMBER	PAGE NO.
11/11/2021	S119397344	1 of 3
CUST PO#:	PVC & WIRE	
JOB/REL#:		

WALTERS - RANCHO CUCAMONGA
10864 EDISON COURT
RANCHO CUCAMONGA, CA 91730-3868
909-989-7058
Fax 909-989-2858

QUOTE TO: Updated Pricing

HYDROTECH ELECTRIC
37707 GREEN KNOLLS RD
WINCHESTER, CA 92596-9550

SHIP TO:

HYDROTECH ELECTRIC
37707 GREEN KNOLLS RD
WINCHESTER, CA 92596-9550

CUSTOMER NUMBER	CUSTOMER PHONE	ORDERED BY	SALESPERSON
185377	909-948-1908	KEN	GREGG COLE 760-559-6694

WRITER	SHIP VIA	TERMS	EXPIRATION DATE	FREIGHT EXEMPT
JOE B. OWENS 909-989-7058	23WALTERSCD70	MFG DISC 10TH, NET 25TH	12/11/2021	No

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
10ft	PVC SCH 40 1" X 10' PIPE	137.140/c	13.71
10ft	PVC SCH 40 1-1/4" X 10' PIPE	203.480/c	20.35
10ft	PVC SCH 40 1-1/2" X 10' PIPE	226.790/c	22.68
10ft	PVC SCH 40 2" X 10' PIPE	262.740/c	26.27
10ft	PVC SCH 40 2-1/2" X 10' PIPE	453.220/c	45.32
10ft	PVC SCH 40 3" X 10' PIPE	514.330/c	51.43
10ft	PVC SCH 40 3-1/2" X 10' PIPE	623.500/c	62.35
10ft	PVC SCH 40 4" X 10' PIPE	710.210/c	71.02
10ft	PVC SCH 40 5" X 10' PIPE	996.370/c	99.64
500ft	WCU THHN 12 CU STR BLACK 500' SPOOL	206.370/m	103.19
500ft	WCU THHN 10 CU STR BLACK 500' SPOOL	315.690/m	157.85
1ft	WCU THHN 8 CU STR BLACK MASTER REEL	543.970/m	0.54
1ft	WCU THHN 6 CU STR BLACK MASTER REEL	852.890/m	0.85
1ft	WCU THHN 4 CU STR BLACK MASTER REEL	1281.520/m	1.28
1ft	WCU THHN 3 CU STR BLACK MASTER REEL	1605.040/m	1.61
1ft	WCU THHN 2 CU STR BLACK MASTER REEL	2028.060/m	2.03
1ft	WCU THHN 1 CU STR BLACK MASTER REEL	2394.570/m	2.39
1ft	WCU THHN 1/0 CU STR BLACK MASTER REEL	2944.300/m	2.94
1ft	WCU THHN 2/0 CU STR BLACK MASTER REEL	3604.360/m	3.60
1ft	WCU THHN 3/0 CU STR BLACK MASTER REEL	4322.500/m	4.32
1ft	WCU THHN 4/0 CU STR BLACK MASTER REEL	5449.930/m	5.45

** Continued on Next Page *

Subtotal	
Shipping Chgs	
Amount Due	

Quotation

QUOTE DATE	QUOTE NUMBER	PAGE NO.
11/11/2021	S119397344	2 of 3
CUST PO#:	PVC & WIRE	
JOB/REL#:		

WALTERS - RANCHO CUCAMONGA
10864 EDISON COURT
RANCHO CUCAMONGA, CA 91730-3868
909-989-7058
Fax 909-989-2858

QUOTE TO: Updated Pricing

HYDROTECH ELECTRIC
37707 GREEN KNOLLS RD
WINCHESTER, CA 92596-9550

SHIP TO:

HYDROTECH ELECTRIC
37707 GREEN KNOLLS RD
WINCHESTER, CA 92596-9550

CUSTOMER NUMBER	CUSTOMER PHONE	ORDERED BY	SALESPERSON
185377	909-948-1908	KEN	GREGG COLE 760-559-6694

WRITER	SHIP VIA	TERMS	EXPIRATION DATE	FREIGHT EXEMPT
JOE B. OWENS 909-989-7058	23WALTERSCD70	MFG DISC 10TH, NET 25TH	12/11/2021	No

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
1ft	WCU THHN 250 CU STR BLACK MASTER REEL	6447.890/m	6.45
1ft	WCU THHN 300 CU STR BLACK MASTER REEL	7806.000/m	7.81
1ft	WCU THHN 350 CU STR BLACK MASTER REEL	9183.760/m	9.18
1ft	WCU THHN 400 CU STR BLACK MASTER REEL	10491.580/m	10.49
1ft	WCU THHN 500 CU STR BLACK MASTER REEL	13004.550/m	13.00
500ft	WCU XHHW 12 CU STRANDED BLACK 500' SPOOL	297.710/m	148.86
500ft	WCU XHHW 10 CU STRANDED BLACK 500' SPOOL	443.680/m	221.84
1ft	WCU XHHW 8 CU STRANDED BLACK MASTER REEL	748.280/m	0.75
1ft	WCU XHHW 6 CU STRANDED BLACK MASTER REEL	913.640/m	0.91
1ft	WCU XHHW 4 CU STRANDED BLACK MASTER REEL	1722.990/m	1.72
1ft	WCU XHHW 3 CU STRANDED BLACK MASTER REEL	2136.790/m	2.14
1ft	WCU XHHW 2 CU STRANDED BLACK MASTER REEL	2586.210/m	2.59

** Continued on Next Page *

Subtotal	
Shipping Chgs	
Amount Due	

Quotation

WALTERS - RANCHO CUCAMONGA
10864 EDISON COURT
RANCHO CUCAMONGA, CA 91730-3868
909-989-7058
Fax 909-989-2858

QUOTE DATE	QUOTE NUMBER	PAGE NO.
11/11/2021	S119397344	3 of 3
CUST PO#:	PVC & WIRE	
JOB/REL#:		

QUOTE TO: Updated Pricing

HYDROTECH ELECTRIC
37707 GREEN KNOLLS RD
WINCHESTER, CA 92596-9550

SHIP TO:

HYDROTECH ELECTRIC
37707 GREEN KNOLLS RD
WINCHESTER, CA 92596-9550

CUSTOMER NUMBER	CUSTOMER PHONE	ORDERED BY	SALESPERSON
185377	909-948-1908	KEN	GREGG COLE 760-559-6694

WRITER	SHIP VIA	TERMS	EXPIRATION DATE	FREIGHT EXEMPT
JOE B. OWENS 909-989-7058	23WALTERSCD70	MFG DISC 10TH, NET 25TH	12/11/2021	No

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
1ft	WCU XHHW 1 CU STRANDED BLACK MASTER REEL	3255.180/m	3.26
1ft	WCU XHHW 1/0 CU STRANDED BLACK MASTER REEL	3793.110/m	3.79
1ft	WCU XHHW 2/0 CU STRANDED BLACK MASTER REEL	4609.200/m	4.61
1ft	WCU XHHW 3/0 CU STRANDED BLACK MASTER REEL	5728.740/m	5.73
1ft	WCU XHHW 4/0 CU STRANDED BLACK MASTER REEL	7293.110/m	7.29
1ft	WCU XHHW 250 CU STRANDED BLACK MASTER REEL	8522.990/m	8.52
1ft	WCU XHHW 300 CU STRANDED BLACK MASTER REEL	10193.110/m	10.19
1ft	WCU XHHW 350 CU STRANDED BLACK MASTER REEL	11649.430/m	11.65
1ft	WCU XHHW 400 CU STRANDED BLACK MASTER REEL	13352.880/m	13.35
1ft	WCU XHHW 500 CU STRANDED BLACK MASTER REEL	16539.080/m	16.54

Prices listed on this quotation are subject to change without notice beyond expiration date, include only the equipment listed and do not include any sales tax unless noted otherwise. Expiration date does not apply to commodity pricing which may be subject to change after 24 hours. Special order items cannot be cancelled unless the manufacturer permits cancellation.

Subtotal	1209.49
Shipping Chgs	0.00
Amount Due	1209.49

Printed By: OWEJOE on 11/11/2021 5:51:42 PM EST

Quotation

QUOTE DATE	QUOTE NUMBER	PAGE NO.
12/22/2021	S119675419	1 of 2
CUST PO#:	20018	
JOB/REL#:		

WALTERS - RANCHO CUCAMONGA
10864 EDISON COURT
RANCHO CUCAMONGA, CA 91730-3868
909-989-7058
Fax 909-989-2858

QUOTE TO:

Updated Pricing

HYDROTECH ELECTRIC
37707 GREEN KNOLLS RD
WINCHESTER, CA 92596-9550

SHIP TO:

HYDROT/20018 L4 PUMP STATION
52299 JEFFERSON ST
LA QUINTA, CA 92253

CUSTOMER NUMBER	CUSTOMER PHONE	ORDERED BY	SALESPERSON
397628	909-948-1908	KEN	GREGG COLE 760-559-6694

WRITER	SHIP VIA	TERMS	EXPIRATION DATE	FREIGHT EXEMPT
JOE B. OWENS 909-989-7058	20WALTERSCD70	MFG DISC 10TH, NET 25TH	01/21/2022	No

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
100ft	PLSTBND PRHCONDUIT-3/4 RDG PVC-CTD 3/4 CONDUIT	486.470/c	486.47
10ea	PLSTBND PRHELB-3/4X90 PVC ELL	1803.080/c	180.31
10ea	PLSTBND PBSIB102 3/4 SLG LOCKNUT	14.200/ea	142.00
10ft	PLSTBND PRHCONDUIT-1 RDG PVC-CTD 1-IN CONDUIT	629.790/c	62.98
10ea	PLSTBND PRHELB-1X90 90D 1-IN PVC ELL	2068.010/c	206.80
10ea	PLSTBND PBSIB103 1" SEALING LOCKNUT	14.680/ea	146.80
100ft	PLSTBND PRHCONDUIT-1-1/4 RDG PVC-CTD 1-1/4 CONDUIT	797.010/c	797.01
10ea	PLSTBND PRHELB-1-1/4X90 90D PVC ELL	2540.970/c	254.10
10ea	PLSTBND PBSIB104 1-1/4 SLG LOCKNUT	16.830/ea	168.30
10ea	PLSTBND PRCPLG-3/4 PVC COATED CPLG	506.170/c	50.62
10ea	PLSTBND PRCPLG-1 PVC COATED CPLG	657.950/c	65.80
10ea	PLSTBND PRCPLG-1-1/4 PVC COATED CPLG	765.680/c	76.57
10ft	PLSTBND PRHCONDUIT-1-1/2 RDG PVC-CTD 1-1/2 CONDUIT	969.280/c	96.93
10ea	PLSTBND PRHELB-1-1/2X90 90D PVC ELL	3122.340/c	312.23
10ea	PLSTBND PRCPLG-1-1/2 PVC COATED CPLG	912.040/c	91.20
10ea	PLSTBND PRSTG3 1-IN PVC-CT KO HUB	53.510/ea	535.10
10ea	PLSTBND PREYS31 1" PVC-CT SEAL FTG	94.990/ea	949.90
10ea	PLSTBND PRSTG5 1-1/2 PVC-CT KO HUB	83.920/ea	839.20

** Continued on Next Page *

Subtotal	
Shipping Chgs	
Amount Due	

Quotation

QUOTE DATE	QUOTE NUMBER	PAGE NO.
12/22/2021	S119675419	2 of 2
CUST PO#:	20018	
JOB/REL#:		

WALTERS - RANCHO CUCAMONGA
10864 EDISON COURT
RANCHO CUCAMONGA, CA 91730-3868
909-989-7058
Fax 909-989-2858

QUOTE TO: Updated Pricing

HYDROTECH ELECTRIC
37707 GREEN KNOLLS RD
WINCHESTER, CA 92596-9550

SHIP TO:

HYDROT/20018 L4 PUMP STATION
52299 JEFFERSON ST
LA QUINTA, CA 92253

CUSTOMER NUMBER	CUSTOMER PHONE	ORDERED BY	SALESPERSON
397628	909-948-1908	KEN	GREGG COLE 760-559-6694

WRITER	SHIP VIA	TERMS	EXPIRATION DATE	FREIGHT EXEMPT
JOE B. OWENS 909-989-7058	20WALTERSCD70	MFG DISC 10TH, NET 25TH	01/21/2022	No

ORDER QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
10ea	PLSTBND PREYS5 1-1/2 PVC-CT SEAL FTG	137.710/ea	1377.10
10ea	PLSTBND PRFD3 1" 1G PVC-CT FD BOX	66.960/ea	669.60

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Subtotal	7509.02
Shipping Chgs	0.00
Amount Due	7509.02

WALTERS - RANCHO CUCAMONGA
10864 EDISON COURT
RANCHO CUCAMONGA CA 91730-3868
909-989-7058 Fax 562-988-3190

INVOICE

CUSTOMER NUMBER	SUB ACCOUNT #
185366	383395
INVOICE NUMBER	**INVOICE DATE**
S119684293.001	12/27/21

REMIT TO:
WALTERS WHOLESALE ELECTRIC CO
PO BOX 741406
LOS ANGELES CA 90074-1406

Updated Pricing

BILL TO:

HYDROTECH ELECTRIC
37707 GREEN KNOLLS RD
WINCHESTER CA 92596-9550

SHIP TO:

HYDROT/21004 EQUIPPING WELL 28
5812 ARBOR RD
LAKEWOOD CA 90713-2534

CUSTOMER PO #	JOB NAME / RELEASE #	ORDERED BY	SALESPERSON
21004		JEFF	GREGG COLE

WRITER	SHIP VIA	TERMS	SHIP DATE	ORDER DATE
JOE B. OWENS	31WALTERSCD70	MFG DISC 10TH, NET 25TH	12/27/21	12/23/21

ORDER QTY	SHIP QTY	DESCRIPTION	UNIT PRICE	EXT PRICE
1ea	1ea	CRS LB150M 1-1/2" FORM 5 MALLEABLE IRON THREADED LB BODY	5935.940 c	59.36
1ea	1ea	CRS K125S 1-1/4" & 1-1/2" SHEET STEEL FORM 5 COVER ONLY	990.980 c	9.91
1ea	1ea	APP GK125-150-N 1-1/4&1-1/2 NEO GSK	1.690 ea	1.69
1ea	1ea	CRS ST5 1-1/2" ZINC INSULATED MYERS HUB	1524.840 c	15.25
1ea	1ea	ELB GALV 1-1/2" 90 DEGREE ELBOW	13.080 ea	13.08
10ft	10ft	IMC 1-1/2" X 10' YELLOW CAP	698.840 c	69.88
5ea	5ea	CRS RE21 3/4" X 1/2" STEEL REDUCING BUSHING	1.740 ea	8.70
6ea	6ea	PLSTBND PR5332 1/2 SEALTITE STR CONN	43.010 ea	258.06
2ea	2ea	CRS HGLL6 2" THREADED INSULATED GROUNDING BUSHING #4 - #14 150C RATED	1100.890 c	22.02
6ea	6ea	CRS HGLL3 1" THREADED INSULATED GROUNDING BUSHING #4 - #14 150C RATED	1209.710 c	72.58
1ea	1ea	RACO 5372-0 4IN RND SPLICE BOX GRAY (5) 3/4"	2511.610 c	25.12

Walters Wholesale Simi Valley is now open!

Please visit Simi Valley's newest and most conveniently located lighting & electrical supply house at:

490 East Easy Street #1, Simi Valley, CA 93065

818-351-9100

If paid by 02/10/22 you may deduct $5.95 (does not apply if paid by credit card).
Invoice is due by 02/25/22 net of any cash discount.

For complete Terms & Conditions go to:
https://tinyurl.com/Walters-Customer-TC

PROOF OF DELIVERY SIGNATURE
12-27-2021 06:33:44 AM
S119684293.001
Jeff

Subtotal	555.65
Shipping Chgs	0.00
Tax	56.94
Payments	0.00
Amount Due	612.59

Visit us at www.walterswholesale.com

TO VIEW ONLINE GO TO: HTTP://USESI.BILLTRUST.COM **USE THIS ENROLLMENT TOKEN:** SVH DGS HXR

SUPERSEDED AS OF 9/1/2018

GENERAL PREVAILING WAGE DETERMINATION MADE BY THE DIRECTOR OF INDUSTRIAL RELATIONS
PURSUANT TO CALIFORNIA LABOR CODE PART 7, CHAPTER 1, ARTICLE 2, SECTIONS 1770, 1773 AND 1773.1
FOR COMMERCIAL BUILDING, HIGHWAY, HEAVY CONSTRUCTION AND DREDGING PROJECTS

LOCALITY: LOS ANGELES COUNTY
DETERMINATION: LOS-2018-1

				EMPLOYER PAYMENTS						STRAIGHT-TIME		OVERTIME HOURLY RATE		
	CRAFT (JOURNEY LEVEL)	ISSUE DATE	EXPIRATION DATE	BASIC HOURLY RATE	HEALTH AND WELFARE	PENSION	VACATION/ HOLIDAY	TRAINING	OTHER PAYMENTS	HOURS	TOTAL HOURLY RATE	DAILY	SATURDAY	SUNDAY AND HOLIDAY
#	**BRICKLAYER, STONEMASON,** MARBLE MASON, CEMENT BLOCKLAYER, POINTER, CAULKER, CLEANER	8/22/2017	04/30/2018**	A 39.910	8.000	7.430	-	B 0.870	0.450	C 8.0	56.660	D 76.610	D 76.610	96.570
#	**BRICKLAYER:**													
	MASON FINISHER	8/22/2017	04/30/2018*	A 27.940	8.000	7.430	-	B 0.750	0.450	C 8.0	44.570	D 58.540	D 58.540	72.510
# E	**BRICK TENDER**	8/22/2017	06/30/2018**	31.360	7.120	7.530	F 4.100	0.650	0.440	C 8.0	51.200	66.880	66.880	82.560
#	**BRICK TENDER:**													
	FORKLIFT OPERATOR	8/22/2017	06/30/2018**	31.810	7.120	7.530	F 4.100	0.650	0.440	C 8.0	51.650	67.560	67.560	83.460
#	**CARPET, LINOLEUM,**													
	RESILIENT TILE LAYER	8/22/2017	04/30/2018**	G 32.350	5.330	6.550	2.050	0.630	0.280	8.0	47.190	63.360	H 63.360	79.540
I	MATERIAL HANDLER	2/22/2018	04/30/2018*	G 11.000	5.330	2.390	0.550	0.630	0.180	8.0	20.080	25.580	J 25.580	31.080
#	**DRYWALL FINISHER**													
K	DRYWALL FINISHER	2/22/2018	09/30/2018**	L 34.450	8.450	6.380	3.070	0.670	0.670	8.0	53.690	70.920	M 70.920	88.140
	DRYWALL FINISHER	2/22/2018	09/30/2018**	G 38.580	8.450	6.380	3.070	0.670	0.670	8.0	57.820	77.110	M 77.110	96.400
#	**ELECTRICIAN:**													
	COMM & SYSTEM INSTALLER	2/22/2018	12/31/2018**	33.640	8.560	N 5.120	-	0.650	O 0.250	8.0	49.230	P 66.550	P 66.550	83.880
	INSIDE WIREMAN, RADIO MONITOR TECHNICIAN	2/22/2018	07/29/2018**	43.350	12.590	Q 14.570	R -	0.710	0.500	8.0	73.020	P 95.350	P 95.350	117.670
	CABLE SPLICER-WELDER	2/22/2018	07/29/2018**	45.520	12.590	Q 14.570	R -	0.710	0.500	8.0	75.260	P 98.700	P 98.700	122.140
	TUNNEL WIREMAN	2/22/2018	07/29/2018**	47.690	12.590	Q 14.570	R -	0.710	0.500	8.0	77.490	P 102.050	P 102.050	126.610
	TUNNEL CABLE SPLICER	2/22/2018	07/29/2018**	50.070	12.590	Q 14.570	R -	0.710	0.500	8.0	79.940	P 105.730	P 105.730	131.510
	TRANSPORTATION SYSTEMS ELECTRICIAN	2/22/2018	07/29/2018**	43.400	12.590	Q 14.520	R -	0.710	0.500	8.0	73.020	P 95.370	P 95.370	117.720
	TRANSPORTATION SYSTEMS ELECTRICIAN (CABLE SPLICING, WELDING, AND NETA TESTING)	2/22/2018	07/29/2018**	45.570	12.590	Q 14.520	R -	0.710	0.500	8.0	75.260	P 98.730	P 98.730	122.190
S	TRANSPORTATION SYSTEMS TECHNICIAN	2/22/2018	07/29/2018**	32.550	12.590	Q 14.520	R -	0.710	0.500	8.0	61.850	P 78.610	P 78.610	95.370
#	**FIELD SURVEYOR:**													
T	CHIEF OF PARTY (018.167-010)	2/22/2018	09/30/2018**	48.860	11.450	9.650	F 4.620	1.100	0.150	8.0	75.830	P 100.260	P 100.260	124.690
T	INSTRUMENTMAN (018.167-034)	2/22/2018	09/30/2018**	46.360	11.450	9.650	F 4.450	1.100	0.150	8.0	73.160	P 96.340	P 96.340	119.520
T	CHAINMAN/RODMAN (869.567-010)	2/22/2018	09/30/2018**	45.780	11.450	9.650	F 4.400	1.100	0.150	8.0	72.530	P 95.420	P 95.420	118.310
#	**GLAZIER**	2/22/2018	05/31/2018**	U 42.950	V 7.250	14.210	W -	0.770	0.630	8.0	65.810	X 86.290	X 86.290	106.760
#	**MARBLE FINISHER**	8/22/2017	05/31/2018**	Y 30.930	9.250	2.830	-	0.870	0.330	8.0	44.210	Z 59.670	AA 59.670	AB 75.140
#	**PAINTER**													
AC	INDUSTRIAL PAINTER	2/22/2018	06/30/2018**	L 32.520	8.450	3.040	2.200	0.700	0.910	8.0	47.820	AD 64.080	AD 64.080	AD 64.080
#	**PAINTER:**													
AC	PAINTER, LEAD ABATEMENT	2/22/2018	06/30/2018**	L 31.120	8.450	3.040	2.050	0.600	0.910	8.0	46.170	AD 61.730	AD 61.730	AD 61.730
AC	REPAINT PAINTER, LEAD ABATEMENT	2/22/2018	06/30/2018**	L 27.590	8.450	3.040	1.990	0.600	0.910	8.0	42.580	AE 56.380	AE 56.380	AE 56.380
AF	PAINTER, LEAD ABATEMENT	2/22/2018	06/30/2018**	L 26.680	8.450	3.040	1.980	0.600	0.910	8.0	41.660	AD 55.000	AD 55.000	AD 55.000
AF	REPAINT PAINTER, LEAD ABATEMENT	2/22/2018	06/30/2018**	L 24.400	8.450	3.040	1.940	0.600	0.910	8.0	39.340	AE 51.540	AE 51.540	AE 51.540
AC	INDUSTRIAL REPAINT PAINTER	2/22/2018	06/30/2018**	L 28.840	8.450	3.040	2.130	0.700	0.910	8.0	44.070	AE 58.490	AE 58.490	AE 58.490
#	**PLASTERER**	8/22/2017	07/31/2018*	35.610	9.130	4.590	AG 5.650	0.730	0.990	AH 8.0	56.700	AD 74.510	AI 74.510	92.310
# AJ	**PLASTER TENDER**	8/22/2017	08/07/2018*	35.050	7.120	6.930	AG 5.120	1.020	0.960	8.0	56.200	AK 73.720	AL 73.720	91.250
	PLASTER CLEAN-UP LABORER	8/22/2017	08/07/2018*	32.500	7.120	6.930	AG 5.120	1.020	0.960	8.0	53.650	AK 69.900	AL 69.900	86.150

SUPERSEDED AS OF 9/1/2018

GENERAL PREVAILING WAGE DETERMINATION MADE BY THE DIRECTOR OF INDUSTRIAL RELATIONS
PURSUANT TO CALIFORNIA LABOR CODE PART 7, CHAPTER 1, ARTICLE 2, SECTIONS 1770, 1773 AND 1773.1
FOR COMMERCIAL BUILDING, HIGHWAY, HEAVY CONSTRUCTION AND DREDGING PROJECTS

LOCALITY: LOS ANGELES COUNTY
DETERMINATION: LOS-2018-1

				EMPLOYER PAYMENTS						STRAIGHT-TIME		OVERTIME HOURLY RATE		
	CRAFT (JOURNEY LEVEL)	ISSUE DATE	EXPIRATION DATE	BASIC HOURLY RATE	HEALTH AND WELFARE	PENSION	VACATION/ HOLIDAY	TRAINING	OTHER PAYMENTS	HOURS	TOTAL HOURLY RATE	DAILY	SATURDAY	SUNDAY AND HOLIDAY
#	**PLUMBER:**													
	PLUMBER, INDUSTRIAL AND GENERAL PIPEFITTER	2/22/2018	08/31/2018**	AM 49.280	8.160	AN 11.500	AO -	1.950	AP 1.250	8.0	72.140	D 95.930	D 95.930	118.100
	SEWER AND STORM DRAIN PIPELAYER	2/22/2018	08/31/2018**	AM 36.390	8.050	AN 8.650	AO -	1.680	AP 1.250	8.0	56.020	73.370	AQ 73.370	90.100
AR	SEWER AND STORM DRAIN PIPE TRADESMAN	8/22/2017	08/31/2018**	AM 18.130	8.050	0.380	-	1.110	AP 1.100	8.0	28.770	36.980	AQ 36.980	45.200
	LANDSCAPE/IRRIGATION FITTER	2/22/2018	08/31/2018**	Y 32.300	8.160	AN 11.500	AO -	1.340	AP 1.050	AQ 8.0	54.350	70.500	70.500	85.300
AS	LANDSCAPE/IRRIGATION TRADESMAN	8/22/2017	08/31/2018**	Y 14.110	3.000	AN 0.880	-	0.100	AP 0.850	AQ 8.0	18.940	26.000	26.000	33.050
	REFRIGERATION SERVICE AND REPAIR (HVACR)	2/22/2018	09/02/2018**	G 45.500	10.620	AT 8.840	R -	2.200	AU 0.600	8.0	67.760	90.510	AV 90.510	AB 112.110
	REFRIGERATION SERVICE AND REPAIR TRADESMAN (HVACR)	2/22/2018	09/02/2018*	G 12.900	10.620	1.400	R -	1.400	AU 0.480	8.0	26.800	33.250	AV 33.250	AB 39.250
AW	FIRE SPRINKLER FITTER (PROTECTION AND CONTROL SYSTEMS, OVERHEAD AND UNDERGROUND)	2/22/2017	03/31/2018**	39.070	9.670	AX 11.550	-	0.470	0.250	8.0	61.010	80.540	80.540	100.080
AY	FIRE SPRINKLER FITTER (PROTECTION AND CONTROL SYSTEMS, OVERHEAD AND UNDERGROUND)	2/22/2018	08/31/2018**	42.260	9.570	14.900	R -	1.450	AZ 0.300	8.0	68.480	89.610	BA 89.610	110.740
#	**ROOFER**	8/22/2017	07/31/2018**	BB 37.070	8.060	BC 7.570	BD -	0.510	BE 0.630	8.0	53.840	D 70.500	D 70.500	87.160
	PITCH WORK	8/22/2017	07/31/2018**	BB 38.820	8.060	BC 7.570	BD -	0.510	BE 0.630	8.0	55.590	D 73.130	D 73.130	90.660
	PREPARER	8/22/2017	07/31/2018**	BB 38.070	8.060	BC 7.570	BD -	0.510	BE 0.630	8.0	54.840	D 72.000	D 72.000	89.160
# BF	**SHEET METAL WORKER**	8/22/2017	06/30/2018**	L 42.780	10.370	BG 16.790	-	0.820	0.650	8.0	71.410	BH 92.800	BH 92.800	114.190
# BI	SHEET METAL WORKER	8/22/2017	06/30/2018*	G 32.380	10.370	BJ 14.970	-	1.670	0.350	C 8.0	59.740	BK 75.930	BK 75.930	AB 92.120
#	**TERRAZZO FINISHER**	8/22/2017	08/31/2018**	G 29.750	8.750	3.530	R -	0.630	0.260	AQ 8.0	42.920	Z 57.790	BL 57.790	AB 72.670
#	**TERRAZZO WORKER**	8/22/2017	08/31/2018**	G 36.750	9.250	3.860	R -	0.710	0.260	AQ 8.0	50.830	Z 69.210	BL 69.210	AB 87.580
#	**TILE FINISHER**	8/22/2017	05/31/2018**	Y 25.980	8.430	2.000	-	0.800	0.280	8.0	37.490	Z 50.480	AA 50.480	AB 63.470
#	**TILE LAYER**	8/22/2017	05/31/2018**	Y 37.760	9.250	6.140	-	0.980	0.370	8.0	54.500	Z 73.380	AA 73.380	AB 92.260

FOOTNOTES

GENERAL PREVAILING WAGE DETERMINATION MADE BY THE DIRECTOR OF INDUSTRIAL RELATIONS PURSUANT TO CALIFORNIA LABOR CODE PART 7, CHAPTER 1, ARTICLE 2, SECTIONS 1770, 1773 AND 1773.1 FOR COMMERCIAL BUILDING, HIGHWAY, HEAVY CONSTRUCTION AND DREDGING PROJECTS

LOCALITY: LOS ANGELES COUNTY

DETERMINATION: LOS-2021-2

CRAFT	CLASSIFICATION	CRAFT FOOTNOTE	ISSUE DATE	EXPIRATION DATE	BASIC HOURLY RATE	BASIC HOURLY RATE FOOTNOTE	HEALTH AND WELFARE	HEALTH AND WELFARE FOOTNOTE	PENSION	PENSION FOOTNOTE	VACATION/ HOLIDAY	VACATION/ HOLIDAY FOOTNOTE	TRAINING	TRAINING FOOTNOTE	OTHER PAYMENTS	OTHER PAYMENTS FOOTNOTE	HOURS	HOURS FOOTNOTE	STRAIGHT-TIME TOTAL HOURLY RATE	DAILY OVERTIME HOURLY RATE	DAILY OVERTIME HOURLY RATE FOOTNOTE
#BRICKLAYER, STONEMASON,	MARBLE MASON, CEMENT BLOCKLAYER, POINTER, CAULKER, CLEANER		08/22/2021	04/30/2022**	$43.410	A	$9.250		$9.310		$0.000		$1.040	B	$0.450		8.0	C	$63.460	$85.170	D
#BRICKLAYER:	MASON FINISHER		08/22/2021	04/30/2022*	$37.190	A	$9.250		$9.310		$0.000		$0.970	B	$0.450		8.0	C	$57.170	$75.770	D
#BRICK TENDER		E	08/22/2021	06/30/2022**	$35.820		$8.100		$8.980	F	$4.400	G	$0.700		$0.450		8.0	C	$58.450	$76.360	
#BRICK TENDER	FORKLIFT OPERATOR		08/22/2021	06/30/2022**	$36.270		$8.100		$8.980	F	$4.400	G	$0.700		$0.450		8.0	C	$58.900	$77.030	
#CARPET, LINOLEUM,	RESILIENT TILE LAYER		02/22/2021	12/31/2021**	$38.750	H	$5.630		$5.550		$2.220		$0.630		$0.280		8.0		$53.060	$72.440	
CARPET, LINOLEUM,	MATERIAL HANDLER	J	02/22/2021	12/31/2021**	$14.000	H	$5.630		$1.940		$0.720		$0.630		$0.280		8.0		$23.200	$30.200	
#DRYWALL FINISHER		L	02/22/2021	09/30/2021**	$39.050	M	$8.850		$7.130		$4.070		$0.870		$0.970		8.0		$60.940	$80.460	
#DRYWALL FINISHER			02/22/2021	09/30/2021**	$43.180	H	$8.850		$7.130		$4.070		$0.870		$0.970		8.0		$65.070	$86.660	
#ELECTRICIAN:	SOUND INSTALLER		02/22/2021	12/26/2021**	$41.520		$8.560		$5.120	O	$0.000		$0.650		$0.250	P	8.0		$57.350	$78.730	Q
#ELECTRICIAN:	INSIDE WIREMAN, RADIO MONITOR TECHNICIAN		08/22/2021	01/30/2022**	$53.500		$13.190		$14.820	R	$0.000	S	$0.810		$0.550		8.0		$84.470	$112.030	D
#ELECTRICIAN:	CABLE SPLICER-WELDER		08/22/2021	01/30/2022**	$56.180		$13.190		$14.820	R	$0.000	S	$0.810		$0.550		8.0		$87.240	$116.170	D
#ELECTRICIAN:	TUNNEL WIREMAN		08/22/2021	01/30/2022**	$58.850		$13.190		$14.820	R	$0.000	S	$0.810		$0.550		8.0		$89.990	$120.290	D
#ELECTRICIAN:	TUNNEL CABLE SPLICER		08/22/2021	01/30/2022**	$61.790		$13.190		$14.820	R	$0.000	S	$0.810		$0.550		8.0		$93.010	$124.840	D
#ELECTRICIAN:	TRANSPORTATION SYSTEMS ELECTRICIAN		08/22/2021	01/30/2022**	$53.300		$13.140		$15.070	R	$0.000	S	$0.810		$0.550		8.0		$84.470	$111.920	D
#ELECTRICIAN:	TRANSPORTATION SYSTEMS ELECTRICIAN (CABLE SPLICING, WELDING, AND NETA TESTING)		08/22/2021	01/30/2022**	$55.970		$13.140		$15.070	R	$0.000	S	$0.810		$0.550		8.0		$87.220	$116.040	D
ELECTRICIAN:	TRANSPORTATION SYSTEMS TECHNICIAN	T	08/22/2021	01/30/2022**	$39.980		$13.140		$15.070	R	$0.000	S	$0.810		$0.550		8.0		$70.750	$91.340	D
#FIELD SURVEYOR:	CHIEF OF PARTY (018.167-010)	U	02/22/2021	09/30/2021**	$53.560		$11.850		$12.150		$4.770	G	$1.150		$0.150		8.0		$83.630	$110.410	Q
#FIELD SURVEYOR:	INSTRUMENTMAN (018.167-034)	U	02/22/2021	09/30/2021**	$50.460		$11.850		$12.150		$4.600	G	$1.150		$0.150		8.0		$80.360	$105.590	Q
#FIELD SURVEYOR:	CHAINMAN/RODMAN (869.567-010)	U	02/22/2021	09/30/2021**	$49.880		$11.850		$12.150		$4.550	G	$1.150		$0.150		8.0		$79.730	$104.670	Q
#GLAZIER			08/22/2021	05/31/2022**	$50.300	V	$8.000	W	$13.850		$0.000	X	$0.770		$0.960		8.0		$73.880	$97.150	Y
#MARBLE FINISHER			08/22/2021	05/31/2022*	$35.900	Z	$9.000		$4.270		$0.000		$0.840		$0.330		8.0		$50.340	$68.290	AA
#PAINTER:	PAINTER, LEAD ABATEMENT	AD	08/22/2021	12/31/2021**	$34.120	M	$9.000		$4.940		$2.550		$0.750		$1.010		8.0		$52.370	$69.430	AE
#PAINTER:	PAINTER, LEAD ABATEMENT	AF	08/22/2021	12/31/2021**	$29.680	M	$9.000		$4.940		$2.410		$0.750		$1.010		8.0		$47.790	$62.630	AE
#PAINTER:	INDUSTRIAL PAINTER	AD	08/22/2021	12/31/2021**	$36.520	M	$9.000		$4.940		$2.850		$0.850		$1.010		8.0		$55.170	$73.430	AE
PAINTER:	GRAFFITI REMOVAL WORKER JOURNEYMAN (APPLIES ONLY TO PAINT-OVER METHOD)	AG	02/22/2021	01/31/2022*	$24.000		$8.400		$1.000		$0.000		$0.750		$0.000		8.0		$34.150	$46.150	
PAINTER:	GRAFFITI REMOVAL WORKER 1 (APPLIES ONLY TO PAINT-OVER METHOD)	AH	02/22/2021	01/31/2022*	$16.500		$8.400		$1.000		$0.000		$0.750		$0.000		8.0		$26.650	$34.900	

CRAFT	CLASSIFICATION	CRAFT FOOTNOTE	ISSUE DATE	EXPIRATION DATE	BASIC HOURLY RATE	BASIC HOURLY RATE FOOTNOTE	HEALTH AND WELFARE	HEALTH AND WELFARE FOOTNOTE	PENSION	PENSION FOOTNOTE	VACATION/ HOLIDAY	VACATION/ HOLIDAY FOOTNOTE	TRAINING	TRAINING FOOTNOTE	OTHER PAYMENTS	OTHER PAYMENTS FOOTNOTE	HOURS	HOURS FOOTNOTE	STRAIGHT-TIME TOTAL HOURLY RATE	DAILY OVERTIME HOURLY RATE	DAILY OVERTIME HOURLY RATE FOOTNOTE
PAINTER:	GRAFFITI REMOVAL WORKER 2 (APPLIES ONLY TO PAINT-OVER METHOD)	AI	02/22/2021	01/31/2022*	$17.370		$8.400		$1.000		$0.000		$0.750		$0.000		8.0		$27.520	$36.210	
#PLASTERER			08/22/2021	08/02/2022*	$38.860		$9.380		$8.020		$6.910	AJ	$0.990		$1.040		8.0	AK	$65.200	$84.630	AE
#PLASTER TENDER		AM	08/22/2021	08/01/2022*	$39.670		$8.100		$9.720		$5.200	AN	$1.050		$0.960		8.0		$64.700	$84.530	AO
PLASTER TENDER	PLASTER CLEAN-UP LABORER		08/22/2021	08/01/2022*	$37.120		$8.100		$9.720		$5.200	AN	$1.050		$0.960		8.0		$62.150	$80.710	AO
#PLUMBER:	PLUMBER, INDUSTRIAL AND GENERAL PIPEFITTER		08/22/2021	08/31/2022**	$53.830	AQ	$9.060		$13.650	AR	$0.000	AS	$2.650		$1.390	AT	8.0		$80.580	$106.570	D
#PLUMBER:	SEWER AND STORM DRAIN PIPELAYER		08/22/2021	08/31/2022**	$40.940	AQ	$8.950		$10.800	AR	$0.000	AS	$2.380		$1.390	AT	8.0		$64.460	$84.010	
PLUMBER:	SEWER AND STORM DRAIN PIPE TRADESMAN	AV	08/22/2021	08/31/2022**	$20.290	AW	$9.200		$0.380		$0.000		$1.510		$1.240	AT	8.0		$32.620	$41.840	
#PLUMBER:	LANDSCAPE/IRRIGATION FITTER		08/22/2021	08/31/2022**	$36.850	Z	$9.060		$13.650	AR	$0.000	AS	$2.040		$1.190	AT	8.0	AU	$62.790	$81.210	
PLUMBER:	LANDSCAPE/IRRIGATION TRADESMAN	AX	08/22/2021	08/31/2022**	$16.090	Z	$3.000		$1.160	AR	$0.000		$0.100		$0.990	AT	8.0	AU	$21.340	$29.390	
#PLUMBER:	REFRIGERATION SERVICE HVACR		08/22/2021	09/04/2022**	$51.700	H	$10.620		$10.590	AY	$0.000	S	$2.600		$0.730	AZ	8.0		$76.240	$102.090	
PLUMBER:	REFRIGERATION SERVICE TRADESMAN HVACR		08/22/2021	09/04/2022*	$16.200	H	$10.620		$2.130		$0.000	S	$1.590		$0.560	AZ	8.0		$31.100	$39.200	
#PLUMBER:	FIRE SPRINKLER FITTER (PROTECTION AND CONTROL SYSTEMS, OVERHEAD AND UNDERGROUND)	BB	08/22/2021	12/31/2021**	$41.270		$10.550		$15.160	BC	$0.000		$0.520		$0.250		8.0		$67.750	$88.380	
#PLUMBER:	FIRE SPRINKLER FITTER (PROTECTION AND CONTROL SYSTEMS, OVERHEAD AND UNDERGROUND)	BD	02/22/2021	08/31/2021*	$48.710		$10.550		$17.000		$0.000	S	$1.600		$0.300	BE	8.0		$78.160	$102.510	BF
#ROOFER			08/22/2021	07/31/2022**	$42.070	BG	$8.560		$9.770	F	$0.000	BH	$0.530		$0.690	BI	8.0		$61.620	$80.630	BJ
#ROOFER	PITCH WORK		08/22/2021	07/31/2022**	$43.820	BG	$8.560		$9.770	F	$0.000	BH	$0.530		$0.690	BI	8.0		$63.370	$83.260	BJ
#ROOFER	PREPARER		08/22/2021	07/31/2022**	$43.070	BG	$8.560		$9.770	F	$0.000	BH	$0.530		$0.690	BI	8.0		$62.620	$82.130	BJ
#SHEET METAL WORKER		BK	08/22/2021	06/30/2022**	$50.230	M	$11.120		$17.680	BL	$0.000		$0.820		$0.680		8.0		$80.530	$105.650	BM
#SHEET METAL WORKER		BN	08/22/2021	06/30/2022**	$39.080	H	$11.120		$15.820	BO	$0.000		$1.920		$0.350		8.0	C	$68.290	$87.830	BP
#TERRAZZO FINISHER			08/22/2021	08/31/2022*	$35.430	H	$9.000		$4.350		$0.000	S	$0.750		$0.270		8.0	AU	$49.800	$67.510	AA
#TERRAZZO WORKER			08/22/2021	08/31/2022*	$43.610	H	$9.000		$4.610		$0.000	S	$1.020		$0.330		8.0	AU	$58.570	$80.380	AA
#TILE FINISHER			08/22/2021	05/31/2022*	$30.470	Z	$9.000		$2.750		$0.000		$0.770		$0.290		8.0		$43.280	$58.510	AA
#TILE LAYER			08/22/2021	05/31/2022*	$43.090	Z	$9.000		$8.350		$0.000		$0.960		$0.380		8.0		$61.780	$83.320	AA

Go to increase page

FOOTNOTES

* EFFECTIVE UNTIL SUPERSEDED BY A NEW DETERMINATION ISSUED BY THE DIRECTOR OF INDUSTRIAL RELATIONS. CONTACT THE OFFICE OF THE DIRECTOR - RESEARCH UNIT AT (415) 703-4774 FOR THE NEW RATES AFTER TEN DAYS AFTER THE EXPIRATION DATE IF NO SUBSEQUENT DETERMINATION IS ISSUED.

** THE RATE TO BE PAID FOR WORK PERFORMED AFTER THIS DATE HAS BEEN DETERMINED. IF WORK WILL EXTEND PAST THIS DATE, THE NEW RATE MUST BE PAID AND SHOULD BE INCORPORATED IN CONTRACTS ENTERED INTO NOW. CONTACT THE OFFICE OF THE DIRECTOR RESEARCH UNIT FOR SPECIFIC RATES AT (415) 703-4774.

\# INDICATES AN APPRENTICEABLE CRAFT. THE CURRENT APPRENTICE WAGE RATES ARE AVAILABLE ON THE INTERNET @ HTTP://WWW.DIR.CA.GOV/OPRL/PWAPPWAGE/PWAPPWAGESTART.ASP.

& THE BASIC HOURLY RATE AND EMPLOYER PAYMENTS ARE NOT TAKEN FROM A COLLECTIVE BARGAINING AGREEMENT FOR THIS CRAFT OR CLASSIFICATION.

A INCLUDES AMOUNT WITHHELD FOR DUES CHECK OFF AND CONTRACT COMPLIANCE.

B INCLUDES AN AMOUNT FOR IMI TRAINING FUND.

C SATURDAYS IN THE SAME WORK WEEK MAY BE WORKED AT STRAIGHT-TIME IF JOB IS SHUT DOWN DURING THE NORMAL WORKWEEK DUE TO INCLEMENT WEATHER, OR REASONS BEYOND THE CONTROL OF THE EMPLOYER.

D RATE APPLIES TO THE FIRST 2 DAILY OVERTIME HOURS AND THE FIRST 10 HOURS ON SATURDAY; ALL OTHER TIME IS PAID AT THE SUNDAY AND HOLIDAY OVERTIME HOURLY RATE.

E THE RATIO OF BRICK TENDERS TO BRICKLAYERS SHALL BE AS FOLLOWS: ONE (1) BRICK TENDER TO NO MORE THAN THREE (3) BRICKLAYERS DURING THE INSTALLATION OF BLOCK ON A TYPICAL MASONRY PROJECT.

F INCLUDES AN AMOUNT PER HOUR WORKED FOR ANNUITY TRUST FUND.

G INCLUDES AN AMOUNT PER HOUR WORKED FOR SUPPLEMENTAL DUES.

H INCLUDES AMOUNT WITHHELD FOR DUES CHECK OFF.

I RATE APPLIES TO THE FIRST 12 HOURS WORKED ON SATURDAY, ALL OTHER TIME IS PAID AT DOUBLE TIME. SATURDAY MAY BE WORKED AT THE STRAIGHT-TIME HOURLY RATE FOR THE FIRST 8 HOURS IF INCLEMENT WEATHER FORCES A SYNTHETIC/ARTIFICIAL TURF PROJECT TO SHUT DOWN DURING THE REGULAR WORK WEEK (MONDAY THOUGH FRIDAY).

J A MATERIAL HANDLER MAY BE UTILIZED IN RATIO OF ONE (1) MATERIAL HANDLER WITH ANY FIVE (5) JOURNEYMEN ON ANY GIVEN PROJECT.

K RATE APPLIES TO THE FIRST 12 HOURS ON SATURDAY, ALL OTHER TIME IS PAID AT DOUBLE TIME.

L RATE ONLY APPLIES TO WORK PERFORMED IN ANTELOPE VALLEY WHICH IS HIGHWAY 5, SOUTH ON U.S. 5 TO HIGHWAY N2; EAST ON HIGHWAY N2 TO PALMDALE BLVD TO HIGHWAY 14; SOUTH TO HIGHWAY 18; EAST TO HIGHWAY 395.

M INCLUDES AMOUNT WITHHELD FOR WORKING DUES.

N RATE APPLIES TO FIRST 8 HOURS ONLY. DOUBLE TIME THEREAFTER. SATURDAYS IN THE SAME WORK WEEK MAY BE WORKED AT STRAIGHT-TIME IF JOB IS SHUT DOWN DURING THE NORMAL WORK WEEK DUE TO INCLEMENT WEATHER.

O IN ADDITION, AN AMOUNT EQUAL TO 3% OF THE BASIC HOURLY RATE IS ADDED TO THE TOTAL HOURLY RATE AND OVERTIME HOURLY RATES FOR THE NATIONAL EMPLOYEES BENEFIT BOARD.

P INCLUDES AN AMOUNT FOR THE NATIONAL LABOR-MANAGEMENT COOPERATION FUND AND THE ADMINISTRATIVE MAINTENANCE FUND.

Q RATE APPLIES TO THE FIRST 4 DAILY OVERTIME HOURS AND THE FIRST 12 HOURS WORKED ON SATURDAY; ALL OTHER TIME IS PAID AT THE SUNDAY AND HOLIDAY OVERTIME HOURLY RATE.

R IN ADDITION, AN AMOUNT EQUAL TO 3% OF THE BASIC HOURLY RATE IS ADDED TO THE TOTAL HOURLY RATE AND OVERTIME HOURLY RATES FOR THE NATIONAL EMPLOYEES BENEFIT BOARD. PURSUANT TO LABOR CODE SECTIONS 1773.1 AND 1773.8, THE AMOUNT PAID FOR THIS EMPLOYER PAYMENT MAY VARY RESULTING IN A LOWER TAXABLE BASIC HOURLY WAGE RATE, BUT THE TOTAL HOURLY RATES FOR STRAIGHT TIME AND OVERTIME MAY NOT BE LESS THAN THE GENERAL PREVAILING RATE OF PER DIEM WAGES.

S INCLUDED IN STRAIGHT-TIME HOURLY RATE.

T THE MAXIMUM ALLOWABLE RATIO IS ONE TRANSPORTATION SYSTEMS TECHNICIAN TO ONE JOURNEYMAN ON EACH JOB.

U DICTIONARY OF OCCUPATIONAL TITLES, FOURTH EDITION, 1977, U.S. DEPARTMENT OF LABOR.

V INCLUDES AMOUNT WITHHELD FOR DUES CHECKOFF, WHICH IS FACTORED IN THE OVERTIME RATES. INCLUDES $3.75 FOR VACATION THAT IS NOT FACTORED IN THE OVERTIME RATES.

W INCLUDES AN AMOUNT PER HOUR WORKED OR PAID TO DISABILITY FUND.

X INCLUDED IN STRAIGHT-TIME HOURLY RATE WHICH IS NOT FACTORED IN THE OVERTIME RATES.

Y RATE APPLIES TO THE FIRST 2 OVERTIME HOURS MONDAY THROUGH FRIDAY AND THE FIRST 8 HOURS WORKED ON SATURDAY. ALL OTHER TIME IS PAID AT THE SUNDAY AND HOLIDAY OVERTIME RATE.

Z INCLUDES AMOUNT WITHHELD FOR ADMINISTRATIVE DUES.

AA RATE APPLIES TO FIRST TWO DAILY OVERTIME HOURS WORKED; ALL OTHER OVERTIME IS PAID AT THE HOLIDAY OVERTIME HOURLY RATE.

AB RATE APPLIES TO THE FIRST 8 HOURS WORKED ON A SIXTH OR SEVENTH CONSECUTIVE DAY DURING ANY ONE CALENDAR WEEK UP TO 50 HOURS IN ANY ONE CALENDAR WEEK. ALL HOURS IN EXCESS OF 10 HOURS DAILY OR 50 HOURS WEEKLY ARE PAID AT THE HOLIDAY RATE. SATURDAYS IN THE SAME WORK WEEK MAY BE WORKED AT STRAIGHT-TIME IF JOB IS SHUT DOWN DURING THE NORMAL WORKWEEK DUE TO INCLEMENT WEATHER.

AC RATE APPLIES TO WORK ON HOLIDAYS ONLY; SUNDAYS ARE PAID AT THE SATURDAY OVERTIME HOURLY RATE.

AD AN ADDITIONAL $0.25 PER HOUR WILL BE ADDED TO THE BASIC HOURLY RATE WHEN PERFORMING PAPERHANGING WORK.

AE DOUBLE TIME SHALL BE PAID FOR ALL HOURS WORKED OVER 12 HOURS IN ANY ONE DAY.

AF RATE ONLY APPLIES TO WORK PERFORMED IN ANTELOPE VALLEY, WHICH IS HIGHWAY 5, SOUTH ON U.S. 5 TO HIGHWAY N2; EAST ON HIGHWAY N2 TO PALMDALE BLVD TO HIGHWAY 14; SOUTH TO HIGHWAY 18; EAST TO HIGHWAY 395. AN ADDITIONAL $0.25 IS ADDED TO THE BASIC HOURLY RATE WHEN PERFORMING PAPERHANGING WORK.

AG RATE APPLIES AFTER 36 MONTHS OF EXPERIENCE

AH RATE APPLIES TO FIRST 12 MONTHS OF EXPERIENCE

AI RATE APPLIES AFTER 12 MONTHS THROUGH 36 MONTHS EXPERIENCE

AJ INCLUDES AN AMOUNT PER HOUR WORKED OR PAID FOR DUES CHECK OFF

AK SATURDAY IN THE SAME WORKWEEK MAY BE WORKED AT THE STRAIGHT-TIME HOURLY RATE IF IT IS NOT POSSIBLE TO COMPLETE FORTY HOURS OF WORK MONDAY THROUGH FRIDAY WHEN THE JOB IS SHUT DOWN DUE TO INCLEMENT WEATHER OR SIMILAR ACT OF GOD, OR BEYOND THE CONTRACTOR'S CONTROL.

AL RATE APPLIES TO THE FIRST 8 HOURS WORKED; ALL OTHER TIME IS PAID AT THE SUNDAY AND HOLIDAY OVERTIME HOURLY RATE.

AM THE RATIO OF PLASTER TENDERS TO PLASTERERS SHALL BE AS FOLLOWS: THERE SHALL BE A PLASTER TENDER ON THE JOBSITE WHENEVER THERE IS A PLASTERER PERFORMING WORK ON THE JOBSITE, EXCEPT ON SMALL PATCH WORK WHERE ONLY ONE PLASTERER IS PERFORMING WORK. FOR INSIDE BROWN COATINGS THERE SHALL BE 2 PLASTER TENDERS FOR UP TO EVERY 3 PLASTERERS. FOR INSIDE FINISH COATINGS THERE SHALL BE 1 PLASTER TENDER FOR UP TO EVERY 3 PLASTERERS. ON OUTSIDE FINISH AND BROWN COATINGS AND FOR ALL OTHER WORK, THERE SHALL BE 1 PLASTER TENDER FOR UP TO EVERY 2 PLASTERERS.

AN INCLUDES AN AMOUNT PER HOUR WORKED OR PAID FOR SUPPLEMENTAL DUES.

AO ALL WORK PERFORMED AFTER TWELVE (12) HOURS IN A DAY SHALL BE PAID AT THE SUNDAY/HOLIDAY RATE.

AP RATE APPLIES TO THE FIRST EIGHT HOURS ON SATURDAY. ALL OTHER TIME IS PAID AT THE SUNDAY AND HOLIDAY OVERTIME RATE. SATURDAY WORK MAY BE PAID AT THE STRAIGHT TIME RATE IF THE JOB IS SHUT DOWN DURING THE NORMAL WORK WEEK DUE TO INCLEMENT WEATHER.

AQ INCLUDES AN AMOUNT WITHHELD FOR ADMINISTRATIVE DUES WHICH IS NOT FACTORED INTO OVERTIME AND AN AMOUNT FOR VACATION WHICH IS FACTORED AT 1.5 TIMES FOR ALL OVERTIME.

AR INCLUDES AMOUNT FOR NATIONAL PENSION AND RETIREE'S X-MAS FUND.

AS AMOUNT INCLUDED IN BASIC HOURLY RATE AND FACTORED AT 1.5 TIMES FOR ALL OVERTIME.

AT INCLUDES AN AMOUNT FOR THE P.I.P.E. LABOR MANAGEMENT COOPERATION COMMITTEE AND THE CONTRACTOR EDUCATION & DEVELOPMENT FUND.

AU SATURDAYS IN THE SAME WORK WEEK MAY BE WORKED AT STRAIGHT-TIME IF JOB IS SHUT DOWN DURING THE NORMAL WORKWEEK DUE TO INCLEMENT WEATHER.

AV PIPE TRADESMEN SHALL NOT BE PERMITTED ON ANY JOB WITHOUT A JOURNEYMAN.

AW INCLUDES AN AMOUNT WITHHELD FOR ADMINISTRATIVE DUES WHICH IS NOT FACTORED IN THE OVERTIME RATES.

AX TRADESMEN SHALL ONLY BE USED IF THE FIRST WORKER ON THE JOB IS A LANDSCAPE/IRRIGATION FITTER, SECOND WORKER MUST BE A LANDSCAPE/IRRIGATION FITTER OR APPRENTICE LANDSCAPE/IRRIGATION FITTER. THE 3RD AND 4TH MAY BE A TRADESMAN. THE 5TH MUST BE A LANDSCAPE/IRRIGATION FITTER AND THEREAFTER TRADESMEN WILL BE REFERRED ON A 50-50 BASIS, TO JOURNEYMAN OR APPRENTICE.

AY INCLUDES AN AMOUNT FOR 401A PLAN.

AZ INCLUDES AN AMOUNT FOR THE P.I.P.E. LABOR MANAGEMENT COOPERATION COMMITTEE TRUST FUND AND FOR PROMOTION FUND.

BA SATURDAY MAY BE PAID AT STRAIGHT TIME IF THE WORK WEEK IS TUESDAY THROUGH SATURDAY.

BB RATE APPLIES TO REMAINDER OF COUNTY.

BC INCLUDES AN AMOUNT FOR SUPPLEMENTAL PENSION FUND.

BD RATE APPLIES TO LOS ANGELES CITY LIMITS AND TWENTY-FIVE (25) MILES BEYOND CITY LIMITS OF LOS ANGELES.

BE AMOUNT IS FOR INDUSTRY PROMOTION FUND AND P.I.P.E. FUND.

BF RATE APPLIES TO THE FIRST 4 DAILY OVERTIME HOURS AND THE FIRST 10 HOURS ON SATURDAY; ALL OTHER TIME IS PAID AT THE SUNDAY AND HOLIDAY OVERTIME HOURLY RATE.

BG INCLUDE AMOUNTS FOR DUES CHECK OFF AND VACATION/HOLIDAY, WHICH ARE NOT FACTORED INTO OVERTIME.

BH INCLUDED IN BASIC HOURLY RATE. VACATION IS NOT FACTORED INTO OVERTIME.

BI INCLUDE AMOUNTS FOR ADMINISTRATIVE FUND, COMPLIANCE FUND, INDUSTRY FUND, AND RESEARCH AND EDUCATION TRUST FUND.

BJ RATE APPLIES TO THE FIRST 2 DAILY OVERTIME HOURS AND THE FIRST 10 HOURS ON SATURDAY; SUNDAY AND HOLIDAY OVERTIME HOURLY RATE WILL BE PAID AFTER 10 HOURS PER DAY AND ALL HOURS WORKED OVER 55 HOURS PER WEEK.

BK APPLIES TO THAT PORTION OF THE COUNTY SOUTH OF A STRAIGHT LINE DRAWN BETWEEN GORMAN AND BIG PINES.

BL PURSUANT TO LABOR CODE SECTIONS 1773.1 AND 1773.8, THE AMOUNT PAID FOR THIS EMPLOYER PAYMENT MAY VARY RESULTING IN A LOWER TAXABLE BASIC HOURLY WAGE RATE, BUT THE TOTAL HOURLY RATES FOR STRAIGHT TIME AND OVERTIME MAY NOT BE LESS THAN THE GENERAL PREVAILING RATE OF PER DIEM WAGES.

BM RATE APPLIES FOR THE FIRST 4 OVERTIME HOURS MONDAY THROUGH FRIDAY AND THE FIRST 12 HOURS WORKED ON SATURDAY. ALL OTHER TIME IS PAID AT THE SUNDAY/HOLIDAY RATE. SATURDAYS IN THE SAME WORKWEEK MAY BE WORKED AT STRAIGHT-TIME IF JOB IS SHUT DOWN DURING THE NORMAL WORKWEEK DUE TO INCLEMENT WEATHER.

BN APPLIES TO THAT PORTION OF THE COUNTY NORTH OF A STRAIGHT LINE DRAWN BETWEEN GORMAN AND BIG PINES INCLUDING THE CITIES OF LANCASTER AND PALMDALE.

BO INCLUDES AMOUNTS FOR LOCAL PENSION, NATIONAL PENSION PLAN, 401(A) PLAN, RETIREE'S SUPPLEMENTAL HEALTH PLAN. PURSUANT TO LABOR CODE SECTIONS 1773.1 AND 1773.8, THE AMOUNT PAID FOR THIS EMPLOYER PAYMENT MAY VARY RESULTING IN A LOWER TAXABLE BASIC HOURLY WAGE RATE, BUT THE TOTAL HOURLY RATES FOR STRAIGHT TIME AND OVERTIME MAY NOT BE LESS THAN THE GENERAL PREVAILING RATE OF PER DIEM WAGES.

BP RATE APPLIES TO FIRST 4 DAILY OVERTIME HOURS AND THE FIRST 12 HOURS ON SATURDAY AND SUNDAY. ALL OTHER OVERTIME HOURS IS AT DOUBLE TIME RATE.

BQ RATE APPLIES TO THE FIRST 8 HOURS WORKED ON A SIXTH OR SEVENTH CONSECUTIVE DAY DURING ANY ONE CALENDAR WEEK UP TO 50 HOURS IN ANY ONE CALENDAR WEEK. ALL OTHER TIME IS PAID AT THE HOLIDAY RATE.

RECOGNIZED HOLIDAYS: HOLIDAYS UPON WHICH THE GENERAL PREVAILING HOURLY WAGE RATE FOR HOLIDAY WORK SHALL BE PAID, SHALL BE ALL HOLIDAYS IN THE COLLECTIVE BARGAINING AGREEMENT, APPLICABLE TO THE PARTICULAR CRAFT, CLASSIFICATION, OR TYPE OF WORKER EMPLOYED ON THE PROJECT, WHICH IS ON FILE WITH THE DIRECTOR OF INDUSTRIAL RELATIONS. IF THE PREVAILING RATE IS NOT BASED ON A COLLECTIVELY BARGAINED RATE, THE HOLIDAYS UPON WHICH THE PREVAILING RATE SHALL BE PAID SHALL BE AS PROVIDED IN SECTION 6700 OF THE GOVERNMENT CODE. YOU MAY OBTAIN THE HOLIDAY PROVISIONS FOR THE CURRENT DETERMINATIONS ON THE INTERNET AT HTTP://WWW.DIR.CA.GOV/OPRL/DPreWageDetermination.htm. HOLIDAY PROVISIONS FOR THE CURRENT OR SUPERSEDED DETERMINATIONS MAY BE OBTAINED BY CONTACTING THE OFFICE OF THE DIRECTOR - RESEARCH UNIT AT (415) 703-4774.

TRAVEL AND/OR SUBSISTENCE: IN ACCORDANCE WITH LABOR CODE SECTIONS 1773.1 AND 1773.9, CONTRACTORS SHALL MAKE TRAVEL AND/OR SUBSISTENCE PAYMENTS TO EACH WORKER TO EXECUTE THE WORK. YOU MAY OBTAIN THE TRAVEL AND/OR SUBSISTENCE PROVISIONS FOR THE CURRENT DETERMINATIONS ON THE INTERNET AT HTTP://WWW.DIR.CA.GOV/OPRL/DPreWageDetermination.htm. TRAVEL AND/OR SUBSISTENCE REQUIREMENTS FOR CURRENT OR SUPERSEDED DETERMINATIONS MAY BE OBTAINED BY CONTACTING THE OFFICE OF THE DIRECTOR - RESEARCH UNIT AT (415) 703-4774.

