



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**MARCH 7, 2023, 7:00 PM
REGULAR MEETING**

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

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

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 MARCH 7, 2023, 7:00 PM
REGULAR MEETING**

INVOCATION

Led by Mr. Andrew Salas, Tribal Chairperson from the Gabrieleño Band of Mission Indians Tribal Government, Kizh Nation

PLEDGE OF ALLEGIANCE

Led by Mayor Diaz

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Certificates of Recognition presented to the Pony League Champions
- Mr. Andrew Salas, Tribal Chairperson from the Gabrieleño Band of Mission Indians Tribal Government, Kizh Nation

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 FEBRUARY 21, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES. THE REGULAR CLOSED SESSION MEETING WAS CANCELED.**

It is recommended that the City Council approve the February 21, 2023, Regular Session Meeting Minutes.

COMMUNITY DEVELOPMENT

- 2) **CONSIDERATION OF SUMMARY VACATION OF PORTION OF RIGHT-OF-WAY LOCATED AT 1024 WEST WORKMAN AVENUE ALONG NORTH VINCENT AVENUE**

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

RESOLUTION NO. 2023-2 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ORDERING THE VACATION OF THE 1,801 SQUARE FOOT PORTION OF THE RIGHT-OF-WAY LOCATED AT 1024 WEST WORKMAN AVENUE ALONG NORTH VINCENT AVENUE

3) CONSIDERATION OF APPROVAL OF TRAFFIC RECOMMENDATIONS FROM THE TRAFFIC COMMITTEE MEETINGS BETWEEN JUNE 2022 THROUGH JANUARY 2023

It is recommended that the City Council approve the traffic recommendations listed below for traffic engineering improvements citywide from the Traffic Committee Meetings held between June 2022 through January 2023.

1. Traffic Review of S. Citrus Street Crosswalk Between Walnut Creek Parkway and E. Cortez Street (June 2022 Traffic Committee Meeting)
2. Traffic Review of Evangelina Street from Elena Avenue to Woodgate Drive (June 2022 Traffic Committee Meeting)
3. Traffic Review of Willow Avenue at Farlington Street (June 2022 Traffic Committee Meeting)
4. Red Curb Review of 1500 E. Cameron Avenue (August 2022 Traffic Committee Meeting)
5. Red Curb Review of 1831 Gemini Street (August 2022 Traffic Committee Meeting)
6. Traffic Review on Rowland Avenue Between Vincent Avenue to Lark Ellen Avenue (September 2022 Traffic Committee Meeting)
7. Traffic Review on California Avenue Between Service Avenue to West Covina Parkway (September 2022 Traffic Committee Meeting)
8. Traffic Review of Durness Street Between Sunset Avenue and California Avenue (October 2022 Traffic Committee Meeting)
9. Traffic Review at the Intersection of Orange Avenue and Pacific Lane (October 2022 Traffic Committee Meeting)
10. Traffic Review of S. Morganfield Avenue from E. Hollingworth Street to E. Pinefalls Drive (October 2022 Traffic Committee Meeting)
11. Traffic Review of NB Citrus Street at Garvey Avenue S (December 2022 Traffic Committee Meeting)
12. Traffic Review of 534 N Azusa Avenue Green Curb (December 2022 Traffic Committee Meeting)
13. Line of Sight Review of Jubilee Christian School (January 2023 Traffic Committee Meeting)
14. Traffic Review of E. Garvey Avenue S Between Azusa Avenue and Hollenbeck Avenue (January 2023 Traffic Committee Meeting)
15. Line of Sight Review of Woodgate Drive and Evangelina Street (January 2023 Traffic Committee Meeting)

4) ADOPTION OF CITIZEN REQUEST POLICY FOR TRAFFIC REVIEWS

It is recommended that the City Council receive and file the City's New Citizen Request for Traffic Review Application Tool.

POLICE DEPARTMENT

5) CONSIDERATION OF ADOPTION AND PROMULGATION OF AN UPDATED CITY EMERGENCY OPERATIONS PLAN

Staff recommends that the City Council adopt the following resolution:

RESOLUTION NO. 2023-18 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE CITY OF WEST COVINA EMERGENCY OPERATIONS PLAN

END OF CONSENT CALENDAR

HEARINGS

PUBLIC HEARINGS

6) PUBLIC HEARING REGARDING THE FISCAL YEAR (FY) 2023-2024 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTION PLAN

It is recommended that the City Council:

1. Conduct the public hearing; and
2. Direct staff to develop a draft FY 2023-2024 CDBG Action Plan, based on the needs and priorities approved for the FY 2020-2024 Consolidated Plan.

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

March 21, 2023

7:00 PM

RULES OF DECORUM

The following are excerpts from the West Covina Municipal Code:

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

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

Sec. 2-50. Decorum--Required.

- a. While the council is in session, the members shall preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or disrupt the proceedings or the peace of the council nor interrupt any member while speaking or refuse to obey the orders of the council or its presiding officer, except as otherwise herein provided.
- b. Members of the public shall not willfully disrupt the meeting or act in a manner that actually impairs the orderly conduct of the meeting. For the purposes of this code, "willfully disrupt" includes, but is not limited to, continuing to do any of the following after being warned by the Mayor that continuing to do so will be a violation of the law:
 - a. Addressing the Mayor and City Council without first being recognized.
 - b. Persisting in addressing a subject or subjects, other than that before the Mayor and City Council.
 - c. Repetitiously addressing the same subject.
 - d. Failing to relinquish the podium when directed to do so.
 - e. From the audience, interrupting or attempting to interrupt, a speaker, the Mayor, a council member, or a staff member or shouting or attempting to shout over a speaker, the Mayor, a council member or a staff member.
 - f. As a speaker, interrupting or attempting to interrupt the Mayor, a council member, or a staff member, or shouting over or attempting to shout over the Mayor, a council member, or a staff member. Nothing in this section or any rules of the council shall be construed to prohibit public criticism of the policies, procedures, programs, or services of the City or of the acts or omissions of the City Council. It shall be unlawful to violate the provisions of this Section.

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

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

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

The following are excerpts from the Penal Code

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

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



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: March 7, 2023

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF APPROVAL OF THE FEBRUARY 21, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES. THE REGULAR CLOSED SESSION MEETING WAS CANCELED.

RECOMMENDATION:

It is recommended that the City Council approve the February 21, 2023, Regular Session Meeting Minutes.

DISCUSSION:

That the City Council adopt the attached minutes.

Prepared by: Lisa Sherrick; Assistant City Clerk

Attachments

Attachment No. 1 - 2/21/2023 Regular Session Minutes Draft

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness



CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

**FEBRUARY 21, 2023, 7:00 PM
REGULAR MEETING**

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

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

MINUTES

CALL TO ORDER

A Regular Session Meeting was called to order by Mayor Rosario Diaz on Tuesday, February 21, 2023, at 7:00 p.m., in the Council Chambers, 1444 West Garvey Avenue South, West Covina, California

INVOCATION

Led by Pastor Mason Okubo from Immanuel First Lutheran Church

PLEDGE OF ALLEGIANCE

Led by Councilwoman Lopez-Viado

ROLL CALL

Present: Council Members Tony Wu, Letty Lopez-Viado, Cantos Mayor Pro Tem Brian Tabatabai, Mayor Rosario Diaz

REPORTING OUT FROM CLOSED SESSION

Closed Session for February 21, 2023 was cancelled

PRESENTATIONS

- Proclamation for Black History Month
- Air Quality Updates Presentation by South Coast Air Quality Management District
– Michael Cacciotti, Governing Board Vice Chair

ORAL COMMUNICATIONS - Five (5) minutes per speaker

Marsha Solorio
John Shewmaker
Armando Herman
Joe L.P.
Mike Ramos
Matthew Smith
Ricardo Martinez
Elsie Messman
Wen Wen Zhang
Robert Mitchell
Chris Miller
Brian Gutierrez
Michele Durfee
Heidi Carreon
Don Quick
Nelly Le Gaspe
Josey Tenorio
Stephanie Serrano
Jessa Calderon
Violet Luxton
Tina Calderon
Jamie Rocha
Shahrzad Shshyr
Isaac Chu
Elenah Vasquez
Marisol Sanchez
Jeremy Gonzalez
Albert Acuña Jr.
Alfred Mendoza
Roland Conley
Trinidad Ruiz
Jennessa Howard

Nicholas Rocha
Gretel Rodriguez
Alejandro Xipecoatl Juarez-Ugalle
Daniel Luna
Maria Carbajal
R. Robinson
Vanessa Marquez
Juay Roybal-Kastl
Cheyenne Rocha
Marcos Aguilar

CITY MANAGER'S REPORT

Presentation given by Mr. Carmany.

CONSENT CALENDAR

ACTION: Motion by Councilman Cantos, Second by Councilwoman Lopez-Viado 5-0 to: Approve Consent Calendar Items 1 through 11 with the exception of Item 4

ACTION: Motion by Councilman Wu, Second by Councilman Wu 5-0 to: Approve Consent Calendar Item 2 (This item was pulled for discussion by Councilman Wu).

APPROVAL OF MEETING MINUTES

- 1) **CONSIDERATION OF APPROVAL OF THE FEBRUARY 7, 2023, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES AND THE FEBRUARY 7, 2023, CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES.**

Carried 5-0 to: approve the February 7, 2023, Closed Session Meeting Minutes and the February 7, 2023, Regular Session Meeting Minutes.

CITY MANAGER'S OFFICE

- 2) **TERMINATE THE AGREEMENT OF PURCHASE AND SALE AND JOINT ESCROW INSTRUCTIONS WITH SINGPOLI BD GROUP LLC**

Carried 5-0 to: authorize the City Manager to terminate the Agreement of Purchase and Sale and Joint Escrow Instructions with Singpoli Group, LLC and any and all agreements and documents necessary including canceling escrow.

3) **CONSIDERATION OF TERMINATION OF EXCLUSIVE NEGOTIATION AGREEMENT WITH ENVISION HOTEL PARTNERS, LLC FOR THE CITY YARD PROPERTY PROJECT (811 SOUTH SUNSET AVENUE)**

Carried 5-0 to: authorize the City Manager to terminate the Exclusive Negotiation Agreement (ENA) with Envision Hotel Partners, LLC.

4) **CONSIDERATION OF RESOLUTION APPROVING A CENTRAL INVENTORY AND DECLARING CITY-OWNED PROPERTIES AS SURPLUS LAND PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 54222**

Carried 5-0 to: adopt the following Resolution:

RESOLUTION NO. 2023-15 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA APPROVING A CENTRAL INVENTORY OF SURPLUS LAND PURSUANT TO GOVERNMENT CODE SECTION 54221, DECLARING SUCH LANDS ARE NOT NECESSARY FOR THE CITY'S USE, FINDING THAT SUCH DECLARATION IS EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO CEQA GUIDELINES SECTION 15060(C)(3), AND TAKING RELATED ACTIONS

5) **CONSIDERATION OF RESOLUTION NO. 2023-17 CONTINUING THE LOCAL EMERGENCY RELATED TO SEVERE WINTER STORMS**

Carried 5-0 to: adopt the following resolution:

RESOLUTION NO. 2023-17 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DETERMINING THE NEED TO CONTINUE THE LOCAL EMERGENCY PROCLAIMED ON JANUARY 11, 2023 RELATED TO SEVERE WINTER STORMS

6) **CONSIDERATION OF MAYORAL APPOINTMENTS OF CITY COUNCIL MEMBER REPRESENTATIVES TO VARIOUS ADVISORY BOARDS AND COMMITTEES**

Carried 5-0 to: adopt the following resolution:

RESOLUTION NO. 2023-16 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE MAYOR'S APPOINTMENTS TO VARIOUS ADVISORY BOARDS AND COMMITTEES

7) CONSIDERATION OF RESOLUTION NO. 2023-8 TERMINATING THE LOCAL EMERGENCY RELATING TO COVID-19

Carried 5-0 to: adopt the following resolution:

RESOLUTION NO. 2023-8 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, PROCLAIMING THE TERMINATION OF THE LOCAL EMERGENCY PROCLAIMED ON MARCH 16, 2020 RELATING TO THE COVID-19 PANDEMIC

8) CONSIDERATION OF FOURTH AMENDMENT TO RETAINER AGREEMENT FOR CITY ATTORNEY SERVICES

Carried 5-0 to: approve the Fourth Amendment to Retainer Agreement with Jones Mayer for City Attorney services.

FINANCE DEPARTMENT

9) SECOND QUARTER FINANCIAL REPORT FOR FISCAL YEAR 2022-23

Carried 5-0 to: take the following actions:

1. Receive and file the Second Quarter Financial Report for Fiscal Year 2022-23; and
2. Adopt the following resolution:

RESOLUTION NO. 2023-7 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2022 AND ENDING JUNE 30, 2023 (SECOND QUARTER FINANCIAL REPORT)

FIRE DEPARTMENT

10) CONSIDERATION OF APPOINTMENT OF A HEARING OFFICER FOR CALRECYCLE LOCAL ENFORCEMENT AGENCY PROGRAM

Carried 5-0 to: adopt the following actions:

RESOLUTION NO. 2023-14 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPOINTING A HEARING OFFICER FOR APPEALS ARISING FROM THE LOCAL ENFORCEMENT AGENCY

HUMAN RESOURCES/RISK MANAGEMENT

11) CONSIDERATION OF SIDE LETTERS OF AGREEMENT FOR FIVE BARGAINING UNITS

Carried 5-0 to: adopt the following resolutions:

RESOLUTION NO. 2023-9 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE SIDE LETTER BETWEEN THE CITY AND THE CITY OF WEST COVINA GENERAL EMPLOYEES' ASSOCIATION

RESOLUTION NO. 2023-10 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE SIDE LETTER BETWEEN THE CITY AND THE CITY OF WEST COVINA CONFIDENTIAL EMPLOYEES' ASSOCIATION

RESOLUTION NO. 2023-11 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE SIDE LETTER BETWEEN THE CITY AND THE CITY OF WEST COVINA MAINTENANCE & CRAFTS EMPLOYEES' ASSOCIATION

RESOLUTION NO. 2023-12 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE SIDE LETTER BETWEEN THE CITY AND THE CITY OF WEST COVINA MID-MANAGEMENT EMPLOYEES' ASSOCIATION

RESOLUTION NO. 2023-13 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA,

**ADOPTING THE SIDE LETTER BETWEEN THE CITY AND THE
CITY OF WEST COVINA NON-SWORN EMPLOYEES'
ASSOCIATION**

END OF CONSENT CALENDAR

PUBLIC HEARINGS

**12) PUBLIC HEARING REGARDING CODE AMENDMENT 22-04 AND
ORDINANCE NO. 2511 PERTAINING TO STANDARDS AND
REQUIREMENTS FOR SHOPPING CART CONTAINMENT.**

Public Comments in Favor

None

Public Comments Neither in Favor nor Opposed

None

Public Comments in Opposition

None

---End of Public Comment---

***ACTION: Motion by Councilman Wu, Second by Mayor Pro Tem
Tabatabai Wu 5-0 to:*** take the following actions: conduct a public
hearing and then introduce the following ordinance:

**ORDINANCE NO. 2511 - AN ORDINANCE OF THE CITY COUNCIL
OF WEST COVINA, CALIFORNIA, AMENDING CHAPTERS 15 AND
26 OF THE WEST COVINA MUNICIPAL CODE TO AUTHORIZE
DEVELOPMENT STANDARDS AND REQUIREMENTS FOR CART
CONTAINMENT AND FINDING THE ORDINANCE IS EXEMPT FROM
ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA
ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA
GUIDELINES SECTION 15061(B)(3)**

13) **CONSIDERATION OF AN URGENCY ORDINANCE AND MORATORIUM PERTAINING TO DRIVE THROUGH FOOD ESTABLISHMENTS**

Public Comments in Favor

None

Public Comments Neither in Favor nor Opposed

None

Public Comments in Opposition

Mark Fernandez

---End of Public Comment---

ACTION: Motion by Councilman Wu, Second by Councilman Cantos 4-1 (No: Mayor Pro Tem Tabatabai) to: take the following actions: conduct a public hearing and then consider adoption, by 4/5 vote, the following ordinance:

URGENCY ORDINANCE NO. 2512 - AN INTERIM URGENCY ORDINANCE OF THE CITY COUNCIL OF WEST COVINA, CALIFORNIA, ENACTED PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 65858 ESTABLISHING A 45-DAY TEMPORARY MORATORIUM ON THE REVIEW AND APPROVAL OF DRIVE-THROUGH RESTAURANTS/FOOD ESTABLISHMENTS WITHIN CITY LIMITS DURING THE PENDENCY OF THE CITY'S REVIEW AND ADOPTION OF PERMANENT ZONING REGULATIONS AND OBJECTIVE STANDARDS FOR SUCH USES AND DECLARING URGENCY THEREOF, AND FINDING THE ORDINANCE IS EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT PURSUANT TO CEQA GUIDELINES SECTION 15061(B)(3)

DEPARTMENTAL REGULAR MATTERS

14) **HSIP CYCLE 10 IMPROVEMENTS UPDATE - PROJECT NO. 23028**

ACTION: Hearing no objection: The City Council will receive and file the City's HSIP Cycle 10 Improvements Update.

MAYOR/COUNCILMEMBERS REPORTS

CITY COUNCIL REQUESTS FOR REPORTS, STUDIES OR INVESTIGATION

The Council approved the following requests:

- Request the City Attorney to initiate a third-party investigation into reveal how and why the situation (Land Acknowledgement) was brought to Council at the last minute any disclose any racial bias by each council and staff and reveal any questions of transparency.
- Request the City to look into getting our own Prosecutor and if Gascón refuses, then push for a coalition.

ADJOURNMENT

A motion to adjourn the Regular Meeting was made by Mayor Diaz, and the meeting was adjourned at 12:22 a.m. The next regularly scheduled Regular City Council Meeting will be held on Tuesday, March 7, 2023, at 7:00 p.m. in the Council Chambers, 1444 West Garvey Avenue South, West Covina, California.

Submitted by:

Lisa Sherrick
Assistant City Clerk

Rosario Diaz
Mayor



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: March 7, 2023

TO: Mayor and City Council

FROM: David Carmany
City Manager

**SUBJECT: CONSIDERATION OF SUMMARY VACATION OF PORTION OF RIGHT-OF-WAY
LOCATED AT 1024 WEST WORKMAN AVENUE ALONG NORTH VINCENT AVENUE**

RECOMMENDATION:

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

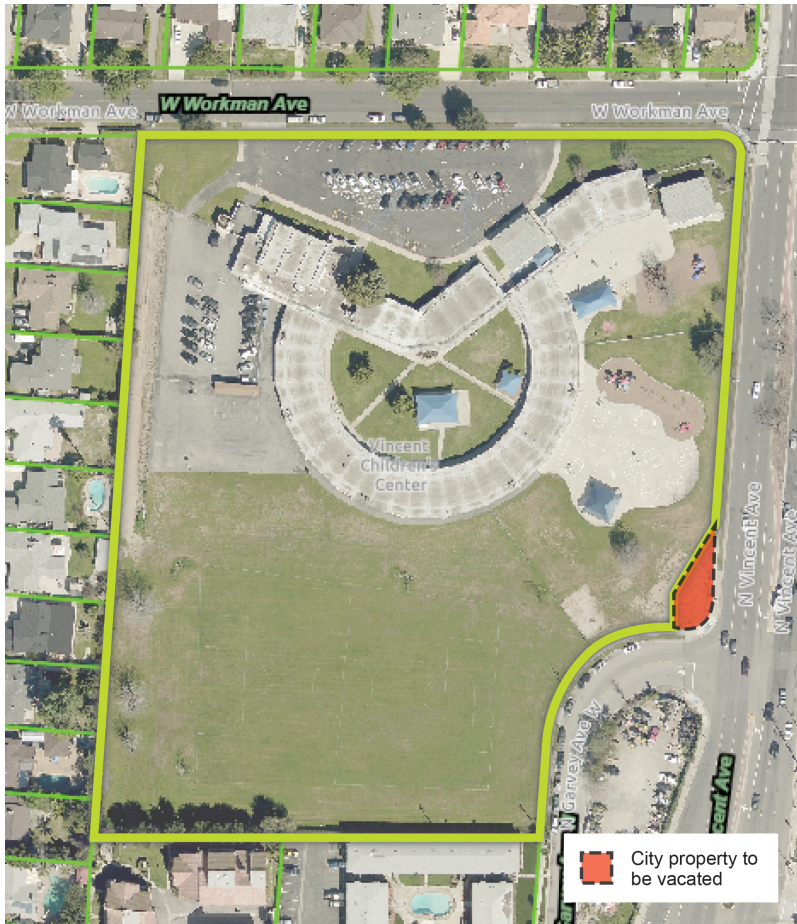
RESOLUTION NO. 2023-2 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ORDERING THE VACATION OF THE 1,801 SQUARE FOOT PORTION OF THE RIGHT-OF-WAY LOCATED AT 1024 WEST WORKMAN AVENUE ALONG NORTH VINCENT AVENUE

BACKGROUND:

On May 25, 2021, the Planning Commission approved recommendation of the Vincent Place Specific Plan, the residential development at the former Vincent School site (8.05 acres) (General Plan Amendment No. 20-02, Zone Change No. 20-03, Precise Plan No. 20-06, Tentative Tract Map No. 83166 (20-02), Tree Removal Permit No. 21-03, and a Mitigated Negative Declaration of Environmental Impact). The development by Meritage Homes of California includes 119 homes; 47 detached two-story units and 72 attached 3-story townhome styles.

At the City Council meeting on July 20, 2021, City Council approved the entitlements, including the Tentative Tract Map No. 83166 at 1024 W. Workman Avenue. The tract map subdivides the 8.05-acre site into a total of 119 residential lots. The City owns a portion of property at the corner of West Garvey Avenue North and North Vincent Avenue. The City property includes grass area that has been historically used by the school district for the site.

Image 1 - The image below is an aerial view of the site showing the city property to be vacated at the corner of West Garvey Avenue North and North Vincent Avenue.



On June 21, 2022, City Council adopted Resolution No. 2022-35, approving final tract Map No. 83166. The remaining step is to formally vacate the City property. The proposed street vacation will vacate approximately 1,801 square feet of public right of way at 1024 West Workman Avenue along North Vincent Avenue.

On February 14, 2023, the Planning Commission adopted Resolution No. 23-6122, determining that the vacation of the 1,801 sq. ft. property located on the corner of Vincent Avenue and West Garvey Avenue North is in conformance with the goals and policies of the West Covina General Plan.

DISCUSSION:

The street vacation was reviewed by the City's Engineering Division and determined to comply with State law, is technically correct, and will not unreasonably interfere with the free and complete exercise of public utilities.

In accordance with Section 65402 of the California Government Code, the street vacation has been reviewed and approved by the City of West Covina Planning Division during the February 14 2023, Planning Commission meeting and is consistent with the General Plan of the City of West Covina and the Specific Plan as adopted for the area.

Pursuant to Streets and Highways Code section 8336, if the City Council adopts the proposed resolution, the City Clerk will file a certified copy of the resolution with the Los Angeles County Clerk-Recorder. Once recorded, the vacation will be deemed complete.

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:**

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

Attachments

Attachment No. 1 - Resolution No. 2023-2

Attachment No.2 - Exhibit A- Legal Description

Attachment No.3 - Tract Map No 83166

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

ATTACHMENT NO. 1

RESOLUTION NO. 2023-2

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ORDERING THE VACATION OF THE 1,801 SQUARE FOOT PORTION OF THE RIGHT-OF-WAY LOCATED AT 1024 WEST WORKMAN AVENUE ALONG NORTH VINCENT AVENUE

WHEREAS, Chapter 4 (Summary Vacation) of Part 3 (Public Streets, Highways, and Service Easements) of Division 9 (Change of Grade and Vacation) of the California Streets and Highways Code sets forth the requirements for the summary vacation of a street or easement; and

WHEREAS, the 1,801 square foot portion of the right-of-way located at 1024 West Workman Avenue along North Vincent Avenue, as more particularly described in Exhibits A and B, attached hereto and incorporated herein, hereafter referred to as the “area to be vacated,” is proposed to be vacated in connection with General Plan Amendment No. 20-02, Zone Change No. 20-03, Precise Plan No. 20-06, and Tentative Tract Map No. 83166 to allow the development of a 119-unit multifamily residential project; and

WHEREAS, Section 8334(a) of the California Streets and Highways Code allows a local agency to summarily vacate an excess right-of-way of a street or highway not required for street or highway purposes; and

WHEREAS, the City Engineer has reported to the City Council that the area to be vacated is excess right-of-way not required for street or highway purposes; and

WHEREAS, there are no public utilities located in the area to be vacated; and

WHEREAS, on February 14, 2023, the Planning Commission adopted Planning Commission Resolution No. 23-6122, finding that the proposed vacation of the 1,801 square foot portion of the right-of-way located at 1024 West Workman Avenue is in conformance with the adopted General Plan.

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

SECTION 1. The City Council finds and determines from all of the evidence presented that the 1,801 square foot portion of the right-of-way located at 1024 West Workman Avenue along North Vincent Avenue, as more particularly described in Exhibits A and B, is excess right-of-way not required for street or highway purposes.

SECTION 2. Pursuant to the authority granted by Chapter 4 (Summary Vacation) of Part 3 (Public Streets, Highways, and Service Easements) of Division 9 (Change of Grade and Vacation) of the California Streets and Highways Code, the City Council

orders the vacation of the 1,801 square foot portion of the right-of-way located at 1024 West Workman Avenue along North Vincent Avenue, as more particularly described in Exhibits A and B attached hereto.

SECTION 3. From and after the date this Resolution is recorded, the 1,801 square foot portion of the right-of-way located at 1024 West Workman Avenue along North Vincent Avenue, as more particularly described in Exhibits A and B, will no longer constitute a street.

SECTION 4. The City Clerk shall cause a certified copy of this Resolution to be recorded with the Los Angeles County Clerk-Recorder in the manner required by California Streets and Highways Code Section 8336.

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

APPROVED, AND ADOPTED this 7th day of March, 2023.

Rosario Diaz
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. 2023-2 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 7th day of March, 2023, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick
Assistant City Clerk

EXHIBIT "A"
LEGAL DESCRIPTION

IN THE CITY OF WEST COVINA, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, BEING THAT PORTION OF VINCENT AVENUE AS RELINQUISHED BY THE STATE OF CALIFORNIA TO THE CITY OF WEST COVINA PER RELINQUISHMENT NO. 910A, RECORDED SEPTEMBER 16, 1980 AS DOCUMENT 80-900059 OF OFFICIAL RECORDS, BEING ALSO PORTIONS OF THOSE CERTAIN PARCELS OF LAND DESCRIBED IN DEEDS TO THE STATE OF CALIFORNIA, RECORDED AUGUST 6, 1953 IN BOOK 42404 AT PAGE 312 AND RECORDED JUNE 28, 1954 IN BOOK 44928 AT PAGE 406, BOTH OF OFFICIAL RECORDS, AS SHOWN ON STATE OF CALIFORNIA TRANSPORTATION DEPARTMENT RIGHT OF WAY MAP NO. 07-LA-10-353 ON FILE AS F1862.1-4 IN RECORDS OF SAID COUNTY, MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEASTERLY TERMINUS OF THAT CERTAIN COURSE DESCRIBED IN SAID BOOK 44928, PAGE 406 AS "SOUTH 33°28'24" WEST 65.37 FEET", THENCE NORTHEASTERLY ALONG SAID COURSE NORTH 33°39'27" EAST (RECORD SOUTH 33°28'24" WEST PER SAID DEED) 65.37 FEET TO A LINE LYING PARALLEL WITH AND 55.00 FEET WESTERLY OF THE CENTERLINE OF VINCENT AVENUE AS SHOWN ON SAID FILED MAP BEING ALSO THE WESTERLY RIGHT-OF-WAY LINE OF SAID STREET;

THENCE SOUTHWESTERLY ALONG SAID PARALLEL LINE, SOUTH 4°20'55" WEST 64.00 FEET TO THE BEGINNING OF A 25.00-FOOT RADIUS CURVE CONCAVE NORTHWESTERLY;

THENCE ALONG THE ARC OF SAID CURVE, 39.27 FEET THROUGH A CENTRAL ANGLE OF 89°59'34" TO A LINE LYING PARALLEL WITH AND 18.00 FEET NORTHERLY OF THE CENTERLINE OF GARVEY AVENUE AS SHOWN ON SAID FILED MAP, BEING ALSO THE NORTHERLY RIGHT-OF-WAY LINE OF SAID STREET;

THENCE NORTHWESTERLY ALONG LAST SAID PARALLEL LINE, NORTH 85°39'31" WEST 7.00 FEET TO THE WESTERLY LINE OF SAID BOOK 42404, PAGE 312;

THENCE ALONG SAID WESTERLY LINE OF LAST SAID DEED, NORTH 4°20'55" EAST 32.00 FEET TO THE **POINT OF BEGINNING**.

CONTAINING 1801.88 SQUARE FEET, MORE OR LESS.

PREPARED BY ME OR UNDER MY DIRECTION.