Return to main page

GENERAL PREVAILING WAGE DETERMINATION MADE BY THE DIRECTOR OF INDUSTRIAL RELATIONS PURSUANT TO CALIFORNIA LABOR CODE PART 7, CHAPTER 1, ARTICLE 2, SECTIONS 1770, 1773 AND 1773.1 FOR COMMERCIAL BUILDING, HIGHWAY, HEAVY CONSTRUCTION AND DREDGING PROJECTS

LOCALITY: LOS ANGELES COUNTY

DETERMINATION: LOS-2021-2

PREDETERMINED INCREASES

CRAFT	CLASSIFICATION	CRAFT FOOTNOTE	ISSUE DATE	EXPIRATION DATE	DATE OF NEXT INCREASE 1	AMOUNT OF INCREASE 1	INCREASE FOOTNOTE 1	DATE OF NEXT INCREASE 2	AMOUNT OF INCREASE 2	INCREASE FOOTNOTE 2	DATE OF NEXT INCREASE 3	AMOUNT OF INCREASE 3	INCREASE FOOTNOTE 3	DATE OF NEXT INCREASE 4	AMOUNT OF INCREASE 4	INCREASE FOOTNOTE 4
BRICKLAYER, STONEMASON,	MARBLE MASON, CEMENT BLOCKLAYER, POINTER, CAULKER, CLEANER		08/22/2021	04/30/2022**	05/01/2022	$2.000	A	05/01/2023	$2.100	A	05/01/2024	$2.200	A	05/01/2025	$2.200	A
BRICK TENDER		B	08/22/2021	06/30/2022**	07/01/2022	$2.500	C	07/01/2023	$2.600	A	07/01/2024	$2.700	A	07/01/2025	$2.200	A
BRICK TENDER	FORKLIFT OPERATOR		08/22/2021	06/30/2022**	07/01/2022	$2.500	C	07/01/2023	$2.600	A	07/01/2024	$2.700	A	07/01/2025	$2.200	A
CARPET, LINOLEUM,	RESILIENT TILE LAYER		02/22/2021	12/31/2021**	01/01/2022	$1.450	D									
CARPET, LINOLEUM,	MATERIAL HANDLER	E	02/22/2021	12/31/2021**	01/01/2022	$1.250	F									
DRYWALL FINISHER		G	02/22/2021	09/30/2021**	10/01/2021	$2.500	A									
DRYWALL FINISHER			02/22/2021	09/30/2021**	10/01/2021	$2.500	A									
ELECTRICIAN:	SOUND INSTALLER		02/22/2021	12/26/2021**	12/27/2021	$3.050	A									
ELECTRICIAN:	INSIDE WIREMAN, RADIO MONITOR TECHNICIAN		08/22/2021	01/30/2022**	01/31/2022	$2.100	A									
ELECTRICIAN:	CABLE SPLICER-WELDER		08/22/2021	01/30/2022**	01/31/2022	$2.100	A									
ELECTRICIAN:	TUNNEL WIREMAN		08/22/2021	01/30/2022**	01/31/2022	$2.100	A									
ELECTRICIAN:	TUNNEL CABLE SPLICER		08/22/2021	01/30/2022**	01/31/2022	$2.100	A									
ELECTRICIAN:	TRANSPORTATION SYSTEMS ELECTRICIAN		08/22/2021	01/30/2022**	01/31/2022	$2.100	A									
ELECTRICIAN:	TRANSPORTATION SYSTEMS ELECTRICIAN (CABLE SPLICING, WELDING, AND NETA TESTING)		08/22/2021	01/30/2022**	01/31/2022	$2.100	A									
ELECTRICIAN:	TRANSPORTATION SYSTEMS TECHNICIAN	H	08/22/2021	01/30/2022**	01/31/2022	$1.580	A									
FIELD SURVEYOR:	CHIEF OF PARTY (018.167-010)	I	02/22/2021	09/30/2021**	10/01/2021	$2.750	A									
FIELD SURVEYOR:	INSTRUMENTMAN (018.167-034)	I	02/22/2021	09/30/2021**	10/01/2021	$2.450	A									
FIELD SURVEYOR:	CHAINMAN/RODMAN (869.567-010)	I	02/22/2021	09/30/2021**	10/01/2021	$2.450	A									
GLAZIER			08/22/2021	05/31/2022**	06/01/2022	$4.020	J									
PAINTER:	PAINTER, LEAD ABATEMENT	K	08/22/2021	12/31/2021**	01/01/2022	$.800	L									
PAINTER:	PAINTER, LEAD ABATEMENT	M	08/22/2021	12/31/2021**	01/01/2022	$.800	L									
PAINTER:	INDUSTRIAL PAINTER	K	08/22/2021	12/31/2021**	01/01/2022	$.800	L									
PLUMBER:	PLUMBER, INDUSTRIAL AND GENERAL PIPEFITTER		08/22/2021	08/31/2022**	09/01/2022	$2.260	A	09/01/2023	$2.350	A	09/01/2024	$2.500	A	09/01/2025	$2.500	A

CRAFT	CLASSIFICATION	CRAFT FOOTNOTE	ISSUE DATE	EXPIRATION DATE	DATE OF NEXT INCREASE 1	AMOUNT OF INCREASE 1	INCREASE FOOTNOTE 1	DATE OF NEXT INCREASE 2	AMOUNT OF INCREASE 2	INCREASE FOOTNOTE 2	DATE OF NEXT INCREASE 3	AMOUNT OF INCREASE 3	INCREASE FOOTNOTE 3	DATE OF NEXT INCREASE 4	AMOUNT OF INCREASE 4	INCREASE FOOTNOTE 4
PLUMBER:	SEWER AND STORM DRAIN PIPELAYER		08/22/2021	08/31/2022**	09/01/2022	$2.260	A	09/01/2023	$2.350	A	09/01/2024	$2.500	A	09/01/2025	$2.500	A
PLUMBER:	SEWER AND STORM DRAIN PIPE TRADESMAN	N	08/22/2021	08/31/2022**	09/01/2022	$.900	A	09/01/2023	$.940	A	09/01/2024	$1.000	A	09/01/2025	$1.000	A
PLUMBER:	LANDSCAPE/IRRIGATION FITTER		08/22/2021	08/31/2022**	09/01/2022	$2.260	A	09/01/2023	$2.350	A	09/01/2024	$2.500	A	09/01/2025	$2.500	A
PLUMBER:	LANDSCAPE/IRRIGATION TRADESMAN	O	08/22/2021	08/31/2022**	09/01/2022	$.590	A	09/01/2023	$.610	A	09/01/2024	$.650	A	09/01/2025	$.650	A
PLUMBER:	REFRIGERATION SERVICE HVACR		08/22/2021	09/04/2022**	09/05/2022	$2.150	P	09/04/2023	$2.150	A						
PLUMBER:	FIRE SPRINKLER FITTER (PROTECTION AND CONTROL SYSTEMS, OVERHEAD AND UNDERGROUND)	Q	08/22/2021	12/31/2021**	01/01/2022	$.540	A	01/01/2023	$.560	A	01/01/2024	$.580	A	01/01/2025	$.590	A
ROOFER			08/22/2021	07/31/2022**	08/01/2022	$2.000	R									
ROOFER	PITCH WORK		08/22/2021	07/31/2022**	08/01/2022	$2.000	R									
ROOFER	PREPARER		08/22/2021	07/31/2022**	08/01/2022	$2.000	R									
SHEET METAL WORKER		S	08/22/2021	06/30/2022**	07/01/2022	$1.790	A	01/01/2023	$1.790	A	07/01/2023	$1.790	A	01/01/2024	$1.790	A
SHEET METAL WORKER		T	08/22/2021	06/30/2022**	07/01/2022	$3.500	U	07/01/2023	$3.750	A						

Return to wage page

FOOTNOTES

** THE RATE TO BE PAID FOR WORK PERFORMED AFTER THIS DATE HAS BEEN DETERMINED. IF WORK WILL EXTEND PAST THIS DATE, THE NEW RATE MUST BE PAID AND SHOULD BE INCORPORATED IN CONTRACTS ENTERED INTO NOW. CONTACT THE OFFICE OF THE DIRECTOR RESEARCH UNIT FOR SPECIFIC RATES AT (415) 703-4774.

A THE PREDETERMINED INCREASE SHOWN IS TO BE ALLOCATED TO WAGES AND/OR EMPLOYER PAYMENTS. PLEASE CONTACT THE OFFICE OF THE DIRECTOR - RESEARCH UNIT AT (415) 703-4774 WHEN THE PREDETERMINED INCREASE BECOMES DUE TO CONFIRM THE DISTRIBUTION. PLEASE ALSO EXAMINE THE IMPORTANT NOTICES TO SEE IF ANY MODIFICATIONS HAVE BEEN ISSUED, AS THERE MAY BE REDUCTIONS TO PREDETERMINED INCREASES.

B THE RATIO OF BRICK TENDERS TO BRICKLAYERS SHALL BE AS FOLLOWS: ONE (1) BRICK TENDER TO NO MORE THAN THREE (3) BRICKLAYERS DURING THE INSTALLATION OF BLOCK ON A TYPICAL MASONRY PROJECT.

C $0.34 TO PENSION AND $2.16 TO WAGES AND/OR FRINGES. PLEASE CONTACT THE OFFICE OF THE DIRECTOR - RESEARCH UNIT AT (415) 703-4774 WHEN THE PREDETERMINED INCREASE BECOMES DUE TO CONFIRM THE DISTRIBUTION. PLEASE ALSO EXAMINE THE IMPORTANT NOTICES TO SEE IF ANY MODIFICATIONS HAVE BEEN ISSUED, AS THERE MAY BE REDUCTIONS TO PREDETERMINED INCREASES.

D $1.20 TO THE BASIC HOURLY RATE, $0.15 TO HEALTH & WELFARE AND $0.10 TO VACATION/HOLIDAY.

E A MATERIAL HANDLER MAY BE UTILIZED IN RATIO OF ONE (1) MATERIAL HANDLER WITH ANY FIVE (5) JOURNEYMEN ON ANY GIVEN PROJECT.

F $1.00 TO THE BASIC HOURLY RATE, $0.15 TO HEALTH & WELFARE AND $0.10 TO VACATION/HOLIDAY.

G RATE ONLY APPLIES TO WORK PERFORMED IN ANTELOPE VALLEY WHICH IS HIGHWAY 5, SOUTH ON U.S. 5 TO HIGHWAY N2; EAST ON HIGHWAY N2 TO PALMDALE BLVD TO HIGHWAY 14; SOUTH TO HIGHWAY 18; EAST TO HIGHWAY 395.

H THE MAXIMUM ALLOWABLE RATIO IS ONE TRANSPORTATION SYSTEMS TECHNICIAN TO ONE JOURNEYMAN ON EACH JOB.

I DICTIONARY OF OCCUPATIONAL TITLES, FOURTH EDITION, 1977, U.S. DEPARTMENT OF LABOR.

J $0.25 TO HEALTH & WELFARE, $1.00 TO PENSION, $0.02 TO OTHER AND $2.75 TO WAGES AND/OR FRINGES.

K AN ADDITIONAL $0.25 PER HOUR WILL BE ADDED TO THE BASIC HOURLY RATE WHEN PERFORMING PAPERHANGING WORK.

L $0.30 TO THE BASIC HOURLY RATE AND $0.50 TO VACATION/HOLIDAY

M RATE ONLY APPLIES TO WORK PERFORMED IN ANTELOPE VALLEY, WHICH IS HIGHWAY 5, SOUTH ON U.S. 5 TO HIGHWAY N2; EAST ON HIGHWAY N2 TO PALMDALE BLVD TO HIGHWAY 14; SOUTH TO HIGHWAY 18; EAST TO HIGHWAY 395. AN ADDITIONAL $0.25 IS ADDED TO THE BASIC HOURLY RATE WHEN PERFORMING PAPERHANGING WORK.

N PIPE TRADESMEN SHALL NOT BE PERMITTED ON ANY JOB WITHOUT A JOURNEYMAN.

O TRADESMEN SHALL ONLY BE USED IF THE FIRST WORKER ON THE JOB IS A LANDSCAPE/IRRIGATION FITTER, SECOND WORKER MUST BE A LANDSCAPE/IRRIGATION FITTER OR APPRENTICE LANDSCAPE/IRRIGATION FITTER. THE 3RD AND 4TH MAY BE A TRADESMAN. THE 5TH MUST BE A LANDSCAPE/IRRIGATION FITTER AND THEREAFTER TRADESMEN WILL BE REFERRED ON A 50-50 BASIS, TO JOURNEYMAN OR APPRENTICE.

P $1.90 TO WAGES AND/OR FRINGES AND $0.25 TO TRAINING

Q RATE APPLIES TO REMAINDER OF COUNTY.

R $1.40 TO BASIC HOURLY RATE AND $0.60 TO PENSION

S APPLIES TO THAT PORTION OF THE COUNTY SOUTH OF A STRAIGHT LINE DRAWN BETWEEN GORMAN AND BIG PINES.

T APPLIES TO THAT PORTION OF THE COUNTY NORTH OF A STRAIGHT LINE DRAWN BETWEEN GORMAN AND BIG PINES INCLUDING THE CITIES OF LANCASTER AND PALMDALE.

U $0.05 TO PENSION, AND $3.45 TO BE ALLOCATED TO WAGES AND/OR EMPLOYER PAYMENTS.

Return to main page

COR FOR CO 3-D

Change Order Request 6 ***JOB18019***

Hydrotech Electric
37707 Green Knolls Road
Winchester, CA 92596
Phone 909-948-1908 Fax 909-912-8682

DATE PREPARED 3/25/2022
LOCATION: Azusa Ave Sewer Lift Station
WORK ORDER DESCRIPTION: Furnish & Install additional Ex Proof intrusion switch in secondary wet well.

EQUIPMENT/OWNED	***EQPT NO.***	***HRS***	***RATE***	***EXTENDED***
BACKHOE LD95		0	$ -	$ -
BACKHOE JD410D	2509G	0	$ -	$ -
COMPACTION WHEEL		0	$ -	$ -
CORE DRILLER		0	$ -	$ -
WIRE PULLER		0	$ -	$ -
Asphalt/Concrete Cut Tool		0	$ -	$ -
SNORKEL LIFT		0	$ -	$ -
RIGID 300 THREAD MACHINE		0	$ -	$ -
CONCRETE CORING TOOL		0	$ -	$ -
SAW CUT		0	$ -	$ -
PICKUP TRUCK	06-12	0	$ -	$ -
CREW TRUCK c5500	20-28	5	$ 31.30	$ 156.50
GENERATOR		0	$ -	$ -
		0	$ -	$ -
		0	$ -	$ -
		0	$ -	$ -
		0	$ -	$ -
		0	$ -	$ -
		0	$ -	$ -
		0	$ -	$ -
		0	$ -	$ -
TOTAL EQUIPMENT OWNED				$ 156.50

LABOR + BURDEN	***HRS***	***RATE***	***SBTTL***	***O/T HI***	***RATE***	***SUBTTL***	***LABOR TTL***
GENERAL FOREMAN	**0**	$ 145.00	$ -	0	$ -	$ -	$ -
FOREMAN	0	$ 118.20	$ -	0	$ -	$ -	$ -
JOURNEYMAN	5.63	$ 105.00	$ 591.15	0	$ -	$ -	$ 591.15
APPRENTICE	5.63	$ 86.00	$ 484.18	0	$ -	$ -	$ 484.18
	0	$ -	$ -	0	$ -	$ -	$ -
JOURNEYMAN OT	0	$ -	$ -	0	$ -	$ -	$ -
APPRENTICE OT	0	$ -	$ -	0	$ -	$ -	$ -
	0	$ -	$ -	0	$ -	$ -	$ -
	0	$ -	$ -	0	$ -	$ -	$ -
	0	$ -	$ -	0	$ -	$ -	$ -
	0	$ -	$ -	0	$ -	$ -	$ -
	0	$ -	$ -	0	$ -	$ -	$ -
	0	$ -	$ -	0	$ -	$ -	$ -
LABOR TOTALS			$ 1,075.33			$ -	$ 1,075.33

TOTAL COST OF LABOR		$ 1,075.33
LABOR MARKUP (% OF Total)	15%	$ 161.30
SUBTOTAL OF LABOR		$ 1,236.63
TOTAL COST OF EQUIPMENT OWNED		$ 156.50
EQUIPMENT MARKUP (% OF Total)	15%	$ 23.48
SUBTOTAL OF EQUIPMENT OWNED		$ 179.98

SUBTOTAL LABOR AND EQUIPMENT OWNED ***$ 1,416.60***

Mark Up 5%	$70.83
Bond/ Ins. 2%	$29.75
TOTAL	$1,517.18

Change Order Request 6

Hydrotech Electric
37707 Green Knolls Road
Winchester Ca. 92596
909 948-1908

DATE PREPARED 3/25/2022
LOCATION: Azusa Ave Sewer Lift Station
WORK ORDER DESCRIPTION: Furnish & Install additional Explosion Prof Proof intrusion switch in secondary wet well.

MATERIAL

Misc. Material per attached	1	$ 1,140.76	$ 1,140.76
	0	$ -	$ -
	0	$ -	**$ -**
TOTAL MATERIAL			$ 1,140.76
SALES TAX	10%		$ 108.37
MATERIAL MARKUP	15%		$ 171.11
TOTAL MATERIAL			$ 1,420.25

RENTALS

	0	$ -	$ -
	0	$ -	$ -
	0	$ -	$ -
TOTAL RENTALS			$ -
RENTAL MARKUP	15%		$ -
TOTAL RENTALS WITH MARKUP			$ -
MATERIAL AND RENTAL TOTALS WITH MARKUP			**$ 1,420.25**

SUB CONTRACTORS

	UNIT	QTY	EXTENDED
	$ -	0	$ -
	$ -	0	$ -
	$ -	0	$ -
	$ -	0	$ -
	$ -	0	
	$ -	0	$ -
	$ -	0	$ -
SUBTOTAL SUB CONTRACTORS			$ -
5% MARKUP		15%	$ -
SUB CONTRACTORS WITH MARKUP			**$ -**

SUBTOTAL of PAGE 2 only	*$ 1,420.25*
SUBTOTAL OF LABOR / EQUIPMENT ONLY FROM PAGE 1	*$ 1,416.60*
TOTAL MATERIAL / EQUIPMENT / LABOR & SUBS PAGE 1 & 2	*$ 2,836.85*
TOTAL DUE THIS REQUEST	***$ 2,836.85***

Azusa Lift Station 18019 COR-6 PG1

Item No.	Scope of work	Quantity		MATERIAL COST		LABOR COST	
	Furnish and Install one NEMA 7 (Explosion Proof) intrusion switch in secondary wet well.	Quant.	Unit	Unit Cost	UnitsTotals	Units	Totals Hours
	Material List						
	1" PVC coated Rigid 90+riser	1	ea	$46.12	$46.12	0.500	0.50
	1" PVC coated Rigid 90+riser	2	ea	$21.71	$43.42	0.350	0.70
	1" PVC Coated Rigid Coupling	2	ea	$6.91	$13.82	0.100	0.20
	1" PVC Conduit	60	ft	$1.37	$82.20	0.022	1.32
	3-#12 XHHW STR. CU. Wire	70	ft	$0.87	$60.90	0.024	1.68
	1" PVC Coated EYS EXP Seal Off	1	ea	$94.99	$94.99	0.500	0.50
	Crouse Hinds Chico SS2 Speed Seal	1	ea	$65.29	$65.29	0.500	0.50
	1" to 1/2" EXP reducing bushing	1	ea	$3.93	$3.93	0.100	0.10
	1/2" PVC Coated Liquid Tight Flex Connector	2	ea	$34.17	$68.34	0.250	0.50
	1/2" Liquid Tight Flex Conduit	2	ft	$2.15	$4.30	0.100	0.20
	Hole Core Fiber/Concrete	1	ea	$0.00	$0.00	3.000	3.00
	SikaFlex Type 1A sealant - Seal hole core	1	ea	$9.44	$9.44	0.500	0.50
	Allen Bradley 802XR-AC7 NEMA 7 EXP Limit Switch	1	ea	$589.13	$589.13	1.250	1.25
	Allen Bradley 802MC-W2B Stainless Steel Roller Arm	1	ea	$58.88	$58.88	0.300	0.30
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
					$0.00		0.00
Totals					$1,140.76		11.25

5.63	LABOR Mhrs. @	$0.00	$0.00	MATERIAL	$1,140.76	MATERIAL, ETC. TOTAL	$1,249.13
5.63	APPR. Mhrs. @	$0.00	$0.00	Tax	$108.37	LABOR TOTAL	$0.00
	SUPVR Mhrs. @		$0.00	EQUIPMENT		BALANCE	$1,249.13
SIST.				OTHER		OH & P	0.00%
OTAL			$0.00	MATERIAL TOTAL	$1,249.13	BALANCE	$1,249.13

EST. NO. _____ DATE:_____ BY: _____ WORK: _____ SHEET: ___ OF ___

ROYAL INDUSTRIAL SOLUTIONS

3200 RUSSELL ST
RIVERSIDE CA 92501
TEL: 951 683-6625 FAX: 951 787-9883

CONTACT: SUE MOSS

QUOTE FOR: HYDROTECH ELECTRIC

ACCT #: HJ-66589 HYDROTECH ELECTRIC

37707 GREEN KNOLLS ROAD
WINCHESTER, CA 92596

QUOTATION			PAGE 001 OF 001
QUOTE # 1265585	DATE 03/25/22	REV # 001	REV DATE 03/25/22
QUOTE EXPIRES 04/24/2022		PREPARED BY SM	
SLS 2380		INSL 0001	
FOB SHIPPING POINT		FREIGHT PREPAY & CHARGE	

CUS PO #:

JOB NAME:

LN	QTY	MFR	CATALOG #	DESCRIPTION	PRICE	UOM	EXT AMT
01	1	AB	802XR-AC7	SEALED CONT L-SW NM7	598.13	E	598.13
02	*	4 WEEK LEAD TIME					
03	1	AB	802MC-W2B	ADJ SS ROLLER	58.33	E	58.33
04	*	CURRENTLY IN ROYAL STOCK					

MDSE:	656.46
TAX:	50.88
TOTAL:	707.34

PLEASE NOTE: THIS IS NOT AN OFFER TO CONTRACT, BUT MERELY A QUOTATION OF CURRENT PRICES FOR YOUR CONVENIENCE AND INFORMATION. ORDERS BASED ON THIS QUOTATION ARE SUBJECT TO YOUR ACCEPTANCE OF THE TERMS AND CONDITIONS LOCATED AT SALES.OUR-TERMS.COM, WHICH WE MAY CHANGE FROM TIME TO TIME WITHOUT PRIOR NOTICE. WE MAKE NO REPRESENTATION WITH RESPECT TO COMPLIANCE WITH JOB SPECIFICATIONS.

COR FOR CO 3-E

CHANGE ORDER SUMMARY

AZUSA AVE. SEWER IMPROVEMENTS PROJECT

From: Devin Dore
Pyramid Building & Engineering, Inc.
10975 G. Avenue
Hesperia, CA 92345

To: City of West Covina
Date: 2/23/22
Attn: Luanne Bean/ Okan Demir
Type: LM Not to Exceed/Lump Sum/Time & Material: T&M
Contract Extension Day Request 1

Pyramid C T&M **8" HDPE FLG**
Extra Work #: T&M 8" HDPE FLG

Time for re-design and figuring out how to make pumps slide in and out of wet wells. Had to modify and change out 8"x4: centric reducers and long radius 8" 90's to make work. Change to hdpe flg 8" 90 with welded pipe on both wells. Also, change out to regular 8"x4"reducers. Reducers had to be strip to metal primer, epoxy 2 coats Total time for painting, cleaning, obtaining replacement parts and locate fittings, etc.

SUBCONTRACTOR	QUANTITY	UNIT	RATE	TOTAL
		EA		$ -
		LS		$ -
		HR		
			SUBTOTAL	$ -

CARPORT LABOR-CLASSIFICATION	HRS	REG Rate	HRS-Ot	OT Rate	TOTAL
Foreman	8.00	$ 96.93	-	$ -	$ 775.44
Group 8 Operator	-	$ 94.38	-	$ -	$ -
Group 4 Labor		$ 78.43	-	$ -	$ -
Group 3 Labor	16.00	$ 71.25	-	$ -	$ 1,140.00
Group 1 Labor	-	$ 69.86		$ -	$ -
Group 5 Teamster	-	$ 74.69		$ -	$ -
Project Management		$ 105.00			$ -
				SUBTOTAL:	$ 1,915.44

EQUIPMENT	MODEL#	UNITS	QUANTITY	RATE	TOTAL
Excavator	Kobelco 290	HRS		$ 121.59	$ -
Backhoe	Cat 435	HRS		$ 58.61	$ -
Dump Truck		HRS			$ -
Water Buffalo		HRS		$ 25.00	$ -
Roller	3-5 Ton	HRS		$ 31.63	$ -
Foreman Truck	F-450	HRS	8.00	$ 46.23	$ 369.84
Crew Truck	F-450	HRS		$ 46.23	$ -
	RENTAL	DAY	1		
	RENTAL	DAY	1		
				SUBTOTAL:	$ 369.84

MISC & MATERIAL	UNITS	QUANTITY	UNIT PRICE	TOTAL
Fairwest Corrosion Control Co.: Inv. # 0373459-IN; 2 (Ea.) 3M Scotchkote 323+, 1 Liter Bulk Kit; Brush Grade; Includes Bulk Pack Part A & Bulk Pack Part B. 2 (Ea.) 3M Scotchkote 323+, 450 Ml Cartridge; Mix Nozzle Sold Seperatly. Surcharge/ Processing Fees	LS		LS	$ 225.61
Western Water Works Supply Company: 2 (Ea.) P401# 2 Part Touch Up Kit From 50# , Ticket # 044154- (Epoxy coating Inside of 8'x4' reducers)	LS		$ -	$ -
2 Ea.- 8'x4' Flg Reducer (Pyramid)	Ea	2.00	$ 637.48	$ 1,274.96
TSCO: 8" DR 11 IPS Spool Flg to 90 w/ 5' pipe on PE; 2 (.) 8" DR 11 IPS Flange Adapter HDPE; 2 Ea. (8" DR 11 IPS Backup Ring Ductile Iron	LS		$ -	$ 941.75
		0.00	$ -	$ -
			SUBTOTAL:	$ 2,442.32

SUBCONTRACTOR COSTS:		$ -
SUB MARK UP:	5%	$ -
LABOR COST:		$ 1,915.44
LABOR MARK UP:	20%	$ 383.09
EQUIPMENT COST		$ 369.84
EQUIP. MARK UP:	15%	$ 55.48
MATERIAL COST		$ 2,442.32
MAT. MARK UP:	15%	$ 366.35
Bond/ Ins.	**2%**	$ 110.65
GRAND TOTAL		**$ 5,643.17**

CHANGE ORDER SUMMARY

AZUSA AVE. SEWER IMPROVEMENTS PROJECT

From: Devin Dore
Pyramid Building & Engineering, Inc.
10975 G. Avenue
Hesperia, CA 92345

To: City of West Covina
Date: 2/24/22
Attn: Luanne Bean/ Okan Demirci
Type: LM Not to Exceed/Lump Sum/Time & Material: T&M
Contract Extension Day Request: 1

Pyramid (T&M

Extra Work #:

SUBCONTRACTOR	QUANTITY	UNIT	RATE	TOTAL
PG Cutting Service		EA		$ -
		LS		$ -
		HR		
			SUBTOTAL	**$ -**

CARPORT LABOR-CLASSIFICATION	HRS	REG Rate	HRS-Ot	OT Rate	TOTAL
Foreman	7.00	$ 96.93	-	$ -	$ 678.51
Group 8 Operator	-	$ 94.38	-	$ -	$ -
Group 4 Labor		$ 78.43	-	$ -	$ -
Group 3 Labor	14.00	$ 71.25	-	$ -	$ 997.50
Group 1 Labor	-	$ 69.86		$ -	$ -
Group 5 Teamster	-	$ 74.69		$ -	$ -
Project Management		$ 105.00			$ -
				SUBTOTAL:	**$ 1,676.01**

EQUIPMENT	MODEL#	UNITS	QUANTITY	RATE	TOTAL
Excavator	Kobelco 290	HRS		$ 121.59	$ -
Backhoe	Cat 435	HRS		$ 58.61	$ -
Dump Truck		HRS			$ -
Water Buffalo		HRS		$ 25.00	$ -
Roller	3-5 Ton	HRS		$ 31.63	$ -
Foreman Truck	F-450	HRS	7.00	$ 46.23	$ 323.61
Crew Truck	F-450	HRS		$ 46.23	$ -
	RENTAL	DAY	1		
	RENTAL	DAY	1		
				SUBTOTAL:	**$ 323.61**

MISC & MATERIAL	UNITS	QUANTITY	UNIT PRICE	TOTAL
Isco Industries				$ -
		0.00		$ -
		0.00	$ -	$ -
		0.00	$ -	$ -
		0.00	$ -	$ -
		0.00	$ -	$ -
			SUBTOTAL:	**$ -**

SUBCONTRACTOR COSTS:		$ -
SUB MARK UP:	5%	$ -
LABOR COST;		
LABOR MARK UP:	20%	$ -
EQUIPMENT COST		
EQUIP. MARK UP:	15%	$ -
MATERIAL COST		$ -
MAT. MARK UP:	15%	$ -
INS:		$ -
GRAND TOTAL		**$ -**

COR FOR CO 3-G

CHANGE ORDER SUMMARY

From:
Pyramid Building & Engineering, Inc.
10975 G. Avenue
Hesperia, CA 92345

Project on HOLD/ Standby from Sept. 2020 thru Jan. 2022. Extensive Encroachment Premit Fee delays in permit processing, etc..

To: City of West Covina
Date: 4/1/2022 **Pyramid COR #**_____ 21
Attn: Luanne Bean/ Okan Demirici
Type: LM Not to Exceed/Lump Sum/Time & Material: Lump Sum **Owner Approved #**_____
Contract Extension Day Request:
Pyramid Building & Engineers proposes the following Change Order: Los Angeles County Encroachment Permit / Appliction/ Processing Fees, Revised Traffic Control Plan Fees, City of Industry Encroachment Permit Fees/ City of Industry Business licesnse Fees, City of La Puente Encroachment Permit Fees, City of La Puente Business Licesnse Fees, Contract Time Extension/ Delay Request.

SUBCONTRACTOR	UNIT				TOTAL
Angeles County					
Capo Projects Group/ Scheduler					$ 700.00
Xylem Water Solutions USA, Inc.- Storage					$ 969.75
Hi Way Safety (Revised Traffic Control Plan #1)		LS			$ 300.00
				SUBTOTAL:	**$ 1,969.75**

LABOR-CLASSIFICATION	HRS	REG Rate	HRS-Ot	OT Rate	TOTAL
Project Management (2.5 Weeks)	135.00	$ 105.00			$ 14,175.00
					$ -
					$ -
					$ -
					$ -
				SUBTOTAL:	**$ 14,175.00**

EQUIPMENT	MODEL#	UNITS	QUANTITY	RATE	TOTAL
					$ -
					$ -
					$ -
				SUBTOTAL:	**$ -**

MISC & MATERIAL	UNITS	QUANTITY	UNIT PRICE	TOTAL
Temp Fence- ONSITE Sept. 2020 Thru June 2021	WEEKLY	43.30	$ 77.23	$ 3,344.06
Temp Toilet / Wash Station- ONSITE Sept. 2020-June 2021	WEEKLY	43.30	$ 97.96	$ 4,241.67
				$ -
			SUBTOTAL:	**$ 7,585.73**

REMOBILIZATION	15%	
REMOB MARK UP:		
SUBCONTRACTOR COSTS:		$ 1,969.75
SUB MARK UP:	5%	$ 98.49
LABOR COST;		$ 14,175.00
LABOR MARK UP:	20%	$ 2,835.00
EQUIPMENT COST		$ -
EQUIP. MARK UP:	15%	$ -
MISC. & MATERIAL COSTS		$ 7,585.73
MAT. MARK UP:	15%	$ 1,137.86

B&I:	**2%**	$ 556.04

GRAND TOTAL	**$ 28,357.87**

THIRD AMENDMENT
TO CITY OF WEST COVINA
PROFESSIONAL SERVICES AGREEMENT
WITH
NV5, INC.
FOR
CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR THE AZUSA SEWER LIFT STATION UPGRADE PHASE II SITE IMPROVEMENT PROJECT

THIS THIRD AMENDMENT ("Amendment") is made and entered into as of May 17, 2022 ("Effective Date"), by and between the CITY OF WEST COVINA, a municipal corporation ("City"), and NV5, INC., a California corporation ("Consultant").

WHEREAS, City and Consultant entered into a Professional Services Agreement dated March 19, 2021 for Consultant to provide construction management and inspection services for the Azusa Sewer Lift Station Upgrade Phase II Site Improvement Project (the "Original Agreement"); and

WHEREAS, on April 20, 2021, City and Consultant amended the Original Agreement to increase Consultant's maximum compensation to Ninety Thousand Dollars ($90,000.00); and

WHEREAS, on September 18, 2021, City and Consultant amended the Original Agreement to extend the term for one (1) year, through September 18, 2022; and

WHEREAS, during construction activities, it was discovered that the existing sewer main began leaking when the soil overburden was removed. Furthermore, it was discovered that this existing force main was now at the end of its useful life and should be repaired or replaced as emergency work; and

WHEREAS, per Section 2-357(b) of the West Covina Municipal Code, the City Manager ordered such emergency repair, which is anticipated to take 50 working days; and

WHEREAS, the construction contractor will also be furnishing and installing a SCADA system and the generator transfer switch to the new Lift Station, which is anticipated to take 10 working days; and

WHEREAS, City and Consultant desire to amend the Scope of Services to include additional construction management and inspection services for the extra construction work, as further detailed in Exhibit "A," attached hereto and incorporated herein; and

WHEREAS, the City desires to increase Consultant's maximum compensation to One Hundred and Eighty-Five Thousand Dollars ($185,000.00) accordingly; and

WHEREAS, City and Consultant further desire to extend the term through December 31, 2022.

NOW, THEREFORE, for valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

1. The Scope of Services shall be amended to include the additional services set forth in Exhibit A.

2. Section 2.1 of the Original Agreement shall be amended to reflect the Consultant's total compensation shall not exceed One Hundred and Eighty-Five Thousand Dollars ($185,000.00).

3. The term of the Original Agreement shall be extended through December 31, 2022.

4. All terms not defined herein shall have the same meaning and use as set forth in the Original Agreement.

5. All other terms, conditions, and provisions of the Original Agreement not in conflict with this Amendment shall remain in full force and effect.

IN WITNESS WHEREOF, City and Consultant have executed this Amendment as of the date set forth above.

CITY OF WEST COVINA

_____
David Carmany
City Manager

CONSULTANT

_____
Jeffrey M. Cooper
Vice President, NV5, Inc.

ATTEST:

_____
Lisa Sherrick
Assistant City Clerk

APPROVED AS TO FORM:

_____
Thomas P. Duarte
City Attorney

EXHIBIT A

ADDITIONAL SERVICES

April 26, 2022

Ahmad Ansari, PE
City of West Covina
Public Works Department
1444 West Garvey Avenue, South West Covina, CA 91790

RE: Proposal for Emergency Construction Management and Inspection Services for the Azusa Avenue Sewer Lift Station Upgrade CIPP Lining

Dear Mr. Ansari,

As you know, the City's existing sewer force main has reached the end of its useful life. It was recently discovered during the ordinary course of construction that the existing sewer main was leaking when the soil overburden was removed. This was not a utility strike, and our on-site inspector, Dan Warren, was present at the time and confirmed that the Contractor did not strike the utility. The City was actually fortunate that a Contractor was on-site who was already mobilized to contain the spill, preventing this sewer force main breach from spraying the nearby apartment complex or running down Azusa Boulevard and being transported by traffic to other areas. The City did not have any stock of repair clamps on-hand, and again, to the City's benefit, the Contractor was able to procure that same day a temporary repair clamp to seal the sewer force main breach. Upon urgent notification from NV5 at the time of the incident, the City did send its vactor truck to assist, however, it is clear that the City does not have the mechanical capacity nor repair equipment on-hand should a subsequent breach occur.

Because of the efforts of both NV5, the City's Construction Contractor, and the City's Operation and Maintenance staff, we were able to avert a potentially grave situation of a full blowout of the pressurized sewer force main blowing out onto Azusa Avenue and the nearby apartment complex. Should a full blown blowout occur, the City would face a health and safety crisis along Azusa Avenue and the nearby apartment complex, and, along with the health department fines, the City would face a potential public relations nightmare with every press station picking up the pressurized sewage spill.

In subsequent analysis of the causes of the sewer force main breach, it was discovered that this existing force main was now at the end of its useful life and should be repaired or replaced. Due to the extreme consequences of failure, it was determined by NV5 and City staff that this project could not be done in-time as a regular design-bid project on the City's CIP program for options such as dig and replace, or pipe bursting, or lining. Therefore, NV5 worked with the City and the Contractor to work out a method of full pipeline rehabilitation utilizing the state-of-the-art Cured in Place Pipeline lining (CIPP). The CIPP option offers the City the ability to commence repair work immediately, with minimum by-passing, to fully rehabilitate the existing Sewer Force Main as an option that can be undertaken immediately for this emergency situation.

NV5 has worked out these details with the City's contractor and the City's staff, and is presenting this work to the City for the Contractor's emergency change order No. 4. With the addition of the Contractor's emergency change order no. 4 for the CIPP lining work to the project, the construction management and inspection of this work is out-of-scope for NV5, and essentially adds approximately 12 additional weeks of work to the construction timeline. NV5 would like to offer the continued services of the NV5 team, Ms. Luanne Bean, PE as our designated Construction Manager, and Dan Warren as on-site construction inspector for this increase in scope of work to cover the CIPP lining

project. NV5 believes this would greatly benefit the City, since the CIPP lining of the pipeline involves handling and managing live sewage, and assuring that the Contractor's by-passing operations are fully controlled, the CIPP liner is installed correctly, the break-in's are done correctly and sealed afterwards, would be several of our tasks for this important work for the City. Our prior scope of work assumed an average of 12 hours of construction management time plus 20 hours weekly of inspection. However, this increase in scope also brings along an increase in complexity. Therefore, NV5 is assuming that the increased Scope of Work may require up to 16 hours of construction management time plus 32 hours of inspection time for the increased effort of the emergency work. Additionally we have assumed an additional 2 weeks for field allowance on the Contractor's anticipated 12 weeks of work totaling 14 weeks.

Therefore, this increase in scope with the increased complexity totals the following:

TASK NO.	WORK DESCRIPTION	PROJECT DIRECTOR		CONSTRUCTION MANAGER		INSPECTOR (PW)		ADMIN		ODC (MU 10%)	TOTAL
		$200		$190		$140		$90			
		HOURS	$	HOURS	$	HOURS	$	HOURS	$		
1.01	Construction Management Up to 14 Weeks (Up to 16 hrs/wk)	8	$1,600	200	$38,000						$39,600
1.02	Inspection (Part Time up to 14 Weeks, up to 32hr/wk)					360	$50,400	40	$3,600	$1,400	$55,400
	Subtotal	8	$1,600	200	$38,000	360	$50,400	40	$3,600	$1,400	$95,000
										TOTAL FEE	$95,000

We thank you for the opportunity to submit our letter of proposal and look forward to further discussions with the City regarding this project. Should you have any questions or require additional information, please contact me at 951-377-1566 or via email at Luanne.Bean@NV5.com.

Sincerely,
NV5, Inc.

Luanne Bean, PE
Senior Construction Manager

Jeffrey M. Cooper, PE
Vice President

PN: P27022-0003249.00

RESOLUTION NO. 2022-55

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2021, AND ENDING JUNE 30, 2022 (AZUSA AVENUE SEWER LIFT STATION UPGRADES)

WHEREAS, the City Manager, on or about May 18, 2021, submitted to the City Council a proposed budget for the appropriation and expenditure of funds for the City for West Covina for Fiscal Year 2021-22; and

WHEREAS, following duly given notice and prior to budget adoption, the City Council held public meetings, considered and evaluated all comments, and on June 15, 2021 adopted a budget for the fiscal year commencing July 1, 2021 and ending June 30, 2022; and

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

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

SECTION 1. The City Council hereby approves Budget Amendment No. 062, attached hereto as Exhibit A, for Fiscal Year 2021-22.

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 17th day of May 2022.

_____
Dario Castellanos
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2022-55 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 17th day of May 2022, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick
Assistant City Clerk

EXHIBIT A

BUDGET AMENDMENT

Exhibit A

BA #	062
Posted By:	
Date Posted:	

CITY OF WEST COVINA
BUDGET AMENDMENT

Date: 5/17/2022
Requested by: Okan Demirici
Dept/Div: Engineering

Fiscal Year: 2021-2022
Amount: 1,150,146.00
Description: Lift Station Change Order

EXPENDITURES

Account Number	Dept/Account Description	Current Budget	Proposed Amendment	Amended Budget
189.80.7007.7300	SEWER			-
17022.189.7300	Upgrades for 2700 Azusa Swr Lift Station	1,594,726.00	1,150,146.00	2,744,872.00
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
		1,594,726.00	**1,150,146.00**	**2,744,872.00**

REVENUES

Account Number	Account Description	Current Budget	Proposed Amendment	Amended Budget
				-
				-
				-
				-
		-	**-**	-

REASON/JUSTIFICATION (Please be specific)

Lift Station Change Order

APPROVALS

City Council Approval Date (if required, attach minutes): _____ □ Approval Not Required

Dept Head Approval: _____ Date: _____

Finance Director: _____ Date: _____

Funds Available? □ Yes □No

City Manager: _____ Date: _____
(if over $100,000)

□ Approved □ Denied

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 17, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: **THIRD QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2021-22**

RECOMMENDATION:

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

1. Receive and file the Third Quarter Financial Report for Fiscal Year 2021-22; and
2. Adopt the following resolution:

RESOLUTION NO. 2022-49 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2021 AND ENDING JUNE 30, 2022 (THIRD QUARTER FINANCIAL REPORT)

BACKGROUND:

The City has completed the third quarter of Fiscal Year 2021-22. The Third Quarter Financial Report (Attachment No. 1) summarizes the overall financial performance of the City for the period of July 1, 2021 through March 31, 2022, but it is not meant to be inclusive of all finance and accounting transactions. While the focus of the report is the General Fund, summary financial information is also provided for the Enterprise Fund and Special Revenue Funds. The information presented is unaudited. This report is intended only to provide the City Council and the public with an overview of the City's general fiscal condition.

The City will make the Quarterly Financial Report available on the City's website for review by the City's stakeholders.

DISCUSSION:

The revenue and expenditures per the Budget to Actual comparisons include adjustments for carryovers and any appropriations made as of March 31, 2022. The information presented reports revenues as they are received and expenditures when paid. Revenues and expenditures are only accrued at year end to account for such activity in the correct fiscal year.

Additionally, a budget amendment is proposed with the Quarterly Report to adjust revenue and expenditures based on activity to date.

LEGAL REVIEW:

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

Prepared by: Stephanie Sikkema, Finance Director

Fiscal Impact

FISCAL IMPACT:

The original adopted General Fund budget for FY 2021-22 was $67,814,100 for revenues and expenditures. Council since added personnel and crossing guard services increasing expenditures to $69,859,100 and revenue to $67,880,100.

The mid-year budget amendment adjusted revenues less expenditures to -$7,371,524. However, $7,087,000 of this was for the allocation of unassigned fund balance making the net impact on the General Fund -$284,524.

The proposed third quarter budget amendment has an overall positive impact on the General Fund of $2,048,400 making the revised General Fund budget projection to be -$5,323,124 by the end of this fiscal year. However, this still includes $7,087,000 for the allocation of unassigned fund balance making the net impact on the General Fund positive $1,763,876.

Proposed General Fund (Fund 110) changes are summarized as follows:

General Fund	Original Budget	Current Budget	Requested BA	Amended Budget
Revenue				
Charges for Services	5,336,000	5,586,000		5,586,000
Cost Recovery	330,000	1,300,000	300,000	1,600,000
Fines & Forfeitures	608,000	755,000		755,000
Interdepartmental Charges	1,423,800	1,423,800		1,423,800
Licenses & Permits	1,964,100	2,294,100	900,000	3,194,100
Other Revenues	82,800	82,800		82,800
Other Taxes	8,167,200	8,167,200	300,000	8,467,200
Property Tax	28,204,200	28,204,200		28,204,200
Revenue from Other Agencies	4,483,300	4,549,300	(2,130,400)	2,418,900
Sales Tax	15,900,000	17,400,000	5,400,000	22,800,000
Transfers In	131,100	131,100		131,100
Use of Money & Property	1,183,600	1,183,600		1,183,600
Revenue Total	**67,814,100**	**71,077,100**	**4,769,600**	**75,846,700**
Expenditures				
Administration	2,535,200	2,627,400		2,627,400
City Clerk	378,300	465,800		465,800
Community Development	1,862,900	2,385,650	500,000	2,885,650
Finance	1,996,600	4,382,600		4,382,600
Fire	16,989,200	17,683,700	1,131,200	18,814,900
Human Resources	666,200	740,200		740,200
Police	24,010,300	25,428,512	1,090,000	26,518,512
Public Services	5,593,200	5,813,750		5,813,750
Transfers Out	13,782,200	18,921,012		18,921,012
Expenditures Total	**67,814,100**	**78,448,624**	**2,721,200**	**81,169,824**
Revenue Less Expenditures	**0**	**(7,371,524)**	**2,048,400**	**(5,323,124)**

Prior General Fund Budget Amendments:				
Resolution No. 2021-089, BA 004, New Employees		(2,010,000)		
Resolution No. 2021-088, BA 011, Crossing Guards		31,000		
Resolution No. 2021-102, BA 023, Municipal Fee Study		(84,500)		
Resolution No. 2021-118, BA 028, 1Q Financial Report		1,336,476		
Resolution No. 2022-15, BA 034, 2Q Financial Report		(6,644,500)		
Total GF Budget Amendments		**(7,371,524)**		
Less Use of Unassigned Fund Balance	0	7,087,000	-	7,087,000
Net Impact to General Fund	0	**(284,524)**	**2,048,400**	**1,763,876**

Proposed changes to other funds are summarized below:

Other Funds	Original Budget	Current Budget	Requested BA	Amended Budget
Revenue				
Police Enterprise	155,000	155,000	465,500	620,500
USDOJ COVID	-	-	35,000	35,000
WC Community Svcs Foundation	-	205	39,000	39,205
Revenue Total	**155,000**	**155,205**	**539,500**	**694,705**
Expenditures				
Capital Projects	3,269,500	3,425,748	5,995,910	9,421,658
CDBG - R	156,300	865,440	38,155	903,595
Debt Service - City	-	5,000	3,500	8,500
Maintenance District #1	-	-	5,000	5,000
Maintenance District #2	-	-	5,000	5,000
Maintenance District #4	-	-	10,000	10,000
Maintenance District #6	-	-	5,000	5,000
Maintenance District #7	-	-	5,000	5,000
Measure H	-	-	23,300	23,300
Police Enterprise	-	199,202	465,500	664,702
Prop A	2,000,000	2,000,000	800,000	2,800,000
Prop C	75,000	75,000	6,080	81,080
Sewer Maintenance	-	-	20,000	20,000
USDOJ COVID	-	-	35,000	35,000
WC Community Svcs Foundation	-	-	52,380	52,380
ARPA Local Fiscal Recovery Funds	19,570,000	19,549,000	-	19,549,000
PEG Fund	-	15,000	830	15,830
Self Insurance General/Auto Liab	500,000	500,000	1,250,000	1,750,000
Self-Insurance Workers' Comp	928,800	928,800	300,000	1,228,800
Expenditures Total	**26,499,600**	**27,563,190**	**9,020,655**	**36,583,845**

Attachments

Attachment No. 1 - Third Quarter Financial Report

Attachment No. 2 - Resolution No. 2022-49 (Budget Amendment)

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

ATTACHMENT NO. 1

CITY OF
WEST COVINA

THIRD QUARTER FINANCIAL REPORT

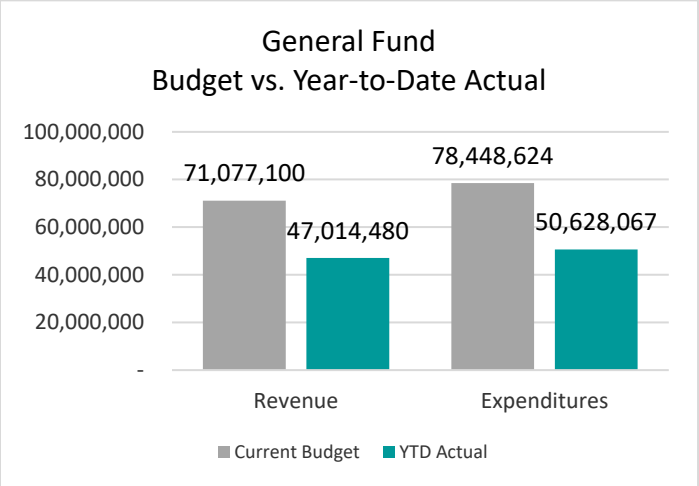
Fiscal Year 2021-22

The City has completed the second quarter of Fiscal Year 2021-22. This report summarizes the overall financial performance of the City for the period of July 1, 2021, through March 31, 2022, but it is not meant to be inclusive of all finance and accounting transactions. While the focus of the report is the General Fund, summary financial information is also provided for the Enterprise Fund and Special Revenue Funds. The information presented is unaudited. This report is intended to provide City Council and the public with an overview of the City's general fiscal condition.

The revenue and expenditures per the Budget to Actual comparisons include adjustments for carryovers and any appropriations made as of March 31, 2022. The information presented reports revenues as they are received and expenditures when paid. Revenues and expenditures are only accrued at year end to account for such activity in the correct fiscal year.

GENERAL FUND

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



The General Fund original budget for FY 2021-22 was $67,814,100 for revenues and expenditures. With amendments, the current FY 2021-22 budget is $71,077,100 for revenues and $78,448,624 for expenditures. With 75% of the year complete, General Fund revenues are at 66% of budget and expenditures are at 64.5%. This is typical as there is always a lag in receiving revenues – specifically with taxes.

General Fund Revenue

General Fund Revenue	Current Budget	YTD Actual	%
Property Tax	28,204,200	15,392,040	54.6%
Sales Tax	17,400,000	13,128,755	75.5%
Other Taxes	8,167,200	5,463,856	66.9%
Charges for Services	5,586,000	5,873,555	105.1%
Revenue from Other Agencies	4,549,300	438,407	9.6%
Licenses & Permits	2,294,100	2,932,650	127.8%
Interdepartmental Charges	1,423,800	897,150	63.0%
Cost Recovery	1,300,000	1,603,524	123.3%
Use of Money & Property	1,183,600	641,490	54.2%
Fines & Forfeitures	755,000	592,580	78.5%
Transfers In	131,100	-	0.0%
Other Revenues	82,800	50,472	61.0%
Grand Total	**71,077,100**	**47,014,480**	**66.1%**

The City's two major General Fund revenue sources are Property Tax and Sales Tax which make up 65% of the General Fund revenues.

- **Property Tax:** The second major apportionment distribution to the City for FY 2021-22 was received in January 2022. Included in this line item are Secured Property Taxes, Property Taxes In-Lieu of Vehicle License Fees (VLF), and residual payments from the dissolution of the former redevelopment agency. The third major apportionment will come in April.

- **Sales Tax:** The City received its allocations through January sales tax by March 2022. As of March 31, 2022, the allocation received represents approximately 59% of the total sales tax allocation for the year. The City will continue to receive sales tax allocations with the final quarter allocation distributed by the California State Department of Taxes and Fees Administration (CDTFA) in August 2022. Sales Tax projections are expected to be higher than

the current budget and surpass prior-year actuals. An increase in sales tax revenue is included in the proposed budget amendment.

- **Other Taxes:** This category includes Franchise Fees, Business License Tax, Transient Occupancy Tax (TOT), and Property Transfer Tax. These revenues are not received evenly throughout the year and, except for Transient Occupancy Tax, are expected to be on target by the close of the fiscal year. Transient Occupancy Tax is trending over the current budget with over 95% received to-date. Base don current trends, staff has included an increase in the proposed budget amendment.

- **License & Permits:** Revenues for licenses & permits include building and engineering permits, and animal licenses. Revenue projections are trending higher than originally projected mainly due to building activity increases. Adjustments have been included in the proposed Budget Amendment to reflect these projections.

- **Revenues from other Agencies:** This category includes Vehicle In-Lieu, State Mandated Cost reimbursement revenue, the exchange of Prop A funds, which are the largest revenue source in this category, and COVID-19 Relief Funds.

- **Charges for Services:** These revenues include plan check and zoning related fees, recreation fees, interfund charges, police and fire fees. These fees are at approximately 105% as of March 2022.

Revenue projections were revised with the Quarterly Report based on revenue trends, and activity to date. The total proposed adjustment is an increase of $4,769,600 in revenue to the General Fund.

Revenue Projection	Original Budget	Current Budget	Proposed Adj.	Revised Projection
Property Tax	28,204,200	28,204,200		28,204,200
Sales Tax	15,900,000	17,400,000	5,400,000	22,800,000
Other Taxes	8,167,200	8,167,200	300,000	8,467,200
Charges for Services	5,336,000	5,586,000		5,586,000
Revenue from Other Agencies	4,483,300	4,549,300	(2,130,400)	2,418,900
Licenses & Permits	1,964,100	2,294,100	900,000	3,194,100
Interdepartmental Charges	1,423,800	1,423,800		1,423,800
Use of Money & Property	1,183,600	1,183,600		1,183,600
Fines & Forfeitures	608,000	755,000		755,000
Cost Recovery	330,000	1,300,000	300,000	1,600,000
Transfers In	131,100	131,100		131,100
Other Revenues	82,800	82,800		82,800
Grand Total	**67,814,100**	**71,077,100**	**4,769,600**	**75,846,700**

As of March 31, 2022, with 75% of the year complete, $50.6 million or 64.5% of the General Fund budget has been expensed (see chart below). Most departments are at or below 75% through the end of the quarter with the exception Fire, Human Resources, and Police.

General Fund Expenditures

Department	Current Budget	YTD Actual	%
Administration	2,627,400	1,862,712	70.9%
City Clerk	465,800	253,542	54.4%
Community Development	2,385,650	1,259,606	52.8%
Finance	4,382,600	1,504,059	34.3%
Fire	17,683,700	15,221,502	86.1%
Human Resources	740,200	617,322	83.4%
Police	25,428,512	19,499,726	76.7%
Public Services	5,813,750	3,236,895	55.7%
Transfers Out	18,921,012	7,172,703	37.9%
Grand Total	**78,448,624**	**50,628,067**	**64.5%**

At the end of the quarter, six of the nine General Fund department expenditures are at or below 75% of budget. The Human Resources budget is at 83.4% of the original budgeted amount through March 31, 2022. This is due to professional and legal services trending over budget.

The Police (76.7%) and Fire (86.1%) Departments are over budget mainly due to overtime costs that were not budgeted in the FY 2021-22 budget. Staff is still evaluating alternative options for the provision of fire services to provide the City Council with various options.

General Fund Overtime

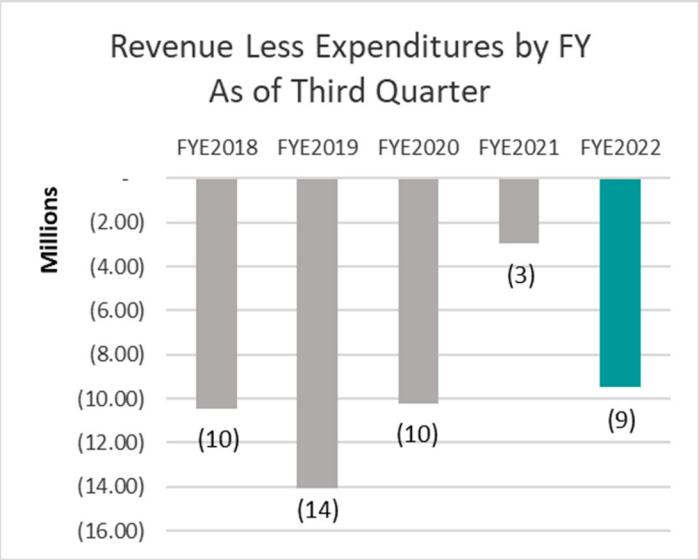
Overtime expenditures should be 75 percent of budget based on the number of pay periods for the end of this quarter. The Police Department is trending over its General Fund overtime budget at 138%, the Fire Department overtime expenditures are trending over budget at approximately 131%, excluding mutual aid

overtime, which is fully reimbursable. Public Services is also over at 293% or $26k in overtime.

General Fund Overtime Year-to-Date:

Department	Current Budget	YTD GF Overtime	%
Administration	2,000	2,124	106.2%
Finance	2,000	524	26.2%
Fire	1,700,000	2,232,224	131.3%
Police	1,526,000	2,116,028	138.7%
Public Services	9,700	28,467	293.5%
Grand Total	**3,239,700**	**4,379,368**	**135.2%**

Overall, total General Fund Revenue ($47M) less expenditures ($50M) for the quarter to date is negative $3 million. With the exception of last year when the City had an inflex of revenue due to the pension bonds, revenue less expenditures is actually up from prior years.



The original adopted General Fund budget for FY 2021-22 was $67,814,100 for revenues and expenditures. Council since added personnel and crossing guard services increasing expenditures to $69,859,100 and revenue to $67,880,100.

The mid-year budget amendment adjusted revenues less expenditures to -$7,371,524. However, $7,087,000 of this was for the allocation of unassigned fund balance making the net impact on the General Fund -$284,524.

The proposed third quarter budget amendment has an overall positive impact on the General Fund of $2,048,400 making the revised General Fund budget projection to be -$5,323,124 by the end of this fiscal year. However, this still includes $7,087,000 for the allocation of unassigned fund balance making the net impact on the General Fund positive $1,763,876.

General Fund Expenditures	Original Budget	Current Budget	Requested BA	Amended Budget
Administration	2,535,200	2,627,400		2,627,400
City Clerk	378,300	465,800		465,800
Community Development	1,862,900	2,385,650	500,000	2,885,650
Finance	1,996,600	4,382,600		4,382,600
Fire	16,989,200	17,683,700	1,131,200	18,814,900
Human Resources	666,200	740,200		740,200
Police	24,010,300	25,428,512	1,090,000	26,518,512
Public Services	5,593,200	5,813,750		5,813,750
Transfers Out	13,782,200	18,921,012		18,921,012
Grand Total	**67,814,100**	**78,448,624**	**2,721,200**	**81,169,824**

The proposed General Fund budget amendment has a net impact of +$2,048,400 and includes the following:

1) Staff proposes increasing revenue based on projections for Sales Tax ($5.4M), Transient Occupancy Tax ($300k), Proposition A Exchange ($210k), and Mutual Aid Cost Reimbursement ($300k). The original budget was balanced by including revenue for COVID Relief Funds. Staff does not expect to actual receive any of this revenue and therefore proposes removing the revenue ($2.3M) altogether.

2) The Department of Health Care Services audited the City's Ground Emergency Medical Transportation (GEMT) Program Medi-Cal Cost Report for fiscal year ending June 30, 2011. As a result of the audit, an overpayment was identified in the amount of $381,200 which was required to be paid within 60 days of notice. Thus, staff requests an increase in the Fire Department to cover this unexpected expense.

3) The building permits and inspections contract is dependent on associated revenue. Since revenue has been over budget), it is projected that expenditures will also be over budget. Thus staff proposes increasing revenue by $900k and expenditures by $500k.

4) Police and Fire overtime is trending over budget, therefore; staff recommends increasing these line items by $1.8 million which is in line with end of year projections.

ENTERPRISE FUND

The Police Department's Computer Service Group is trending over budget at 151%. This is due to services paid and received annually. Overall, after the proposed amendment, the Police Enterprise Fund is expected to finish the year within budget and with excess revenue.

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OTHER FUNDS

Budget versus actual comparisons for both revenue and expenditures for other funds are presented below:

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In addition to the amendments being proposed under the General Fund, the following amendments are recommended for other funds:

1) Fund 121 (Prop A): Council approved an additional $800k for the annual Proportion A exchange.

2) Fund 122 (Prop C): An additional $6,080 is necessary and available for bus shelter maintenance.

3) Fund 156 (USDOJ COVID): Expenditures were not included in the original budget for this grant fund. Therefore, staff proposes establishing a $35k budget for both revenue and expenditures.

4) Fund 160 (Capital Projects):

Council approved a total project amount of $7,592,048 for the energy efficiency project (Project No. 21033), however; only $2,804,600 was included in the Original Budget. Therefore, staff recommends increasing the project budget to the total amount and adding funding for the cost of issuance ($10k) and a change order for improvements to the Civic Center parking structure ($262,591). This brings the total project budget to $7,864,639.

Last fiscal year, Council approved a total project budget of $1,619,559 for Fire Station Building Improvements (Project No. 21034), however; only $430,898 of this budget was rolled over into the current fiscal year. Therefore, staff recommends increasing the budget to $935,870 to reflect an accurate balance of the project to-date.

5) Fund 179 (ARPA Local Fiscal Recovery Funds):

The recently approved Memorandums of Understandings (MOU) with Police and Fire Management (FMA) included one-time Hazard pay. An addition of $21,453 is necessary to Fund 179 to fund this one-time pay. Staff proposes offsetting this against Project No. 22010 (Fire Station Repairs).

An additional $113,200 is necessary for Project No. 22009 (Police & Fire Radios). Staff also proposes offsetting this against Project No. 22010 (Fire Station Repairs).

6) Maintenance Districts (Fund 181, 182, 184, 186, 187, and 189): Salaries and benefits were not

included for certain division under the maintenance districts. Therefore, staff recommends adding a total of $50k across these funds to budget for these expenses.

7) Fund 205 (PEG Fund): The budget is proposed to be increased by $830 to reflect actual expenditures.

8) Fund 207 (OTS Grants): Funding is proposed to be moved from one division to another, the net impact is zero.

9) Fund 220 (WC Community Svcs Foundation): The budget is proposed to be increased to reflect actual expenditures ($52,380) and revenue ($39,000).

10) Fund 225 (CDBG – R): The original budget did not include the roll-over grant expenditures; therefore, staff proposes increasing expenditures by $38,155.

11) Fund 300 (Debt Service): Ongoing bond costs were not included in the original budget and are proposed to be added ($3,500).

12) Fund 361 (Self Insurance General/Auto Liab) and Fund 363 (Self-Insurance Workers' Comp): Actual claims are trending over budget and a proposed to be increased by $1,550,000 across the two funds.

13) Fund 375 (Police Enterprise): Actual revenue and associated expenditures are trending over the original budget and are proposed to be increased equally by $465,500.

After the proposed adjustments, the revenues and expenditures for all other funds will be trending within budget.

FOR MORE INFORMATION

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

ATTACHMENT NO. 2

RESOLUTION NO. 2022-49

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2021 AND ENDING JUNE 30, 2022 (THIRD QUARTER FINANCIAL REPORT)

WHEREAS, the City Manager, on or about May 18, 2021, submitted to the City Council a proposed budget for the appropriation and expenditure of funds for the City of West Covina for Fiscal Year 2021-22; and

WHEREAS, following duly given notice and prior to budget adoption, the City Council held public meetings, considered and evaluated all comments, and on June 15, 2021 adopted a budget for the fiscal year commencing July 1, 2021 and ending June 30, 2022; and

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

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

SECTION 1. The City Council hereby approves Budget Amendment No. 059, attached hereto as Exhibit A, for Fiscal Year 2021-22.

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 17th day of May, 2022.

_____
Dario Castellanos
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2022-49 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 17th day of May, 2022, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick
Assistant City Clerk

EXHIBIT A

BUDGET AMENDMENT

CITY OF WEST COVINA
BUDGET AMENDMENT

BA # 059
Posted By:
Date Posted:

Date: 05/17/2022
Requested by: Stephanie Sikkema
Dept/Div: Finance

Fiscal Year: 2021-2022
Amount: 14,463,055.00
Description: 3rd Quarter Budget Amendment

EXPENDITURES

Account Number	Dept/Account Description	Current Budget	Proposed Amendment	Amended Budget
110.32.3210.6490	Misc. Expenses	95,505	381,200	476,705
110.71.4120.6120	Other Contractual Services	940,000	500,000	1,440,000
110.31.3110.5113	OVER TIME SALARIES	47,600	160,000	207,600
110.31.3120.5113	OVER TIME SALARIES	874,900	630,000	1,504,900
110.31.3130.5113	OVER TIME SALARIES	302,600	100,000	402,600
110.31.3131.5113	OVER TIME SALARIES	-	200,000	200,000
110.32.3210.5113	OVERTIME SALARIES	1,700,000	750,000	2,450,000
Subtotal General Fund		**3,960,605**	**2,721,200**	**6,681,805**
121.61.5140.6520	Prop A Exchange	2,000,000	800,000	2,800,000
122.61.5144.6120	Other Contractual Services	75,000	6,080	81,080
156.31.3110.5113	OVER TIME SALARIES	-	35,000	35,000
160.80.7001.7500	Buildings			-
21033.160.7500	Energy Efficiency Project	2,804,600	5,060,040	7,864,640
160.80.7001.7500				-
21034.160.7500	Fire Bldg. Improvements	430,898	935,870	1,366,768
179.80.7003.7900				-
22010.16.7900	Fire Station Repairs	3,857,748	(134,653)	3,723,095
179.31.3110.5155	Medicare	-	6,453	6,453
179.32.3210.5127	Other Incentive Programs	-	15,000	15,000
179.80.7003.7900				-
22009.160.7900	Police & Fire Radios	3,300,000	113,200	3,413,200
181.71.4145.5112	Part-Time Salaries	-	5,000	5,000
182.71.4145.5112	Part-Time Salaries	-	5,000	5,000
184.71.4145.5112	Part-Time Salaries	-	10,000	10,000
186.71.4145.5112	Part-Time Salaries	-	5,000	5,000
187.71.4145.5112	Part-Time Salaries	-	5,000	5,000
189.71.3125.5111	Full-Time	-	20,000	20,000
205.11.1340.6330	Equipment M&R	15,000	830	15,830
207.31.3110.5113	OVER TIME SALARIES	34,000	(34,000)	-
207.31.3110.5151	WORKERS COMPENSATION	1,500	(1,500)	-
207.31.3110.5155	MEDICARE	5,000	(5,000)	-
207.31.3121.5113	OVER TIME SALARIES	-	34,000	34,000
207.31.3121.5151	WORKERS COMPENSATION	-	1,500	1,500
207.31.3121.5155	MEDICARE	-	5,000	5,000
220.61.5150.6188	Other Special Events	-	52,380	52,380
225.61.5121.6120	Contract Services	805,440	98,155	903,595
225.61.5121.6460	Subrecipients	60,000	(60,000)	-
240.61.2255.5111	Full Time Salaries	-	23,300	23,300
300.13.9000.6426	Ongoing Bond Costs	-	3,500	3,500
361.15.1520.6419	Claim Paid	500,000	1,250,000	1,750,000
363.15.1510.6419	Claim Paid	928,800	300,000	1,228,800
375.31.3119.8505	Purchases - San Marino	-	63,000	63,000
375.31.3119.8519	PURCHASES - HEMET	121,514	131,500	253,014
375.31.3119.8525	PURCHASES - MONTCLAIR	77,688	86,000	163,688
375.31.3119.8508	PURCHASES - TRACY	-	185,000	185,000
Subtotal Other Funds		**15,017,188**	**9,020,655**	**24,037,843**
TOTAL EXPENDITURES		**22,938,398**	**14,463,055**	**37,401,453**

REVENUES

Account Number	Account Description	Current Budget	Proposed Amendment	Amended Budget
110.00.4110	SALES AND USE TAXES	17,400,000.00	5,400,000.00	22,800,000.00
110.00.4130	TRANSIENT OCCUPANCY TAX	1,200,000.00	300,000.00	1,500,000.00
110.00.4589	HHS COVID RELIEF FUNDS (CARE	2,340,400.00	(2,340,400.00)	-
110.71.4220	BUILDING PERMITS		900,000.00	900,000.00
110.00.4580	PROP A EXCHANGE	1,500,000.00	210,000.00	1,710,000.00
110.32.4901	MUTUAL AID COST REIMBURSEM	1,300,000.00	300,000.00	1,600,000.00
Subtotal General Fund		**23,740,400**	**4,769,600**	**28,510,000**
220.61.4862	DONATIONS	205.00	39,000.00	39,205.00
156.31.4551	FEDERAL GRANTS	-	35,000.00	35,000.00
375.31.2880	Tracy	58,000.00	185,000.00	243,000.00
375.31.2892	Hemet	50,000.00	131,500.00	181,500.00
375.31.2864	Montclair	30,000.00	86,000.00	116,000.00
375.31.2883	San Marino	17,000.00	63,000.00	80,000.00
Subtotal Other Funds		**155,205**	**539,500**	**694,705**
TOTAL REVENUES		**26,850,810.00**	**7,258,600.00**	**34,109,410.00**

REASON/JUSTIFICATION (Please be specific)

3rd Quarter Budget Amendment

APPROVALS

City Council Approval Date (if required, attach minutes): _____ □ Approval Not Required

Dept Head Approval: _____ Date: _____

Finance Director: _____ Date: _____

Funds Available? □ Yes □No

City Manager: _____ Date: _____
(if over $100,000)

□ Approved □ Denied

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 17, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: **ANNUAL REVIEW OF FINANCIAL POLICIES**

RECOMMENDATION:

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

RESOLUTION NO. 2022-47 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING THE FUND BALANCE POLICY

RESOLUTION NO. 2022-48 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE STATEMENT OF INVESTMENT POLICY

BACKGROUND:

Financial policies are used to set the baseline standards for how the City will be managed financially. The City of West Covina has the following financial policies:

Budget Policy
This policy establishes a budget process to help decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process. (Attachment No. 1)

Debt Management Policy
This policy establishes guidelines for the issuance and management of debt. (Attachment No. 2)

Fund Balance Policy
This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the City's financial statements Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the City against unforeseen circumstances and events, such as revenue shortfalls and unanticipated expenditures. (Attachment No. 3)

Pension Funding Policy
This policy provides guidance in making annual budget decisions; demonstrates prudent financial management practices; creates sustainable and affordable budgets for pensions; and reassures bond rating agencies. (Attachment No. 4)

Investment Policy
The purpose of the Investment Policy is to establish prudent investment cash management guidelines for the City of West Covina, the Successor Agency to the former Redevelopment Agency of the City of West Covina, and the West Covina Community Facilities District. The investment goals of the City are safety, liquidity and yield. (Attachment No. 5)

DISCUSSION:

It is a best practice, and for some a requirement, to conduct an annual review of these policies and bring forward any amendments deemed necessary and appropriate to the City Council for consideration. Staff has reviewed these policies and recommends the following changes to reflect current practice:

Fund Balance Policy
The current policy states that at the fiscal year-end close, the annual excess revenue over expenditures in the City's General Fund will be automatically allocated as follows, unless the transfer is overridden by an action of the City Council: 25% stays in the General Fund Balance reserves, 50% is transferred to the City's Capital Projects Fund, and 25% goes to pay down the City's Other Post Employment Benefit (OPEB) liability. Staff recommends lowering the percentage transferred to the Capital Projects Fund to 40% and adding a 10% transfer to the Vehicle Replacement Fund to establish a balance for future replacement.

Investment Policy
The City's Investment Policy is required to be reviewed and approved on an annual basis. Any modifications to the Investment Policy must be approved by the City Council. Staff is not proposing any changes to the Investment Policy at this time.

No changes are proposed at this time for the Budget, Debt, or Pension Policies.

LEGAL REVIEW:

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

Prepared by: Stephanie Sikkema, Finance Director

Fiscal Impact

FISCAL IMPACT:

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

Attachments

Attachment No. 1 - Budget Policy
Attachment No. 2 - Debt Management Policy
Attachment No. 3 - Fund Balance Policy
Attachment No. 4 - Pension Funding Policy
Attachment No. 5 - Investment Policy
Attachment No. 6 - Resolution No. 2022-47 (Amending Fund Balance Policy)
Attachment No. 7 - Resolution No. 2022-48 (Approving Investment Policy)

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

City of West Covina

Budget Policy

Updated – May 19, 2020

INTRODUCTION

This document defines the policies and procedures for the budget for the City of West Covina.

The procedures serve as a guide for maintaining the City's reputation for fairness and integrity of fiscal responsibility in preparation of the annual budget using proper checks and balances. The budget functions will be conducted using the highest ethical standards.

The objective of the budget policy is to establish a budget process that helps decision makers make informed choices about the provision of services and capital assets and to promote stakeholder participation in the process. The term "stakeholder" refers to anyone affected by or has a stake in the City of West Covina with priority to residents and West Covina businesses. The use of "shall" is synonymous with will.

POLICY PURPOSE

Policy and procedures have been established in order to provide the most efficient and effective operations of preparing the budget. The budget process will cover four main Goals:

1. *Establish Broad Goals to Guide City Decision Making*
   - The City Council does adopt broad goals on an annual basis that provide overall direction for the City and serve as a basis for decision making.
     i. Assess community needs, priorities, challenges and opportunities.
     ii. Identify opportunities and challenges for City services, capital assets, and management.
     iii. Develop and disseminate broad goals.

2. *Develop Approaches to Achieve Goals*
   - The City will utilize specific policies, plans, programs, and management strategies to define how it will achieve its long-term goals.
     i. Adopt and review financial policies.
     ii. Develop programs, services, operating, and capital policies and plans.
     iii. Develop management strategies.

3. *Develop a Budget Consistent with Approaches to Achieve Goals*
   - A financial plan and budget that moves toward achievement of goals, within the constraints of available financial resources, is to be prepared and adopted.
     i. Develop a process for preparing and adopting a budget.
     ii. Make choices necessary to adopt a budget.

4. *Evaluate Performance and Make Adjustments*
   - Programs and financial performance will be continually evaluated, and adjustments made, to encourage progress toward achieving goals.
     i. Monitor, measure, and evaluate performance.
     ii. Make adjustments as needed.

Goal # 1 - Establish Broad Goals to Guide City Decision Making

i. Assess Community Needs, Priorities, Challenges, and Opportunities

A. Identify Stakeholder Priorities, Needs, and Concerns
- The City Council meetings are an open forum providing opportunity to stakeholders to bring forth concerns, needs, and priorities.
- Among other mechanisms that might be considered are special public hearings, surveys, meetings of leading residents and resident interest groups, City strategic planning processes, meetings with City employees, and workshops involving City administrative staff and/or the City Council.

B. Evaluate Community Condition, External Factors, Opportunities, and Challenges[1]
- The City Council will regularly collect and evaluate information about trends in community condition, the external factors affecting it, opportunities that may be available, and problems and issues that need to be addressed.
- Some mechanisms will involve data gathering from pre-existing sources or through opinion surveys.
- Other mechanisms will be subjective, such as observing physical characteristics of geographic areas within the community or talking to residents, experts, business and community leaders, and legislative bodies. Formal studies of particular issues or trends may also be undertaken.
- The frequency and extensiveness of the evaluation should be consistent with how frequently the information changes and the relative importance of the information being gathered.

ii. Identify Opportunities and Challenges for City Services, Capital Assets, and Management

A. Assess Services and Programs, and Identify Issues, Opportunities, and Challenges
- The City shall inventory, identify, and assess the programs and services that it provides, their intended purpose, and factors that could affect their provision in the future.

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[1] *The intent of this practice is for the City to have up-to-date information with which to evaluate community conditions and major issues that are integral to the development and achievement of goals. In evaluating community condition, the City may want to consider local, regional, national, and global factors affecting the community (i.e. economic and financial factors, demographics, physical or environmental factors, changes in technology, etc.).*

- Identify the changes in community conditions or other factors that may result in a program or service no longer addressing the needs it was intended to serve. Also, identify any changes in the operating environment that may affect the cost or effectiveness of service delivery in the future.
- The review will involve each department's assessment of the programs'
- purposes, beneficiaries and needs served, their success in achieving goals, and issues, challenges, and opportunities affecting their future provision.
- The inventory of programs and services will identify the organization responsible for service delivery if it is not the City itself. An evaluation of factors affecting service delivery will also be undertaken, such as funding issues; changes in technology; economic, demographic, or other factors that may affect demand; and legal or regulatory changes. These reviews will typically utilize a variety of information sources.
- Stakeholder involvement in these reviews is encouraged, such as through budget study workshops.

B. Assess Capital Assets, and Identify Issues, Opportunities, and Challenges

- The City will identify and conduct an assessment of its capital assets, including the condition of the assets and factors that could affect the need for or ability to maintain the assets in the future. The capital assets of the City and their condition are critical to the quality of services provided, and hence are important in determining whether the needs and priorities of stakeholders can be met.
- The City shall establish a process for inventorying its capital assets and assessing the need for and the condition of these assets. (See Capital Asset Management Policy)
- The City will assess and evaluate issues, challenges, and opportunities affecting the provision of capital assets in the future, such as community needs and priorities; the impact of deferred maintenance; funding issues; changes in technology; economic, demographic, or other factors that may affect demand; and legal or regulatory changes. This review may be undertaken in conjunction with an evaluation of the program or service utilizing the particular assets.
- The assessment of capital asset condition must consider the impact of any deferred maintenance and needed improvements. Identification or development of measurement standards for the condition of capital assets (including what is regarded as acceptable) are a valuable output of this practice.

C. Assess City Management Systems, and Identify Issues, Opportunities, and Challenges

- The City will identify and analyze its organization and management systems, including system strengths and weaknesses and factors that could affect these systems in the future. The support systems established to manage the City are integral to the achievement of goals.
- The City will inventory management systems by department and routinely identify, analyze, and address issues related to the City's organization and management systems and the environment in which these systems operate.
- Each department will include an examination of strengths and weaknesses of the organizational structure, interdepartmental communication and cooperation, communication of goals and directives, motivation of staff, conflict management, and provision of other internal needs and support systems.
- The review will also include an assessment of management policies, procedures, and systems that support achievement of goals.

iii. Develop and Disseminate Broad Goals

A. Identify Broad Goals

- The City is to identify broad goals based on its assessment of the community it serves and its operating environment. Broad goals define the priorities and preferred future state of the community or area served. They provide a basis for making resource allocation decisions during the budget process and serve as a focal point for assessing and coordinating various long-range or strategic plans.
- Goals are to be expressed in written form and should reflect stakeholder concerns, needs, and priorities as well as factors affecting the community and the City.
- They must be sufficiently specific to help define the services to be emphasized and make difficult resource allocation decisions in the budget process.
- Define priorities among goals to improve their usefulness in allocating resources.

B. Disseminate Goals and Review with Stakeholders

- The City will disseminate broad goals and review them with stakeholders. Disseminating and reviewing goals helps foster participation, awareness, consensus, pride, and a sense of direction.
- Dissemination may occur by conducting public forums and by publishing goals in key public documents, such as strategic and other planning documents and budget documents. Electronic media may also be used including the City website.

Goal # 2 - Develop Approaches to Achieve Goals

i. *Adopt and Review Financial Policies*

A. Develop Policy on Stabilization Funds

- The City developed policies to guide the creation, maintenance, and use of resources for financial stabilization purposes. (See Fund Balance Policy[2]).
- The policy establishes how and when the City builds up stabilization funds and will identify the purposes for which they may be used.

B. Develop Policy on Fees and Charges[3]

- The City has established a master fee schedule that identifies the manner in which fees and charges are set and the extent to which they cover the cost of the service provided.
- The fee schedules are to be evaluated annually in the budget process to review all fees and charges, the level of cost recovery for services and the reason for any subsidy, and the frequency with which cost-of- services studies will be undertaken.
- Policies on fees and charges are publicly available and summarized in materials used in budget preparation.

C. Develop Policy on Debt Issuance and Management

- The City has established a Debt Management Policy to guide the issuance and management of debt. Issuing debt commits the City's revenues several years into the future and may limit the City's flexibility to respond to changing service priorities, revenue inflows, or cost structures. Adherence to a debt policy helps ensure that debt is issued and managed prudently in order to maintain a sound fiscal position and protect credit quality. compliance.

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[2] *The Fund Balance Policy is reviewed annually to assess the alignment with set goals established in the budget process. The City should evaluate reserves set in the fund balance policy. These funds may be used at the City's discretion to address temporary cash flow shortages, emergencies, unanticipated economic downturns, and one-time opportunities.*

[3] *Costs of service include direct and indirect costs such as operating and maintenance costs, overhead, and charges for use of capital. The City may choose not to recover all costs, but it must identify such costs. Reasons for not recovering full costs will be identified and explained. State and local law may govern the establishment of fees and charges.*

- Debt policies are available to the public and other stakeholders. Because these policies are essential to budget decision making, particularly capital budgets, they will be reviewed by decision makers during the annual budget process and as an appendix in the budget document. Debt Policy will be reviewed for every debt issuance for The City Council has a debt policy and compiles it with other financial policies.

D. Evaluate the Use of Unpredictable Revenues

- One-time or short-term revenues will be identified clearly in the budget process. Unpredictable revenue sources cannot be relied on as to the level of revenue they will generate.
- For each major unpredictable revenue source, the City identifies those aspects of the revenue source that make the revenue unpredictable. Such as, grant supported operating costs.
- One-time revenues will never cover the costs of continuing operating budgets. One-time revenues will only cover one-time costs such as matching requirements, one-time purchases, one-time payments to unfunded liabilities, etc.

E. Develop Policy on Balancing the Operating Budget

- The City defines its Balanced Operating Budget as uses of resources for operating purposes does not exceed available resources over the budget period, July 1 to June 30th.
- The City is committed to a balanced budget under normal circumstances and will provide disclosures when a deviation from a balanced operating budget is planned or when it occurs. A balanced budget is a basic budgetary constraint intended to ensure that the City does not spend beyond its means.
- Operating resources (revenues) includes all taxes, licenses and permits, fines and forfeitures, use of money and property, charges for services, interdepartmental charges, miscellaneous revenues and intergovernmental revenues in the General Fund, Special Revenue Funds, Capital Projects, Debt Service Funds, and Internal Service Funds.
- Operating uses (expenditures) are personnel service costs, material and service costs, capital purchases, and interdepartmental allocations.

ii. *Develop Programs, Services, Operating, and Capital Policies and Plans*

A. Prepare Policies and Plans to Guide the Design of Programs and Services

- Service and programs directly relate to strategies identified by the City to achieve set goals.

- Each department of the City, such as City Council, City Manager, City Clerk, Police, etc. identify the programs and services along with groups or populations to be serviced, service delivery issues, specific programs listed with standards of performance (including level of service standards or other measures to gauge success), expected costs, time frames for achievement of goals, issues pertaining to organization structure, and priorities for service provision.
- Each department identifies their goals and achievements by department which should correlate to overall goals of the City.
- Each department identifies the resources (revenues) used to obtain the goals.

B. Prepare Policies and Plans for Capital Asset Acquisition, Maintenance, Replacement, and Retirement

- The City will annually evaluate the need to budget for acquisition, maintenance, replacement, and retirement of capital assets to help ensure that needed capital assets or improvements receive appropriate consideration in the budget process and that older capital assets are considered for retirement or replacement. This is necessary to plan for large expenditures and to minimize deferred maintenance.
- Annual budget evaluation may address inventorying capital assets and evaluating their condition, criteria for acceptable condition, criteria for continued maintenance versus replacement or retirement of an existing asset, and identification of funding for adequate maintenance and scheduled replacement of capital assets.
- Any assets identified as corning due for replacement will be addressed in multi-year budgets to address replacement and renewal schedules and must recognize the linkage of capital expenditures with the annual operating budget.
- Plans for addressing deferred maintenance may also be an output of this practice. Once adopted, which may be included in the Capital Improvement Program (CIP) Budget, the plan will be made publicly available, particularly as set forth in budget, management, and planning documents.

C. Develop Options for Meeting Capital Needs and Evaluating Acquisition Alternatives[4]

- The City develops Capital Improvement Program Budgets to address

[4] *City is to conduct quarterly reviews of existing capital projects in relation to goal attainment and to maintain, renovate, and replace, City facilities. Various considerations to be part of evaluation (i.e. costs, impacts on service, funding levels, use of non-General Funds, stakeholder input, etc.).*

- capital needs that are consistent with financial, programmatic, and capital policies and to evaluate alternatives for acquiring the use of capital assets. Capital project planning is necessary to give adequate consideration to longer-range needs and goals, evaluate funding requirements and options, and achieve consensus on the physical development of the community.
- Annually in the budget process the City evaluates alternative mechanisms to help ensure that the best approach for providing use of a capital asset or facility is chosen based on the policies and goals of the City.
- The City uses the CIP Budget to identify capital projects that are needed to achieve goals and a general time frame in which these assets will be needed.

D. Develop Performance Measures

- The City will annually, during the budget process, review and develop and utilize performance measures for functions, programs, and/or activities. Performance measures are used for assessing how efficiently and effectively functions, programs, and activities are provided and for determining whether program goals are being met.
- Performance measures may be linked to specific program goals and objectives.
- The measures are to be valid, reliable, and verifiable.
- Whenever feasible, they should be expressed in quantifiable terms.
- Measures will be reported in periodic reviews of functions and programs, staff reports, and should be integral to resource allocation decisions.
- They also are to be reported in the budget document and may be reported in separate management reports or reports to residents.
- Different aggregations of performance measures may be appropriate for different audiences.

iii. *Develop Management Strategies*

A. Develop Strategies to Facilitate Attainment of Program and Financial Goals

- The City has an organizational structure and management strategies that facilitate attainment of program and financial goals. Goals are more likely to be achieved if organizational and management strategies are developed to support and encourage organizational and individual performance directed toward goal attainment.
- The City has developed a means to review, improve, and implement strategies that encourage the City and its employees to work toward achievement of goals.
- These strategies include both positive incentives and penalties.

- They also include support systems such as technology support, education, and training.

B. Develop Mechanisms for Budgetary Compliance

- Finance provides monthly budget to actual reports to each department head and City Manager to ensure proper review for compliance with the adopted budget. Appropriate management processes and systems allow the City to detect and correct significant deviation if it occurs.
- On a quarterly basis Finance provides budget to actual reports to department heads and City Council.
- These reports provide measures of departments' budget.
- Budgetary compliance is encouraged through use of data collection and reporting systems that control disbursements of funds and that facilitate the evaluation of revenue and expenditure trends and financial projections.
- City Manager will address any deviation of the budget to actual report (i.e. budget amendments).
- The City has instituted procedures to review the budget quarterly and decide on actions to bring the budget into balance, if necessary.

C. Develop the Type, Presentation, and Time Period of the Budget

- The City will annually present the budget, which will cover the fiscal year July 1st through June 30th. The type of budget, the time period covered, and the manner of presenting materials in the budget documents can have a significant practical impact on the City's approach to planning, control, and overall management of its programs, services, and finances, and on the quality of information provided to stakeholders.
- The output of the budget will provide fund level and department level program information for the full fiscal year. The adopted budget will be provided to all stakeholders on the City website.
- A formal review will be undertaken periodically to ensure that the budget type, time period, and approach to presenting the budget continue to meet the needs and priorities of the City. Such a review will be broadly focused, and not directed simply at the format of individual pages.

Goal# 3-Develop a Budget Consistent with Approaches to Achieve Goals

i. *Develop a Process for Preparing and Adopting a Budget*

A. Develop a Budget Calendar

- The City publishes a comprehensive budget calendar that specifies when budget tasks are to be completed and that identifies timelines for those tasks. This includes budget workshops available to the public. Stakeholders need to be aware of when key budget tasks, events, and decisions will occur so they have an opportunity to plan and to participate in the process. The preparation of a calendar helps ensure that all aspects of the budget process have been considered and that adequate time has been provided.
- Multiple calendars can be produced, each with different levels of detail and emphasis to meet the needs of the different types of stakeholders. (i.e. Internal Calendar and Public Calendar).
- Calendars list the dates of key events and deadlines.
- At least one calendar describes the overall budget and planning process and identify roles, responsibilities, and assignments.
- To ensure the greatest impact, calendars will identify when and how stakeholders can participate in the process.

B. Develop Budget Guidelines and Instructions

- The City will develop annual general policy guidelines and budget preparation instructions for each budget cycle and accompany the internal budget calendar. Budget guidelines and instructions help ensure that the budget is prepared in a manner consistent with government policies and the desires of management and the City Council. Instructions are necessary so that all participants know what is expected, thereby minimizing misunderstanding and extra work.
- Budget guidelines are specific to the particular budget under development and will incorporate relevant aspects of the City's financial policies.
- Each department is required to provide the Projected Actuals for revenues and expenditures of the current year for their respective department.
- Each department is required to provide Proposed Revenues and Appropriations for the upcoming fiscal year for their respective department.
- Guidelines and instructions may set forth financial constraints and key assumptions that will be used to guide development of the budget, as well as policy direction.
- Instructions often include sample forms to be completed by the operating departments. Guidelines and instructions are prepared in a

written format but may also be presented in an electronic format or through training and/or an oral presentation.

C. Develop Mechanisms for Coordinating Budget Preparation and Review

- The City has developed mechanisms and assigned responsibilities to provide for overall coordination of the preparation and review of the budget. The complete budget process involves many levels, departments, and individuals in the City, as well as a number of distinct processes and disparate groups of stakeholders. Coordination is needed to ensure that processes move forward as planned, to prevent confusion and misinformation, and to ensure appropriate stakeholders are involved.
- The Finance Department is the single point of coordination for all departments.
- The Finance Department's coordination process will involve a number of tasks: developing a calendar, identifying responsibilities for completing various tasks, ensuring that various parts of the budget process are properly integrated, keeping the process on schedule, producing reports, identifying issues and problems, and ensuring that other requirements are met and quality standards are maintained.
- The Finance Director has ultimate responsibility for coordinating the budget process and will respond to stakeholder issues and concerns that arise in the context of the budget process with direction from the City Manager and City Council.

D. Develop Procedures to Facilitate Budget Review, Discussion, Modification, and Adoption

- The City has a process to facilitate the review, discussion, modification, and adoption of a proposed budget. Appropriate procedures are needed to resolve conflicts, to promote acceptance of the proposed budget by stakeholders, and to assist in timely adoption of the budget.
- This process allows stakeholders to be informed of the budget proposal and to allow the legislative body to achieve consensus and adopt a budget.
- Some examples include: small group meetings, hearings, workshops, independent analysis, specific decision-making techniques and procedures, conflict resolution processes, and methods for presenting portions of the budget.

E. Identify Opportunities for Stakeholder Input

- The City provides opportunities in the budget process for obtaining stakeholder input.[5] By definition, stakeholders are affected by the City's resource allocation plans and service and program decisions. Stakeholders should have clearly defined opportunities to provide input. This helps ensure that stakeholder priorities are identified and enhances stakeholder support for the approved budget.
- Stakeholder input can be obtained in a number of ways, including public hearings, advisory commissions, informal conversations, roundtable briefings, televised and live online broadcast, opinion surveys, neighborhood meetings, office hours, letter writing, telephone calls, and e-mail.
- The budget calendar should identify specific opportunities for resident input where City officials are available to explain issues and choices and to receive comments.

ii. *Make Choices Necessary to Adopt a Budget*

A. Prepare and Present a Recommended Budget

- The City will prepare and present a recommended comprehensive program and financial plan (the ''budget'') for review by stakeholders and consideration for adoption by the City Council. A complete plan is necessary to allow stakeholders to be informed on how well all the different aspects of the plan fit together and whether there is an appropriate balance of resources and assigned uses.
- The proposed budget will consist of a set of recommended actions regarding programs and services to be funded, including service level, quality, and goals to be achieved.
- It will also identify funding requirements and sources of funds and provide the supplemental information necessary to review the plans.
- The budget is to be consistent with policies and goals set by the City.
- The recommended budget must also comply with any statutory requirements.

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[5] *The budget process should include opportunities for all stakeholders to participate. A general-purpose public hearing shortly before final decisions are made on the budget is not adequate as the sole means of soliciting stakeholder input, especially on major issues. The process developed for obtaining stakeholder input should ensure that information is gathered in a timely and complete manner to be useful in budget decision making, such as City workshops.*

B. Present the Budget in a Clear, Easy-to-use Format

- Budget documents and related materials made available to stakeholders is to be presented in a clear and readily comprehensible format. The budget is the guide that determines the direction of the City. It is arguably the single most important document routinely prepared by the City. To be usable, it not only must contain the appropriate information, but must also be prepared in a manner that is clear and comprehensible.
- Some items in a budget document that will assist the reader include: a table of contents, summaries, a consistent format, high-level summary information that describes overall funding sources and the organization as a whole, a description of the overall planning and budgeting process and the interrelationships of those various processes, supplementary information about the City and the area for which it has responsibility, charts and graphs to better illustrate important points, succinct and clearly- written summaries, uncluttered pages, and detailed information placed in appropriate locations so that it does not overwhelm the reader.
- Similar requirements apply to the non-written means (e.g., audio, video) of presenting budget material to stakeholders at various times during the budget process.

C. Adopt the Budget

- The City should adopt a budget that meets all statutory requirements prior to the beginning of the fiscal year.[6] The timely adoption of a budget permits the City to proceed with implementing programs and services that further the achievement of goals.
- The adopted budget will clearly present the financial, operating, and capital plan.
- It includes all operations and funds, although not necessarily at the same level of detail.
- Non-appropriated funds, revolving funds, and any other planned revenues and expenditures are also included.
- Whenever feasible, the adopted budget should include (though not necessarily in a single document) all statutorily required materials such as the appropriation ordinance.
- Legally required documents that otherwise do not contribute to an understanding of the budget may be included as an appendix.

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[6] *If there are delays in adopting the budget, actions are to be taken to minimize uncertainty when the new budget period starts, as appropriate. A continuing appropriation may be legally required.*

Goal# 4 - Evaluate Performance and Make Adjustments

i. *Monitor, Measure, and Evaluate Performance*

A. Monitor, Measure, and Evaluate Program Performance

- The City quarterly evaluate the performance of the programs and services it provides. The City functions, programs, and activities will also be periodically reviewed to determine whether they are accomplishing intended program goals and making efficient use of resources.
- Performance measures, including efficiency and effectiveness measures, are to be presented in basic budget materials, including the operating budget document, and be available to stakeholders.
- Performance measures should be reported using actual data, where possible.
- At least some of these measures should document progress toward achievement of previously developed goals and objectives.
- More formal reviews and documentation of those reviews should be carried out as part of the overall planning, decision-making, and budget process.

B. Monitor, Measure, and Evaluate Budgetary Performance

- At a minimum, the City will, on a quarterly basis, evaluate its financial performance relative to the adopted budget. Regular monitoring of budgetary performance provides an early warning of potential problems and gives
  decision makers time to consider actions that may be needed if major deviations in budget-to-actual results become evident. It is also an essential input in demonstrating accountability.
- Budget-to-actual or budget-to-projected actual comparisons of revenues, expenditures, cash flow, and fund balance will be reviewed quarterly during the budget period. Staffing levels are also monitored.
- Comparisons for at least the current year will be included in the budget document and be generally available to stakeholders during discussions related
  to budget preparation and adoption.
- Expenditures shall be limited to the amount budgeted. Expenditures shall be continuously monitored and projected to the end of the year. If the projected expenditures exceed the budget, appropriate remedies shall be implemented immediately.

C. Monitor, Measure, and Evaluate Financial Conditions

- The City will monitor and evaluate its financial condition at least quarterly. The financial health of the City is critical to its ability to meet

- the needs of stakeholders. Financial condition should be evaluated to identify potential problems and any changes that may be needed to improve performance over both the short and long terms.
- Financial indicator measures often are developed to monitor financial condition and achievement of explicitly set financial goals.
- Indicators to monitor factors that affect financial performance are also reported.
- A report on financial condition will be periodically prepared and updated.
- The report may be a separate document or incorporated into other relevant documents, including the budget document.

D. Monitor, Measure, and Evaluate External Factors

- The City is to constantly monitor and evaluate external factors that may affect budget and financial performance and achievement of goals at least quarterly. Factors outside the City's control, such as the national or regional economy, demographic changes, statutory changes, legislation, mandates, and weather, may affect achievement of stated goals. Monitoring these factors helps the City to evaluate and respond to the effect of these external influences on goals, programs, and financial plans.
- External factors that are likely to be important in achieving goals are to be identified and monitored regularly.
- The results of this analysis will be factored into the assessment of program and financial performance and considered in adjusting these programs.
- Trends and significant issues may be described in reports to stakeholders discussing program, budget, and financial performance.
- The assessment of external factors is to be reported, at least in summary form, and available to stakeholders.

E. Monitor, Measure, and Evaluate Capital Improvement Program Implementation

- The City will monitor, measure, and evaluate capital improvement program implementation at least quarterly. Monitoring the status of capital projects helps to ensure that projects progress as planned, problems (such as delays in key milestones and cost overruns) are identified early enough to take corrective action, funds are available when needed, and legal requirements are met.
- Reports on capital project implementation will be prepared for decision makers and other stakeholders.
- Summary information is to be considered for projects that are progressing as planned.
- Project milestones, such as dates for completion of such tasks as planning, land acquisition, engineering and design, and construction,

should be identified and progress in meeting these milestones should be reported at least annually, and as available.

- The City will monitor quality compliance and financial performance.

ii. *Make Adjustments as Needed*

A. Adjust the Budget

- The budget may be adjusted during the budget period should unforeseen events require changes to the original budget plan. The budget isa plan based on a set of assumptions that may not always match actual experiences during the execution phase. The City should watch for significant deviations from expectations and make timely adjustments so that the plan is consistent with revised expectations.
- The City has procedures in place to determine when deviations from the budget plan merit adjustments to the budget.
- Budget adjustments, whether to programs or to revenues and expenditures, are to be made as appropriate in a timely manner.[7]
- Any changes to the budget are to be reported.
- The timing and way this is done depends on the stakeholder group and the level of materiality of the changes.

B. Adjust Policies, Plans, Programs, and Management Strategies

- The City may adjust its policies, plans, programs, and management strategies during the budget period, as appropriate. Changing conditions or programs and services that are not producing the desired results or efficiently utilizing resources may require adjustments for the City to continue to meet the needs of stakeholders and to meet its own goals.
- The City's management team will evaluate their monthly budget to actual report for review, decision making, and implementation of changes to policies, plans, programs, and management strategies during the budgetperiod.
- Adjustments are based on findings obtained from monitoring and assessing program and financial results, stakeholder input, and external circumstances.
- Regular briefings to management and elected officials on the contents of the reports permit timely adjustments as needed to the plan or program activities.

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[7] *Budget adjustments may be administrative or legislative depending on the adjustment needed and on statutory requirements such as the legal level of control of the budget appropriations. City Manager may make adjustment within the fund across departments as long as the overall appropriation is not changed.*

C. Adjust Broad Goals, if Appropriate

- The City will modify or change its broad goals if conditions change sufficiently that these goals are no longer appropriate. Goals may need to be adjusted in response to new information about program results, stakeholder needs, and external circumstances in order to be more relevant for the community or more practically attainable.
- The City department heads meet to evaluate performance or changes in the annual budget plan to ensure that goals are reviewed during the budget period
  and adjusted when appropriate.
- Adjustments are based, in part, on findings obtained from monitoring and assessing program and financial results, stakeholder input, and external circumstances.
- Opportunities and challenges facing the City are also to be considered.

City of West Covina

Debt Management Policy

Adopted – May 19, 2020

CITY OF WEST COVINA
DEBT MANAGEMENT POLICY

Section 1 – Introduction

The purpose of this Debt Management Policy (Policy) is to establish guidelines for the issuance and management of debt for the City of West Covina and all affiliated city entities (collectively, the "City"). While the City prefers to finance projects on a pay-as-you-go basis, in the event debt is necessary, this Policy confirms the commitment of the Council, management, staff, advisors and other decision makers to adhere to sound financial management practices, including full and timely repayment of borrowing, and achieving the lowest possible cost of capital within prudent risk parameters.

Debt Issuance Priorities:

1. Achieve the lowest cost of capital while maintaining compliance with state and federal laws and regulations
2. Maintain a prudent level of financial risk and maintain the City's sound financial position
3. Preserve future financial flexibility
4. Ensure that all debt is structured to maximize the benefit to both current and future taxpayers, ratepayers, and constituents of the City
5. Maintain full and complete financial disclosure and reporting
6. Obtain and maintain the highest practical credit ratings consistent with maximizing the benefit to both current and future taxpayers, ratepayers and constituents of the City.
7. Maintain good relations with all investors in City debt
8. Ensure that the City's debt is consistent with the City's planning goals and objectives and capital improvement program or budget, as applicable

This policy shall govern the issuance and management of all debt and lease financing funded from the capital markets (including private placement and bank loans), including the selection and management of related financial services and products and investment of bond and lease proceeds. While adherence to this policy is required in applicable circumstances, it is recognized that changes in the capital markets, agency programs and other unforeseen circumstances may from time to time produce situations that are not covered by this policy and will require modifications or exceptions to achieve policy goals. In these cases, management flexibility is appropriate, provided specific authorization from the City Manager and City Council is obtained.

Section 2 – Responsibilities

The City's debt program for all City funds shall be operated in conformance with applicable federal, state, and other legal requirements, including the West Covina Municipal Code.

Responsibility for managing the coordinating of all activities related to the structure, issuance and administration of all long and short-term debt obligations shall rest with the Finance Director.

No debt obligations shall be presented to the City Council for their authorization without the joint assessment and recommendation of the City Manager, Finance Director and the City Attorney. Departments planning debt-financed capital programs or equipment acquisitions shall work closely with the City Manager, Finance Director

and City Attorney to provide information and otherwise facilitate the issuance and on-going administration of debt.

The Finance Director shall have the authority to periodically select service providers as necessary to meet legal requirements and minimize debt costs. Such services may include financial advisory, underwriting, trustee, verification agent, escrow agent, arbitrage consulting, special tax consulting, bond and disclosure counsel, and other consultants as needed. To achieve an appropriate balance between service and cost, the Finance Director is authorized to select such service providers through sole source selection or a competitive process using a Request for Proposals.

The Finance Director shall be responsible for maintaining good communications with rating agencies, investors and other debt related service providers about the City's financial condition and will follow a policy of full disclosure.

The Finance Director shall conduct an annual review of the Policy and bring forward to the City Council any amendments deemed necessary and appropriate.

Section 3 – Debt Considerations

The City will evaluate the need for debt financing a project compared to a pay-as-you-go financing methodology. The City prefers to fund projects on a pay-as-you-go basis.

A. Factors favoring a pay-as-you-go methodology include:
   a. Current projected revenues and fund balances available are sufficient to fund the project
   b. Long term total costs are lower due to the avoidance of interest expense
   c. Existing debt capacity is insufficient to absorb the additional debt without adverse impact to credit ratings
   d. Market conditions are unfavorable or present difficulties in marketing

B. Factors favoring debt financing include:
   a. Current and projected revenues available for debt service are sufficient and reliable so that financing can be marketed with investment grade credit ratings
   b. Market conditions present favorable interest rates and demand for the City financings
   c. A project is mandated by state or federal requirements, and current resources are insufficient or unavailable to fully fund the project
   d. The project is immediately required to meet or relieve capacity needs or emergency conditions and current resources are insufficient or unavailable
   e. The savings from the project are sufficient to pay for the debt service costs

The City will review debt limits in conjunction with any proposed financing. It is the City's goal to limit debt service costs in the General Fund to no more than twenty-five (25%) percent of revenues, including transfers. Payments on bonds that are tied to a specified revenue stream other than General Fund resources (e.g. enterprise revenue bonds, tax allocation bonds, and land secured bonds) are not subject to the twenty-five (25%) percent limit. The debt limit will exclude pension obligation bonds and other refunding bonds. Each proposed

financing will be individually assessed by the Finance Director and subject to the approval policies contained herein.

Section 4 – Debt Term

The City Council recognizes that any new debt obligation will have an impact on the long-term affordability of all outstanding debt and any future planned debt, as well as budgetary impacts associated with the maintenance and operating costs of debt financed facilities.

A. Term of Debt – Debt will be structured for the shortest period possible, consistent with a fair allocation of costs to current and future beneficiaries or users. The weighted average maturity of the debt (or the portion of the debt allocated to the project) shall not exceed the useful life of the project.
B. Debt Repayment – Typically, the City desires level debt service payments over the term of the debt. However, the cost of capital, financial risk, current economic conditions, future financial flexibility, credit ratings and available cash flow will be evaluated to determine the most appropriate method of debt amortizations for each debt issue. Notwithstanding the above, back loading of debt service will be evaluated as the circumstances dictate. Back loading occurs when debt service payments are lower in the initial years of a debt term and higher toward the later years of a debt term.

Section 5 – Debt Issuance

The City has the capacity to issue long and short-term debt and to refund any outstanding debt. The following section details the purposes of debt issuance and the method of determining the type of sale for such debt.

A. Long-term Debt – Long-term debt financings are appropriate when the project to be financed is necessary to provide basic services and long-term debt may be used to finance the acquisition or improvement of land, infrastructure, facilities or equipment for which it is appropriate to spread the costs of such over more than one budget year. Long-term debt may be used to fund capitalized interest, cost of issuance, required reserves and any other financing related costs that may be legally capitalized. Long-term debt shall not be used to fund City operating costs.
B. Short-term Debt – Short-term debt will be considered as an interim source of funding in anticipation of long-term debt. Short-term debt may be issued for any purpose for which long-term debt may be issued, including capitalized interest and financing related costs. Short-term debt is also appropriate to address legitimate short-term cash flow requirements during a given fiscal year to fund the operating costs of the City to provide necessary public services. The City will not engage in short-term borrowing solely for the purpose of generating investment income.
C. Financings on Behalf of Other Entities - The City may also find it beneficial to issue debt on behalf of other governmental agencies or private third parties to benefit the public purposes of the City. In such cases, the City shall take reasonable steps to confirm the financial feasibility of the project to be financed and the financial solvency of any borrower and that the issuance of such debt is consistent with the policies set forth herein.
D. Refunding – Refunding opportunities will be identified by periodic reviews of outstanding debt obligations. Refunding will be considered when there is a net economic benefit from the refunding of a least three (3) percent on a net present value basis. Non-economic refunding may be undertaken to achieve City objectives relating to changes in covenants, call provisions, operational flexibility, tax status, issuer, or other non-economic factors related to the debt.

E. Method of Sale – The City shall have the flexibility to determine which method of sale is appropriate for each debt issuance in light of market interest rates and City objectives. Determination of the appropriate method of sale will rest collectively with the City Manager, Finance Director, and City Attorney. Potential methods of sale include:
    a. A competitive bidding process through which interested underwriters submit proposals to purchase an issue of bonds and the award is based on, among other factors, the lowest offered true interest cost.
    b. A negotiated sale process through which a selected underwriter, or team of underwriters, negotiate the terms of an issue and sell bonds in the municipal market. Negotiated sales are often used where there are unusual conditions or unique considerations related to the bond sale. A negotiated sale is subject to approval by the City to ensure that interest costs are in accordance with comparable market interest rates.
    c. A private (or direct) placement sale typically occurs when the financing can or must be structured for a single or limited number of purchasers or where the terms of the private placement are more beneficial to the City than either a negotiated or competitive sale.
F. Pooled Financing – The City may also consider use of pooled financing as a method of accessing the capital markets. Use of pooled financing will be evaluated collectively by the City Manager, Finance Director, and City Attorney.

Section 6 - Debt Structure

A. Credit Ratings – The City seeks to obtain and maintain the highest possible credit rating when issuing debt. The City will seek credit ratings from at least one major credit rating agency on all debt, as appropriate. Ratings from multiple rating agencies may be sought for a single debt issue based upon the market conditions at the time of the issuance.
B. Fixed Rate and Variable Rate Debt – The City prefers to issue fixed rate debt. Variable rate debt may be used, if market conditions warrant at the time of issuance. It is acknowledged that variable rate debt passes an unknown obligation onto future budget cycles.
C. Call Provisions – The timing for when bonds are callable varies and is determined at the time of pricing such bonds. The City's preferred structure is to negotiate for optional redemption at par in order to maintain flexibility in the future, but a final decision will be made on a case by case basis after evaluation of the marketability of the City's bonds.
D. Credit Enhancements – The City may use credit enhancements (letters of credit, bond insurance, surety bonds, etc.) when such credit enhancements prove to be cost effective. The City will consider the use of credit enhancements on a case-by-case basis.
E. Reserve Funds – A debt service reserve fund provides an added measure of security to bond holders and may improve the credit rating and thus lower the costs of borrowing. Reserve funds may be necessary for specific transactions, or the City may choose to create one if it is determined to be cost effective. When cost beneficial, the City may consider the use of surety bonds, lines of credit, or similar instruments to satisfy the reserve requirements.

Section 7 – Private Activity Use Limitations on Tax Exempt Debt

IRS Tax Code Section 141 sets forth private activity tests for the purpose of limiting the volume of tax-exempt bonds that finance activities of persons other than state and local governmental entities. These tests serve to identify arrangements that actually or reasonably expect to transfer the benefits of tax-exempt financing to non-

governmental persons. The law includes tests of private use, security and payment as well as private loan financing tests. The law also provides for various safe harbors and nuances to the application of these limits. The City will manage a process to ensure private use compliance and will consult with bond counsel to obtain federal tax advice regarding whether anticipated project use will be consistent with the restrictions on private business use of the bond financed property and, if not, whether any "remedial action" permitted under §141 of the code may be taken as means of enabling that use arrangement to be put into effect without adversely affecting the tax-exempt status of the bonds.

With respect to tax-exempt bonds, the City pledges in each bond issuance that it will monitor and control the receipt, investment, expenditure, and use of all bond proceeds and will take or omit to take any actions as necessary to cause interest on tax-exempt bonds to remain excludable from the gross income of bond holders. City staff will ensure appropriate lease and building use policies to maintain compliance with this pledge.

Section 8 – Interfund Borrowings

The City may borrow internally from other funds with temporary cash surpluses to meet short term cash needs in lieu of issuing debt. Interfund borrowing extending for more than one year will be brought to Council for approval.

Section 9 – Debt Administration

The Finance Director shall be responsible for administering the City's debt management program. To that end, this position shall:

A. Ensure compliance with all disclosure and reporting requirements outlined in the City's Disclosure Policy
B. Periodically review outstanding debt for refunding opportunities
C. Maintain positive working relationships with rating agencies and other financial professionals
D. Review and recommend appropriate structures for all new debt issuances
E. Ensure compliance with the Investment Policy and bond documents regarding investing bond proceeds

Section 10 – Arbitrage Compliance

Arbitrage is defined as the profit earned when tax-exempt bond proceeds are invested in higher yielding securities than the interest rates of the bonds issued. The City shall comply with its investment policy and California and federal laws.

To ensure compliance with federal arbitrage laws, the City will monitor ongoing activities, including remittance of any required arbitrage rebate. If necessary, the City will utilize a consultant for arbitrage rebate calculations and preparation of the required Internal Revenue Service forms. Arbitrage rebate calculations on outstanding bond issues will be performed periodically, but never longer than the 5th year after a bond issuance.

Section 11 – Disclosure Policy

The Finance Director will be the disclosure coordinator for the City and will have the responsibility of complying with the City's Disclosure Policy document, as adopted by City Council.

RESOLUTION NO. 2018-64

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING THE FUND BALANCE RESERVE POLICY FOR THE GENERAL FUND

WHEREAS, in an effort to become more financially secure, the City Council adopted a Fund Balance Reserve Policy for the General Fund on July 7, 2015, with the adoption of Resolution No. 2015-52; and

WHEREAS, the City Council amended the Fund Balance Reserve Policy for the General Fund on March 1, 2016, with the adoption of Resolution No. 2016-18; and

WHEREAS, the City Council amended the Fund Balance Reserve Policy for the General Fund on June 21, 2016 with the adoption of Resolution No. 2016-60; and

WHEREAS, the City Council had previously adopted a fund balance reserve policy of maintaining a minimum unassigned fund balance of at least 20% of General Fund operating expenditures. At the end of the fiscal year end close, the annual excess revenue over expenditures in the City's General Fund will be automatically allocated as follows, unless the transfer is overridden by an action of the City Council: 25% stays in the General Fund Balance reserves, 50% is transferred to the City's Capital Projects Fund, and 25% goes to pay down the City's Other Post Employment Benefit (OPEB) liability; and

WHEREAS, the City Council has determined that the City shall maintain a minimum unassigned fund balance of at least 17% of the General Fund operating expenditures. If the reserve level falls below 17%, the City must amend this policy, including a plan to rebuild the fund within three years. At the end of the fiscal year end close, the annual excess revenue over expenditures in the City's General Fund will be automatically allocated as follows, unless the transfer is overridden by an action of the City Council: 25% stays in the General Fund Balance reserves, 50% is transferred to the City's Capital Projects Fund, and 25% goes to pay down the City's Other Post Employment Benefit (OPEB) liability.

WHEREAS, the City Council has determined that the City has met the reserve level at a minimum of no less than two months of regular General Fund operating expenditures which is consistent with the Government Finance Officers Association (GFOA) recommended fund balance reserve level; and

NOW, THEREFORE, the City Council of the City of West Covina does resolve as follows:

Section 1. This resolution supersedes Resolution No. 2016-60 and adopts the Amended Fund Balance Policy for the General Fund as reflected in Exhibit A to this resolution.

Section 2. That the City Clerk shall certify to the adoption of this resolution and the same shall be in full force in effect immediately upon adoption.

PASSED, APPROVED AND ADOPTED this 5th day of June, 2018.

Lloyd Johnson
Mayor Pro Tem

APPROVED AS TO FORM:

Kimberly Hall Barlow
City Attorney

ATTEST:

Nickolas S. Lewis
City Clerk

I, HEREBY CERTIFY that the foregoing resolution was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof on the 5th day of June 2018, by the following vote of the City Council:

AYES:	Toma, Warshaw, Wu, Johnson
NOES:	None
ABSENT:	Spence
ABSTAIN:	None

Nickolas S. Lewis
City Clerk

EXHIBIT A

CITY OF WEST COVINA
FUND BALANCE
POLICY

POLICY

In February 2009, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This new standard has not changed the total amount of reported fund balance, but has substantially altered the categories and terminology used to describe its components. The new categories and terminology reflect an approach that will focus, not on financial resources available for appropriation within a fund, but on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in the fund can be spent.

This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the City's financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. The policy also authorizes and directs the Finance Director to prepare financial reports which accurately categorize fund balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

PROCEDURES

The term "*Fund Balance*" is used to describe the difference between assets (what is owned) and liabilities (what is owed) reported within a fund. In the past, fund balance has been classified into basically three separate components: Reserved, Designated, and Undesignated. There are almost always important limitations on the purpose for which all or a portion of the resources of a fund can be used. The force of these limitations can vary significantly, depending on their source. The various components of the "new" fund balance are designed to indicate the extent to which the City is bound by these limitations placed upon the resources.

GASB Statement No. 54 defines five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent. These new components of fund balance will replace the current existing three components. The five components are:

- Nonspendable fund balance (inherently nonspendable)
- Restricted fund balance (externally enforceable limitations on use)
- Committed fund balance (self-imposed limitations on use)
- Assigned fund balance (limitation resulting from intended use)
- Unassigned fund balance (residual net resources)

The first two components listed above are not addressed in this policy due to the nature of their restrictions. Some examples of nonspendable fund balance are prepaid expenses, notes receivable, inventory and land held for resale. Restricted fund balance is either imposed by law or constrained by grantors, contributors, or laws or regulations of other governments. This policy is focused on financial reporting of unrestricted fund balance, or the last three components listed above. These three components are further defined below.

COMMITTED FUND BALANCE

The City Council, as the City's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use through the same type of formal action taken to establish the commitment. City Council action to commit fund balance needs to occur within the fiscal reporting period; however, the amount can be determined subsequently.

ASSIGNED FUND BALANCE

Amounts that are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. Such intent needs to be established at either the highest level of decision making, or by an official designated for that purpose.

This policy hereby delegates the authority to assign amounts to be used for specific purposes to the City Manager for the purpose of reporting these amounts in the annual financial statements.

UNASSIGNED FUND BALANCE

These are residual positive net resource of the general fund in excess of what can properly be classified in one of the other four categories.

RESERVE POLICIES

The City shall maintain a minimum unassigned fund balance of at least 17% of the General Fund operating expenditures. If the reserve level falls below 17%, the City must amend this policy, including a plan to rebuild the fund within three years. This is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:

- Economic uncertainties, local disasters and other hardships or downturns in the local economy
- Contingencies for unforeseen operating or capital needs
- Cash flow requirements

At the end of the fiscal year, the annual excess revenue over expenditures in the City's General Fund will be automatically allocated as follows, unless the transfer is overridden by an action of City Council: 25% stays in the General Fund Balance reserves, 50% is transferred to the City's Capital Projects Fund, and 25% goes to pay down the City's Other Post Employment Benefit (OPEB) liability.

FUND BALANCE CLASSIFICATION

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available the policy shall be to expend the restricted fund balance first before expending the unrestricted fund balance. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classification of fund balance could be used, the City considers committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts.

This policy is in place to provide a measure of protection for the City against unforeseen circumstances and to comply with GASB Statement No. 54. No other policy or procedure supersedes the authority and provisions of this policy.

City of West Covina

Pension Funding Policy

Adopted – May 19, 2020

I. PURPOSE

The City's Pension Funding Policy documents the method the City will use to determine its actuarially determined contributions to fund the long-term cost of benefits to the plan participants and annuitants. The policy also:

- Provides guidance in making annual budget decisions;
- Demonstrates prudent financial management practices;
- Create sustainable and affordable budgets for pensions;
- Reassures bond rating agencies; and
- Shows employees and the public how pensions will be funded.

II. BACKGROUND

The City provides defined benefit retirement plan through the California Public Employees' Retirement System (CalPERS). CalPERS is a multiple-employer public employee defined benefit pension plan.

All full-time and certain part-time City employees are eligible to participate in CalPERS. CalPERS provides retirement and disability benefits, annual cost of living adjustments and death benefits to plan members and their beneficiaries. CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by state statute.

The financial objective of a defined benefit pension plan is to fund the long-term cost of benefits provided to the plan participants. In order to assure that the plan is financially sustainable, the plan should accumulate adequate resources in a systematic and disciplined manner over the active service life of benefitting employees. This funding policy outlines the method the City will utilize to determine its actuarially determined contributions to fund the long-term cost of benefits to the plan participants and annuitants.

Pension Funding: A Guide for Elected Officials, issued by eleven national groups including the U.S. Conference of Mayors, the International City/County Management Association, and the Government Finance Officers Association, established the following five general policy objectives for a pension funding policy:

- **Actuarially Determined Contributions**. A pension funding plan should be based upon an actuarially determined contribution (ADC) that incorporates both the cost of benefits in the current year and the amortization of the plan's unfunded actuarial accrued liability.

- **Funding Discipline**. A commitment to make timely, actuarially determined contributions to the retirement system is needed to ensure that sufficient assets are available for all current and future retirees.

- **Intergenerational equity**. Annual contributions should be reasonably related to the expected and actual cost of each year of service so that the cost of employee benefits is paid by the generation of taxpayers who receives services from those employees.

- **Contributions as a stable percentage of payroll**. Contributions should be managed so that employer costs remain consistent as a percentage of payroll over time.

- **Accountability and transparency**. Clear reporting of pension funding should include an assessment of whether, how, and when the plan sponsor will ensure sufficient assets are available for all current and future retirees.

III. POLICY

A. **Actuarially Determined Contribution (ADC).** CalPERS actuaries will determine the City's ADC to CalPERS based on annual actuarial valuations. The ADC will include the normal cost for current service and amortization of any under-funded amount. The normal cost will be calculated using the entry age normal cost method using economic and non-economic assumptions approved by the CalPERS Board of Administration.

The City will review the CalPERS annual actuarial valuations to validate the completeness and accuracy of the member census data and the reasonableness of the actuarial assumptions.

B. **Additional Discretionary Payment (ADP) Contribution.** The City will consider making ADP contributions with one-time General Fund resources, with the objectives of increasing the plan's funded status, by reducing the unfunded actuarially accrued liability, and reducing ongoing pension costs.

C. **Pension Obligations Bonds.** The City will consider pension obligation bonds if such bonds have expected savings using borrowing costs and CalPERS' discount rate.

The City and its advisors will discuss and consider the risks of any potential pension obligation bonds.

Any pension obligation bonds, or refundings of pension obligation bonds, must be voted upon by the City Council.

D. **Contributions as a Manageable Budget Expense.** The City will always make its required annual contributions to CalPERS. Contributions should be stable and a manageable portion of revenue. The City may:

- Make additional discretionary contributions directly to CalPERS.
- Consider establishing a pension stabilization trust, subject to approval by the Council.
- Issue, call, or refund pension obligation bonds.

E. **Transparency and Reporting.** Funding of the City's pension plans should be transparent to vested parties including plan participants, annuitants, the City Council, and residents. In order to achieve this transparency, the following information shall be available:

- Copies of the annual actuarial valuations for the City's CalPERS plans shall be made available to the City Council.

- The City's Comprehensive Annual Financial Report shall be published on its website. This report includes information on the City's annual contributions to the pension systems and their funded status.

- The City's annual operating budget shall include the City's contributions to CalPERS.

F. **Review of Funding Policy.** Funding a defined benefit pension plan requires a long-term horizon. As such, the City will review this policy at least every two years.

RESOLUTION NO. 2021-68

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING AND ADOPTING THE UPDATED STATEMENT OF INVESTMENT POLICY FOR FISCAL YEAR 2020-21

WHEREAS, California Government Code Section 53646 requires the City Treasurer or the Chief Fiscal Officer to annually render to the City Council a statement of investment policy, which must be considered at a public meeting; and

WHEREAS, California Government Code Section 53600 et seq. provides guidelines and regulations pertaining to investment of temporary idle funds.

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

SECTION 1. The City Council does hereby adopt the Statement of Investment Policy for Fiscal Year 2020-21 attached hereto as Exhibit "A."

SECTION 2. Any and all prior resolutions adopting a Statement of Investment Policy for the City of West Covina are hereby rescinded.

APPROVED AND ADOPTED this 15th day of June, 2021.

Letty Lopez-Viado
Mayor

APPROVED AS TO FORM

Thomas P. Duarte
City Attorney

ATTEST

Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2021-68 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 15th day of June, 2021, by the following vote of the City Council:

AYES:	Castellanos, Diaz, Lopez-Viado, Tabatabai Wu
NOES:	None
ABSENT:	None
ABSTAIN:	None

Lisa Sherrick
Assistant City Clerk

EXHIBIT A

CITY OF WEST COVINA
STATEMENT OF INVESTMENT POLICY
FOR FISCAL YEAR 2020-21

I. *POLICY*

The purpose of this Policy is to establish prudent investment cash management guidelines for the City of West Covina, the Successor Agency to the Redevelopment Agency of the City of West Covina, and the West Covina Community Facilities District, collectively (City). The investment goals of the City are safety, liquidity and yield. The State of California authority governing investments for local agencies is set forth in the California Government Code, Section 53600 et seq. The City's portfolio is designed and managed in a manner responsive to the public trust and consistent with State and local law.

II. *SCOPE*

This investment policy governs the pooled investment of funds in the treasury which are not required for the immediate needs of the City. These funds are accounted for in the City's general ledger and reported in the City's Comprehensive Annual Financial Report (CAFR). This policy is applicable, but not limited to all funds listed below:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Proprietary Funds

This policy does not apply where superseded by specific bond documents.

III. *PRUDENCE*

The standard to be used by the investment officials shall be that of a "prudent investor" and shall be applied in the context of managing all aspects of the overall portfolio. Government Code Section 53600.3 provides that those persons to whom investment decisions have been delegated are trustees with a fiduciary duty to act as a prudent investor. This standard of care directs that a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

IV. *OBJECTIVE*

The objectives, in order of priority, for the City's investment activities are:

(A) Safeguard principal: Preservation of principal is the primary objective of the investment program. Each investment transaction shall seek to ensure that capital losses are avoided, whether from securities default, broker/dealer default or erosion of market value. The City shall seek to preserve principal by mitigating the two types of risk, credit risk and interest rate risk.

Credit risk, defined as the risk of loss due to issuer's failure to fulfill obligations, shall be mitigated by investing in high grade securities that conform to California Code and by diversifying the investment portfolio.

Interest rate risk, defined as the risk that market interest rates will adversely affect the fair value of an investment, shall be mitigated by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide cash flow and liquidity needed for operations.

(B) Meet liquidity needs: Historical cash flow trends are compared to current cash flow requirements on an ongoing basis in an effort to ensure that the City's investment portfolio will remain sufficiently flexible to enable the City to meet reasonably anticipated operating requirements.

(C) Achieve a return on funds: The City's investment portfolio is designed with the objective of attaining a market rate of return, while safeguarding principal and meeting the City's liquidity needs.

V. *DELEGATION OF AUTHORITY*

The City Council or its delegate is a fiduciary for investments of City funds.

Authority to manage the City's investment program is specified in West Covina Municipal Code Section 2-182(i); "The chief financial officer also shall be responsible for the investment of surplus funds subject to the restrictions and requirements of applicable law." Daily management responsibility of the investment program may be delegated to responsible members of the Finance Department staff who, under direction of the Finance Director, shall establish Investment Policy Guidelines for the operation of the investment program consistent with this Investment Policy. Under the direction of the Finance Director, the Finance Department staff is responsible for investment cash management functions, is authorized to conduct transactions involving pooled cash accounts, as necessary, and is required to adhere to the requirements set forth in this Investment Policy.

The City may engage the services of one or more external investment advisers, who are registered under the Investment Advisers Act of 1940, to assist in the management of the City's investment portfolio in a manner consistent with the City's objectives. External investment advisers may be granted discretion to purchase and sell investment securities in accordance with this investment policy.

VI. *ETHICS AND CONFLICTS OF INTEREST*

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the Investment Policy, or which could impair their ability to make impartial investment decisions. Investment officials shall disclose to the City Manager, and as otherwise required by law, any material financial interests (as defined by the Political Reform Act and the regulations thereunder) in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial or investment positions that could be related to the performance of the City's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the City, particularly with regard to the time of purchases and sales.

VII. *DIVERSIFICATION AND RISK MANAGEMENT*

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

The City further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. Therefore, the City adopts the following strategies to control and mitigate its exposure to market risk:

- The City will maintain a minimum of six (6) months of budgeted operating expenditures in short-term investments to provide sufficient liquidity for expected disbursements.