MICHAEL JAMES KNAPTON
P.L.S.8012

11/16/2022
DATE

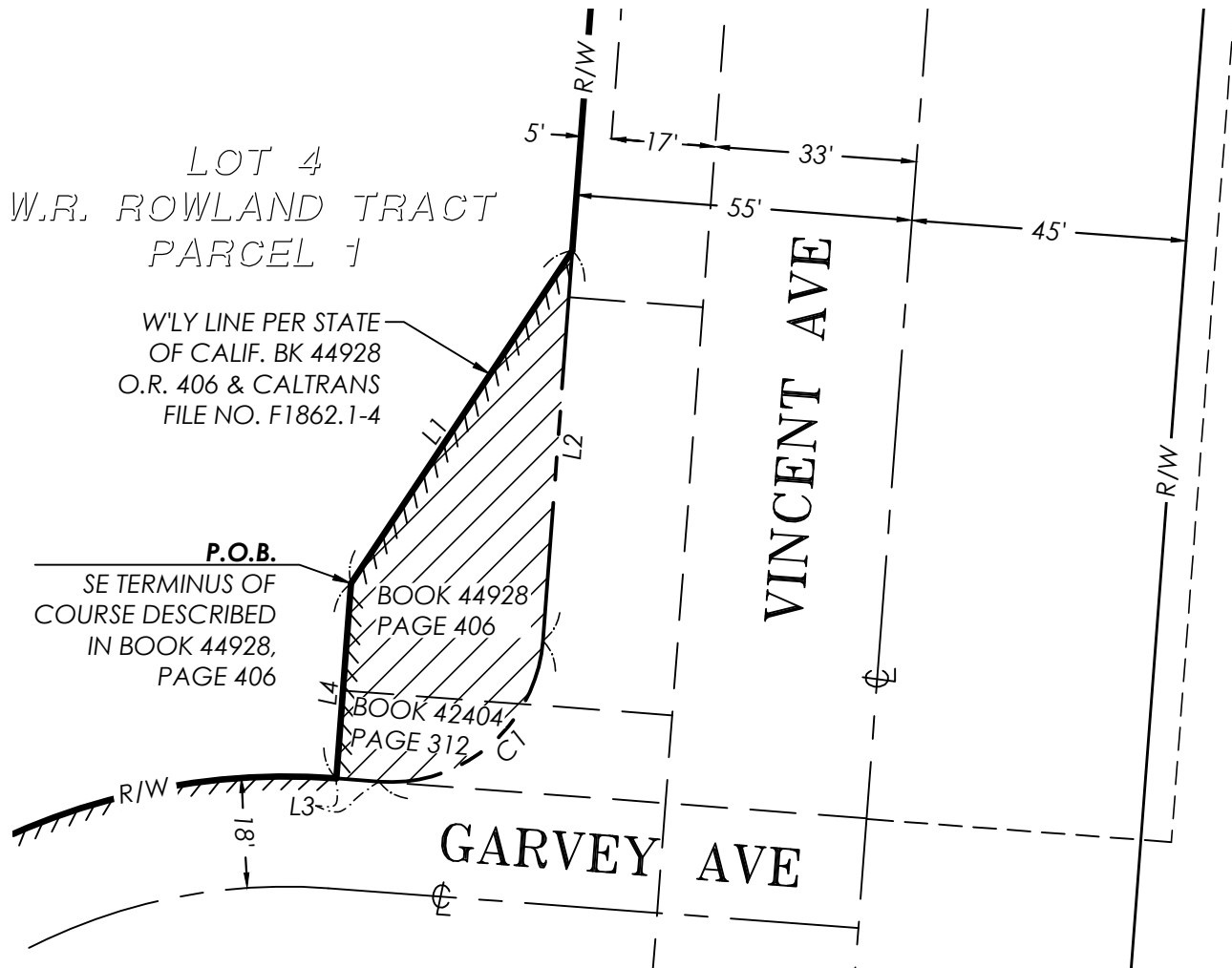


EXHIBIT "B"

SHEET 1 OF 1

LOT 4
W.R. ROWLAND TRACT
PARCEL 1

W'LY LINE PER STATE
OF CALIF. BK 44928
O.R. 406 & CALTRANS
FILE NO. F1862.1-4



LINE DATA TABLE

-	BEARING	LENGTH
L1	N33° 39' 27"E	65.37'
L2	S04° 20' 55"W	64.00'
L3	N85° 39' 31"W	7.00'
L4	N04° 20' 55"E	32.00'

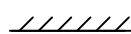
CURVE DATA TABLE

-	RADIUS	LENGTH	DELTA
C1	25.00'	39.27'	$\Delta=89^{\circ}59'34''$

LEGEND



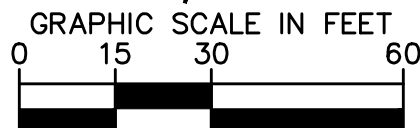
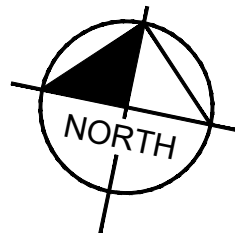
LIMITS OF STREET VACATION
AREA = 1801 SQ. FT.



RELINQUISHED ACCESS

P.O.B.

POINT OF BEGINNING



11/16/2022

Kimley»Horn

401 B STREET, SUITE 600, SAN DIEGO, CA 92101
PHONE: 619-234-9411
WWW.KIMLEY-HORN.COM

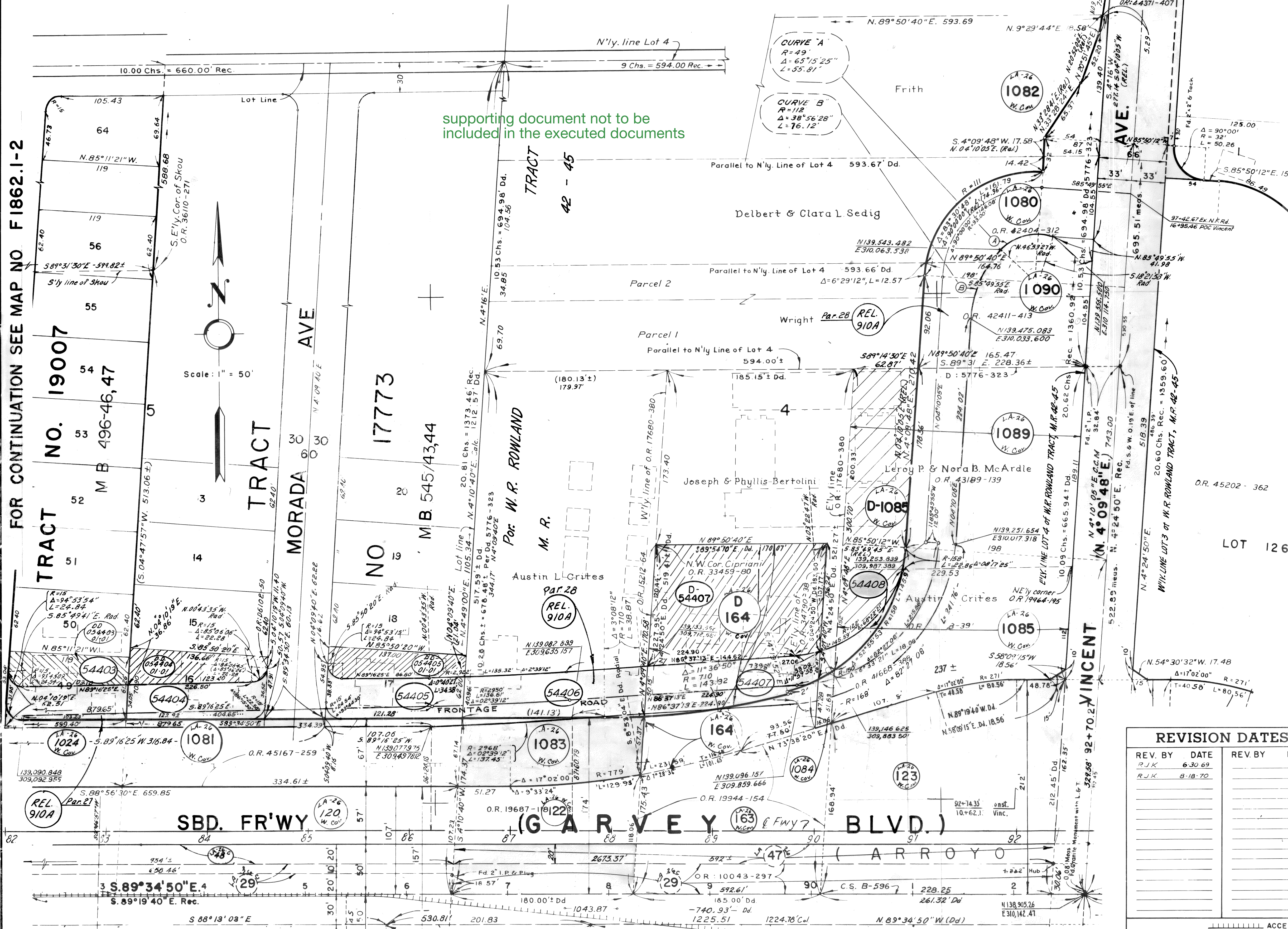
CITY OF WEST COVINA

FOR CONTINUATION SEE
MAP NO. F1862.I-6

B.P.R. REG. NO.	STATE	FEDERAL PROJECT NO.	EFFECTIVE DATE	SHEET NO.	TOTAL SHEETS
7	CALIF.	I-010-1(89) 33	6-11-57	15	

DISTRICT R/W AGENT BUREAU OF PUBLIC ROADS DATE

FOR CONTINUATION SEE MAP NO. F1862.I-2



supporting document not to be included in the executed documents

FOR CONTINUATION SEE MAP NO. F1862.I-8

PARCEL NO.	GRANTOR OR GRANTEE	AREA* TO BE ACQUIRED	EXCESS	TOTAL	INST.	RECORDING DATE	DATA O.R.
29	See F1862.I-1						
47	FP Harris, et ux					Ease 5-16-33	12/49-227
48	See F1862.I-2						
122	A.L. Crites, et ux					Fee 11-9-42	19687-118
123	F.P. Harris, et ux					Fee 4-29-42	19244-376
163	P.R. Bertolini, et vir					Fee 4-9-43	19944-154
164	Biagio Cipriani, et ux					Fee 11-13-50	34790-38
D-164	State to B. Cipriani					DD 8-30-56	52170-192
1024	See F1862.I-2						
1080	D. Sedig, et ux					Fee 8-6-53	42404-312
1081	Leonard Reeg					Fee 7-27-54	45167-259
1082	F.G. Frith, et ux					Fee 6-28-54	44928-406
1083	A.L. Crites, et ux					Fee 8-5-54	45250-249
1084	P.R. Bertolini, et vir					Fee 5-7-53	41668-388
1085	A.L. Crites, et ux					Fee 5-7-53	41668-391
D-1085	State to U & P.R. Bertolini					DD 9-19-56	52342-269
1089	L.P.M. Ardle, et ux					Fee 11-18-53	43189-139
1090	Curtis Martin, et ux					Fee 8-7-53	42411-413
120	See Map No F1862.I-2						
54403	R. Hernandez, et ux	7,698	3,786	7,698	Fee	7-3-70	04761-110
54404	L. Wachtel, et ux	9,038	4,198	9,038	Fee	4-14-70	04684-788
54405	R. Bucholz	9,052	3,652	9,052	Fee	6-23-70	04749-518
54406	A.C. Crites	8,179		61,853	Fee	5-10-71	05051-723
54407	B. Cipriani	26,980	19,580		Fee	5-6-71	05048-906
54408	E. Turk & E. Reinhold	1,422		50,618	Fee	3-24-71	05004-818
D-54407	R.A. KOUTSKY				DD	8-24-73	05995-745
D-54408	A.C. Brantley, et ux				DD	12-5-73	06102-50
D-54409	R.G. Grossman				DD	4-9-74	06228-975
D-54410	Brantley				DD	8-6-74	06372-601
Rel. 910A	For Recordation Information see Map No. F-1862.I-1				Rel		

INTERSTATE

STATE OF CALIFORNIA

TRANSPORTATION

DEPARTMENT

07-LA-10-353

R/W MAP

0.1 Mi. W. of Vincent AVE.

SHT 5 OF 11

FILE NO. F1862.I-4

DRAFT R.E.L.

DATE 6-26-68

RWPE Minamide

APPROVED RWF

REVISION DATES

REV. BY	DATE	REV. BY	DATE
RJK	6-30-69		
RJK	8-18-70		

LEGEND:

ACCESS DENIAL LINE
* UNLESS OTHERWISE NOTED ALL AREAS ARE IN SQUARE FEET
IF MORE THAN ONE BEARING AND DISTANCE ARE SHOWN FOR A LINE, THE ONE IN PARENTHESES IS PREVIOUS RECORD

FOR CONTINUATION SEE MAP NO. F1862.I-5

57 NUMBERED LOTS
15 LETTERED LOTS
8.066 ACRES

SHEET 1 OF 5 SHEETS

TRACT MAP NO. 83166

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

BEING A PORTION OF LOT 4 OF 576.50 ACRE TRACT, KNOWN AS W.R. ROWLAND TRACT, IN THE RANCHO LA PUENTE AS SHOWN ON MAP RECORDED IN BOOK 42, PAGE 45 OF MISCELLANEOUS RECORDS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY.

FOR CONDOMINIUM PURPOSES

OWNER'S STATEMENT

WE HEREBY STATE THAT WE ARE ALL AND THE ONLY PARTIES HAVING ANY RECORD TITLE INTEREST IN THE LAND SUBDIVIDED AS SHOWN ON THIS MAP, AND WE CONSENT TO THE PREPARATION AND RECORDATION OF THIS TRACT MAP.

WE ALSO HEREBY DEDICATE TO THE CITY OF WEST COVINA A PUBLIC UTILITY EASEMENT FOR SANITARY SEWER ACCESS AND MAINTENANCE PURPOSES IN LOT "A" THROUGH LOT "L" INCLUDING THE RIGHT TO MAKE CONNECTIONS THEREWITH FROM ANY ADJOINING PROPERTIES.

WE ALSO HEREBY DEDICATE TO THE CITY OF WEST COVINA AN EASEMENT FOR EMERGENCY ACCESS OVER LOT "A" THROUGH LOT "L".

WE HEREBY RETAIN UNTO OURSELVES, OUR SUCCESSORS, OUR ASSIGNEES AND LOT OWNERS WITHIN THIS TRACT LOT "A" THROUGH LOT "L" FOR PRIVATE STREET PURPOSES.

WE ALSO HEREBY RETAIN LOTS "M", "N" AND "O" AS SHOWN HEREON FOR HOMEOWNERS ASSOCIATION AND LANDSCAPE PURPOSES FOR THE SOLE BENEFIT OF OURSELVES, OUR SUCCESSORS AND ASSIGNEES.

OWNER: HERITAGE HOMES OF CALIFORNIA, INC., A CALIFORNIA CORPORATION

BY: AARON TALARICO / VP FORWARD PLANNING

5/12/22
DATE

NOTARY ACKNOWLEDGEMENT

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 Orange ss.

ON May 13, 2022 BEFORE ME Andrew Salazar
A NOTARY PUBLIC, PERSONALLY APPEARED
Aaron Talarico

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/IT/HEY EXECUTED THE SAME IN HIS/HER/ITS/THEIR AUTHORIZED CAPACITY(IES) AND BY HIS/HER/ITS/THEIR SIGNATURE(S) ON THE INSTRUMENT THE PERSON(S), OR THE ENTITY UPON BEHALF OF WHICH THE PERSON(S) ACTED, EXECUTED THE INSTRUMENT.

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

WITNESS MY HAND, AND OFFICIAL SEAL.

SIGNATURE Andrew Salazar

NAME

PRINCIPAL COUNTY OF BUSINESS Orange

COMMISSION EXPIRES July 10, 2025

COMMISSION # OF NOTARY 2365034

NOTARY ACKNOWLEDGEMENT

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 _____ ss.
COUNTY OF _____

ON _____ BEFORE ME _____
A NOTARY PUBLIC, PERSONALLY APPEARED _____

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/IT/HEY EXECUTED THE SAME IN HIS/HER/ITS/THEIR AUTHORIZED CAPACITY(IES) AND BY HIS/HER/ITS/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 _____ THAT THE FOREGOING PARAGRAPH IS TRUE AND CORRECT.

WITNESS MY HAND, AND OFFICIAL SEAL.

SIGNATURE _____

NAME

PRINCIPAL COUNTY OF BUSINESS _____

COMMISSION EXPIRES: _____

COMMISSION # OF NOTARY: _____

CONDOMINIUM NOTE

THIS SUBDIVISION IS APPROVED AS A CONDOMINIUM PROJECT OF 119 UNITS, WHEREBY THE OWNERS OF THE UNITS WILL HOLD AN UNDIVIDED INTEREST IN THE HOMEOWNERS ASSOCIATION WHICH WILL HOLD FEE TITLE TO ALL ASSOCIATION PROPERTY AND PROVIDE THE NECESSARY ACCESS AND UTILITY EASEMENTS FOR THE UNITS LOTS "A" THROUGH "O", INCLUSIVE, ARE ASSOCIATION PROPERTY.

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 MIC HOLDINGS, INC. IN NOVEMBER, 2020. I HEREBY STATE THAT ALL MONUMENTS ARE OF THE CHARACTER AND OCCUPY THE POSITIONS INDICATED OR THAT THEY WILL BE SET IN THOSE POSITIONS WITHIN 12 MONTHS AFTER ACCEPTANCE OF IMPROVEMENTS, AND THAT THE MONUMENTS ARE, OR WILL BE, SUFFICIENT TO ENABLE THE SURVEY TO BE RETRACED, AND THAT THIS FINAL MAP SUBSTANTIALLY CONFORMS TO THE CONDITIONALLY APPROVED TENTATIVE MAP. I HEREBY STATE THAT SAID SURVEY IS TRUE AND COMPLETE AS SHOWN, AND THAT THE NOTES FOR ALL CORNER LINES ARE OR WILL BE, ON FILE IN THE OFFICE OF THE CITY ENGINEER WITHIN TWELVE MONTHS FROM THE FILING DATE SHOWN HEREON.

DATE: APRIL 25, 2022

Michael J. Anapton 5/6/22
MICHAEL J. ANAPTON, P.L.S. 8012 EXPIRATION DATE: 12/31/2022



BASIS OF BEARINGS

THE BASIS OF BEARINGS OF THIS DRAWING IS THE CENTERLINE OF WEST WOPKMAN AVENUE SHOWN AS NORTH 80°31'10" WEST ON TRACT NO. 42861, MAP BOOK 1028 PAGE 99 TAKEN AS NORTH 80°58'34" WEST

CITY ENGINEER'S CERTIFICATE

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP; THAT IT CONFORMS SUBSTANTIALLY TO THE TENTATIVE MAP AND ALL APPROVED ALTERATIONS THEREOF; THAT ALL PROVISIONS OF THE SUBDIVISION ORDINANCES OF THE CITY OF WEST COVINA APPLICABLE AT THE TIME OF APPROVAL OF THE TENTATIVE MAP HAVE BEEN COMPLIED WITH; THAT ALL PROVISIONS OF THE SUBDIVISION MAP ACT SECTION 66450 (b)(1), (2) AND (3) HAVE BEEN COMPLIED WITH AND THAT I AM SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT WITH RESPECT TO CITY RECORDS.

I HEREBY CERTIFY THAT I HAVE EXAMINED THIS MAP; THAT IT COMPLIES WITH ALL PROVISIONS OF STATE LAW APPLICABLE AT THE TIME OF THE APPROVAL OF THE TENTATIVE MAP AND THAT I AM SATISFIED THAT THIS MAP IS TECHNICALLY CORRECT.

David B. Ragland 5/19/22
DAVID B. RAGLAND, L.S. 5173
IN REHAUF OF THE CITY ENGINEER

DATE



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, A PUBLIC UTILITY EASEMENT FOR SANITARY SEWER ACCESS AND MAINTENANCE PURPOSES IN LOT "A" THROUGH LOT "L" INCLUDING THE RIGHT TO MAKE CONNECTIONS THEREWITH FROM ANY ADJOINING PROPERTIES AND ALSO DID ACCEPT AN EASEMENT FOR EMERGENCY ACCESS OVER LOT "A" THROUGH LOT "L".

CITY CLERK, CITY OF WEST COVINA

DATE

SPECIAL ASSESSMENT CERTIFICATE

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

CITY CLERK, CITY OF WEST COVINA

DATE

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 A SECURITY FOR THE PAYMENT OF TAXES AND SPECIAL ASSESSMENTS COLLECTED AS TAXES ON THE LAND SHOWN ON MAP OF TRACT MAP NO. 83166 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

TRACT MAP NO. 83166

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

SIGNATURE OMISSIONS

THE SIGNATURES OF THE PARTIES NAMED HEREINAFTER AS OWNERS OF THE INTEREST SET FORTH, HAVE BEEN OMITTED UNDER PROVISIONS OF THE SUBDIVISION MAP ACT SECTION 66436 (a)(3)(A)(i-vii), AS THEIR INTEREST IS SUCH THAT IT CANNOT RISE INTO A FEE TITLE AND SAID SIGNATURES ARE NOT REQUIRED BY THE LOCAL AGENCY:

SOUTHERN CALIFORNIA EDISON COMPANY, HOLDER OF AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES, RECORDED OCTOBER 14, 1953 AS INSTRUMENT NO. 3599 IN BOOK 42917, PAGE 159, OFFICIAL RECORDS OF LOS ANGELES COUNTY.

SOUTHERN CALIFORNIA EDISON COMPANY, HOLDER OF AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES, RECORDED OCTOBER 14, 1953 AS INSTRUMENT NO. 3600 IN BOOK 42917, PAGE 160, OFFICIAL RECORDS OF LOS ANGELES COUNTY.

SOUTHERN CALIFORNIA EDISON COMPANY, HOLDER OF AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES, RECORDED JANUARY 26, 1955 AS INSTRUMENT NO. 3190 IN BOOK 46742, PAGE 167, OFFICIAL RECORDS OF LOS ANGELES COUNTY.

SOUTHERN CALIFORNIA EDISON COMPANY, HOLDER OF AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES, RECORDED JANUARY 26, 1955 AS INSTRUMENT NO. 3191 IN BOOK 46742, PAGE 168, OFFICIAL RECORDS OF LOS ANGELES COUNTY.

SOUTHERN CALIFORNIA EDISON COMPANY, HOLDER OF AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES, RECORDED JANUARY 26, 1955 AS INSTRUMENT NO. 3192 IN BOOK 46742, PAGE 169, OFFICIAL RECORDS OF LOS ANGELES COUNTY.

SOUTHERN CALIFORNIA EDISON COMPANY, HOLDER OF AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES, RECORDED FEBRUARY 2, 1955 AS INSTRUMENT NO. 3682 IN BOOK 46806, PAGE 436, OFFICIAL RECORDS OF LOS ANGELES COUNTY.

SOUTHERN CALIFORNIA EDISON COMPANY, HOLDER OF AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES, RECORDED AUGUST 13, 1959 AS INSTRUMENT NO. 3379, OFFICIAL RECORDS OF LOS ANGELES COUNTY.

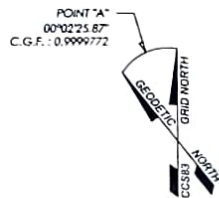
SOUTHERN CALIFORNIA EDISON COMPANY, HOLDER OF AN EASEMENT FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES, RECORDED OCTOBER 14, 1953 AS INSTRUMENT NO. 3598, OFFICIAL RECORDS OF LOS ANGELES COUNTY.

PURSUANT TO THE PROVISIONS OF SECTION 66436 (a)(3)(B) OF THE SUBDIVISION MAP ACT, THE SIGNATURES OF THE FOLLOWING OWNERS OF EASEMENTS AND/OR OTHER INTERESTS HAVE BEEN OMITTED:

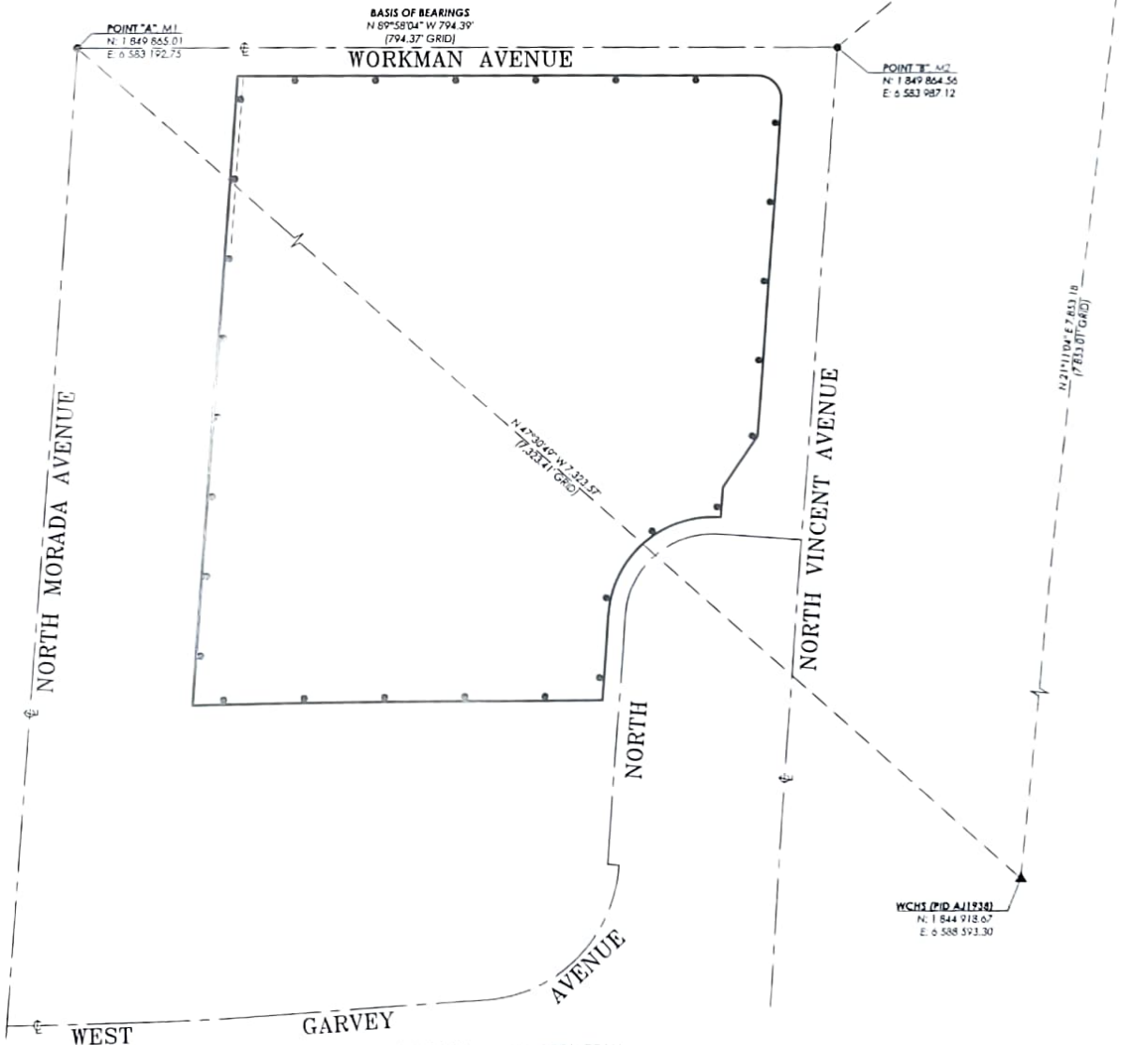
AZUSA IRRIGATING COMPANY, A CORPORATION, HOLDER OF AN EASEMENT FOR PIPE AND INCIDENTAL PURPOSES, RECORDED SEPTEMBER 27, 2021 AS INSTRUMENT NO. 20211466221 IN BOOK 986, PAGE 239, OFFICIAL RECORDS OF LOS ANGELES COUNTY.

PURSUANT TO THE PROVISIONS OF SECTION 66436 (a)(3)(C) OF THE SUBDIVISION MAP ACT, THE SIGNATURES OF THE FOLLOWING OWNERS OF EASEMENTS AND/OR OTHER INTERESTS HAVE BEEN OMITTED:

JOHN POWLAND SR. AND WILLIAM WOPKMAH, OWNERS OF RIGHTS FOR PRECIOUS METALS AND ORES AS RESERVED IN DEED RECORDED JUNE 24, 1868 IN BOOK 10, PAGE 39, OFFICIAL RECORDS OF LOS ANGELES COUNTY.



CVHS (PID A144485)
N: 1 852 242.98
E: 6 591 431.16



BASIS OF BEARINGS & GRID TIE DIAGRAM
NOT TO SCALE

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

ESTABLISHMENT AND MONUMENT NOTES:

(M1)	FD MACHINE SPIKE & WASHER MWD. 1.5. 53127. FLUSH. ACCEPTED AS CL INTERSECTION OF WORKMAN AVENUE AND NORTH VINCENT AVENUE NORTH R#3.
(M2)	FD MAG SPIKE & WASHER MWD. 1.5. 5411. FLUSH. ACCEPTED AS CL INTERSECTION OF WORKMAN AVENUE AND NORTH VINCENT AVENUE NORTH R#3.
(M3)	FD LEAD & DISK MWD. 7.C.E. 32277. FLUSH.
(M4)	FD LEAD & DISK. ILLIGIBLE. ACCEPTED FOR SD OFFSET TO CENTERLINE.
(M5)	FD MAG SPIKE & WASHER MWD. "CAL TRANS". FLUSH. ACCEPTED AS CL OF WEST GARVEY AVENUE NORTH.
(M6)	FD MAG SPIKE & WASHER MWD. "CAL TRANS". FLUSH. ACCEPTED AS CL INTERSECTION OF NORTH MADRAA AVENUE AND WEST GARVEY AVENUE NORTH R#2.
(M7)	FD SPIKE & WASHER. NO MARKINGS. FLUSH. ACCEPTED AS CL OF WEST GARVEY AVENUE NORTH R#4.
(M8)	FD LEAD & DISK MWD. 7.C.E. 32215. FLUSH IN SIDEWALK IN LIEU OF LEAD & TAPE IN CURB R#3.
(M9)	FD LEAD. DISK MISSING. ACCEPTED AS POINT ON LINE. NOT USED.
(M10)	FD LEAD & TAPE. FLUSH IN SIDEWALK R#4.
(M11)	FD LEAD & DISK MWD. "CAL TRANS". FLUSH.

REFERENCES:

R1 P.W.F.B. 1430-966
R2 P.W.F.B. 1330-1046
R3 P.W.F.B. 1431-1081
R4 TRACT NO. 42861, M.B. 1028/98-99
R5 TRACT NO. 17773, M.B. 545/43-44
R6 W.R. ROWLAND TRACT RANCHO LA PUENTE M.R. 42-45
R7 INSTRUMENT NO. 4329

INDICATES THE BOUNDARY OF THE
LAND BEING SUBDIVIDED BY THIS MAP

CENTERLINE

SEARCHED FOUND NOTHING

INDICATES SET 1" I.P. MARKED "LS. 8012" IN
DIRT, OR LEAD & TAG STAMPED "LS. 8012"
TO BE SET IN CONCRETE OR TOP OF WALL
OR AN 6" SPIKE & WASHER TAGGED "LS.
8012" TO BE SET IN ASPHALT, FLUSH

INDICATES FOUND MONUMENT AS NOTED

INDICATES SET S&W MARKED "LS. 8012"

1

S.F.H.