- The maximum percent of callable securities (does not include "make whole call" securities as defined in the Glossary) in the portfolio will be 20%.

- The maximum stated final maturity of individual securities in the portfolio will be five (5) years, except as otherwise stated in this policy.

- The duration of the portfolio will generally be approximately equal to the duration (typically, plus or minus 20%) of a Market Benchmark, an index selected by the City based on the City's investment objectives, constraints and risk tolerances.

If securities owned by the City are downgraded to a level below the credit quality required by this Investment Policy, it shall be the City's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio. If a security is downgraded, the City will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors. If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the City Council.

The following percentage limits, maturity matrix, and quality requirements, by individual investment type, are established for the City's total pooled funds portfolio:

Investment Type	Maximum Maturity	Maximum Specified % of Portfolio	Minimum Quality Requirements
Local Agency Investment Fund (LAIF) (not to exceed legal maximum)	N/A	None	None
Los Angeles County Investment Pool (LACIP)	N/A	None	None
Mutual Funds and Money Market Mutual Funds	N/A	20% - no more than 10% in any one mutual fund	Multiple
U.S. Treasury bonds/notes/bills	5 years	None	None
U.S. Government Agency obligations	5 years	None	None
Bankers' acceptances	180 days	40%	None
Commercial paper	270 days	25%	A1/P1 rating
Negotiable certificates of deposit	5 years	30%	None
Certificates of Deposit	5 years	25%	None
Medium term corporate notes	5 years	30%	"A" rating
Repurchase agreements	100 days	20%	None
Municipal Securities	5 years	30%	"A" Rating
Asset Backed Securities	5 Years	20%	"AA" Rating
Supranational	5 years	30%	"AA" Rating

VIII. ***AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS***

The Finance Director or his/her authorized designee will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security brokers/dealers selected by credit worthiness, who maintain an office in the State of California. These may include primary or secondary dealers or brokers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state law.

All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the following:

A. Audited financial statements of all financial institutions
B. Proof of Financial Industry Regulatory Authority certification
C. Proof of State registration
D. Certification of having read Investment Policy
E. Depository contracts of all financial institutions
F. Broker/Dealer questionnaire, as applicable

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Finance Director or his/her authorized designee.

IX. ***AUTHORIZED AND SUITABLE INVESTMENTS***

The City is empowered by California Government Code Section 53601 to invest in the following types of securities; and is subject to the limitations set out in that section as well as the remainder of this policy.

Any investment structure, which has an effect on the City borrowing money, is prohibited.

A. **TREASURY ISSUES:** Treasury Bills, Treasury Notes, and Treasury Bonds. The maximum maturity shall not be greater than five (5) years.

B. **FEDERAL AGENCIES**: Federal National Mortgage Association (FNMA) securities, Federal Home Loan Bank (FHLB) securities, Federal Home Loan Mortgage Corporation (FHLMC), Federal Farm Credit Bureau (FFCB) securities, Government National Mortgage Association (GNMA) securities, Small Business Administration (SBA) securities, Student Loan Marketing Association (SLMA) securities, etc. The City restricts the maximum percentage of investment in Federal Agencies to 25%, per issuer. The maximum maturity shall not be greater than five (5) years.

C. **BANKERS' ACCEPTANCES**: The City may not purchase bankers' acceptances exceeding one hundred and eighty (180) days maturity or forty percent (40%) of the City's surplus money, (Government Code 53601(f).) Furthermore, no more than thirty percent (30%) of the City's surplus funds may be invested in bankers' acceptances of any one commercial bank.

D. **CERTIFICATES OF DEPOSIT**: A type of collateralized bank deposit with a specific maturity evidenced by a certificate. The City restricts the maximum percentage of investment in Certificates of Deposit to 25% of the City's total portfolio. The maximum maturity shall not be greater than five (5) years.

E. **REPURCHASE AGREEMENTS:** A Public Securities Association (PSA) Master Repurchase Agreement is required between the City and the broker/dealer or financial institution for all repurchase agreements transacted. The maturity of repurchase agreements shall not exceed 100 days. The counterparty must be a primary dealer of the Federal Reserve Bank of New York. The market value of securities used as collateral for repurchase agreements shall be monitored daily and will not be allowed to fall below 102% of the value of the repurchase agreement. In order to conform with provisions of the Federal Bankruptcy Code which provides for the liquidation of securities held as collateral for repurchase agreements, the only securities acceptable as collateral shall be eligible negotiable certificates of deposit, eligible bankers' acceptances, or securities that are direct obligations of, or that are fully guaranteed as to principal and interest by, the United States or any agency of the United States.

F. **COMMERCIAL PAPER:** Must be of prime quality of the highest rating by both Moody's and Standard and Poor's (P-1 by Moody's and A-1 by Standard and Poor's). Eligible paper is limited to corporations organized and operating within the U.S. and having total assets of at least $500,000,000. Purchases of commercial paper shall not exceed two hundred and seventy (270) days to maturity and no more than 25% of the City's surplus funds should be invested in commercial paper. No more than 5% of the amount invested shall be in any one issuer.

G. **MEDIUM TERM NOTES:** Issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of "A" or its equivalent or better by a NRSRO. Purchases of medium-term notes may not exceed 30% of the City's surplus money which may be invested pursuant to this section. The maximum maturity shall not be greater than five (5) years.

H. **NEGOTIABLE CERTIFICATES OF DEPOSIT (NCD)**: To be eligible for purchase by the City, the NCD must be issued by a Nationally or State-Chartered bank, State or Federal savings and loan association, or State-licensed branch of a foreign bank, and must meet one of the following criteria:

- Be a California Bank rated "A" or better by a nationally recognized statistical rating organization (NRSRO);

- Be a major national or regional bank outside California rated "A" or better by a NRSRO;

- Be a domestic branch of a foreign bank ("Yankee" C.D.) rated "I" for

country rating, "II" or better for peer-group rating, and "II" or better for dollar access by a NRSRO;

- Be a savings and loan association operating in California rated "A" or better by a NRSRO;

- Purchases of negotiable certificates of deposits may not exceed 30% of the total portfolio.

The maximum maturity shall not be greater than five (5) years.

I. **LOCAL AGENCY INVESTMENT FUND (LAIF):** The aggregate of all funds from political subdivisions that are placed in the custody of the State of California Treasurer for the benefit of local agencies. State law (California Government Code Section 16429.1) establishes the maximum deposits for each local agency.

J. **LOS ANGELES COUNTY INVESTMENT POOL (LACIP):** Similar to LAIF, this pool is established by the Los Angeles County Treasurer for the benefit of local agencies under California Government Code Section 53684.

K. **MUTUAL FUNDS AND MONEY MARKET MUTUAL FUNDS:** To be eligible for purchase by the City, the investment instruments must meet multiple minimum requirements. Instruments must receive the highest ranking, or the highest letter and numerical rating as provided for by a NRSRO, must comply with all investment restrictions and regulations that apply to public agencies in California Code 53601 (a-k, m-o), and must follow regulations specified by the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1, et seq.).

L. **MUNICIPAL SECURITIES:** Include obligations of the City, the State of California, any of the other 49 states, and any local city within the State of California, provided that the securities are rated "A" or higher by at least one NRSRO. No more than 5% of the portfolio may be invested in any single issuer. No more than 30% of the portfolio may be in Municipal Securities. The maximum maturity does not exceed five years.

M. **SUPRANATIONALS**: Securities that are unsubordinated obligations issued by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB). The securities must be rated "AA" or higher by a NRSRO. No more than 30% of the total portfolio may be invested in these securities. No more than 10% of the total portfolio shall be invested in any single issuer. The maximum maturity of any security of this type shall not exceed five years.

N. **ASSET BACKED SECURITIES**: Including mortgage pass through, collateralized mortgage obligation, mortgage backed or other pay through bond, equipment lease backed certificate, consumer receivable pass through certificate, or consumer receivable backed bond with a maximum maturity of five years. Securities eligible for investment under this subdivision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a NRSRO and rated in a rating category of "AA" or its equivalent or better by a NRSRO. Purchase of securities authorized by this subdivision may not exceed 20% of the City's surplus money that may be invested pursuant to this section.

X. *PROHIBITED INVESTMENTS*

California Government Code Section 53601.6 prohibits the following list of investment types.

A. **INVERSE FLOATERS**

B. **RANGE NOTES**

C. **INTEREST-ONLY MORTGAGE STRIPS, OR ANY SECURITY THAT COULD RESULT IN ZERO INTEREST ACCRUAL IF HELD TO MATURITY.**

The City further restricts investment activities by prohibiting investments in reverse repurchase agreements.

XI. *COLLATERALIZATION*

Collateralization will be required on two types of investments: certificates of deposit and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the market value of securities used as collateral for repurchase agreements shall be monitored daily and will not be allowed to fall below 102% of the value of the repurchase agreement. In order to conform with provisions of the Federal Bankruptcy Code, which provides for the liquidation of securities held as collateral for repurchase agreements, the only securities acceptable as collateral shall be eligible negotiable certificates of deposit, eligible banker's acceptances, or securities that are direct obligations, or that are fully guaranteed as to principal and interest by, the United States or any agency of the United States.

A third-party custodian with whom the City has a current custodial agreement will always hold collateral. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained.

XII. *INVESTMENT POOLS/MUTUAL FUNDS*

The City shall conduct a thorough investigation of any pool or mutual fund prior to making an investment, and on a continual basis thereafter. The Finance Director or his/her authorized designee shall develop a questionnaire which will answer the following general questions:

- A description of eligible investment securities, and a written statement of investment policy and objectives.
- A description of interest calculations and how it is distributed, and how gains and losses are treated.
- A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced, and the program audited.
- A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
- A schedule for receiving statements and portfolio listings.
- Are reserves, retained earnings, etc. utilized by the pool/fund?
- A fee schedule, and when and how is it assessed.
- Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

XIII. *SAFEKEEPING AND CUSTODY*

All security transactions, including collateral for repurchase agreements, entered into by the City shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the Finance Director or his/her authorized designee and evidenced by safekeeping records.

XIV. *MAXIMUM MATURITIES*

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. However, the City may collateralize its repurchase agreements using longer-dated investments not to exceed five (5) years to maturity.

XV. *INTERNAL CONTROL*

The Finance Director will establish internal controls covering investing procedures designed to protect the City's investments from unauthorized use or disposition and ensure compliance with the Investment Policy.

The Finance Director or his/her authorized designee shall establish an annual process of independent review of internal control by an external auditor. This review will ensure compliance with policies and procedures. Specific areas of review are investment authorizations, proper safekeeping methods, and comparison of broker/dealer with safekeeping confirmations.

XVI. *MINIMUM PERFORMANCE STANDARDS*

The City Treasurer shall monitor and evaluate the portfolio's performance relative to the chosen market benchmark(s), which will be included in the monthly Investment Report. The Finance Director or his/her authorized designee shall select an appropriate, readily available index to use as a market benchmark.

XVII. *REPORTING*

A. **MONTHLY REPORTS**: The Finance Director will submit a monthly investment report to the City Council which provides full disclosure of the City's investment activities within 30 days after the end of the month in accordance with California Government Code Section 53607. These reports will disclose, at a minimum, the following information about the City's portfolio:

- An asset listing showing par value, cost and independent third-party fair market value of each security as of the date of the report, the source of the valuation, type of investment, issuer, maturity date, and interest rate.

- Transactions for the period.

- A description of the funds, investments and programs (including lending programs) managed by contracted parties (i.e. LAIF, investment pools, outside money managers and securities lending agents).

- A one-page summary report that shows:
  i. Average maturity of the portfolio and modified duration of the portfolio;
  ii. Maturity distribution of the portfolio;
  iii. Percentage of the portfolio represented by each investment category;
  iv. Average portfolio credit quality; and,
  v. Time-weighted total rate of return for the portfolio for the prior one month, three months, twelve months and since inception compared to the City's market benchmark returns for the same periods.

- A statement of compliance with investment policy, including a schedule of any transactions or holdings which do not comply with this policy or with the California Government Code, including a justification for their

presence in the portfolio and a timetable for resolution.

- A statement that the City has adequate funds to meet its cash flow requirements for the next six (6) months.

XVIII. *LEGISLATIVE CHANGES*

Any State of California legislative action, that further restricts allowable maturities, investment type or percentage allocations, will be incorporated into the City's Investment Policy and supersede any and all previous applicable language.

XIX. *INTEREST EARNINGS*

All monies earned and collected from investments authorized in this policy shall be allocated monthly based on cash balances in each fund as a percentage of the entire pooled portfolio.

XX. *INVESTMENT POLICY ADOPTION*

The City's Investment Policy shall be reviewed and approved on an annual basis. Any modifications made thereto must be approved by the City Council.

GLOSSARY

AGENCIES: Shorthand market terminology for any obligation issued by *a government-sponsored entity (GSE),* or a *federally related institution.* Most obligations of GSE's are not guaranteed by the full faith and credit of the US government.

ASKED: The price at which a seller offers to sell a security.

ASSET BACKED SECURITIES: Securities supported by pools of installment loans or leases or by pools of revolving lines of credit.

BANKERS' ACCEPTANCE (BA): A draft, bill, or exchange accepted by a bank or trust company accepting institution guarantees payment of the bill, as well as the issuer.

BID: The price offered for securities.

BROKER: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides. Brokers are active in markets, where banks buy and sell money, as well as in inter-dealer markets.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also, refers to securities pledged by a bank to secure deposits of public monies.

COMMERCIAL PAPER (CP): Short-term, unsecured, promissory notes issued by corporations to finance short-term credit needs.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual financial report of the City. It includes combined statements for each individual fund in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a). The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b). A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY VERSUS PAYMENT (DVP): There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of a signed receipt for the securities.

DERIVATIVES: (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest-bearing money market instruments that are issued at a discount and redeemed at maturity for full face value i.e., U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, such as savings and loan associates, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to $250,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the United States Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable rate mortgages and second loans in addition to fixed rate mortgages. FNMA's securities are highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors and 12 regional banks. About 5,700 commercial banks are members of the system.

FFCB: The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.

FHLB: The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.

FHLMC: Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also called "FreddieMac" issues discount notes, bonds and mortgage pass-through securities.

FNMA: Like FHLB and FreddieMac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as "FannieMae," issues discount notes, bonds and mortgage pass-through securities.

GNMA: The Government National Mortgage Association, known as "GinnieMae," issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations and other institutions. The full faith and credit of the U.S. Government protect the security holder. Ginnie Mae securities are backed by FHA, VA or FMHM mortgages. The term "pass-throughs" is often used to describe Ginnie Mae Securities.

LIQUID ASSET: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LIQUIDITY: The ability to convert investments to cash.

LOCAL AGENCY INVESTMENT FUND (LAIF): The aggregate of all funds from political subdivisions that are placed in the custody of the State of California Treasurer for the benefit of local agencies. State law (California Government Code Section 16429.1) establishes the maximum deposits for each local agency.

LOS ANGELES COUNTY INVESTMENT POOL (LACIP): Similar to LAIF, this pool is established by the Los Angeles County Treasurer for the benefit of local agencies under California Government Code Section 53684.

MAKE WHOLE CALL: A type of call provision on a bond allowing the issuer to pay off remaining debt early. The issuer typically has to make a lump sum payment to the investor derived from a formula based on the net present value (NPV) of future coupon payments that will not be paid incrementally because of the call combined with the principal payment the investor would have received at maturity.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties related to repurchase or reverse repurchase agreements. The contract establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default of the seller-borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MEDIUM TERM NOTES: Notes with a maximum of five years maturity issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.

MUNICIPAL SECURITIES: Securities issued by state and local agencies to finance capital and operating expenses.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

NEGOTIABLE CERTIFICATES OF DEPOSIT (NCD): Although technically a deposit, it is similar to a short-term note, which earns the depositor a competitive rate of return. Negotiable certificates of deposit were developed so that large deposits could be made at a competitive interest rate with some liquidity.

OFFER: The price asked by the seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PEFCO: The Private Export Funding Corporation assists exporters. Obligations of PEFCO are not guaranteed by the full faith and credit of the US government.

PORTFOLIO: A collection of securities held by an individual organization or institution.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities brokers/dealers, banks, and a few unregulated firms.

PRUDENT INVESTOR RULE: This rule is an investment standard. In some states, the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the state. The securities are commonly referred to as the legal list. In other states the trustee may invest in a security if it is one, which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

REPURCHASE AGREEMENT (REPO): Agreements with banks and dealers under which the City has entered into a master repurchase agreement that specifies terms and conditions of individual repurchase agreements. The agreement requires the seller of a security to repurchase an investment on a specific date for an agreed-upon price.

SAFEKEEPING: A service to customers rendered by banks and other security custodians for a fee. For the fee, the customer's securities and valuables of all types and descriptions are held in the service provider's vaults for protection. Securities are commonly held electronically in lieu of physical custody in a vault.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3-1: See Uniform Net Capital Rule.

STRUCTURED NOTES: Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc.) and Corporations, which have imbedded options (i.e., call features,

step-up coupons, floating rate coupons, and derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

SUPRANATIONAL: A Supranational is a multi-national organization whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in the member countries.

TREASURY BILLS: A non-interest-bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

TVA: The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio, and Mississippi River valleys. TVA currently issues discount notes and bonds.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember brokers/dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) Income yield is obtained by dividing the current dollar income by the current market price for the security. (b) Net yield or yield to maturity (YTM) is the current income yield minus any premium above par or plus any discount from purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

ATTACHMENT NO. 6

RESOLUTION NO. 2022-47

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING THE FUND BALANCE POLICY

WHEREAS, in an effort to become more financially secure, the City Council adopted a Fund Balance Policy to implement Governmental Accounting Standards Board (GASB) Statement No. 54 and a reserve policy for the General Fund on July 7, 2015, with the adoption of Resolution No. 2015-52; and

WHEREAS, the City Council amended the Fund Balance Policy on March 1, 2016, with the adoption of Resolution No. 2016-18, on June 21, 2016, with the adoption of Resolution No. 2016-60, and on June 5, 2018, with the adoption of Resolution No. 2018-64; and

WHEREAS, pursuant to the Fund Balance Policy, the City Council has determined that the City shall maintain a minimum unassigned fund balance of at least 17% of the General Fund operating expenditures. If the reserve level falls below 17%, the City must amend the Fund Balance Policy, including a plan to rebuild the fund within three years. Pursuant to the current version of the Fund Balance Policy, at the fiscal year end close, the annual excess revenue over expenditures in the City's General Fund will be automatically allocated as follows, unless the transfer is overridden by an action of the City Council: 25% stays in the General Fund balance reserves, 50% is transferred to the City's Capital Projects Fund and 25% goes to pay down the City's Other Post Employment Benefit (OPEB) liability; and

WHEREAS, the City Council desires to amend the Fund Balance Policy to amend the allocations of annual excess revenue over expenditures as follows: 25% stays in the General Fund balance reserves, 40% is transferred to the City's Capital Projects Fund, 10% is transferred to the Vehicle Replacement Fund and 25% goes to pay down the City's Other Post Employment Benefit (OPEB) liability; and

WHEREAS, the City Council has determined that the City has met the reserve level at a minimum of no less than two months of regular General Fund operating expenditures, which is consistent with the Government Finance Officers Association (GFOA) recommended fund balance reserve level.

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

SECTION 1. The City Council hereby adopts the amended Fund Balance Policy attached hereto as Exhibit "A."

SECTION 2. Any and all prior resolutions adopting a Fund Balance Policy for the City of West Covina are hereby rescinded.

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

APPROVED AND ADOPTED this 17th day of May, 2022.

_____
Dario Castellanos
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2022-47 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 17th day of May, 2022, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick
Assistant City Clerk

EXHIBIT A

FUND BALANCE POLICY

CITY OF WEST COVINA

FUND BALANCE POLICY

POLICY

In February 2009, the Governmental Accounting Standards Board (GASB) issued Statement No. 54, *Fund Balance Reporting and Governmental Fund Type Definitions*. This new standard has not changed the total amount of reported fund balance, but has substantially altered the categories and terminology used to describe its components. The new categories and terminology reflect an approach that will focus, not on financial resources available for appropriation within a fund, but on the extent to which the City is bound to honor constraints on the specific purposes for which amounts in the fund can be spent.

This Fund Balance Policy establishes the procedures for reporting unrestricted fund balance in the City's financial statements. Certain commitments and assignments of fund balance will help ensure that there will be adequate financial resources to protect the City against unforeseen circumstances and events such as revenue shortfalls and unanticipated expenditures. The policy also authorizes and directs the Finance Director to prepare financial reports which accurately categorize fund balance as per Governmental Accounting Standards Board (GASB) Statement No. 54, Fund Balance Reporting and Governmental Fund Type Definitions.

PROCEDURES

The term "Fund Balance" is used to describe the difference between assets (what is owned) and liabilities (what is owed) reported within a fund. In the past, fund balance has been classified into basically three separate components: Reserved, Designated, and Undesignated. There are almost always important limitations on the purpose for which all or a portion of the resources of a fund can be used. The force of these limitations can vary significantly, depending on their source. The various components of the "new" fund balance are designed to indicate the extent to which the City is bound by these limitations placed upon the resources.

GASB Statement No. 54 defines five separate components of fund balance, each of which identifies the extent to which the City is bound to honor constraints on the specific purposes for which amounts can be spent. These new components of fund balance will replace the current existing three components. The five components are:

- Nonspendable fund balance (inherently nonspendable)
- Restricted fund balance (externally enforceable limitations on use)
- Committed fund balance (self-imposed limitations on use)
- Assigned fund balance (limitation resulting from intended use)
- Unassigned fund balance (residual net resources)

The first two components listed above are not addressed in this policy due to the nature of their restrictions. Some examples of nonspendable fund balance are prepaid expenses, notes receivable, inventory and land held for resale. Restricted fund balance is either imposed by law

or constrained by grantors, contributors, or laws or regulations of other governments. This policy is focused on financial reporting of unrestricted fund balance, or the last three components listed above. These three components are further defined below.

COMMITTED FUND BALANCE

The City Council, as the City's highest level of decision-making authority, may commit fund balance for specific purposes pursuant to constraints imposed by formal actions taken, such as an ordinance or resolution. These committed amounts cannot be used for any other purpose unless the City Council removes or changes the specified use through the same type of formal action taken to establish the commitment. City Council action to commit fund balance needs to occur within the fiscal reporting period; however, the amount can be determined subsequently.

ASSIGNED FUND BALANCE

Amounts that are constrained by the City's intent to be used for specific purposes, but are neither restricted nor committed, should be reported as assigned fund balance. Such intent needs to be established at either the highest level of decision making, or by an official designated for that purpose.

This policy hereby delegates the authority to assign amounts to be used for specific purposes to the City Manager for the purpose of reporting these amounts in the annual financial statements.

UNASSIGNED FUND BALANCE

These are residual positive net resource of the general fund in excess of what can properly be classified in one of the other four categories.

RESERVE POLICIES

The City shall maintain a minimum unassigned fund balance of at least 17% of the General Fund operating expenditures. If the reserve level falls below 17%, the City must amend this policy, including a plan to rebuild the fund within three years. This is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:

- Economic uncertainties, local disasters and other hardships or downturns in the local economy
- Contingencies for unforeseen operating or capital needs
- Cash flow requirements

At the end of the fiscal year, the annual excess revenue over expenditures in the City's General Fund will be automatically allocated as follows, unless the transfer is overridden by an action of City Council: 25% will stay in the General Fund balance reserves, 40% will be transferred to the City's Capital Projects Fund, 10% will be transferred to the Vehicle Replacement Fund and 25% will go to pay down the City's Other Post Employment Benefit (OPEB) liability.

FUND BALANCE CLASSIFICATION

When an expenditure is incurred for purposes for which both restricted and unrestricted fund balance is available, the policy shall be to expend the restricted fund balance first before expending the unrestricted fund balance. Similarly, when an expenditure is incurred for purposes for which amounts in any of the unrestricted classification of fund balance could be used, the City shall consider committed amounts to be reduced first, followed by assigned amounts and then unassigned amounts.

This policy is in place to provide a measure of protection for the City against unforeseen circumstances and to comply with GASB Statement No. 54. No other policy or procedure supersedes the authority and provisions of this policy.

ATTACHMENT NO. 7

RESOLUTION NO. 2022-48

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE STATEMENT OF INVESTMENT POLICY

WHEREAS, California Government Code Section 53646 authorizes the City Treasurer or the Chief Fiscal Officer to annually render to the City Council a statement of investment policy, which must be considered at a public meeting; and

WHEREAS, California Government Code Section 53600 et seq. provides guidelines and regulations pertaining to investment of temporary idle funds; and

WHEREAS, pursuant to the Section XX of the City's Investment Policy, the Investment Policy shall be reviewed and approved on an annual basis; and

WHEREAS, the City Council has reviewed the Investment Policy and desires to approve it.

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

SECTION 1. The City Council hereby approves the Statement of Investment Policy attached hereto as Exhibit "A."

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 17th day of May, 2022.

_____
Dario Castellanos
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2022-48 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 17th day of May, 2022, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick
Assistant City Clerk

EXHIBIT A

STATEMENT OF INVESTMENT POLICY

CITY OF WEST COVINA
STATEMENT OF INVESTMENT POLICY

I. ***POLICY***

The purpose of this Policy is to establish prudent investment cash management guidelines for the City of West Covina, the Successor Agency to the Redevelopment Agency of the City of West Covina, and the West Covina Community Facilities District, collectively (City). The investment goals of the City are safety, liquidity and yield. The State of California authority governing investments for local agencies is set forth in the California Government Code, Section 53600 et seq. The City's portfolio is designed and managed in a manner responsive to the public trust and consistent with State and local law.

II. ***SCOPE***

This investment policy governs the pooled investment of funds in the treasury which are not required for the immediate needs of the City. These funds are accounted for in the City's general ledger and reported in the City's Comprehensive Annual Financial Report (CAFR). This policy is applicable, but not limited to all funds listed below:

- General Fund
- Special Revenue Funds
- Debt Service Funds
- Capital Projects Funds
- Proprietary Funds

This policy does not apply where superseded by specific bond documents.

III. ***PRUDENCE***

The standard to be used by the investment officials shall be that of a "prudent investor" and shall be applied in the context of managing all aspects of the overall portfolio. Government Code Section 53600.3 provides that those persons to whom investment decisions have been delegated are trustees with a fiduciary duty to act as a prudent investor. This standard of care directs that a trustee shall act with care, skill, prudence, and diligence under the circumstances then prevailing, that a prudent person acting in like capacity and familiarity with those matters would use in the conduct of funds of a like character and with like aims, to safeguard the principal and maintain the liquidity needs of the agency.

IV. ***OBJECTIVE***

The objectives, in order of priority, for the City's investment activities are:

(A) Safeguard principal: Preservation of principal is the primary objective of the investment program. Each investment transaction shall seek to ensure that capital losses are avoided, whether from securities default, broker/dealer default or erosion of market value. The City shall seek to preserve principal by mitigating the two types of risk, credit risk and interest rate risk.

Credit risk, defined as the risk of loss due to issuer's failure to fulfill obligations, shall be mitigated by investing in high grade securities that conform to California Code and by diversifying the investment portfolio.

Interest rate risk, defined as the risk that market interest rates will adversely affect the fair value of an investment, shall be mitigated by purchasing a combination of shorter term and longer term investments and by timing cash flows from maturities so that a portion of the portfolio is maturing or coming close to maturity evenly over time as necessary to provide cash flow and liquidity needed for operations.

(B) Meet liquidity needs: Historical cash flow trends are compared to current cash flow requirements on an ongoing basis in an effort to ensure that the City's investment portfolio will remain sufficiently flexible to enable the City to meet reasonably anticipated operating requirements.

(C) Achieve a return on funds: The City's investment portfolio is designed with the objective of attaining a market rate of return, while safeguarding principal and meeting the City's liquidity needs.

V. ***DELEGATION OF AUTHORITY***

The City Council or its delegate is a fiduciary for investments of City funds.

Authority to manage the City's investment program is specified in West Covina Municipal Code Section 2-182(i); "The chief financial officer also shall be responsible for the investment of surplus funds subject to the restrictions and requirements of applicable law." Daily management responsibility of the investment program may be delegated to responsible members of the Finance Department staff who, under direction of the Finance Director, shall establish Investment Policy Guidelines for the operation of the investment program consistent with this Investment Policy. Under the direction of the Finance Director, the Finance Department staff is responsible for investment cash management functions, is authorized to conduct transactions involving pooled cash accounts, as necessary, and is required to adhere to the requirements set forth in this Investment Policy.

The City may engage the services of one or more external investment advisers, who are registered under the Investment Advisers Act of 1940, to assist in the management of the City's investment portfolio in a manner consistent with the City's objectives. External investment advisers may be granted discretion to purchase and sell investment securities in accordance with this investment policy.

VI. ***ETHICS AND CONFLICTS OF INTEREST***

Officers and employees involved in the investment process shall refrain from personal business activity that could conflict with proper execution of the Investment Policy, or which could impair their ability to make impartial investment decisions. Investment officials shall disclose to the City Manager, and as otherwise required by law, any material financial interests (as defined by the Political Reform Act and the regulations thereunder) in financial institutions that conduct business within this jurisdiction, and they shall further disclose any large personal financial or investment positions that could be related to the performance of the City's portfolio. Employees and officers shall subordinate their personal investment transactions to those of the City, particularly with regard to the time of purchases and sales.

VII. ***DIVERSIFICATION AND RISK MANAGEMENT***

Market risk is the risk that the portfolio value will fluctuate due to changes in the general level of interest rates. The City recognizes that over time, longer-term portfolios have the potential to achieve higher returns. On the other hand, longer-term portfolios have higher volatility of return. The City will mitigate market risk by providing adequate liquidity for short-term cash needs, and by making longer-term investments only with funds that are not needed for current cash flow purposes.

The City further recognizes that certain types of securities, including variable rate securities, securities with principal paydowns prior to maturity, and securities with embedded options, will affect the market risk profile of the portfolio differently in different interest rate environments. Therefore, the City adopts the following strategies to control and mitigate its exposure to market risk:

- The City will maintain a minimum of six (6) months of budgeted operating expenditures in short-term investments to provide sufficient liquidity for expected disbursements.
- The maximum percent of callable securities (does not include "make whole call" securities as defined in the Glossary) in the portfolio will be 20%.
- The maximum stated final maturity of individual securities in the portfolio will be five (5) years, except as otherwise stated in this policy.
- The duration of the portfolio will generally be approximately equal to the duration (typically, plus or minus 20%) of a Market Benchmark, an index selected by the City based on the City's investment objectives, constraints and risk tolerances.

If securities owned by the City are downgraded to a level below the credit quality required by this Investment Policy, it shall be the City's policy to review the credit situation and make a determination as to whether to sell or retain such securities in the portfolio. If a security is downgraded, the City will use discretion in determining whether to sell or hold the security based on its current maturity, the economic outlook for the issuer, and other relevant factors. If a decision is made to retain a downgraded security in the portfolio, its presence in the portfolio will be monitored and reported monthly to the City Council.

The following percentage limits, maturity matrix, and quality requirements, by individual investment type, are established for the City's total pooled funds portfolio:

Investment Type	**Maximum Maturity**	**Maximum Specified % of Portfolio**	**Minimum Quality Requirements**
Local Agency Investment Fund (LAIF) (not to exceed legal maximum)	N/A	None	None
Los Angeles County Investment Pool (LACIP)	N/A	None	None
Mutual Funds and Money Market Mutual Funds	N/A	20% - no more than 10% in any one mutual fund	Multiple
U.S. Treasury bonds/notes/bills	5 years	None	None
U.S. Government Agency obligations	5 years	None	None
Bankers' acceptances	180 days	40%	None
Commercial paper	270 days	25%	A1/P1 rating
Negotiable certificates of deposit	5 years	30%	None
Certificates of Deposit	5 years	25%	None
Medium term corporate notes	5 years	30%	"A" rating
Repurchase agreements	100 days	20%	None
Municipal Securities	5 years	30%	"A" Rating
Asset Backed Securities	5 Years	20%	"AA" Rating
Supranational	5 years	30%	"AA" Rating

VIII. ***AUTHORIZED FINANCIAL DEALERS AND INSTITUTIONS***

The Finance Director or his/her authorized designee will maintain a list of financial institutions authorized to provide investment services. In addition, a list will also be maintained of approved security brokers/dealers selected by credit worthiness, who maintain an office in the State of California. These may include primary or secondary dealers or brokers that qualify under Securities and Exchange Commission Rule 15C3-1 (uniform net capital rule). No public deposit shall be made except in a qualified public depository as established by state law.

All financial institutions and brokers/dealers who desire to become qualified bidders for investment transactions must supply the following:

A. Audited financial statements of all financial institutions
B. Proof of Financial Industry Regulatory Authority certification
C. Proof of State registration
D. Certification of having read Investment Policy
E. Depository contracts of all financial institutions
F. Broker/Dealer questionnaire, as applicable

An annual review of the financial condition and registrations of qualified bidders will be conducted by the Finance Director or his/her authorized designee.

IX. ***AUTHORIZED AND SUITABLE INVESTMENTS***

The City is empowered by California Government Code Section 53601 to invest in the following types of securities; and is subject to the limitations set out in that section as well as the remainder of this policy.

Any investment structure, which has an effect on the City borrowing money, is prohibited.

A. TREASURY ISSUES: Treasury Bills, Treasury Notes, and Treasury Bonds. The maximum maturity shall not be greater than five (5) years.

B. FEDERAL AGENCIES: Federal National Mortgage Association (FNMA) securities, Federal Home Loan Bank (FHLB) securities, Federal Home Loan Mortgage Corporation (FHLMC), Federal Farm Credit Bureau (FFCB) securities, Government National Mortgage Association (GNMA) securities, Small Business Administration (SBA) securities, Student Loan Marketing Association (SLMA) securities, etc. The City restricts the maximum percentage of investment in Federal Agencies to 25%, per issuer. The maximum maturity shall not be greater than five (5) years.

C. BANKERS' ACCEPTANCES: The City may not purchase bankers' acceptances exceeding one hundred and eighty (180) days maturity or forty percent (40%) of the City's surplus money, (Government Code 53601(f).) Furthermore, no more than thirty percent (30%) of the City's surplus funds may be invested in bankers' acceptances of any one commercial bank.

D. CERTIFICATES OF DEPOSIT: A type of collateralized bank deposit with a specific maturity evidenced by a certificate. The City restricts the maximum percentage of investment in Certificates of Deposit to 25% of the City's total portfolio. The maximum maturity shall not be greater than five (5) years.

E. **REPURCHASE AGREEMENTS:** A Public Securities Association (PSA) Master Repurchase Agreement is required between the City and the broker/dealer or financial institution for all repurchase agreements transacted. The maturity of repurchase agreements shall not exceed 100 days. The counterparty must be a primary dealer of the Federal Reserve Bank of New York. The market value of securities used as collateral for repurchase agreements shall be monitored daily and will not be allowed to fall below 102% of the value of the repurchase agreement. In order to conform with provisions of the Federal Bankruptcy Code which provides for the liquidation of securities held as collateral for repurchase agreements, the only securities acceptable as collateral shall be eligible negotiable certificates of deposit, eligible bankers' acceptances, or securities that are direct obligations of, or that are fully guaranteed as to principal and interest by, the United States or any agency of the United States.

F. **COMMERCIAL PAPER:** Must be of prime quality of the highest rating by both Moody's and Standard and Poor's (P-1 by Moody's and A-1 by Standard and Poor's). Eligible paper is limited to corporations organized and operating within the U.S. and having total assets of at least $500,000,000. Purchases of commercial paper shall not exceed two hundred and seventy (270) days to maturity and no more than 25% of the City's surplus funds should be invested in commercial paper. No more than 5% of the amount invested shall be in any one issuer.

G. **MEDIUM TERM NOTES:** Issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States. Notes eligible for investment under this subdivision shall be rated in a rating category of "A" or its equivalent or better by a NRSRO. Purchases of medium-term notes may not exceed 30% of the City's surplus money which may be invested pursuant to this section. The maximum maturity shall not be greater than five (5) years.

H. **NEGOTIABLE CERTIFICATES OF DEPOSIT (NCD)**: To be eligible for purchase by the City, the NCD must be issued by a Nationally or State-Chartered bank, State or Federal savings and loan association, or State-licensed branch of a foreign bank, and must meet one of the following criteria:

- Be a California Bank rated "A" or better by a nationally recognized statistical rating organization (NRSRO);

- Be a major national or regional bank outside California rated "A" or better by a NRSRO;

- Be a domestic branch of a foreign bank ("Yankee" C.D.) rated "I" for

country rating, “II” or better for peer-group rating, and “II” or better for dollar access by a NRSRO;

- Be a savings and loan association operating in California rated “A” or better by a NRSRO;

- Purchases of negotiable certificates of deposits may not exceed 30% of the total portfolio.

The maximum maturity shall not be greater than five (5) years.

I. **LOCAL AGENCY INVESTMENT FUND (LAIF):** The aggregate of all funds from political subdivisions that are placed in the custody of the State of California Treasurer for the benefit of local agencies. State law (California Government Code Section 16429.1) establishes the maximum deposits for each local agency.

J. **LOS ANGELES COUNTY INVESTMENT POOL (LACIP):** Similar to LAIF, this pool is established by the Los Angeles County Treasurer for the benefit of local agencies under California Government Code Section 53684.

K. **MUTUAL FUNDS AND MONEY MARKET MUTUAL FUNDS:** To be eligible for purchase by the City, the investment instruments must meet multiple minimum requirements. Instruments must receive the highest ranking, or the highest letter and numerical rating as provided for by a NRSRO, must comply with all investment restrictions and regulations that apply to public agencies in California Code 53601 (a-k, m-o), and must follow regulations specified by the Securities and Exchange Commission under the Investment Company Act of 1940 (15 U.S.C. Section 80a-1, et seq.).

L. **MUNICIPAL SECURITIES:** Include obligations of the City, the State of California, any of the other 49 states, and any local city within the State of California, provided that the securities are rated “A” or higher by at least one NRSRO. No more than 5% of the portfolio may be invested in any single issuer. No more than 30% of the portfolio may be in Municipal Securities. The maximum maturity does not exceed five years.

M. **SUPRANATIONALS**: Securities that are unsubordinated obligations issued by the International Bank for Reconstruction and Development (IBRD), International Finance Corporation (IFC), or Inter-American Development Bank (IADB). The securities must be rated “AA” or higher by a NRSRO. No more than 30% of the total portfolio may be invested in these securities. No more than 10% of the total portfolio shall be invested in any single issuer. The maximum maturity of any security of this type shall not exceed five years.

N. **ASSET BACKED SECURITIES**: Including mortgage pass through, collateralized mortgage obligation, mortgage backed or other pay through bond, equipment lease backed certificate, consumer receivable pass through certificate, or consumer receivable backed bond with a maximum maturity of five years. Securities eligible for investment under this subdivision shall be issued by an issuer having an "A" or higher rating for the issuer's debt as provided by a NRSRO and rated in a rating category of "AA" or its equivalent or better by a NRSRO. Purchase of securities authorized by this subdivision may not exceed 20% of the City's surplus money that may be invested pursuant to this section.

X. ***PROHIBITED INVESTMENTS***

California Government Code Section 53601.6 prohibits the following list of investment types.

A. **INVERSE FLOATERS**

B. **RANGE NOTES**

C. **INTEREST-ONLY MORTGAGE STRIPS, OR ANY SECURITY THAT COULD RESULT IN ZERO INTEREST ACCRUAL IF HELD TO MATURITY.**

The City further restricts investment activities by prohibiting investments in reverse repurchase agreements.

XI. ***COLLATERALIZATION***

Collateralization will be required on two types of investments: certificates of deposit and repurchase agreements. In order to anticipate market changes and provide a level of security for all funds, the market value of securities used as collateral for repurchase agreements shall be monitored daily and will not be allowed to fall below 102% of the value of the repurchase agreement. In order to conform with provisions of the Federal Bankruptcy Code, which provides for the liquidation of securities held as collateral for repurchase agreements, the only securities acceptable as collateral shall be eligible negotiable certificates of deposit, eligible banker's acceptances, or securities that are direct obligations, or that are fully guaranteed as to principal and interest by, the United States or any agency of the United States.

A third-party custodian with whom the City has a current custodial agreement will always hold collateral. A clearly marked evidence of ownership (safekeeping receipt) must be supplied to the City and retained.

XII. ***INVESTMENT POOLS/MUTUAL FUNDS***

The City shall conduct a thorough investigation of any pool or mutual fund prior to making an investment, and on a continual basis thereafter. The Finance Director or his/her authorized designee shall develop a questionnaire which will answer the following general questions:

- A description of eligible investment securities, and a written statement of investment policy and objectives.
- A description of interest calculations and how it is distributed, and how gains and losses are treated.
- A description of how the securities are safeguarded (including the settlement processes), and how often the securities are priced, and the program audited.
- A description of who may invest in the program, how often, what size deposit and withdrawal are allowed.
- A schedule for receiving statements and portfolio listings.
- Are reserves, retained earnings, etc. utilized by the pool/fund?
- A fee schedule, and when and how is it assessed.
- Is the pool/fund eligible for bond proceeds and/or will it accept such proceeds?

XIII. ***SAFEKEEPING AND CUSTODY***

All security transactions, including collateral for repurchase agreements, entered into by the City shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third-party custodian designated by the Finance Director or his/her authorized designee and evidenced by safekeeping records.

XIV. ***MAXIMUM MATURITIES***

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. However, the City may collateralize its repurchase agreements using longer-dated investments not to exceed five (5) years to maturity.

XV. ***INTERNAL CONTROL***

The Finance Director will establish internal controls covering investing procedures designed to protect the City's investments from unauthorized use or disposition and ensure compliance with the Investment Policy.

The Finance Director or his/her authorized designee shall establish an annual process of independent review of internal control by an external auditor. This review will ensure compliance with policies and procedures. Specific areas of review are investment authorizations, proper safekeeping methods, and comparison of broker/dealer with safekeeping confirmations.

XVI. ***MINIMUM PERFORMANCE STANDARDS***

The City Treasurer shall monitor and evaluate the portfolio's performance relative to the chosen market benchmark(s), which will be included in the monthly Investment Report. The Finance Director or his/her authorized designee shall select an appropriate, readily available index to use as a market benchmark.

XVII. ***REPORTING***

A. **MONTHLY REPORTS**: The Finance Director will submit a monthly investment report to the City Council which provides full disclosure of the City's investment activities within 30 days after the end of the month in accordance with California Government Code Section 53607. These reports will disclose, at a minimum, the following information about the City's portfolio:

- An asset listing showing par value, cost and independent third-party fair market value of each security as of the date of the report, the source of the valuation, type of investment, issuer, maturity date, and interest rate.

- Transactions for the period.

- A description of the funds, investments and programs (including lending programs) managed by contracted parties (i.e. LAIF, investment pools, outside money managers and securities lending agents).

- A one-page summary report that shows:
  i. Average maturity of the portfolio and modified duration of the portfolio;
  ii. Maturity distribution of the portfolio;
  iii. Percentage of the portfolio represented by each investment category;
  iv. Average portfolio credit quality; and,
  v. Time-weighted total rate of return for the portfolio for the prior one month, three months, twelve months and since inception compared to the City's market benchmark returns for the same periods.

- A statement of compliance with investment policy, including a schedule of any transactions or holdings which do not comply with this policy or with the California Government Code, including a justification for their

presence in the portfolio and a timetable for resolution.

- A statement that the City has adequate funds to meet its cash flow requirements for the next six (6) months.

XVIII. ***LEGISLATIVE CHANGES***

Any State of California legislative action, that further restricts allowable maturities, investment type or percentage allocations, will be incorporated into the City's Investment Policy and supersede any and all previous applicable language.

XIX. ***INTEREST EARNINGS***

All monies earned and collected from investments authorized in this policy shall be allocated monthly based on cash balances in each fund as a percentage of the entire pooled portfolio.

XX. ***INVESTMENT POLICY ADOPTION***

The City's Investment Policy shall be reviewed and approved on an annual basis. Any modifications made thereto must be approved by the City Council.

GLOSSARY

AGENCIES: Shorthand market terminology for any obligation issued by *a government-sponsored entity (GSE),* or a *federally related institution*. Most obligations of GSE's are not guaranteed by the full faith and credit of the US government.

ASKED: The price at which a seller offers to sell a security.

ASSET BACKED SECURITIES: Securities supported by pools of installment loans or leases or by pools of revolving lines of credit.

BANKERS' ACCEPTANCE (BA): A draft, bill, or exchange accepted by a bank or trust company accepting institution guarantees payment of the bill, as well as the issuer.

BID: The price offered for securities.

BROKER: A broker brings buyers and sellers together for a commission paid by the initiator of the transaction or by both sides. Brokers are active in markets, where banks buy and sell money, as well as in inter-dealer markets.

CERTIFICATE OF DEPOSIT (CD): A time deposit with a specific maturity evidenced by a certificate. Large-denomination CD's are typically negotiable.

COLLATERAL: Securities, evidence of deposit or other property, which a borrower pledges to secure repayment of a loan. Also, refers to securities pledged by a bank to secure deposits of public monies.

COMMERCIAL PAPER (CP): Short-term, unsecured, promissory notes issued by corporations to finance short-term credit needs.

COMPREHENSIVE ANNUAL FINANCIAL REPORT (CAFR): The official annual financial report of the City. It includes combined statements for each individual fund in conformity with GAAP. It also includes supporting schedules necessary to demonstrate compliance with finance-related legal and contractual provisions, extensive introductory material, and a detailed Statistical Section.

COUPON: (a). The annual rate of interest that a bond's issuer promises to pay the bondholder on the bond's face value. (b). A certificate attached to a bond evidencing interest due on a payment date.

DEALER: A dealer, as opposed to a broker, acts as a principal in all transactions, buying and selling for his own account.

DEBENTURE: A bond secured only by the general credit of the issuer.

DELIVERY VERSUS PAYMENT (DVP): There are two methods of delivery of securities: delivery versus payment and delivery versus receipt (also called free). Delivery versus payment is delivery of securities with an exchange of a signed receipt for the securities.

DERIVATIVES: (1) Financial instruments whose return profile is linked to, or derived from, the movement of one or more underlying index or security, and may include a leveraging factor, or (2) financial contracts based upon notional amounts whose value is derived from an underlying index or security (interest rates, foreign exchange rates, equities or commodities).

DISCOUNT: The difference between the cost price of a security and its maturity when quoted at lower than face value. A security selling below original offering price shortly after sale also is considered to be at a discount.

DISCOUNT SECURITIES: Non-interest-bearing money market instruments that are issued at a discount and redeemed at maturity for full face value i.e., U.S. Treasury Bills.

DIVERSIFICATION: Dividing investment funds among a variety of securities offering independent returns.

FEDERAL CREDIT AGENCIES: Agencies of the Federal government set up to supply credit to various classes of institutions and individuals, such as savings and loan associates, small business firms, students, farmers, farm cooperatives, and exporters.

FEDERAL DEPOSIT INSURANCE CORPORATION (FDIC): A federal agency that insures bank deposits, currently up to $250,000 per deposit.

FEDERAL FUNDS RATE: The rate of interest at which Fed funds are traded. This rate is currently pegged by the Federal Reserve through open-market operations.

FEDERAL HOME LOAN BANKS (FHLB): Government sponsored wholesale banks which lend funds and provide correspondent banking services to member commercial banks, thrift institutions, credit unions and insurance companies. The mission of the FHLBs is to liquefy the housing related assets of its members who must purchase stock in their district Bank.

FEDERAL NATIONAL MORTGAGE ASSOCIATION (FNMA): FNMA, like GNMA was chartered under the Federal National Mortgage Association Act in 1938. FNMA is a federal corporation working under the auspices of the United States Department of Housing and Urban Development (HUD). It is the largest single provider of residential mortgage funds in the United States. Fannie Mae, as the corporation is called, is a private stockholder-owned corporation. The corporation's purchases include a variety of adjustable rate mortgages and second loans in addition to fixed rate mortgages. FNMA's securities are highly liquid and are widely accepted. FNMA assumes and guarantees that all security holders will receive timely payment of principal and interest.

FEDERAL OPEN MARKET COMMITTEE (FOMC): Consists of seven members of the Federal Reserve Board and five of the twelve Federal Reserve Bank Presidents. The President of the New York Federal Reserve Bank is a permanent member, while the other Presidents serve on a rotating basis. The Committee periodically meets to set Federal Reserve guidelines regarding purchases and sales of Government Securities in the open market as a means of influencing the volume of bank credit and money.

FEDERAL RESERVE SYSTEM: The central bank of the United States created by Congress and consisting of a seven-member Board of Governors and 12 regional banks. About 5,700 commercial banks are members of the system.

FFCB: The Federal Farm Credit Bank System provides credit and liquidity in the agricultural industry. FFCB issues discount notes and bonds.

FHLB: The Federal Home Loan Bank provides credit and liquidity in the housing market. FHLB issues discount notes and bonds.

FHLMC: Like FHLB, the Federal Home Loan Mortgage Corporation provides credit and liquidity in the housing market. FHLMC, also called "FreddieMac" issues discount notes, bonds and mortgage pass-through securities.

FNMA: Like FHLB and FreddieMac, the Federal National Mortgage Association was established to provide credit and liquidity in the housing market. FNMA, also known as "FannieMae," issues discount notes, bonds and mortgage pass-through securities.

GNMA: The Government National Mortgage Association, known as "GinnieMae," issues mortgage pass-through securities, which are guaranteed by the full faith and credit of the US Government.

GOVERNMENT NATIONAL MORTGAGE ASSOCIATION (GNMA or Ginnie Mae): Securities influencing the volume of bank credit guaranteed by GNMA and issued by mortgage bankers, commercial banks, savings and loan associations and other institutions. The full faith and credit of the U.S. Government protect the security holder. Ginnie Mae securities are backed by FHA, VA or FMHM mortgages. The term "pass-throughs" is often used to describe Ginnie Mae Securities.

LIQUID ASSET: A liquid asset is one that can be converted easily and rapidly into cash without a substantial loss of value. In the money market, a security is said to be liquid if the spread between bid and asked prices is narrow and reasonable size can be done at those quotes.

LIQUIDITY: The ability to convert investments to cash.

LOCAL AGENCY INVESTMENT FUND (LAIF): The aggregate of all funds from political subdivisions that are placed in the custody of the State of California Treasurer for the benefit of local agencies. State law (California Government Code Section 16429.1) establishes the maximum deposits for each local agency.

LOS ANGELES COUNTY INVESTMENT POOL (LACIP): Similar to LAIF, this pool is established by the Los Angeles County Treasurer for the benefit of local agencies under California Government Code Section 53684.

MAKE WHOLE CALL: A type of call provision on a bond allowing the issuer to pay off remaining debt early. The issuer typically has to make a lump sum payment to the investor derived from a formula based on the net present value (NPV) of future coupon payments that will not be paid incrementally because of the call combined with the principal payment the investor would have received at maturity.

MARKET VALUE: The price at which a security is trading and could presumably be purchased or sold.

MASTER REPURCHASE AGREEMENT: A written contract covering all future transactions between the parties related to repurchase or reverse repurchase agreements. The contract establishes each party's rights in the transactions. A master agreement will often specify, among other things, the right of the buyer-lender to liquidate the underlying securities in the event of default of the seller-borrower.

MATURITY: The date upon which the principal or stated value of an investment becomes due and payable.

MEDIUM TERM NOTES: Notes with a maximum of five years maturity issued by corporations organized and operating within the United States or by depository institutions licensed by the United States or any state and operating within the United States.

MUNICIPAL SECURITIES: Securities issued by state and local agencies to finance capital and operating expenses.

MONEY MARKET: The market in which short-term debt instruments (bills, commercial paper, bankers' acceptances, etc.) are issued and traded.

NEGOTIABLE CERTIFICATES OF DEPOSIT (NCD): Although technically a deposit, it is similar to a short-term note, which earns the depositor a competitive rate of return. Negotiable certificates of deposit were developed so that large deposits could be made at a competitive interest rate with some liquidity.

OFFER: The price asked by the seller of securities. (When you are buying securities, you ask for an offer.) See Asked and Bid.

OPEN MARKET OPERATIONS: Purchases and sales of government and certain other securities in the open market by the New York Federal Reserve Bank as directed by the FOMC in order to influence the volume of money and credit in the economy. Purchases inject reserves into the bank system and stimulate growth of money and credit; sales have the opposite effect. Open market operations are the Federal Reserve's most important and most flexible monetary policy tool.

PEFCO: The Private Export Funding Corporation assists exporters. Obligations of PEFCO are not guaranteed by the full faith and credit of the US government.

PORTFOLIO: A collection of securities held by an individual organization or institution.

PRIMARY DEALER: A group of government securities dealers who submit daily reports of market activity and positions and monthly financial statements to the Federal Reserve Bank of New York and are subject to its informal oversight. Primary dealers include Securities and Exchange Commission (SEC)-registered securities brokers/dealers, banks, and a few unregulated firms.

PRUDENT INVESTOR RULE: This rule is an investment standard. In some states, the law requires that a fiduciary, such as a trustee, may invest money only in a list of securities selected by the state. The securities are commonly referred to as the legal list. In other states the trustee may invest in a security if it is one, which would be bought by a prudent person of discretion and intelligence who is seeking a reasonable income and preservation of capital.

QUALIFIED PUBLIC DEPOSITORIES: A financial institution which does not claim exemption from the payment of any sales or compensating use or ad valorem taxes under the laws of this state, which has segregated for the benefit of the commission eligible collateral having a value of not less than its maximum liability and which has been approved by the Public Deposit Protection Commission to hold public deposits.

RATE OF RETURN: The yield obtainable on a security based on its purchase price or its current market price. This may be the amortized yield to maturity on a bond or the current income return.

REPURCHASE AGREEMENT (REPO): Agreements with banks and dealers under which the City has entered into a master repurchase agreement that specifies terms and conditions of individual repurchase agreements. The agreement requires the seller of a security to repurchase an investment on a specific date for an agreed-upon price.

SAFEKEEPING: A service to customers rendered by banks and other security custodians for a fee. For the fee, the customer's securities and valuables of all types and descriptions are held in the service provider's vaults for protection. Securities are commonly held electronically in lieu of physical custody in a vault.

SECONDARY MARKET: A market made for the purchase and sale of outstanding issues following the initial distribution.

SECURITIES & EXCHANGE COMMISSION: Agency created by Congress to protect investors in securities transactions by administering securities legislation.

SEC RULE 15C3-1: See Uniform Net Capital Rule.

STRUCTURED NOTES: Notes issued by Government Sponsored Enterprises (FHLB, FNMA, SLMA, etc.) and Corporations, which have imbedded options (i.e., call features,

step-up coupons, floating rate coupons, and derivative-based returns) into their debt structure. Their market performance is impacted by the fluctuation of interest rates, the volatility of the imbedded options and shifts in the shape of the yield curve.

SUPRANATIONAL: A Supranational is a multi-national organization whereby member states transcend national boundaries or interests to share in the decision making to promote economic development in the member countries.

TREASURY BILLS: A non-interest-bearing discount security issued by the U.S. Treasury to finance the national debt. Most bills are issued to mature in three months, six months, or one year.

TREASURY BONDS: Long-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities of more than 10 years.

TREASURY NOTES: Medium-term coupon-bearing U.S. Treasury securities issued as direct obligations of the U.S. Government and having initial maturities from two to 10 years.

TVA: The Tennessee Valley Authority provides flood control and power and promotes development in portions of the Tennessee, Ohio, and Mississippi River valleys. TVA currently issues discount notes and bonds.

UNIFORM NET CAPITAL RULE: Securities and Exchange Commission requirement that member firms as well as nonmember brokers/dealers in securities maintain a maximum ratio of indebtedness to liquid capital of 15 to 1; also called net capital rule and net capital ratio. Indebtedness covers all money owed to a firm, including margin loans and commitments to purchase securities, one reason new public issues are spread among members of underwriting syndicates. Liquid capital includes cash and assets easily converted into cash.

YIELD: The rate of annual income return on an investment, expressed as a percentage. (a) Income yield is obtained by dividing the current dollar income by the current market price for the security. (b) Net yield or yield to maturity (YTM) is the current income yield minus any premium above par or plus any discount from purchase price, with the adjustment spread over the period from the date of purchase to the date of maturity of the bond.

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 17, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: **UPDATE REGARDING PROPOSED FISCAL YEAR 2022-23 BUDGET**

RECOMMENDATION:

It is recommended that City Council receive and file report regarding the Proposed Fiscal Year FY 2022-23 Operating and Capital Improvement Program Budget.

BACKGROUND:

The FY 2022-2023 Proposed Budget was presented to Council on April 19, 2022. Since then, staff held two community workshops and has compiled the results of the Budget Survey. The purpose of this item is to provide feedback from these workshops, results of the survey, and receive direction, if any, from Council regarding the budget prior to consideration of approval on June 7, 2022.

The FY 2022-2023 Proposed Budget is available online:
https://www.westcovina.org/departments/finance/budget-finance-reports/annual-budget

The following is the 2022-2023 budget schedule:

March	• Budget Survey Available Online
April 5th	• Long-Range Financial Forecast Filed (Council Meeting)
April 19th	• Proposed Budget Presentation (Council Meeting)
April 20th	• Community Workshop
May 4th	• Community Workshop
May 17th	• Budget Status Update (Council Meeting)
June 7th	• Budget Adoption & Appropriations Limit* (Council Meeting)
July 1st	• New Fiscal Year Starts

** Appropriations Limit Calculation must be publicly available at least 15 days prior to approval.*

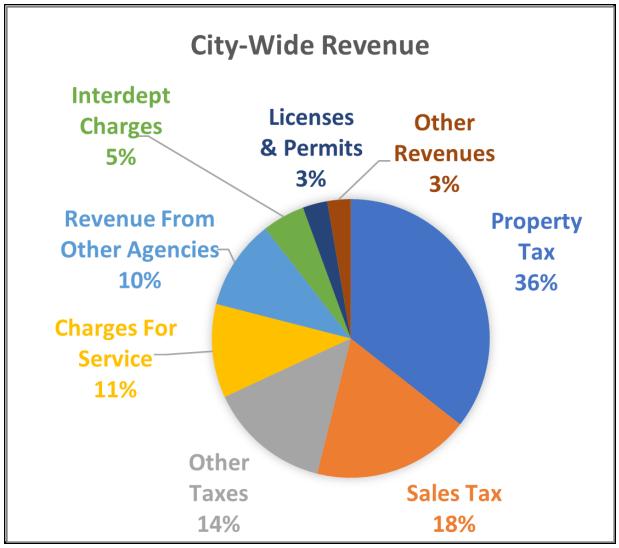
Recap of the FY 2022-2023 Proposed Budget:

Citywide Summary

West Covina's total projected operating and capital improvement expenditures for FY 2022-23 are over $128 million. Revenues for all fund types combined is over $126 million and includes Property Tax, Sales Tax, Revenue from Other Agencies, Charges for Services, Licenses & Permits, Fines & Forfeitures, and Revenue from Other Agencies.

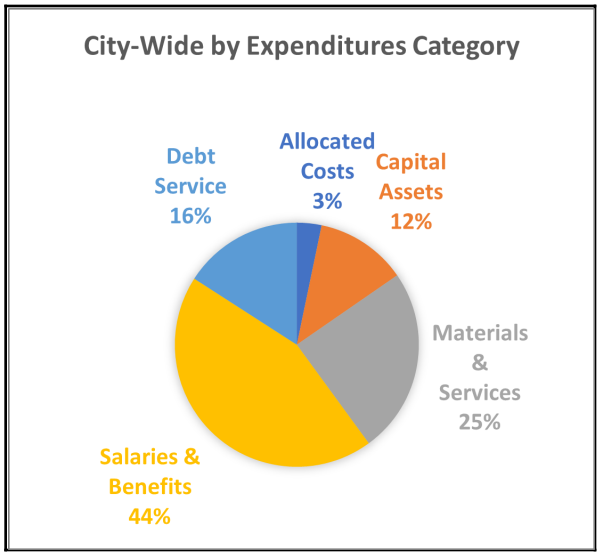
In addition, the Capital Improvement Plan budget, totaling over $17 million for FY 2022-2023, is included in the number above and is primarily funded from Special Revenue Funds and grants obtained from various funding sources.

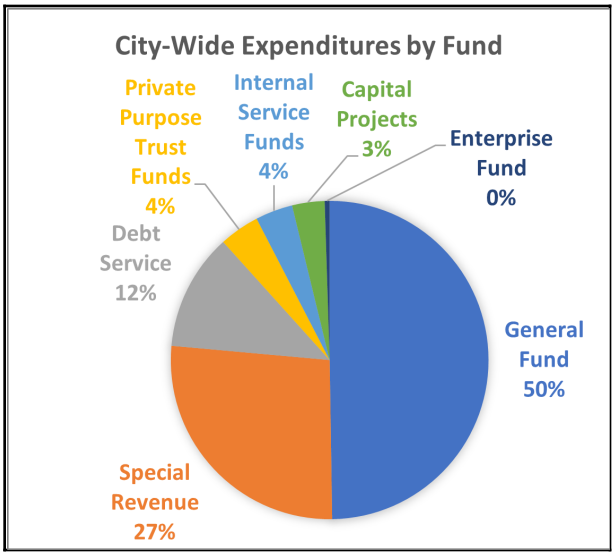
Property Tax remains the City's largest revenue source and is projected be nearly $45 million. Sales Tax, the next largest revenue source, has been increasing since FY 2020-21 and is projected to be over $23 million in the next fiscal year. City staff monitors sales tax quarterly and will amend the budgeted numbers, as necessary. Overall, total revenues for FY 2022-23 are projected to decrease due to one-time grant funding received in FY 2021-22. The City received over $19 million from the American Rescue Plan Act (ARPA) Coronavirus State and Local Fiscal Recovery Funds between FY 2020-21 and FY 2021-22.



Total expenditures (excluding transfers) for all budgeted funds are estimated over $128 million as shown in the chart below. Many funds make up the total budgeted amount, with the largest being the General Fund in the amount nearly $64 million, or 50% of the City's budget.

Salary and benefits are 44% of the City's total budget, as depicted in the chart below, which is up from last fiscal year but still down from FY 2020-21. This decrease is a result of the issuance of Pension Obligation Bonds for the Unfunded Accrued Actuarial Liability (UAAL) pension payment due to the CalPERS (CalPERS) in FY 2020-21. However, it should be noted that CalPERS pension costs and the cost of health benefits provided to the City's employees continues to rise each year and must be monitored very closely as City staff continues to identify alternatives to providing these benefits to City employees.

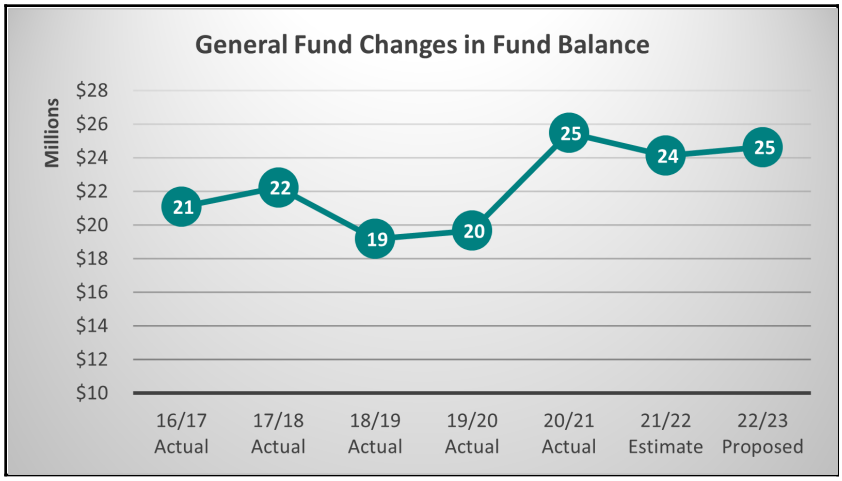




General Fund

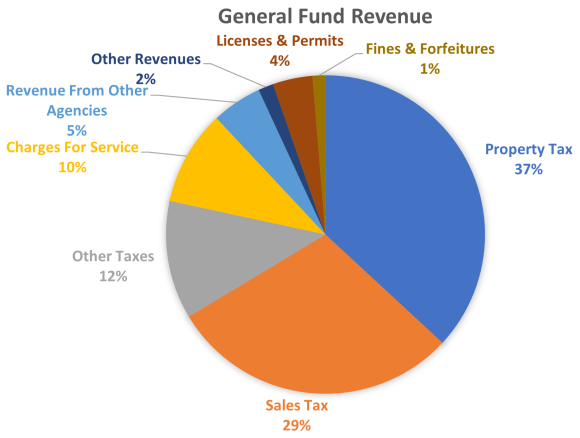
The General Fund provides basic services to the City (i.e. police, fire, planning, administrative services, and parks and recreation). The City's primary financial goal is to provide an appropriate level of municipal services with the ability to adapt to local and regional economic changes, while maintaining and enhancing the sound fiscal condition of the City. The City's General Fund continues to be negatively impacted by rising pension costs, the State's elimination of redevelopment, and the loss of major local revenues due to the pandemic. Staff continue to identify revenue sources and cost-cutting measures to offset these negative impacts.

The fund balance at fiscal year ending June 30, 2022 is projected to be over $24 million which is approximately 31% of General Fund expenditures and transfers. Of this, over $3 million is assigned which leaves approximately $21 million in unassigned fund balance. The City's budget policy requires that the City's General Fund maintain an undesignated, unappropriated reserve amount equal to at least 17% of budgeted expenditures or approximately $10.8 million. At the close of each Fiscal Year, any revenues over expenditures are generally transferred to fund balance reserved to be used for one-time capital expenditures or the reduction of General Fund debt service requirements. Below is a chart showing changes to Fund Balance over the past five years.



General Fund Revenues

This budget assumes continued recovery from the COVID-19 pandemic and an increase in revenues to pre-pandemic levels. Total General Fund revenues are projected to be over $79 million, a 17.8% increase from the FY 2020-21 Adopted Budget. This is largely due to an increase in Property Tax Revenue over $782,000 and an increase in Sales Tax Revenue over $7.2 million from last year's original budget. However, when compared to current year estimates, it is a conservative increase of 1.2% in Property Tax and 1.5% in Sales Tax. Other revenue has been adjusted based on prior year actuals.

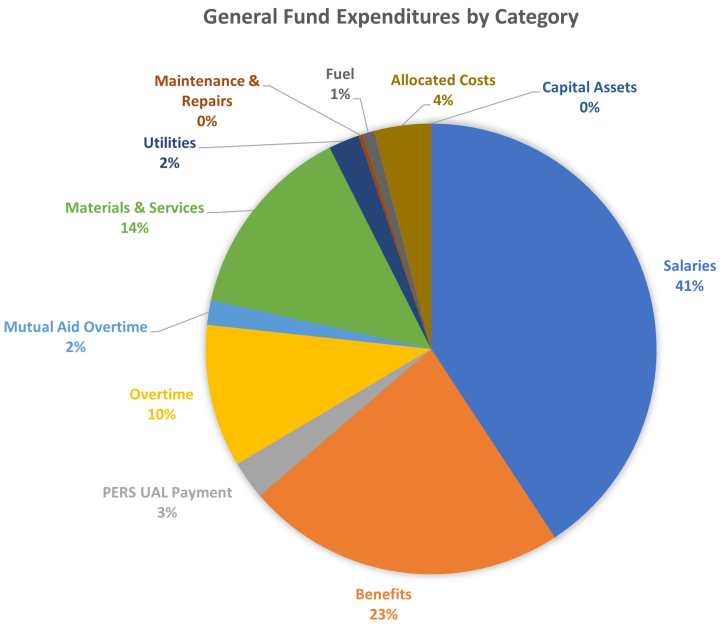


General Fund Expenditures

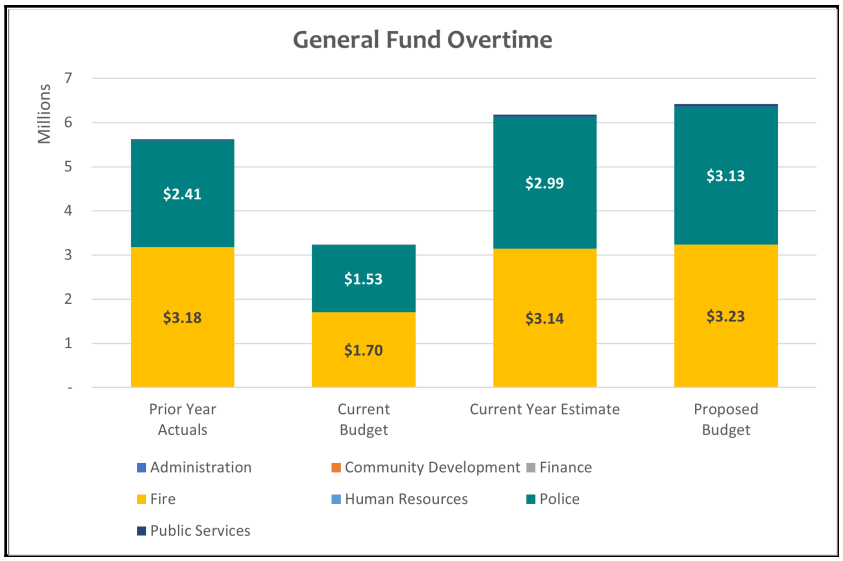
General Fund Expenditures for FY 2022-23 are projected to be nearly $64 million. This is a $9.8 million increase from the current fiscal year's original budget, however, a decrease of nearly $6 million from the prior fiscal year. This decrease is mainly due to the decrease in the Unfunded Accrued Liability (UAL) payment to the CalPERS as a result of the pension obligation bonds issued in 2020.

Most General Fund expenditures go towards Salaries (41%) and Benefits (23%). Over the past year, the City executed memorandums of understanding with eight out of nine of its bargaining groups. These agreements included salary increases ranging from three to four percent per group and are offset by employee contributions towards pension ranging from 1.5% to 6%. A significant increase in salaries and benefits is primarily due to an increase in overtime salaries.

Expenditures overall were analyzed and projected to reflect the actual expense incurred based on the current year estimate and prior years.



Overtime continues to be an increasing burden on the City. The FY 2022-23 Proposed Budget has been projected on prior years' actuals with an estimated 3% increase, in line with base salary increases. While estimated to be slightly more than the current year estimate of $6.1 million, General Fund Overtime is proposed to be approximately $6.4 million. The majority of this overtime is from Fire (50.4%) and Police (48.7%).



Fiscal Challenges

Short-Term Factors

As a result of the State and County stay-at-home orders during the pandemic, the City experienced a decline in economic activity, which impacted the City's revenues. City staff estimated a potential loss of $2.8 million in General Fund revenues for FY 2019-20 and a continuing loss of $2.1 million in General Fund revenues in FY 2020-21.

In addition to the economic impacts from the COVID-19 pandemic, over the past 6 years, the City's General Fund reserves had continued to decline – in FY 2014-15, the unassigned fund balance was $20.5 million, in FY 2015-16, the unassigned fund balance was $15 million, in FY 2016-17, the unassigned fund balance was $14.1 million, in FY 2017-18, the unassigned fund balance was $11.9 million, and in FY 2018-19, the unassigned fund balance was down to $9.8 million. During FY 2019-20, despite the COVID-19 world-wide pandemic, the unassigned fund balance increased by $2.6 million to $12.5 million. The General Fund unassigned fund balance at June 30, 2021 was over $21.4 million. Through sound financial policies and procedures, the City managed rising costs and dwindling revenues efficiently and effectively. This has resulted in the growth in the unassigned General Fund balance.

Going forward, the City will continue to face challenges. Rising costs of materials and services continue to be a major concern. For many years, the infrastructure needs of the City were deferred and, as a result, City buildings are in need of repair. Additionally, a labor contract for the last remaining bargaining group is expiring in June 2022 and is in the process of being renegotiated.

Three specific challenges affect the City's annual budget:

1. Resident Engagement – Through civic engagement, resident and community partners define what services are valued. The result is a budget that better reflects local priorities. Inclusive, open, and collaborative budget processes and community declaration of principles help the municipal organization better provide essential services.
2. Accountability Through Oversight – Continued improvement of the City's long-term financial health requires ongoing close attention to timely implementation of the State Auditor's Financial Recovery Plan. Institutionalizing accountability in the recovery process enhances public trust in municipal governance.
3. Fiscal Prudence – Capital needs remain underfunded. Clearly, municipal facilities are not to standard. Maintenance of buildings, streets, and parks has been deferred and as a result services have suffered. Typically, assets operate until they break down. For example, Fire Station No. 1, has been determined uninhabitable forcing the City to set-up temporary quarters. The City has received some one-time funding to address critical immediate needs; however, additional funding sources need to be identified to address future issues.

Long-Term Factors

The FY 2022-2023 Proposed Budget is structurally balanced; however, expenditures are increasing at a faster pace than revenues. The City has attempted to attain fiscal sustainability by identifying and implementing economies and efficiencies in its operations. Like most California cities, West Covina has several unfunded liabilities - the biggest of these being the cost of employee pensions. The pension obligations and payments for the UAAL is expected to worsen each fiscal year and the severity of the problem is dependent on CalPERS earnings. This fact prompted the City to issue Pension Obligation Bonds in July of 2020 to address the UAAL and attain more favorable interest rates to address the pension problem.

The City's Long-Range Financial Forecast was updated in March 2022 and projected General Fund budget deficits for each year in the forecast. Additionally, General Fund reserves were anticipated to be depleted to 10% or $8 million by fiscal year ending 2027. The forecast recommended structural changes to increase revenues and/or decrease expenditures in future years. Thus, this year's budget incorporated the following changes that will have a long-term positive impact on the City's General Fund:

- Formally reduced Non-Sworn personnel in Police. The Police Department had three Community Service Officers, two Dispatchers, and three Records Specialists that have been frozen the past two fiscal years. The Long-Range Financial Forecast assumed these positions were funded; however, the FY 2022-23 Proposed Budget does not include these positions or salaries.
- The False Alarm program and associated revenue were eliminated in prior years. The FY 2022-23 Proposed Budget assumes re-initiation of the program and associated revenue.
- Overall, historical revenues and expenditures were evaluated, and the FY 2022-23 Proposed Budget was adjusted to prior year actuals. While this included both increases and decreases, the overall net impact to the General Fund was positive.
- Revenue estimates included in the forecast were also updated based on current year actual trends. At the time of the Long-Range Financial Forecast, it was uncertain whether the effects of the pandemic would subside. Since then, it is apparent that the City's Sales Tax, Transient Occupancy Tax, and Permit revenue will continue to remain level with the current and prior year. Thus, revenue bases have been raised and are projected to increase conservatively with the assumptions used in the forecast. While sales tax appears to be on the upswing from the kickstart of reopening from the pandemic, it can easily turn downward. It is uncertain if the current trend is just a post-pandemic spike that will bottom out to prior year levels. Therefore, it is not recommended to commit this revenue to recurring obligations.

City Council Goals

The budget contains City Council goals for 2022 to guide the City. These goals are instrumental in guiding the budget process. These overarching goals can be seen throughout the budget document as follows:

Service Levels

The citizens of West Covina continue to expect a high level of service provided by the City. These services are paid for with local tax dollars and include police; recreation and community service programs for youth, adults, and seniors; park maintenance; street maintenance; transportation; engineering; building & safety; housing programs; planning & development; code enforcement; animal control; and environmental programs and services. Services levels are proposed to be enhanced by adding funding for the following:

- Recreation and community service programs back to pre-pandemic levels.
- Special Events, such as, Spring Festival, 4th of July, Egg Hunt, Summer Concerts, Christmas Parade, and Halloween.
- Quarterly Discover newsletter to inform and engage residents.
- An additional twelve Public Services positions have been included under the City's maintenance funds to provide the highest level of service, while maintaining fiscal responsibility and improving community image. These positions did not impact the General Fund.
- Increase in the tree trim cycle from seven to five years to reduce the need for emergency maintenance, prevent liability problems, reduce tree mortality, and improve urban forest health over the long-term.
- In the Police Department, a Forensic Specialist Supervisor position has been added to allow the Department to properly manage and keep up with the changing demands of forensic investigations.

Conclusion

As the City recovers financially from the COVID-19 pandemic, it is with conservative optimism that this

budget is presented. Service levels are directly related to income from which public expenses are met. Finding economies in municipal operations including privatization and reductions in the workforce, the City has made gains toward attaining the goal of fiscal sustainability. Toward this goal, alternative service delivery should continue to be given ongoing consideration to help position the City for long-term financial success. Alternative service delivery is the approach of providing government services using a non-traditional method to reduce costs, while maintaining or improving service levels. Examples of alternative service delivery include shared service agreements, public-private partnerships and interlocal government collaboration.

DISCUSSION:

Summary of Community Workshops

At the April 20, 2022 meeting, there were approximately 10 residents, Councilmember Brian Tabatabai, and four staff members in attendance. Staff addressed questions regarding the Health Department, Sportsplex, sales tax projections, Long-Range Financial Forecast, proposed positions, Debt Service, sewer fund, ARPA funding, and 2020 Bond issuance. There was one resident that wanted the City to invest more in the Glendora corridor. There were also a few residents who spoke in opposition of creation of a local Health Department.

At the May 4, 2022 meeting, there were three residents, Councilmember Brian Tabatabai, and six staff members in attendance. Staff addressed questions regarding the Sportsplex; sources of funding for the Capital Improvement Program; sales tax projections; proposed positions; sewer fund; Fire Department overtime; and Animal Control. One resident was concerned with the sustainability of new positions and another noted an increase in the number of potholes that need to be addressed.

Budget Survey

The City created and solicited a budget survey from March through April 2022. A total of 103 responses were received. Attachment No. 1 includes a summary of the survey results.

Prepared by: Stephanie Sikkema, Finance Director

Fiscal Impact

FISCAL IMPACT:

City Wide Summary

	FY2019-20 Actual	FY2020-21 Actual*	Original Budget FY2021-22	Estimated FY2021-22	Proposed Budget FY2022-23	Increase/ (Decrease)
Revenue						
Property Tax	38,405,653	40,711,032	45,556,800	46,007,228	44,955,200	(601,600)
Sales Tax	17,033,647	20,412,164	15,900,000	22,800,000	23,142,000	7,242,000
Other Taxes	19,229,837	19,069,959	18,458,400	19,343,541	17,948,500	(509,900)
Capital Assets	-	11,250	-	25,564	-	-
Charges For Service	13,055,204	12,852,470	12,163,100	14,143,851	13,737,820	1,574,720
Fees	44,074	61,663	-	64,189	64,200	64,200
Fines & Forfeitures	873,497	1,183,233	608,000	1,021,700	1,023,290	415,290
Interdept Charges	8,501,438	6,259,912	6,781,700	7,192,700	6,248,060	(533,640)
Licenses & Permits	1,549,155	2,389,979	1,964,100	3,544,873	3,633,599	1,669,499
Other Revenues	4,046,413	216,704,235	422,300	606,205	205,270	(217,030)
Revenue From Other Agencies	14,503,804	12,715,513	26,252,400	37,141,363	13,364,791	(12,887,609)
Sales	1,312,905	758,120	416,400	504,599	645,000	228,600
Use of Money & Property	4,083,630	1,349,305	1,678,600	1,289,196	1,562,040	(116,560)
Revenue Total	**122,639,258**	**334,478,835**	**130,201,800**	**153,685,009**	**126,529,770**	**(3,672,030)**
Expenditures						
Materials & Services	41,255,867	46,155,205	31,276,100	32,618,469	31,573,264	297,164
Allocated Costs	5,822,911	4,172,096	4,180,100	4,008,982	4,199,297	19,197
Capital Assets	5,753,822	5,028,828	38,752,200	47,251,988	15,551,514	(23,200,686)
Salaries & Benefits	60,271,046	61,644,188	45,813,500	53,166,913	56,702,459	10,888,959
Debt Service	10,422,820	15,606,004	20,924,900	21,333,710	20,423,944	(500,956)
Expenditures Total	**123,526,466**	**132,606,322**	**140,946,800**	**158,380,062**	**128,450,478**	**(12,496,322)**

General Fund Summary

	FY2019-20 Actual	FY2020-21 Actual*	Original Budget FY2021-22	Estimated FY2021-22	Proposed Budget FY2022-23	Increase/ (Decrease)
Revenue						
Property Tax	27,378,987	29,680,553	28,204,200	28,635,749	28,986,300	782,100
Sales Tax	17,033,647	20,412,164	15,900,000	22,800,000	23,142,000	7,242,000
Other Taxes	9,356,188	8,834,366	8,167,200	8,981,000	9,446,000	1,278,800
Charges For Service	5,957,071	5,603,193	5,336,000	7,007,498	7,578,220	2,242,220
Fines & Forfeitures	873,497	1,183,233	608,000	1,021,700	1,023,290	415,290
Interdept Charges	1,415,799	1,189,215	1,423,800	1,423,800	1,196,200	(227,600)
Licenses & Permits	1,548,859	2,389,535	1,964,100	3,544,084	3,167,810	1,203,710
Other Revenues	2,089,953	409,468	82,800	64,530	136,670	53,870
Revenue From Other Agencies	2,755,302	4,341,434	4,813,300	3,431,118	3,994,525	(818,775)
Use of Money & Property	2,367,948	138,473	1,183,600	801,500	1,078,300	(105,300)
Revenue Total	**70,777,250**	**74,181,633**	**67,683,000**	**77,710,979**	**79,749,315**	**12,066,315**
Expenditures						
Materials & Services	10,088,722	10,083,560	9,911,000	9,983,135	11,139,165	1,228,165
Allocated Costs	3,707,827	2,444,202	2,579,900	2,486,944	2,605,797	25,897
Capital Assets	231,058	-	-	29,995	-	-
Salaries & Benefits	54,922,906	56,959,531	41,541,000	47,838,575	50,162,753	8,621,753
Debt Service	4,000	-	-	-	-	-
Expenditures Total	**68,954,513**	**69,487,292**	**54,031,900**	**60,338,649**	**63,907,715**	**9,875,815**
Revenues Less Expenditures	**1,822,736**	**4,694,341**	**13,651,100**	**17,372,330**	**15,841,600**	
Net Transfers	(1,329,108)	1,118,412	(13,651,100)	(18,721,095)	(15,325,255)	
Net Change in Fund Balance	493,628	5,812,753	-	(1,348,765)	516,345	
Beginning Fund Balance	19,181,696	19,675,324	25,488,077	25,488,077	24,139,312	
Ending Fund Balance	**19,675,324**	**25,488,077**	**25,488,077**	**24,139,312**	**24,655,657**	
Reserve Requirement (17%)	*11,722,267*	*11,812,840*	*9,185,423*	*10,257,570*	*10,864,312*	

*For consistency, the FY2020-2021 Bond Transfer-In and Payment towards Unfunded Pension Liability have been excluded.

Attachments

Attachment No. 1 - Budget Survey Results

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Enhance City Image and Effectiveness
Maintain Good Intergovernmental Relations
Achieve Fiscal Sustainability and Financial Stability
A Well-Planned Community

Budget Survey Results

FY2022-2023

City of West Covina
WWW.WESTCOVINA.ORG | 1444 W GARVEY AVE, WEST COVINA CA, 91790

Overview

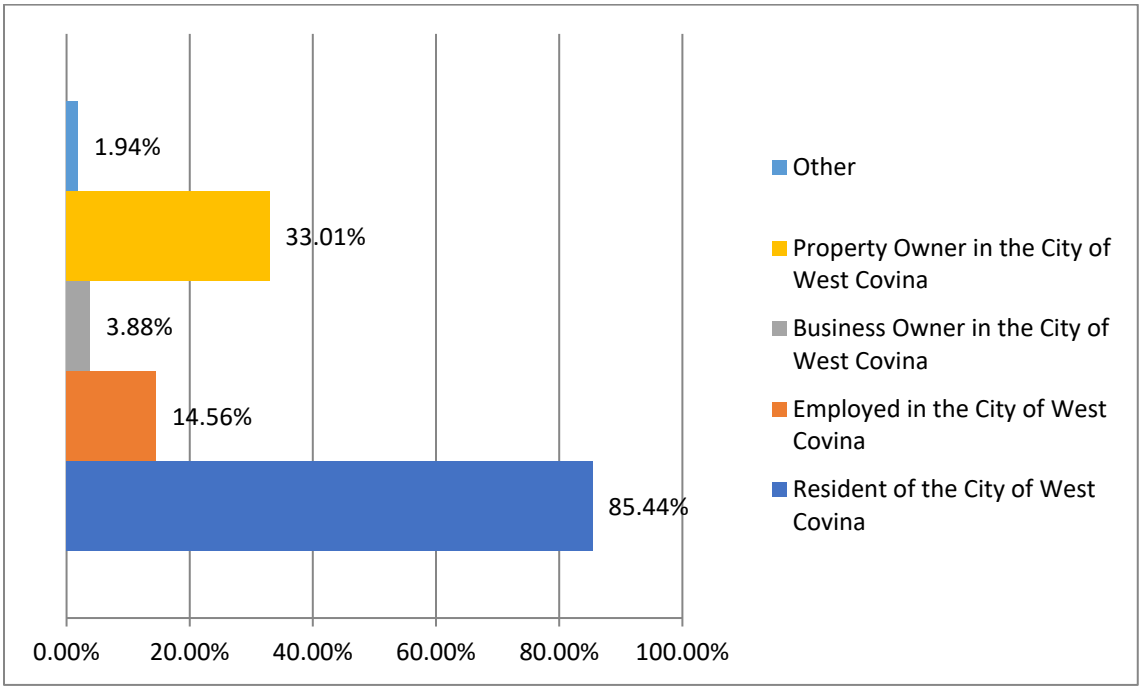
The City created and solicited a budget survey from March through April 2022. A total of 103 responses were received. This report is a summary of the results.

Respondents were asked their opinion on the following city services:

1. Community Services (Recreation programs, Senior programs and Special Events)
2. Economic Development and City Planning
3. Enhancing City Image (median landscaping, graffiti removal, public art)
4. Fire and Ambulance Services
5. Housing (Affordable Housing, Homeless Services)
6. Infrastructure (Street Improvements, Sidewalk Repair, Traffic Signals, sewer)
7. Parks
8. Police Services
9. Public Health (communicable disease prevention, emergency preparedness, environmental health)
10. Regulatory Services (building permits and inspections, code enforcement)

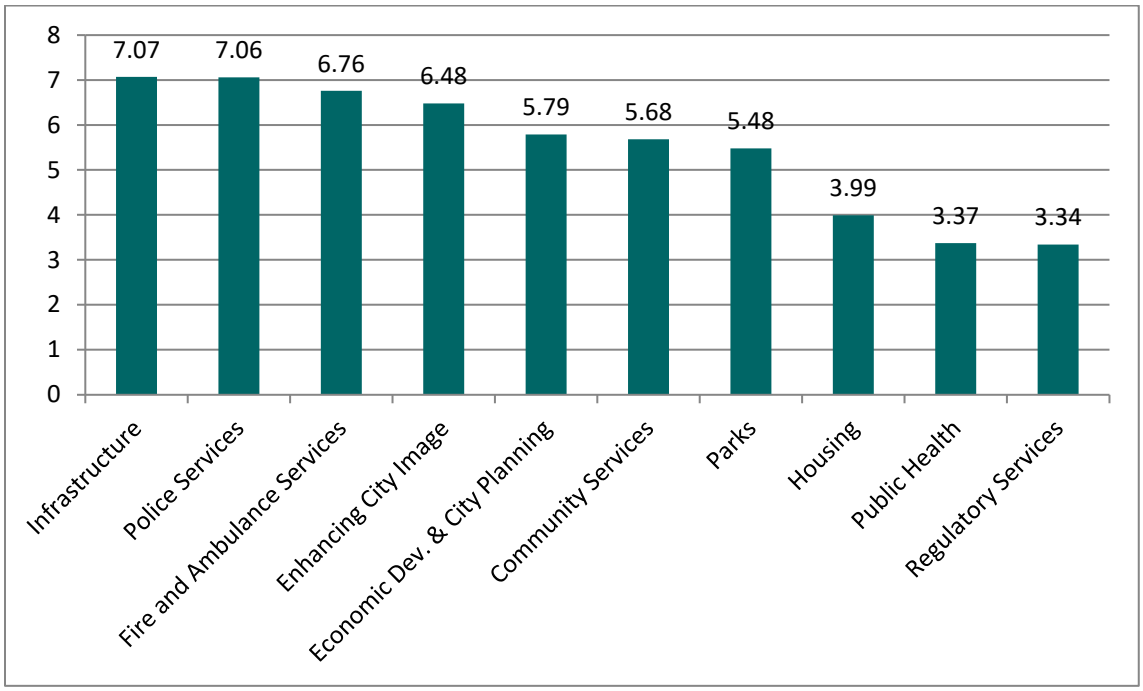
Question 1: Which of the following applies to you?

Most (over 85%) respondents were residents of West Covina.



Question 2: Please rank these City Services in order of most importance to you.

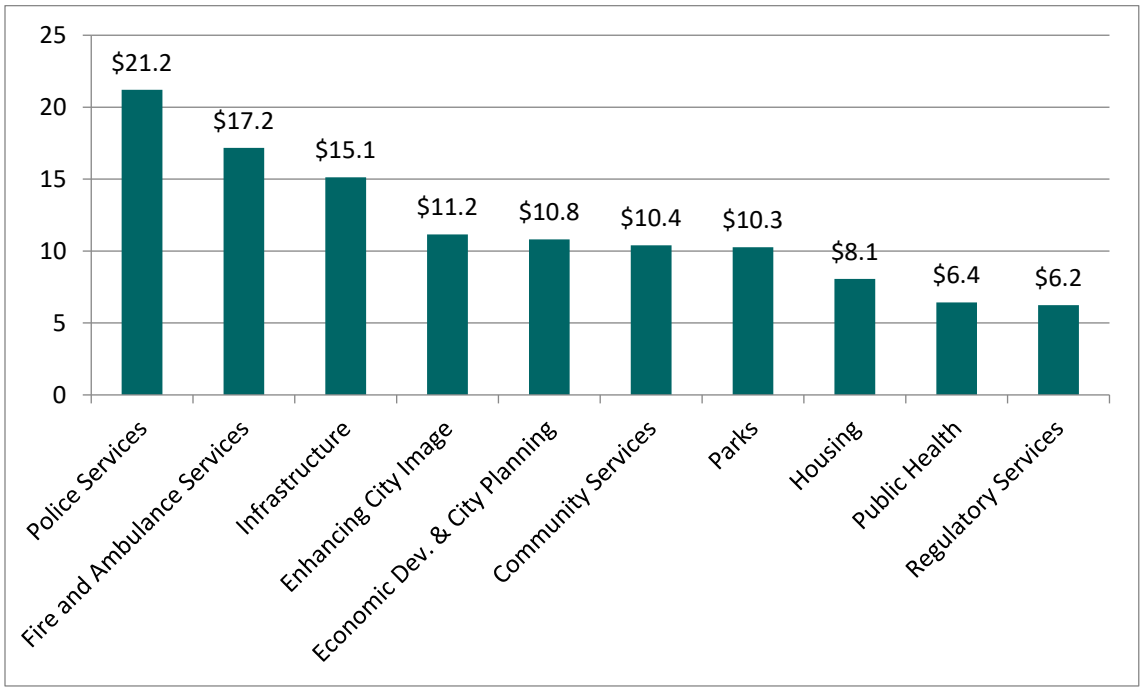
Respondents ranked Infrastructure the most important followed by Police and then Fire and Ambulance Services.



Rank of City Services

Question 3: If you are given $100 to spend across ten general categories in the City budget, assign how many dollars you would budget to each category.

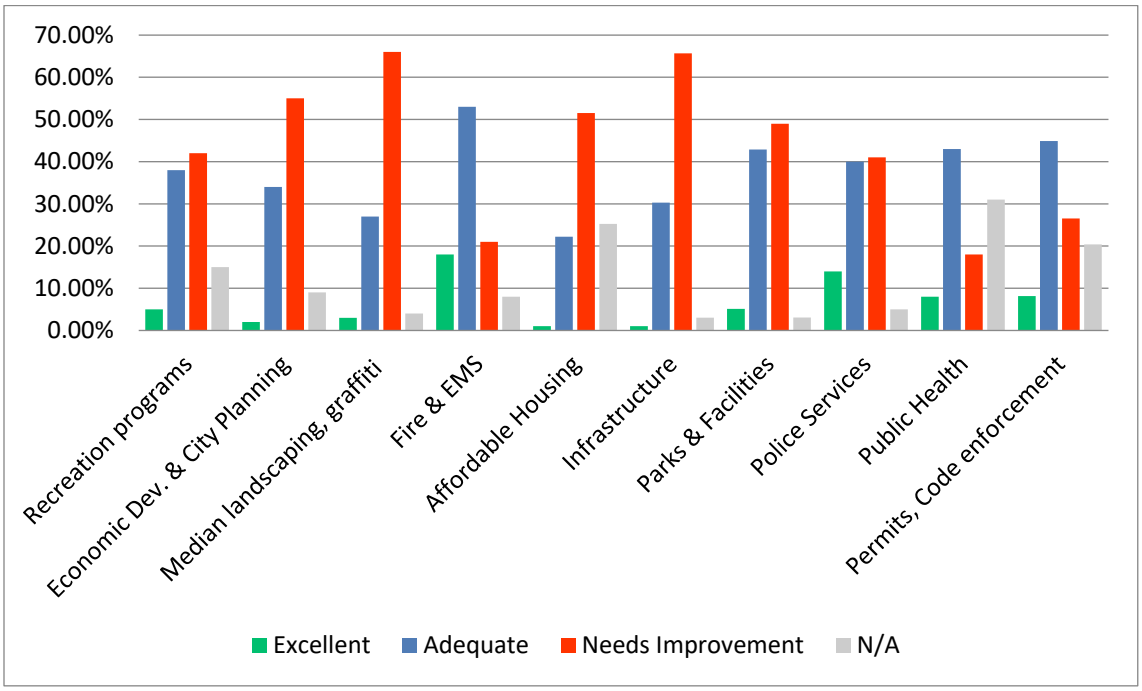
Most respondents assigned their dollars to Police followed by Fire and Ambulance Services, then Infrastructure.



Dollars assigned to services

Question 4: What are your feelings regarding the current state of the following services?

Infrastructure, median landscaping and graffiti removal were the services noted as needing the most improvement.



Current State of Services

Question 5: Please provide any additional comments, thoughts, or ideas you have about the City's Budget for the upcoming year in the comment section below:

1	There needs to be smaller, more convenient, & affordable public transportation. Trams and trolleys that can go all over the city more frequently and more efficiently. These big busses are empty because they are too infrequent and the stops are too far in between.
2	Provide better salaries to the employees. Other cities are paying more to their employees more. Make people actually want to work for the City of West Covina. Prioritize the well-being of the employees.
3	I just want West Covina to look nice, and to have protected bike lanes. The sooner we can get that, the better I think it would be for a lot of the people living here.
4	Eliminate Deficit Spending
5	Stop the deficit spending and quit playing budget games. Stay within your budget like we residents are expected to do.
6	We used to get update in a residential booklet, we don't get it anymore so I search on the website, Twitter has not been updated, app doesn't work anymore. Parks are terrible, we go to covina park for swim and nice walking pathway. Claremont has a bike path. West Covina needs to pay attention to helping our environment and make family friendly services. We sent out kids to baseball at walmerado and softball at covina, no swim team here or theatre.
7	Our parks need more soccer related sections, not only grass areas, but futsal and covered weather proof areas as well or even hard surface areas similar to tennis courts
8	Categories are grouped so that true ranking of spending cannot be properly addressed.
9	Provide opportunities for residents to start their own business and rise economically.
10	Please provide adequate funding that supports recreational programming around the new aquatic facility at Orangewood High School. There is no summer swim program. How does Baldwin Park afford a swimming program and West Covina cannot? The recreational programing the city funds are an embarrassment. Limit participation to residents only if needed and do not rely on the mall to program events for the city. No funding should be toward developing a public health department. The city is not in a position to fund such a department and the county provides services that the city can rely on. Cities of West Covina's size do not have their own public health department.
11	Discontinue the West Covina shuttle. It is a total waste of public funds. Extremely low ridership. All the vehicles do is add to the city's air pollution issues.
12	Super curious how this city plans to fund it's own health department since it's never once been explained and we seem to have a hard enough time funding BASIC city services. People who rely on services provided by la county are going to suffer. If this city cared about what the residents want they would've put this to a vote and not let a lone councilman push this through while under an emergency declaration.
13	NA
14	Stop the deficit spending. Control fire department overtime. Handle the basics, i.e., fix the street potholes.
15	I see that some parks are starting to get renovated so thank you. I appreciate more parks to get updated and safe and clean for our kids. Some recreation classes would be nice too. And making the city more pretty and clean is a must.
16	A great way to attract legitimate, big name stores and restaurants (which will then bring revenue and improve our city's economic situation) is to fix up the city's image by cleaning up the streets, removing graffiti and improving the landscape by adding more trees all around the cities and parks. The city also needs to hire more sanitation workers and

	invest more on its police and fire departments. This will make our residents feel safe about going out to our parks, jog or walk around our neighborhoods and actually patronize our local businesses. The city has done very little to improve optics and that is why our residents eat out and spend their money outside West Covina, and why the homeless think it's okay to litter our streets and make it their homes.
17	Loved the spring festival. Need more 3-5 year old activities. Keep Fire and Safety city ran. Would appreciate street parking permit requirements throughout city limits.
18	I believe that the city needs to give more funding to the youth sport programs. Care for the fields and restrooms better. Last year a tree fell on the snack bar at Cortez park and the city told the non-profit program to fix the facility themselves. A city tree fell and the program has to fix it themselves? HOW?! Also, the restroom is so far away from the football snack bar and poorly lit many parents feel very unsafe using those restrooms because transients living at the park. The field as well is very unsafe for the kids to play on as well. The field has so many holes and puddles the kids are constantly hurting themselves and again making parents feel unsafe. The council member show up for opening day take a few photos and turn down ALL requests from these youth sports.
19	Focus on providing better outlets for our youth. Promoting the city Recreational Programs as most residents do not know what what is available.
20	We spend way too much money on our private fire department. We should look into contracting with LA County Fire for our services. Much better coverage at a cheaper price.
21	Build a reserve to pay off city debt, unfounded liabilities.
22	We should enhance our farmers market, so more people in the community attend. Change it to an evening event with music and add more vendors. Our shopping centers need to be clean especially Stater bros and food for less shopping centers, they are being over run by homeless people and pan handlers.
23	City of West Covina is a beautiful city please do your best to allocate funds to keep it beautiful and safe. Invest in its streets, code enforcement, beautification projects like main streets such as Azusa and Vincent. Do not allow street vendors that don't pay for license and permit.
24	Against having our own Health Department
25	Residential support and programs (food Bank etc)
26	Spending too much on police while rest of city staffs are underpaid. No one wants to work in the city so only under qualified people are hired as a result while city councils say they have no money when the police are constantly increasing and hiring. Encounters with angry residents are common when they see the city generating revenue that is spent in stupid ways. The city is in brink of failure as many of the employees in city hall are dissatisfied with the work conditions and are constantly looking for ways out.
27	Police presence, road improvements, speeding, home improvements, and shopping center improvements need to be addressed.
28	Just police presence more. Too many people running reds and stop signs!
29	Fund our police and keep firefighters. Clean up streets on outside of city line not just focusing on inner city
30	Stop the median updates and get rid of homeless issues and trash
31	Time for change the city manager should not have a deficit. West covina is becoming embarrassing. Customer service when calling the City is a joke.
32	Overall, West Covina is very beautiful city. Keep it up.
33	Great
34	I am raising a child in this city. The things that matter most to me are having a funded police, infrastructure, and anything that helps make this a wonderful place to live in and visit (appearance, parks, stores).

35	Council needs to vote as a group and not let one person decide. Council needs to stop following what just ONE council member decides.
36	Please prioritize the Fire Department building. It needs a new modern upgraded look. Thank you.
37	Pleas consider no overnight park. Are city is starting to look like a middle class city which attracts a bad crowd of people. This will not only keep our streets clean from abandoned or non working vehicles but ever we resident will get the most out of our street cleaning that tax payers pay for. If our neighboring cities like San Dimas and walnut can do it, I'm sure we can and we will then just look as beautiful and clean as their cities. We also need to work on adding trees. If we cut trees because they are dead we should invest in replacing them and planting new ones. Trees keep our city looking green and beautiful.
38	Get rid of the homeless, buy them a one way greyhound ticket out of here. I'm tired of the BFMV, I'm tired of them pooping and peeing in front of my sidewalk,and the increase in crime because of them. Get them the fuck out.
39	The City spends a sizeable amount for 'dues' to be a part of the SGVCOG and there appears to be nothing tangible coming out of it now. Any information they share can be watched on their zoom committee and board meetings now. West Covina has no reason to be a part of the COG at this time.
40	The corner of Glendora and South Garvey (freeway wall). has so much graffiti. This part of the city looks filthy. Put video cameras. My friends started to call Roa part of West Covina. Ghetto Land. Please have someone clean this up.
41	Stop spending money on things we don't need like the health department. Invest in economic development for the city and fire more police officers. The city's dirt first and foremost is public safety. Public health is maintained by the county and state. We pay for it already, leave it be. Focus on what is important.
42	Kill the Health Department idea and hire a planning director
43	As a resident since 2005, who is recently retired and now lower income: 1. More affording housing especially rent control is needed. My rent increased almost 8% in 2022 alone and a total of 15% over past 7 years! 2. The past couple of years have been the worst for the Community Recreation and events-where is the newsletter? More events in addition to the Sprint Fair are needed to strengthen the community. 3. City Bankruptcy--embarassing and poor management--hope this never happens again. 4. Appreciate the covid free testing especially in Shadow Oak Park, great staff there. 5. Appreciate the police's help when neighbors get noisy. Please act upon residents' recommendations! Thanks for your service & this survey!
44	Stop Wu and his partners from his close back door City "development" agreements at the cost of City.
45	keep our streets clean and safe and keep the homeless out
46	If Fire & Police threaten to leave let them, hire in entry and promote within. We are bleeding and shouldn't be since there are plenty of people that would want to work and are qualified to.
47	actually stay within budget.....
48	City needs to stop over spending. We need more police officers!!!!'
49	The budget is ridiculous and is not looking at what this city was before the people now in charge were abide to mess everything up
50	The Wu majority needs to be unseated. All the 4-1 votes are very telling.
51	Please protect our businesses against lawlessness. Support our local businesses! Give them priority in all events.

52	We need more policing in West Covina it's becoming a crime infested city and no longer desirable to live in. The city also needs to work closer with small businesses to keep their doors open!
53	Public safety is my top priority .
54	Need to budget more money for more police and to forget the health department.
55	As previously stated, this city has no clear vision or a plan on how to address the biggest issues affecting our residents, like public safety, homelessness, our city finances, improving our parks, and just making families lives better who have to work hard to provide to their families. Projects are getting approved without community input or EIR reports. No thought process on how projects are going to affect residents with traffic and environmental concerns. Please start engaging residents and improve our quality of life in this city.
56	Increase funding in the Fire Department so that Fire can hire employee(s) (sworn) to coordinate the EOC and prepare the citizens in case of a disaster, hire full time employee(s) (sworn) to coordinate the training division, hire a full time education nurse to train the paramedics and monitor the County/State regulations/paperwork, etc.
57	Graffiti and gangs are becoming a problem in the city. Needs to be addressed. Gun violence is becoming a big problem on the south side of the city.
58	The City is doing a great job. Thank you
59	DO NO SPEND OUR MONEY ON A HEALTH DEPARTMENT THE RESIDENTS DONT WANT!!!! Fix streets, signs, park benches, restrooms, playgrounds!! If you can afford events you can afford to fix these things first! Stop spending money on what people want to show off and spend it on what the residents keep asking for. Trim all the City trees! Hire more homeless service officers so our parks are safe and neighborhoods are safe!
60	City Council requests should reflect a better knowledge of the budget status.
61	n/a
62	Use whatever funds you have to remove the drug addicted homeless transients out of the parking lots, bus stop benches, between bushes, parks, in front of and behind the business we are supposed to shop from. I leave West Covina to do all my shopping. Use whatever means you have to make West Covina a place I would feel safe walking the streets... I will not spend one cent in this city...

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 17, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF PURCHASE OF FIRE DEPARTMENT PERSONAL PROTECTIVE EQUIPMENT

RECOMMENDATION:

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

1. In accordance with West Covina Municipal Code Chapter 2, Article VII, Division 2, Section 2-333(i)(1), waive formal contract procedures by finding that it is impractical to purchase personal protective equipment ("PPE") and radios in compliance with the City's formal contract procedures;
2. Authorize the purchase of PPE from Municipal Emergency Services ("MES"), for a total of $75,050;
3. Authorize the purchase of 10 APX radios with accessories, device management system components, and support services, directly from Motorola Solutions, for a total of $113,197; and
4. Authorize 15% of the total amount for each purchase as contingency allowance to be used, if necessary, with the City Manager's approval, for unforeseen conditions.

BACKGROUND:

The West Covina Fire Department ("Fire Department") provides firefighting and emergency fire and rescue services. During emergency response activities, there are incidents where the atmosphere places the firefighters in areas that are Immediate Danger to Life and Health (IDLH). In an IDLH environment, firefighters must use personal protective equipment (PPE) and emergency communication equipment. The Fire Department is required to provide firefighters with PPE and emergency communications equipment. PPE and communications equipment is needed and individualized.

DISCUSSION:

New firefighters need to be outfitted with uniforms, PPE and equipment prior to onboarding as the equipment is fitted to user and is needed during training. The equipment and uniforms required for each recruit is as follows:

Turnout Coat	2	Utility Gloves	1
Turnout Pant	2	Wildland Helmet/Shroud	1
Turnout Boots	1	Portable Radio	1
Flash Hood	2	Nomex Uniform Shirt	2
SCBA Mask	1	Nomex Uniform Pant	2
Gloves	1	Uniform Boots	1
Structure Helmet/Goggles/Shroud	1	Nomex Uniform Jacket	1
Flashlight	1	Wire Cutters	1
Wildland Shirt	1	Belt	1
Wildland Pant	1	Buckle	1
Wildland Boots	1	Bulletproof vest	1

During IDLH environment incidents, firefighters will wear PPE. PPE consists of structural turnout coat, structural turnout pant, structural turnout boots, structural helmet, wildland turnout shirt, wildland turnout pant, wildland turnout boots, wildland turnout helmet, gloves, flash hoods, and SCBA. Currently, the Fire Department uses the following brands: Fire Dex structural turnout coat and pant, PRO Warrington structural boots, Phenix structural helmet, Workrite wildland turnout pant and Crewboss wildland Shirt, various brands of wildland boots, Workrite nomex uniform shirt, pant, Jacket and Bullard wildland helmet.

Firefighters are required to have two sets of structural PPEs. To keep costs of PPE lower, several Los Angeles area Fire Departments including West Covina have agreed upon the make, model and style of turnout coat and pant. Any Los Angeles or Ventura County fire department can purchase structural PPE that meet the agreed upon specifications from MES, through its agreement with Los Angeles County, Contract No. MA-IS-184141-6 (see Attachment No. 3). The advantage of firefighters using the same specifications is that during operations there is clear and safe interoperability and little to no prior knowledge needed during rescue operations.

Turnout PPE is required to be placed out of service once they are damaged, contaminated, beyond repair, or have reached the 10-year of service life. Each firefighter is required to have two sets; once one set is used, the back-up set can be placed in service and the dirty set is cleaned and or repaired. Fire Dex meets the Fire Department's specifications for structural turnout coat and pants. MES is the vendor of the Fire Department's structural turnout coat and pant. As outlined in Attachment No. 2, MES has quoted the cost for new structural PPE; coat, pant and boots, wildland pant, nomex uniform shirt, pant, and jacket and is the regular provider with the quickest and available inventory.

Section 2-333(i)(1) of the West Covina Municipal Code authorizes the City Council to waive formal contract procedures when it finds that it is in the public interest and necessity or that it is impractical to purchase supplies or equipment in compliance with formal contract procedures. Because MES is the contracted vendor for the City's specifications and provides the equipment in a timely manner, staff believes it is impractical to comply with formal contract procedures in connection with the procurement of these items. For the PRO Warrington structural boots, Workrite Nomex shirt, Workrite Nomex pant, Workrite Nomex Jacket and Workrite wildland pant, staff obtained three quotes as required by the City's Purchasing Policy and determined that MES provided the lowest qualified price.

West Covina's public safety radio system is built on Motorola Solutions radio infrastructure items and system components. This is also true of the regional communications networks that West Covina ties into. Specifically, both the multi-agency "Com-Net" Joint Powers Authority (JPA) regional public safety radio system in the San Gabriel Valley, and its larger parent organization, the Intercity Communications Interoperability System JPA ("ICI System JPA") with its Master Site in Glendale, are Motorola Solutions systems, with proprietary hardware, software, interconnectivity, and system design features that are unique to the manufacturer, Motorola. Unlike some other commodities whose manufacturers ship their products to retailers to sell at varying prices determined by the retailers, Motorola Solutions instead sells its proprietary radio equipment directly, or using its network of designated regional authorized distributors. Pricing is uniform, and is determined for all distributors by the manufacturer, Motorola. Occasionally, Motorola negotiates discounted contract pricing, and the ICI System JPA has a current multi-year discount contract in place. For these reasons, staff believes it is impractical to comply with formal contract procedures in connection with the procurement of the radios.

Other than structure turnout coat, pant, structure boots, nomex wildland pant, nomex uniform shirt, nomex uniform pant, nomex uniform jacket and portable radio funds currently are available in the Fire Department budget and procurement has been initiated through the City's procurement procedures.

OPTIONS:

The City Council has the following options:

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

Fiscal Impact

FISCAL IMPACT:

There is no new fiscal impact to the City's General Fund.

Project No.	Fund Name	Account No.	Current Budget Balance*	Amount Requested	New Balance
22009	179 ARPA	179.80.7003.7900	$113,200	$113,200	$0
	General Fund	110.32.3210.6490	$78,511	$75,050	$3,461
		Total	**$191,711**	**$188,250**	**$3,461**

**Pending approval of 3rd Quarter Budget Amendment.*

Attachments

Attachment No. 1 - Motorola Quote West Covina FD

Attachment No. 2 - MES Quote with comparisons

Attachment No. 3 - MES LA area contract

MOTOROLA SOLUTIONS

DRAFT

QUOTE-1732162
APX8000XE

Attachment No. 1

Billing Address:
WEST COVINA FIRE DEPT
W COVINA FIRE DEPT
1444 W GARVEY AVE
WEST COVINA, CA 91790
US

Quote Date:04/19/2022
Expiration Date:07/18/2022
Quote Created By:
Denis Redzepagic
denis.redzepagic@
motorolasolutions.com

End Customer:
WEST COVINA FIRE DEPT

Freight Terms:FREIGHT PREPAID
Payment Terms:30 NET

Summary:

Any sales transaction resulting from Motorola's quote is based on and subject to the applicable Motorola Standard Terms and Conditions, notwithstanding terms and conditions on purchase orders or other Customer ordering documents. Motorola Standard Terms and Conditions are found at www.motorolasolutions.com/product-terms.

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
	APX™ 8000 Series	APX8000XE				
1	H91TGD9PW7AN	APX 8000 ALL BAND PORTABLE MODEL 3.5	10	$7,475.00	$5,083.00	$50,830.00
1a	Q806CB	ADD: ASTRO DIGITAL CAI OPERATION	10	$567.00	$385.56	$3,855.60
1b	QA05595AA	ALT: BATT IMPRES 2 LIION DIV2 4850	10	$160.00	$108.80	$1,088.00
1c	Q361AN	ADD: P25 9600 BAUD TRUNKING	10	$330.00	$224.40	$2,244.00
1d	QA02006AC	ENH: APX8000XE RUGGED RADIO	10	$880.00	$598.40	$5,984.00
1e	QA00580AA	ADD: TDMA OPERATION	10	$495.00	$336.60	$3,366.00
1f	Q58AL	ADD: 3Y ESSENTIAL SERVICE	10	$121.00	$121.00	$1,210.00
1g	Q15AJ	ADD: AES/DES-XL/DES-OFB ENCRYPTION AND ADP	10	$879.00	$597.72	$5,977.20
1h	Q53AF	ADD: FRONT PANEL PROGRAMMING & CLONING	10	$165.00	$112.20	$1,122.00
1i	QA09007AA	ADD: OUT OF THE BOX WIFI PROVISIONING	10	$0.00	$0.00	$0.00

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Line #	Item Number	Description	Qty	List Price	Sale Price	Ext. Sale Price
1j	QA09001AB	ADD: WIFI CAPABILITY	10	$330.00	$224.40	$2,244.00
1k	Q498AU	ENH: ASTRO 25 OTAR W/ MULTIKEY	10	$814.00	$553.52	$5,535.20
1l	H38BS	ADD: SMARTZONE OPERATION	10	$1,650.00	$1,122.00	$11,220.00
1m	G996AP	ADD: PROGRAMMING OVER P25 (OTAP)	10	$110.00	$74.80	$748.00
1n	QA01427AG	ALT: APX8000/XE HOUSING GREEN	10	$28.00	$19.04	$190.40
2	PMMN4107C	AUDIO ACCESSORY-REMOTE SPEAKER MICROPHONE,XE500 REMOTE SPKR MIC WITHOUT CHANNEL KNOB, HIGH IMPACT GREEN	10	$594.00	$475.14	$4,751.40
3	PMPN4174A	CHGR DESKTOP SINGLE UNIT IMPRES, US/NA	10	$82.08	$65.66	$656.60
4	PMUN1034G	O3 CONTROL HEAD	2	$1,471.20	$1,176.81	$2,353.62

Subtotal $103,376.02

Estimated Tax $9,820.72

Grand Total $113,196.74(USD)

Notes:

Any sales transaction following Motorola's quote is based on and subject to the terms and conditions of the valid and executed written contract between Customer and Motorola (the ""Underlying Agreement"") that authorizes Customer to purchase equipment and/or services or license software (collectively ""Products""). If no Underlying Agreement exists between Motorola and Customer, then Motorola's Standard Terms of Use and Motorola's Standard Terms and Conditions of Sales and Supply shall govern the purchase of the Products.

Motorola Solutions, Inc.: 500 West Monroe, United States - 60661 ~ #: 36-1115800

Quote Attachment No. 2

MUNICIPAL EMERGENCY SERVICES

4343 Viewridge Ave.
Suite A
San Diego, CA 92123

Quote #	QT1573108
Date	04/12/2022
Expires	04/27/2022
Sales Rep	Meyer, Lisa
Shipping Method	FedEx Ground
Customer	West Covina Fire (CA)
Customer #	C100042

Bill To
MARI MONTES
WEST COVINA FIRE DEPARTMENT
1444 WEST GARVEY AVE SO
WEST COVINA CA 91790
United States

Ship To
MARI MONTES
WEST COVINA FIRE DEPARTMENT
1444 WEST GARVEY AVE SO
WEST COVINA CA 91790
United States

Item	Alt. Item #	Units	Description	QTY	Unit Price	Amount
FIRE-DEX	West Covina 160602		West Covina 160602 Custom FIRE-DEX WESTCOVINA160602-Coat -7.5 oz Gemini XT	21	$1,031.58	$21,663.18
FIRE-DEX	West Covina 160602		West Covina 160602 Custom FIRE-DEX WESTCOVINA160602-Pant -7.5 oz Gemini XT,	21	$1,563.85	$32,840.85
BT5007-Black-11-E			Honeywell Pro-Warrington Leather Structural Boot-NFPA - ref Quote 78950	10	$558.92	$5,589.20
FP50MN-Midnight Navy-36-30			7.5 NMX REG FIT INDSTRL PNT MN(Lg Sizes) - (FP50MN-Midnight Navy-36-30)	20	$104.89	$2,097.80
FP62-MN-Midnight Navy-36-30			7.5 NMX TWILL WILDLAND TAC PANT MN	10	$159.00	$1,590.00
P-FSF4MN-Midnight Navy-42-Regular				20	$128.86	$2,577.20
VF IMAGEWEAR	PART# FW20MN		PART# FW20MN Custom VF IMAGEWEAR 7.5 NMX FIRE FIGHTER JACKET MN	10	$179.55	$1,795.50
Sew-Embroidery Names & Rank - 1 line			Direct Embroider Name and Rank 1 line Embroider Rank, first initial and last name. Ex: Captain S. Wise. ***Note: First initial, last name) NO RANK FOR RECRUITS****	10	$0.00	$0.00
Sew-Agency Supplied 2 Patches			2 Patches supplied by Agency Sew West Covina FD badge and rocker on left shoulder	10	$0.00	$0.00
Sew-Apply Badge Tab			Apply Badge Tab Apply badge tab on the left breast with badge affixed.	10	$0.00	$0.00

To place an order please contact Lisa Meyer at (951) 903-3749.
Thank you for doing business with MES!

Freight cost to be determined.

Subtotal	$68,153.73
Shipping Cost	$421.10
Tax Total	$6,474.60
Total	$75,049.43

This Quotation is subject to any applicable sales tax and shipping & handling charges that may apply. Tax and shipping charges are considered estimated and will be recalculated at the time of shipment to ensure they take into account the most current information.

All returns must be processed within 30 days of receipt and require a return authorization number and are subject to a restocking fee.

Custom orders are not returnable. Effective tax rate will be applicable at the time of invoice.

QT1573108

FREE DOMESTIC GROUND SHIPPING ON ORDERS $99+

Continue Shopping

Have a Bulwark Account? **Sign In**

YOUR CART (1)

Men's Firefighter Jacket

Style #: FW20
Size: L
Body: Regular
Color: Midnight Navy

Edit
Add to Wishlist
Save For Later

Remove

– 1 +

PRICE
$198.00

SUBTOTAL	$198.00
SHIPPING	FREE
SALES TAX	$17.33
TOTAL	**$215.33**

CHECKOUT

PayPal

ADD A PROMO CODE

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COMMON ORDERING QUESTIONS

How long until my order arrives?

What is the cut-off for same-day shipping?

What is your return policy?

NEED HELP?

CONTACT US

CHAT NOW

Or call us at 1-866-335-1184

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1

Search GO

SHOPPING CART

Back to Shopping

ITEMS

UNIT PRICE
QTY
TOTAL PRICE

WORKRITE FLAME RESISTANT NOMEX IIIA FIREFIGHTER JACKET

Item#: JC866 | Mfg#: FW20NV-3L-1L

Color: NAVY Size: 3X Length: EXTRA LONG

~~$269.99~~
$229.50
1
$229.50

Order Now! Check Your Email For Shipping Details

ADD TO LIST EDIT ITEM REMOVE

BACK TO SHOPPING UPDATE CART CHECKOUT

AVAILABLE BONUS OFFERS

CHECKOUT

UPDATE CART

CHECKOUT

PRICING

Savings: $40.49

Subtotal: $229.50 (1)

COUPON OR PROMO CODE

GAPLA APPLY

Promo code applied

YOU MAY ALSO LIKE

Under Armour Tactical All Season Jacket

FREE DOMESTIC GROUND SHIPPING ON ORDERS $99+

Continue Shopping

Have a Bulwark Account? **Sign In**

YOUR CART (1)

Men's Classic Firefighter Pant

Style #: FP50
Waist: 42
Inseam: 30
Color: Navy

Edit
Add to Wishlist
Save For Later

Remove

– 1 +

PRICE
$163.00

SUBTOTAL	$163.00
SHIPPING	FREE
SALES TAX	$14.27
TOTAL	**$177.27**

CHECKOUT

PayPal

ADD A PROMO CODE

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COMMON ORDERING QUESTIONS

How long until my order arrives?

What is the cut-off for same-day shipping?

What is your return policy?

NEED HELP?

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SHOPPING CART

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ITEMS

UNIT PRICE
QTY
TOTAL PRICE

WORKRITE NOMEX IIIA SLIM CUT FIREFIGHTER PANTS

Item#: ZS778 | Mfg#: FP50NV-42-38U

Color: NAVY Size: 42 Inseam: LONG

~~$235.99~~
$200.60
1
$200.60

In Stock! Usually Ships Within 24 Hours

ADD TO LIST EDIT ITEM REMOVE

BACK TO SHOPPING UPDATE CART CHECKOUT

AVAILABLE BONUS OFFERS

CHECKOUT

UPDATE CART

CHECKOUT

— or —

Checkout With PayPal

PRICING

Savings: $35.39

Subtotal: $200.60 (1)

COUPON OR PROMO CODE

GAPLA APPLY

Promo code applied

YOU MAY ALSO LIKE

ENTER EMAIL ADDRESS

Email Address *

vcapelle@westcovina.org

We need you email address to send you information about your order.

☐ Sign up for our Newsletter to receive promotions

SUMMARY

SUBTOTAL 1 ITEM	**$605.99**
Subtotal Does Not Include Shipping Or Tax	
Shipping	$0.00
TOTAL	**$605.99**

Feedback

Have a Promo Code?

Items to Ship (1)

Pro Warrington 5007, Structural Firefighting Boots, NFPA

$605.99

SKU: BT5007-1002 // **SHIPS FROM MANUFACTURER**

Quantity: 1

Amount: **$605.99**

Edit Cart

You will have an opportunity to review your order on the next step.

Continue

Contact Us at sales@thefirefightingdepot.com

Your Cart

Price	Quantity	Total

Honeywell: Pro Warrington Model 5007 - 14" Firefighting Bunker Boot

10 / D

Remove

Price	Quantity	Total
$ 605.49	1	**$ 605.49**

Subtotal **$ 605.49**

Taxes and shipping calculated at checkout

Continue shopping | Update Cart | Check Out

Pay

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Privacy Policy

Fire Training Opportunities

Check Out Our Discount eBay Store

Follow Us

Newsletter

Sign up to receive emails on products and savings opportunities!

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SHOPPING CART

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ITEMS

UNIT PRICE
QTY
TOTAL PRICE

WORKRITE DUAL CERTIFIED NOMEX IIIA WILDFIRE TACTICAL FIRE PANT

Item#: TT851 | Mfg#: FP62NV-38-32

Color: NAVY Size: 38 Inseam: 32

$243.99

1

$243.99

Order Now! Check Your Email For Shipping Details

ADD TO LIST EDIT ITEM REMOVE

BACK TO SHOPPING UPDATE CART

CHECKOUT

AVAILABLE BONUS OFFERS

CHECKOUT

UPDATE CART

CHECKOUT

PRICING

Subtotal: $243.99 (1)

COUPON OR PROMO CODE

enter code APPLY

YOU MAY ALSO LIKE

Propper Wildland Pants

Free Shipping on orders over $99* with coupon code: **FREESHIP**

Shopping Cart 1 item

Cart Actions

✖ remove

Workrite Fire Service FP62 Men's Wildland Dual-Compliant Tactical Pants - Black (/workrite-fire-service-fp62bk/)

Item#: **VF-FP62BK**

Waist Size: w34
Pant Inseam: 32" Inseam

$279.27 / Each

1 Update

‹ Continue shopping

4.8 ★★★★★
Google
Customer Reviews

SHOPPING CART

Order Subtotal (1 item) $140.99

CHECKOUT AS A NEW CUSTOMER → SIGN IN AND CHECKOUT

Workrite FR Firefighter Shirt FSF4, Classic Long Sleeve, Western

For current coupons - check home page, SKU: *WRFSF4MN-42-0R*, MPN: *FSF4MN-42-0R*, UPC/EAN: *883392451885*, Shirt Size: 42, Shirt Length: Regular, Garment Primary Color: Midnight Navy

$140.99 × 1 $140.99

ADD A COUPON

FREE DOMESTIC GROUND SHIPPING ON ORDERS $99+

Continue Shopping

Have a Bulwark Account? **Sign In**

YOUR CART (1)

Men's Classic Long Sleeve Western Firefighter Shirt

Style #: FSF4
Size: 42
Body: Regular
Color: Midnight Navy

Edit
Add to Wishlist
Save For Later

Remove

– 1 +

PRICE
$160.00

SUBTOTAL	$160.00
SHIPPING	FREE
SALES TAX	$14.00
TOTAL	**$174.00**

CHECKOUT

PayPal

ADD A PROMO CODE

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What is your return policy?

NEED HELP?