S.F.

Q

5

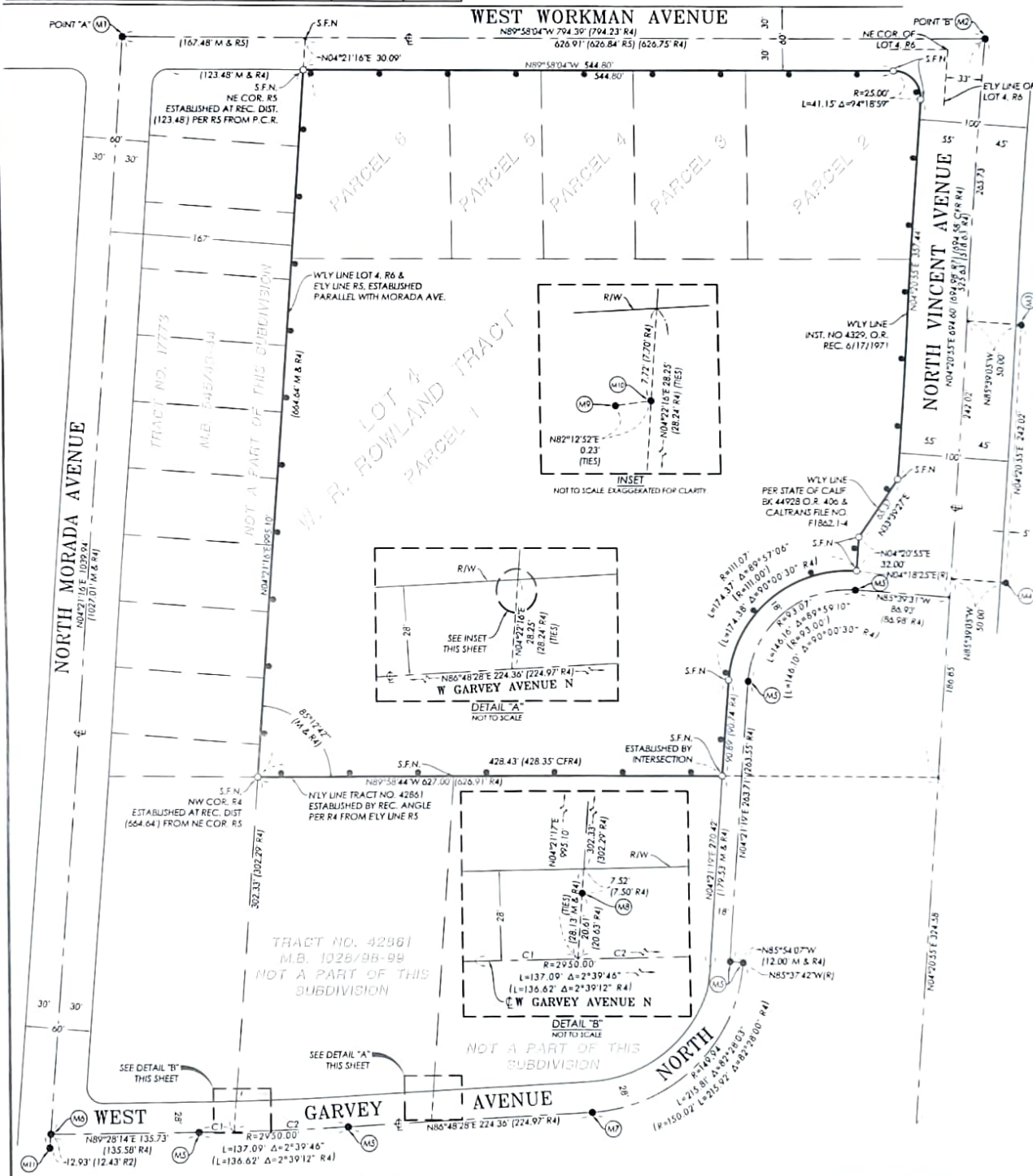
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M2

MEASURED AND RECORDED

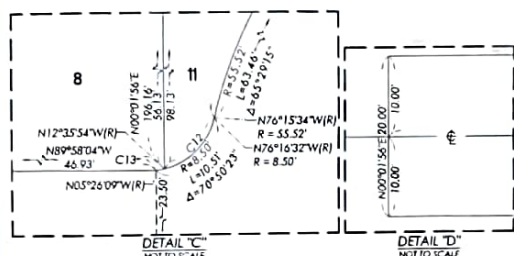
CURVE DATA TABLE

	RADIUS (M)	LENGTH (M)	DELTA (M)	RADIUS (R)	LENGTH (R)	DELTA (R)	REF.
C1	2950.00'	31.90'	$\Delta=0^{\circ}37'10''$	2950.00'	32.06'	$0^{\circ}37'21''$	R4
C2	2950.00'	105.20'	$\Delta=2^{\circ}02'35''$	2950.00'	104.56'	$2^{\circ}01'51''$	R4



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

INDICATES THE BOUNDARY OF THE LAND
BEING SUBDIVIDED BY THIS MAP



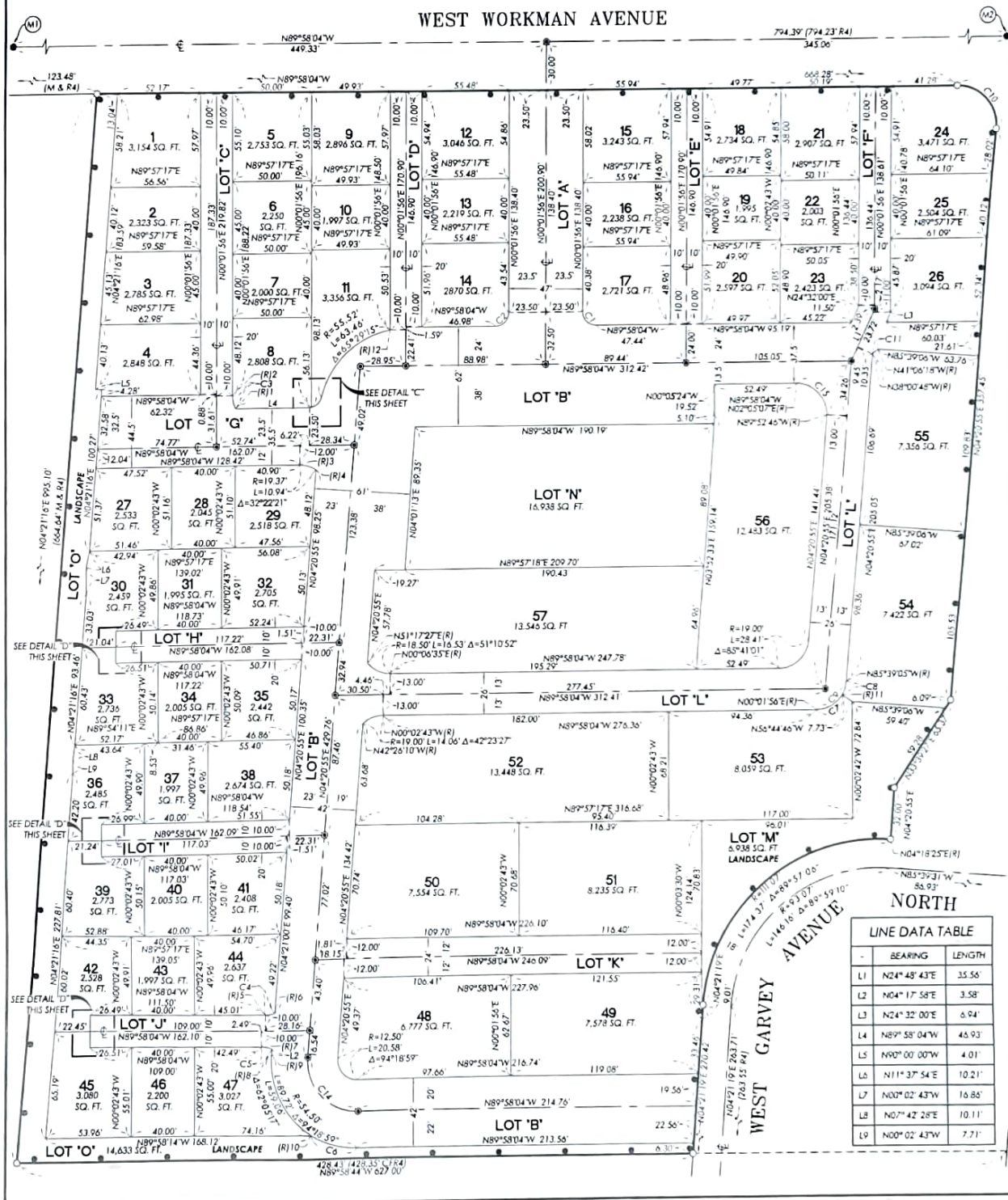
CURVE DATA TABLE

-	RADIUS	LENGTH	DELTA
C1	8.50'	13.35'	$\Delta=90^{\circ}00'00''$
C2	8.50'	13.35'	$\Delta=90^{\circ}00'00''$
C3	18.50'	8.43'	$\Delta=26^{\circ}06'55''$
C4	19.00'	6.02'	$\Delta=18^{\circ}09'15''$
C5	19.00'	6.89'	$\Delta=20^{\circ}45'45''$
C6	54.50'	30.66'	$\Delta=32^{\circ}13'52''$
C7	19.00'	19.34'	$\Delta=58^{\circ}18'45''$
C8	19.00'	9.08'	$\Delta=28^{\circ}22'09''$

	RADIUS	LENGTH	DELTA
C9	19.00'	28.42'	$\Delta=85^{\circ}41'01''$
C10	25.00'	41.15'	$\Delta=94^{\circ}18'59''$
C11	83.94'	4.53'	$\Delta=3^{\circ}05'30''$
C12	8.50'	9.45'	$\Delta=63^{\circ}40'38''$
C13	8.50'	1.06'	$\Delta=7^{\circ}09'45''$
C14	32.00'	52.68'	$\Delta=94^{\circ}18'59''$
C15	19.67'	30.22'	$\Delta=88^{\circ}02'07''$

	BEARING	RADIUS
(R)1	N62°57'07"E	18.50'
(R)2	N89°04'02"E	18.50'
(R)3	N00°15'48"E	19.37'
(R)4	N32°38'09"E	19.37'
(R)5	N00°03'21"W	19.00'
(R)6	N18°12'36"W	19.00'
(R)7	N00°02'43"W	19.00'
(R)8	N20°43'02"E	19.00'
(R)9	N85°39'05"W	54.50'
(R)10	N32°15'38"E	54.50'
(R)11	N58°16'58"W	19.00'
(R)12	N10°46'19"W	19.00'

WEST WORKMAN AVENUE



NORTH

LINE DATA TABLE

	BEARING	LENGTH
L1	N24° 48' 43"E	35.56'
L2	N04° 17' 58"E	3.58'
L3	N24° 32' 00"E	6.94'
L4	N89° 58' 04"W	45.93'
L5	N90° 00' 00"W	4.01'
L6	N11° 37' 54"E	10.21'
L7	N00° 02' 43"W	16.85'
L8	N07° 42' 28"E	10.11'
L9	N00° 02' 43"W	7.71'

INDICATES THE BOUNDARY OF THE LAND
BEING SUBDIVIDED BY THIS MAP

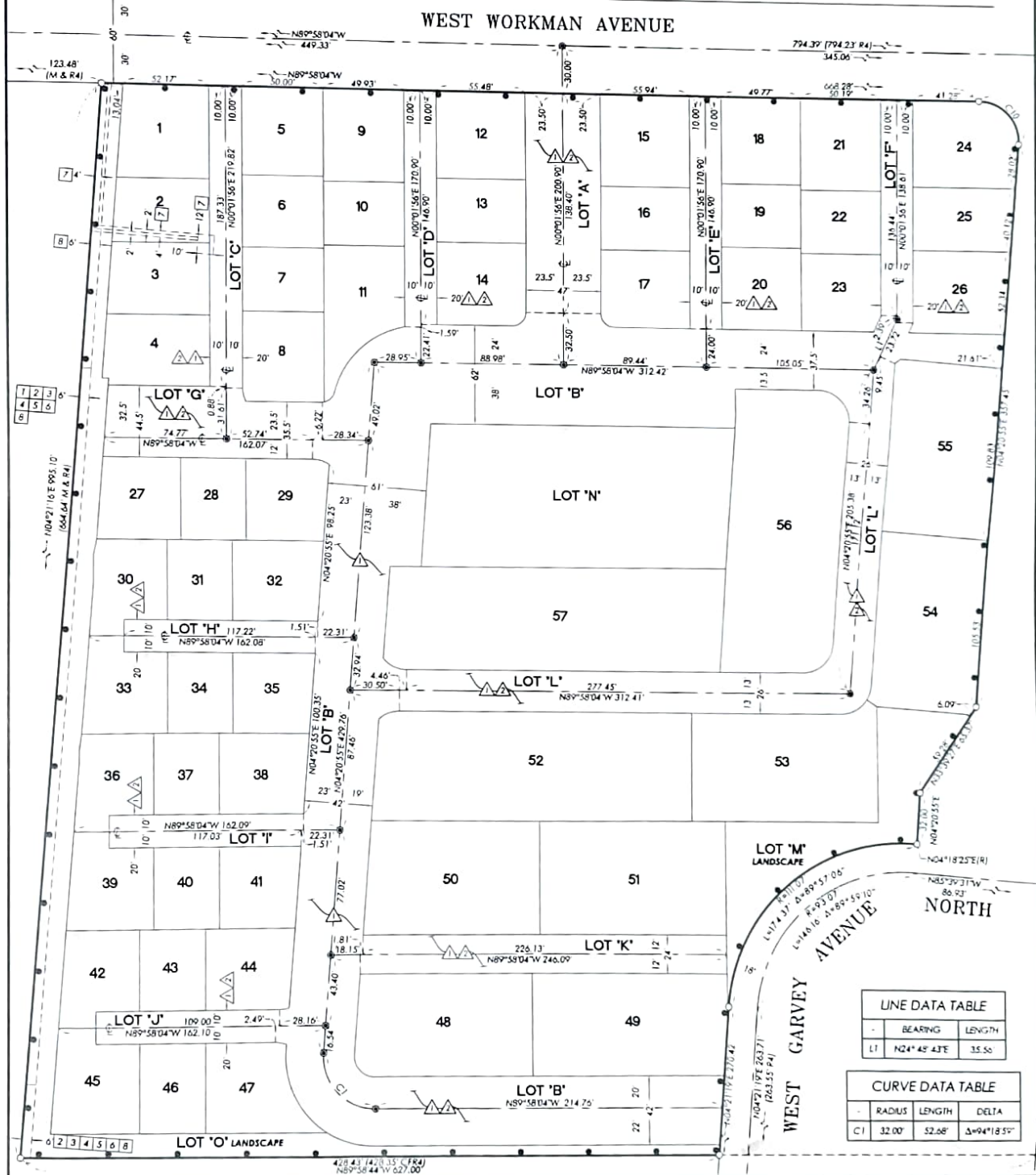
IN THE CITY OF WEST COVINA,
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA
ND FOR CONDOMINIUM PURPOSES
EASEMENT DETAIL SHEET

EXISTING EASEMENTS

- | | | |
|--|--|---|
| <p>1 EASEMENT OF SOUTHERN CALIFORNIA EDISON COMPANY FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES AS DISCLOSED BY DOCUMENT RECORDED OCTOBER 14, 1953 AS INSTRUMENT NO. 3599, IN BOOK 42917, PAGE 159 OF OFFICIAL RECORDS OF LOS ANGELES COUNTY.</p> | <p>4 EASEMENT OF SOUTHERN CALIFORNIA EDISON COMPANY FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES AS DISCLOSED BY DOCUMENT RECORDED JANUARY 26, 1955 AS INSTRUMENT NO. 3191, IN BOOK 46742, PAGE 168 OF OFFICIAL RECORDS OF LOS ANGELES COUNTY.</p> | <p>7 EASEMENT OF SOUTHERN CALIFORNIA EDISON COMPANY FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES AS DISCLOSED BY DOCUMENT RECORDED AUGUST 13, 1959 AS INSTRUMENT NO. 3379, IN BOOK 46742, PAGE 168 OF OFFICIAL RECORDS OF LOS ANGELES COUNTY.</p> |
| <p>2 EASEMENT OF SOUTHERN CALIFORNIA EDISON COMPANY FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES AS DISCLOSED BY DOCUMENT RECORDED OCTOBER 14, 1953 AS INSTRUMENT NO. 3600, IN BOOK 42917, PAGE 160 OF OFFICIAL RECORDS OF LOS ANGELES COUNTY.</p> | <p>5 EASEMENT OF SOUTHERN CALIFORNIA EDISON COMPANY FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES AS DISCLOSED BY DOCUMENT RECORDED JANUARY 26, 1955 AS INSTRUMENT NO. 3192, IN BOOK 46742, PAGE 169 OF OFFICIAL RECORDS OF LOS ANGELES COUNTY.</p> | <p>8 EASEMENT OF SOUTHERN CALIFORNIA EDISON COMPANY FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES AS DISCLOSED BY DOCUMENT RECORDED OCTOBER 14, 1953 AS INSTRUMENT NO. 3598 OF OFFICIAL RECORDS OF LOS ANGELES COUNTY.</p> |
| <p>3 EASEMENT OF SOUTHERN CALIFORNIA EDISON COMPANY FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES AS DISCLOSED BY DOCUMENT RECORDED JANUARY 26, 1955 AS INSTRUMENT NO. 3190, IN BOOK 46742, PAGE 167 OF OFFICIAL RECORDS OF LOS ANGELES COUNTY.</p> | <p>6 EASEMENT OF SOUTHERN CALIFORNIA EDISON COMPANY FOR PUBLIC UTILITIES AND INCIDENTAL PURPOSES AS DISCLOSED BY DOCUMENT RECORDED FEBRUARY 2, 1955 AS INSTRUMENT NO. 3682 IN BOOK 43804, PAGE 438 OF OFFICIAL RECORDS OF LOS ANGELES COUNTY.</p> | <p>EASEMENT OF ATUSA IRRIGATING COMPANY, A CORPORATION, FOR PIPE AND INCIDENTAL PURPOSES AS DISCLOSED BY DOCUMENT RECORDED SEPTEMBER 27, 2015 AS INSTRUMENT NO. 201211466221 IN BOOK 984, PAGE 156 OF OFFICIAL RECORDS OF LOS ANGELES COUNTY. SAID EASEMENT IS INDETERMINATE IN NATURE.</p> |

PROPOSED EASEMENTS:

- INDICATES AN EASEMENT FOR EMERGENCY ACCESS PURPOSES TO THE CITY OF WEST COVINA AS SHOWN HEREON**
- INDICATES PUBLIC UTILITY EASEMENT FOR SANITARY SEWER, ACCESS AND MAINTENANCE PURPOSES INCLUDING THE RIGHT TO MAKE CONNECTIONS THEREWITH FROM ANY ADJOINING PROPERTIES TO THE CITY OF WEST COVINA AS SHOWN HEREON**





AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: March 7, 2023

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: CONSIDERATION OF APPROVAL OF TRAFFIC RECOMMENDATIONS FROM THE TRAFFIC COMMITTEE MEETINGS BETWEEN JUNE 2022 THROUGH JANUARY 2023

RECOMMENDATION:

It is recommended that the City Council approve the traffic recommendations listed below for traffic engineering improvements citywide from the Traffic Committee Meetings held between June 2022 through January 2023.

1. Traffic Review of S. Citrus Street Crosswalk Between Walnut Creek Parkway and E. Cortez Street (June 2022 Traffic Committee Meeting)
2. Traffic Review of Evangelina Street from Elena Avenue to Woodgate Drive (June 2022 Traffic Committee Meeting)
3. Traffic Review of Willow Avenue at Farlington Street (June 2022 Traffic Committee Meeting)
4. Red Curb Review of 1500 E. Cameron Avenue (August 2022 Traffic Committee Meeting)
5. Red Curb Review of 1831 Gemini Street (August 2022 Traffic Committee Meeting)
6. Traffic Review on Rowland Avenue Between Vincent Avenue to Lark Ellen Avenue (September 2022 Traffic Committee Meeting)
7. Traffic Review on California Avenue Between Service Avenue to West Covina Parkway (September 2022 Traffic Committee Meeting)
8. Traffic Review of Durness Street Between Sunset Avenue and California Avenue (October 2022 Traffic Committee Meeting)
9. Traffic Review at the Intersection of Orange Avenue and Pacific Lane (October 2022 Traffic Committee Meeting)
10. Traffic Review of S. Morganfield Avenue from E. Hollingworth Street to E. Pinefalls Drive (October 2022 Traffic Committee Meeting)
11. Traffic Review of NB Citrus Street at Garvey Avenue S (December 2022 Traffic Committee Meeting)
12. Traffic Review of 534 N Azusa Avenue Green Curb (December 2022 Traffic Committee Meeting)
13. Line of Sight Review of Jubilee Christian School (January 2023 Traffic Committee Meeting)
14. Traffic Review of E. Garvey Avenue S Between Azusa Avenue and Hollenbeck Avenue (January 2023 Traffic Committee Meeting)
15. Line of Sight Review of Woodgate Drive and Evangelina Street (January 2023 Traffic Committee Meeting)

BACKGROUND:

The West Covina Traffic Committee regularly meets and holds public meetings on the 2nd Tuesday of each month. The Traffic Committee consists of the City Traffic Engineer, the Chief of Police, or at his discretion, a representative of the Police Department Traffic Division, and the City Engineer. The Traffic Committee reviews resident, community, and City requests pertaining to any traffic related items. These items are presented with recommendations to the Traffic Committee for discussion and approval, and then are later presented to City Council for final consideration of approval.

DISCUSSION:

Please see Attachment No.1 - Traffic Recommendations Approved for Installation by the Traffic Committee for a full list of items to be installed at each location.

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

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

ENVIRONMENTAL REVIEW:

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

Prepared by: Jana Robbins, PTP, RSP, Project Manager

Fiscal Impact**FISCAL IMPACT:**

The proposed improvements will be included either as part of an existing project, or under the Annual Citywide Traffic Signage, Stripping, Pavement Markers Program (Project No. 23016). This program allocates \$600,000 annually to enhance vehicle mobility and safety. Minor improvements and/or signage replacement may be done in-house by maintenance staff.

Attachments

Attachment No. 1 – Traffic Recommendations Approved for Installation by the Traffic Committee

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

Traffic Recommendations Approved for Installation by the Traffic Committee

RECOMMENDATIONS:

The below recommendations were unanimously approved for installation by the Traffic Committee and are brought before City Council for final approval and consideration.

1. **Traffic Review of S Citrus Street Crosswalk Between Walnut Creek Parkway and E Cortez Street (June 2022 Traffic Committee Meeting):** The City of West Covina received a resident request to install a midblock cross walk on South Citrus Street between Walnut Creek Parkway and East Cortez Street due to the close proximity to Cortez Park, Mavericks Baseball Field, Ridge Riders Arena, Citrus Park apartments, and Christ Lutheran Church School. Due to line of sight, speed of traffic and lack of observed pedestrians crossing midblock a marked crosswalk was denied. The following recommendations were presented and unanimously approved by the Traffic Committee and are brought for City Council consideration and final approval:
 - a) Remove Existing 35 Speed Limit Sign (R2-1) and Pole Which Is Blocked by The Existing Bus Bench for Southbound Vehicles. Replace sign and pole 75' to the north of the bus bench.
 - b) Install A Solar "Your Speed" Sign Beneath a New SCHOOL Speed Limit 25 Mph While Children are Present Sign (SR4-1(CA)) with Pole Approximately 281' (Feet) South of Walnut Creek Parkway.
 - c) Request that the West Covina PD Provide Spot Enforcement on Citrus Street South of Walnut Creek Parkway.

2. **Traffic Review of Evangelina Street from Elena Avenue to Woodgate Drive (June 2022 Traffic Committee Meeting):** The City of West Covina received a resident request to review Evangelina Street due to vehicles traveling along the street at a high rate of speed. The following recommendations were presented and unanimously approved by the Traffic Committee and are brought for City Council consideration and final approval:
 - a) Remove and Replace existing Speed Limit Signs on Evangelina Street with 36"X36" Oversized Speed Limit (R2-1) Sign.
 - b) Install New "25" Pavement Legend adjacent to R2-1 Speed Limit Sign.
 - c) Install Red Reflective Strip on Existing Stop Sign post at Evangelina Street and Woodgate Drive.
 - d) Install Cross Traffic Does Not Stop (W4-4p) Plaque below Existing Stop Sign at Evangelina Street and Woodgate Drive .

3. **Traffic Review of Willow Avenue at Farlington Street (June 2022 Traffic Committee Meeting):** At the request of a resident, Traffic Engineering staff has reviewed the traffic conditions at Willow Avenue and Farlington Street. Upgrades at this intersection will improve the overall traffic conditions for pedestrians and vehicles. The following recommendations were presented and unanimously approved by the Traffic Committee and are brought for City Council consideration and final approval:
 - a) Remove Non-Conforming School Crossing Signage and Pole at intersection.
 - b) Remove non-working Existing LED Signage and Existing In-Road Lights.
 - c) Replace existing school signage with new Double Sided Pedestrian Crossing Signage (S1-1) in Neon Yellow (36") with RRFB Flashing Light Bar and a Downward Facing Arrow Plaque (W16-7P).
 - d) Install yellow RPMs outlining the outside of the crosswalk in the north and west legs of the intersection.
 - e) Repaint/Refresh Crosswalks with Yellow Zebra Striping in the north leg and add Zebra Striping to the west leg.
 - f) Refresh "Ahead School XING" Pavement Legends for NB and SB traffic.
 - g) Refresh "STOP" Pavement Legend on Farlington Street.

- h) Remove Existing School 25 MPH School Speed Limit Sign, located approximately 138-ft north of the intersection at Rockway Drive and Willow Avenue, and Replace this sign with School Pedestrian (SW24-) Assembly Sign in Neon Yellow Green.
- 4. Red Curb Review of 1500 E Cameron Avenue (August 2022 Traffic Committee Meeting):** The City of West Covina received a red curb request from the homeowner on East Cameron Avenue due to vehicles consistently hanging over the curb and blocking their driveway. This resident lives opposite West Covina High School. The following recommendations were presented and unanimously approved by the Traffic Committee and are brought for City Council consideration and final approval:
- a) Install 17.5-feet of red curb on the south side of East Cameron Avenue, east of the driveway at 1500 East Cameron Avenue.
- 5. Red Curb Review of 1831 Gemini Street (August 2022 Traffic Committee Meeting):** The City of West Covina received a red curb request from the homeowner of 1831 Gemini Street due to vehicles parking along the curb which is too small for vehicles. The following recommendations were presented and unanimously approved by the Traffic Committee and are brought for City Council consideration and final approval:
- a) Install 10.5-feet of new red curb on the small curb in front of 1831 Gemini Street.
- 6. Traffic Review on Rowland Avenue Between Vincent Avenue to Lark Ellen Avenue (September 2022 Traffic Committee Meeting):** The City of West Covina has received a resident request to review reported speeding along Rowland Avenue between Vincent Avenue and Lark Ellen Avenue. The following recommendations were presented and unanimously approved by the Traffic Committee and are brought for City Council consideration and final approval:
- a) Remove existing 35MPH Speed Limit (R2-1) signs (30x30) and replace with oversized (30x36) 35MPH Speed Limit Signs (R2-1) and add 35 pavement legends.
 - a) Install Signal Ahead (W3-3) Signs on Rowland Avenue.
 - b) Continue 8' Wide White Stripes along Rowland Avenue from west of Astell Avenue.
 - c) Install Yellow Diamond Signs (OM1-3) on the medians of the intersection at Rowland Avenue and Vincent Avenue.
 - d) Install Yellow Reflective Paint on medians of the intersection.
 - e) Install White Ladder Striping on Existing Crosswalk at the intersection and refresh striping.
 - f) Refresh existing "Keep Clear" Pavement Legend and Pavement Lines.
- 7. Traffic Review on California Avenue Between Service Avenue to West Covina Parkway (September 2022 Traffic Committee Meeting):** The City of West Covina has received a resident request to review reported speeding along California Avenue between Service Avenue and West Covina Parkway. The following recommendations were presented and unanimously approved by the Traffic Committee and are brought for City Council consideration and final approval:
- a) Remove and replace existing 35-MPH speed limit sign with new (30"X30") Speed Limit Sign.
 - b) Install new 35-MPH Speed Limit Sign on California Avenue.
 - c) Paint "35" Pavement Legends adjacent to 35-MPH Speed Limit Signs.
 - d) Remove conflicting parking space adjacent to marked red curb on California Avenue, north of Oakdale Avenue at California Avenue.
 - e) Install "All-Way" (R1-3P) Plaque on existing Stop Signs at California Avenue and Service Avenue.
 - f) Install Red Reflective Strips on All existing Stop Signs at the intersection at California Avenue and Service Avenue.
 - g) Repaint Reflective Yellow Paint on existing medians for northbound and southbound directions.
 - h) Replace white RPMs at existing medians for northbound and southbound directions on California Avenue at Service Avenue.

- i) Repaint Existing Crosswalk and add White Ladder Striping to increase visibility at California Avenue at Service Avenue.
- 8. Traffic Review of Durness Street Between Sunset Avenue and California Avenue (October 2022 Traffic Committee Meeting):** The City of West Covina received a resident request to evaluate existing conditions due to speeding along the segment of Durness Street between Sunset Avenue and California Avenue. The following recommendations were presented and unanimously approved by the Traffic Committee and are brought for City Council consideration and final approval:
- a) Add “25” pavement legends opposite existing 25 MPH signs.
 - b) Refresh and Repaint the existing yellow crosswalk at Durness Street and California Avenue with yellow ladder striping in west leg.
 - c) Refresh existing STOP Pavement Legend at the Durness Street and California Avenue in west leg.
 - d) Install red retroreflective strip beneath existing “STOP” sign on Durness Street at California Avenue.
 - e) Install “Cross Traffic Does Not Stop” (W4-4P) Plaque on Existing Stop Sign.
- 9. Traffic Review at the Intersection of Orange Avenue and Pacific Lane (October 2022 Traffic Committee Meeting):** The City of West Covina received a resident request to install flashing stop signs and other traffic control measures at the intersection of Orange Avenue and Pacific Lane to increase visibility at this three-way stop-controlled intersection. This location did not meet criteria for installation of flashing stop signs. The following recommendations were presented and unanimously approved by the Traffic Committee and are brought for City Council consideration and final approval:
- a) Remove and Replace Existing “3-Way” Plaque Under Each “STOP” Sign With “All Way” Plaque.
 - b) Add Red Retroreflective Strip Beneath Existing “STOP” Signs all legs.
 - c) Repaint All Stop Pavement Legends and Stop Bars.
 - d) Add Warning Arrow W1-7 and Object Marker OM1-3 on Orange Avenue
 - e) Trim Trees to A Height Of 16 Feet to Allow for Advance Sight Distance.
 - f) Have Police Department Add Spot Enforcement at This Location.
- 10. Traffic Review of S Morganfield Avenue from E Hollingworth Street to E Pinefalls Drive (October 2022 Traffic Committee Meeting):** The City of West Covina received a resident request to evaluate existing conditions due to speeding along the segment of Morganfield Avenue between Hollingworth Street and Pinefalls Drive. The following recommendations were presented and unanimously approved by the Traffic Committee and are brought for City Council consideration and final approval:
- a) Install “All Way” Plaque Under Each Existing “STOP” Sign at Hollingworth Street and Morganfield Avenue and Pinefalls Drive and Morganfield Avenue.
 - b) Install 25 MPH Speed Limit Sign And 25 Pavement Legend for Southbound Vehicles on S Morganfield Avenue.
 - c) Trim Trees on South Morganfield Avenue to Create Visibility.
 - d) Add Red Reflective Posts on All Stop Signs at Hollingworth Street and Morganfield Avenue and Pinefalls Drive and Morganfield Avenue.
 - e) Repaint Existing Crosswalks with Yellow Ladder Paint at Hollingworth Street and Morganfield Avenue.
- 11. Traffic Review of NB Citrus Street at Garvey Avenue S (December 2022 Traffic Committee Meeting):** The City of West Covina has received several requests to review traffic operations at the intersection of Citrus Street and Garvey Avenue South. It was recommended to change the northbound right turn movement on Citrus Street to East Garvey Avenue South leading towards the I-10 EB freeway ramp to a shared through and right turn lane. The following recommendations were presented

and unanimously approved by the Traffic Committee and are brought for City Council consideration and final approval:

- a) Remove “Right Lane Must Turn Right” (R3-7) Sign on existing signal pole at southeast corner of the intersection for northbound traffic.
- b) Remove Right Turn Arrow Pavement Legends along Citrus Street by Sandblasting.
- c) Remove and Replace Solid 8” White Line with White Dashed Line along Citrus Street. Remove Paint 50’ (feet) south of the intersection.
- d) Remove “Right Lane Must Turn Right” (R3-7) Sign on existing street light pole approximately 112’ (feet) south of the intersection for northbound traffic.
- e) Add the lane designation sign R61-5 (CA) for NB showing 1 Left, 1 thru lane, and 1 shared thru/right turn lane – Install sign on existing street light pole approximately 112’ south of the intersection.
- f) Add a shared thru and right turn pavement legend at the intersection to call out new lane designation.
- g) Refresh all pavement legends for NB direction as well as the standard white crosswalk for all legs.

- 12. Traffic Review of 534 N Azusa Avenue Green Curb (December 2022 Traffic Committee Meeting):** The City of West Covina received a request from a business owner to install green curb in front of their business at 540 N Azusa Avenue which is located on the northeast corner of N Azusa Avenue and Pioneer Drive. The following recommendations were presented and unanimously approved by the Traffic Committee and are brought for City Council consideration and final approval:
- a) Paint green curb a total of 25’ (feet) in front of the Tobacco shop at 540 N Azusa Avenue.
 - b) Install (1) 30 Min Parking Sign on Existing Street Light Pole (R32D), with Parking Time between 7:00 a.m. and 6:00 p.m. on any day except Sunday.

- 13. Line of Sight Review of Jubilee Christian School (January 2023 Traffic Committee Meeting):** The City of West Covina has received a resident request to review the line-of-sight visibility at the exit driveway in front of Jubilee Christian School. The following recommendations were presented and unanimously approved by the Traffic Committee and are brought for City Council consideration and final approval:
- a) Install 40 Feet of Red Curb on The North of Exit Driveway of Southern Jubilee Christian School Parking Lot. This will remove 2 parking spaces but increase sight distance at the driveway.

- 14. Traffic Review of E Garvey Avenue S Between Azusa Avenue and Hollenbeck Avenue (January 2023 Traffic Committee Meeting):** The City of West Covina has received a resident request to review reported speeding along East Garvey Avenue South. The following recommendations were presented and unanimously approved by the Traffic Committee and are brought for City Council consideration and final approval:
- a) Remove and Replace Existing 35 Mph Speed Limit Sign with New 35 Mph Speed Limit Sign (R2-1) Along East Garvey Avenue South Approximately 575’ (Feet) East of The Intersection of East Garvey Avenue South & Azusa Avenue.
 - b) Remove and Replace Existing 20 Mph Speed Ahead and Curve Ahead (W1-3 & W13-1p) Signage with taller poles on E Garvey Avenue S Approximately 135’ (Feet) East of The Intersection with Azusa Avenue.
 - c) Remove and Replace Existing 20 Mph Speed Ahead and Curve Ahead (W1-3 & W13-1p) Signage on E Garvey Avenue S and replace with taller poles.
 - d) Install 20 Mph Speed Ahead and Curve Ahead (W1-3 & W13-1p) Signage.
 - e) Remove and Replace Existing 15 Mph Speed Ahead and Curve Ahead Signage with New 20 Mph Speed Ahead and Curve Ahead (W1-3 & W13-1p) Signage on E Garvey Avenue S. To meet CAMUTCD guidelines.
 - f) Install “Signal Ahead” Pavement Legend Along E Garvey Avenue S Between Azusa Avenue and Hollenbeck Avenue.

15. Line of Sight Review of Woodgate Drive and Evangelina Street (January 2023 Traffic Committee Meeting): The City of West Covina has received a resident request to review the line-of-sight visibility and existing roadway conditions on Woodgate Drive at Evangelina Street. The following recommendations were presented and unanimously approved by the Traffic Committee and are brought for City Council consideration and final approval:

- a) Repaint 75-Feet of Existing Red-Curb on North of Evangelina Street And 140-Feet of Red-Curb on South of Evangelina Street.

BACKGROUND:

The West Covina Traffic Committee regularly meets and holds public meetings on the 2nd Tuesday of each month. The Traffic Committee consists of the city traffic engineer, the chief of police or at his discretion a representative of the Police traffic division, and the city engineer. The Traffic Committee reviews resident, community, and city requests pertaining to any traffic related items. These items are presented with recommendations to the Traffic Committee for discussion and approval, and then are later presented to City Council for final approval.

DISCUSSION:

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

Prepared by:

Jana Robbins, PTP, RSP, Project Manager (Traffic Division)



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: March 7, 2023

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: ADOPTION OF CITIZEN REQUEST POLICY FOR TRAFFIC REVIEWS

RECOMMENDATION:

It is recommended that the City Council receive and file the City's New Citizen Request for Traffic Review Application Tool.

BACKGROUND:

To better serve West Covina residents, garner more community participation, and better allocate limited funds, the City has created a policy that will be followed when residents submit traffic requests. Due to the volume of citizen requests and the amount of funds required for traffic improvements, each request will first go through an Administrative Review of existing conditions and collision analysis to determine if the request warrants additional traffic investigation. After an initial Administrative Review, a progressive approach will be utilized that goes from less restrictive measures, like education and enforcement, to more restrictive and costly measures such as signing, striping and changes to the flow of traffic.

The intent of the new process will be to define the types of measures that will be used by the City, such as signs and striping, and to categorize requests based on a progressive system, which will facilitate the recommendation process for staff. It will also prioritize traffic requests, which will allow for better utilization of limited funding. This new process will be posted on the City's website March 8, 2023 for residents to access. This new process will be implemented for pending and all future traffic related resident requests.

DISCUSSION:

The following are the steps for the new Citizen Request Policy:

Step A. Resident(s) inform(s) the City regarding a concern about traffic on their City streets by submitting a Citizen Request Application Form.

Step B. Once an application is received, Staff will acknowledge receipt of the application and commence an Administrative Review which would include an evaluation of existing conditions, three (3) years of collision history using the Statewide Integrated Traffic Records System (SWITRS) and determination of eligibility of the street for further study. If applicable, the West Covina Police Department will be contacted and informed of the concern. They will decide if the street segment would benefit from the placement of the speed trailer and added spot enforcement. The resident

will be notified of the findings from the Administrative Review.

Step C. After Level 1 measures have been implemented, the City may recommend the location be a candidate for Level 2 Traffic Measures. This step would include the collection of additional data such as speed and volume data collection, pedestrian counts, and field observations, as appropriate.

Step D. Level 3 measures will be only considered for streets that have already implemented Level 2 technique(s). Since Level 3 measures require significant costs to the City, funds need to be identified before these measures go forward.

The new Citizen Request Policy is summarized below:

1. Level 1 - Traffic Calming Steps - Education & Enforcement

Requests regarding traffic speeding or traffic volume concerns will be considered for all public streets for implementation of Level 1 measures before consideration of Level 2 measures. Level 1 measures include, but are not limited to, non-physical or minor changes to the roadway environment. Typical measures for Level 1 are:

- Police enforcement of speeds, turning movements, and other moving or parking violations.
- Temporary speed display radar trailer placement. May occur at one or more locations along the street or in the neighborhood.

2. Level 2 - Traffic Measures

Level 2 is a group of mid-level measures that will be considered only after Level 1 has been completed and the location in question meets the Qualifying Criteria for Level 2 review. The focus is on community supported measures that are relatively easy to implement and are cost-effective solutions. The street must also meet certain criteria to go forward such as: street is a local or collector street, at least 800 vehicles per day, 85th% measured speed is at least 10mph above posted limit and has neighborhood support.

Typical Recommendations for Level 2 are:

- Posting of speed limit signs and pavement legends.
- Retroreflective signs, posts, or curb paint.
- Advanced Warning signage such as Stop Ahead, Curve ahead, Pedestrian Crossing signs.
- Larger signs such as stop signs with red reflective strips.
- School Area Enhancements.

3. Level 3 - Physical Changes

Level 3 measures will only be considered for streets that have already implemented Level 2 technique(s) within the last 12 months and Level 2 criteria/thresholds are still met. Since Level 3 measures require significant costs to the City, funds need to be identified before these measures go forward.

Typical Level 3 Recommendations:

- Flashing Beacons or Rectangular Rapid-Flashing Beacon (RRFB) at pedestrian crossings not adjacent to a school.
- Speed Feedback Signs.
- Placement of median(s).
- Placement of curb extension(s).
- Placement of speed cushions.
- Placement of neighborhood roundabout(s).

Requests for ALL-Way STOP or Signal Modifications

Stop signs and traffic signals are considered a Traffic Control Device and not a Traffic Calming Measure. They are intended to control the flow of traffic and assign right of way. These requests will have a separate process since they must meet California Manual on Uniform Traffic Control Devices (MUTCD) guidelines and are recommended as a result of a full engineering study as well as an identified funding source.

Once an engineering study is complete, recommendations will be taken before the West Covina Traffic Committee for review and approval. Once funding has been identified, those traffic items approved by the Traffic Committee will be taken before the West Covina City Council for final approval of recommendations and funding. The timing of implementation of all recommendations is dependent on available funding.

The following forms and guidelines will be posted on the City's website:

- **Forms**

- Traffic Request Form
- Petition Requesting Traffic Review for Level 2

- **Traffic Request Guidelines**

- General Guidelines
- Guidelines for specific types of request:
 - Crosswalks
 - Curb Markings and Parking
 - School Crossing Guards
 - Speed Humps
 - Stop Signs
 - Traffic Signals

LEGAL REVIEW:

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

Prepared by: Jana Robbins, PTP, RSP, Project Manager

Fiscal Impact

FISCAL IMPACT:

This agenda item is to receive and file, therefore; there is no fiscal impact associated with this action.

Attachments

Attachment No. 1- Request Guidelines
Attachment No. 2- Traffic Request Form
Attachment No. 3- Petition Requesting for level 2 Traffic Review
Attachment No. 4- Power Point Presentation

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



TRAFFIC DIVISION | CITIZEN REQUEST



Traffic Request Guidelines

The City will review each citizen request to ensure that the proposed location and circumstances meet all the criteria outlined in this document and are allowed by City Standards, City Municipal Code, CAMUTCD and State law. After the initial Administrative Review has been completed and the examination of existing conditions and collision analysis indicate that the street and/or intersection warrants additional traffic investigation, the City may then conduct traffic counts, speed survey, and pedestrian counts as appropriate to fully review the location.

Traffic calming measures work best when incorporated into a programmatic approach that includes a planning process, overall community participation, and public safety service support. By developing a programmatic approach, it encourages citizens to become actively involved throughout the process. In this way, the City and the neighborhood can work together to create a long-term solution.

Level 1 | Traffic Calming Steps – Education and Enforcement

Requests regarding traffic speeding or traffic volume concerns will be considered for all public streets for implementation of Level 1 measures before consideration of Level 2 measures. Level 1 measures include, but are not limited to, non-physical or minor changes to the roadway environment. Typical measures for Level 1 are:

1. Police enforcement of speeds, turning movements, and other moving or parking violations.
2. Temporary speed display radar trailer placement. May occur at one or more locations along the street or in the neighborhood.

The following are the steps to be followed:

Step 1a. Resident(s) inform(s) the City regarding a concern about traffic on their City streets. A Citizen Request Application Form can be obtained on the City's web site.

Step 1b. Once an application is received, Staff will acknowledge receipt of the application and commence an Administrative Review which would include an evaluation of existing conditions, 3-years of collision history using the Statewide Integrated Traffic Records System (SWITRS) and determination of eligibility of the street for



TRAFFIC DIVISION | CITIZEN REQUEST

further study. If applicable, the West Covina Police Department will be contacted and informed of the concern. They will decide if the street segment would benefit from the placement of the speed trailer and added spot enforcement. The resident will be notified of the findings from the Administrative Review.

Step 1c. After Level 1 measures have been implemented, the City may recommend the location be a candidate for Level 2 Traffic Measures. This step would include the collection of additional data such as speed and volume data collection, pedestrian counts, and field observations, as appropriate.

Level 2 | Traffic Measures

Level 2 is a group of mid-level measures that will be considered only after Level 1 has been completed and the location in question meets the Qualifying Criteria for Level 2 review. Level 2 recommendations include minor physical changes such as posting of speed limit signs, advance signage, applicable warning signs, pavement legends, striping narrower vehicle lanes, turning movement restrictions, or commercial vehicle restrictions. The focus is on community supported measures that are relatively easy to implement and are cost-effective solutions.

Qualifying Criteria for Level 2

Requests for the implementation of neighborhood traffic calming measures on public streets will be considered by the City only for those streets meeting **all** of the following criteria:

1. The street shall be designated as a local street or collector street (not an arterial) by the City's General Plan and is primarily residential in nature.
2. The street shall have fronting residential buildings in a density that matches the California Vehicle Code local street designation and for setting speed limits (13 separate dwelling houses or business structures per ¼ mile on one side or 16 per ¼ mile on both sides).
3. Vehicular traffic volumes in both directions are equal to or exceed 800 vehicles per day.
4. Speed measurements show that the 85th % measured speed is at least 10 mph over the legally posted speed limit.
5. 3 Years of collision history indicates that the street would benefit from Traffic Calming Measures.
6. Any proposed changes in traffic flow are not expected to divert a significant amount of traffic to other local residential streets.



TRAFFIC DIVISION | CITIZEN REQUEST

7. The West Covina Police and Fire Departments do not have significant evidence of any public safety concerns on the street.
8. The request for traffic calming measures have demonstrated community support by submitting a petition with at least 67% of property owners living on the street that are in favor of implementation of traffic calming measures.

Typical Recommendations for Level 2 are:

1. Posting of speed limit signs (in more frequent locations if already posted on non prima facie 25 mph streets).
2. Speed limit pavement legends.
3. Retroreflective signs, posts, or curb paint.
4. Advanced Warning signage such as Stop Ahead, Curve ahead, Pedestrian Crossing signs.
5. Larger signs such as stop signs with red reflective strips.
6. Striping of white side stripes to narrow vehicle travel lanes.
7. Turning movement restrictions.
8. School Area Enhancements – these improvements need to be adjacent to a school and are shown to have significant pedestrian traffic, collisions and traffic volumes that meet CAMUTCD Part 7 and Guidelines for Beacons, Rectangular Rapid Flashing Beacons (RRFB) at pedestrian crossings CAMUTCD Part 4L.

Level 3 | Physical Changes

Level 3 measures will be only considered for streets that have already implemented Level 2 technique(s) within the last 12 months and Level 2 criteria/thresholds are still met. Since Level 3 measures require significant cost to the City, funds need to be identified before these measures go forward.

1. Flashing Beacons or RRFB at pedestrian crossings not adjacent to a school.
2. Speed Feedback Signs.
3. Placement of median(s).
4. Placement of curb extension(s).
5. Placement of speed cushions.
6. Placement of neighborhood roundabout(s).

Requests for ALL-Way STOP or Signal Modifications

Stop signs and traffic signals are considered a Traffic Control Device and not a Traffic Calming Measure. They are intended to control the flow of traffic and assign right of way. Installation is determined on standards or Warrants as found in the California Manual on



TRAFFIC DIVISION | CITIZEN REQUEST

Uniform Traffic Control (CAMUTCD) as well as California Vehicle Code (CVC). Warrants are based on approach volume for each street, number of pedestrians crossing, adequate gaps in traffic, number of collisions correctable by installation as well as a full engineering study based on engineering judgement. Requests for All-Way Stop Control will also go through a level 1 stage, with notification of the police Division for enforcement. To go to Level 2, a petition from residents showing support of all-way stop control will need to be submitted once staff determines that the location is a suitable location for all-way stop control. Installation of traffic signals has significant cost associated with implementation (\$450,000+). For these requests, a full engineering study is required based on Section 4C of the CAMUTCD. A funding source will need to be identified prior to starting an engineering investigation. Most Cities rely on grants to help pay for these items.

Approval Process

The City's Traffic Engineering Division will develop recommendations that address motorized traffic, bicycle traffic and pedestrian mobility concerns along a corridor or intersection. Once the engineering study is complete, recommendations will be taken before the West Covina Traffic Commission for review and approval. Once funding has been identified, those traffic items approved by the Traffic Commission will be taken before the West Covina City Council for final approval of recommendations and funding. The timing of Implementation of all recommendations is dependent on available funding. Some requests for improvements may require the City being successful in grant funds to help pay for improvements. This includes signal modification and implementation as well as the installation of flashing beacons and lighting improvements.



TRAFFIC DIVISION | CITIZEN REQUEST



Identification of Traffic Problem

The City takes all requests about traffic concerns on City streets seriously. Each request that is received from the Traffic Department will go through an initial administrative review to determine next steps. Next steps could include contacting the West Covina Police Department for spot enforcement or placement of their speed trailer for speeding concerns to requesting code enforcement review for on-street parking complaints. Each resident will be contacted via email to acknowledge receipt of their Citizen Request Application. Due to the volume of citizen requests and the amount of funds required for traffic improvements, each request will go through a progressive approach that goes from less restrictive measures like education and enforcement to more restrictive and costly measures such as signing, striping and changes to the flow of traffic.

City staff will make an initial determination of whether the street(s) requested is eligible for further consideration based on guidance from the California Manual on Uniform Traffic Control Devices (CAMUTCD), California Vehicle Code (CVC), and engineering judgement.



Primary Contact Information

Name: _____ Email Address: _____

Street Address: _____ Phone Number: _____



Location of Concern:

Please describe in detail the area of concern: _____

Has the issue been reported to City Code Enforcement or Police Department: If yes, please explain: _____

Does this request have neighborhood Support? _____



TRAFFIC DIVISION | CITIZEN REQUEST



Petition Requesting Traffic Review for Level 2

* We the undersigned believe our neighborhood traffic situation indicates that Traffic Calming measures should be applied to address motorized traffic, bicycle traffic and pedestrian mobility concerns. *The following signatures representing at least (67%) of the residents along the street indicate the neighborhood's commitment to work with City Staff using approved traffic calming measures for a more orderly traffic environment within our neighborhood. We also understand that the program requires a progressive approach where Level 1 measures will be implemented prior to consideration of Level 2 measures. One signature is allowed per address.*

We, the undersigned residents of _____ between _____ and _____, do hereby request the City of West Covina Traffic Department, to complete a traffic review of the location stated below. By signing below, we understand that the requested review will be completed in conformance with the CVC, CAMUTCD, and engineering judgement.

Neighborhood Representative:

Name (Please print)

Telephone Number

Location of Traffic Concern (Street/Intersection):

Traffic Concern:

See following page for petition sign-up sheet.



TRAFFIC DIVISION | CITIZEN REQUEST

By signing I am guaranteeing I am a homeowner that lives on the requested street and am in favor of the City reviewing the location in question for potential operational improvements. (One signature per address will be accepted)

DATE	SIGNATURE (HEAD OF HOUSEHOLD)	ADDRESS	DAYTIME PHONE	EMAIL

**Additional signatures may be submitted on a separate piece of paper*

TRAFFIC REVIEW APPLICATION

City of West Covina – City Council Meeting
Tuesday, March 07, 2023




About


- The City has created a policy and/or process that will be followed when residents submit traffic requests.
- New Program was created to better serve West Covina residents, garner more community participation, and for better allocation of limited funds.
- Due to the volume of citizen requests and the amount of funds required for traffic improvements, each request will first go through an Administrative Review of existing conditions and collision analysis to determine if the request warrants additional traffic investigation.
- After an initial Administrative Review, a progressive approach will be utilized that goes from less restrictive measures like education and enforcement to more restrictive and costly measures such as signing, striping and changes to the flow of traffic.
- This new process will be live and up on the City website for residents to access. Moving forward this will be the new process for all traffic related resident requests.
- The following slides will show how to navigate the website to find traffic request information and forms.



Navigating to Traffic Requests






**ABOUT THE CITY**

- Community Development
 - Permit, Plan-Check Submittals and Schedule Inspections
 - Community Development Applications, Permits, and Forms
 - Building Division
 - Code Enforcement Division
- + Community and Economic Development
 - Engineering Division
 - Capital Improvement Projects
 - Engineering and Traffic Survey
 - Parking Restrictions
 - Sewer System Management Plan
 - SoCal Water Smart - Rebates
 - Stormwater Pollution Prevention
 - Street Address Change Review
 - Traffic Committee Meeting agenda
 - Traffic Request**
 - Water Utilities Emergency Numbers
- + Planning Division
 - Contact the Community Development Department

RESIDENTS**BUSINESSES****DEPARTMENTS****WHAT'S NEW****HOW DO I...**

[Departments » Community Development »](#)

Engineering Division

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The Engineering Division is responsible for the construction and maintenance of street improvements including traffic signals, plan review and inspections, design and construction of capital improvements, review of traffic related issues and review of land development impacts in the public right-of-way. Engineering staff strives to enhance the quality of life in West Covina by providing the technical guidance necessary to construct and maintain the City's infrastructure. It is divided into two sections:


Engineering Services and Traffic and Lighting Services.

The **Engineering Services Section** prepares plans and specifications including streets, storm drains, sewers, traffic signals, bridges, parks, and street lighting. It provides field inspections for all engineering Capital Improvement Program (CIP) projects and processes all related documents. This section also ensures that private developments conform to Conditions of Approval imposed by the Planning Commission and City Council, and adopted City Standards through comprehensive plan review; conduct field inspections and provide assessment district engineering; and maintains city mapping and processes assessment districts renewals for street lighting, landscaping, and sewers. It also performs data collection, analysis and evaluation of the street system, maintenance and rehabilitation needs, and National Pollution Discharge Elimination System (NPDES) compliance, and Sewer System Management Plan (SSMP) as well as contract administration of street projects.

The **Traffic and Lighting Section** oversees evaluation and improvements of the traffic on City streets, including traffic signals, stop signs, speed limits, parking restrictions, traffic signing, crosswalks, traffic counts, accident surveys, and other traffic related items. Staff also oversees evaluations and improvements of the City's street lighting system, including installation, spacing, type, size, and billing verification. This area of Engineering provides input to the City's Traffic Committee consisting of the Public Works Director, Police Chief, and Traffic Engineer for their review and recommendations to the City Council of changes in traffic regulations



Navigating to Traffic Requests – Forms/Guidelines



[ABOUT THE CITY](#)
[RESIDENTS](#)
[BUSINESSES](#)
[DEPARTMENTS](#)
[WHAT'S NEW](#)
[HOW DO I...](#)

[Community Development](#)

- Permit, Plan-Check Submittals and Schedule Inspections
- Community Development Applications, Permits, and Forms
- Building Division
- Code Enforcement Division
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 - Capital Improvement Projects
 - Engineering and Traffic Survey
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 - Traffic Committee Meeting agenda
 - Traffic Request**
 - Water Utilities Emergency Numbers
- Planning Division
- Contact the Community Development Department

Departments » [Community Development](#) » [Engineering Division](#) »

Traffic Request

Font Size: [+](#) [-](#) [+](#) [Share & Bookmark](#) [Feedback](#) [Print](#)

For any traffic-related request, please submit the form(s) to traffic@transtech.org. Below, please find the forms and guidelines:

- Forms
 - [Traffic Request Form](#)
 - [Petition Requesting Traffic Review for Level 2](#)
- Traffic Request Guidelines
 - [General Guidelines](#)
 - Guidelines for specific types of request:
 - [Crosswalks](#)
 - [Curb Markings and Parking](#)
 - [School Crossing Guards](#)
 - [Speed Humps](#)
 - [Stop Signs](#)
 - [Traffic Signals](#)



Traffic Request Form



TRAFFIC DIVISION | CITIZEN REQUEST



Identification of Traffic Problem

The City takes all requests about traffic concerns on City streets seriously. Each request that is received from the Traffic Department will go through an initial administrative review to determine next steps. Next steps could include contacting the West Covina Police Department for spot enforcement or placement of their speed trailer for speeding concerns to requesting code enforcement review for on-street parking complaints. Each resident will be contacted via email to acknowledge receipt of their Citizen Request Application. Due to the volume of citizen requests and the amount of funds required for traffic improvements, each request will go through a progressive approach that goes from less restrictive measures like education and enforcement to more restrictive and costly measures such as signing, striping and changes to the flow of traffic.

City staff will make an initial determination of whether the street(s) requested is eligible for further consideration based on guidance from the California Manual on Uniform Traffic Control Devices (CAMUTCD), California Vehicle Code (CVC), and engineering judgement.



Primary Contact Information

Name: Email Address:

Street Address: Phone Number:



Location of Concern:

Please describe in detail the area of concern:


Has the issue been reported to City Code Enforcement or Police Department: If yes, please explain:

Does this request have neighborhood Support?


City of West Covina | Community Development Department | Engineering Division
1444 W. Garvey Avenue, South, West Covina, CA 91790



Petition for Level 2



TRAFFIC DIVISION | CITIZEN REQUEST



Petition Requesting Traffic Review for Level 2


* We the undersigned believe our neighborhood traffic situation indicates that Traffic Calming measures should be applied to address motorized traffic, bicycle traffic and pedestrian mobility concerns. *The following signatures representing at least (67%) of the residents along the street indicate the neighborhood's commitment to work with City Staff using approved traffic calming measures for a more orderly traffic environment within our neighborhood. We also understand that the program requires a progressive approach where Level 1 measures will be implemented prior to consideration of Level 2 measures. One signature is allowed per address.*

We, the undersigned residents of _____ between _____ and _____, do hereby request the City of West Covina Traffic Department, to complete a traffic review of the location stated below. By signing below, we understand that the requested review will be completed in conformance with the CVC, CAMUTCD, and engineering judgement.

Neighborhood Representative: _____
Name (Please print) Telephone Number

Location of Traffic Concern (Street/Intersection):

Traffic Concern:



TRAFFIC DIVISION | CITIZEN REQUEST

By signing I am guaranteeing I am a homeowner that lives on the requested street and am in favor of the City reviewing the location in question for potential operational improvements. (One signature per address will be accepted)

DATE	SIGNATURE (HEAD OF HOUSEHOLD)	ADDRESS	DAYTIME PHONE	EMAIL

*Additional signatures may be submitted on a separate piece of paper

Traffic Request Guidelines



Traffic Request Guidelines

The City will review each citizen request to ensure that the proposed location and circumstances meet all the criteria outlined in this document and are allowed by City Standards, City Municipal Code, CAMUTCD and State law. After the initial Administrative Review has been completed and the examination of existing conditions and collision analysis indicate that the street and/or intersection warrants additional traffic investigation, the City may then conduct traffic counts, speed survey, and pedestrian counts as appropriate to fully review the location.

Traffic calming measures work best when incorporated into a programmatic approach that includes a planning process, overall community participation, and public safety service support. By developing a programmatic approach, it encourages citizens to become actively involved throughout the process. In this way, the City and the neighborhood can work together to create a long-term solution.



Approval Process

The City's Traffic Engineering Division will develop recommendations that address motorized traffic, bicycle traffic and pedestrian mobility concerns along a corridor or intersection. Once the engineering study is complete, recommendations will be taken before the West Covina Traffic Commission for review and approval. Once funding has been identified, those traffic items approved by the Traffic Commission will be taken before the West Covina City Council for final approval of recommendations and funding. The timing of Implementation of all recommendations is dependent on available funding. Some requests for improvements may require the City being successful in grant funds to help pay for improvements. This includes signal modification and implementation as well as the installation of flashing beacons and lighting improvements.



QUESTIONS?





AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: March 7, 2023

TO: Mayor and City Council

FROM: David Carmany
City Manager

**SUBJECT: CONSIDERATION OF ADOPTION AND PROMULGATION OF AN UPDATED CITY
EMERGENCY OPERATIONS PLAN**

RECOMMENDATION:

Staff recommends that the City Council adopt the following resolution:

**RESOLUTION NO. 2023-18 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST
COVINA, CALIFORNIA, ADOPTING THE CITY OF WEST COVINA EMERGENCY OPERATIONS
PLAN**

BACKGROUND:

The purpose of an Emergency Operations Plan is to address the City's planned response to extraordinary emergency situations associated with natural or human-caused disasters, as well as large scale criminal or terrorist acts under an all-hazards approach. This plan does not apply to normal day-to-day emergencies and incidents, or the established departmental procedures used to cope with such emergencies. Instead, this plan focuses on operational concepts that would be implemented in large-scale disasters, which can pose major threats to life, property, and the environment, requiring unusual emergency responses.

The City's Emergency Operations Plan establishes an Emergency Management Organization and assigns functions and tasks consistent with California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides for the integration and coordination of planning efforts through a whole community approach and authorizes City personnel to perform their duties and tasks before, during, and after an emergency.

This plan was developed for City departments and external organizations with emergency services responsibilities within the City. The content is based upon guidance approved and provided by the Federal Emergency Management Agency and the California Office of Emergency Services. The intent of the plan is to provide direction on how to respond to an emergency from the onset, through an extended response and into the recovery process.

Once adopted, this updated plan will be an extension of the County of Los Angeles Operational Area Emergency Response Plan and the California Emergency Plan. It will be reviewed and tested periodically and revised as necessary, to meet changing conditions such as lessons learned from an actual disaster

or emergency, and/or changes in State/Federal guidance.

DISCUSSION:

The preservation of life, property and the environment are inherent responsibilities of local, state, and federal governments. As disasters can occur at any time, the City must provide safeguards that will save lives and minimize property and environmental damage through careful planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The City Emergency Operations Plan accomplishes the following:

- Establishes the Emergency Management Organization required to mitigate any significant emergency or disaster affecting the City.
- Identifies the roles and responsibilities required to protect the health and safety of City residents, public and private property, and the environment, due to natural or human-caused emergency disasters.
- Establishes the operational concepts associated with a field response to emergencies, the City's Emergency Operation Center (EOC) activities and the recovery process.

Upon adoption by the City Council, the plan will be officially promulgated, and distributed to City departments, supporting agencies and community organizations having primary responsibilities with the Emergency Operations Plan, as necessary.

Development of this plan document was based on a template developed by the Disaster Management Area Partnership, funded by the 2019 Emergency Management Performance Grant. The template was developed with the assistance of Michael Brady Emergency Management Consulting. The plan update was developed with the assistance of Transtech Engineers, Inc.

Oversight for development of the plan was provided by the Emergency Operations Plan Update Planning Team including City staff, representatives from Area D Disaster Management Area, and Transtech. Additionally, the following agencies and organizations were afforded the opportunity to review, provide input, and comment on the draft plan:

- California Highway Patrol
- American Red Cross
- Athens Services
- Emanate Health Care
- Foothill Transit
- West Covina United School District
- SoCal Gas
- Edison
- Access Transit

LEGAL REVIEW:

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

Prepared by: Tony Cortina; Police Department Captain

Fiscal Impact

FISCAL IMPACT:

An updated Emergency Operations Plan may enhance the City's ability to obtain future grant opportunities.

Attachments

Attachment No. 1 - EOP PowerPoint Presentation

Attachment No. 2 - Emergency Operations Plan

Attachment No. 3 - Resolution No. 2023-18

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Maintain Good Intergovernmental Relations



EMERGENCY OPERATIONS
PLAN UPDATE 2022-2023

Presentation to the City Council

Presented by Jim Sims, Transtech Engineers, Inc.

Tuesday, March 7, 2023

Presentation Topics



- Why Update the Plan?
- The Planning Process
- External Agencies
- Plan Contents
- Future Plan Development

Purpose



- The purpose of this presentation is to brief the City Council on the contents of the updated Emergency Operations Plan and answer questions prior to consideration for adoption.

Why Update the Plan?



- Previous plan updated over 5 years ago
- Incorporate new legislative requirements
- Incorporate best practices
- Ensure compliance with California Office of Emergency Services and U.S. Department of Homeland Security guidelines
- Consistency with plans of neighboring cities

Who will Use the Plan?



- City management
- City first responders
- City support departments
- External organizations participating in response

The Planning Process



- Planning initiated in October 2022
- Plan Development guided by Planning Team of representatives from City departments
- Based on standard template developed by Disaster Management Areas C, D, & E
- Draft distributed to external stakeholders for review and comment

External Agencies



List of external agencies provided opportunity to review/comment:

- American Red Cross
- Athens Waste Services
- Emanate Health
- Foothill Transit
- SoCal Gas
- Southern California Edison
- Access Transit
- Disaster Management Area D Coordinator

EOP Plan Elements



- **Part 1** – Overall Framework for Emergency Response
- **Part 2** – Emergency Operations Center Operations
- **Annexes** – Additional Detail for Response to Specific Hazards
- **Appendices** – Supporting Information

EOP Part 1



- Situation and Assumptions
- Standardized Emergency Management System (SEMS)
- Concept of Operations
- Organization and Assignment of Responsibilities –
 - City Departments
 - External Agencies

EOP Part 2



- EOC Activation
- EOC Organization
- EOC Operations
- Training and Exercises

Annexes



- Severe Weather
- Earthquake
- Criminal/Terrorist Act
- Pandemic/Health Emergency
- Wildfire

Appendices



- Quick Start Guide
- Resource Request Guide
- Information Collection and Dissemination
- Glossary
- Authorities and References



2.

Future Plan Development

Future Emergency Planning



- Public Health Emergency Response Plan
- Local Hazard Mitigation Plan
- Additional EOP Annexes –
 - Notification and Warning
 - Evacuation
 - Continuity of Government
 - Mass Care



?

Questions



Thank you!

JIM SIMS
TRANSTECH ENGINEERS, INC.



Emergency Operations Plan

UPDATE 2022-2023

Part 1: Base Plan



Acknowledgements

Development of this plan document was based on a template developed by the Disaster Management Area Partnership, funded by the 2019 Emergency Management Performance Grant. The template was developed with the assistance of Michael Brady Emergency Management Consulting. The plan update was developed with the assistance of Transtech Engineers, Inc.

The City Manager, David Carmany provided overall leadership and direction for development of the Plan, assisted by a Planning Team consisting of key staff, Transtech contract personnel, and the Area D Disaster Management Area Coordinator.:

Planning Team Participants

City Staff

Capt. Tony Cortina, WCPD (Project Manager)
Paulina Morales, Assistant City Manager
Lisa Sherrick, Assistant City Clerk
Stephanie Sikkema, Finance Director
Mike Fountain, Assistant Fire Chief
Milian Mrakich, Code Enforcement Manager
Carmelita Underwood, Human Resources
Raul Alvarado, Deputy Director of Public Services
Kelly McDonald, Public Services Manager
Mike Cresep, Public Services Supervisor
Lisa Handy, Human Resources Manager
Will Trujillo, IT Manager

Others

Diana Manzano, Area D DMAC
Analisa Rojas, Transtech
Jason Robbins, Transtech
Brian Cervantes Transtech

Stakeholder Review

The following agencies and organizations were provided opportunity to provide input, and/or review and comment on the Draft Plan:

American Red Cross
Access Transit
Athens Services
Emanate Health Queen of the Valley
Foothill Transit

Southern California Edison
SoCal Gas





1.1 Letter of Promulgation

To: City Officials, Employees and Residents

The preservation of life, property and the environment are inherent responsibilities of local, state, and federal governments. As disasters can occur at any time, the City must provide safeguards that will save lives and minimize property and environmental damage through careful planning, preparedness measures and training. Sound emergency plans carried out by knowledgeable and well-trained personnel can and will minimize losses.

The City's Emergency Operations Plan establishes an Emergency Management Organization and assigns functions and tasks consistent with California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS). It provides for the integration and coordination of planning efforts through a whole community approach and authorizes city personnel to perform their duties and tasks before, during, and after an emergency.

This plan was developed for the City of West Covina and external organizations with emergency services responsibilities within the City. The content is based upon guidance approved and provided by the Federal Emergency Management Agency and the California Office of Emergency Services. The intent of the plan is to provide direction on how to respond to an emergency from the onset, through an extended response and into the recovery process.

Once adopted, this plan is an extension of the County of Los Angeles Operational Area Emergency Response Plan and the California Emergency Plan. It will be reviewed and tested periodically and revised as necessary, to meet changing conditions such as lessons learned from an actual disaster or emergency; and/or changes in State/Federal guidance.

This EOP will be submitted to the City Council for review, and, upon their concurrence, officially adopted and promulgated.

This promulgation shall be effective upon its signing and shall remain in effect until amended or rescinded by further promulgation. The promulgation of this EOP further affirms the City's support for emergency management, and a safe and resilient community.

DAVID CARMANY

City Manager



1.2 Approval & Implementation

The City Emergency Operations Plan addresses the City's planned response to extraordinary emergency situations associated with natural or man-made disasters under an all-hazards approach. This plan does not apply to normal day-to-day emergencies and incidents, or the established departmental procedures used to cope with such emergencies. Instead, this plan focuses on operational concepts that would be implemented in large-scale disasters, which can pose major threats to life, property, and the environment, requiring unusual emergency responses.

This plan accomplishes the following:

- Establishes the Emergency Management Organization required to mitigate any significant emergency or disaster affecting the city.
- Identifies the roles and responsibilities required to protect the health and safety of city residents, public and private property, and the environment, due to natural or human-caused emergency disasters.
- Establishes the operational concepts associated with a field response to emergencies, the City's Emergency Operation Center (EOC) activities and the recovery process.

Upon concurrence of the City Council, the plan will be officially adopted and promulgated, and distributed to city departments, supporting agencies and community organizations having primary responsibilities with the Emergency Operations Plan, as necessary.

Upon the delegation of authority from the City Manager, specific modifications can be made to this plan without the signature of the City Council. This Emergency Operations Plan and attachments supersede all previous versions of the City's Emergency Operations Plan.



1.3 Plan Concurrence

The following list of signatures document concurrence and receipt of the 2023 City Emergency Operations Plan and agreement to submit revisions to the City's Emergency Management Coordinator as needed.

City Manager

City Clerk

Community Development Department

Finance Department

Parks and Recreation Department

Human Resources & Risk Management

Public Services Department

Police Department

Fire Department

Police Department

Public Health Officer



1.4 Record of Changes

Version Number	Date of Change	Change Made By	Date of Approval	Change Approved by	Description of change
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					



1.5 Record of Distribution

Recipient Name	Recipient Title	Recipient Agency	Date of Delivery



1.6 Table of Contents

1	Introductory Material	2
	Acknowledgements	2
1.1	Letter of Promulgation	4
1.2	Approval & Implementation	5
1.3	Plan Concurrence.....	6
1.4	Record of Changes	7
1.5	Record of Distribution	8
1.6	Table of Contents.....	9
2	Purpose, Scope, Situation and Assumptions	12
2.1	Purpose	12
2.2	Scope.....	13
2.3	Situation Overview	13
2.4	Planning Assumptions	14
3	Concept of Operations	16
3.1	Response	16
3.1.1	Goals, Priorities and Strategies	16
3.1.2	Plan Activation.....	17
3.1.3	Proclaiming an Emergency	17
3.1.4	Presidential Declarations.....	19
3.1.5	Emergency Management Response Levels.....	19
3.1.6	Sequence of Events.....	20
3.2	Recovery.....	27
3.2.1	Short-Term.....	27
3.2.2	Long-Term.....	27
3.3	Continuity.....	28
4	Organization and Assignment of Responsibilities.....	30
4.1	Use of SEMS, NIMS, and ICS	30
4.2	Role of Elected Officials.....	30
4.3	Role of City Departments	31
4.4	Role of Disaster Management Area Coordinators (DMACs)	34



4.5 Role of the Private Sector	35
4.5.1 Contracted City Services	35
4.5.2 Residents	35
4.5.3 Populations with Access and Functional Needs	35
4.5.4 At Risk Individuals	36
4.5.5 Businesses	37
4.5.6 Volunteer Organizations	38
5 Direction, Control and Coordination	39
5.1 Direction and Control	39
5.2 Coordination	39
5.3 Multi-Entity/Jurisdiction Coordination and Mutual Aid	40
5.4 NIMS, SEMS, and ICS	43
6 Communication	50
7 Information Collection, Analysis and Distribution.....	51
8 Administration, Finance and Logistics	53
8.1 Administration.....	53
8.1.1 City Emergency Operations Policy Statement.....	53
8.1.2 Disaster Service Workers.....	54
8.1.3 Documentation	54
8.2 Finance	55
8.2.1 Expenditure Tracking	55
8.2.2 Eligible Expenses	55
8.2.3 Recordkeeping Requirements.....	55
8.3 Logistics	56
8.3.1 Resource Management.....	56
8.3.2 Resource Priorities	56
8.3.3 Resource Requests	56
9 Plan Development and Maintenance	58
9.1 Administrative Practices	58
9.2 Standard Operating Procedures (SOP)	58
9.3 Training and Exercises	59
9.3.2 Training Program.....	60



9.3.3 Exercise Program 60

9.4 Essential Records Retention..... 60

9.5 After Action Reports and Corrective Actions..... 61

10 Authorities and References 62

11 Appendix A - Acronyms 64

12 Appendix B – Glossary of Terms..... 66



2 Purpose, Scope, Situation and Assumptions

2.1 Purpose

The purpose of the City of West Covina (hereinafter "City") Emergency Operations Plan is to provide the planning basis for a coordinated response to extraordinary emergency situations associated with natural, and human-caused emergencies or disasters within or affecting the City. This plan is the principal guide for the City's response to, management of, and recovery from real or potential emergencies and disasters occurring within its designated geographic boundaries. Specifically, this plan is intended to:

- Outline the methods and procedures used by emergency management personnel to assess emergency situations and take appropriate actions to save lives and reduce injuries, prevent, or minimize damage to public and private property, and protect the environment.
- Identify the components of an Emergency Management Organization and establish associated protocols required to effectively respond to, manage and recover from major emergencies and disasters.
- Develop a whole community approach to emergency management to facilitate a response that is inclusive of the entire community.
- Identify the organizational framework for the overall management and coordination of emergency operations in the city by implementing the National Incident Management System (NIMS) and Standardized Emergency Management System (SEMS).
- Identify the responsibilities of local, state, and federal agencies in the event of an emergency or disaster affecting the city.
- Define the operational concepts and procedures associated with the EOC interface with the field emergency responders
- Facilitate mutual aid to supplement local resources.
- Facilitate multi-agency and multi-jurisdictional coordination between local government, the private sector, operational area (OA), state, and federal agencies.
- Support the provision for emergency public information, including information on personal protective actions the public can take.
- Serve as an operational plan and reference document, that can be used for pre-emergency planning in addition to emergency operations.
- Use in coordination with applicable local, state, and federal contingency plans.

Allied agencies, special districts, private enterprise, and volunteer organizations that have roles and responsibilities in this plan are encouraged to develop operating protocols and emergency action checklists to support their responsibility to this plan.

Finally, this plan is divided into two parts that contain general and specific information relating to city emergency management operations. Those parts are as follows:

Part 1: Basic Plan. This part provides the structure and organization of the city's



emergency management structure, identifies roles and responsibilities, describes the concept of emergency operations, and identifies how the city implements SEMS and NIMS, as established by federal and state emergency management entities.

Part 2: EOC Management and Plan Implementation. This part introduces EOC operations, processes, considerations, EOC sections and positions, and supporting documentation to support an EOC activation.

Detailed information to support EOC operations is included in the Emergency Operations Center Operations Manual which accompanies the Plan.

2.2 Scope

The policies, procedures and provision of this plan are applicable to all agencies and individuals, public and private, having responsibilities for emergency preparedness, response, recovery and/or mitigation activities within the City.

The plan applies to any extraordinary situation associated with any hazard, natural, or human-caused, which may affect the City, as well as situations requiring a planned and coordinated response by multiple agencies or jurisdictions.

Incorporating the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans, November 2020, Version 3.0 (draftv0.5), the CalOES Emergency Operations Plan Crosswalk - Local Government, 2020; the Los Angeles County Operational Area Emergency Response Plan, and the State of California Emergency Plan best practices, this plan is designed to be read, understood and exercised prior to an emergency and establishes the framework for the implementation of the Standardized Emergency Management System and National Incident Management System for the City.

This plan will be used in coordination with the State Emergency Plan and the National Response Framework.

2.3 Situation Overview

The City of West Covina faces a variety of hazards. This plan was developed using an all-hazards planning approach. The City's Local Hazard Mitigation Plan identifies four natural hazards of concern: Earthquake, Earth Movement (landslide, debris flow), wildfire and windstorm (severe weather.) In addition to these natural hazards the Planning Team identified the following potential hazards:

- Flood
- Criminal or Terrorist Act



- Industrial Accident (explosion, hazardous material release)
- Aviation Accident
- Pandemic/Public Health Incident
- Public Order Incident

More detailed information regarding the hazards to the County and the City can be found in the current County of Los Angeles All-Hazards Mitigation Plan.

2.4 Planning Assumptions

The following are assumptions used during the development of this plan. These assumptions translate into basic principles for conducting emergency management operations in preparation for, response to and recovery from major emergencies.

- Emergencies or disasters may occur at any time, day, or night, in populated and remote areas of the City.
- Major emergencies and disasters will require a multi-agency, multi-jurisdictional response. Therefore, it is essential that NIMS, SEMS, and ICS are implemented immediately by responding agencies, and expanded as the situation dictates.
- Large-scale emergencies and disaster may overburden local resources and require the need for mutual aid from neighboring jurisdictions.
- Large-scale emergencies and disasters and the complex organizational structure required to respond to them pose significant challenges in terms of warning and notification, logistics, and agency coordination.
- The City is primarily responsible for emergency actions within city boundaries and will commit all available resources to save lives, minimize injury to persons, protect the environment and minimize property damage.
- Major emergencies and disasters may generate widespread media and public interest; information provided to the public needs to be accurate and timely. Additionally, the media must be considered an ally in largescale emergencies and disasters; it can provide considerable assistance in emergency public information and warning.
- Large-scale emergencies and disaster may pose serious long-term threats to public health, property, the environment, and the local economy. While responding to significant disasters and emergencies, all strategic decisions must consider each of these threats.
- Disasters and emergencies may require an extended commitment of personnel and other resources from involved agencies and jurisdictions.
- The Emergency Management Organization is familiar with this plan, supporting documentation, and NIMS, SEMS, and ICS.

It is the City's intent to fulfill the policies describe here, within the capabilities and resources available at the time of an emergency or disaster.



This plan uses the whole community concept where residents, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their resources, capabilities, and interest. Engaging in the whole community emergency management planning process, builds a more effective path to societal security and resilience. This plan supports the following whole community principles:

- Understand and meet the needs of the entire community, including people with disabilities and those with other access and functional needs.
- Engage and empower all parts of the community to assist in all phases of the disaster cycle.
- Strengthen what works well in communities daily.

In keeping with the whole community approach, this plan was developed with representation from city departments and various other stakeholders. The effectiveness of the emergency response is largely based on the preparedness and resiliency of the community.

Community Resiliency Consists of Three Key Factors:

1. The ability of first responder agencies (e.g., fire, law etc.) to divert from their day-to-day operations to the emergency disaster effectively and efficiently.
2. The strength of the emergency management system and organization with the region, to include Emergency Operations Centers (EOCs), mass notification systems and communication systems.
3. The preparedness of the region's citizens, businesses, and community organizations.

By focusing on enhancing all three of these components, the City is improving not only the city's resiliency to emergency disaster, but also the regions.



3 Concept of Operations

3.1 Response

During a major emergency response, the City will work in coordination with numerous governmental, non-governmental, and private organizations. To enable a multi-faceted operation, the City follows a specific response structure that designates the way local, county, and state-level entities coordinate and communicate during emergency response operations.

This Concept of Operations provides guidance to City decision makers and plan users regarding the sequence and scope of actions to be taken during a citywide emergency response.

The response phase concept of operations the City practices can be summarized in six key elements: (1) goals, priorities, and strategies; (2) plan activation; (3) proclaiming an emergency; (4) presidential declarations; (5) emergency management response levels; and (6) the sequence of events during disasters.

3.1.1 Goals, Priorities and Strategies

Operational Goals: During the response phase, the agencies charged with responsibilities in this plan should focus on the following five goals:

- 1 Mitigate Hazards
- 2 Meet basic human needs
- 3 Address needs of People with Access and Functional Needs
- 4 Restore essential services
- 5 Support community and economic recovery

Operational Priorities: Operational priorities govern resource allocation and the response strategies for the City and its political subdivisions during an emergency. Below are operational priorities addressed in this plan:

- **Save Lives** – The preservation of life is the top priority and takes precedence over all other considerations.
- **Protect Health and Safety** – Measures should be taken to mitigate the impact of the emergency on public health and safety.
- **Protect Property** – All feasible efforts must be made to protect public and private property and resources, including critical infrastructure, from damage during and after an emergency.
- **Preserve the Environment** – All possible efforts must be made to preserve the environment and protect it from damage during an emergency.

Operational Strategies: To meet the operational goals, emergency responders should consider the following strategies:



- **Mitigate hazards** –As soon as practical during the disaster response; suppress, reduce, or eliminate hazards/risks to people, property, and the environment to lessen their actual or potential effects/consequences.
- **Meet basic human needs** –All possible efforts must be made to supply resources to meet basic human needs, including food, water, accessible shelter, medical treatment, and security during an emergency.
- **Address needs of individuals with disabilities or access and functional needs** –People with access and functional needs are more vulnerable to harm during and after an emergency. The needs of these individuals must be considered and addressed.
- **Restore essential services** –Power, water, sanitation, accessible transportation, and other essential services must be restored as quickly as possible to assist communities in returning to normal daily activities.
- **Support Community and Economic Recovery** –All members of the community must collaborate to ensure recovery operations are conducted efficiently, effectively, and equitably. Promoting expeditious recovery of the affected areas.

3.1.2 Plan Activation

The City Emergency Operations Plan may be activated by the City Manager, Assistant Director of Emergency Services, Police Chief, Fire Chief, or designated alternates under any of the following circumstances:

- By order of the City Manager or designee per the West Covina Municipal Code Chapter 8, Section 8.7.
- Upon proclamation by the Governor that a State of Emergency exists.
- Automatically on the proclamation of a State of War Emergency.
- Upon declaration by the President, of the existence of a National Emergency.
- Automatically, on receipt of an attack warning or actual attack on the United States, or upon occurrence of a catastrophic disaster that requires immediate government response.

3.1.3 Proclaiming an Emergency

The California Emergency Services Act provides for three types of emergency proclamations in California: (1) Local Emergency, (2) State of Emergency, (3) State of War Emergency.

Local Emergency Proclamations:

A local emergency may be proclaimed in the case of the existence or likely existence of an emergency that threatens the people, property, or environment of the city; and the condition is beyond the capability of the city to control effectively under routine operations. Per Chapter 8, Section 8-7 of the City of West Covina Municipal Code the City Manager can proclaim a Local Emergency.



A Local Emergency may be proclaimed to exist due to a specific situation, such as flood, fire, storm, pandemic, drought, sudden and severe energy shortage, or other condition.

If assistance will be requested through the California Disaster Act (CDAA), a Local Emergency may be recommended by the City Manager and issued within 10 days after the actual occurrence of a disaster.

A Local Emergency proclamation must be ratified by the City Council within 7 days.

The City Council must review the need to continue the proclamation at least every 30 days until the Local Emergency is terminated. The Local Emergency must be terminated by resolution as soon as conditions warrant.

The Proclamation of a Local Emergency provides the City Council with the legal authority to:

- Request the Governor proclaim a State of Emergency, if necessary
- Promulgate or suspend orders and regulations necessary to provide for the protection of life and property, including issuing orders or regulations imposing a curfew within designated boundaries
- Exercise full power to provide mutual aid to any affected area in accordance with local ordinances, resolutions, emergency plans, or agreements
- Request state agencies and other jurisdictions to provide mutual aid
- Require the emergency services of any local official or employee
- Requisition necessary personnel and materials from any local department or agency
- Obtain vital supplies and equipment; and, if required, immediately commandeer the same for public use
- Impose penalties for violation of lawful order
- Conduct emergency operations without incurring legal liability for performance, or failure of performance (Article 17 of the Emergency Services Act provides for certain privileges and immunities)

When the City proclaims a Local Emergency, it will:

- Notify the Los Angeles County Office of Emergency Management (OEM) Duty Officer
- Notify the Disaster Management Area Coordinator (DMAC)

Proclamation of a State Emergency:

The Governor proclaims a State of Emergency based on the formal request from the City Council and the recommendation of the California Office of Emergency Services. If conditions and time warrant, the Governor drafts and signs a formal State of Emergency Proclamation. The Governor has expanded emergency powers during a proclaimed State of Emergency. The Governor:

- Has the right to exercise police power as deemed necessary, vested in the State Constitution and the laws of California within the designated area



- Is vested with the power to use and commandeer public and private property and personnel, to ensure all resources within California are available and dedicated to the emergency when requested
- Can direct all state agencies to utilize and employ personnel, equipment, and facilities for the performance of any and all activities designed to prevent or alleviate the actual and threatened damage due to the emergency. Can also direct them to provide supplemental services and equipment to political subdivisions to restore any service to provide for the health and safety of the residents of the affected area.
- May make, amend, or rescind orders and regulations during an emergency and temporarily suspend any non-safety-related statutes, ordinances, regulations, or rules that impose restrictions on emergency response activities.

Proclamation of a State of War Emergency

In addition to a State of Emergency, the Governor can proclaim a State of War Emergency whenever California or the nation is attacked by an enemy of the United States, or upon receiving a warning from the federal government indicating that such an enemy attack is probable or imminent. The powers of the Governor granted under a State of War Emergency are commensurate with those granted under a State of Emergency.

3.1.4 Presidential Declarations

When it is clear that State capabilities will be exceeded, the Governor can request federal assistance, including assistance under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act). The Stafford Act authorizes the President to provide financial and other assistance to state and local government, certain private nonprofit organizations, and individuals to support response, recovery, and mitigation efforts following Presidential Emergency or Major Disaster declarations.

Declaration of Emergency or Major Disaster: The President of the United States can declare an Emergency or Major Disaster under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (41 USC §5121 et seq.). This also allows the president to provide federal government resources to support the States' response and recovery activities. While Presidential Declarations under the Stafford Act release federal resources and funding to support response and recovery, federal agencies may also provide assistance under other authorities or agreements that do not require a Presidential Declaration.

3.1.5 Emergency Management Response Levels

The West Covina Emergency Operations Plan will be activated when an emergency occurs or threatens to exceed normal day to day capabilities to adequately respond to and mitigate an incident(s). The scope of an emergency, rather than the type, will largely determine whether the Emergency Operations Plan and Emergency Operations Center will be activated, and to what level.



For planning purpose, the California Office of Emergency Services has established three EOC activation “levels” which the City generally follows. Note that Level 3 activations may be virtual. The table below defines those levels:

Activation Level	Detail	Event or Situation	Minimum Staffing
Three	<ul style="list-style-type: none"> Level Three is a minimum activation. This level may be used for situations which initially only require a few people. Level 3 activations may be virtual. 	<ul style="list-style-type: none"> Events with potential impacts on the health & safety of the public and/or environment Weather Alerts Incident involving 2+ City departments Low risk planned event Wind or rainstorm Power outage and Stage 1 & 2 emergencies 	<ol style="list-style-type: none"> EOC Director Other Designees (Such as Section Coordinators,)
Two	<ul style="list-style-type: none"> Level Two activation is normally achieved as an increase from Level Three or a decrease from Level One. This activation level is used for emergencies or planned events that would require more than a minimum staff but would not call for a full activation/staffing 	<ul style="list-style-type: none"> Two or more large incidents involving 2 or more departments Major wind or rain Major scheduled event Large scale power outage and Stage 3 power emergencies Hazardous Material Incident involving large scale or possible large-scale evacuations 	<ol style="list-style-type: none"> EOC Director Section Coordinators Branches & Units as appropriate Liaison/Agency Representatives as appropriate Public Information Officer
One	<ul style="list-style-type: none"> Level One activation involves a complete & full activation of all organizational elements & staffing. Level One would be the initial activation for any major emergency requiring acute State help. 	<ul style="list-style-type: none"> Major County/City or Regional emergency, multiple departments with heavy resource involvement 	<ol style="list-style-type: none"> All EOC as appropriate

TABLE 1: EOC ACTIVATION LEVELS

3.1.6 Sequence of Events

Two sequences of events are typically associated with disasters: one involves the response and the other involves emergency proclamations. The response sequence generally describes the emergency response activities to save lives, protect property and preserve the environment. This sequence describes deployment of response teams, activation of emergency management organizations and coordination among the various levels of government. The emergency proclamation sequence outlines the steps to gain expanded



emergency authorities needed to mitigate the problem. It also summarizes the steps for requesting state and federal disaster assistance.

3.1.6.1 Before Impact

Before an emergency ever occurs, the City is committed to conducting preparedness activities that include developing plans, training personnel, conducting emergency exercises, educating the public, and arranging to have necessary resources available.

To remain ready to respond, the City will keep their emergency communications systems, warning systems and the Emergency Operations Center ready at all times.

Routine Monitoring for Alerts, Watches and Warnings: The City of West Covina Police and Fire Departments constantly monitor events and the environment to identify specific threats that may affect the City and increase awareness level of emergency personnel and the community when a threat is approaching or imminent.

Increased Readiness: Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once the emergency occurs. This includes, but is not limited to:

- Briefing government officials
- Reviewing plans and procedures
- Preparing and disseminating information to the community
- Updating resource lists
- Testing systems such as warning and communications systems
- Activating Emergency Operations Centers, even if precautionary

Pre-Impact: When a disaster is foreseen as highly likely, action is taken to save lives, protect property and the environment. During this phase, warning systems are activated, resources are mobilized, and evacuation (if required) begins.

Proclaiming and Emergency: In the case of the existence or threatened existence of an emergency that threatens the people, property, or environment of the City, and the condition is beyond the capability of the city to control effectively, the City Council, or the City Manager if the Council is not in session, can proclaim a local emergency.