CONTACT US

CHAT NOW

Or call us at 1-866-335-1184

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Attachment No 3

TERM CONTRACT AWARD		CONTRACT NO: MA-IS-1840141-6	VERSION DATE
INTERNAL SERVICES DEPARTMENT		PROCUREMENT FOLDER: 1384028	

MUNICIPAL EMERGENCY SERVICES INC

4343 VIEWRIDGE AVE STE A

SAN DIEGO CA 92123

BUYER: Marnica Valencia
PHONE: 323-267-2288
EMAIL: mvalencia@isd.lacounty.gov

VENDOR NO: 156796
CONTACT: SUSAN M MORAVEK
PHONE: 303-518-7299

FISCAL YEAR:
EFFECTIVE DATE: 01/01/18
EXPIRATION: 12/31/23

CLOTHING, UNIFORM TURNOUT, PPE GEAR - SPECS -CONTRACT -AMD4

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UOM	PRICE TYPE	VALUE
1	COMMODITY CODE: 340-34-00-043522 CLOTHING -UNIFORM PERSONAL PROTECTIVE EQUIPMENT (PPE)TURNOUT GEAR FIREFIGHTER COAT AS PER ATTACHED SPECIFICATIONS LABELED EXHIBIT A MANUFACTURER: HONEYWELL - MORNING PRIDE COUNTY OF LOS ANGELES COAT STYLE: # LTO 41BG TAIL BRONZE	0.000	EA	ITEM	$ 1314.930000
2	COMMODITY CODE: 340-34-00-043522 CLOTHING -UNIFORM PERSONAL PROTECTIVE EQUIPMENT (PPE)TURNOUT GEAR FIREFIGHTER PANT AS PER ATTACHED SPECIFICATIONS LABELED EXHIBIT A MANUFACTURER: HONEYWELL - MORNING PRIDE COUNTY OF LOS ANGELES PANT STYLE: # S36 41BG PANTS BRONZE	0.000	EA	ITEM	$ 866.860000
3	COMMODITY CODE: 340-34-00-043522 NAME PANEL MANUFACTURER: HONEYWELL - MORNING PRIDE AS PER ATTACHED EXHIBIT B	0.000	EA	ITEM	$ 44.000000
4	COMMODITY CODE: 340-34-00-043522 CLOTHING -UNIFORM PERSONAL PROTECTIVE EQUIPMENT (PPE)TURNOUT GEAR	0.000	EA	ITEM	$ 1501.170000

COUNTY OF LOS ANGELES

VENDOR SIGNATURE/DATE

PRICE SHEET	TERM CONTRACT AWARD	
	CONTRACT NO: MA-IS-1840141-6	Page **2**

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UOM	PRICE TYPE	VALUE
	FIREFIGHTER COAT WITH HRL LINER AND NAME PANEL AS PER ATTACHED SPECIFICATIONS LABELED EXHIBIT A -2 MANUFACTURER: HONEYWELL - MORNING PRIDE COUNTY OF LOS ANGELES COAT STYLE: # LTO 41BG HFRP TAIL BRONZE				
5	COMMODITY CODE: 340-34-00-043522 CLOTHING -UNIFORM PERSONAL PROTECTIVE EQUIPMENT (PPE)TURNOUT GEAR SUSPENDERS FOR FIREFIGHTER COAT AS PER ATTACHED SPECIFICATIONS LABELED EXHIBIT A MANUFACTURER: HONEYWELL - MORNING PRIDE COUNTY OF LOS ANGELES SUSPENDER STYLE: # SP-DFSQ SPP SUSPENDER SIZES: SHORT 40 OR LESS, REGULAR 41 TO 45, LONG 46 TO 50, X-LONG 51 OR MORE	0.000	EA	ITEM	$ 54.570000
6	COMMODITY CODE: 340-34-00-043522 CLOTHING -UNIFORM PERSONAL PROTECTIVE EQUIPMENT (PPE)TURNOUT GEAR FIREFIGHTER COAT AS PER ATTACHED SPECIFICATIONS LABELED EXHIBIT A LAC150165j Custom FIRE-DEX LACoFD Style Coat Gemini XT Glide 2 Layer Stedair 4000 Name Panel	0.000	EA	ITEM	$ 1563.890000
7	COMMODITY CODE: 340-34-00-043522 CLOTHING -UNIFORM PERSONAL PROTECTIVE EQUIPMENT (PPE)TURNOUT GEAR FIREFIGHTER PANT AS PER ATTACHED SPECIFICATIONS LABELED EXHIBIT A LAC150165P Custom FIRE-DEX LACoFD Style Pant Gemini XT Glide 2 Layer Stedair 4000 Includes Suspenders	0.000	EA	ITEM	$ 1031.560000
8	COMMODITY CODE: 340-34-00-043522 NAME PANEL	0.000	EA	ITEM	$ 52.360000

PRICE SHEET	TERM CONTRACT AWARD	
	CONTRACT NO: MA-IS-1840141-6	Page **3**

LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UOM	PRICE TYPE	VALUE
9	LAC150165NP Custom FIRE-DEX Name Panel for LACoFD Coat COMMODITY CODE: 340-34-00-043522 CLOTHING -UNIFORM PERSONAL PROTECTIVE EQUIPMENT (PPE)TURNOUT GEAR SUSPENDERS FOR FIREFIGHTER COAT AS PER ATTACHED SPECIFICATIONS LABELED EXHIBIT A MANUFACTURER: HONEYWELL - MORNING PRIDE COUNTY OF LOS ANGELES SUSPENDER STYLE: # SP-DFSQ SPP SUSPENDER SIZES: SHORT 40 OR LESS, REGULAR 41 TO 45, LONG 46 TO 50, X-LONG 51 OR MORE	0.000	EA	ITEM	$ 62.000000

AMENDMENT #4

AGREEMENT HAS BEEN EXTENDED FOR AN ADDITIONAL 24 MONTH PERIOD BY MUTUAL CONSENT WITH THE FOLLOWING CHANGES:

-HONEYWELL LINES 1-5 WILL EXPIRE 1/31/22
-FIREDEX LINES 6-9 ADDED

ALL OTHER TERMS AND CONDITIONS SHALL REMAIN THE SAME.

BASIS: LETTER SIGNED BY DAVID MOONEY DATED 12/8/21

****

AMENDMENT #3

AGREEMENT HAS BEEN EXTENDED FOR AN ADDITIONAL 12-MONTH PERIOD BY MUTUAL CONSENT.

PRICE INCREASE HAS BEEN APPROVED AND IS REFLECTED ON THE LINES BY COMMODITY.

ALL OTHER TERMS AND CONDITIONS SHALL REMAIN THE SAME.

BASIS: LETTER SIGNED BY JOHN PRICE DATED 11/16/20

****

AMENDMENT #2

MA MODIFIED TO ADD THE FOLLOWING LINES:

4. FIREFIGHTER COAT W/ HEAT RELEASE LINER AS PER ATTACHED EXHIBIT A-1
5. SUSPENDERS - SHORT TO EXTRA LONG

VENDOR, DEPARTMENT AND MANAGEMENT APPROVED AS OF DECEMBER 4, 2019

****

********** AMENDMENT 01 **********

LINE 3 ADDED TO REFLECT AS NEEDED NAME PANEL AS PER ATTACHED EXHIBIT B

VENDOR, DEPARTMENT AND MANAGEMENT APPROVED AS OF MAY 1, 2018.

****

PURPOSE:

THIS AGREEMENT IS FOR FIREFIGHTER PROTECTIVE TURNOUT GEAR ON BEHALF OF THE SOUTHERN CALIFORNIA AREA PERSONAL PROTECTIVE EQUIPMENT CONSORTIUM (SCAPPEC) THAT MEETS THE ALL AGENCY REQUIREMENTS.

PRICES, TERMS AND CONDITIONS IN ACCORDANCE WITH RFB-IS-18200218

THE FOLLOWING STYLES ARE FOR REFERENCE ONLY WITH RESPECTS TO PARTICIPATING AGENCIES:

CITY OF LOS ANGELES COAT STYLE:

LTO 62B3 TAIL GOLD

CITY OF LOS ANGELES PANT STYLE:

S36 62B3 PANTS GOLD

VENTURA COUNTY COAT STYLE:

LTO 62BG TAIL GOLD

VENTURA COUNTY PANT STYLE:

#S36 62BG PANTS GOLD

1.0 -- TERM OF AGREEMENT:

THE INITIAL TERM OF THIS AGREEMENT SHALL COMMENCE ON THE EFFECTIVE DATE, AND SHALL EXPIRE THREE (3) YEARS THEREAFTER (HEREINAFTER "INITIAL TERM"), UNLESS SOONER TERMINATED OR EXTENDED, IN WHOLE OR IN PART, AS PROVIDED IN THE AGREEMENT.

FOLLOWING THE INITIAL TERM, THE COUNTY OF LOS ANGELES, INTERNAL SERVICES DEPARTMENT, SHALL HAVE THE SOLE OPTION TO EXTEND THE ARGEEMENT FOR UP TO TWO (2) ADDITIONAL ONE-YEAR EXTENSION PERIODS, FOR A MAXIMUM TOTAL TERM OF FIVE (5) YEARS.

THE COUNTY SHALL PROVIDE WRITTEN NOTICE TO CONTRACTOR OF ANY INTENTIONS TO EXTEND THE AGREEMENT AT LEAST THIRTY (30) DAYS PRIOR TO EXPIRATION PROVIDED, HOWEVER CONTRACTOR MUST SEND COUNTY WRITTEN NOTICE OF ITS OPTION TO TERMINATE, AT LEAST NINETY (90) DAYS PRIOR TO THE END OF THE TERM.

ANY EXTENSIONS OF THE AGREEMENT TERM SHALL BE BY WRITTEN AMENDMENT SIGNED BY AN AUTHORIZED REPRESENTATIVE OF BOTH PARTIES.

PAYMENT TERMS: 0% / NET 30 DAYS

2.0 -- CONSUMPTION:
THE COUNTY'S TOTAL ESTIMATED ANNUAL CONSUMPTION IS $9,000,000

OUR ESTIMATED CONSUMPTION IS GIVEN FOR INFORMATION ONLY AND WE GUARANTEE NO MINIMUM QUANTITY.

3.0 -- REQUIRED ANNUAL CONSUMPTION REPORT:

UPON REQUEST, VENDOR SHALL FURNISH THE COUNTY OF LOS ANGELES PURCHASING ANALYST WITH AN ANNUAL CONSUMPTION REPORT IN UNPROTECTED EXCEL FORMAT. REPORT SHALL BE DUE WITHIN THREE (3) DAYS OF REQUEST. THE ANNUAL CONSUMPTION REPORT SHALL INCLUDE THE FOLLOWING:

- CONTRACT NUMBER
- PURCHASE ORDER NUMBER
- DATE OF PURCHASE
- DEPARTMENT NAME
- QUANTITY PURCHASED
- UNIT PRICE

IN ADDITION, THE AWARDED VENDOR AGREES TO POPULATE AND MAINTAIN AN ELECTRONIC DATABASE AS PRESCRIBED IN THE SPECIFICATIONS.

4.0 -- DELIVERY:
A. QUOTE F.O.B. DELIVERED., FREIGHT PREPAID AND ALLOWED,
VENDOR: PAYS FREIGHT COST, OWN TITLE IN TRANSIT, FILE CLAIM(S),
COUNTY: TAKES OWNERSHIP AT DESTINATION.

B. PRICES QUOTED SHALL INCLUDE DELIVERY TO LOCATIONS WITHIN THE LOS ANGELES COUNTY.

C. VENDOR WILL USE PACKING MATERIALS THAT ARE RECYCABLE AND/OR REUSABLE. VENDOR

WILL NOT USE ENVIRONMENTALLY HARMFUL MATERIAL, SUCH AS STYROFOAM, IN THE PACKING OF PRODUCTS DELIVERED FOR USE BY THE COUNTY OF LOS ANGELES. VENDOR SHALL PACKAGE ALL ORDERS AS OUTLINED IN THE SPECIFICATIONS PER GARMENT.

D. BIDDER MUST PROVIDE DELIVERY LEAD TIME FOR PURCHASES MADE AGAINST THIS AGREEMENT.
DELIVERIES SHALL BE AS FOLLOWS:

FOR INITIAL ORDER, DELIVERY SHALL BE: 60 DAYS AFTER RECEIPT OF ORDER (ARO)
FOR STANDARD ORDERS, DELIVERY SHALL BE: 30 DAYS ARO
FOR EMERGENCY ORDERS, DELIVERY SHALL BE: 30 DAY ARO

5.0 -- ALL ITEMS OFFERED MUST BE NEW UNUSED CURRENT MODELS COVERED BY THE ORIGINAL MANUFACTURER WARRANTY.

6.0 -- PRODUCTS PURCHASED AS A RESULT OF THIS CONTRACT ARE TO BE SUPPLIED AS OFFERED AND ACCEPTED WITHOUT SUBSTITUTION OF MATERIAL OR STYLE.

SPECIFICATIONS OF ITEMS DESCRIBED HAVE BEEN DEEMED ADEQUATE TO SATISFY THE PERFORMANCE REQUIREMENTS OF THE DEPARTMENT.

COST INCURRED BY THE COUNTY OF LOS ANGELES FOR INTERNAL ACTIVITIES REQUIRED TO RECALL AND REPLACE AN UNAUTHORIZED SUBSTITUTE WILL BE DOCUMENTED AND APPLIED TO THE ACCOUNT OF THE SUPPLIER.

7.0 -- PRE-PRINTED TERMS AND CONDITIONS/BIDDERS CONTRACT DOCUMENTS BIDDERS PRE-PRINTED TERMS AND CONDITIONS OR RESTRICTIONS COMMONLY APPEARING ON THE REVERSE SIDE OF LETTERS SUBMITTED WITH THE BID AND/OR BIDDERS SPECIFICATIONS MATERIAL AND CONTRACT DOCUMENTS WILL BE DISREGARDED IN THE ABSENCE OF A POSITIVE WRITTEN STATEMENT FROM BIDDER THAT ALL OR A PARTICULAR PORTION OF SUCH WRITINGS ARE IN ADDITION TO OR SUPERSEDE THE COUNTY TERMS AND CONDITIONS.

8.0 -- CONTRACTORS OFFER IS TO BE ON THE BASIS THAT ALL ITEMS ARE GUARANTEED EQUAL IN QUALITY AND PATTERN TO THOSE SPECIFIED. ANY ITEM PURCHASED AS EQUIVALENT AND NOT ACCEPTABLE TO THE USER DEPARTMENT MAY BE RETURNED FOR FULL CREDIT.

9.0 -- CAL/OSHA - STATEMENT OF COMPLIANCE:
THE ITEMS SHOWN HEREIN MUST MEET ALL APPLICABLE LOCAL, STATE AND FEDERAL STATUTES, REGULATIONS, CODES, ETC., INCLUDING BUT NOT LIMITED TO CAL/OSHA REQUIREMENTS AS SET FORTH IN THE CALIFORNIA ADMINISTRATIVE CODE, TITLE 8, CHAPTER 4.
SUBMISSION OF A BID CONSTITUTES THE REPRESENTATION OF THE CONTRACTOR THAT ALL ITEMS MEET OR EXCEED ALL SUCH APPLICABLE LAWS, STATUTES, CODES, ETC., AND THAT THE DETERMINATION THAT ANY ITEM DOES NOT DO SO SHALL BE GROUNDS, AT THE OPTION OF THE PURCHASING AGENT, TO TERMINATE OR RESCIND THE AGREEMENT, PURCHASE OR LEASE, AND ENTITLE THE COUNTY TO ANY DAMAGES SUFFERED BY REASON THEREOF. THE USE OF BRAND NAMES IN THIS REQUEST FOR BID IS FOR CONTRACTOR INFORMATION ONLY AND DOES NOT SIGNIFY COMPLIANCE WITH THE ABOVE CODES AND REGULATIONS.

10.0 -- QUALITY ASSURANCE PLAN
THIS CONTRACT MUST COMPLY WITH THE COUNTY'S QUALITY ASSURANCE PLAN AS FOLLOWS: THE COUNTY OR ITS AGENT WILL EVALUATE CONTRACTOR'S PERFORMANCE UNDER THIS AGREEMENT ON NOT LESS THAN AN ANNUAL BASIS. SUCH EVALUATION WILL INCLUDE ASSESSING CONTRACTOR'S COMPLIANCE WITH ALL CONTRACT TERMS AND PERFORMANCE STANDARDS. CONTRACTOR DEFICIENCIES WHICH COUNTY DETERMINES ARE SEVERE OR CONTINUING AND THAT MAY PLACE PERFORMANCE OF THE AGREEMENT IN JEOPARDY IF NOT CORRECTED WILL BE REPORTED TO THE BOARD OF SUPERVISORS. THE REPORT WILL INCLUDE IMPROVEMENT/CORRECTIVE ACTION MEASURES TAKEN BY THE COUNTY AND CONTRACTOR. IF IMPROVEMENT DOES NOT OCCUR CONSISTENT WITH THE CORRECTIVE ACTION MEASURES, COUNTY MAY TERMINATE THIS AGREEMENT OR IMPOSE OTHER PENALTIES AS SPECIFIED IN THIS AGREEMENT.

11.0 -- INDEMNIFICATION AND INSURANCE

INDEMNIFICATION AND INSURANCE REQUIREMENTS FOR THE COUNTY LOS ANGELES SERVICE AGREEMENTS.

GENERAL INSURANCE REQUIREMENTS:
WITHOUT LIMITING CONTRACTOR'S INDEMNIFICATION OF COUNTY AND DURING THE TERM OF ANY AGREEMENT FORMULATED FROM THIS INQUIRY, CONTRACTOR SHALL PROVIDE AND MAINTAIN, AND SHALL REQUIRE ALL OF ITS SUB-CONTRACTORS TO MAINTAIN, THE FOLLOWING PROGRAMS OF INSURANCE SPECIFIED IN ANY AGREEMENT FORMULATED FROM THIS INQUIRY. SUCH INSURANCE SHALL BE PRIMARY TO AND NOT CONTRIBUTING WITH ANY OTHER INSURANCE OF SELF INSURANCE PROGRAMS MAINTAINED BY COUNTY, AND SUCH COVERAGE SHALL BE PROVIDED AND MAINTAINED AT CONTRACTOR'S OWN EXPENSE. INSURANCE COVERAGE SHALL BE MAINTAINED AS SPECIFIED IN APPENDIX C, PARAGRAPH 16.11 OF THE REQUEST FOR PROPOSAL PACKAGE.

A. Commercial General Liability insurance (providing scope of coverage equivalent to ISO policy form CG 00 01), naming County and its Agents as an additional insured, with limits of not less than:
- General Aggregate: $2 million
- Products/Completed Operations Aggregate: $1 million
- Personal and Advertising Injury: $1 million
- Each Occurrence: $1 million

B. Automobile Liability insurance (providing scope of coverage equivalent to ISO policy form CA 00 01) with limits of not less than $1 million for bodily injury and property damage, in combined or equivalent split limits, for each single accident. Insurance shall cover liability arising out of Contractor's use of autos pursuant to this Contract, including owned, leased, hired, and/or non-owned autos, as each may be applicable.

C. Workers Compensation and Employers' Liability insurance or qualified self-insurance satisfying statutory requirements, which includes Employers' Liability coverage with limits of not less than $1 million per accident. If applicable to Vendor's operations, coverage also shall be arranged to satisfy the requirements of any federal workers or workmen's compensation law or any federal occupational disease law.

EVIDENCE OF INSURANCE:
CERTIFICATE(S) OR OTHER EVIDENCE OF COVERAGE SATISFACTORY TO COUNTY SHALL BE DELIVERED TO PURCHASING AGENT DESIGNEE PRIOR TO COMMENCING SERVICES UNDER ANY AGREEMENT FORMULATED AS A RESULT OF THIS INQUIRY. CERTIFICATE(S) OR OTHER EVIDENCE OF COVERAGE SHALL BE DELIVERED TO:

ATTN: MINERVA CORRAL
COUNTY OF LOS ANGELES - ISD
1100 NORTH EASTERN AVENUE RM #G115
LOS ANGELES, CA 90063

SUCH CERTIFICATES OR OTHER EVIDENCE SHALL:
(1) SPECIFICALLY IDENTIFY SUBSEQUENT AGREEMENT.
(2) CLEARLY EVIDENCE ALL COVERAGES REQUIRED IN SUBSEQUENT AGREEMENT.
(3) CONTAIN THE EXPRESS CONDITION THAT COUNTY IS TO BE GIVEN WRITTEN NOTICE BY MAIL AT LEAST THIRTY (30) DAYS IN ADVANCE OF CANCELLATION FOR ALL POLICIES EVIDENCED ON THE CERTIFICATE OF INSURANCE.
(4) INCLUDE COPIES OF THE ADDITIONAL INSURED ENDORSEMENT TO THE COMMERCIAL GENERAL LIABILITY POLICY, ADDING THE COUNTY OF LOS ANGELES ITS SPECIAL DISTRICTS, ITS OFFICIALS, OFFICERS AND EMPLOYEES AS INSUREDS FOR ALL ACTIVITIES ARISING FROM SUBSEQUENT AGREEMENT.
(5) IDENTIFY ANY DEDUCTIBLES OR SELF-INSURED RETENTIONS FOR COUNTY'S APPROVAL. THE COUNTY RETAINS THE RIGHT TO REQUIRE CONTRACTOR TO REDUCE OR ELIMINATE SUCH DEDUCTIBLES OR SELF-INSURED RETENTIONS AS THEY APPLY TO COUNTY, OR, REQUIRE CONTRCTOR TO PROVIDE A BOND GUARANTEEING PAYMENT OF ALL SUCH RETAINED LOSSES AND RELATED COSTS,

INCLUDING, BUT NOT LIMITED TO, EXPENSES OR FEES, OR BOTH, RELATED TO INVESTIGATIONS, CLAIMS ADMINISTRATIONS, AND LEGAL DEFENSE. SUCH BOND SHALL BE EXECUTED BY A CORPORATE SURETY LICENSED TO TRANSACT BUSINESS IN THE STATE OF CALIFORNIA.

12.0 -- INSURER FINANCIAL RATINGS:
INSURANCE IS TO BE PROVIDED BY AN INSURANCE COMPANY ACCEPTABLE TO THE COUNTY WITH AN A.M. BEST RATING OF NOT LESS THAN A:VII, UNLESS OTHERWISE APPROVED BY COUNTY.

FAILURE TO MAINTAIN COVERAGE:
FAILURE BY CONTRACTOR TO MAINTAIN THE REQUIRED INSURANCE, OR TO PROVIDE EVIDENCE OF INSURANCE COVERAGE ACCEPTABLE TO COUNTY, SHALL CONSTITUTE A MATERIAL BREACH OF THE CONTRACT UPON WHICH COUNTY MAY IMMEDIATELY TERMINATE OR SUSPEND THIS AGREEMENT. COUNTY, AT ITS SOLE OPTION, MAY OBTAIN DAMAGES FROM CONTRACTOR RESULTING FROM SAID BREACH. ALTERNATIVELY, COUNTY MAY PURCHASE SUCH REQUIRED INSURANCE COVERAGE, AND WITHOUT FURTHER NOTICE TO CONTRACTOR, COUNTY MAY DEDUCT FROM SUMS DUE TO CONTRACTOR FOR SUCH INSURANCE.

NOTIFICATION OF INCIDENTS, CLAIMS OR SUITS:
CONTRACTOR SHALL REPORT TO COUNTY:
(1) ANY ACCIDENT OR INCIDENT RELATING TO SERVICES PERFORMED UNDER THIS AGREEMENT WHICH INVOLVES INJURY OR PROPERTY DAMAGE WHICH MAY RESULT IN THE FILING OF A CLAIM OR LAWSUIT AGAINST CONTRACTOR AND/OR COUNTY. SUCH REPORT SHALL BE MADE IN WRITING WITHIN 24 HOURS OF OCCURRENCE.
(2) ANY THIRD PARTY CLAIM OR LAWSUIT FILED AGAINST CONTRACTOR ARISING FROM OR RELATED TO SERVICES PERFORMED BY CONTRACTOR UNDER THIS AGREEMENT.
(3) ANY INJURY TO A CONTRACTOR EMPLOYEE WHICH OCCURS ON COUNTY PROPERTY. THIS REPORT SHALL BE SUBMITTED ON A COUNTY "NON-EMPLOYEE INJURY REPORT" TO THE COUNTY CONTRACT MANAGER.
(4) ANY LOSS, DISAPPEARANCE, DESTRUCTION, MISUSE, OR THEFT OF ANY KIND WHATSOEVER OF COUNTY PROPERTY, MONIES OR SECURITIES ENTRUSTED TO CONTRACTOR UNDER THE TERMS OF THIS AGREEMENT.

COMPENSATION FOR COUNTY COSTS: IN THE EVENT THAT CONTRACTOR FAILS TO COMPLY WITH ANY OF THE INDEMNIFICATION OR INSURANCE REQUIRMENTS OF THIS AGREEMENT, AND SUCH FAILURE TO COMPLY RESULTS IN ANY COSTS TO COUNTY, CONTRACTOR SHALL PAY FULL COMPENSATION FOR ALL COSTS INCURRED BY COUNTY.

13.0 -- INSURANCE COVERAGE REQUIREMENTS FOR SUB-CONTRACTORS:
CONTRACTOR SHALL ENSURE THAT ANY AND ALL SUB-CONTRACTORS PERFORMING SERVICES UNDER THIS AGREEMENT MEET THE INSURANCE REQUIREMENTS OF THIS AGREEMENT BY EITHER:
(1) CONTRACTOR PROVIDING EVIDENCE OF INSURANCE COVERING THE ACTIVITIES OF SUB-CONTRACTORS, OR
(2) CONTRACTOR PROVIDING EVIDENCE SUBMITTED BY SUB-CONTRACTORS EVIDENCING THAT SUB-CONTRACTORS MAINTAIN THE REQUIRED INSURANCE COVERAGE. COUNTY RETAINS THE RIGHT TO OBTAIN COPIES OF EVIDENCE OF SUB-CONTRACTOR INSURANCE COVERAGE AT ANY TIME.
INSURANCE COVERAGE REQUIREMENTS SHALL BE AS THOSE REQUIRED OF THE PRIMARY CONTRACTOR.

14.0 -- PROFESSIONAL LIABILITY:
NOT REQUIRED FOR THIS AWARD

15.0 -- PROPERTY COVERAGE:
SUCH INSURANCE SHALL BE ENDORSED NAMING THE COUNTY OF LOS ANGELES AS LOSS PAYEE, PROVIDE DEDUCTIBLES OF NO GREATER THAN 5% OF THE PROPERTY VALUE, AND SHALL INCLUDE:

PERSONAL PROPERTY:
AUTOMOBILES AND MOBILE EQUIPMENT - SPECIAL FORM ('ALL RISK') COVERAGE FOR THE ACTUAL CASH VALUE OF COUNTY-OWNED OR LEASED PROPERTY.
REAL PROPERTY AND ALL OTHER PERSONAL PROPERTY - SPECIAL FORM ('ALL RISK') COVERAGE FOR THE FULL REPLACEMENT VALUE OF COUNTYOWNED OR LEASED PROPERTY.

16.0 -- FAILURE TO MAINTAIN INSURANCE:
FAILURE ON THE PART OF AWARDED CONTRACTOR TO MAINTAIN REQUIRED INSURANCE SHALL CONSTITUTE A MATERIAL BREACH OF CONTRACT OF SUBSEQUENT AGREEMENT/PURCHASE ORDER UPON WHICH COUNTY MAY IMMEDIATELY TERMINATE OR SUSPEND SAID AGREEMENT/PURCHASE ORDER OR, AT ITS DISCRETION, PROCURE OR RENEW SUCH INSURANCE AND PAY ANY AND ALL PREMIUM IN CONNECTION THEREWITH, AND ALL MONIES SO PAID BY COUNTY SHALL BE REPAID BY CONTRACTOR TO COUNTY UPON DEMAND OR COUNTY MAY OFFSET THE COST OF THE PREMIUMS AGAINST ANY MONIES DUE TO CONTRACTOR FROM COUNTY.

17.0 -- YOUR PROPOSAL HAS BEEN CONSIDERED AS YOUR INDICATION THAT YOU WILL FURNISH ACCEPTABLE CERTIFICATE OR AFFIDAVIT OF WORKERS' COMPENSATION INSURANCE, AND PUBLIC LIABILITY AND PROPERTY DAMAGE INSURANCE FOR THE PROTECTION OF THE COUNTY.

18.0 -- WORKERS COMPENSATION AND EMPLOYER'S LIABILITY:
INSURANCE PROVIDING WORKERS COMPENSATION BENEFITS, AS REQUIRED BY THE LABOR CODE OF THE STATE OF CALIFORNIA OR BY ANY OTHER STATE, AND FOR WHICH CONTRACTOR IS RESPONSIBLE. IF CONTRACTOR'S EMPLOYEES WILL BE ENGAGED IN MARITIME EMPLOYMENT, COVERAGE SHALL PROVIDE WORKERS COMPENSATION BENEFITS AS REQUIRED BY THE U.S. LONGSHORE AND HARBOR WORKERS' COMPENSATION ACT, JONES ACT OR ANY OTHER FEDERAL
LAW FOR WHICH CONTRACTOR IS RESPONSIBLE.

IN ALL CASES, THE ABOVE INSURANCE ALSO SHALL INCLUDE EMPLOYERS' LIABILITY COVERAGE WITH LIMITS OF NOT LESS THAN THE FOLLOWING:
EACH ACCIDENT: $1 MILLION
DISEASE - POLICY LIMIT: $1 MILLION
DISEASE - EACH EMPLOYEE: $1 MILLION.

19.0 -- CANCELLATION OF INSURANCE:
EXCEPT IN THE CASE OF CANCELLATION FOR NON-PAYMENT OF PREMIUM, CONTRACTOR'S INSURANCE POLICIES SHALL PROVIDE, AND CERTIFICATES SHALL SPECIFY, THAT COUNTY SHALL RECEIVE NOT LESS THAN THIRTY (30) DAYS ADVANCE WRITTEN NOTICE BY MAIL OF ANY CANCELLATION OF THE REQUIRED INSURANCE. TEN (10) DAYS PRIOR NOTICE MUST BE GIVEN TO THE COUNTY IN THE EVENT OF CANCELLATION FOR NON-PAYMENT OF PREMIUM.

20.0 -- THE COUNTY OF LOS ANGELES RESERVES THE RIGHT TO CANCEL THIS AGREEMENT IF DELIVERY OR SERVICES PROVE UNSATISFACTORY (DEFAULT) AND MAY PROCURE THE ARTICLES OR SERVICES FROM OTHER SOURCES AND MAY DEDUCT FROM UNPAID BALANCE DUE THE CONTRACTOR AND/OR MAY COLLECT AGAINST THE BOND OR SURETY FOR EXCESS COSTS SO PAID. THE PRICES PAID BY THE COUNTY OF LOS ANGELES SHALL BE CONSIDERED THE PREVAILING MARKET PRICE AT THE TIME SUCH PURCHASE IS MADE. THE COUNTY OF LOS ANGELES SHALL BE SOLE JUDGE AS TO SATISFACTORY PERFORMANCE.

COUNTY MAY CANCEL ALL OR PART OF THIS AGREEMENT AND/OR PURCHASE ORDER(S) AT NO COST AND FOR ANY REASON BY GIVING WRITTEN NOTICE TO THE CONTRACTOR AT LEAST THIRTY (30) CALENDAR DAYS PRIOR TO SCHEDULED DELIVERY. A CANCELLATION CHARGE NOT TO EXCEED ONE PERCENT (1%) OF THE VALUE OF THE CANCELLED PORTION OF THIS AGREEMENT AND/OR PURCHASE ORDER(S) MAY BE CHARGED TO THE COUNTY ON ANY CANCELLATION WITH LESS THAN THIRTY (30) CALENDAR DAY'S PRIOR WRITTEN NOTICE.

CONTRACTOR MAY CANCEL AGREEMENT AFTER INITIAL YEAR OF THE AGREEMENT PERIOD, UPON NINETY (90) DAYS WRITTEN NOTICE. THE COUNTY MAY CONTINUE TO PLACE ORDERS AGAINST THE AGREEMENT UNTIL THE EFFECTIVE DATE OF SUCH CANCELLATION.

21.0 -- RETURN OF GOODS RECEIVED:
CONTRACTOR AGREES TO ACCEPT FOR CREDIT ANY MERCHANDISE RETURNED IN GOOD CONDITION WITHIN FIVE DAYS AFTER RECEIPT OF GOODS WITHOUT ANY HANDLING CHARGES; HOWEVER, NO RETURN SHALL BE MADE OF ANY MATERIAL WHICH HAS BEEN PUT INTO OPERATION OTHER THAN FOR TEST. WHEN PRODUCTS DELIVERED FAIL TO MEET SPECIFICATION, COST OF INSPECTION SHALL BE FOR ACCOUNT OF CONTRACTOR.

22.0 -- TIME IS OF THE ESSENCE:
IF ANY ANTICIPATED OF ACTUAL DELAYS ARISE, CONTRACTOR SHALL IMMEDIATELY SO NOTIFY COUNTY, REGARDLESS OF NOTICE IF DELIVERIES ARE NOT MADE AT THE TIME AGREED UPON. COUNTY MAY, AT ITS SOLE DISCRETION, TERMINATE THIS PURCHASE ORDER AND PROCEED PURSUANT TO PARAGRAPH ON DEFAULT.

23.0 -- TERMINATION FOR CONVENIENCE:
ANY AGREEMENT MAY BE TERMINATED, WHEN SUCH ACTION IS DEEMED BY COUNTY TO BE IN ITS BEST INTEREST. TERMINATION SHALL BE EFFECTED BY DELIVERY TO CONTRACTOR OF A NOTICE OF TERMINATION SPECIFYING THE EXTENT TO WHICH PERFORMANCE OF AGREEMENT IS TERMINATED AND THE DATE UPON WHICH SUCH TERMINATION BECOMES EFFECTIVE, WHICH SHALL BE NO LESS THAN TEN (10) DAYS AFTER THE NOTICE IS SENT.
AFTER RECEIPT OF A NOTICE OF TERMINATION, CONTRACTOR SHALL SUBMIT ITS TERMINATION CLAIM AND INVOICE TO COUNTY, IN THE FORM AND WITH ANY CERTIFICATIONS AS MAY BE PRESCRIBED BY COUNTY. SUCH CLAIM AND INVOICE SHALL BE SUBMITTED PROMPTLY, BUT NOT LATER THAN THREE MONTHS FROM THE EFFECTIVE DATE OF TERMINATION. UPON FAILURE OF CONTRACTOR TO SUBMIT ITS TERMINATION CLAIM AND INVOICE WITHIN THE TIME ALLOWED, COUNTY MAY DETERMINE ON THE BASIS OF INFORMATION AVAILABLE TO COUNTY, THE AMOUNT, IF ANY, DUE TO CONTRACTOR IN RESPECT TO THE TERMINATION, AND SUCH DETERMINATION SHALL BE FINAL. WHEN SUCH DETERMINATION IS MADE, COUNTY SHALL PAY CONTRACTOR THE AMOUNT SO DETERMINED. CONTRACTOR SHALL HONOR PURCHASE ORDERS ACCEPTED ON OR BEFORE THE EFFECTIVE DATE OF TERMINATION.

TERMINATION FOR FAILURE TO OPERATE IN ORDINARY COURSE:
CONTRACTOR'S STABILITY WAS AND/IS A PRIMARY BASIS FOR ENTERING INTO AND CONTINUING WITH AGREEMENT, THEREFORE, COUNTY MAY TERMINATE ANY AGREEMENT BY THIRTY (30) DAYS WRITTEN NOTICE SHOULD CONTRACTOR FAIL TO CONTINUE TO DO BUSINESS IN THE ORDINARY COURSE.

24.0 -- TERMINATION FOR GRATUITIES:
COUNTY MAY, BY WRITTEN NOTICE TO CONTRACTOR, TERMINATE THE RIGHT OF CONTRACTOR TO PROCEED UNDER ANY AGREEMENT UPON TEN (10) DAYS WRITTEN NOTICE, IF IT IS FOUND THAT GRATUITIES IN THE FORM OF ENTERTAINMENT, GIFTS, OR OTHERWISE WERE OFFERED OR GIVEN BY, OR ANY AGENT OR REPRESENTATIVE OF CONTRACTOR, TO ANY OFFICER OR EMPLOYEE OF COUNTY WITH A VIEW
TOWARD SECURING A CONTRACT OR SECURING FAVORABLE TREATMENT WITH RESPECT TO THE AWARD OF AMENDING, OR THE MAKING OF ANY DETERMINATIONS WITH RESPECT TO THE PERFORMING, OF SUCH CONTRACT. IN THE EVENT OF SUCH TERMINATION, COUNTY SHALL BE ENTITLED TO PURSUE THE SAME REMEDIES AGAINST CONTRACTOR AS IT COULD PURSUE IN THE EVENT OF DEFAULT BY CONTRACTOR.

25.0 -- TERMINATION OF NON-APPROPRIATION OF FUNDS:
THE COUNTY SHALL NOT BE OBLIGATED FOR THE AWARDED CONTRACTOR'S PERFORMANCE HEREUNDER OR BY ANY PROVISION OF ANY AGREEMENT FORMULATED FROM THIS SOLICITATION DURING ANY OF THE COUNTY'S FUTURE FISCAL YEARS UNLESS AND UNTIL THE COUNTY'S BOARD OF SUPERVISORS APPROPRIATES FUNDS FOR SUCH AGREEMENT IN THE COUNTY'S BUDGET FOR EACH SUCH FUTURE
FISCAL YEAR. IN THE EVENT THAT FUNDS ARE NOT APPROPRIATED FOR THIS AGREEMENT, THEN THE AGREEMENT SHALL TERMINATE AS OF JUNE 30 OF THE LAST FISCAL YEAR FOR WHICH FUNDS WERE APPROPRIATED. THE COUNTY SHALL NOTIFY THE VENDER IN WRITING OF ANY SUCH NON-ALLOCATION OF FUNDS AT THE EARLIEST POSSIBLE DATE.

26.0--PRICE GUARANTEE:
CONTRACTOR AGREES, FOR THE PERIOD OF THREE (3) YEARS THAT OFFERED PRICES SHALL

BE FIRM. ANY AND ALL PROPOSED INCREASES MUST BE APPROVED BY THE COUNTY, AND WILL SOLEY BE CONSIDERED UPON THE VENDOR SUBMITTING PROPER DOCUMENTATION SUPPORTING REQUESTED INCREASES.

27.0 -- PRICE INCREASES:
ANNUAL INCREASES SHALL NOT BE CONSIDERED IN ACCORDANCE FOR THE INITIAL THREE YEAR TERM. ANY INCREASES REQUESTED FOR DURING THE EXTENSION OPTION MUST BE JUSTIFIED AND APPROVED BY THE COUNTY.

28.0--MOST FAVORED PUBLIC ENTITY:
IF PRICES DECLINE, OR SHOULD CONTRACTOR NAME, AT ANY TIME DURING THE TERM OF THEAGREEMENT, PROVIDE THE SAME GOODS OR SERVICES UNDER SIMILAR QUANTITY AND DELIVERY CONDITIONS TO THE STATE OF CALIFORNIA OR ANY COUNTY, MUNICIPALITY, OR DISTRICT OF THE STATE AT PRICES BELOW THOSE SET FORTH IN THE AGREEMENT, THEN SUCH LOWER PRICES SHALL BE IMMEDIATELY EXTENDED TO COUNTY.

29.0 -- PARTICIPATING PUBLIC AGENCIES:
COUNTY AND CONTRACTOR AGREE THAT OTHER GOVERNMENTAL ENTITIES, INCLUDING BUT NOT LIMITED TO: STATES, COUNTIES, CITIES, SPECIAL DISTRICTS, POLITICAL SUBDIVISIONS, SCHOOL DISTRICTS, HIGHER EDUCATION, AND OTHER MUNICIPALITIES (PARTICIPATING PUBLIC AGENCIES) MAY PURCHASE PRODUCTS OR SERVICES DEFINED HEREIN ON THE SAME TERMS, CONDITIONS AND PRICING AS THE COUNTY, SUBJECT TO ANY APPLICABLE LOCAL PURCHASING ORDINANCES AND THE LAWS OF THE STATE OF PURCHASE.

THE COUNTY SHALL NOT BE CONSTRUED AS A DEALER, RE-MARKETER, REPRESENTATIVE, PARTNER OR AGENT OF ANY TYPE OF THE SUPPLIER. PARTICIPATING PUBLIC AGENCIES SHALL BE RESPONSIBLE FOR THE ORDERING OF PRODUCTS UNDER THIS AGREEMENT. PAYMENT FOR PRODUCTS OR SERVICES AND INSPECTIONS AND ACCEPTANCE OF PRODUCTS OR SERVICES ORDERED BY A PARTICIPATING PUBLIC AGENCY SHALL BE THE EXCLUSIVE OBLIGATION OF SUCH PROCURING PARTY.

THE COUNTY SHALL NOT BE OBLIGATED, LIABLE OR RESPONSIBLE FOR ANY ORDER MADE BY ANY PARTICIPATING PUBLIC AGENCY OR ANY EMPLOYEE THEREOF FOR ANY PAYMENT REQUIRED TO BE MADE WITH RESPECT TO SUCH ORDER; AND THAT ANY DISPUTES BETWEEN A PARTICIPATING PUBLIC AGENCY AND THE SUPPLIER ARE NOT THE RESPONSIBILITY OF THE COUNTY. THE EXERCISE OF ANY RIGHTS OR REMEDIES BY THE PARTICIPATING PUBLIC AGENCY OR SUPPLIER SHALL BE THE EXCLUSIVE OBLIGATION OF SUCH PARTY.
THE COUNTY MAKES NO REPRESENTATION OR GUARANTY WITH RESPECT TO ANY MINIMUM PURCHASES BY THE COUNTY OR ANY PARTICIPATING PUBLIC AGENCY OR ANY EMPLOYEE THEREOF UNDER THIS AGREEMENT.

30.0 -- NONCONFORMANCE TO CONTRACT CONDITIONS:
ANY AND ALL ITEMS OR SERVICES MAY BE TESTED AND/OR INSPECTED FOR COMPLIANCE AGAINST REQUIREMENTS OUTLINED IN THE STATEMENT OF WORK. ITEMS WHICH ARE NOT IN CONFORMANCE WITH STATEMENT OF WORK MAY BE REJECTED AND RETURNED AT THE PROPOSER'S EXPENSE.

31.0 --CONTACT INFORMATION:

CONTRACTOR CONTACTS:

CUSTOMER SERVICE AND TO PLACE ORDERS:
NAME: BARRY RICHARDSON
EMAIL: brichardson@mesfire.com
TELEPHONE: 602-402-3668

EMERGENCY / RUSH ORDERS:
NAME: BARRY RICHARDSON
EMAIL: brichardson@mesfire.com
TELEPHONE: 602-402-3668

DEPARTMENT CONTACTS:

PROJECT MANAGER
NAME: TIM VANDERLIP
EMAIL: Tim.Vanderlip@fire.lacounty.gov
TELEPHONE: 805-279-4513

PROJECT MONITOR:
NAME: WAI YIN WONG
EMAIL: WaiYin.Wong@fire.lacounty.gov
TELEPHONE: 323-838-2204

32.0 --CLOTHING CONSTRUCTION:
GARMENTS MUST MEET HIGH QUALITY STANDARDS IN CLOTHING CONSTRUCTION. BIDDERS CERTIFY THAT ALL ITEMS ON THIS AGREEMENT SHALL BE FIRST RUN, NEW AND UNUSED GARMENTS. ALL FUNCTIONAL AND DURABLE. FABRICS MUST BE FREE OF FLAWS AND DEFECTS. GARMENTS MUST HAVE AN OVERALL QUALITY APPEARANCE AND BE DURABLE IN CONSTRUCTION. ALL GARMENTS MUST BE OFFERED AS SPECIFIED IN THE SPECIFICATIONS ATTACHED TO THIS SOLICITATION. IN ADDITION, SEWING AND FINISHING'S MUST MEET THE FOLLOWING BASIC CRITERIA:

- OVERALL NEATNESS
- FINISHED GARMENT MUST BE FREE OF BULKS AND PUCKERING
- STITCHING MUST BE A UNIFORM DISTANCE FROM THE EDGE
- SEAMS MUST BE FREE OF PUCKERING, SKIPPED OR BROKEN STITCHES
- ALL THREADS MUST MATCH AND BE PROPERLY TRIMMED
- BUTTONS AND BUTTONHOLES MUST BE FUNCTIONAL, EVENLY SPACED, AND THE CORRECT SIZE TO PROPERLY CLOSE
- ZIPPERS MUST BE FUNCTIONAL IN THE CORRECT LENGTH AND FREE OF ANY PUCKERING OR BUCKLING
- ALL HEMS MUST BE UNIFORM IN WIDTH, EVENLY FINISHED, AND PROPERLY PRESSED.

33.0 -- NONEXCLUSIVITY:
NOTHING HEREIN IS INTENDED NOR SHALL IT BE CONSTRUED AS CREATING ANY EXCLUSIVE ARRANGEMENT WITH CONTRACTOR.

34.0 -- RESERVATION:
THE COUNTY OF LOS ANGELES RESERVES THE RIGHT TO BID INDIVIDUAL LARGE REQUIREMENTS WHEN DEEMED IN THE BEST INTERESTS OF THE COUNTY.

35.0 -- AUTHORIZATION WARRANTY:
CONTRACTOR REPRESENTS AND WARRANTS THAT THE PERSON EXECUTING THIS AGREEMENT FOR CONTRACTOR IS AN AUTHORIZED AGENT WHO HAS ACTUAL AUTHORITY TO BIND CONTRACTOR TO EACH AND EVERY TERM, CONDITION AND OBLIGATION OF THIS AGREEMENT AND THAT ALL REQUIREMENTS OF CONTRACTOR HAVE BEEN FULFILLED TO PROVIDE SUCH ACTUAL AUTHORITY.

36.0 - CONFIDENTIALITY
VENDOR SHALL MAINTAIN THE CONFIDENTIALITY OF ALL RECORDS AND INFORMATION OBTAINED IN ITS PERFORMANCE OF THE AGREEMENT AS SUCH RECORDS AND INFORMATION RELATE TO THE NAMES OR ADDRESSES OF COUNTY EMPLOYEES. VENDOR SHALL NOT RELEASE THE NAME OR ADDRESS OF ANY COUNTY EMPLOYEE TO ANY THIRD PARTY WITHOUT THE PRIOR WRITTEN CONSENT OF THE COUNTY OR THE INDIVIDUAL INVOLVED

The County of Los Angeles accepts your offer to furnish our requirements (and such requirements as may be ordered by cities and /or districts indicated herein) of the listed commodity, or service, as needed, subject to conditions of the stated quotation and as provided herein. All Purchase Agreements, Purchase Orders and Contracts will be deemed to be made and entered into the State of California under the constitution and laws of this state and are to be so construed.

PRICE GUARANTEE: Unless otherwise provided herein, prices are maximum for the period of this agreement. In the event of a price decline, or, should you at any time during the life of this agreement sell the same material or service under similar quantity and deliver conditions to the State of California, or legal district thereof, or to any county or Municipality within the State of California at prices below those stated herein, you will immediately extend such lower prices to the County of Los Angeles.

ATTENTION: VENDOR/DEPARTMENT - SPECIAL NOTE: County departments are not authorized to use this agreement as a purchasing source for products not specifically covered herein. Changes of items, equipment, or modifications to prices, specifications, or conditions, etc., of this agreement can be made only by the Purchasing Agent by issuance of official amendment and in accordance with properly authorized changes agreed upon prior to consummation.

Los Angeles County will not pay for items not listed below that have not been processed in accordance with the above paragraph. Vendor will incur payment problems.

County's Quality Assurance Plan. The County or its agent will evaluate Contractor's performance under this agreement on not less than annual basis. Such evaluation will include assessing Contractor's compliance with all contract terms and performance standards. Contractor deficiencies which County's determines are severe or continuing and that may place performance of the agreement in jeopardy if not corrected will be reported to the Board of Supervisors. The report will include improvement/corrective action measures taken by the County and Contractor. If improvement does not occur consistent with the corrective action measures, County may terminate this agreement or impose other penaltiesas specified in this agreement.

CONTRACTOR RESPONSIBILITY AND DEBARMENT

1. A responsible Contractor is a Contractor who has demonstrated the attribute of trustworthiness, as well as quality, fitness, capacity and experience to satisfactorily perform the contract. It is the County's policy to conduct business onlywith responsible contractors.

2. The Contractor is hereby notified that, in accordance with Chapter 2.202 of the County Code, if the County acquires information concerning the performance of the contractor on this or other contracts which indicates that the Contractor is not responsible, the County may, in addition to other remedies provided in the contract, debar the Contractor from bidding on County contracts for a specified period of time not to exceed 5 years, and terminate any or all existing contracts the Contractor may have with the County.

3. The County may debar a contractor if the Board of Supervisors finds, in its discretion, that the Contractor has done any of the following: (1) violated any term of a contract with the County, (2) committed any act or omission which negatively reflects on the Contractor's quality, fitness or capacity to perform a contract with the County or any other public entity, or engaged in a pattern or practice which negatively reflects on same, (3) committed an act or offense which indicates a lack of business integrity or business honesty, or (4) made or submitted a false claim against the County or any other public entity.

4. If there is evidence that the Contractor may be subject to debarment, the Department will notify the Contractor in writing of the evidence which is, the basis for the proposed debarment and will advise the Contractor of the scheduled date for a debarment hearing before the Contractor Hearing Board.

5. The Contractor Hearing Board will conduct a hearing where evidence on the proposed debarment is presented. The Contractor and/ or the Contractor's representative shall be given an opportunity to submit evidence at that hearing. After the hearing, the Contractor Hearing Board shall prepare a proposed decision, which shall contain a recommendation regarding whether the contractor should be debarred, and, if so, the appropriate length of time of the debarment. If the Contractor fails to avail itself of the opportunity to submit evidence to the Contractor Hearing Board,the Contractor may be deemed to have waived all rights of appeal.

6. A record of the hearing, the proposed decision and any other recommendation of the Contractor Hearing Board shall be presented to the Board of Supervisors. The Board of Supervisors shall have the right to modify, deny or adopt the proposed decision and recommendation of the Hearing Board.

7. These terms shall also apply to (subcontractors/subconsultants) of County Contractors.

PROHIBITION AGAINST USE OF CHILD LABOR

VENDOR shall:

1. Not knowingly sell or supply to COUNTY any products, goods, supplies or other personal property produced or manufactured in violation of child labor standards set by the International Labor Organizations through its 1973 Convention concerning Minimum Age for Employment.

2. Upon request by COUNTY, identify the country/countries of origin of any products. goods, supplies or other personal property bidder sells or supplies to COUNTY, and

3. Upon request by COUNTY, provide to COUNTY the manufacturer's certification of compliance with all international child labor conventions.

Should COUNTY discover that any products, goods, supplies or other personal property sold or supplied by VENDOR to COUNTY are produced in violation of any international child labor conventions, VENDOR shall immediately provide an alternative, compliant source of supply.

Failure by VENDOR to comply with the provisions of this clause will be grounds for immediate cancellation of this Purchase Order or termination of this Agreement and award to an alternative vendor.

A. Jury Service Program.

This Contract is subject to the provisions of the County's ordinance entitled Contractor Employee Jury Service ("Jury Service Program") as codified in Sections 2.203.010 through 2.203.090 of the Los Angeles County Code.

Should COUNTY discover that any products, goods, supplies or other personal property sold or supplied by VENDOR to COUNTY are produced in violation of any international child labor conventions, VENDOR shall immediately provide an alternative, compliant source of supply.

B. Written Employee Jury Service policy.

1. Unless Contractor has demonstrated to the County's satisfaction either that Contractor is not a "Contractor" as defined under the Jury Service Program (Section 2.203.020 of the County Code) or that Contractor qualifies for an exception to the Jury Service Program (Section 2.203.070 of the County Code), Contractor shall have and adhere to a written policy that provides that its Employees shall receive from the Contractor, on an annual basis, no less than five days of regular pay for actual jury service. This policy may provide that Employees deposit any fees received for such jury service with the Contractor or that the Contractor deduct from the Employee's regular pay the fees received for jury service.

2. For purposes of this Section, "Contractor" means a person, partnership, corporation or other entity which has a contract with the County or a subcontract with a County contractor and has received or will receive an aggregate sum of $50,000 or more in any 12-month period under one or more County contracts or subcontracts. "Employee" means any California resident who is a full time employee of Contractor. "Full time" means 40 hours or more worked per week, or a lesser number of hours if the lesser number is a recognized industry standard and is approved as such by the County. If Contractor uses any subcontractor to perform services for the County under the Contract, the subcontractor shall also be subject to the provisions of this Section. The provisions of this Section shall be inserted into any such subcontract agreement and a Copy of the Jury Service Program shall be attached to the agreement.

3. If Contractor is not required to comply with the Jury Service Program when the Contract commences, Contractor shall have a continuing obligation to review the applicability of its "exception status" from the Jury Service Program, and Contractor shall immediately notify County if Contractor at any time either comes within the Jury Service Program's definition of "Contractor" or if Contractor no longer qualifies for an exception to the Program. In either event, Contractor shall immediately implement a written policy consistent with the Jury Service Program. The County may also require, at any time during the Contract and at its sale discretion, that Contractor demonstrate to the county's satisfaction that Contractor either continues to remain outside of the Jury service Program's definition of "Contractor" and/or that Contractor continues to qualify for an exception to the Program.

4. Contractor's violation of this Section of the contract may constitute a material breach of the Contract. In the event of such material. breach, County may, in its sole discretion, terminate the Contract and/or bar Contractor from the award of future County contracts for a period of time consistent with the seriousness of the breach.

PRICE SPECIFIC CONTRACTS AND PURCHASE ORDERS

Vendors are entitled to receive payment for goods received by, or services provided to the county specific to the Contract or Purchase Order price amount. Under no circumstances will those Suppliers, Contractors or Vendors who supply goods or otherwise contract services with the County of Los Angeles be entitled to or paid for expenditures beyond the Contract or Purchase Order amounts. Vendors are prohibited from accepting prepayment for goods or services without the express written approval of the County Purchasing Agent.

ASSIGNMENT BY CONTRACTOR

A. Contractor shall not assign its rights or delegate its duties under the Agreement, or both whether in whole or in part, without the prior written consent of County, in its discretion, and any attempted assignment or delegation without such consent shall be null and void. For purposes of this paragraph, County consent shall require a written amendment to the Agreement, which is formally approved and executed by the parties. Any payments by county to any approved delegate or assignee on any claim under the Agreement shall be deductible, at County's sole discretion, against the claims which Contractor, may have against county.

B. Shareholders, partners, members, or other equity holders of Contractor may transfer, sell exchange, assign, or divest themselves of any interest they may have therein. However, in the event any such sale, transfer, exchange. assignment, or divestment is effected in such a way as to give majority control of Contractor to any person(s), corporation, partnership, or legal entity other than the majority controlling interest therein at the time of execution of the Agreement, such disposition is an assignment requiring the prior written consent of County in accordance with applicable provisions of this Agreement.

C. Any assumption, assignment, delegation, or takeover of any of the Contractor's duties, responsibilities, obligations, or performance of same by any entity other than the Contractor, whether through assignment, subcontract, delegation, merger, buyout, or any other mechanism, with or without consideration for any reason whatsoever without county's express prior written approval, shall be a material breach of the Agreement which may result in the termination of the Agreement. In the event of such termination, County shall be entitled to pursue the same remedies against Contractor as it could pursue in the event of default by Contractor.

DEFAULT METHOD OF PAYMENT: DIRECT DEPOSIT OR ELECTRONIC FUNDS TRANSFER (EFT)

1. The County, at its sole discretion, has determined that the most efficient and secure default form of payment for goods and/or services provided under an agreement or contract with the County shall be Electronic Funds Transfer (EFT) or direct deposit, unless an alternative method of payment is deemed appropriate by the Auditor-Controller (A-C).

2. The Contractor shall submit a direct deposit authorization request via the website https://directdeposit.lacounty.gov with banking and vendor information, and any other information that the A-C determines is reasonably necessary to process the payment and comply with all accounting, record keeping, and tax reporting requirements.

3. Any provision of law, grant, or funding agreement requiring a specific form or method of payment other than EFT or direct deposit shall supersede this requirement with respect to those payments.

FEDERAL UNIFORM GUIDELINE CLAUSE

By entering into this Contract/Purchase Order, the Contractor/Vendor agrees to comply with all applicable provisions of Title 2, Subtitle A, Chapter II, PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS contained in Title 2 C.F.R. § 200 et seq.

COMPLIANCE WITH COUNTY POLICY OF EQUITY

The contractor acknowledges that the County takes its commitment to preserving the dignity and professionalism of the workplace very seriously, as set forth in the County Policy of Equity (CPOE), (https://ceop.lacounty.gov/). The contractor further acknowledges that the County strives to provide a workplace free from discrimination, harassment, retaliation and inappropriate conduct based on a protected characteristic, and which may violate the CPOE. The contractor, its employees and subcontractors acknowledge and certify receipt and understanding of the CPOE. Failure of the contractor, its employees or its subcontractors to uphold the County's expectations of a workplace free from harassment and discrimination, including inappropriate conduct based on a protected characteristic, may subject the contractor to termination of contractual agreements as well as civil liability.

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 17, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF MITIGATED NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACT,GENERAL PLAN AMENDMENT NO. 21-01, ZONE CHANGE NO. 21-02, PRECISE PLAN NO. 21-02, TENTATIVE TRACT MAP NO. 83576, AND TREE PERMIT NO. 20-01 (AMENDMENT) TO CHANGE THE GENERAL PLAN LAND-USE DESIGNATION FROM NEIGHBORHOOD-LOW TO NEIGHBORHOOD MEDIUM, TO CHANGE THE ZONING FROM SINGLE-FAMILY RESIDENTIAL (R-1) TO A SPECIFIC PLAN, TO CONSTRUCT 39 RESIDENCES KNOWN AS THE GROVE AT MERCED (ATTACHED TWO-STORY TOWNHOME STYLE UNITS WITH ATTACHED GARAGES, RANGING FROM APPROXIMATELY 1,325 SQ. FT. TO 1,475 SQ. FT.), INTERNAL DRIVE AISLES, COMMON OPEN SPACE, GUEST PARKING SPACES, AND OTHER ASSOCIATED INCIDENTAL IMPROVEMENTS ON A 2.26-ACRE SITE AT 1912 W. MERCED AVENUE

RECOMMENDATION:

It is recommended that the City Council conduct a public hearing and then take the following actions:

1. Adopt the following resolutions:

RESOLUTION NO. 2022-40 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, CERTIFYING THE MITIGATED NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACT FOR GENERAL PLAN AMENDMENT NO 21-01, ZONE CHANGE NO. 21-02, PRECISE PLAN NO. 22-01, AND VESTING TENTATIVE TRACT MAP NO. 83576 AT 1912 W. MERCED AVENUE, PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT OF 1970, AS AMENDED

RESOLUTION NO. 2022-41 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING GENERAL PLAN AMENDMENT NO. 21-01 CHANGING THE GENERAL PLAN USE DESIGNATION OF 1912 W. MERCED AVENUE FROM NEIGHBORHOOD-LOW TO NEIGHBORHOOD-MEDIUM

RESOLUTION NO. 2022-42 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING PRECISE PLAN NO. 21-01 AND TREE REMOVAL PERMIT NO. 20-01 AT 1912 W. MERCED AVENUE

RESOLUTION NO. 2022-43 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING TENTATIVE TRACT MAP NO. 83576 AT 1912 W. MERCED AVENUE

2. recommended that the City Council introduce the following ordinance by title only, further reading waived:

ORDINANCE NO. 2499 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING ZONE CHANGE NO. 21-02 AND ADOPTING THE GROVE AT MERCED SPECIFIC PLAN AT 1912 W. MERCED AVENUE

BACKGROUND:

The project was initially reviewed by the Planning Commission on April 12, 2022. During the public hearing, one individual spoke with concerns regarding density. The Planning Commission voted 4-1 to recommend City Council approval of the project with direction that the applicant work with staff to ensure that there will be adequate lighting throughout the development (including along the street frontages), and to revise the conditions of approval to make the homeownership assistance program available to at least 5 homes (an increase from the 4 homes that was initially recommended). The Planning Commission also expressed concerns with the development's limited number of off-street guest parking spaces.

DISCUSSION:

The project site is a 2.26-acre parcel located on the southwest corner of Merced Avenue and Van Horn Avenue. It was formerly developed with a one-story structure most recently used as a school. The structure was demolished in 2018. The existing driveways on Van Horn Avenue will all be removed as a part of the project. The existing driveway on Merced Avenue will be modified and used to access the site.

ITEM	DESCRIPTION
ZONING AND GENERAL PLAN DESIGNATION	"Single-Family Residential" (R-1 Area District 1) and "Neighborhood Low Density Residential"
SURROUNDING LAND USES AND ZONING	North: Single-Family Residential; "R-1 Area District 1" South: Masonic Temple and Hurst Ranch; "R-A Residential Agriculture" East: Single-Family Residential; "R-1 Area District 1" West: Single-Family Residential; "R-1 Area District 1"
CURRENT DEVELOPMENT	Vacant site
LEGAL NOTICE	Notices of Public Hearing have been mailed to 59 owners and occupants of properties located within 300 feet of the subject site.

The applicant proposes to build a 39-unit residential project consisting of attached two-story townhome units within 6 buildings (two 9-plex, one 8-plex, one 6-plex, one 4-plex, and one 3-plex). Each dwelling unit on the site includes a two-car garage. There will also be 8 parking spaces on the site for guests, and additional street parking on available on Merced Avenue.

The project requires the granting of the following entitlements:

- Precise Plan to allow the development of the site.
- Tentative Tract Map to allow for the condominium subdivision
- Tree Removal Permit for the removal of 38 significant trees.
- Zone Change to change the zoning designation to a Specific Plan
- General Plan Amendment to change the land-use designation to Neighborhood Medium to allow up to 20 residential units per acre.

Community Outreach

The applicant has been actively talking to the neighbors regarding the proposed multiple family development since early 2021. The applicant sent out invitations to a community meeting to discuss the project (Attachment No. 6) to all properties within 300 feet from the project site. On February 9, 2022, the applicant held a community meeting at the Cameron Park Community Center which was attended by one neighbor.

General Plan Amendment

Approval of a General Plan Amendment (GPA) is required to enable the project to be built at the proposed density of 17.26 dwelling units per acre. The existing designation of "neighborhood low" does not allow for multifamily residential development with the desired density. The proposed designation of Neighborhood—Medium (NM) allows up to 20 dwelling units per acre. This designation "anticipates a mixture of detached and attached dwellings and higher building types at approximately 9 to 20 dwelling units per acre…with small scale commercial at key locations, primarily at intersections and adjacent to corridors." The project is consistent with the proposed designation.
The proposed project is consistent with the following General Plan policies and actions:

- Policy 3.3 New growth will complete, enhance, and reinforce the form and character of unique West Covina neighborhoods, districts and corridors.

  The project is located on Merced Avenue, which carries high volumes of traffic. It is a location appropriate to serve as a transitional site between the single-family homes to the west and north and the busy street. The project has been designed to be compatible and sensitive to the single-family residential neighborhood on Van Horn Avenue.

  The project site is on Merced Avenue which is designated as a "Residential Main" in the General Plan. Although not an identified "Corridor" in the General Plan, the street functions much like one in this area. It is appropriate to locate higher density development along streets such as this. The project will be urban infill on a site suitable for residential development.

- Policy 3.6 Reduce West Covina's production of greenhouse gas emissions and contribution to climate change, and adapt to the effects of climate change.

  By promoting infill development, the project creates needed housing without sprawl. This helps reduce impacts to climate change.

- Goal 2, Housing Element Provide a variety of housing types to accommodate all economic segments of the City.

  The project will provide attached for-sale housing. The attached housing will come in three floor plans. The variety of layouts and size will provide options to the buyers and assist the City in meeting housing production requirements of the Housing Element.