3.1.6.2 Immediate Impact

During this phase, emphasis is placed on control of the situation, savings lives and minimizing the effect of the disaster.

Below is a description of typical response actions. Actual response actions will depend upon the nature and extent of the incident.



Alert and Notification: The City may be alerted about an incident by the public through 911, another response agency, or other method. First responders are then notified of the incident. Upon an alert, response agencies notify response personnel.

Resource Mobilization: First response agencies (typically fire and/or PD) activate personnel and mobilize to support the incident response. As the event escalates and expands, additional resources are activated and mobilized to support the response. Activation and mobilization continue for the duration of the emergency, as additional resources are needed to support the response. This includes resources within the City, or, when resources are exhausted, from surrounding unaffected jurisdictions.

Incident Response: Immediate response is accomplished within the City by local responders. First responders arrive at the incident and function within their established field level plans and procedures. The responding agencies will manage all incidents in accordance with the Incident Command System organizational structures, doctrine, and procedures.

Establishing Incident Command: Incident Command is established to direct, order, and/or control resources by virtue of some explicit legal agency or delegated authority at the field level. Initial actions are coordinated through the on-scene Incident Commander. The Incident Commander develops an initial Incident Action Plan, which sets priorities for the incident, assigns resources, and includes a common communications plan. If multiple jurisdictions or agencies are involved, the first responders will establish a Unified Incident Command Post to facilitate multijurisdictional and multiagency policy decisions. The Incident Commander may implement an Area Command to oversee multiple incidents that are handled by separate Incident Command System organizations or to oversee the management of a large or evolving incident that multiple incident management teams engaged.

Activation of the Multiagency Coordination System: Responding agencies will coordinate and support emergency management and incident response objectives through the development and use of integrated Multiagency Coordination Systems (MACS) and Multiagency Coordination System Groups (MAC Groups). This includes developing and maintaining connectivity capability between the Incident Command Post, responding agency Emergency Operations Centers, and the LA Operational Area EOC.

West Covina Emergency Operations Center Activation: The City of West Covina will activate the City's EOC based on the magnitude or need for more coordinated management of the emergency. When activated the EOC will help form a common operating picture of the incident by collecting, analyzing, and disseminating emergency information. The EOC can also improve the effectiveness of the response by reducing the amount of external coordination of resources by the Incident Commander by providing a single point of contact to support multiagency coordination. When activated the EOC notifies the Operational Area that the local Emergency Operations Center has been activated.



Communications between field and the Emergency Operations Center: When the Emergency Operations Center is activated, communications and coordination are established between the Incident Commander and the Emergency Operations Center.

Operational Area Emergency Operations Center Activation: If one or more local EOCs are activated, or if the event requires resources outside the affected jurisdiction, the Operational Area Emergency Operations Center activates. The Operational Area Emergency Operations Center also activates if a Local Emergency is proclaimed by the affected local government. The Operational Area Emergency Operations Center then coordinates resource requests from the affected jurisdiction to an unaffected jurisdiction, or if resources are not available within the Operational Area, forwards the resource request to the Regional Emergency Operations Center and mutual aid coordinators.

Regional Emergency Operations Center Activation: Whenever an Operational Area Emergency Operations Center is activated the California Office of Emergency Services Regional Administrator will activate the Regional Emergency Operations Center within the affected region and notifies the California Office of Emergency Services Headquarters. The Regional Emergency Operations Center will then coordinate resource requests from the affected Operational Area to unaffected Operational Areas within the affected region, or, if resources are not available within the affected region, resource requests are forwarded to the State Operations Center for coordination.

State Level Field Teams: The State may deploy Field Teams (Emergency Services Regional Staff) to provide situation reports on the disaster to the Regional Emergency Operations Center in coordination with responsible Unified Command.

State Operations Center Activation: The State Operations Center is activated when the Regional Emergency Operations Center activates to:

- Continuously monitor the situation and provide situation reports to brief state officials as appropriate
- Process resource request between the affected regions, unaffected regions, and state agency Department Operation Centers
- Process requests for deferral assistance and coordinate with Federal Incident Management Assistance Teams when established
- Coordinate interstate resource request as part of the Emergency Management Assistance Compact or Interstate Disaster and Civil Defense Compact
- The State Operations Center may also be activated independently of a Regional Emergency Operations Center to continuously monitor emergency conditions

Joint Information Center Activation: Where multiple agencies are providing public information, the lead agencies will work together to analyze the information available and provide a consistent message to the public and the media. Where practical, the agencies will activate a Joint Information Center to facilitate the dissemination of consistent information.



State Department Operations Center Activation: Each state agency may activate a Department Operations Center to manage information and resources assigned to the incident. If a Department Operations Center is activated, an agency representative or liaison may deploy to facilitate information flow between the two facilities.

Federal Emergency Management Agency Regional Response Coordination Center Activation: The Federal Emergency Management Agency Regional Response Coordination Center may deploy a liaison or Incident Management Assistance Team to the State Operations Center to monitor the situation and provide situational awareness to federal officials.

3.1.6.3 Sustained Operations

As the emergency continues, further emergency assistance is provided to individuals impacted by the disaster and efforts are made to reduce the likelihood of secondary damage. If the situation demands, mutual aid is provided, as well as activities such as search and rescue, shelter and care, and identification of victims.

3.1.6.4 Transition to Recovery

As the initial and sustained operational priorities are met, emergency management officials consider the recovery phase needs. Short-term recovery activities include returning vital life-support systems to minimum operating standards. Long-term activity is designed to return to normal activities. Recovery planning should include reviews of ways to avert or mitigate future emergencies. During the recovery phase, damage is assessed, local assistance centers and disaster recovery centers are opened, and hazard mitigation surveys are performed.

Local Assistance Centers: Local Assistance Centers (LAC) may be opened by local governments to assist communities by providing a centralized location for services and resource referrals for unmet needs following a disaster or significant emergency. The LAC is staffed and supported by local, state, and federal agencies, as warranted, as well as nonprofit and voluntary organizations. The LAC provides a venue at which individuals, families, and businesses can access available disaster assistance programs and services. The LACs need to be physically accessible, and information needs to be provided in accessible formats for all community members. If federal resources are authorized, a state-federal Disaster Recovery Center (DRC) may be co-located with the LACs.

Joint Field Office: The state coordinates with FEMA as necessary to activate a JFO to coordinate federal support for the emergency. The state will appoint a State Coordinating Officer (SCO) to serve as the state point of contact. A Federal Coordinating Officer (FCO) is appointed upon a Presidential Declaration of an Emergency or Major Disaster.

Demobilization: As resources are no longer needed to support the response, or the response activities cease, resources are demobilized. Demobilization includes provisions to address and



validate the safe return of resources to their original location and includes processes for resource tracking and ensuring applicable reimbursement. Where applicable, demobilization should include compliance with mutual aid and assistance provisions. The sequence of activities occurring for the emergency response and proclamation process is illustrated in **Figure 1 – Response Phase Sequence of Events.**

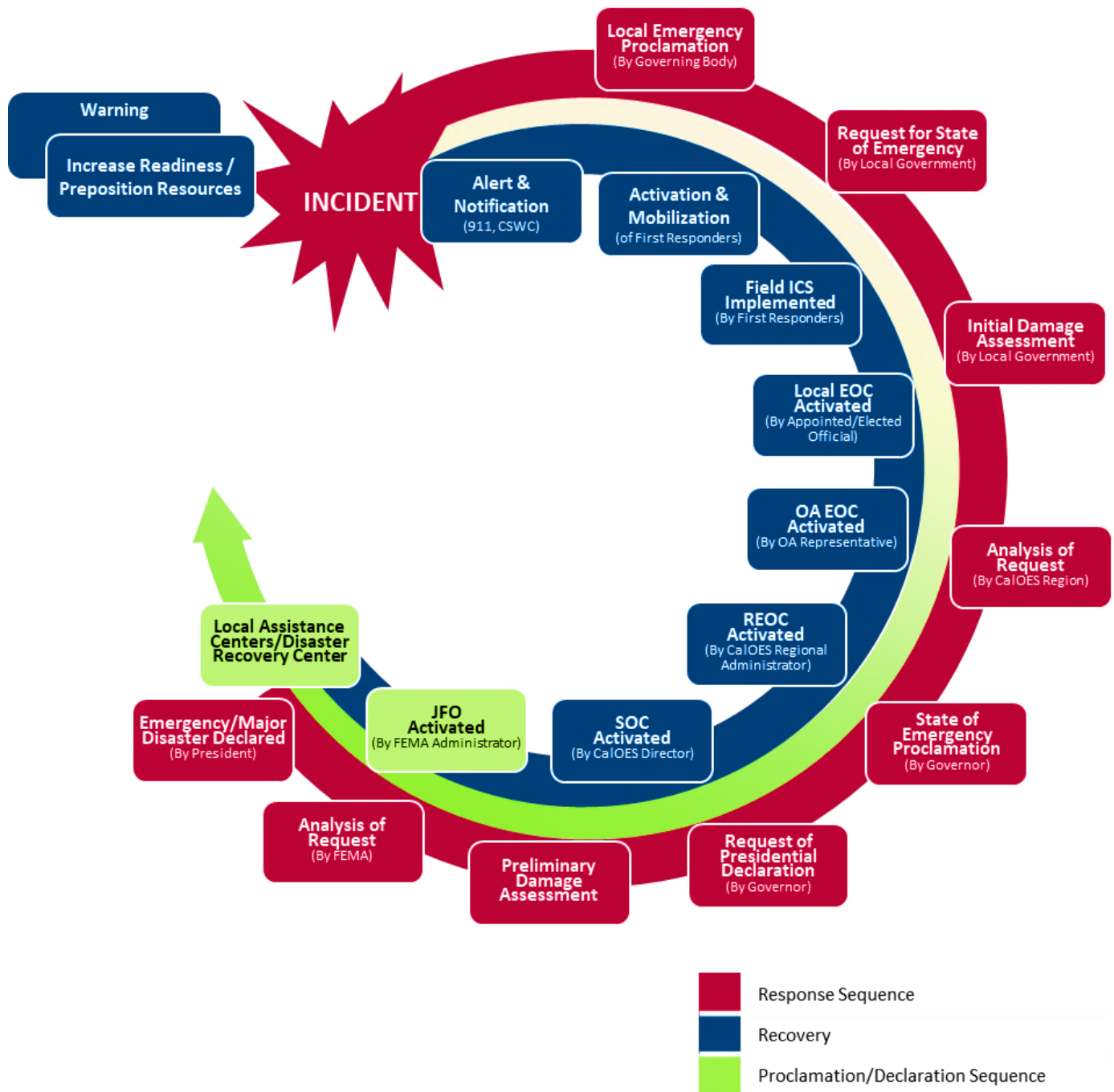


FIGURE 1: RESPONSE PHASE SEQUENCE OF EVENTS

Diagram of response phases indicated by three categories: Response Sequence, Recovery, and Proclamation/Declaration Sequence; with "Incident" indicated as start of response.



3.2 Recovery

In the aftermath of a disaster, many citizens will have specific needs that must be met before they can pick up the thread of their pre-disaster lives. Typically, there will be a need for such services as these:

- (1) Assessment of the extent and severity of damages to public and private property.
- (2) Restoration of services generally available in communities - water, food, medical assistance, utilities, and lifelines.
- (3) Repair of damaged homes, buildings, and infrastructure.
- (4) Professional counseling due to mental anguish and inability to cope.

The City can help individuals and families recover by ensuring that these services are available and by seeking additional resources if the community needs them. Recovery occurs in two phases: short-term and long-term.

3.2.1 Short-Term

Short-term recovery operations begin during the response phase of the emergency. Although referred to as "short-term" recovery, these activities may last for weeks. Short-term recovery includes actions required to:

- Stabilize the situation.
- Restore services (electricity, water, and sanitary systems)
- Implement critical infrastructure recovery plans to maintain operations during emergencies and the recovery phase.
- Commence the planning for the restoration of the community, including economic functions.
- Address debris that poses a threat to public health and safety.

For federally declared disasters, Disaster Assistance Centers may be established by the Federal Emergency Management Agency (FEMA) to assist disaster victims and businesses in applying for grants, loans, and other benefits. In coordination with the American Red Cross, the City may provide sheltering for disaster victims until housing can be arranged.

3.2.2 Long-Term

Long-term recovery continues the short-term recovery actions focusing on community restoration. Long-term recovery may continue for several months or years depending on the severity and extent of the damage sustained. These activities include those necessary to restore a community to a state of normalcy, given the inevitable changes that result from a major disaster. Long-term recovery activities require significant planning to maximize opportunities and mitigate risks after a major incident and may include the following:



- Reconstruction of facilities and infrastructure including the technology systems and services necessary for restoration of all operations functions.
- Community planning including the development of long-term housing plans.
- Implementation of waivers, zoning changes, and other land-use legislation to promote recovery.
- Assistance to displaced families, which may include financial support as well as social and health services.
- Restoration of the local economic system.
- Integration of mitigation strategies into recovery efforts.
- Documentation of eligible disaster-related costs for reimbursement through state and federal grant programs.

3.3 Continuity

Continuity of Operations and Government: A critical component of the city emergency management strategy involves ensuring that government operations will continue during and after a major emergency or disaster. The ability to maintain essential government functions, including the continuity of lawfully constituted authority is a responsibility that must be provided for to the greatest extent possible.

A major disaster could result in great loss of life and property, including the death or injury of key government officials, the partial or complete destruction of established seats of government and/or the destruction of public and private records essential to continue operations of government and industry.

In the aftermath of a major disaster, during the reconstruction period, law and order must be preserved and, so far as possible, government services must be maintained. To this end, it is essential that local government units continue to function.

The following portions of the California Government Code and the State Constitution provide authority for the continuity and preservation of State and local government:

- Continuity of Government in California (Article IV, Section 21 of the State Constitution)
- Preservation of Local Government (Article 15 of the California Emergency Services Act)
- Temporary Seat of State Government (Section 450, Title 1, Division 3, Chapter 1 of the Government Code)

Key authorities include Sections 8635 through 8643 of the Government Code:

- Furnish a means by which the continued functioning of political subdivisions can be assured by providing for the preservation and continuation of (City and County) government in the event of an enemy attack, or in the event a State of Emergency or Local Emergency is a matter of statewide concern.



- Authorize political subdivisions to provide for the succession of officers (department heads) having duties related to law and order and/or health and safety.
- Authorize governing bodies to designate and appoint three standby officers for each member of a governing body and for the Chief Executive, if not a member of the governing body. Standby officers may be residents or officers of a political subdivision, other than that to which they are appointed. Standby officers take the same oath as regular officers and are designated numbers 1, 2 and 3.
- Authorize standby officers to report ready for duty in the event of a State of War Emergency, State of Emergency or Local Emergency at the place previously designated.
- Authorize local governing bodies to convene as soon as possible when a State of War Emergency, State of Emergency or Local Emergency exists, and at a place not within the political subdivision.



4 Organization and Assignment of Responsibilities

4.1 Use of SEMS, NIMS, and ICS

This basic plan establishes the operational organization that is relied on to respond to an emergency. The City uses the Standardized Emergency Management System, The National Incident Management System, and the Incident Command System, to be consistent with the National Response Framework concepts and to be coordinated with other jurisdictional partners within the Los Angeles County.

The following sections list out the City's organization structure as well as departmental roles and responsibilities during an Emergency Operations Center activation.

Additionally, it details out the role that Disaster Management Area Coordinators (DMACs) have during an emergency.

4.2 Role of Elected Officials

All disasters are locally driven events, and it is the local official's role to provide leadership and policy guidance to their jurisdiction before, during, and after a disaster. It is important for local elected officials to engage in preparedness efforts, which are ongoing and involve activities undertaken to prepare for disasters and emergencies, as well as to facilitate future response and recovery efforts. The following section detail some of the local official's roles and responsibilities during and following a disaster.

Elected Officials Role During an Emergency Disaster: The primary role of an elected official during a disaster is that of support. As the disaster is occurring and the immediate response is underway, elected officials best serve citizens by empowering and allowing first responders and EOC staff the freedom to manage the incident as they have been trained to do. Elected officials should allow them time to stabilize the situation before attempting to step in as a decision maker. Elected officials' role as decision maker will come, but the primary goal of addressing a disaster as it is happening is to stabilize the situation quickly and efficiently – first responders and City EOC staff will do this. To help in this goal, elected official's role consists of:

- Support and work with emergency management officials, as needed. This may include facilitating communication with and obtaining assistance from other agencies, proclaiming a local state of emergency, and issuing emergency orders such as imposing curfews etc.
- Communicate quickly, clearly, and effectively to constituents and work with partners to ensure a coordinated message.
- Get accurate information out early and often, and ensure all messaging is accessible.
- Maintain situational awareness regarding the disaster by staying informed.



- Provide direction for response-related activities, when appropriate.
- Trust and empower emergency management staff to make the right decisions.
- Serve citizens by allowing First Responders and EOC staff to manage the incident as they are trained to do. The active participation of Elected Officials in planning / training before a disaster and leadership during the recovery period is where they will have the greatest impact and be of most value.
- Use an EOC Liaison to help stay informed during the incident.

Elected Officials Role Following an Emergency Disaster: The primary role of an elected official after a disaster is that of leadership. Once the first responders and EOC staff have stabilized the situation, elected officials become crucial to the recovery process. A community is built on law and order, and this stems from City Code, Zoning Regulations, Building Code, Police Enforcement, and much more. Just because a disaster occurs does not mean these regulations are null and void. On the contrary, they are crucial to make sure the community is built back right. For a city to truly recover, diligent and firm adherence to the city's Codes and Regulations must be adhered to. To help in accomplishing this goal, elected officials can:

- Understand the disaster assistance programs available and application process for State and the Federal Disaster Declarations.
- Support the community throughout the recovery – it can be a long process and may take multiple years.
- Help identify opportunities to rebuild and mitigate future damage through planning and smart infrastructure investments.
- Ask questions – the recovery process and programs can be complex.
- Ensure all Codes and Regulations are enforced during the recovery process.

4.3 Role of City Departments

In the event of an Emergency Operations Center activation, each city department is responsible to support emergency response and recovery objectives and taking the lead regarding the emergency function to which they have been assigned. The departments also provide representatives to the EOC to coordinate people, resources, and information to manage an incident that occurs in the city, and to communicate emergency efforts between departments and/or jurisdictions.

Designated department representatives are trained in emergency management and response operations. In addition, these representatives have assigned successors to support EOC staff in the event of extended operations. The sections below outline the designated responsibilities for each of the city departments. Details for department staff roles and responsibilities in the EOC are defined in the EOC position job aids included in part two of this plan and in the Emergency Operations Center Operations Manual.



City Manager's Office. The City Manager is responsible for policy level decisions related to the management of the incident. The office will provide representatives to assist in the EOC, and provide liaison assistance to the operational area, if activated. The City Manager, or designee (e.g., Assistant City Manager, Assistant Emergency Services Director), will serve as the EOC Manager/Director overseeing the direction and policy guidance of all EOC operations. Policy level decisions are related to formation of policies/procedures, authorization of expenditures, support of local emergency management operations with additional staff, resources, etc., as well as other operations as appropriate. The City Manager's Office will also staff the EOC Information Officer (PIO) position to support the collection, verification, and dissemination of emergency related information to the public and the media, and for liaison with the public utilities serving the City.

City Clerk's Office. During an emergency the City Clerk's Office is responsible for the maintenance of all vital records, proclamations, agendas, and other services to support the continued operation of governmental functions.

Community Development Department. The Community Development Department is responsible for providing support on public infrastructure evaluation/damage assessment, identifying possible shelter locations (ensuring the structural safety of the buildings), providing staff to the EOC, liaison with local businesses, and administering evaluations and permits in the recovery process. Community Development representatives lead the Planning Section and may serve in a variety of EOC sections and branches, depending on the needs of the incident. The Community Development Department leads the Recovery Coordination Group following the response phase of a disaster event as the city moves into the recovery phase and is responsible for disseminating information to local businesses.

Finance Department. The Finance Department is responsible for overseeing all expenditures related to emergency management and response operations, including tracking and documentation necessary for recovery reimbursement purposes including personnel time tracking during emergency operations. Finance will provide department representatives to staff the Finance Section in the EOC. Department representatives will utilize established procedures and protocols for expense tracking and documentation but may also develop additional procedures as necessary to fit the needs of emergency operations. Finance will also provide staffing to the Procurement Unit in the Logistics Section in the EOC utilizing established procedures and protocols for purchasing but may develop procedures as necessary to support emergency operations. The Information Technology unit is responsible for providing security, storage and virus protection for all systems and data. During an emergency IT is responsible for ensuring the operation of the city's critical IT infrastructure and providing technical support to the EOC when activated. IT will staff the Communications Unit in the EOC, and will provide support to GIS, mapping, and any other technical resources. IT will provide representatives to the EOC when activated.

Fire Department. The Fire Department is responsible for the management of fire operations within the city during emergency response efforts. This includes the immediate first responder



effort to manage any fires, as well as the management of a safe scene, recognition of potential hazardous materials, public safety on scene, and many other responsibilities. The Fire Department will coordinate all response efforts and serve as the main coordination point when requesting fire response or emergency medical service (EMS) assistance from neighboring jurisdictions.

Fire services also include the provision of Emergency Medical Services (EMS), providing life-saving medical care. Fire EMS personnel will work in coordination with private EMS providers to meet the needs of the incident in the event that Fire EMS is overwhelmed. A Fire Department representative will be appointed to serve in the Fire Branch of the Operations Section in the EOC.

Human Resources & Risk Management Department. The Human Resources & Risk Management Department is responsible for managing all efforts associated with city personnel and volunteers. As emergency resources, city personnel and volunteers may be assigned to positions in the EOC or in the field to support city emergency management and response operations. Department representatives will staff the Personnel Branch of the EOC, addressing issues such as workers compensation, disaster service worker (DSW) agreements, volunteer management, and other various tasks as determined appropriate. In addition, the risk management personnel within Human Resources are responsible for providing a representative to staff the Safety Officer position within the EOC. The Department is also responsible for ADA compliance.

Community Services Department. Community Services Department is responsible for supporting mass care operations, including the implementation of shelter operations in the city. Mass care and shelter operations include the mobilization and deployment of department personnel and resources (in coordination with the operational area) and receiving and registering volunteer resources during emergencies. The Community Services Department will provide staff to manage the shelter facilities and may request additional assistance from the American Red Cross (ARC), if necessary. Department personnel are also responsible for reporting damage assessment information related to park facilities, working within their departmental reporting structure. The Community Services Department will assign representatives to the city EOC to assist in the coordination of department operations. In addition, the department also serves in a primary role for the provision of services for people with access and functional needs (PAFN) during an emergency.

Police Department. The Police Department is responsible for law enforcement operations and terrorism prevention within the city. Police officers will respond to the immediate threats and dangers associated with any emergencies in the city. The Police Department will support emergency operations including, but not limited to prevention of threats, protection of population, evacuation, traffic control, and damage assessment. A Police Department representative will be appointed to serve in the Law Branch of the Operations Section in the EOC.

Public Services Department. The Public Services Department serves in a variety of roles to support emergency management and response operations. Responsibilities for Public Services



include, but are not limited to, damage assessment, critical infrastructure restoration, support for debris management, transportation, evacuation, and general logistics operations. Public Services is also responsible for providing flood gate management services for designated areas within the city. Department representatives will be appointed to the EOC to serve in both the Operations and Logistics Sections. In addition, Public Services will assist emergency operations by deploying personnel into the incident area to assess damage, manage flood gates (if necessary), and begin emergency restoration efforts.

EOC, DOC and Responder Personnel. While this Emergency Operations Plan is focused on the City's organizational response, all city employees with responsibilities for emergency functions would greatly benefit from having a personal and family preparedness plan. Any city employee with responsibility to report to the EOC, a department operations center (DOC), or to field response operations should have a personal and family preparedness plan in place. Personal and family preparedness planning supports city employees in ensuring the safety of their loved ones, and in turn supports the employees with being available to respond to their city emergency management responsibilities.

4.4 Role of Disaster Management Area Coordinators (DMACs)

The mission of DMACs is to coordinate with Area cities in planning for preparedness, mitigation, and recovery from emergencies/disasters. During an actual emergency, DMACs are responsible for Advocating for Area cities and liaison with the Los Angeles County Operational Area Emergency Operations Center as (OAEOC) as necessary, assist other Areas as requested; and staff City Liaison post at OAEOC.

- Additional they check in with Area cities to quickly determine the impact of the emergency/disaster.
- Provide a quick Area status report to the OAEOC to supplement individual cities' reports. This is not a detailed or formal report. It should be considered outside the normal reporting system and will provide the OAEOC with an indication of where potential problems might exist as well as indicate which Disaster Management Area Coordinators (DMACs) might be in the best position to directly provide staffing to assist the most heavily impacted Area(s) and the OAEOC (staffing may come from the DMAC or from a city within the DMAC's Area).
- Get feedback from the OAEOC as to which DMAC Areas appear to be the most heavily impacted and which appear least impacted. Feedback will include a recommendation from the OAEOC as to which DMAC should provide staffing to the OAEOC (staffing may come from the DMAC or from a city within the DMAC's Area).
- DMAC of selected city provides shift staffing to the OAEOC to represent concerns of cities, to ensure that the needs and concerns of cities are properly represented in the OAEOC, and to participate, as appropriate, in the development of solutions affecting cities.

The City of West Covina is in Disaster Management Area D, along with 22 other cities located in the East San Gabriel Valley. Fire and EMS is located in Area B.



4.5 Role of the Private Sector

The City's emergency management system benefits the private sector by ensuring that the City maintains the capability to quickly and effectively respond to hazards and incidents, natural and human caused. Private sector entities can contribute to community resiliency by taking such preparedness actions as developing business continuity plans and by encouraging employees to have family emergency plans. Specific actions that business entities can take are described in Section 4.5.5 below.

4.5.1 Contracted City Services

In the event of an Emergency Operations Center activation, each contract city service partner is responsible to support emergency response and recovery objectives and taking the lead regarding the emergency function to which they have been assigned. If requested, contract city service partners will either provide a representative to the City EOC or provide a contact number for to coordinate people, resources, and information between their organization and the City.

4.5.2 Residents

The resident of the city are primary beneficiaries of the city's emergency management system. At the same time, residents play an important role in emergency management by ensuring that they and their families are prepared for disasters. Before an emergency, residents can assist the emergency management effort by taking first aid training, maintaining supplies, and being prepared to evacuate or shelter-in-place for several days.

Many residents join disaster volunteers' programs such as Community Emergency Response Teams and remain ready to volunteer or support emergency response and recovery efforts. During an emergency, residents should monitor emergency communications and carefully follow direction from authorities. By being prepared, residents can better serve their family, their community and reduce demands on first responders.

4.5.3 Populations with Access and Functional Needs

Populations with access and functional needs include those members of the community that may have additional needs before, during and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care.

Individuals in need of additional response assistance may include those who:

- Have disabilities – temporary and/or lifelong



- Live in assisted living settings
- Are elderly
- Are unaccompanied children
- Are from diverse cultures
- Have limited English proficiency or a non-English speaking
- Have sight or hearing losses (impairments)
- Are transportation disadvantage; or
- Other situations that would require assistance

Lessons learned from recent emergencies concerning people with disabilities and older adults have shown that existing paradigm of emergency planning, implementation and response must change to meet the needs of these groups during an emergency. These lessons show four areas that are repeatedly identified as most important to people with disabilities and older adults:

- **Communications and Public Information:** Emergency notification systems must be accessible to ensure effective communication for people who are deaf/hard of hearing, blind/low vision, or deaf/blind
- **Evacuation and Transportation:** Evacuation plans must incorporate disability and older adult transportation providers enable the movement of people with mobility impairments and those with transportation disadvantages
- **Sheltering:** Care and shelter plans must address the access and functional needs of people with disabilities and older adults to allow for sheltering in general population shelters
- **Americans with Disabilities Act:** When shelter facilities are activated, the State will work with local officials to ensure they accommodate the provisions of the Americans with Disabilities Act

4.5.4 At Risk Individuals

Another perspective is to consider the needs of people who are not in contact with traditional emergency service providers. These people may feel they cannot comfortably or safely access and use the standard resources offered in preparedness, response, and recovery. These include, but are not limited to individuals who are:

- Homeless
- Without transportation
- Out of hearing range of community alert sirens/systems
- Without radio or television to know they need to take action
- Without access to telephones
- Visiting or temporarily residing in an impacted region
- Not familiar with available emergency response and recovery resources
- Limited in their understanding of English
- Geographically or culturally isolate



The City of West Covina actively encourages persons who may need assistance to register with NIXLE and Alert LA to receive notices of incidents or situations which might adversely affect them. In addition, the City will reach out to faith-based organizations, community organizations and other affinity groups to reach them. If it is necessary locate individuals for evacuation or other assistance the City will work with Go West, Access Services and SCE (through the Operational Area EOC) to obtain the addresses of persons needing assistance in place, or evacuation.

4.5.5 Businesses

Most of the City's critical infrastructure is owned and maintained by businesses and must be protected during a response to ensure a quick and complete recovery from an emergency. These same businesses provide valuable resources before, during and after an emergency, as well as play a critical role in meeting the needs of those impacted by an emergency.

Target Hazards: Some key industries are potential targets for terrorist attacks and must institute measures to prevent attacks and protect their infrastructure and surrounding community. This requires businesses to coordinate with local, state, and federal governments to ensure that their emergency plans are integrated with government plans.

Hazardous Materials Area Plans: Some industries are required by law or regulation to have emergency operations procedures to address a variety of hazards. The California Office of Emergency Services Hazardous Materials Program requires businesses that handle hazardous materials that meet certain quantity or risk thresholds, to submit Business Program Plans and Risk Management Plans to the County's Certified Unified Program Agency (Los Angeles County Fire HazMat Division).