  The project creates infill residential development with high quality architecture. It will provide for-sale housing at a density that should support a more affordable product. It will be compatible with the single-family neighborhood to the north, west, and east and with the Masonic Lodge and Hurst Ranch to the south of the project site.

Zone Change

Approval of a zone change from Single-Family Residential (R-1) to the Grove at Merced Specific Plan is required to enable residential development of the site at the proposed density of 17.26 dwellings per acre. The proposed development standards of the Specific Plan replace those of the Municipal Code. If approved, the project Specific Plan will be known as the Grove at Merced Specific Plan.

Properties to the west, north and east are zoned Single Family Residential (R-1). Properties to the south are zoned Residential-Agriculture (R-A). The proposed zone change to the Grove at Merced Specific Plan will ensure that the project is developed in a manner compatible with the existing neighboring single-family homes.

Precise Plan

The precise plan is for the review of the site plan and architecture. The proposed project is a 39-unit residential project consisting of attached two-story single-family residences with a maximum height of 28 feet (Specific Plan allows for 30 feet). The 9-plex and 8-plex buildings frontage will be along Van Horn and Merced Avenues, while the 3-plex, 4-plex, and 6-plex buildings will be sited mid-lot. Two common open space areas totaling 9,471 square feet are provided on site: one is a "pocket park" located at the west end of the site near the Van Horn Avenue cul-de-sac, and the other is located on the south side adjacent to the Walnut Creek Channel. Guest parking is disbursed throughout the site (8 guest parking spaces).

The buildings along Van Horn Avenue and Merced Avenue are set back 15 feet from the property line with the permitted architectural projections encroaching approximately 2" into the setback. The homes have front entrances facing the corresponding street. The buildings along Van Horn Avenue are separated by a 25-foot walkway/landscaped area. Each of the units'/buildings' garages open up to the internal drive aisles/private streets which are 26 feet wide. The 6-plex and 4-plex buildings are located in the middle of the lot and are separated by a 20-foot paseo/landscaped walkway. The 3-plex is located on the east side of the interior common open space area and is the closest building to the Walnut Creek Channel.

Air conditioning condensers for all dwellings are at the ground level located within the patio area. The condensers will be screened with a combination of metal screens and landscaping.

Vehicular access to the site will be provided by a driveway on Merced Avenue, the driveway (26 feet in width) will channel/route vehicles to private lanes (26 feet in width) throughout the site to the dwelling units, guest parking spaces, and private recreation area.

Architecture

The proposed architectural style is Spanish, which is characterized by a gable roof with "s" roof tiles, stucco walls, decorative wrought iron details, wood shutters, and header/sill trim window details. The buildings will utilize one of two color schemes (Page CM-1 of the project plans), both of which consist of light to dark earth tone colors with a complimentary accent (burgundy or blue).

Floor Plan Type	Total Living Area	1st floor	2nd Floor
1	1,325 sq.ft.	two-car garage, kitchen, bathroom, living room, and dining room	3 bedrooms (including master bedroom with a bathroom and two walk-in closets), laundry room, and 1 bathroom
2	1,375 sq. ft.	two-car garage, kitchen, bathroom, living room, and dining room	3 bedrooms (including master bedroom with a bathroom and one walk-in closet), a laundry room, and 1 bathroom
3	1,475 sq. ft	two-car garage, kitchen, bathroom, living room, and dining room	4 bedrooms (including master bedroom with a bathroom and one walk-in closet), a laundry room, and 1 bathroom

Each unit includes at least 108 square foot of private open space patio area.

Walls/Fences, Lighting, and Landscaping

The site is currently surrounded by a temporary chain-link fence site protection barrier which will be removed and replaced. The site and individual private patio areas along Van Horn Avenue will be enclosed with a two-foot tall stucco wall with a 3-foot tall tubular metal fence on top (5'-0" total height). A 5-foot tall stucco wall is proposed along Merced Avenue. However, a condition of approval has been included in the precise plan resolution requiring the wall/fence along Merced Avenue to be designed the same way as the fence/wall along Van Horn Avenue to provide a more active street-scape and reduce potential areas for graffiti. In addition, a 6-foot tall tubular metal fence will be constructed on the south side of the site along the Walnut Creek Wash. Wall and fence details are found on sheets L-3 and L-4.

Light poles will be located along the interior street network. Low bollards and sconces will provide illumination throughout the rest of the site. Lighting details are shown on sheets L-7 and L-8. The Planning Commission directed the applicant to

work with staff to ensure that the development will have sufficient lighting throughout the site and along the Merced and Van Horn Avenue frontages.

The applicant is proposing to install landscaping on all non-paved/non-built surfaces of the site, primarily around the buildings. Street trees (Camphor and London Plane trees) approved by the City will be planted along the Van Horn Avenue parkway. Four out of the eight existing street trees along Merced Avenue will be retained, while the other four will be removed and replaced. Additional trees of various species will be planted along the internal street network and common open space areas. A variety of shrubs and ground covers will also be planted. A total of 81 trees, including 18 in the city parkway, will be planted. Approval of a final landscape and irrigation plan is required per the conditions of approval.

Parking

The proposed Grove at Merced Specific Plan includes parking requirements for each dwelling unit. Each dwelling unit is required to have two parking spaces per garage. All project units have garage parking that meets this standard. At least one guest space for every 5 dwelling units will be provided. A total of 8 guest parking spaces will be located onsite. In addition, parallel street parking spaces would be provided along Merced Avenue.

Tree Removal Permit

There are a total of 52 on-site trees and 8 street trees along Merced Avenue. Development of the site will require removal of 51 of the 52 trees on-site and 4 street trees. Of these, 38 trees are significant Trees per City Ordinance (Section 26-294 Division 9 – Preservation, Protection and Removal of Trees – Protection of trees during development activity). Significant trees are defined as certain species or located within the street setback. The 38 trees proposed for removal are significant based on their placement within the street setback. These trees include four species; Chinese Privets, Indian Laurels, Washington Fan Palms, and Eucalyptus. The removal of these trees requires the approval of a tree removal permit by the Planning Commission. The applicant will be required to replace the significant trees on the site and the street trees at a 1:1 ratio, with at least half of the trees being 36-inch box trees. Tree Removal Permit 20-01 was initially approved by the Planning Commission on April 28, 2020 with the proposed construction of an Assisted Living Facility. Although the same trees are proposed to be removed, an Amendment to the tree removal permit requires City Council approval because the associated project has changed.

Open Space

The proposed Grove at Merced Specific Plan includes open space requirements. Each unit has a 108 square foot (minimum) private patio area where 100 square feet is required. Two common open space areas totaling 9,471 square feet are provided on site: one is a "pocket park" located at the west end of the site near the Van Horn Avenue cul-de-sac, and the other is located on the south side of the lot adjacent to the Walnut Creek Channel. Each of these areas will have amenities for the residents such as seating and barbecues.

Community Benefit Contribution

As a part of the Precise Plan, the applicant would be required to establish a homeownership assistance program for no less than five homes. The Planning Commission has recommended the increase in the number of homes that the program will be made available to from 4 homes to 5 homes. The homeownership assistance program will be made available to first-time homebuyers with priority given to existing West Covina residents, and/or low- or moderate-income individuals/families. A minimum of $50,000 will be required to be dedicated to the program.

Public Art

As a part of the Precise Plan, public art would be required. The applicant has the option of commissioning their own public art piece, or paying the in-lieu contribution equaling to one-half percent of the total project costs.

Development Impact Fees/Park Fees

The City adopted Development Impact Fees in December 2015. In this case, the fees are currently (for FY 2021/2022) $1,298 (per unit) for single-family attached/multi-family. The total development impact fees required would be $50,600.00. In addition, the applicant is required to pay a park dedication in-lieu fee of approximately $427,050.00.

Vesting Tentative Tract Map

The applicant has applied for a Vesting Tentative Tract Map to subdivide the land and create parcels for homeownership. The project will have 39 individual for-sale lots. The project will utilize a Homeowner's Association (HOA) that will be responsible for maintaining the entire project, except for the interior of the units. Covenants, Conditions, and Restrictions (CC&Rs) will be created to regulate the HOA. The HOA will maintain all streets, curbs, and gutters, utilities, perimeter walls, building exteriors, common open space areas, sidewalks, site walls, entrance monument, and exterior lighting.

The proposed project density will be 17.26 units per acre, which is consistent with the General Plan designation of Neighborhood Medium allows a maximum density of 20 units per acre.

Below is a table summarizing the project details in comparison to the standards contained within the proposed specific plan.

	Proposed	Specific Plan Standards
Density	17.26 dwelling units per acre	9 to 20 dwelling units per acre(General Plan Designation)
Building Height	28 feet (2 stories)	30 feet maximum (2 stories)
Setbacks	15 feet to street; 10 feet interior side	Same
Ground Coverage	0.75	Same
Parking	Two garage spaces per unit; 0.2 guest parking spaces per unit (total 78 enclosed and 8 uncovered guest parking spaces)	Same
Common Open Space	242 square feet per unit (9,471 square feet total)	150 square feet per unit
Private Open Space	108 square feet per unit minimum (11,391 square feet total)	100 square feet per unit
Wall/Fence Height	5 feet along street, 6 feet along Walnut Creek Channel	Same

REQUIRED FINDINGS:

Findings are required to allow the City Council to approve the precise plan and tentative tract map. Findings are required to be made for each of these individual entitlements. The findings for entitlements are included in each individual resolution (Attachment Nos. 4 and 5, respectively) and are also presented below.

Findings necessary for the approval of a **Precise Plan** are as follows:

a. The proposed development plans and the uses proposed are consistent with the General Plan and any applicable specific plan.

The project is a request for a Precise Plan to allow for the construction of a 39-unit residential development. There will be 78 garage parking spaces and 8 guest parking spaces onsite as well as parallel parking spaces along the Merced Avenue frontage. The applicant is also requesting approval of a General Plan Amendment from Neighborhood- Low to Neighborhood—Medium (NM) to change the allowed residential density to accommodate the proposed density of 17.26 dwelling units per acre. The project is also requesting approval of a Vesting Tentative Tract Map to create individual lots for sale. The proposed project is consistent with the following General Plan policies and actions:

Policy 3.3 New growth will complete, enhance, and reinforce the form and character of unique West Covina neighborhoods, districts and corridors.

The project will create an appropriate transition from the traditional single-family neighborhood to the west and north towards a higher density along Merced Avenue. The character of the project will be pedestrian-oriented along both street frontages. This infill site will have a distinctive and high-quality residential experience.

Policy 3.6 Reduce West Covina's production of greenhouse gas emissions and contribution to climate change, and adapt to the effects of climate change.

By promoting infill development, the project creates needed housing without sprawl. This helps reduce impacts to climate change. The site is served by transit, giving residents the option to reduce the use of automobiles.

The proposed project is consistent with the following Housing Element Goals:

Goal 2 Provide a variety of housing types to accommodate all economic segments of the City.

The project will provide attached for-sale housing. The attached housing will come in three floor plans. The variety of layouts and size will provide options to the buyers and assist the City in meeting housing production requirements of the Housing Element.

The project creates infill residential development with high quality architecture. It will provide for-sale housing at a density that should support a more affordable product. It will be compatible with the single-family neighborhood to the north, west, and east and with the Masonic Lodge and Hurst Ranch to the south of the project site.

b. The proposed development is consistent with adopted development standards for the zone and complies with all other applicable provisions of the Municipal Code.

The project conforms to the proposed General Plan designation of Neighborhood—Medium (NM), and the standards of the Grove at Merced Specific Plan, and all other applicable development standards in the Zoning Code.

c. Granting the permit would not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

The proposed project is on a triangular shaped vacant lot that was previously developed with school. The site will be developed according to applicable development standards. The project is designed to be compatible with adjacent residential development.

The project will include required parking. The site will be landscaped. Mitigation measures and conditions of approval will ensure that the site is developed such that it will not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

d. The site is physically suitable for the type, density and intensity of the development being proposed, including vehicle access and circulation, utilities, and the absence of physical constraints.

The proposed project site is 2.26 acres, flat and is physically suitable for the proposed project and adequate to accommodate the size and shape of the buildings, parking and all required development standards set forth in the West Covina Municipal Code. The site is served by all necessary utilities. Appropriate mitigation measures and conditions of approval will ensure that the site is improved in a manner consistent with City standards.

e. The architecture, site layout, location, shape, bulk and physical characteristics of the proposed development are compatible with the existing and future land uses, and do not interfere with orderly development in the vicinity.

The buildings utilize Spanish style architecture with a variety of finishes, materials and colors. The two-story buildings are designed to be compatible with and complement the existing neighboring single-family residential homes. New open block walls/fencing will be constructed along the Merced and Van Horn Avenue frontages, and tubular metal fencing will be constructed along the property line separating the site from the Walnut Creek Channel. The proposed residences will have front doors facing the street, enhancing the sense of connectedness to the existing residential community. The design characteristics create an attractive project with architectural interest and substantial landscaping.

Findings necessary for the approval of a **Tentative Tract Map** are as follows:

a. The proposed map is consistent with the general plan and any applicable adopted specific plans.

An amendment to the City's General Plan land-use map to change the designation of the site from Neighborhood-Low to Neighborhood—Medium (NM). As noted in Finding A for the General Plan Amendment, the project is consistent with a number of Goals, Policies and Actions of both the General Plan and the proposed Grove at Merced Specific Plan.

b. The design or improvement of the proposed subdivision is consistent with the general plan and applicable adopted specific plans.

The project conforms to the proposed General Plan designation of Neighborhood—Medium (NM), and the standards of the proposed Grove at Merced Specific Plan, and all other applicable development standards in the Zoning Code.

c. The site is physically suitable for the type of development.

The proposed project site is 2.26 acres, flat and is physically suitable for the proposed project and adequate to accommodate the size and shape of the buildings, parking and all required development standards set forth in the Grove at Merced Specific Plan and the West Covina Municipal Code. The site is served by all necessary utilities. Appropriate mitigation measures and conditions of approval will ensure that the site is improved in a manner consistent with City standards.

d. The site is physically suitable for the proposed density of development.

The proposed project type is consistent in form with style recommended by the proposed Grove at Merced Specific Plan. The proposed development will be accessible from a driveway along Merced Avenue. The site is 2.26 acres and, as conditioned, is physically suitable for the proposed project and adequate to accommodate the size and shape of the buildings, parking and all required standards of the proposed Specific Plan subject to the approval of the Zone Change and General Plan amendment. The proposed General Plan designation of Neighborhood Medium allows a maximum density of 20 units per acre. The proposed project density will be 17.26 units per acre. Additionally, there is a condition that requires that CC&Rs be recorded as a part of this project to ensure orderly operation. The site will be developed in accordance with the grading and construction requirements of the West Covina Municipal Code and the City Engineer.

e. The design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish, wildlife or their habitat.

The site consists of a 2.26-acre vacant parcel previously developed with a school. No known endangered, threatened or rare species or habitats, or designated natural communities, wetlands habitat, or wildlife dispersal, or migration corridors are present on site. A mitigated negative declaration was prepared for the project, which included required mitigation measures for

Biological Resources, Cultural Resources, Geology and Soils, Hazards and Hazardous Materials, Noise, Transportation, Tribal Cultural Resources, and Utilities and Service Systems, to ensure that the project will not cause substantial environmental damage or injure fish, wildlife, or their habitat.

f. Neither the design of the subdivision nor the type of improvements are likely to cause serious public health problems.

The proposed map and improvements will have access to a public sanitary sewer system for the removal and disposal of wastewater and to other necessary utility services. The site will be developed in accordance with the standards of the Engineering Division, the Municipal Code, the Uniform Building Code, and other applicable requirements.

g. The design of the subdivision or the type of improvements will either (i) not conflict with recorded or adjudged easements, acquired by the public at large, for access through or use of, property within the proposed subdivision; or (ii) alternate easements, for access or for use, will be provided, and these will be substantially equivalent to ones previously acquired by the public.

There are no easements on the property that would be affected by implementation of the proposed project. Access to the site will be provided via Merced Avenue.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

1. Approve the project as recommended by the Planning Commission; or
2. Provide alternative direction.

ENVIRONMENTAL REVIEW:

The Mitigated Negative Declaration of Environmental Impact (MND) prepared for the project disclosed that the project will not have a significant impact on the environment. Mitigation measures have been incorporated into the project's design as conditions of approval to reduce impacts on the environment to a less than significant level. The MND has been prepared pursuant to the requirements of the California Environmental Quality Act (CEQA) of 1970, as amended, and was circulated for public comment for 20 days (from February 22, 2022 to March 14, 2022).

Comments were received from the County Sanitation Districts of Los Angeles County. A Response to Comments was prepared and is provided as Attachment No. 7.

Traffic

KOA prepared a focused traffic analysis for the project to assess traffic impacts. The traffic analysis evaluated potential project-related traffic impacts.

The proposed use was estimated to generate 263 daily trips. According to the Focused Traffic Analysis for the proposed project, the project site is located in a low Vehicle miles traveled (VMT) area. The San Gabriel Valley Council of Governments VMT Evaluation Tool was used to determine whether the project would be below the low-VMT area screening threshold. As such, the project will not result in significant transportation impacts.

Air Quality

According to the Air Quality Study, the construction and operation emissions are below the regional thresholds of significance. The cumulative short-term construction-related emissions and long-term operational emissions from the project will not contribute considerably to any potential cumulative air quality impact because short-term project and operational emissions will not exceed any SCAQMD daily threshold.

Required Mitigations

The environmental study concluded that mitigation measures are required for the following topics:

- Biological Resources (nesting birds);
- Cultural Resources (archeological resources);
- Geology and Soils (paleontological resources);
- Noise (protecting residents from elevated construction noise);
- Tribal Cultural Resources;

A Mitigation Monitoring Program is an exhibit of Attachment No. 1 and provides information on the mitigation measures and monitoring by responsible agencies.

LARGE ATTACHMENTS:

A copy of the plans, proposed Specific Plan, and Mitigated Negative Declaration of Environmental Impact is posted on the City website at
https//www.westcovina.org/departments/community-development/planning-division/projects-and-environmental-documents

Prepared by: Jo-Anne Burns, Planning Manager

Attachments

Attachment No. 1- Resolution No. 2022-40 (Mitigated Neg Dec)
Attachment No. 2 - Resolution No. 2022-41 (General Plan Amendment)
Attachment No. 3 - Resolution No. 2022-42 (Precise Plan)
Attachment No. 4 - Resolution No. 2022-43 (Tentative Tract Map)
Attachment No. 5 - Ordinance No. 2499
Attachment No. 6 - Community Meeting Invitation
Attachment No. 7 - Responses to Comments

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

ATTACHMENT NO. 1

RESOLUTION NO. 2022-40

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, CERTIFYING THE MITIGATED NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACT FOR GENERAL PLAN AMENDMENT NO 21-01, ZONE CHANGE NO. 21-02, PRECISE PLAN NO. 21-01, AND VESTING TENTATIVE TRACT MAP NO. 83576 AT 1912 W. MERCED AVENUE, PURSUANT TO THE CALIFORNIA ENVIRONMENTAL QUALITY ACT OF 1970, AS AMENDED.

WHEREAS, there was filed with the City, a verified application on the forms prescribed in Chapter 26, Article VI of the West Covina Municipal Code, requesting approval of a precise plan to:

Construct a 39-unit townhouse-style multiple family residential development on that certain property described as:

Assessor's Parcel No. 8467-016-020, in the records of the Los Angeles County Assessor; and

WHEREAS, the proposed project is considered a "project" pursuant to the terms of the California Environmental Quality Act (CEQA); and

WHEREAS, an initial study was prepared for said project; and

WHEREAS, based upon the findings of the initial study, it was determined that the proposed project will not have a significant impact on the environment and will not individually or cumulatively have an adverse effect on wildlife resources, as defined in Section 711.2 of the California Fish and Game Code; and

WHEREAS, revisions to and/or conditions placed on the Project, were made or agreed to by the applicant before the mitigated negative declaration was released for public review, were determined by the environmental coordinator to avoid or reduce the potentially significant effects to a level that is clearly less than significant and that there was, therefore, no substantial evidence that the Project, as revised and conditioned, would have a significant effect on the environment; and

WHEREAS, a Mitigated Negative Declaration of Environmental Impact was prepared for the proposed project pursuant to the requirements of the California Environmental Quality Act of 1970, as amended, and mitigation measures are included in said Negative Declaration in support of the finding that there will not be a significant effect on the environment as a result of this project.

WHEREAS, the City Council upon giving the required notice, did on May 17, 2022, conduct a duly advertised public hearing to consider the subject application, at which time the City Council adopted a resolution certifying the Mitigated Negative Declaration; and

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

SECTION 1. Based on the initial study, the revisions and conditions incorporated into the Project, and information received during the public review process, the City Council of the City of West Covina finds that there is no substantial evidence that the Project, as revised and conditioned, may have a significant effect on the environment.

SECTION 2. The mitigated negative declaration reflects the independent judgment of the City Council.

SECTION 3. All feasible mitigation measures identified in the City of West Covina General Plan Environmental Impact Reports which are applicable to this Project have been adopted and undertaken by the City of West Covina and all other public agencies with authority to mitigate the project impacts or will be undertaken as required by this project.

SECTION 4. After receiving and considering all determinations, studies, documents, and recommendations, as well as other appropriate public comments, the City Council certifies the Mitigated Negative Declaration of Environmental Impact, subject to compliance with the mitigation measures that are recommended in the Mitigated Negative Declaration of Environmental Impact as set forth in Exhibit A.

SECTION 5. The Mitigation Monitoring Program prepared in connection with the Project is hereby recommended for approval for the Project.

SECTION 6. The documents and other materials that constitute the record of proceedings upon which the City Council has based its decision are located in the office of the West Covina Community Development Director, 1444 West Garvey Avenue South, West Covina, CA 91790. The custodian of these documents and other materials is the West Covina Community Development Director.

SECTION 7. Upon approval of the Project by the City Council, the environmental coordinator shall file a Notice of Determination with the County Clerk of Los Angeles County and, if the project requires a discretionary approval from any state agency, with the State Office of Planning and Research, pursuant to the provisions of section 21152(a) of the Public Resources Code and the State EIR Guidelines adopted pursuant thereto.

SECTION 8. Non-compliance with the aforementioned mitigation measures as determined by the monitoring department/agency, and any measures taken to correct said non-compliance, shall be immediately reported to the Planning Department on the City of West Covina Monitoring Checklist Form.

SECTION 9. The applicant agrees to implement the aforementioned mitigation measures and monitoring or reporting requirements.

SECTION 10. Failure to comply with any aforementioned mitigation measures and/or monitoring or reporting requirements will result in a written notice of violation from the City to the applicant at which time the City may order that all or a portion of pre-construction, construction, post-construction activity or project implementation must cease until compliance is reached.

SECTION 11. The California Environmental Quality Act (CEQA) and State and local guidelines, rules, regulations, and procedures adopted pursuant thereto permits the City of West Covina to impose any fees or charges associated with implementing the above monitoring program upon the applicant.

SECTION 12. The City Clerk shall certify to the adoption of this Resolution and shall enter it into the book of original resolutions.

APPROVED AND ADOPTED on this 17th day of May, 2022.

_____
Dario Castellanos
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2022-40 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the ___ day of ____, 2022, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick
Assistant City Clerk

EXHIBIT A

MITIGATED NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACT AND MITIGATION MONITORING AND REPORTING PROGRAM

MITIGATION MONITORING PROGRAM

This Mitigation Monitoring Program (MMP) has been prepared in compliance with the requirements of Public Resources Code (PRC) Section 21081.6 and California Environmental Quality Act (CEQA) Guidelines Section 15097. This MMP describes the procedures that will be followed to implement the mitigation measures identified in the Initial Study/Mitigated Negative Declaration (IS/MND) prepared for The Grove at Merced Specific Plan project at 1912 West Merced Avenue in the City of West Covina (proposed project) and adopted in connection with the approval of the proposed project. The intent of this MMP is to establish the following:

(1) Verify satisfaction of the required mitigation measures identified in the IS/MND;

(2) Provide a methodology to document implementation of the required mitigation measures;

(3) Provide a record of the monitoring program;

(4) Identify monitoring responsibility;

(5) Establish administrative procedures for the clearance of mitigation measures;

(6) Establish the frequency and duration of monitoring; and

(7) Utilize existing review processes wherever feasible.

The City of West Covina, as the Lead Agency, is responsible for overseeing and enforcing implementation of the MMP, which shall be carried out by the City and other entities (e.g., Applicant/Construction Contractor), as shown in **Table 1**.

TABLE 1: MITIGATION MONITORING PROGRAM				
Mitigation Measure	**Monitoring Phase**	**Responsible Party**	**Enforcement / Monitoring Party**	**Action Indicating Compliance**
BIOLOGICAL RESOURCES				
BR-1 All tree removal and tree trimming activities shall be performed prior to or after the bird-breeding season of February 1st through August 15th (i.e., only between August 16 and January 31). If clearing/vegetation removal or tree trimming is planned to occur during the breeding season, a nest survey shall be conducted by a qualified biologist no more than one week prior to any clearing or tree trimming activities. Work may proceed only if no active bird nests are detected.	Prior to Construction	Applicant/ Construction Contractor	Planning / Building Division	Approval of nest survey by Planning Division prior to construction plan approval
CULTURAL RESOURCES				
CR-1 A qualified archaeologist shall be retained to conduct a Worker Environmental Awareness Program (WEAP) training on archaeological sensitivity for all construction personnel prior to the commencement of any ground-disturbing activities. The training shall be conducted by an archaeologist who meets or exceeds the Secretary of Interior's Professional Qualification Standards for archaeology. Archaeological sensitivity training shall include a description of the types of cultural material that may be encountered, cultural sensitivity issues, the regulatory environment, and the proper protocol for treatment of the materials in the event of a find.	Prior to Ground-Disturbing Activities	Applicant/ Construction Contractor	Planning / Building Division	Field inspection sign-off by Planning Division during WEAP training and prior to construction plan approval
CR-2 If archaeological resources are encountered during ground-disturbing activities, the City of West Covina Community Development Department shall be immediately informed of the discovery. All work shall cease in the area of the find or diverted away from the discovery to a distance of 50 feet until a qualified archaeologist has evaluated the find in accordance with federal, state, and local guidelines, including those set forth in California Public Resources Code Section 21083.2. Personnel of the project shall not collect or move any archaeological materials or associated materials. Construction activity may continue unimpeded on other portions of the project site. Construction shall not resume in the locality of the discovery until the identified resources are properly assessed and consultation between the qualified supervisor, the City of West Covina Community Development Department, the applicant's representative, and all other concerned parties takes place and reaches a conclusion approved by the City of West Covina Community Development Department. The qualified archaeologist shall be retained by the project applicant to determine if the find is classified as a significant cultural resource pursuant to the CEQA definition of historical resources (CEQA	During Ground-Disturbing Activities (e.g., site clearing, grading, and excavation)	Applicant/ Construction Contractor	Planning / Building Division	Planning Division approval of report prepared by the qualified archaeologist prior to obtaining Certificate of Occupancy

TABLE 1: MITIGATION MONITORING PROGRAM					
Mitigation Measure		**Monitoring Phase**	**Responsible Party**	**Enforcement / Monitoring Party**	**Action Indicating Compliance**
	Guidelines 15064.5[a]) and/or unique archaeological resources (Public Resources Code 21083.2[g]). If the resource is classified as a significant cultural resource, the qualified archaeologist shall make recommendations on the treatment and disposition of the find. The final recommendations on the treatment and disposition of the find shall be developed in accordance with all applicable provisions of the Public Resources Code Section 21083.2 and CEQA Guidelines Sections 15064.5 and 15126.4 and shall be reviewed by the City of West Covina Community Development Department prior to implementation. The final recommendations shall be implemented, and the City shall be provided with a final report on the treatment and disposition of the find prior to issuance of a Certificate of Occupancy.				
GEOLOGY AND SOILS					
GS-1	A qualified paleontologist shall be retained to conduct a WEAP training for all construction personnel prior to the commencement of any ground-disturbing activities regarding the appearance of fossils and the procedures for notifying paleontological staff should fossils be discovered by construction staff. A qualified paleontologist is a paleontologist who meets the Society of Vertebrate Paleontology (SVP) standards for Qualified Professional Paleontologist, which is defined as an individual preferably with an M.S. or Ph.D. in paleontology or geology who is experienced with paleontological procedures and techniques, who is knowledgeable in the geology of California (preferably southern California), and who has worked as a paleontological mitigation project supervisor for a least one year.	Prior to Ground-Disturbing Activities	Applicant/ Construction Contractor	Planning / Building Division	Field inspection sign-off by Planning Division during WEAP training prior to construction plan approval
GS-2	In the event paleontological resources are encountered during construction, the City of West Covina Community Development Department shall be immediately informed of the discovery. All work shall cease in the area of the find and a qualified paleontologist shall be contacted to evaluate the find before restarting work in the area. The City shall require that all paleontological resources identified on the project site be assessed and treated in a manner determined by the qualified paleontologist. Typically, fossils can be safely salvaged quickly by a single paleontologist and not disrupt construction activity. In some cases, larger fossils (such as complete skeletons or large mammal fossils) require more extensive excavation and longer salvage periods. In this case, the paleontologist shall have the authority to temporarily direct, divert or halt construction activity to ensure that the fossil(s) can be removed in a safe and timely manner. Any significant paleontological resources found during construction monitoring shall	During Ground-Disturbing Activities	Applicant/ Construction Contractor	Building Division	Certificate of Occupancy

TABLE 1: MITIGATION MONITORING PROGRAM					
	Mitigation Measure	**Monitoring Phase**	**Responsible Party**	**Enforcement / Monitoring Party**	**Action Indicating Compliance**
	be prepared, identified, analyzed, and permanently curated in an approved regional museum repository under the oversight of the qualified paleontologist. Fossils of undetermined significance at the time of collection may also warrant curation at the discretion of the project paleontologist. Work in the area of the discovery shall resume once the find is properly documented and the qualified paleontologist authorizes resumption of construction work.				
NOISE					
N-1	Power construction equipment (including combustion engines), fixed or mobile, shall be equipped with muffling devices consistent with manufacturers' standards. All equipment shall be properly maintained to assure that no additional noise, due to worn or improperly maintained parts, would be generated.	During Construction	Applicant/ Construction Contractor	Building Division	Field inspection sign-off during construction
N-2	Temporary noise barriers with a minimum height of 10 feet shall be erected along the northern perimeter of the project site (along Van Horn Avenue) and along the westerly perimeter of the project site (along Merced Avenue from Van Horn Avenue to 100 feet south of Van Horn Avenue). The noise barriers shall be constructed of material with a minimum weight of two pounds per square foot with no gaps or perforations. Noise barriers may be constructed of, but not limited to, 5/8-inch plywood, 5/8-inch oriented strand board, and hay bales.	Prior and During Construction	Applicant/ Construction Contractor	Building Division	Field inspection sign-off prior to and during construction
N-3	Noise generating construction activities whose specific location on the project site may be flexible (e.g., operation of compressors and generators) shall be conducted as far away as possible from the nearest sensitive land uses, and natural and/or manmade barriers (e.g., intervening construction trailers) shall be used to screen propagation of noise from such activities towards these land uses. The construction contractor shall locate construction staging areas away from noise-sensitive uses.	Prior and During Construction	Applicant/ Construction Contractor	Building Division	Field inspection sign-off prior to and during construction
N-4	A "noise disturbance coordinator" shall be established. The disturbance coordinator shall be responsible for responding to local complaints about construction noise. The disturbance coordinator shall determine the cause of the noise complaint (e.g., starting too early, bad muffler, etc.) and shall be required to implement reasonable measures such that the complaint is resolved. All notices that are sent to residential units within 500 feet of the construction site and all signs posted at the construction site shall list the telephone number for the disturbance coordinator.	Prior and During Construction	Applicant/ Construction Contractor	Building Division	Provide contact information to City prior to construction plan approval; field inspection sign-off during construction

TABLE 1: MITIGATION MONITORING PROGRAM				
Mitigation Measure	**Monitoring Phase**	**Responsible Party**	**Enforcement / Monitoring Party**	**Action Indicating Compliance**
TRIBAL CULTURAL RESOURCES				
TR-1 The project applicant shall be required to retain and compensate for the services of a tribal monitor/consultant who is both approved by the Gabrieleño Band of Mission Indians-Kizh Nation Tribal Government and is listed under the Native American Heritage Commission's Tribal Contact list for the area of the project location. The tribal monitor/consultant shall only be present on the project site during the construction phases that involve ground disturbing activities. Ground disturbing activities are defined by the Gabrieleño Band of Mission Indians-Kizh Nation as activities that may include, but are not limited to, pavement removal, pot-holing or auguring, grubbing, tree removals, boring, grading, excavation, drilling, and trenching, within the project area. The tribal monitor/consultant shall complete daily monitoring logs that will provide descriptions of the day's activities, including construction activities, locations, soil, and any cultural materials identified. The on-site monitoring shall end when the project site ground disturbing activities are completed, or when the tribal representatives and monitor/consultant have indicated that the project site has a low potential for impacting tribal cultural resources.	Prior and During Ground-Disturbing Activities	Applicant/ Construction Contractor	Building Division	Provide contact information to City prior to construction plan approval; field inspection sign-off during construction
TR-2 Upon discovery of any archaeological resources, construction activities shall cease in the immediate vicinity of the find until the find can be assessed. All archaeological resources unearthed by project construction activities shall be evaluated by the qualified archaeologist and tribal monitor/consultant approved by the Gabrieleño Band of Mission Indians-Kizh Nation. If the resources are Native American in origin, the Gabrieleño Band of Mission Indians-Kizh Nation shall coordinate with the landowner regarding treatment and curation of these resources. Typically, the Tribe will request reburial or preservation for educational purposes. Work may continue on other parts of the project site while evaluation and, if necessary, mitigation takes place. If a resource is determined by the qualified archaeologist to constitute a "historical resource" or "unique archaeological resource," time allotment and funding sufficient to allow for implementation of avoidance measures, or appropriate mitigation, must be available. The treatment plan established for the resources shall be in accordance with CEQA Guidelines Section 15064.5(f) for historical resources and Public Resources Code (PRC) Section 21083.2(b) for unique archaeological resources. Preservation in place (i.e., avoidance) is the preferred manner of treatment. If preservation in place is not feasible, treatment may include implementation of archaeological data recovery excavations to	During Ground-Disturbing Activities	Applicant/ Construction Contractor	Building Division	Certificate of Occupancy

TABLE 1: MITIGATION MONITORING PROGRAM

Mitigation Measure	Monitoring Phase	Responsible Party	Enforcement / Monitoring Party	Action Indicating Compliance
remove the resource along with subsequent laboratory processing and analysis. Any historic archaeological material that is not Native American in origin shall be curated at a public, non-profit institution with a research interest in the materials, such as the Natural History Museum of Los Angeles County or the Fowler Museum, if such an institution agrees to accept the material. If no institution accepts the archaeological material, they shall be offered to a local school or historical society in the area for educational purposes.				
TR-3 Native American human remains are defined in PRC Section 5097.98 (d)(1) as an inhumation or cremation, and in any state of decomposition or skeletal completeness. Funerary objects, called associated grave goods in PRC Section 5097.98, are also to be treated according to this statute. Health and Safety Code Section 7050.5 dictates that any discoveries of human skeletal material shall be immediately reported to the County Coroner and excavation halted until the coroner has determined the nature of the remains. If the coroner recognizes the human remains to be those of a Native American or has reason to believe that they are those of a Native American, he or she shall contact, by telephone within 24 hours, the Native American Heritage Commission and Public Resources Code (PRC) Section 5097.98 shall be followed. Upon discovery, the tribal and/or archaeological monitor/consultant/consultant shall immediately divert work at minimum of 150 feet and place an exclusion zone around the burial. The monitor/consultant(s) will then notify the tribe, the qualified lead archaeologist, and the construction manager who will call the coroner. Work will continue to be diverted while the coroner determines whether the remains are Native American. The discovery is to be kept confidential and secure to prevent any further disturbance. If the finds are determined to be Native American, the coroner will notify the Native American Heritage Commission as mandated by state law who will then appoint a Most Likely Descendent.	During Construction	Applicant/ Construction Contractor	Building Division	Certificate of Occupancy

SOURCE: TAHA, 2022

ATTACHMENT NO. 2

RESOLUTION NO. 2022-41

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING GENERAL PLAN AMENDMENT NO. 21-01 CHANGING THE GENERAL PLAN LAND-USE DESIGNATION OF 1912 W. MERCED AVENUE FROM NEIGHBORHOOD-LOW TO NEIGHBORHOOD-MEDIUM

WHEREAS, there was filed with the City a verified application to change the General Plan land-use designation of 1912 W. Merced Avenue from "Neighborhood Low" (up to 8 units/acre) to Neighborhood Medium (9 to 20 units/acre); and

WHEREAS, the Planning Commission, upon giving the required notice, did on the April 12, 2022, conduct a duly advertised public hearing as prescribed by law and voted to recommend the City Council's approval of the above stated application; and

WHEREAS, the City Council upon giving the required notice, did on May 17, 2022, conduct a duly noticed public hearing to consider the general plan amendment application; and

WHEREAS, studies and investigations made by the City Council and on its behalf reveal the following:

1. The project includes a general plan amendment requesting to amend the land use designation of the property located at 1912 W. Merced Avenue from "Neighborhood Low to "Neighborhood Medium" to allow for development to occur as indicated by the Precise Plan.

2. The project includes a Vesting Tentative Tract Map to allow for the subdivision of the property and sale of the dwelling units.

3. The project includes a precise plan to construct 39 multi-family residential townhome dwelling units, internal drive aisles, common open space, guest parking spaces, and other associated incidental improvements on the 2.26-acre site.

4. The project includes a tree removal permit to remove and replace 38 significant trees on the site.

5. Pursuant to the requirements of the California Environmental Quality Act (CEQA) of 1970, a MITIGATED NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACT has been prepared indicating the project will not have a significant effect on the environment.

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

SECTION 1. The above recitals are true and correct and are incorporated herein as if set forth herein in full.

SECTION 2. The City Council of the City of West Covina hereby adopts General Plan Amendment No. 22-01, amending the land use designation for the subject property as set forth on the Land Use Map of the Land Use Element as shown on Exhibit "A.

SECTION 3. Should any provision of this Resolution, or its application to any person or circumstance, be determined by a court of competent jurisdiction to be unlawful, unenforceable or otherwise void, that determination shall have no effect on any other provision of this Resolution or the application of this Resolution to any other person or circumstance and, to that end, the provisions hereof are severable. The City Council of the City of West Covina declares that it would have adopted all the provisions of this Resolution that remain valid if any provisions of this Resolution are declared invalid.

SECTION 4. The City Clerk shall certify to the adoption of this Resolution and shall enter it into the book of original resolutions.

APPROVED AND ADOPTED on this 17th day of May, 2022.

_____
Dario Castellanos
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2022-41 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 17th day of May, 2022, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick
Assistant City Clerk

EXHIBIT A

Indicates the area to be changed from "Neighborhood—Low" to "Neighborhood—Medium"

ATTACHMENT NO. 3

RESOLUTION NO. 2022-42

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING PRECISE PLAN NO. 21-01 AND TREE REMOVAL PERMIT NO. 20-01 AT 1912 W. MERCED AVENUE

WHEREAS, there was filed with the City, a verified application on the forms prescribed in Chapter 26, Article VI of the West Covina Municipal Code, requesting approval of a Precise Plan to:

Construct a 39-unit multifamily residential townhome style development on that certain property described as:

Assessor's Parcel Numbers 8467-016-020 in the records of the Los Angeles County Assessor; and

WHEREAS, a General Plan Amendment has been submitted to amend the land use designation of the property from "Neighborhood Low" to "Neighborhood Medium" to allow for development to occur as indicated on the project plans; and

WHEREAS, a Tentative Tract Map has been submitted to allow for the condominium subdivision of air rights; and

WHEREAS, the Planning Commission upon giving the required notice did on April 12, 2022, conduct duly advertised public hearings as prescribed by law to consider said application and voted to recommend the City Council's approval of the above stated application; and

WHEREAS, the City Council upon giving the required notice, did on May 17, 2022, conduct a duly noticed public hearing to consider the precise plan and tree removal permit applications; and

WHEREAS, studies and investigations made by the City Council and on its behalf reveal the following:

1. The applicant is requesting approval of a precise plan to approve the design and allow the construction of a 39-unit multifamily residential townhome style development.

2. Appropriate findings for approval of a precise plan of design are as follows:

    a. The proposed development plans and the uses proposed are consistent with the General Plan and any applicable specific plan.

    b. The proposed development is consistent with adopted development standards for the zone and complies with all other applicable provision of the Municipal Code.

c. Granting the permit would not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

d. The site is physically suitable for the type, density and intensity of the development being proposed, including vehicle access and circulation, utilities, and the absence of physical constraints.

e. The architecture, site layout, location, shape, bulk and physical characteristics of the proposed development are compatible with the existing and future land uses, and do not interfere with orderly development in the vicinity.

3. Pursuant to the requirements of the California Environmental Quality Act (CEQA) of 1970, a MITIGATED NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACT has been prepared indicating the project will not have a significant effect on the environment.

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

SECTION 1. On the basis of the evidence presented, both oral and documentary, the City Council makes the following findings:

a. The proposed development plans and the uses proposed are consistent with the General Plan and any applicable specific plan.

The project is a request for a Precise Plan to allow for the construction of a 39-unit residential development. There will be 78 garage parking spaces and 8 guest parking spaces onsite as well as parallel parking spaces along the Merced Avenue frontage. The applicant is also requesting approval of a General Plan Amendment from Neighborhood- Low to Neighborhood—Medium (NM) to change the allowed residential density to accommodate the proposed density of 17.26 dwelling units per acre. The project is also requesting approval of a Vesting Tentative Tract Map to create individual lots for sale. The proposed project is consistent with the following General Plan policies and actions:

<u>Policy 3.3</u> New growth will complete, enhance, and reinforce the form and character of unique West Covina neighborhoods, districts and corridors.

The project will create an appropriate transition from the traditional single-family neighborhood to the west and north towards a higher density along Merced Avenue. The character of the project will be pedestrian-oriented along both street frontages. This infill site will have a distinctive and high-quality residential experience.

Policy 3.6 Reduce West Covina's production of greenhouse gas emissions and contribution to climate change, and adapt to the effects of climate change.

By promoting infill development, the project creates needed housing without sprawl. This helps reduce impacts to climate change. The site is served by transit, giving residents the option to reduce the use of automobiles.

The proposed project is consistent with the following Housing Element Goals:

Goal 2 Provide a variety of housing types to accommodate all economic segments of the City.

The project will provide attached for-sale housing. The attached housing will come in three floor plans. The variety of layouts and size will provide options to the buyers and assist the City in meeting housing production requirements of the Housing Element.

The project creates infill residential development with high quality architecture. It will provide for-sale housing at a density that should support a more affordable product. It will be compatible with the single-family neighborhood to the north, west, and east and with the Masonic Lodge and Hurst Ranch to the south of the project site.

b. The proposed development is consistent with adopted development standards for the zone and complies with all other applicable provisions of the Municipal Code.

The project conforms to the proposed General Plan designation of Neighborhood—Medium (NM), and the standards of the Grove at Merced Specific Plan, and all other applicable development standards in the Zoning Code.

c. Granting the permit would not be detrimental to the public interest, health, safety, and welfare and would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

The proposed project is on a triangular shaped vacant lot that was previously developed with school. The site will be developed according to applicable development standards. The project is designed to be compatible with adjacent residential development.

The project will include required parking. The site will be landscaped. Mitigation measures and conditions of approval will ensure that the site is developed such that it will not be detrimental to the public interest, health, safety, and welfare and

would not unreasonably interfere with the use or enjoyment of property in the vicinity of the subject property.

d. *The site is physically suitable for the type, density and intensity of the development being proposed, including vehicle access and circulation, utilities, and the absence of physical constraints.*

The proposed project site is 2.26 acres, flat and is physically suitable for the proposed project and adequate to accommodate the size and shape of the buildings, parking and all required development standards set forth in the West Covina Municipal Code. The site is served by all necessary utilities. Appropriate mitigation measures and conditions of approval will ensure that the site is improved in a manner consistent with City standards.

e. *The architecture, site layout, location, shape, bulk and physical characteristics of the proposed development are compatible with the existing and future land uses, and do not interfere with orderly development in the vicinity.*

The buildings utilize Spanish style architecture with a variety of finishes, materials and colors. The two-story buildings are designed to be compatible with and complement the existing neighboring single-family residential homes. New open block walls/fencing will be constructed along the Merced and Van Horn Avenue frontages, and tubular metal fencing will be constructed along the property line separating the site from the Walnut Creek Channel. The proposed residences will have front doors facing the street, enhancing the sense of connectedness to the existing residential community. The design characteristics create an attractive project with architectural interest and substantial landscaping.

SECTION 2. Pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, Precise Plan No. 21-01 and Tree Removal Permit No. 20-01 are approved subject to the provisions of the West Covina Municipal Code, provided that the physical development of the herein described property shall conform to said plan and the conditions set forth herein which, except as otherwise expressly indicated, shall be fully performed and completed or shall be secured by bank or cash deposit satisfactory to the Planning Director, before the use or occupancy of the property is commenced and before the Certificate of Occupancy is issued.

SECTION 3. The precise plan shall not be effective for any purpose until the applicant (or a duly authorized representative) has filed at the office of the Planning Director, his/her/its affidavit stating he/she/it is aware of, and accepts, all conditions of this precise plan as set forth below. Additionally, no permits shall be issued until the applicant (or a duly authorized representative) pays all costs associated with the processing of this application pursuant to City Council Resolution No. 8690.

SECTION 4. The costs and expenses of any enforcement activities, including, but not limited to attorneys' fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the West Covina Municipal Code shall be paid by the applicant.

SECTION 5. The City Council approves the precise plan subject to the following conditions:

PLANNING DIVISION

a. Comply with plans reviewed by the Planning Commission on April 12, 2022.

b. Approval of this precise plan is contingent upon, and shall not become effective unless and until, approval of General Plan Amendment No. 21-01, Zone Change No. 21-02 and Vesting Tentative Tract Map No. 83576.

c. These conditions of approval shall be printed on or attached to the working drawings submitted to the Building Division for approval.

d. The approved use shall not create a public nuisance as defined under Section 15-200 of the West Covina Municipal Code.

e. The approved use shall be in compliance with the Noise Ordinance (Chapter 15).

f. This approval shall become null and void if the building permit is not obtained within two (2) years of the date of this approval, unless as otherwise allowed to be extended per condition jj below.

g. The applicant shall sign an affidavit accepting all conditions of this approval.

h. The applicant shall defend, indemnify, and hold harmless the City of West Covina, its agents, officers, and employees from any claim, action or proceeding against the City or its agents, officers, or employees to attack, set aside, void or annul, approval of this Precise Plan. The City will promptly notify the applicant of any such claim, action or proceeding against the City and will cooperate fully in the defense.

i. In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant agrees to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with the applicant to waive said fees or any part thereof. The foregoing shall not apply if the permittee prevails in the enforcement proceeding.

j. That any proposed change to the approved site plan, floor plan or elevations be reviewed by the Planning, Building, Fire and Police Departments and that the written authorization of the Planning Director shall be obtained prior to implementation.

k. No parking signs shall be posted to ensure that vehicles are not parked on fire lanes and in front of garages.

l. Graffiti-resistant coatings shall be used on all walls, fences, sign structures or similar structures to assist in deterring graffiti.

m. Any graffiti that appears on the property during construction shall be cleaned or removed on the same business day.

n. All outstanding fees and Development Impact Fees will be due at the time of building permit issuance.

o. All new gutters and downspouts shall not project from the vertical surface of the building pursuant to Section 26-568 (a) (3).

p. This approval does not include approval of signs; a separate sign permit shall be obtained. All signs shall be required to comply with the City of West Covina Sign Code.

q. All approved materials and colors shall be clearly indicated on the plans.

r. Areas where a two-foot parking space overhang is utilized shall not be calculated as landscaped area for purposes of complying with minimum landscape requirements.

s. All new ground-mounted, wall-mounted and/or roof-mounted equipment not shown on the approved plans shall be screened from all views, in a manner that is architecturally compatible with the main building. Plans and elevations indicating the type of equipment and method of concealment shall be submitted to the Planning Director for review and approval prior to the issuance of building permits.

t. The location of new electrical transformers, vaults, antennas, mechanical and all other equipment not indicated on the approved plans must be approved by the Planning Director prior to the issuance of building permit. Provide construction details prior to issuance of a building permit.

u. All new pole mounted parking lot lighting shall be accurately indicated on the grading plan and shall be located within landscaped or hardscaped area. Pole locations shall be accurately staked prior to installation by the Engineer. Poles shall be limited to a maximum height of 16 feet.

v. All parking facilities shall comply with the “Parking Lot Design and Lighting Standards.”

w. A lighting plan showing electrolier types and locations, average illumination levels, points of minimum illumination and photometric data in conformance with Planning Commission Resolution No. 2513 and as requested shall be submitted to and approved by the Planning Division and the City Engineer.

x. Building and parking lot lighting is required to be architecturally integrated with the building design. Standard security wall packs are not acceptable unless they are provided with hooding that is architecturally compatible with the building.

y. The paved areas at the site shall be maintained clean and free of oil stains. All paved areas shall be pressure washed as needed to maintain the site in a clean and orderly manner.

z. That prior to final building permit approval, a detailed landscape and irrigation plan in compliance with AB 1881 and executive order 13-29-15 shall be submitted for all planted areas to be affected by project. Plans shall include type, size and quantity of landscape materials and irrigation equipment. All vegetation areas shall be automatically irrigated and a detailed watering program and water budget shall be provided. All damaged vegetation shall be replaced and the site shall be kept free of diseased or dead plant materials and litter at all times.

aa. The landscape plan shall include the planting of at least 19 - 36" box-sized replacement trees pursuant to Tree Removal Permit No. 20-01. The replacement trees shall be identified as such on the landscape plan and shall be installed prior to building permit final.

bb. The applicant shall work with the Public Services Department and Engineering Division for the removal of street trees and to identify the proper locations for new street trees. The new street trees shall be identified as such on the landscape plan and shall be installed prior to building permit final. The new street trees shall be a minimum of 36" box-sized trees, unless the City Engineer otherwise requires smaller sized trees.

cc. Clinging vines shall be installed on all street facing perimeter retaining or freestanding walls to assist in deterring graffiti. The vines shall be installed prior to building permit final.

dd. All trees shall be indicated on the grading plan, including trees on, or near the property line on adjacent properties. The trees shall be marked as to whether they will be preserved or removed. Trees that are preserved should not be topped but should be pruned to preserve their natural form.

ee. Prior to the issuance of building permits, the applicant shall submit a detailed wall and fencing plan to the Planning Director for review and approval. Fences and/or walls shall be constructed around all properties, as determined by the Planning Director. Said plan shall indicate the locations for all fences and walls, and shall further indicate the height, materials, and colors for all fences and walls. Perimeter block walls/retaining walls shall be constructed of a decorative material, such as slumpstone or split-face block. The wall and fencing plan shall include the location, design and materials.

ff. Any sidewalk, hardscape or parking facility, with potholes, broken, raised or depressed sections, large cracks, mud and/or dust, accumulation of loose material, faded or illegible pavement striping or other deterioration shall be repaired.

gg. Prior to requesting a final inspection, the Planning Division shall inspect the development.

hh. All new utilities shall be placed underground prior to issuance of Certificate of Occupancy per WCMC 23-273.

ii. The applicant shall meet any and all monitoring or reporting requirements necessary to ensure compliance with the mitigation measures contained in the Mitigated Negative Declaration of Environmental Impact as those may be determined by the City, including, but not limited to, entering into an agreement to perform and/or for monitoring and reporting during project construction and implementation. The applicant further agrees it will cease construction of the project immediately upon written notice of a violation of such requirement and that such a provision may be part of any agreement of City and applicant.

jj. The Zoning Code gives provisions for up to two one-year extensions to keep entitlements active. Therefore, prior to permit expiration, (if building permits have not been obtained) you are urged to file a letter with the department requesting a one-year extension of time. The required submittal is a letter stating the reasons why an extension is needed, as well as an applicable processing fee. Please be advised that the applicant will not be notified by the Planning Department about the pending expiration of the subject entitlement.

kk. The new development shall comply with the Development Impact Fees (Ordinance No. 2286 and Resolution No. 2015-81). Development Impact Fees for attached residential development are calculated at $1,298 per unit. The proposed project will have 39 units; the estimated fees are $50,600 (39 x $1,298 = $50,600). The impact fees will be due at the time of building permit issuance.

ll. During construction, the delivery of materials and equipment, outdoor operations of equipment, and construction activity shall be limited to the hours between 7:00 a.m. and 8:00 p.m.

mm. The project shall comply with to the provisions of the Art in Public Places ordinance (WCMC Section 17-41) prior to issuance of building permits.

nn. The applicant shall establish a homeownership assistance program for no less than 5 homes. The homeownership assistance program shall be made available for first-time home buyers with preference provided to existing West Covina residents/and or low- or moderate-income individuals/families. A minimum of $50,000 shall be dedicated to the program. The homeownership assistance program shall be established prior to the approval of the model home marketing complex and shall be reviewed and approved by the Community Development Director and City Attorney's Office.

oo. Black metal tree grates shall be installed to protect the City trees and to maintain/provide pedestrian safety. The tree grates shall be installed to the specification of the City Engineer. The property owner and/or Homeowner Association (HOA) shall be responsible for the maintenance, repair, and/or replacement of the tree grates located on the sidewalk in front of the property

BUILDING DIVISION

a. The second sheet of building plans is to list all conditions of approval and to include a copy of the Planning Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.

b. New construction development impact fees per unit per Municipal Code Chapter 17 article IV shall be paid prior to the issuance of the building permit.

c. School Developmental Fees shall be paid to the School District prior to the issuance of the building permit.

d. Fees shall be paid to the County of Los Angeles Sanitation District prior to issuance of the building permit.

e. Applicant shall submit a site plan to Building Official for proposed addressing at the same time with the grading or building plan check submittal. An application to assign address shall be filed with Engineering Division.

f. In accordance with paragraph 5538(b) of the California Business and Professions Code, plans are to be prepared and stamped by a licensed architect.

g. Structural calculations prepared under the direction of an architect, civil engineer or structural engineer shall be provided.

h. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:

   i. Observation of cleared areas and benches prepared to receive fill;
   ii. Observation of the removal of all unsuitable soils and other materials;
   iii. The approval of soils to be used as fill material;
   iv. Inspection of compaction and placement of fill;
   v. The testing of compacted fills; and
   vi. The inspection of review of drainage devices.

i. The owner shall retain the soils engineer preparing the Preliminary Soils and/or Geotechnical Investigation accepted by the City for observation of all grading, site preparation, and compaction testing. Observation and testing shall not be performed by another soils and/or geotechnical engineer unless the subsequent soils and/or geotechnical engineer submits and has accepted by the Public Works Department, a new Preliminary Soils and/or Geotechnical Investigation.

j. Prior to permit issuance the pdf copy of the soils report shall be provided by the applicant.

k. A grading and drainage plan shall be approved by Engineering Division prior to issuance of the building permit. The grading and drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.

l. Prior to submitting grading plans to Engineering Department, LID review shall be completed and approved.

m. Projects shall comply with the requirements of the NPDES (NATIONAL POLLUTION DISCHARGE ELIMINATION SYSTEM) prior to issuance of a Demolition, Grading & Building permit. These include requirements for sediment control, erosion control, and construction activities control to be implemented on the project site.

n. All State of California disability access regulations for accessibility and adaptability shall be complied with.

o. The property shall be surveyed and the boundaries shall be marked by a land surveyor licensed by the State of California.

p. Foundation inspection will not be made until the excavation has been surveyed and the setbacks determined to be in accordance with the approved plans by a land surveyor licensed by the State of California. THIS NOTE IS TO BE PLACED ON THE FOUNDATION PLAN IN A PROMINENT LOCATION.

q. Electrical plan check is required.

r. Mechanical plan check is required.

s. Plumbing plan check is required.

t. Project shall comply with the CalGreen Residential requirements.

u. No form work or other construction materials will be permitted to encroach in to adjacent property without written approval of the affected property owner.

v. Separate building permit is required for each detached structure.

w. Prior to the issuance of building permit, a written consent shall be obtained from the current easement holder(s) for any proposed development encroaching into existing easement(s).

x. All fire sprinkler hangers must be designed, and their location approved by an engineer or an architect. Calculations must be provided indicating that the hangers are designed to carry the tributary weight of the water filled pipe plus a 250-pound point load. A plan indication this information must be stamped by the engineer or the architect and submitted for approval prior to issuance of the building permit.

y. Separate permit is required for Fire Sprinklers.

z. The Los Angeles County Plumbing Code requires each building to have a separate and independent connection to the public sewer. Multiple buildings can share a private main line sewer only if the Sewer Covenant is completed and recorded with the Los Angeles County Recorder.

aa. Building permits shall not be issued until the final map has been prepared to the satisfaction of the Building Official.

ENGINEERING DIVISION

a. The second sheet of building plans, grading plans and/or offsite improvement plans is to list all conditions of approval and to include a copy of the Planning Commission Decision letter. This information shall be incorporated into the plans prior to the first submittal for plan check.

b. Applicant shall submit a site plan to Building Official for proposed addressing at the same time with the grading or building plan check submittal. An application to assign address shall be filed with Engineering Division.

c. A geotechnical and soils investigation report is required, the duties of the soils engineer of record, as indicated on the first sheet of the approved plans, shall include the following:
   a) Observation of cleared areas and benches prepared to receive fill;
   b) Observation of the removal of all unsuitable soils and other materials;
   c) The approval of soils to be used as fill material;
   d) Inspection of compaction and placement of fill;
   e) The testing of compacted fills; and
   f) The inspection of review of drainage devices.

d. The owner shall retain the soils engineer preparing the Preliminary Soils and/or Geotechnical Investigation accepted by the City for observation of all grading, site preparation, and compaction testing. Observation and testing shall not be performed by another soils and/or geotechnical engineer unless the subsequent soils and/or geotechnical engineer submits and has accepted by the Public Works Department, a new Preliminary Soils and/or Geotechnical Investigation.

e. A grading and drainage plan shall be approved prior to issuance of the building permit. The grading and drainage plan shall indicate how all storm drainage including contributory drainage from adjacent lots is carried to the public way or drainage structure approved to receive storm water.

f. Stormwater Planning Program LID Plan Checklist (Form MS4-1 PC) completed by Engineer of Record shall be copied on the first sheet of Grading Plans. The form can be found at the following link https://www.westcovina.org/home/showdocument?id=18427

g. Sanitary sewers shall be provided to each "lot" in compliance with Municipal Code Chapter 23, Article 2, and to the satisfaction of the City Engineer.

h. Conduct a sewer capacity study of existing sewer facilities that serve the proposed development. The developer shall either pay in-lieu fees equal to the estimated cost (based on Los Angeles County Land Development Division Bond Calculation Sheets) of the proposed development's percentage of design capacity of the existing sewer system prior to

the issuance of building permits or provide sewer improvements to deficient sewer segments serving the subject property to the satisfaction of the City Engineer.

i. Prepare a hydrology/hydraulic study of existing and proposed development per the Los Angeles County Hydrology Manual.

j. Adequate provision shall be made for acceptance and disposal of surface drainage entering the property from adjacent areas.

k. Parking lot and driveway improvements on private property for this use shall comply with Planning Commission Resolution No. 2513 and be constructed to the City of West Covina Standards.

l. Water service facilities shall be constructed to at least meet the requirements for fire flow established by the City's Fire Department and the requirements of the subsequent water purveyor/owner of the facilities.

m. Easements contiguous to the street right-of-way shall be granted for utility, street lighting, and traffic signing purposes to the satisfaction of the City Engineer.

n. Private street improvements shall comply with Municipal Code Chapter 19, Article 8, and Planning Commission Resolution No. 2519.

o. Prior to (issuance of Building Permit) (approval of a final map), all of the following requirements shall be satisfied:

a) A final grading and drainage plan showing existing and proposed elevations and drainage structures (and showing existing and proposed on-site and off-site improvements) shall be submitted to and approved by the Planning Department and Engineering Division.

b) Arrangements for the installation of streetlights with underground wiring shall be made with Southern California Edison Company. At the time of installation, the applicant shall provide the necessary trenching and backfill. Submit two sets of the subdivision and/or development plans to the Engineering Division, Traffic and Lighting Section, to be used for designing the street lighting system.

c) A parking lot lighting plan showing electrolier types and locations, average illumination levels, points of minimum illumination and photometric data in conformance with Planning Commission Resolution No. 2513 and as requested shall be submitted to and approved by the City Engineer.

d) An itemized cost estimate based on Los Angeles County Land Development Division Bond Calculation Sheets for all on-site and off-site improvements to be constructed (except buildings) shall be submitted to the Engineering Division for approval. Based upon the approved cost estimates, required fees shall be paid and improvement

securities for all on-site and off-site improvements (except buildings) and 100% labor/material securities for all off-site improvements, shall be posted prior to final approval of the plans.

e) A soils erosion and sediment control plan shall be submitted to and approved by the Planning Department and Engineering Division

p. The proposed subdivision shall conform to West Covina Municipal Code Chapter 20 - Subdivisions.

q. Comply with all regulations of the Los Angeles Regional Water Quality Control Board and Article II of Chapter 9 of the West Covina Municipal Code concerning Stormwater/Urban Run-off Pollution control.

r. A park dedication in-lieu fee shall be paid to the City of West Covina prior to approval of the final map or prior to issuance of a Building Permit pursuant to Section 20-40 of the Municipal Code. The estimated park fee is approximately 438 x (No. of lots) x $25/sqft (unit price of a developed park).

s. Provide will serve letter from the water purveyor that services the project area.

t. Project shall be reviewed and approved by the City Traffic Engineer, prior to the issuance of permits. Any improvement measures needed as a result of findings from the traffic study shall be made at the sole cost to the property owner/developer.

u. Obtain "will serve letter" from the Los Angeles County Sanitation District for the discharge of sewer into the sewer trunk line.

v. Prior to approval of the final map, the applicant shall prepare and submit for approval with the City and County of Los Angeles Sanitation District, a sewer plan for the sewer main and laterals within the private street and connection to the sewer main.

w. Provide the dedication of the necessary sewer easements or public utilities easement on the final map.

x. The required street improvements shall include those portions of roadways contiguous to the subject property and include:

i. Remove and reconstruct existing driveway approaches shall be removed and reconstructed to meet current ADA requirements.

ii. Repair all damaged and off-grade curbs, gutters and sidewalks.

y. The developer shall either pay an in-lieu fee equal to the estimated cost of street rehabilitation based on Los Angeles County Land Development Division Bond Calculation Sheets prior to

the issuance of building permits or provide street rehabilitation work up to centerline of all streets contiguous to subject property.

z. Required street dedications shall include those portions of roadways contiguous to subject property be recorded in the Office of the Los Angeles County Recorder prior to the issuance of any Building Permits and/or Engineering Permits to the satisfaction of the City Engineer.

aa. The access rights to interior lots and private streets from public roadways shall be dedicated to the City to the satisfaction of the City Engineer.

bb. Sidewalks (with trees in tree wells or in parkways) shall be constructed along roadways contiguous to subject property adjacent to curb or R/W line to the satisfaction of the City Engineer.

cc. Replace existing curb ramp at the corner of Merced Avenue and Van Horn Avenue with new curb ramp in accordance with SPPWC Standard Plan 111-5 and as directed by the City Engineer or his/her designee.

dd. Reconstruct the driveway approach located at 1912 W Merced Avenue in accordance with SPPWC Standard Plan 110-2, and as directed by the City Engineer or his/her designee.

ee. Close existing driveway apron, and install necessary improvements (parkway, landscape, sidewalk, curb and gutter, any others as applicable) to match required adjacent sections, and as directed by the City Engineer or his/her designee.

ff. Remove and replace broken and off grade sidewalk in accordance with SPPWC standard plan 113-2, and as directed by the City Engineer or his/her designee.

gg. Remove and replace broken and off grade curb and gutter in accordance with SPPWC Standard Plan 120-2, and as directed by the City Engineer or his/her designee.

hh. The approved building addresse(s) shall be painted on the curb to the City's standards as required by the Public Works Inspector prior to final inspection.

ii. Relocate water meter from the side walk as directed by the City Engineer or his/her designee

jj. Install new street light to match existing street light standards in the street block, and as directed by the City Engineer or his/her designee.

kk. Rehabilitate both Merced and Van Horn Avenues existing AC street pavement along the length of the property frontage to the centerline of the street, and as directed by the City Engineer or his/her designee.

ll. Underground all existing and new utility services to the property.

mm. Replace any missing street trees as directed by the City Engineer or his/her designee

nn. LACFCD approval required for any proposed work encroaching to LACFCD property.