Business Emergency Plans: This plan recommends that all businesses develop comprehensive emergency plans that include employee injury and illness prevention programs, business resumption and continuity of operations elements. A comprehensive business emergency plan can assist the business and community at-large by providing:

- Information to employees to protect themselves and their families from the effects of likely emergencies
- A business emergency organization with identified positions having clear and specific emergency roles, responsibilities, delegated authority and identified successors
- An identification of actions necessary to protect company property and records during emergencies
- A list of critical products and services
- Production shutdown procedures
- A company command post
- Alternative work sites
- Methods and channels of communication
- Contacts with local emergency management officials



- A method to provide and accept goods and services from other companies

4.5.6 Volunteer Organizations

The City recognizes the value and importance of organizations that perform voluntary services in their community. These organizations have resources, which can augment emergency response and recovery efforts.



5 Direction, Control and Coordination

5.1 Direction and Control

The City is responsible for coordinating the resources, strategies, and policy for any event in the City that exceeds the capacity of field responders. Tactical control always remains the responsibility of field Incident Commanders. The City Manager, working through the mechanism of the Emergency Operations Center, provides direction and control over the coordination of multi-department and multi-jurisdictional resources to support the field responders. Policy decisions may be made by the Emergency Operations Center Director that is staffed by the City Manager, Assistant Emergency Services Director, or designee.

5.2 Coordination

The City Emergency Operations Center will coordinate resource requests from the field and other jurisdictions within the City. If requests exceed the supply, the Emergency Operations Center will provide resources based on established priorities.

If needed resources are not available within the City or cannot be procured through normal or emergency procurement procedures requests will be made for outside assistance. Requests for Police and Fire resources may be made directly to neighboring jurisdictions and/or through the applicable California mutual aid systems. Requests for other resources including Police and Fire if deemed necessary will be made to the Los Angeles Operational Area Emergency Operations Center either directly or through the Area D DMAC, who is responsible for advocating for Area cities and liaison with the Los Angeles County Operational Area Emergency Operations Center as (OAEOC) as necessary.

If resources are not available in the operational area the Operational Area EOC will request from the Southern Regional Emergency Operations Center. The Regional Emergency Operations Center will coordinate resources obtained from operational areas throughout the region. If resources are not available in the region, they will request from the State Operations Center. If the state cannot supply the resource, they will request from Federal Emergency Management Agency and other federal agencies. Below is a visual of this coordination relationship.

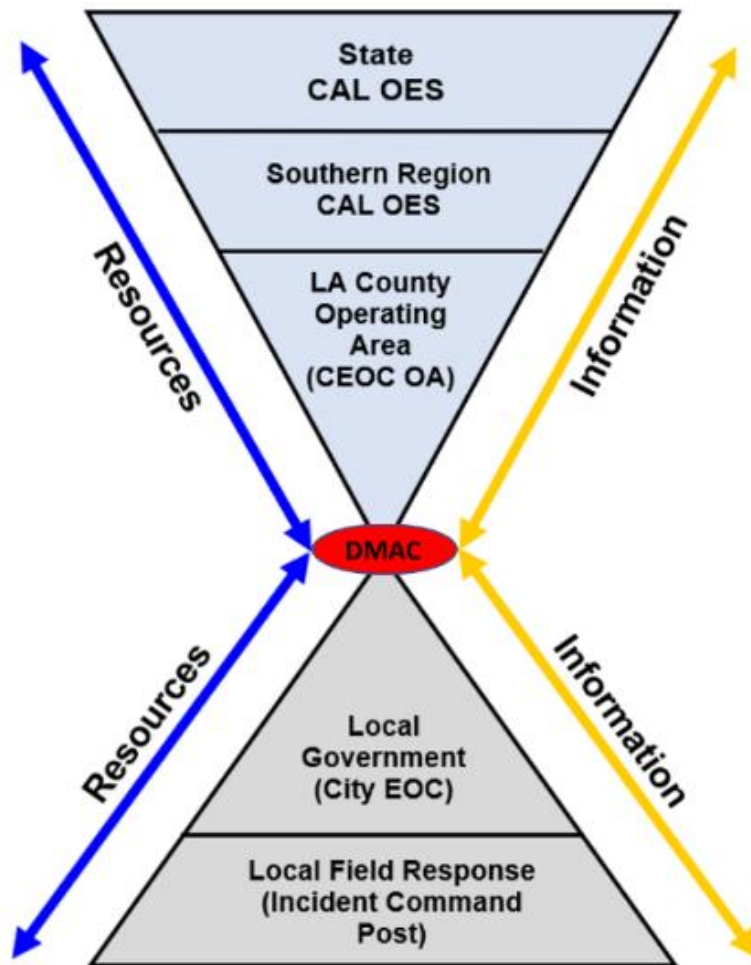


FIGURE 2: DMAC COORDINATION RELATIONSHIP

Diagram illustrating the relationship of DMAC to other agencies and the flow of information and resource sharing.

5.3 Multi-Entity/Jurisdiction Coordination and Mutual Aid

Operational Area Coordination: For general emergency management operations, the city will follow SEMS and make requests for additional assistance through the operational area, working directly with the operational area emergency management personnel and the operational area EOC, if activated. If the emergency requires state and federal support, representatives from the operational area will work with the state level emergency management organization (Regional Emergency Operations Center), following the established SEMS, NIMS, and ICS structures.



When working with external partners such as private companies, non-profit organizations, nongovernment organizations, or other partners, the EOC Director will designate the appropriate coordination procedures.

Mutual Aid: California's emergency assistance is based on a statewide mutual aid system designed to ensure additional resources are provided to the state's political subdivisions whenever their own resources are overwhelmed or inadequate. The basis for this system is the California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA), which is entered into by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies to assist each other by providing resources during an emergency. The agreement obligates each signatory entity to provide aid to each other during an emergency without expectation of reimbursement. Under specific conditions, federal and state funding may be appropriated to reimburse public agencies who aid other jurisdictions. If other agreements, memoranda, and contracts are used to provide assistance for consideration, the terms of those documents may affect disaster assistance eligibility and local entities may only be reimbursed if funds are available. This plan promotes the establishment of emergency assistance agreements between public and private sector agencies at all levels.

There are four approved, formal Mutual Aid Systems in California. Those systems are:

- 1 Fire and Rescue
- 2 Law Enforcement
- 3 Coroner
- 4 Emergency Management (resources not covered by the other three systems)

Other informal mutual aid involves, but is not limited to the interchange of:

- 1 Public Information
- 2 Medical and Health
- 3 Communications
- 4 Transportation Services
- 5 Facilities
- 6 Hazardous Material Mutual Aid System
- 7 Volunteer and Private Agencies

California is divided into six mutual aid regions, which are subdivisions of the state emergency services organization to facilitate the coordination of mutual aid and other emergency operations within an area of the State consisting of two or more Operational Areas. A map of the Regions is shown in **Figure 3: California Mutual Aid Regions**. The City is located in Mutual Aid Region I-A.

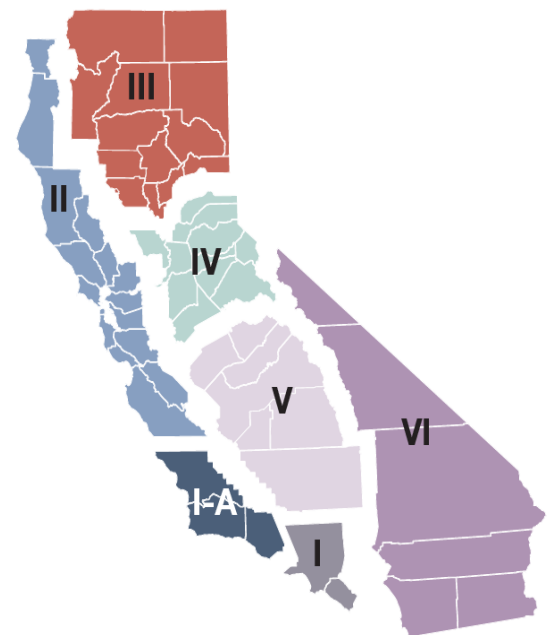


FIGURE 3: CALIFORNIA MUTUAL AID REGIONS
Map of California separated by regions "I-A" and "I" to "VI".



Mutual Aid Coordination: Formal mutual aid requests follow specified procedures and are processed through pre-identified mutual aid coordinators. Mutual aid requests follow discipline-specific chains (i.e., fire, law enforcement etc.) from one level of government to the next. The mutual aid coordinator receives the mutual aid request and coordinates the provision of resources from within the coordinator's geographic area of responsibility. In the event resources are unavailable at one level of government, the request is forwarded to the next higher level of government to be filled.

- **Field Level Requests:** Requests for MMAA resources originate from the Field Level and are managed by the Incident Commander (IC). If the IC is unable to obtain the resource through existing local channels, the request is elevated to the City EOC.
- **Local Government Request:** Local jurisdictions are responsible for the protection of life and property within the municipal geographic boundaries. The local jurisdiction where the incident occurred should assess its resource inventory and existing local agreements to determine if the requested resource is available. When locally committed resources are exhausted and mutual aid is needed, the local official will request assistance from the OA Mutual Aid Coordinator.
- **Operational Area Requests:** The OA is a composite of its political subdivisions, (i.e., municipalities, contract cities, special districts, and county agencies). The OA Mutual Aid Coordinator assesses the availability of resources within the OA and fulfills the resource request based upon that assessment. In the event resources are unavailable at the OA level, the request is forwarded to the responsible Regional Mutual Aid Coordinator to be filled.
- **Region Level Requests:** The State is geographically divided into six Mutual Aid Regions. For Law Enforcement Mutual Aid, Region I is divided into two sub-regions. Each Mutual Aid Region is comprised of multiple Operational Areas and has a Regional Mutual Aid Coordinator. The Regional Mutual Aid Coordinator is granted the authority to coordinate the mutual aid response of discipline-specific resources within the Region to support a mutual aid request by a jurisdiction also within the Region. In the event resources are unavailable at the Region level, the request is forwarded to the State Mutual Aid Coordinator to be filled.
- **State Level Requests:** On behalf of the Governor, the Director of Cal OES has the responsibility for coordination of state mutual aid resources in support of local jurisdictions during times of emergency. The Director will analyze and coordinate the request by forwarding the request to an unaffected REOC or tasking the appropriate State agency to fill the need.

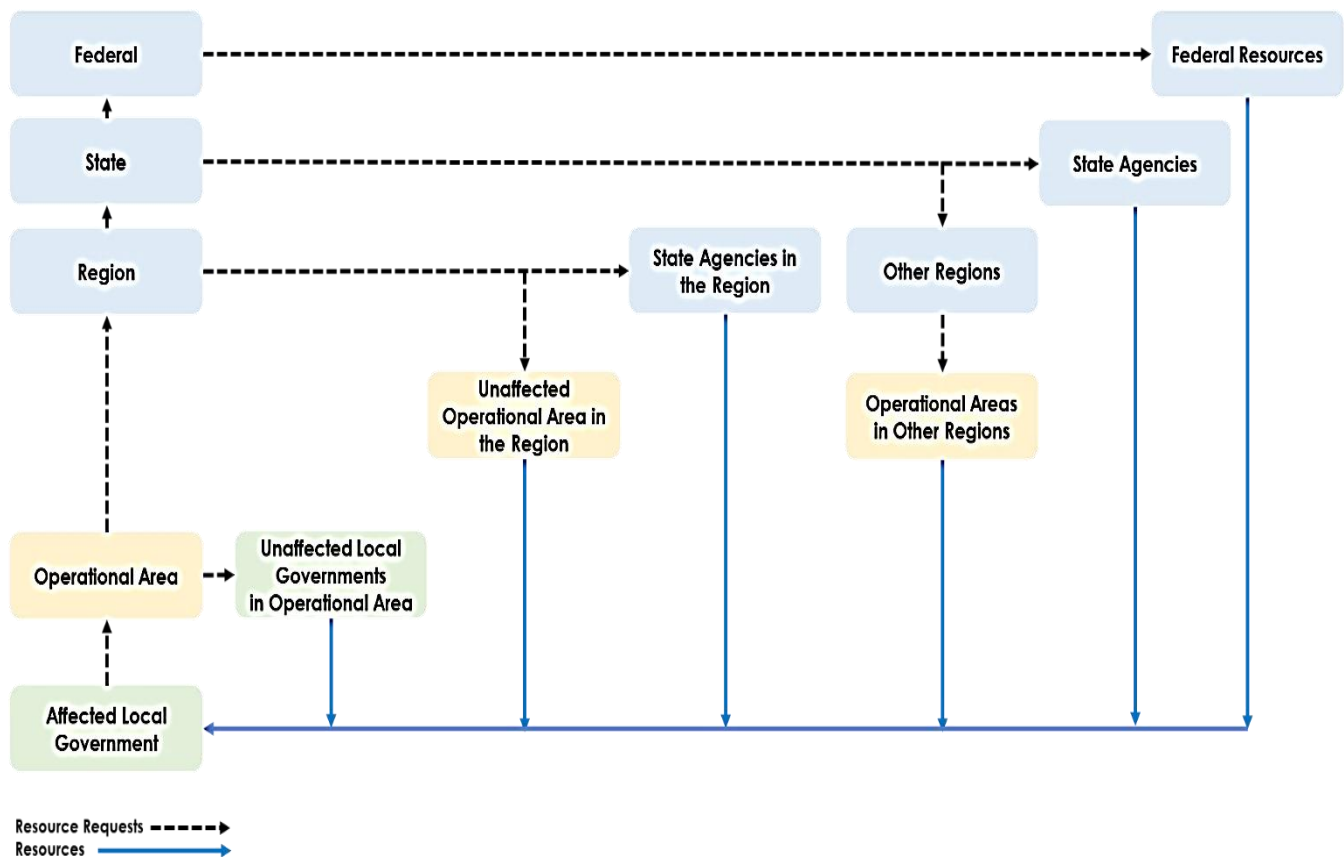


FIGURE 4: FLOW OF REQUEST AND RESOURCES

Diagram demonstrating the flow of Resource Requests and Resources flow from the Affected Local Government to Operational Areas by regional, state, and federal agencies.

5.4 NIMS, SEMS, and ICS

Emergency management operations for the City are organized under the guidelines established by NIMS, SEMS, and ICS. These emergency management structures and guidelines provide the foundation for all emergency operations, creating a flexible organizational structure that can be adjusted to meet the needs of any incident, regardless of the size, extent, or associated damage. This plan, following the identified emergency management structures and guidelines, serves as a local, city management plan, and nests into and supports the Los Angeles County and Operational Area Response Plan.

The city will manage their internal operations through the implementation of this plan as outlined, and work in support of county operations if necessary. In following these standardized systems, the city EOC is organized into the sections listed below.

- Management Staff
- Operations Section



- Planning Section
- Logistics Section
- Finance Section

Detailed descriptions of the roles of each position in the EOC can be found in Part 2 of this plan.

NIMS is the national standard for incident management operations defined by the FEMA and based on the National Response Framework. NIMS has been adopted by the City by resolution to serve as its incident management system. ICS is the organizational structure within NIMS that defines how emergency management operations will be organized. All state and local jurisdictions are required to prepare, plan, and respond to emergencies based on the NIMS and ICS standards in order to be eligible for federal reimbursement for emergency related costs. Additional details regarding NIMS and ICS can be found online through FEMA's website.

In addition, the Standardized Emergency Management System (SEMS), based on State of California emergency management standards, has been adopted by the City for managing response to multi agency and multi jurisdiction emergencies, and to facilitate communications and coordination between all levels of the system and among all responding agencies. California Government Code § 8607 requires all local public agencies (cities, special districts, and counties) to respond to emergencies using the SEMS at the scene of a multi-agency emergency and in the EOC.

SEMS defines the organizational structure of local EOCs, reporting to operational area EOCs, which report to Regional EOCs (REOC), to state EOCs, and finally to FEMA. The utilization of SEMS during emergency management and response efforts is required for jurisdictions to be eligible for state reimbursement. Additional information for SEMS can be found online through the California Office of Emergency Services (CalOES) website.

National Incident Management System: The terrorist attacks of September 11, 2001, illustrated the need for all levels of government, the private sector, and nongovernmental agencies to prepare for, protect against, respond to, and recover from a wide spectrum of events that exceed the capabilities of any single entity. These events require a unified and coordinated national approach to planning and to domestic incident management. To address this need, the President signed a series of Homeland Security Presidential Directives (HSPDs) that were intended to develop a common approach to preparedness and response. Two Policy Directives that are of particular importance to emergency planners:

- **HSPD-5, Management of Domestic Incidents:** Identifies steps for improved coordination in response to incidents. It requires the Department of Homeland Security to coordinate with other federal departments and/or agencies and state, local, and tribal governments to establish a National Response Framework and a National Incident Management System.
- **PPD-8, National Preparedness:** Describes the way federal departments and agencies will prepare. It requires DHS to coordinate with other federal departments and agencies



– and with state, local, and tribal governments to develop a National Preparedness Goal.

Together, the National Incident Management System, National Response Framework, and the National Preparedness Goal define what needs to be done to prevent, protect against, respond to, and recover from a major event; and how well it needs to be done. These efforts align federal, state, local, and tribal entities; the private sector; and nongovernmental agencies to provide an effective and efficient national structure for preparedness, incident management, and emergency response.

The National Incident Management System structure provides a consistent framework for incident management at all jurisdictional levels, regardless of the cause, size, or complexity of the incident, building on the Incident Command System and the National Incident Management System provides the nation's first responders and authorities with the same foundation for incident management for terrorist attacks, natural disasters, and all other emergencies. The National Incident Management System structure requires the institutionalization of the Incident Command System and its use to manage all domestic incidents.

The National Incident Management System structure integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines. Six major components make up the National Incident Management system's approach:

- Command and Management
- Preparedness
- Resource Management
- Communications and Information Management
- Supporting Technologies
- Ongoing Management and Maintenance

Standardized Emergency Management System: The Standardized Emergency Management System is the cornerstone of California's emergency response system and the fundamental structure for the response phase of emergency management. The Standardized Emergency Management System is required by the California Emergency Services Act for managing multiagency and multijurisdictional responses to emergencies in California. The system unifies all elements of California's emergency management community into a single integrated system and standardizes key elements. The Standardized Emergency Management System incorporates the use of the Incident Command System, California Disaster and Civil Defense Master Mutual Aid Agreement, the Operation Area concept and multiagency or inter-agency coordination. State agencies are required to use the Standardized Emergency Management System and local government entities must use the Standardized Emergency Management System in order to be eligible for any reimbursement of response-related costs under the state's disaster assistance programs.



Standardized Emergency Management System Organization Levels: There are five Standardized Emergency Management System organizational levels.

- **State:** The State Level of the Standardized Emergency Management System prioritizes task and coordinates state resources in response to the request from the Regional Level and coordinates mutual aid among the mutual aid regions and between the Regional Level and State Level. The State Level also serves as the coordination and communication link between the state and the federal emergency response system. The State Level requests assistance from other state governments through the Emergency Management Assistance Compact and similar interstate compacts/agreements and coordinates with the Federal Emergency Management Agency when federal assistance is requested. The State Level operates out of the State Operations Center. At the **Federal Level**, the National Response Framework identifies the methods and means for federal resources to provide support to the state and local government. Federal resources would be accessed via the Standardized Emergency Management System process through the mutual aid region and State Operations Center.
- **Region:** The Regional Level manages and coordinates information and resources among Operational Areas within the mutual aid region and also between the Operational Area and the State Level. The Regional Level also coordinates overall state agency support for emergency response activities within the region. California is divided into three Administrative Regions – Inland, Coastal and Southern (**see figure 5**); which are further divided into six mutual aid regions (**see figure 3**). West Covina is located in the Southern Region.
- **Operational Area:** An operational Area is the intermediate level of the state's emergency management organization, which encompasses a county's boundaries, and all political subdivisions located within that county, including special districts. The Operational Area facilitates and/or coordinates information, resources, and decisions regarding priorities among local governments within the Operational Area. The Operational Area serves as the coordination and communication link between the Local Government Level and the Regional, State, and Federal Levels. Tribal jurisdictions in the Operational Area may have statutory authorities for response similar to that at the local level.



FIGURE 5: ADMINISTRATIVE REGIONS
Map of California separated by the three administrative regions; Inland, Coastal, and Southern.



- **Local Government (The City):** The Local Government Level includes cities, counties and special districts, Local governments are required to use the Standardized Emergency Management System when their Emergency Operations Center is activated, or a local emergency is declared or proclaimed in order to be eligible for state reimbursement of response-related costs.
- **Field:** The Field Level is where emergency response personnel and resources, under the command of responsible officials, carry out tactical decisions and activities in direct response to an incident or threat.

Standardized Emergency Management System Functions: The Standardized Emergency Management System requires that every emergency response involving multiple agencies include the five functions identified in **Figure 6: Standardized Emergency Management System Functions**. These functions must be applied at each level of the Standardized Emergency Management System organization.

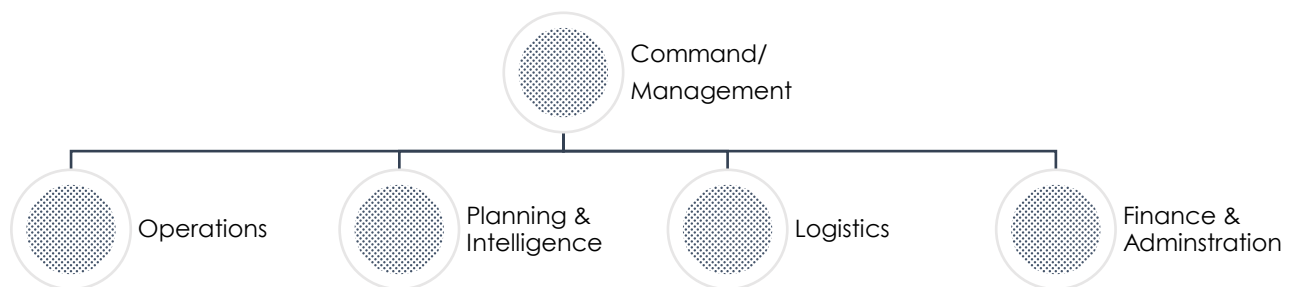


FIGURE 6: STANDARDIZED EMERGENCY MANAGEMENT SYSTEM FUNCTIONS

Organizational chart illustrating the Standardized Emergency Management System Functions. "Command/Management" overseeing the following functions: Operations, Planning & Intelligence, Logistics, and Finance & Administration.

Command/Management: Command is responsible for directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the Emergency Operations Center levels. Command and Management are further discussed below:

- **Command:** A key concept in all emergency planning is to establish command and tactical control at the lowest level that can perform that role effectively in the organization. In the Incident Command System, the Incident Commander, with appropriate policy direction and authority from the responding agency, sets the objectives to be accomplished and approves the strategy and tactics to be used to meet those objectives. The Incident Commander must respond to higher authority. Depending upon the incident's size and scope, the higher authority could be the next ranking level in the organization up to the agency or department executive. This relationship provides an operational link with policy executives who customarily reside in



the Department Operations Center or the Emergency Operations Center, when activated.

- **Management:** The Emergency Operations Center serves as a central location from which multiple agencies or organizations coordinate information collection and evaluation, priority setting and resource management. Within the Emergency Operations Center, the Management function:
 - Facilitates multiagency coordination and executive decision making in support of the incident response
 - Implements the policies established by the governing bodies
 - Facilitates the activities of the Multiagency Coordination Group
- **Operations:** Responsible for coordinating and supporting all jurisdictional operations supporting the response to the emergency through implementation of the organizational level's Action Plans. At the Field Level, the Operational Section is responsible for coordinating the tactical response directly applicable to, or in support of the objectives in accordance with the Incident Action Plan. In the Emergency Operations Center, the Operations Section Coordinator/Chief manages functional representatives who share information and decisions about discipline-specific operations.
- **Logistics:** Responsible for providing facilities, services, personnel, equipment, and materials in support of the emergency. Unified ordering takes place through the Logistics Section to ensure controls and accountability over resource requests. As needed, Unit Coordinators are appointed to address the needs for communications, food, medical, supplies, facilities, and ground support.
- **Planning/Intelligence:** Responsible for the collection, evaluation and dissemination of operational information related to the incident for the preparation and documentation of the Incident Action Plan at the Field Level or the EOC Action Plan at an Emergency Operations Center. Planning/Intelligence also maintains information on the current and forecasted situation and on the status of resources assigned to the emergency or the Emergency Operations Center. As needed, Unit Coordinators are appointed to collect and analyze data, prepare situation reports, develop action plans, set Geographic Information Systems priorities, compile, and maintain documentation, conduct advance planning, manage technical specialists, and coordinate demobilization.
- **Finance/Administration:** Responsible for all financial and cost analysis aspects of the emergency and for any administrative aspects not handled by the other functions. As needed, Unit Leaders are appointed to record time for incident or Emergency Operations Center personnel; coordinate procurement activities, process claims and track costs.

Field and Emergency Operations Center responsibilities are illustrated in **Table 2: Field and Emergency Operation Center Standardize Emergency Management Functions Comparison.**



SEMS Function	Field Level	EOCs
Command / Management	Command is responsible for directing, ordering and/or controlling resources	Management is responsible for facilitation of overall policy, coordination, and support of the incident
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan	The coordination of all jurisdictional operations in support of the response to the emergency in accordance with the Emergency Center Action Plan
Planning & Intelligence	The collection, evaluation, documentation and use of intelligence related to the incident	Collecting, evaluating, and disseminating information and maintaining documentation relative to all jurisdiction activities
Logistics	Providing facilities, services, personnel, equipment, and materials in support of the incident	Providing facilities, services, personnel, equipment, and materials in support of all jurisdictional activities as required
Finance & Administration	Financial and cost analysis and administrative aspects not handled by the other functions	Responsible for coordinating and supporting administrative and fiscal consideration surrounding and emergency incident

TABLE 2: FIELD AND EMERGENCY OPERATION CENTER STANDARDIZE EMERGENCY MANAGEMENT FUNCTIONS COMPARISON



6 Communication

City EOC. Once notified of an emergency or disaster of any size, or of a potential or imminent threat to the city, communications will be established between the City EOC and outside entities, such as field responders, department level personnel, media, or other outside agencies and partners. From the EOC, telephones, cell phones, radios, email, and internet applications (such as WebEOC) are used for direct communications with field responders or outside agencies.

The primary means of communicating with the Operational Area EOC is the web-based Operational Area Response and Recovery System (OARRS).

The City EOC can communicate with the OA EOC to access the State OASIS satellite system. OASIS can support the operational area entities by allowing for direct satellite communication with the State's Regional EOC (REOC), and the State Operations Center (SOC). OASIS voice transmission works like a standard telephone and data transmission is similar to a computer modem.

City Operations and Responders. The City operational staff in the field implement interoperable communications through the use of radios to facilitate communications with all responding departments and city entities. Alternate forms of communications such as the use of cell phones, text messaging, email, amateur radio etc., may be utilized if determined necessary. The use of the interoperable radio system allows for communications between EOCs, and the Incident Command Post (ICP) that is located near the site of a field emergency incident. DOCs and dispatch centers for private entities (i.e., private EMS providers) are responsible for maintaining communications with the city EOC when it is activated.

Notification and Warning. In addition to an effective communication capability, government must have an effective means to provide warning alerts to the populations impacted or at risk as the result of an emergency. There are three primary alert and warning systems designed to provide City residents with emergency information. These systems are the Emergency Alert System (EAS), Alert LA County System and Cal OES's Emergency Digital Information System (EDIS). Additionally, special broadcasts, or simply driving up and down the streets using the public address system can also be conducted to notify and warn citizens.

The City of West Covina also utilizes NIXLE and encourages residents to sign up for NIXLE notifications. Police and Fire may be required to disseminate emergency warning to public who cannot be reached by primary warning systems.



7 Information Collection, Analysis and Distribution

Before an Incident. Information is often provided before an incident occurs. Sources may include weather reports, National Oceanic Atmospheric Administration (NOAA) alerts, levee monitoring data, crime reports, credible threats of intentional events, and others. Advanced notice information can be used to activate the EOC, prepare emergency management and response personnel, and provide information to the city population. This advanced information can increase the preparedness level of emergency management and response personnel, by helping them size the number of responders and material resources needed for the response. Advanced information is also used to notify people that might be living in harm's way, and supports individuals and their families with preparing for, or evacuating from, the hazardous situation. Early information can greatly reduce the numbers of people who might otherwise be harmed by the emergency event.

During an Incident. Information collected during the incident assists in determining the correct course of action and emergency management decisions. Information is collected from field responders, DOCs, private entities, the media, social media, community members, and a variety of other sources. All information collected from open-source public resources will be analyzed for accuracy, processed through rumor control, and documented by the respective EOC sections, branches, and units. All information documentation will be provided to the Situation Unit in the Planning Section of the EOC for inclusion into the EOC Action Plan. A template that may be used to organize the collection of essential information shown in Appendix C, Part 2 of this plan.

The use of Actions Plans in the City Emergency Operations Center provides a clear and measurable process for identifying objectives and priorities for a given event. Action Planning is an important management tool that involves:

- Process for identifying priorities and objectives for emergency response or recovery efforts
- Documents the priorities and objectives and the task and personnel assignments associated with meeting the objectives

The Action Planning process should involve the Emergency Operations Center Director and Section Chiefs/Coordinators (one from each Section) along with other Emergency Operations Center staff, as needed, such as agency representatives.

The initial Emergency Operations Center Action Plan may be a verbal plan that is developed during the first hour or two following Emergency Operations Center activation. A verbal plan may also be utilized for incidents involving a limited scope, short duration (less than 12 hours) and/or a limited number of response personnel. An Emergency Operations Center Action Plan will be developed whenever the Emergency Operations Center is activated, either partially or fully. A written Emergency Operations Center Action Plan is required whenever:

- Two or more agencies are involved in the response



- The incident overlaps more than one operational period
- All Emergency Operations Center functions are fully staffed

The Emergency Operations Center Action Plan addresses a specific operational period, which may vary in length from a few hours to days depending on the circumstances. The plan should be regularly reviewed and evaluated through the operational period and revised or updated as warranted.

The Planning Section Chief/Coordinator, with input from the EOC Manager/Director, EOC Coordinator, and the Operations Section Chief/Coordinator, establishes the schedule and cycle for planning and situation information dissemination. Initially, meetings may be conducted every few hours or several times each day. Over time, meetings may be held twice each day, and then daily, depending on the level of operations.