FIRE DEPARTMENT

a. NFPA 13d Fire Sprinkler System

b. Provide/Maintain 26ft Fire Apparatus Access Road and required turnaround in accordance with 2019 CFC Appendix D. Ensure turning radius is 19' inside per plan submitted fire access plan/WCFD spec

c. New Fire Flow Test Required

d. Required Fire Flow (Each Unit) of 1,000 GPM @ 20 psi for 2 hours

e. Ensure 1 fire hydrant within 600 feet of all property lines or an additional hydrant will be required.

f. Include fire lane striping and signage in architectural plan submittal. Fire lane identification, painted red curbs, striping and signage must all be completed prior to final.

g. 2019 CFC Chapter 33 along with Sec 3308.1/3308.2/3308.3 will be required and enforced for the duration of the project

h. Hard-wired smoke and carbon monoxide detectors with battery back-up required.

i. Premises identification/address numbers must be added and approved by fire code official prior to final

j. Additional Fire Department requirements may be set upon future review of a full set of architectural plans. Fire flow, hydrant & monitoring requirements will require more information and may be subject to change based on modifications involving type of construction, building configuration/square footage, stories in height, and/or fire sprinkler design criteria.

SECTION 6. The City Clerk shall certify to the adoption of this Resolution and shall enter it into the book of original resolutions.

APPROVED AND ADOPTED on this 17th day of May, 2022.

_____

Dario Castellanos
Mayor

APPROVED AS TO FORM	**ATTEST**
_____	_____
Thomas P. Duarte City Attorney	Lisa Sherrick Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2022-42 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 17th day of May, 2022, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick
Assistant City Clerk

ATTACHMENT NO. 4

RESOLUTION NO. 2022-43

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING TENTATIVE TRACT MAP NO. 83576 AT 1912 W. MERCED AVENUE

WHEREAS, there was filed with this Commission a verified application on the forms prescribed in Chapter 26, Article VI of the West Covina Municipal Code, requesting approval of a tentative tract map to:

Subdivide the 2.26-acre site into 39 multi-family condominium air space lots on that certain property described as:

Assessor's Parcel Numbers 8467-016-020 in the records of the Los Angeles County Assessor; and

WHEREAS, a precise plan has been submitted for the approval to construct 39-unit multifamily residential townhome style, internal drive aisles, common open space, guest parking spaces, and other associated incidental improvements on the 2.26-acre site; and

WHEREAS, a General Plan Amendment has been submitted to amend the land use designation of the property from "Neighborhood Low" to "Neighborhood Medium" to allow for development to occur as indicated on the project plans; and

WHEREAS, the Planning Commission, upon giving the required notice, did on April 12, 2022, conduct duly noticed public hearings to consider said application and voted to recommend the City Council's approval of the above stated application; and

WHEREAS, the City Council upon giving the required notice, did on May 17, 2022, conduct a duly noticed public hearing to consider the tentative tract map application; and

WHEREAS, studies and investigations made by the City Council and on its behalf reveal the following:

1. The applicant is requesting approval of a tentative tract map to allow the subdivision of a the 2.26-acre site into 39 multi-family condominium air space lots.

2. The proposed project includes a precise plan for the development of 39-unit multifamily residential townhome style, internal drive aisles, common open space, guest parking spaces, and other associated incidental improvements on the 2.26-acre site.

3. Appropriate findings for approval of a tentative tract map are as follows:

    a. That the proposed map is consistent with applicable general and specific plans.

b. That the design or improvement of the proposed subdivision is consistent with applicable general and specific plans.

c. That the site is physically suitable for the type of development.

d. That the site is physically suitable for the proposed density of development.

e. That the design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish, wildlife or their habitat.

f. Neither the design of the subdivision nor the type of improvements are likely to cause serious public health problems.

g. That the design of the subdivision or the type of improvements will either (i) not conflict with recorded or adjudged easements, acquired by the public at large, for access through or use of, property within the proposed subdivision; or (ii) alternate easements, for access or for use, will be provided, and these will be substantially equivalent to ones previously acquired by the public.

4. Pursuant to the requirements of the California Environmental Quality Act (CEQA) of 1970, a MITIGATED NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACT has been prepared indicating the project will not have a significant effect on the environment.

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

SECTION 1. On the basis of the evidence presented, both oral and documentary, the City Council makes the following findings:

a. The proposed map is consistent with the general plan and any applicable adopted specific plans.

An amendment to the City's General Plan land-use map to change the designation of the site from Neighborhood-Low to Neighborhood—Medium (NM). As noted in Finding A for the General Plan Amendment, the project is consistent with a number of Goals, Policies and Actions of both the General Plan and the proposed Grove at Merced Specific Plan.

b. The design or improvement of the proposed subdivision is consistent with the general plan and applicable adopted specific plans.

The project conforms to the proposed General Plan designation of Neighborhood—Medium (NM), and the standards of the proposed Grove at Merced Specific Plan, and all other applicable development standards in the Zoning Code.

c. *The site is physically suitable for the type of development.*

The proposed project site is 2.26 acres, flat and is physically suitable for the proposed project and adequate to accommodate the size and shape of the buildings, parking and all required development standards set forth in the Grove at Merced Specific Plan and the West Covina Municipal Code. The site is served by all necessary utilities. Appropriate mitigation measures and conditions of approval will ensure that the site is improved in a manner consistent with City standards.

d. *The site is physically suitable for the proposed density of development.*

The proposed project type is consistent in form with style recommended by the proposed Grove at Merced Specific Plan. The proposed development will be accessible from a driveway along Merced Avenue. The site is 2.26 acres and, as conditioned, is physically suitable for the proposed project and adequate to accommodate the size and shape of the buildings, parking and all required standards of the proposed Specific Plan subject to the approval of the Zone Change and General Plan amendment. The proposed General Plan designation of Neighborhood Medium allows a maximum density of 20 units per acre. The proposed project density will be 17.26 units per acre. Additionally, there is a condition that requires that CC&Rs be recorded as a part of this project to ensure orderly operation. The site will be developed in accordance with the grading and construction requirements of the West Covina Municipal Code and the City Engineer.

e. *The design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or substantially and avoidably injure fish, wildlife or their habitat.*

The site consists of a 2.26-acre vacant parcel previously developed with a school. No known endangered, threatened or rare species or habitats, or designated natural communities, wetlands habitat, or wildlife dispersal, or migration corridors are present on site. A mitigated negative declaration was prepared for the project, which included required mitigation measures for Biological Resources, Cultural Resources, Geology and Soils, Hazards and Hazardous Materials, Noise, Transportation, Tribal Cultural Resources, and Utilities and Service Systems, to ensure that the project will not cause substantial environmental damage or injure fish, wildlife, or their habitat.

f. *Neither the design of the subdivision nor the type of improvements are likely to cause serious public health problems.*

The proposed map and improvements will have access to a public sanitary sewer system for the removal and disposal of wastewater and to other necessary utility services. The site will be developed in accordance with the standards of the Engineering Division, the Municipal Code, the Uniform Building Code, and other applicable requirements.

g. *The design of the subdivision or the type of improvements will either (i) not conflict with recorded or adjudged easements, acquired by the public at large, for access through or use of, property within the proposed subdivision; or (ii) alternate easements, for access or for use, will be provided, and these will be substantially equivalent to ones previously acquired by the public.*

There are no easements on the property that would be affected by implementation of the proposed project. Access to the site will be provided via Merced Avenue.

SECTION 2. Pursuant to all of the evidence presented, both oral and documentary, and further based on the findings above, the tentative tract is approved subject to the provisions of the West Covina Municipal Code, provided that the physical development of the herein described property shall conform to said plan and the conditions set forth herein which, except as otherwise expressly indicated, shall be fully performed and completed or shall be secured by bank or cash deposit satisfactory to the Community Development Director, before the use or occupancy of the property is commenced and before the Certificate of Occupancy is issued, and the violation of any of which shall be grounds for revocation of said tentative tract map by the Planning Commission or City Council.

SECTION 3. The tentative tract shall not be effective for any purpose until the owner of the property involved (or a duly authorized representative) has filed at the office of the Community Development Director, his affidavit stating he is aware of, and accepts, all conditions of this tentative tract map and precise plan, as set forth below. Additionally, no permits shall be issued until the owner of the property involved (or a duly authorized representative) pays all costs associated with the processing of this application pursuant to City Council Resolution No. 8690.

SECTION 4. The costs and expenses of any enforcement activities, including, but not limited to attorneys' fees, caused by the applicant's violation of any condition imposed by this approval or any provision of the West Covina Municipal Code shall be paid by the applicant.

SECTION 5. The City Council approves Tentative Tract Map No. 83576 subject to the following conditions:

<u>PLANNING DIVISION</u>

a. Comply with plans reviewed by the Planning Commission on April 12, 2022.

b. Approval of this vesting tentative tract map is contingent upon, and shall not become effective unless and until, approval of Precise Plan No. 21-01, Zone Change No. 21-02 and General Plan Amendment No. 21-01.

c. These conditions of approval shall be printed on or attached to the working drawings submitted to the Building and Engineering Divisions for approval.

d. The approved use shall not create a public nuisance as defined under Section 15-200 of the West Covina Municipal Code.

e. The approved use shall be in compliance with the Noise Ordinance (Chapter 15).

f. The applicant shall sign an affidavit accepting all conditions of this approval.

g. The applicant shall defend, indemnify, and hold harmless the City of West Covina, its agents, officers, and employees from any claim, action or proceeding against the City or its agents, officers, or employees to attack, set aside, void or annul, approval of this Vesting Tentative Tract Map. The City will promptly notify the applicant of any such claim, action or proceeding against the City and will cooperate fully in the defense.

h. In the event the City determines that it is necessary to take legal action to enforce any of the provisions of these conditions, and such legal action is taken, the applicant agrees to pay any and all costs of such legal action, including reasonable attorney's fees, incurred by the City, even if the matter is not prosecuted to a final judgment or is amicably resolved, unless the City should otherwise agree with the applicant to waive said fees or any part thereof. The foregoing shall not apply if the permittee prevails in the enforcement proceeding.

i. That any proposed change to the approved vesting tentative tract map shall be reviewed by the Planning, Public Works, Fire and Police Departments, and the written authorization of the Community Development Director shall be obtained prior to implementation.

j. The proposed subdivision shall conform to West Covina Municipal Code Chapter 20 - Subdivisions.

k. A declaration of Covenants, Conditions, and Restrictions (CC&R's) shall be prepared by the developer/property owner and submitted to the Planning Director and the City Attorney. The CC&R's shall be signed and acknowledged by all parties having any record title interest in the property to be developed, and shall make the City a party thereto, and shall be enforceable by the City. The CC&R's shall be reviewed and approved by the City and recorded prior to the recordation of the final tract map. Written proof of recordation with the Los Angeles County Recorder/Registrar's Office shall be provided to the Planning Division.

l. The applicant shall meet any and all monitoring or reporting requirements necessary to ensure compliance with the mitigation measures contained in the Mitigated Negative Declaration of Environmental Impact as those may be determined by the City, including, but not limited to, entering into an agreement to perform and/or for monitoring and reporting during project construction and implementation. The applicant further agrees it will cease construction of the project immediately upon written notice of a violation of such requirement and that such a provision may be part of any agreement of City and applicant.

m. The CC&R's shall include the following:

i. No addition of habitable space is permitted.
ii. No permanent ground floor patio covers are permitted.
iii. The parking or storage of recreation vehicles, such as RVs, boats, trailers, fifth wheels, ATVs, etc, is prohibited.
iv. Parking on driving aisles is prohibited.
v. Garages shall be used to park vehicles.
vi. Trash storage areas in the garages shall be permanently utilized for storing the trash and recycling containers.
vii. All exterior maintenance of the common interest structures will be the responsibility of the HOA, including perimeter walls, garage doors, windows, exterior architectural materials and roof.
viii. Cleanup of graffiti is the responsibility of the Homeowner's Association (HOA).
ix. The homeowner's association shall ensure that the perimeter trees are maintained to not encroach on the neighboring adjacent single-family residential properties.
x. The homeowner's association shall allow individual unit owners to install a CCTV system without invading the privacy of neighbors.
xi. The homeowner's association shall establish a parking permit program for the guest parking spaces and work with a local towing company to enforce the properties parking regulations.
xii. Revisions to the CC&Rs shall require City Council approval.

n. The HOA shall be responsible for maintenance of the following: all streets, curbs, and gutters, utilities (sewer and storm drain), perimeter walls, street tree grates, the Merced Avenue and Van Horn Avenue street frontage (including landscaping, sidewalks, and steps), common interest building exteriors, the public common area at the rear of the lot, all public landscaping, all sidewalks and site walls, entrance.

o. Prior to the issuance of building permits, the applicant shall draft a Prospective Homebuyer's Awareness Package (PHAP), and submit it to the Planning Director for review and approval. Copies of signed copies of PHAP for all lots shall be submitted to the Planning Division. Such package shall include:

i. A standardized cover sheet as approved by the Planning Division.
ii. Zoning and General Plan information.
iii. School information.
iv. Special assessment district information.
v. Utility providers.
vi. A copy of the Covenants, Conditions and Restrictions (CC&Rs) applicable to the project.
vii. Any additional information deemed necessary by the Planning Division, Planning Commission, or City Council for the full disclosure of pertinent information.

p. This approval shall become null and void if the building permit is not obtained within two (2) years of the date of this approval.

q. The applicant shall sign an affidavit accepting all conditions of this approval.

ENGINEERING DIVISION

a. A final tract map prepared by or under the direction of a registered civil engineer or licensed land surveyor shall be submitted to and approved by the City prior to being filed with the Los Angeles County Recorder.

b. A soils report is required.

c. A preliminary tract map guarantee shall be provided which indicates all trust deeds (to include the name of the trustee), all easement holders, all fee interest holders, and all interest holders whose interest could result in a fee. The account for this title report shall remain open until the final tract map is filed with the Los Angeles County Recorder.

d. Easements shall not be granted or recorded within any area proposed to be dedicated, offered for dedication, or granted for use as a public street, alley, highway, right of access, building restriction, or other easements until after the final tract map is approved by the City and filed with the Los Angeles County Recorder; unless such easement is subordinated to the proposed dedication or grant. If easements are granted after the date of tentative approval, a subordination shall be executed by the easement holder prior to the filing of the final tract map.

e. Monumentation of tract map boundaries, street centerlines, and lot boundaries is required if the map is based on a field survey.

f. All conditions from City Departments and Divisions shall be incorporated into the tract map prior to submitting the tract map for review.

g. In accordance with California Government Code Sections 66442 and/or 66450, documentation shall be provided indicating the mathematical accuracy and survey analysis of the tract map and the correctness of all certificates. Proof of ownership and proof of original signatures shall also be provided.

h. Proof of Tax clearance shall be provided at the time of tract map review submittal.

i. Upon submittal of the tract map for review by the City, a letter signed by both the subdivider and the engineer shall be provided which indicates that these individuals agree to submit one (1) blueprints and one sepia mylar and pdf copy on a CD of the recorded map to the City Public Works Department.

j. A reciprocal easement for ingress and egress, sanitary sewer, utility, drainage, water shall be provided for each property that does not front on or have direct access to the public way. Services to each property shall be underground and shall be located in a trench within this easement.

SECTION 6. The City Clerk shall certify to the adoption of this Resolution and shall enter it into the book of original resolutions.

APPROVED AND ADOPTED on this 17th day of May, 2022.

_____
Dario Castellanos
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2022-43 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 17th day of May, 2022, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick
Assistant City Clerk

ATTACHMENT NO. 5

ORDINANCE NO. 2499

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING ZONE CHANGE NO. 21-02 AND ADOPTING THE GROVE AT MERCED SPECIFIC PLAN (SP-32) AT 1912 W. MERCED AVENUE

WHEREAS, there was filed with this City a verified application on the forms prescribed in Section 26-153 and 26-199 of the West Covina Municipal Code, for the following reclassification:

From Single-Family Residential (R-1) to a Specific Plan on that certain property generally described as follows:

Assessor's Parcel Numbers 8467-016-020 in the records of the Los Angeles County Assessor; and

WHEREAS, local governments are authorized by Government Code section 65450 et seq., to prepare specific plans for the systematic implementation of the general plan; and

WHEREAS, the Specific Plan implements the policies of the General Plan by providing an orderly, functional and compatible land use pattern; and

WHEREAS, consistent with the request, the applicant has also requested a General Plan Amendment (No. 21-01) to amend the designation of the Land Use Element on the subject property from "Neighborhood Low" to "Neighborhood Medium;" and

WHEREAS, consistent with this request, said zone change application is requested to allow for the adoption of a new Specific Plan known as "Specific Plan-32: Grove at Merced Specific Plan"; and

WHEREAS, the Planning Commission, upon giving the required notice, did on April 12, 2022, conduct duly noticed public hearings to consider said application and did give all persons interested therein an opportunity to be heard, and voted to recommend the City Council's approval of the above stated application; and

WHEREAS, the City Council upon giving the required notice, did on May 17, 2022, conduct a duly noticed public hearing to consider the zone change application; and

WHEREAS, studies and investigations made by the City Council and on its behalf reveal the following:

1. The project includes a general plan amendment requesting to amend the land use designation of the property located at 1912 W. Merced Avenue from

"Neighborhood Low to "Neighborhood Medium" to allow for development to occur as indicated by the Precise Plan.

2. The project includes a Vesting Tentative Tract Map to allow for the subdivision of the property and sale of the dwelling units.

3. The project includes a precise plan to construct 39 multi-family residential townhome dwelling units, internal drive aisles, common open space, guest parking spaces, and other associated incidental improvements on the 2.26-acre site.

4. The project includes a tree removal permit to remove and replace 38 significant trees on the site.

5. Pursuant to the requirements of the California Environmental Quality Act (CEQA) of 1970, a MITIGATED NEGATIVE DECLARATION OF ENVIRONMENTAL IMPACT has been prepared indicating the project will not have a significant effect on the environment.

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

SECTION 1. Based on the evidence presented, Zone Change No. 21-02 is found to be consistent with the City's General Plan (as amended) and the land uses permitted within said zone classification.

SECTION 2. The City Council does hereby approve Zone Change No. 21-02, adopting "Specific Plan-32: Grove at Merced Specific Plan" and changing the zoning designation for subject property as set forth on Exhibit A and amending the Zoning Map of the City of West Covina.

SECTION 3. The City Clerk shall certify passage of this ordinance and shall cause the same to be published as required by law.

SECTION 4. This ordinance shall take effect and be in force thirty (30) days from and after the date of its passage.

PASSED, APPROVED AND ADOPTED on this _____ day of _____, 2022.

_____
Dario Castellanos
Mayor

APPROVED AS TO FORM	**ATTEST**
_____	_____
Thomas P. Duarte City Attorney	Lisa Sherrick Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Ordinance No. 2499 was introduced at a regular meeting of the City Council held on the 17th day of May, 2022, and adopted at a regular meeting of the City Council held on the __ day of _____ 2022, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick
Assistant City Clerk

EXHIBIT A

Indicates the area to be changed from "Single Family Residential (R-1)" to "Specific Plan-32: The Grove at Merced Specific Plan"

ATTACHMENT NO. 6

The Grove at Merced

New Residential Community in West Covina

RC Homes, Inc. welcomes you to stop by and learn about our proposed residential community of 39 attached single-family, two-story townhomes to be built on the vacant property located at 1912 W. Merced Avenue (cross-street is S. Vanhorn Avenue) in West Covina.

Please Join Us for a
Community Information Meeting:

When: Wednesday, February 9, 2022
Between 6:00pm to 8:00pm

Where: 1350 E. Cameron Ave.
West Covina, CA 91791

Why: To learn more about this proposed new community and meet your neighbors.

RSVP: We'd be happy to know you're attending, or just hear from you if you have questions by contacting: hello@rchomesinc.com

Light snacks and refreshments will be served.

We look forward to meeting you!

RC HOMES, INC.
a california home builder

COMMENTS AND RESPONSES

The Initial Study/Mitigated Negative Declaration (IS/MND) for The Grove at Merced Specific Plan project at 1912 West Merced Avenue (proposed project) was circulated for a 20-day public review period that began on February 22, 2022 and ended on March 14, 2022. The City of West Covina received one written comment on the IS/MND. The California Environmental Quality Act (CEQA) Guidelines Section 15074(b) requires the decision-making body of the lead agency to consider the proposed IS/MND and comments received during the public review process. The comment letter and response are provided in this document, which has been prepared in accordance with CEQA.

Table 1 lists the public agency that submitted written comments on the IS/MND, along with the page number on which the commenter's letter response appears.

TABLE 1: LIST OF WRITTEN COMMENT LETTERS RECEIVED

Letter No.	Agency/Individual	Date	Response Page No.
1	Los Angeles County Sanitation Districts	March 9, 2022	4

The body of the comment letter is separated into individual comments, which are numbered. This results in a tiered numbering system.

COMMENT LETTER NO. 1

LOS ANGELES COUNTY
SANITATION DISTRICTS
Converting Waste Into Resources

Robert C. Ferrante
Chief Engineer and General Manager

1955 Workman Mill Road, Whittier, CA 90601-1400
Mailing Address: P.O. Box 4998, Whittier, CA 90607-4998
(562) 699-7411 • www.lacsd.org

March 9, 2022

Ref. DOC 6470367

Ms. Jo-Anne Burns
City of West Covina
1444 West Garvey Avenue South
West Covina, CA 91790

Dear Ms. Burns:

NOI Response to the Grove at Merced Specific Plan

The Los Angeles County Sanitation Districts (Districts) received a Notice of Intent (NOI) to Adopt a Mitigated Negative Declaration (MND) for the subject project on February 25, 2022. The proposed project is located within the jurisdictional boundaries of District No. 22. We offer the following comments regarding sewerage service:

1. The wastewater flow originating from the proposed project will discharge to a local sewer line, which is not maintained by the Districts, for conveyance to the Districts' Joint Outfall H Unit 8J Trunk Sewer, located in Willow Avenue, north of Yarnell Street. The Districts' 15-inch diameter trunk sewer has a capacity of 2 million gallons per day (mgd) and conveyed a peak flow of 1.1 mgd when last measured in 2015. 1-1

2. The expected average wastewater flow from the project site, described in the MND as 39 townhomes, is 7,605 gallons per day. For a copy of the Districts' average wastewater generation factors, go to www.lacsd.org, under Services, then Wastewater Program and Permits, select Will Serve Program, and scroll down to click on the Table 1, Loadings for Each Class of Land Use link. 1-2

3. The wastewater generated by the proposed project will be treated at the San Jose Creek Water Reclamation Plant located adjacent to the City of Industry, which has a capacity of 100.0 mgd and currently processes an average flow of 61.2 mgd. 1-3

4. The Districts are empowered by the California Health and Safety Code to charge a fee to connect facilities (directly or indirectly) to the Districts' Sewerage System or to increase the strength or quantity of wastewater discharged from connected facilities. This connection fee is used by the Districts for its capital facilities. Payment of a connection fee may be required before this project is permitted to discharge to the Districts' Sewerage System. For more information and a copy of the Connection Fee Information Sheet, go to www.lacsd.org, under Services, then Wastewater (Sewage) and select Rates & Fees. In determining the impact to the Sewerage System and applicable connection fees, the Districts will determine the user category (e.g. Condominium, Single Family home, etc.) that best represents the actual or anticipated use of the parcel(s) or facilities on the parcel(s) in the development. For more specific information regarding the connection fee application procedure and fees, the developer should contact the Districts' Wastewater Fee Public Counter at (562) 908-4288, extension 2727. 1-4

5. In order for the Districts to conform to the requirements of the Federal Clean Air Act (CAA), the capacities of the Districts' wastewater treatment facilities are based on the regional growth forecast adopted by the Southern California Association of Governments (SCAG). Specific policies included in the development of the SCAG regional growth forecast are incorporated into clean air plans, which are prepared by the South Coast and Antelope Valley Air Quality Management Districts in order to improve air quality in the South Coast and Mojave Desert Air Basins as mandated by the CAA. All expansions of Districts' facilities must be sized and service phased in a manner that will be consistent with the SCAG regional growth forecast for the counties of Los Angeles, Orange, San Bernardino, Riverside, Ventura, and Imperial. The available capacity of the Districts' treatment facilities will, therefore, be limited to levels associated with the approved growth identified by SCAG. As such, this letter does not constitute a guarantee of wastewater service, but is to advise the developer that the Districts intend to provide this service up to the levels that are legally permitted and to inform the developer of the currently existing capacity and any proposed expansion of the Districts' facilities. 1-5

If you have any questions, please contact the undersigned at (562) 908-4288, extension 2743, or mandyhuffman@lacsd.org.

Very truly yours,

Mandy Huffman

Mandy Huffman
Environmental Planner
Facilities Planning Department

MNH:mnh

cc: A. Schmidt
A. Howard

LETTER 1

Mandy Huffman, Environmental Planner
Facilities Planning Department
Los Angeles County Sanitation Districts
1955 Workman Mill Road
Whittier, CA 90601-1400

Response 1-1

This comment states that wastewater flow originating from the project site would be discharged to a local sewer line for conveyance, which is not maintained by the Los Angeles County Sanitation Districts (Districts), to the Districts' Joint Outfall H Unit 8J Trunk Sewer. The Joint Outfall H Unit 8J Trunk Sewer has a capacity of 2 million gallons per day (mgd) and conveyed a peak flow of 1.2 mgd when last measured in 2015.

Based on the information provided by Districts, the Joint Outfall H Unit 8J Trunk Sewer would have sufficient available sewer capacity to meet the demands of the proposed project.

Response 1-2

The comment states that the expected average wastewater flow from the proposed 39 townhome units would be 7,605 gallons per day (gpd).

Response to Checklist Question 3.19a in the IS/MND states that the proposed project would result in the generation of approximately 10,140 gpd of wastewater, which is higher than the estimate provided by the comment. The calculation presented in the IS/MND uses the Districts' wastewater generation factor for single-family homes while the Districts' estimated wastewater flow was calculated using the Districts' wastewater generation factor for condominiums. The estimated wastewater generation presented in the IS/MND represents a more conservative analysis. The information provided by this comment does not raise any new significant environmental issue and the impact conclusion would remain the same. The Districts' trunk sewer would have sufficient available sewer capacity and San Jose Creek Water Reclamation Plant (WRP) would have adequate remaining available treatment capacity to accommodate the proposed residences on the project site, and impacts would remain less than significant.

Response 1-3

The comment states that wastewater generated by the proposed project will be treated at the San Jose Creek WRP, which has a capacity of 100.0 mgd and currently processes an average flow of 61.2 mgd.

Response to Checklist Question 3.19a in the IS/MND states that wastewater generated from the project site would be treated at the San Jose Creek WRP. The WRP treats approximately 58.5 mgd of wastewater and has the capacity to treat up to 100 mgd of wastewater. The IS/MND presents a lower amount of wastewater that is treated at the San Jose Creek WRP than provided by the commenter. Based on the Districts' expected average wastewater flow of 7,605 gpd from the proposed townhomes, the San Jose Creek WRP would have adequate remaining available treatment capacity to accommodate the proposed project. Based on the average wastewater flow of 10,140 that was presented in the IS/MND, which is a more conservative estimate than provided by the Districts, the San Jose Creek WRP would still have adequate remaining available treatment capacity to accommodate the proposed project. The information

provided by this comment does not raise any new significant environmental issues and does not change the impact conclusions. Impacts would remain less than significant.

Response 1-4

The comment states that payment of a connection fee may be required before the proposed project is permitted to discharge to the Districts' Sewer System or to increase the strength or quantity of wastewater discharged from connected facilities. The comment also includes information on how to obtain more information regarding the connection fee application procedure and fees, as well as a copy of the Connection Fee Information Sheet.

The applicant will be made aware of the sewer connection fee and, if an expansion of the sewerage system is necessary to accommodate the proposed project, the applicant will be required to pay the Districts' capital facilities fee to fund said expansion.

Response 1-5

The comment states that the capacities of the Districts' wastewater treatment facilities are based on the regional growth forecast adopted by the Southern California Association of Government (SCAG). The comment further states that all expansions of Districts' facilities must be sized and service phased in a manner that will be consistent with the regional growth forecasts. The available capacity of the Districts' treatment facilities will be limited to levels associated with this regional growth forecast. The letter does not constitute a guarantee of wastewater service but is to advise the developer that the Districts intend to provide this service up to the levels that are legally permitted and to inform the developer of the currently existing capacity and any proposed expansion of the Districts' facilities.

The applicant will be made aware of the Districts' intent to provide wastewater services up to the levels that are legally permitted. The existing capacity for the Amar Road Trunk Sewer and at the San Jose Creek WRP is acknowledged. As discussed in Response to Checklist Question 3.14a of the IS/MND, the proposed project is estimated to increase population by 135 persons, which would represent approximately two percent of the projected population increase for the City and would be within the SCAG 2040 population forecast for the City. The information provided by the Districts does not raise any new significant environmental issues and does not change the impact conclusions. Impacts to wastewater facilities would remain less than significant.

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 17, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF ADOPTING A RESOLUTION ESTABLISHING UNDERGROUND UTILITY DISTRICT NO. 8 - MERCED AVENUE (RULE 20A)

RECOMMENDATION:

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

RESOLUTION NO. 2022-45 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ESTABLISHING UNDERGROUND UTILITY DISTRICT NO. 8 ON MERCED AVENUE FROM 208 FEET EAST OF SOUTH ORANGE AVENUE TO 180 FEET WEST OF TROJAN WAY

BACKGROUND:

On April 19, 2022, the City Engineer filed a report with the City Council recommending establishing Underground Utility District No. 8. The City Council received and filed the report and set a public hearing for May 3, 2022 at 7:00pm regarding the establishment of Underground Utility District No. 8, pursuant to Chapter 23 of Article V of the West Covina Municipal Code. The April 19, 2022 staff report stated the City had an approximate current cumulative balance of $1,209,317 on deposit with Southern California Edison (SCE), with a continuing annual allowance of $79,967. Since then, SCE informed the City that the balance is $1,380,247 in Rule 20A allocations and that there is no longer an annual allowance accrued at this time. For that reason, the public hearing was rescheduled from May 3, 2022 to May 17, 2022. The public hearing is scheduled to receive public comments regarding the establishment of Underground Utility District No. 8. Each property owner within the proposed underground utility district and utilities concerned were notified by mail of the time and place of the hearing at least ten (10) days prior to the date thereof.

After the public hearing, pursuant to West Covina Municipal Code Section 23-290, if the Council finds that the public necessity, health, safety or welfare requires removal and underground installation of utility lines within the proposed underground utility district, the Council shall, by resolution, declare such designated area an underground utility district and order the removal and underground installation of utility lines.

DISCUSSION:

The proposed location for the Underground Utility District No. 8 has been identified along West Merced Avenue (from 208' east of South Orange Avenue to 180' west of Trojan Way). The proposed location is adjacent to public places such as the West Covina Unified School District administration building, Edgewood Sport Complex, and Orangewood Skate Park. It is expected that the undergrounding project will provide both safety and aesthetic benefits to Merced Avenue and adjacent areas. The proposed location is also close to the previously declared Underground Utility District (District No. 4) on Merced Avenue east of Sunset Avenue.

If approved by the City Council, it is estimated that construction will start in late 2023, and that it will take approximately 12 months to complete the underground installation and removal of overhead facilities.

If, after the public hearing, the Council finds that the public necessity, health, safety or welfare requires removal and underground installation of utility lines within the designated area, staff recommends that the Council adopt the proposed resolution establishing Underground Utility District No. 8 and ordering the removal and underground installation of utility lines located within the district.

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: Okan Demirci, CIP Manager

Fiscal Impact

FISCAL IMPACT:

Southern California Edison (SCE) prepared a Rough Order of Magnitude (ROM) cost estimate for this project. The ROM cost estimate for the project is $1,321,424, based on 2023 prices. At stated earlier the City has $1,380,247 in R20A allocations to cover this project. Therefore, there is no impact to the City's General Fund associated with this project.

Attachments

Attachment No. 1 - Resolution No. 2022-45

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Enhance City Image and Effectiveness
A Creative and Active Communuty

ATTACHMENT NO. 1

RESOLUTION NO. 2022-45

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ESTABLISHING UNDERGROUND UTILITY DISTRICT NO. 8 ON MERCED AVENUE FROM 208 FEET EAST OF SOUTH ORANGE AVENUE TO 180 FEET WEST OF TROJAN WAY

WHEREAS, the California Public Utilities Commission (CPUC) has authorized electronic and telecommunications utilities to convert overhead utility lines and facilities to underground facilities pursuant to Electric Rule 20 and Telecommunications Rule 32; and

WHEREAS, pursuant to certain criteria, CPUC rules allow participating cities and counties to establish legislation authorizing the creation of underground utility districts within which existing overhead electric and telecommunication distribution and service facilities will be converted to underground; and

WHEREAS, the City of West Covina adopted an ordinance, codified in Article V (Underground Utility Districts) of Chapter 23 (Utilities) of the West Covina Municipal Code, authorizing the City Council to, after a public hearing and upon finding that the public necessity, health, safety or welfare requires removal and underground installation of utility lines within a designated area, by resolution, declare the designated area an underground utility district and order the removal and underground installation of utility lines; and

WHEREAS, each year, Southern California Edison Company (SCE) notifies the City regarding the allocation of work credits for conversion of overhead electric distribution lines and facilities to underground, known as Rule 20A allocations; and

WHEREAS, the City has consulted with SCE regarding the undergrounding of overhead utilities within the boundaries of the proposed Underground Utility District No. 8, on West Merced Avenue from 208 feet east of South Orange Avenue to 180 feet west of Trojan Way, as more particularly described and depicted in Exhibits "A" and "B," both attached hereto and incorporated herein; and

WHEREAS, on April 19, 2022, the City Engineer filed a report for the City Council's consideration, detailing the City Engineer's recommendations for the boundaries of the proposed Underground Utility District No. 8, the extent of each utility's participation, estimates of the total costs to the City and affected property owners, and an estimate of the time required to complete such underground installation and removal of overhead facilities, in accordance with Section 23-288 of the West Covina Municipal Code; and

WHEREAS, on April 19, 2022, the City Council received and filed the City Engineer's report and set May 3, 2022 at 7:00pm as the date and time for the public hearing regarding the establishment of the proposed Underground Utility District No. 8; and

WHEREAS, on May 3, 2022, the City Council set May 17, 2022 at 7:00pm as the new date and time for the public hearing regarding the establishment of the proposed Underground Utility District No. 8; and

WHEREAS, on May 17, 2022, the City Council held a duly noticed public hearing pursuant to West Covina Municipal Code section 23-289 for the purpose of ascertaining whether the public necessity, health, safety or welfare requires the removal of poles, overhead wires and associated overhead structures within the proposed Underground Utility District No. 8 and the underground installation of wires and facilities for supplying electric, communication or similar or associated service; and

WHEREAS, the City Clerk notified each property owner within the proposed Underground Utility District No. 8, as shown on the last equalized assessment roll, and the utilities concerned, by mail, of the time and place of such public hearing at least ten (10) days prior to the date thereof pursuant to Section 23-289 of the West Covina Municipal Code; and

WHEREAS, at the public hearing, all interested persons were given the opportunity to be heard; and

WHEREAS, following the public hearing, the City Council has found that the public necessity, health, safety or welfare requires removal and underground installation of utility lines within the proposed Underground Utility District No. 8, and desires to declare such area as an underground utility district.

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

SECTION 1. Pursuant to Article V of Chapter 23 of the West Covina Municipal Code, the City Council finds that the public necessity, health and welfare requires the removal of poles, overhead wires and associated overhead structures and the underground installation of wires and facilities for supplying electric, communication or similar or associated service within the area on Merced Avenue from 208 feet east of South Orange Avenue to 180 feet west of Trojan Way, as more particularly described and depicted in Exhibits "A" and "B," and declares such area as an underground utility district, which shall be referred to as Underground Utility District No. 8 (the "District").

SECTION 2. The City Council finds that, consistent with the requirements of Rule 20A, the undergrounding of utilities within the District is in the general public interest because:

(a) The undergrounding will avoid or eliminate an unusually heavy concentration of overhead electric facilities;
(b) The street and rights-of-way in the District are extensively used by the general public and carry a heavy volume of pedestrian and vehicle traffic;
(c) The street and rights-of-way in the District pass through a civic area, recreational or scenic area; and

(d) The street qualifies as an arterial or collector road in the City's General Plan.

SECTION 3. The City's Rule 20A allocation will be charged for all electrical service undergrounding in the District, including service laterals and conversions to individual structures, and utility companies shall underground their facilities within the District at their own expense. Notwithstanding any provisions of Article V of Chapter 23 of the West Covina Municipal Code to the contrary, owners, tenants, or occupants of private property within the District shall not be responsible for undergrounding utilities on their property, but shall give appropriate access to utilities to undertake the undergrounding.

SECTION 4. The removal of poles, overhead wires and associated overhead structures and the underground installation of wires and facilities for supplying electric, communication or similar or associated services within Underground Utility District No. 8 shall be completed by December 31, 2024. All affected property owners shall be ready to receive underground service by such date.

SECTION 5. In accordance with Section 23-293 of the West Covina Municipal Code, the City Council authorizes the following exceptions within the District, subject to the City Engineer's approval on a case-by-case basis:

(a) Any municipal facilities or equipment installed under the supervision and to the satisfaction of the City Engineer.
(b) Poles, or electroliers used exclusively for street lighting.
(c) Overhead wires (exclusive of supporting structures) crossing any portion of the District within which overhead wires have been prohibited, or connecting to buildings on the perimeter of the District, when such wires originate in an area from which poles, overhead wires and associated overhead structures are not prohibited.
(d) Poles, overhead wires and associated overhead structures used for the transmission of electric energy at nominal voltages in excess of thirty-four thousand five hundred (34,500) volts.
(e) Overhead wires attached to the exterior surface of a building by means of a bracket or other fixture and extending from one location on the building to another location on the same building or to an adjacent building without crossing any public street.
(f) Antennae, associated equipment and supporting structures, used by a utility for furnishing communication services.
(g) Equipment appurtenant to underground facilities, such as surface mounted transformers, pedestal mounted terminal boxes and meter cabinets, and concealed ducts.
(h) Temporary poles, overhead wires and associated overhead structures used or to be used in conjunction with construction projects.

SECTION 6. Within ten (10) days from the date of the adoption of this Resolution, the City Clerk shall notify all utilities having lines or facilities within Underground Utility District No.

8 and all affected property owners of the adoption of this Resolution. The City Clerk shall further notify such affected property owners that, if the owner or occupant of the property desires to continue to receive electric, communication or similar or associated service, it will be necessary to provide those facility changes on the premises required to receive such service from the lines of the supplying utility or utilities at a new underground location. The City Clerk shall provide such notice by mailing a copy of this Resolution together with a copy of Article V of Chapter 23 of the West Covina Municipal Code to all affected property owners as shown on the last equalized assessment roll and to the affected utilities

APPROVED AND ADOPTED this 17th day of May, 2022.

_____
Dario Castellanos
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2022-45 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 17th day of May, 2022, by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick
Assistant City Clerk

EXHIBIT A

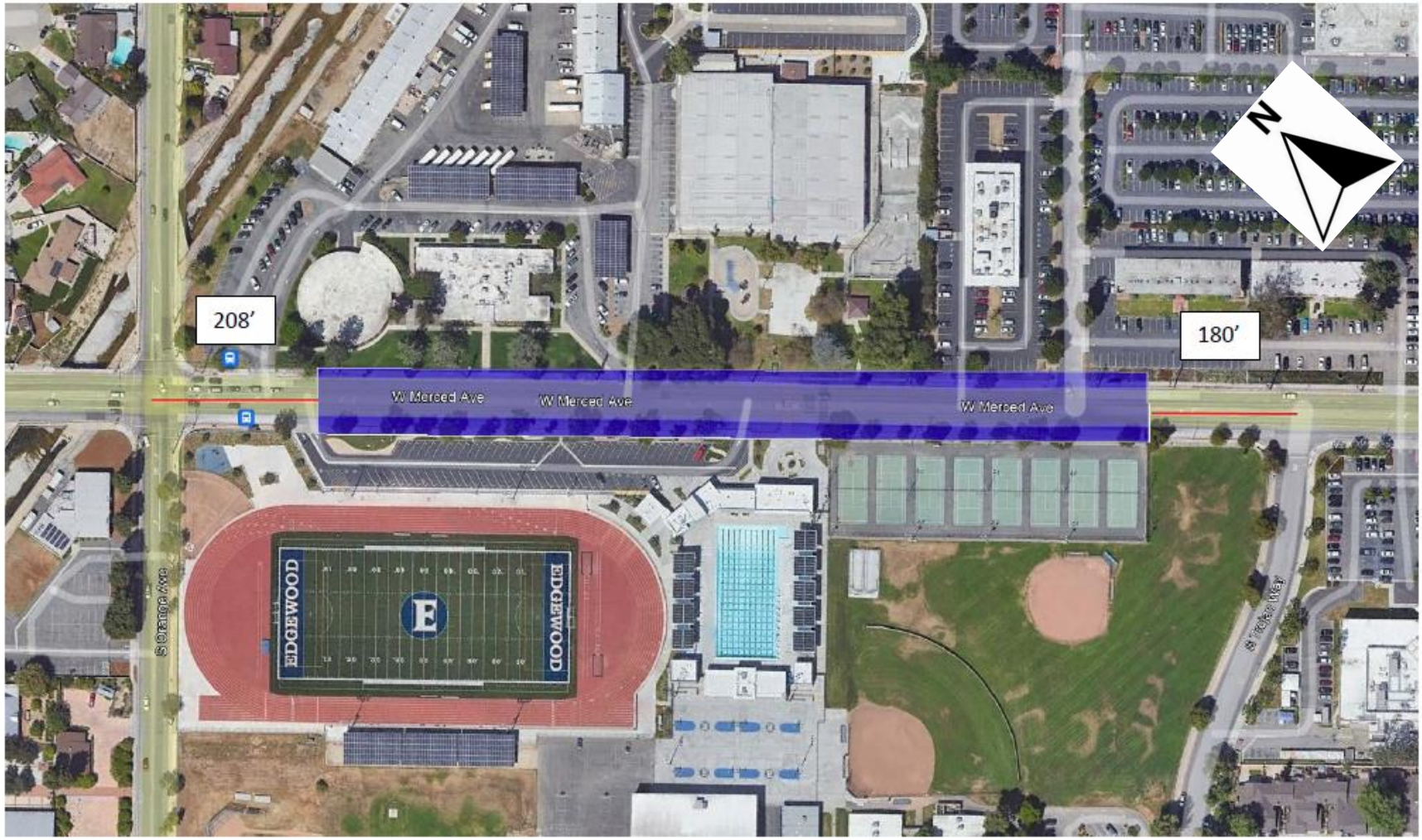
DESCRIPTION OF DISTRICT

Those portions of Merced Avenue in the City of West Covina, County of Los Angeles, State of California, as existed on March 15, 2022, bounded as follows:

Bounded westerly 208 feet from the Centerline of S. Orange Avenue and bounded easterly 180 feet from the centerline of Trojan Way.

EXHIBIT B

DEPICTION OF DISTRICT



W. Merced Avenue Undergrounding District Location Map

Underground District limits

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: May 17, 2022

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF ORDINANCE AMENDING THE CONTRACT BETWEEN THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM AND THE CITY OF WEST COVINA TO IMPLEMENT COST-SHARING IN ACCORDANCE WITH SECTION 20516 OF THE CALIFORNIA GOVERNMENT CODE AND THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WEST COVINA AND THE WEST COVINA POLICE OFFICERS' ASSOCIATION

RECOMMENDATION:

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

ORDINANCE NO. 2496 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY OF WEST COVINA AND THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BACKGROUND:

The City of West Covina (City) and the West Covina Police Officer's Association (POA) ratified their 2021 to 2024 Memorandum of Understanding (MOU) on January 18, 2022. Under the terms of this MOU, the City and POA seek to amend the City's contract with the California Public Employees' Retirement System ("CalPERS") and establish cost-sharing by a contract amendment under Government Code section 20516(a).

The City and POA agreed to amend their MOU to reflect the following:

- That cost-sharing will be done by contract amendment under Government Code section 20516(a). Further, until the City effectuates the cost-sharing by amendment under Government Code section 20516(a), the cost-sharing will continue to be by an agreement under Government Code section 20516(f).
- That this cost-sharing provision will be applicable to the West Covina Police Officer's Association bargaining unit consisting of the following Safety members: Police Officers, Police Corporals, and Police Sergeants.
- That this amended contract is applicable to Classic Members. Under the amended contract, cost-sharing will operate as follows:

  Classic Members: 3%

Classic Members shall pay an additional three percent (3%) of compensation earnable towards the employer contribution as cost-sharing in accordance with Government Code section 20516(a).

In January 2022, the City submitted its request to CalPERS to initiate this contract amendment. In March 2022, CalPERS sent the City the necessary amendment packet to proceed with the process. On April 5, 2022, the City Council adopted a Resolution of Intent to approve the contract amendment and introduced Ordinance No. 2496 to formally initiate the CalPERS contract amendment process to reflect the cost-sharing arrangement summarized above.

DISCUSSION:

The City has been working with CalPERS on the contract amendment process to implement employee cost-sharing as described above. CalPERS has provided the City with the amended contract draft (Exhibit A to Attachment No. 1) needed for the contract amendment.

In order to proceed with amending the City's CalPERS contract, City Council must first adopt a Resolution of Intent to amend the City's CalPERS contract and conduct a first reading of the Ordinance. The City Council took these actions on April 5, 2022. Following the adoption of the Resolution of Intent, POA employees must hold a secret ballot election and vote to approve the adoption. The POA held a secret ballot election over the period of April 6, 2022 through April 29, 2022, approving the adoption of the contract amendment. Finally, under Government Code section 20471, the City Council must adopt the Ordinance no earlier than 20 days after the adoption of the Resolution of Intent. Ordinance No. 2496 is being presented to the City Council for adoption.

Below is the anticipated schedule of events:

- April 5, 2022 – Adoption of Resolution of Intent, Introduction of Ordinance
- April 6-29, 2022 – Vote by POA
- May 17, 2022 – Adoption of Ordinance
- June 17, 2022 – Earliest effective date of the amended CalPERS contract
- June 25, 2022 – Beginning of the first pay period following the effective date of the ordinance

Staff recommends that the City Council conduct the second reading and adopt Ordinance No. 2496. The Ordinance will take effect on the 31st day following adoption, which is on or about June 17, 2022.

LEGAL REVIEW:

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

Fiscal Impact

FISCAL IMPACT:

The contract amendment provides that the City employees in the membership described above will pay an additional 3% of the employer's share of the CalPERS employer contribution. This cost sharing arrangement is expected to save the City approximately $290,000 per fiscal year.

Attachments

Attachment No. 1 - Ordinance No. 2496

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

ATTACHMENT NO. 1

ORDINANCE NO. 2496

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AUTHORIZING AN AMENDMENT TO THE CONTRACT BETWEEN THE CITY OF WEST COVINA AND THE BOARD OF ADMINISTRATION OF THE CALIFORNIA PUBLIC EMPLOYEES' RETIREMENT SYSTEM

WHEREAS, the Public Employees' Retirement Law permits the participation of public agencies and their employees in the Public Employees' Retirement System (PERS) by the execution of a contract, and sets forth the procedure by which public agencies may elect to subject themselves and their employees to amendments to said law; and

WHEREAS, the City of West Covina, by action of the City Council in accordance with the Public Employee's Retirement Law, entered into a contract with PERS effective January 1, 1966, and subsequently amended said contract, with the most recent amendment occurring December 20, 2012, which PERS contract provides for participation of the City and its employees in PERS; and

WHEREAS, one of the steps in the procedures to amend the contract with PERS is the adoption by the governing body of the public agency of a resolution giving notice of its intention to approve an amendment to its contract, which resolution must contain a summary of the proposed contract change; and

WHEREAS, on April 5, 2022, the West Covina City Council adopted Resolution No. 2022-25 giving notice of its intention to approve an amendment to its contract with PERS in accordance with the 2021 to 2024 Memorandum of Understanding between the City and the West Covina Police Officers' Association and providing the following summary of the proposed change:

> Under Government Code section 20516(a), the City will effectuate cost sharing by amendment such that Classic Members of the West Covina Police Officers' Association shall pay an additional three percent (3%) of compensation earnable towards the employer contribution; and

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

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

SECTION 1. An amendment to the contract between the City Council of the City of West Covina and the Board of Administration, California Public Employees' Retirement System is hereby authorized. A copy of the amendment is attached, marked Exhibit A, and by such reference made a part of this Ordinance as though set out in full.

SECTION 2. The Mayor of the City of West Covina is hereby authorized, empowered, and directed to execute the amendment for and on behalf of the City of West Covina.

SECTION 3. This Ordinance shall take effect and be in force thirty (30) days from and after the date of its passage.

SECTION 4. The City Clerk shall certify to the adoption of this Ordinance and shall cause this Ordinance to be published or posted as required by law.

PASSED, APPROVED AND ADOPTED this 17th day of May, 2022.

_____
Dario Castellanos
Mayor

APPROVED AS TO FORM

_____
Thomas P. Duarte
City Attorney

ATTEST

_____
Lisa Sherrick
Assistant City Clerk

I, LISA SHERRICK, Assistant City Clerk of the City of West Covina, California, do hereby certify that the foregoing Ordinance No. 2496 was introduced at a regular meeting of the City Council held on the 5th day of April, 2022, and adopted at a regular meeting of the City Council on the 17th day of May, 2022 by the following vote of the City Council:

AYES:
NOES:
ABSENT:
ABSTAIN:

_____
Lisa Sherrick
Assistant City Clerk

EXHIBIT A

AMENDMENT TO CALPERS CONTRACT

CalPERS

EXHIBIT

California
Public Employees' Retirement System

AMENDMENT TO CONTRACT

Between the
Board of Administration
California Public Employees' Retirement System
and the
City Council
City of West Covina

The Board of Administration, California Public Employees' Retirement System, hereinafter referred to as Board, and the governing body of the above public agency, hereinafter referred to as Public Agency, having entered into a contract effective July 1, 1966, and witnessed May 26, 1966, and as amended effective November 1, 1968, October 1, 1970, September 16, 1977, December 11, 1978, January 1, 1979, June 1, 1983, December 16, 1983, December 16, 1984, December 16, 1987, February 16, 1989, July 1, 1989, June 17, 1992, January 6, 1994, June 24, 1997, September 24, 1997, October 2, 1998, November 17, 1998, July 16, 1999, July 8, 2000, August 4, 2001, October 12, 2002, July 1, 2006, January 8, 2011, July 20, 2011 and December 20, 2012 which provides for participation of Public Agency in said System, Board and Public Agency hereby agree as follows:

A. Paragraphs 1 through 20 are hereby stricken from said contract as executed effective December 20, 2012, and hereby replaced by the following paragraphs numbered 1 through 22 inclusive:

1. All words and terms used herein which are defined in the Public Employees' Retirement Law shall have the meaning as defined therein unless otherwise specifically provided. "Normal retirement age" shall mean age 55 for classic local miscellaneous members entering membership in the miscellaneous classification on or prior to January 8, 2011, age 60 for classic local miscellaneous members entering membership for the first time in the miscellaneous classification after January 8, 2011, age 62 for new local miscellaneous members, age 50 for classic local fire members entering membership in the fire classification on or prior to July 20, 2011 and for those classic local police members entering membership in the police classification on or prior to December 20, 2012, age 55 for classic local fire members entering membership for the first time in the fire classification after July 20, 2011 and for those classic local police members entering membership for the first time in the police classification after December 20, 2012 and age 57 for new local safety members.

2. Public Agency shall participate in the Public Employees' Retirement System from and after July 1, 1966 making its employees as hereinafter provided, members of said System subject to all provisions of the Public Employees' Retirement Law except such as apply only on election of a contracting agency and are not provided for herein and to all amendments to said Law hereafter enacted except those, which by express provisions thereof, apply only on the election of a contracting agency.

3. Public Agency agrees to indemnify, defend and hold harmless the California Public Employees' Retirement System (CalPERS) and its trustees, agents and employees, the CalPERS Board of Administration, and the California Public Employees' Retirement Fund from any claims, demands, actions, losses, liabilities, damages, judgments, expenses and costs, including but not limited to interest, penalties and attorney fees that may arise as a result of any of the following:

   (a) Public Agency's election to provide retirement benefits, provisions or formulas under this Contract that are different than the retirement benefits, provisions or formulas provided under the Public Agency's prior non-CalPERS retirement program.

   (b) Any dispute, disagreement, claim, or proceeding (including without limitation arbitration, administrative hearing, or litigation) between Public Agency and its employees (or their representatives) which relates to Public Agency's election to amend this Contract to provide retirement benefits, provisions or formulas that are different than such employees' existing retirement benefits, provisions or formulas.

(c) Public Agency's agreement with a third party other than CalPERS to provide retirement benefits, provisions, or formulas that are different than the retirement benefits, provisions or formulas provided under this Contract and provided for under the California Public Employees' Retirement Law.

4. Employees of Public Agency in the following classes shall become members of said Retirement System except such in each such class as are excluded by law or this agreement:

   a. Local Fire Fighters (herein referred to as local safety members);

   b. Local Police Officers (herein referred to as local safety members);

   c. Employees other than local safety members (herein referred to as local miscellaneous members).

5. In addition to the classes of employees excluded from membership by said Retirement Law, the following classes of employees shall not become members of said Retirement System:

   a. **PERSONS COMPENSATED ON AN HOURLY BASIS; AND**

   b. **EMPLOYEES AND FORMER EMPLOYEES RETAINING RIGHTS, OR RECEIVING BENEFITS ON ACCOUNT OF RETIREMENT FOR SERVICE UNDER THE LOCAL SYSTEM AS OF JULY 1, 1966.**

6. Benefits being received under the local system on July 1, 1966 by persons retired for disability shall be continued by the Public Employees' Retirement System at the rate provided in the local system in accordance with Section 20481 of the said Retirement Law, said rate being constituted as follows:

   a. A monthly lifetime allowance in the amount of one-half of the retired person's basis salary at the date of disability retirement reduced by the worker's compensation payments, each month during the retired person's entitlement to such payments.

   b. A $500 death benefit payable upon death of the retired person described above.

7. Public Agency, in accordance with Section 20685 of the Government Code, shall provide that the normal rate of contribution for those employees who were members of the Local Retirement System be based on age at entry into said local system.

8. Assets heretofore accumulated with respect to members in the local retirement system have been transferred to the Public Employees' Retirement System and applied against the liability for prior service incurred thereunder. That portion of the assets so transferred which represent the accumulated contributions (plus interest thereof) required of the employees under said local system has been credited to the individual membership account of each such employee under the Public Employees' Retirement System.

9. This contract shall be a continuation of the contract of the San Gabriel Valley Fire Authority. A portion of the function of The San Gabriel Valley Fire Authority has been transferred to the City of West Covina. The accumulated contributions, assets and liability for prior and current service under the Former Agency's contract shall be merged pursuant to Section 20508 of the Government Code. Such merger occurred February 1, 1989.

10. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member in employment before and not on or after July 1, 2006 shall be determined in accordance with Section 21354 of said Retirement Law (2% at age 55 Full).

11. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local miscellaneous member in employment on or after July 1, 2006 and not entering membership for the first time in the miscellaneous classification after January 8, 2011 shall be determined in accordance with Section 21354.4 of said Retirement Law (2.5% at age 55 Full).

12. The percentage of final compensation to be provided for each year of credited current service as a classic local miscellaneous member entering membership for the first time in the miscellaneous classification after January 8, 2011 shall be determined in accordance with Section 21353 of said Retirement Law (2% at age 60 Full).

13. The percentage of final compensation to be provided for each year of credited prior and current service as a new local miscellaneous member shall be determined in accordance with Section 7522.20 of said Retirement Law (2% at age 62 Full).

14. The percentage of final compensation to be provided for each year of credited prior and current service as a classic local fire member entering membership in the fire classification on or prior to July 20, 2011 and for those classic local police members entering membership in the police classification on or prior to December 20, 2012 shall be determined in accordance with Section 21362.2 of said Retirement Law (3% at age 50 Full).

15. The percentage of final compensation to be provided for each year of credited current service as a classic local fire member entering membership for the first time in the fire classification after July 20, 2011 and for those classic local police members entering membership for the first time in the police classification after December 20, 2012 shall be determined in accordance with Section 21363.1 of said Retirement Law (3% at age 55 Full).

16. The percentage of final compensation to be provided for each year of credited prior and current service as a new local safety member shall be determined in accordance with Section 7522.25(d) of said Retirement Law (2.7% at age 57 Full).

17. Public Agency elected and elects to be subject to the following optional provisions:

    a. Section 21389 (Second Opportunity to Elect 1959 Survivor Benefits). Legislation repealed said Section effective September 27, 1979.

    b. Section 21536 (Local System Service Credit Included in Basic Death Benefit).

    c. Section 20903 (Two Years Additional Service Credit) for local miscellaneous members only.

    d. Sections 21624 and 21626 (Post-Retirement Survivor Allowance) for local safety members only.

    e. Section 20042 (One-Year Final Compensation) for classic members only.

    f. Section 20965 (Credit for Unused Sick Leave).

    g. Section 21622 ($600 Retired Death Benefit) for local fire members only.

    h. Section 21024 (Military Service Credit as Public Service).

    i. Section 21574 (Fourth Level of 1959 Survivor Benefits).

    j. Section 21548 (Pre-Retirement Option 2W Death Benefit) for local safety members only.

    k. Section 20475 (Different Level of Benefits). Section 21353 (2% @ 60 Full formula) is applicable to classic local miscellaneous members entering membership for the first time with this agency in the miscellaneous classification after January 8, 2011.

Section 21363.1 (3% @ 55 Full formula) is applicable to classic local fire members entering membership for the first time with this agency in the fire classification after July 20, 2011.

Section 21363.1 (3% @ 55 Full formula) is applicable to classic local police members entering membership for the first time with this agency in the police classification after December 20, 2012.

I. Section 20516 (Employees Sharing Additional Cost):

From and after the effective date of this amendment to contract, 3% for classic local police members in the West Covina Police Officer's Association.

The portion of the employer's contribution that the member agrees to contribute from his or her compensation, over and above the member's normal contribution ("Cost Sharing Percentage"), shall not exceed the Employer Normal Cost Rate, as that rate is defined in the CalPERS Actuarial Valuation for the relevant fiscal year. If the Cost Sharing Percentage will exceed the relevant Employer Normal Cost Rate, the Cost Sharing Percentage shall automatically be reduced to an amount equal to, and not to exceed, the Employer Normal Cost Rate for the relevant fiscal year.

18. Public Agency, in accordance with Government Code Section 20790, ceased to be an "employer" for purposes of Section 20834 effective on September 16, 1977. Accumulated contributions of Public Agency shall be fixed and determined as provided in Government Code Section 20834, and accumulated contributions thereafter shall be held by the Board as provided in Government Code Section 20834.

19. Public Agency shall contribute to said Retirement System the contributions determined by actuarial valuations of prior and future service liability with respect to local miscellaneous members and local safety members of said Retirement System.

20. Public Agency shall also contribute to said Retirement System as follows:

    a. Contributions required per covered member on account of the 1959 Survivor Benefits provided under Section 21574 of said Retirement Law. (Subject to annual change.) In addition, all assets and liabilities of Public Agency and its employees shall be pooled in a single account, based on term insurance rates, for survivors of all local miscellaneous members and local safety members.

b. A reasonable amount, as fixed by the Board, payable in one installment within 60 days of date of contract to cover the costs of administering said System as it affects the employees of Public Agency, not including the costs of special valuations or of the periodic investigation and valuations required by law.

c. A reasonable amount, as fixed by the Board, payable in one installment as the occasions arise, to cover the costs of special valuations on account of employees of Public Agency, and costs of the periodic investigation and valuations required by law.

21. Contributions required of Public Agency and its employees shall be subject to adjustment by Board on account of amendments to the Public Employees' Retirement Law, and on account of the experience under the Retirement System as determined by the periodic investigation and valuation required by said Retirement Law.

22. Contributions required of Public Agency and its employees shall be paid by Public Agency to the Retirement System within fifteen days after the end of the period to which said contributions refer or as may be prescribed by Board regulation. If more or less than the correct amount of contributions is paid for any period, proper adjustment shall be made in connection with subsequent remittances. Adjustments on account of errors in contributions required of any employee may be made by direct payments between the employee and the Board.

B. This amendment shall be effective on the _____ day of _____, _____.

PLEASE DO NOT SIGN "EXHIBIT ONLY"

BOARD OF ADMINISTRATION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

BY_____
MELODY BENAVIDES, CHIEF
PENSION CONTRACTS AND PREFUNDING
PROGRAMS DIVISION
PUBLIC EMPLOYEES' RETIREMENT SYSTEM

CITY COUNCIL
CITY OF WEST COVINA

BY_____
PRESIDING OFFICER

PLEASE DO NOT SIGN "EXHIBIT ONLY"

_____
Witness Date

Attest:

_____
Clerk