In addition, all EOC situation status reports and EOC Action Plans will be developed and presented for the purpose of information sharing at scheduled meetings during each EOC operational period. Information may also be sent to City departments, Emergency Operations Center personnel, the Operational Area, and other key agencies using the City's Emergency reporting system, OASIS, radio, telephone, email, internet, or fax. Regardless of the method of communication, all data should be verified prior to transmission. If unverified data must be transmitted, it should be clearly designated as unconfirmed information.

The City uses EOC forms found in the Emergency Operations Center Operations Manual to record and report information.

After an Incident. Information collected throughout emergency operations will be documented by members of the Planning Section. This information will be used during the recovery phase of the emergency to develop a history of actions and expenditures related to the disaster. Information will also be used for the development of the after-action report that is used to document effective practices, archive effective tools, note areas in which EOC personnel saw need for additional training or tools, and document areas for program enhancements. In addition, the city and other agencies, entities, and organizations involved in the emergency management and response operations will collect information related to their respective after-effects of the incident, such as social and economic impacts, relief support provided, and ongoing recovery operations.

Emergency Public Information. Emergency Public Information is a priority of most importance during emergencies and disasters. City government has a primary responsibility to provide accurate and timely information to the public regarding conditions, threats, and protective measures. To avoid conflicts and confusion, the Emergency Public Information function operates best when centralized and coordinated among all involved jurisdictions, agencies, and organizations.



8 Administration, Finance and Logistics

8.1 Administration

Emergency management operations that support administration, finance, and logistical processes are primarily conducted within the Logistics and Finance Sections of the EOC and provide for the following:

- Track and document expenses
- Document all actions taking during emergency operations
- Procure necessary equipment, resources, and additional support
- Track and document city employee working hours
- Manage continuity of operations (COOP) for the city
- Develop staff rotation schedules for extended operations
- Manage compensation and claims related to emergency operations
- Track and document the deployment and utilization of resources
- Manage additional staff and volunteers to support emergency operations
- Manage financial and in-kind donations
- Oversee and manage information technology components and issues as they arise
- Other actions as appropriate

8.1.1 City Emergency Operations Policy Statement

Limitations: Due to the nature of emergency response, the outcome is not easy to predict. Therefore, it should be recognized that this plan is meant to serve as a guideline and that the outcome of the response may be limited by scope, magnitude, and duration of the event.

Suspension of Routine Activities and Availability of Employees: Day-to-day functions that do not contribute directly to the disaster operation may be suspended for the duration of an emergency. Efforts normally required for routine activities may be redirected to accomplish emergency tasks. During an emergency response, City employees not otherwise assigned emergency disaster related duties will, unless otherwise restricted, be made available to augment the work of their department, or other City departments, if required.

Households of Emergency Response Personnel: City employees may not be at peak efficiency or effectiveness during a disaster if the status of their households is unknown or in doubt. Employees who are assigned disaster response duties are encouraged to make arrangement with other employees, friends, neighbors, or relatives to check on their immediate families in the event of a disaster and to communicate that information to the employee through the City Emergency Operations Center.

Non-Discrimination: All local activities will be carried out in accordance with federal nondiscrimination laws. It is the City's policy that no service will be denied on the basis of race,



religion, national origin, age, sex, marital status, veteran status, sexual orientation, or the presence of any sensory, mental, or physical disability.

Citizen Preparedness: This plan does not substitute government services for individual responsibility. Citizens are expected to be aware of developing events and take appropriate steps to respond in a safe and timely manner. Since the City's resources and personnel may be overwhelmed at the onset of a disaster event, individuals and organizations should be prepared to be self-sufficient following a disaster. The City will make every effort to provide information to the public via the media and other sources to assist citizens in dealing with the emergency.

8.1.2 Disaster Service Workers

Under California Government Code, Section 3100-3109, all public employees are obligated to serve as Disaster Service Workers. Public employees (civil service) are all persons employed by any county, city, state agency or public district in the State of California. Disaster Service Workers provide services and support during declared emergencies or disasters.

In the event of a major emergency or disaster, City employees may be called upon to perform certain duties in support of emergency management operations, such as: serve in a position in the Emergency Operations Center, support shelter operations, or work at a logistics base in the field.

- City employees may be required to work at any time during a declared emergency and may be assigned to disaster service work
- Assignments may require service at locations, times and under conditions other than normal work assignments
- Assignment may include duties within the Emergency Operation Center, in the field or at another designated location

Under no circumstances will City employees that do not usually have a response role in their day-to-day responsibilities be asked to perform duties or functions that are hazardous, that they have not been trained to perform or are beyond their recognized capabilities.

8.1.3 Documentation

The Emergency Operations Center Finance/Administration Section will be responsible for maintaining records on damage assessment expenditures, recovery cost expenditures, insurance related documents, personnel overtime and other cost associated with the emergency.

The Emergency Operations Center Planning Section will maintain copies of documents that are integral to Emergency Operation Center functions such as Emergency Operation Center Action Plans, Situation Status Logs, Position Logs etc. that together make up the history and chronology of the emergency events.



8.2 Finance

In the case of a major disaster, the Emergency Operations Center will support county, state, and federal entities with cost recovery efforts, if requested and as able. City citizens may benefit from the Small Business Administration, and the City may benefit from the State and/or the Federal Emergency Management Agency Public Assistance Program. The City may assist the citizenry with public service announcement regarding available unemployment benefits, worker's compensation, and insurance benefits.

8.2.1 Expenditure Tracking

The city may be reimbursed for insurance, state and/or federal sources for disaster-related expense. The purpose of this section is to provide guidance on the record keeping requirements for claiming such expenses.

8.2.2 Eligible Expenses

Eligible costs are extraordinary costs incurred while providing emergency services required by the direct impact of a declared disaster and which service is the responsibility of the applicant agency. Eligible costs are generally considered to be the net costs over and above any increased revenue or subsidy of the emergency service. Ineligible expense includes costs for standby personnel and/or equipment and lost revenue.

8.2.3 Recordkeeping Requirements

State and federal governments require detailed information to support claims for reimbursement. Funding will be approved or denied based upon the information supplied by applicant agencies. Documentation supporting all cost claimed will be required, and all information must relate back to individual original source records. The following guidelines should be followed when documenting disaster-related reimbursable expenses:

- Costs and revenue associated with emergency operations should be segregated from normal operating expenses
- Separate records should be maintained for each vehicle and piece of heavy equipment used for emergency operations
- Vehicles and equipment documentation should include the times and/or hours operated by location and operator
- Vehicle operating expenses should include fuel, tires, and maintenance
- Labor costs should be compiled separate from vehicle and/or equipment expenses
- Equipment documentation should include exactly where the equipment was used and for what; hours and minutes used; and the name of the equipment operator if applicable



- Revenues and subsidies for emergency operations must be subtracted from any costs claimed
- Requisitions, purchase orders, and invoices must be maintained for all supplies, materials and equipment expenses claimed
- Costs for supplies and materials must include documentation of exactly where resources were used and for what purpose
- All non-competitive procurements must be justified

Expenditure tracking should commence upon notice or obvious occurrence of a disaster. The following section focuses on logistics and resource management, priorities, and requests.

Finance Section staff should be familiar with the *FEMA Public Assistance Program & Policy Guide (PAPPG)* which is available on the FEMA website.

8.3 Logistics

8.3.1 Resource Management

The resource management function describes the system that will be utilized for identifying available resources within the City to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System (NIMS) includes mutual aid and assistance agreements, the use of special federal, state, territorial, tribal, and local teams, and resource mobilization protocols. This function specifically includes the management of personnel for emergency management operations and addresses necessary coordination efforts with local jurisdictions to secure necessary support and resources.

8.3.2 Resource Priorities

When activated, the City Emergency Operations Center establishes priorities for resource allocation during the emergency. All City resources are considered part of a pool, which may be allocated by the Emergency Operations Center to fulfill priority missions. Each department retains control of its non-assigned resources until released for an emergency assignment by the Emergency Operations Center.

8.3.3 Resource Requests

Resource requests will be made through one of the following processes:

- Requests to the Los Angeles Operational Area EOC (primary process) using OARRS.
- Discipline-specific Fire and Law mutual aid systems



- Requests through the Area D DMAC

All resource requests must be coordinated with the Finance Section to ensure that requests are appropriately documented.

Resource request from the City will be coordinated with the Los Angeles Operational Area Emergency Operations Center to determine if the resource is available internally or other more appropriate sources located within the Operational Area. Emergency Management Mutual Aid Coordinators at each level will keep the Operations Chief informed of the status of resource request and allocations. Coordinators at each level will communicate and coordinate with each other to maintain status on resource requests and allocations within the disaster area.

Resource requests from the City Emergency Operations Center to the Los Angeles Operational Area Emergency Operations Center should be made in accordance with the procedures described in Appendix D, Resource Request Guide. Available resources will be allocated to the requesting local government if available.



9 Plan Development and Maintenance

This section of the City EOP discusses the overall approach to plan development and maintenance responsibilities.

This plan is developed under the authority of the City Manager who has the primary responsibility for ensuring that necessary changes and revisions to this plan are prepared, coordinated, published, and distributed. The City uses the planning process prescribed by the Federal Emergency Management Agency and the State of California. This Plan and supporting documentation are reviewed and updated on a regular basis. The review and updates are coordinated with City Departments and the Los Angeles County.

The Assistant Emergency Services Director is responsible for management and update of the EOP. The plan will be updated every three years, or sooner if needed.

9.1 Administrative Practices

Adherence to standard administrative and financial procedures is critical to ensure resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting in order to obtain any reimbursement provided through disaster assistance programs.

The City follows administrative practices required by state law and the SEMS Guidelines in Part III of the *SEMS Guidelines* documents California's Emergency Management administrative practices.

9.2 Standard Operating Procedures (SOP)

This Plan is intended to be used in conjunction with county, operational area, and State plans and associated SOPs. Where supporting plans are inconsistent with the general principles described in the State Emergency Plan, the state plan will supersede supporting plans.

SOPs provide the purpose, authorities, duration, and details for the preferred method or performing a single function or a number of interrelated functions in a uniform manner. SOPs must also facilitate the need to carry out actions under conditions that may not have been anticipated when the SOP was drafted. For example, it may be necessary to consider alternative procedures that solve a problem in order to perform in a more time-efficient or cost-efficient way. It is clear; therefore, some procedures may need to be suspended, relaxed, or made operational under threat of disaster. However, such action should be carefully considered, and the consequences should be projected realistically.



9.3 Training and Exercises

All city department personnel that are designated responsible for staffing the EOC are required to complete training related to emergency management operations. All designated personnel will be provided a copy of this plan (as noted in the Record of Distribution section of this plan) and are required to read and become familiar with the plan.

A multi-year training and exercise plan (MYTEP) will be developed and followed that will identify and prioritize the levels of training and exercises the city will follow. This MYTEP should, as best as possible, align with other trainings and exercises within the operational area to ensure practice and integration with OA partners as often as possible.

Partner jurisdictions and agencies having assigned responsibilities under this plan must ensure their assigned personnel are properly trained to carry out identified responsibilities. Individual jurisdictions and agencies are responsible for maintaining their own plans, training, and program maintenance.

Additionally, the City may opt to include and have EOC personnel participate in the Cal OES EOC credentialing program, which credentials EOC staff in specific EOC positions and helps ensure that personnel possess the minimum knowledge, skills, and experience necessary to execute emergency management EOC activities safely and effectively. Additional information on the Cal OES EOC credentialing program can be found:

<https://www.caloes.ca.gov/cal-oes-divisions/california-specialized-training-institute/credentialing-certificate-programs/eoc-position-credentialing-program>

Finally, training and exercises involve a variety of scopes, scales, and participation. Training can include the following:

Drills. A drill is a small, organized exercise that tests one specific action, such as evacuation of a building, or sheltering-in-place.

Tabletop exercises. A tabletop exercise is a discussion-based exercise in a low-stress environment to discuss a possible emergency scenario.

Functional exercise. A functional exercise is an activity designed to exercise a single function, or multiple functions through the simulation of a realistic scenario. The functional exercise is designed to simulate real conditions in the EOC, and as such includes time constraints on decision making and, by its nature, allows for a more stressful environment.

Full-scale exercise. A full-scale exercise is an activity involving multiple agencies, jurisdictions, entities, organizations, etc., and exercises multiple functions through the simulation of a realistic scenario. This exercise includes the mobilization and utilization of city resources.



9.3.2 Training Program

The Assistant Emergency Services Director is responsible for developing, implementing and monitoring a training program for City staff to include both initial and refresher training. The training program should include at minimum:

- ICS 100 and 200 (or equivalent) for all management and supervisory personnel
- ICS 300 and 400 (or equivalent) for all personnel that may be assigned to a position in the ICS organization structure
- Other training as deemed necessary

The City will actively participate in training opportunities offered through the Operational Area and Disaster Management Area D

9.3.3 Exercise Program

The Assistant Emergency Services Director is responsible for developing and implementing an exercise program to ensure that all staff are familiar with the plan and capable of executing their assigned responsibilities. The exercise program will include but is not limited to:

- An annual scenario-based tabletop exercise.
- An annual EOC activation exercise.
- A quarterly call-down exercise testing the effectiveness of the City's staff notification procedures.
- Additional functional and/or full scale exercises as deemed necessary.

In addition, the City will actively participate in appropriate exercises sponsored or conducted by the Operational Area and Disaster Management Area D.

9.4 Essential Records Retention

Maintenance of administrative records continues through all phases of an emergency. In preparation for an emergency, training and appropriate forms are provided to the city's emergency response organization. During a response, entities ensure adequate documentation is collected through the Documentation Unit at the Incident and EOC. Documentation should include records of personnel activities, use of equipment, and expenditures for the emergency. Finally, after the response has been terminated, records should be protected and maintained for audit purposes. The Cost Unit is responsible for cost recovery records and assisting in collecting any missing information. Problem areas are identified, corrective measures taken, and employees retrained in the proper, updated procedures.



9.5 After Action Reports and Corrective Actions

SEMS regulations require local government agencies, to complete an After-Action Report (AAR) for each Governor proclaimed emergency. After an incident or from a gubernatorial proclamation, the AAR is completed within 120 days. Furthermore, SEMS regulations under Title XIX, Division 2, Chapter 1, Section 2450(a) requires any federal, state, or local jurisdiction proclaiming or responding to a Local Emergency for which the governor has declared a *State of Emergency* or *State of War Emergency* shall complete and transmit an AAR to Cal OES within 90 days of the close of the emergency period.

The identification of corrective actions is critical to the AAR process. Jurisdictions are strongly encouraged to make recommendations for correcting problems noted in the response/recovery effort, or during exercises and training. Corrective actions may encompass anything from detailed recommendations for improving individual agency plans and procedures to broader system-wide improvements. Corrective actions are assigned to relevant stakeholders and tracked to ensure the identified problem has been addressed.

The AAR will provide, at a minimum:

- Response actions that were taken.
- Application of SEMS during response.
- Necessary modifications to plans and procedures that are needed.
- Lessons learned.
- Noted areas of improvement.
- Best practice implementations proposed.
- Training needed.
- Recovery activities conducted to date.
- Additional information as appropriate.

Findings and recommendations in the contents of the AAR will be used to further develop and update the city EOP, as necessary. AAR development will include the input of all personnel involved in the incident or exercise.



10 Authorities and References

FEDERAL

Authorities

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2007
- Public Law 920, Federal Civil Defense Act of 1950, as amended
- Public Law 84-99, U.S. Army Corps of Engineers - Flood Fighting
- Public Law 93-288, Federal Disaster Relief Act of 1974
- Public Law 107-188, Bio-terrorism Act, June 2002
- Public Law 107-296, Homeland Security Act, January 2002
- Executive Order 13228, Office of Homeland Security, October 8, 2001
- Executive Order 13231, Critical Infrastructure Protection, October 16, 2001
- Executive Order 13234, Citizens Prepared, November 9, 2001
- Presidential Decision Directive 39 - U.S. Policy on Counterterrorism, June 1995
- Presidential Decision Directive 62 - Combating Terrorism, May 1998
- Presidential Decision Directive 63 – Critical Infrastructure Protection, May 1998
- National Security Presidential Directive 17 - National Strategy to Combat Weapons of Mass Destruction

References

- National Response Framework (as revised)
- National Incident Management System
- Federal Emergency Management Agency's (FEMA) Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining Emergency Operations Plans, November 2020, Version 3.0 (draftv0.5)

STATE

Authorities

- California Disaster Assistance Act, California Government Code Section 8680 et. seq.
- California Disaster and Civil Defense Master Mutual Aid Agreement
- California Government Code, Title 1, Chapter 4, Division 8, Section 3100 - Disaster Service Workers
- California Government Code, Title 1, Chapter 4, Division 8, Section 8635 - Continuity of Government



- California Government Code, Title 2, Division 1, Chapter 7 – California Emergency Services Act
- California Government Code, Title 19, Division 2 – Standardized Emergency Management System
- California Water Code, § 128-Department of Water Resources - Flood Fighting

References

- Standardize Emergency Management System
- California Disaster Assistance Act
- California State Emergency Plan, October 1, 2017

COUNTY

Authorities

- Los Angeles County Emergency Services Code of Ordinances Chapter 2.68 as amended

References

- Los Angeles County Operational Area Emergency Response Plan, June 2012
- Public Draft - 2019 County of Los Angeles All-Hazards Mitigation Plan, 2019

CITY

- City Council Resolution No. x adopting the Emergency Operations Plan, Basic Plan, on March 7, 2023
- City of West Covina Municipal Code, Chapter 8.



11 Appendix A - Acronyms

Action Plan (AP)

After Action Report (AAR)

California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA)

California Disaster Assistance Act (CDAA)

California Emergency Services Act (ESA)

Continuity of Government (COG)

Continuity of Operations (COOP)

Department Operations Center (DOC)

Emergency Management Assistance Compact (EMAC)

Emergency Operations Center (EOC)

Emergency Operations Plan (EOP)

EOC Action Plan (EAP)

Incident Action Plan (IAP)

Incident Commander (IC)

Incident Command Post (ICP)

Incident Command System (ICS)

Joint Information Center (JIC)

Multiagency Coordination Group (MAC Group)

Multiagency Coordination System(s) (MACS)

Multi-year Training and Exercise Plan (MYTEP)

National Incident Management System (NIMS)

National Response Framework (NRF)

Operational Area (OA)

Public Information Officer (PIO)

Regional Emergency Operations Center (REOC)

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)



Standard Operating Procedure (SOP)

Standardized Emergency Management System (SEMS)

State Operations Center (SOC)

West Covina Police Department (WCPD)



12 Appendix B – Glossary of Terms

Action Plan (AP): See EOC Action Plan and Incident Action Plan.

Activation: 1) Initial activation of an EOC may be accomplished by a designated official of the emergency response agency that implements SEMS as appropriate to accomplish the agency's role in response to the emergency. 2) An event in the sequence of events normally experienced during most emergencies.

After Action Report (AAR): A report that examines response actions, application of SEMS, modifications to plans and procedures, training needs, and recovery activities. AARs are required under SEMS after any emergency that requires a gubernatorial state of emergency proclamation. Local government AARs must be submitted to Cal OES within 90 days.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System (ICS), agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private sector organizations may be included. Additionally, Non-Governmental Organizations (NGO) may be included to provide support. All-Hazards: Any incident, natural or human-caused, that warrants action to protect life, property, environment, public health, or safety, and minimize disruptions of government, social, or economic activities.

California Disaster and Civil Defense Master Mutual Aid Agreement (MMAA): An agreement entered by and between the State of California, its various departments and agencies, and the various political subdivisions, municipal corporations, and public agencies of the State of California to assist each other by providing resources during an emergency. Mutual Aid occurs when two or more parties agree to furnish resources and facilities and to render services to each other in response to any type of disaster or emergency. California Emergency Support Functions (CA-ESF): The CA-ESFs are a grouping of State agencies, departments, and other stakeholders with similar functional activities/responsibilities whose responsibilities lend to improving the state's ability to collaboratively prepare for, effectively mitigate, cohesively respond to, and rapidly recover from any emergency. CA-ESFs unify a broad-spectrum of stakeholders with various capabilities, resources, and authorities to improve collaboration and coordination for a particular discipline. They also provide a framework for the state government to support regional and community stakeholder collaboration and coordination at all levels of government and across overlapping jurisdictional boundaries.

California Emergency Services Act (ESA): An Act within the California Government Code to ensure preparations within the state will be adequate to deal with natural, human-caused, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and the natural resources of the state, and generally to protect the health and safety and preserve the lives and property of the people of the state.



Catastrophe: Any natural or human-caused incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command/Management: Command is responsible for the directing, ordering, and/or controlling of resources at the field response level. Management is responsible for overall emergency policy and coordination at the SEMS EOC levels.

Command Post: See Incident Command Post.

Command Staff: The Command Staff at the SEMS Field Level consists of the Information Officer, Safety Officer, and Liaison Officer. They report directly to the Incident Commander. They may have an assistant or assistants, as needed. These officers are also found at the EOC levels in SEMS, and they report directly to the EOC Director and comprise the Management Staff. They may have an assistant or assistants, as needed.

Communications: Process of the transmission of information through verbal, written, or symbolic means.

Continuity of Government (COG): Activities that address the continuance of constitutional governance. COG planning aims to preserve and/or reconstitute the institution of government and ensure that a department or agency's constitutional, legislative, and/or administrative responsibilities are maintained. This is accomplished through succession of leadership, the pre-delegation of emergency authority, and active command and control during response and recovery operations.

Continuity of Operations (COOP): Planning should be instituted, including all levels of governments, across the private sector and non-governmental organizations as appropriate, to ensure the continued performance of core capabilities and/or critical government operations during any potential incident.

Coordination: The process of systematically analyzing a situation, developing relevant information, and informing appropriate command authority of viable alternatives for selection of the most effective combination of available resources to meet specific objectives. The coordination process (which can be either intra- or inter-agency) does not involve dispatch actions. However, personnel responsible for coordination may perform command or dispatch functions within the limits established by specific agency delegations, procedures, legal authority, etc. Multiagency or interagency coordination is found at all SEMS levels.

Coordination Center: Term used to describe any facility used for the coordination of agency or jurisdictional resources in support of one or more incidents.



Corrective Actions: Implementing procedures based on lessons learned from actual incidents or from training and exercises.

Cost Unit: Functional unit within the Finance/Administration Section responsible for tracking costs, analyzing cost data, making cost estimates, and recommending cost-saving measures.

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC), specific to a single department or agency where the focus is on internal agency incident management and response. They are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

Disaster: A sudden calamitous emergency event bringing great damage, loss, or destruction.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Section Chief. A Division is located within the ICS organization between the Branch and resources in the Operations Section.

Documentation Unit: Functional unit within the Planning/Intelligence Section responsible for collecting, distributing, recording, and safeguarding all documents relevant to an incident or within an EOC.

Emergency: Any incident(s), whether natural or human-caused, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives, protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues upfront: liability and reimbursement.



Emergency Management Community: The stakeholders in emergency response in California including the residents of California, the private sector and federal, state, local, and tribal governments.

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOC may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county), or some combination thereof.

Emergency Operations Plan (EOP): The ongoing plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Response Agency: Any organization responding to an emergency, or providing mutual aid support to such an organization, whether in the field, at the scene of an incident, or to an operations center.

Emergency Response Personnel: Personnel affiliated with or sponsored by emergency response agencies.

EOC Action Plan: The plan developed at SEMS EOC levels, which contains objectives, actions to be taken, assignments, and supporting information for the next operational period.

Essential Facilities: May include facilities such as law enforcement, fire, emergency operations centers, schools, medical facilities, and other resources that have a role in an effective and coordinated emergency response.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe areas.

Federal: Of or pertaining to the federal government of the United States of America.

Finance/Administration Section: The section responsible for all administrative and financial considerations surrounding an incident or EOC activation.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics and Finance/Administration. The same five functions are also found at all SEMS EOC Levels. At the EOC, the term Management replaces Command. The term function is also used when describing the activity involved, (e.g., the planning function). A sixth function, Intelligence/Investigations, may be established, if required, to meet emergency management needs.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. See Division.



Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused, which requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objective reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods. At the SEMS EOC Level, it is called the EOC Action Plan.

Incident Command: Responsible for overall management of the incident and consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics, and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Information: Pieces of raw, unanalyzed data that identifies persons, evidence, events; or illustrates processes that specify the occurrence of an event. May be objective or subjective and is intended for both internal analysis and external (news media) application. Information is the "currency" that produces intelligence.

Intelligence: Product of an analytical process that evaluates information collected from diverse sources, integrates the relevant information into a cohesive package, and produces a conclusion or estimate. Information must be real, accurate, and verified before it becomes intelligence for planning purposes. Intelligence relates to the specific details involving the



activities of an incident or EOC, and current and expected conditions, and how they affect the actions taken to achieve operational period objectives. Intelligence is primarily intended for internal use and not for public dissemination. Intelligence/Investigations: Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities (or the individual(s) involved) including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., federal, state, tribal, and local boundary lines) or functional (e.g., law enforcement, public health).

Key Resources: Any publicly or privately controlled resources essential to the minimal operations of the economy and government.

Local Government: According to federal code 36a county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity.

Logistics: Providing resources and other services to support incident management.

Logistics Section: The section responsible for providing facilities, services, and material support for an incident or EOC activation.

Management Staff: See Command Staff.

Mitigation: Provide a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mobilization: The process and procedures used by all organizations - federal, state, tribal, and local - for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.



Multiagency Coordination Group (MAC Group): Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds, are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined. It can provide coordinated decision-making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination System(s) (MACS): Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are EOC and MAC Groups. These systems assist agencies and organizations responding to an incident. Mutual Aid Agreements and/or Assistance Agreements: Written or oral agreements between and among agencies/organizations and/or jurisdictions that provide a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

Mutual Aid Coordinator: An individual at the local government, Operational Area, Region or State Level that is responsible to coordinate the process of requesting, obtaining, processing, and using mutual aid resources. Mutual Aid Coordinator duties will vary depending upon the mutual aid system.

Mutual Aid Region: A mutual aid region is a subdivision of Cal OES established to assist in the coordination of mutual aid and other emergency operations within a geographical area of the state, consisting of two or more Operational Areas.

National: Of a nationwide character, including the federal, state, tribal, and local aspects of governance and policy.

National Incident Management System (NIMS): Provides a systematic, proactive approach guiding government agencies at all levels, the private sector, and non-governmental organizations to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework (NRF): A guide to how the nation conducts all-hazards incident management. Non-governmental Organization (NGO): An entity with an association based on the interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of NGO include faith-based charity organizations and the American Red Cross.



Officer: 1) The ICS title for the personnel responsible for the Command Staff (Management Staff at EOC) positions of Safety, Liaison, and Public Information. 2) One who holds an office or post; especially one elected or appointed to a position of authority or trust in a corporation, government, institution, etc.

Operational Area (OA): An intermediate level of the state emergency organization, consisting of a county and all other political subdivisions within the geographical boundaries of the county.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually last 12-24 hours.

Operations Section: The section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, it normally includes subordinate branches, divisions, and/or groups. At the SEMS EOC levels, the section is responsible for the coordination of operational activities. The Operations Section at an EOC contains branches, groups, or units necessary to maintain appropriate span of control.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, private sector, and/or non-governmental organizations.

Planning Section: The section responsible for the collection, evaluation, and dissemination of operational information related to the incident or EOC activities and for the preparation and documentation of the IAP or EOC action plan, respectively. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident or EOC activation.

Political Subdivisions: Includes any city, city and county, county, tax or assessment district, or other legally authorized local governmental entity with jurisdictional boundaries.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action in an effort to ensure effective coordination during incident response. Within NIMS, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting,



interdicting or disrupting illegal activity, and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocols: Sets of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on the incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer (PIO): A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, non-governmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Regional Emergency Operations Center (REOC): Facilities found at Cal OES Administrative Regions. REOC provide centralized coordination of resources among Operational Areas within their respective regions and between the Operational Areas and the State Level.

Reimbursement: Provide a mechanism to recoup funds expended for incident-specific activities.

Resource Management: Efficient emergency management and incident response requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual aid agreements and assistance agreements; the use of special federal, state, tribal, and local teams; and resource mobilization protocols.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.



Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of EOP and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Response Personnel: Includes federal, state, territorial, tribal, sub-state regional and local governments, private sector organizations, critical infrastructure owners, and operators, NGO and all other organizations and individuals who assume an emergency management role. Also known as an Emergency Responder.

Safety Officer: A member of the Command Staff (Management Staff at the SEMS EOC Levels) responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel. The Safety Officer may have assistants.

Section: 1) The organizational level having responsibility for a major functional area of incident or EOC Management, (e.g., Operations, Planning, Logistics, Finance/Administration) and Intelligence/Investigations (if established). The section is organizationally situated between the branch and the Incident Command. 2) A separate part or division as: a. A portion of a book, treatise, or writing. b. A subdivision of a chapter. c. A division of law.

Situation Report: Often contains confirmed or verified information regarding the specific details relating to the incident.

Special District: A unit of local government (other than a city, county, or city and county) with authority or responsibility to own, operate, and maintain systems, programs, services, or projects [(as defined in California Code of Regulations (CCR) Section 2900(s)] for purposes of natural disaster assistance. This may include joint powers authority established under Section 6500 et. seq. of the California Code of Regulations.

Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act) establishes the programs and processes for the federal government to provide disaster and emergency assistance to states, local governments, tribal nations, individuals, and qualified private nonprofit organizations. The provisions of the Stafford Act cover all hazards including natural disasters and terrorist events. Relevant provisions of the Stafford Act include a process for Governors to request federal disaster and emergency assistance from the President. The President may declare a major disaster or emergency.



Standard Operating Procedure (SOP): Complete reference document or an operation manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or several interrelated functions in a uniform manner.

Standardized Emergency Management System (SEMS): A system required by California Government Code and established by regulations for managing response to multiagency and multijurisdictional emergencies in California. SEMS consists of five organizational levels, which are activated as necessary: Field Response, Local Government, Operational Area, Region, and State.

Standardized Emergency Management System (SEMS) Guidelines: The SEMS guidelines are intended to assist those responsible for planning, implementing, and participating in SEMS.

Standardized Emergency Management System (SEMS) Regulations: Regulations establishing the Standardized Emergency Management System (SEMS) based upon the Incident Command System (ICS) adapted from the system originally developed by the Firefighting Resources of California Organized for Potential Emergencies (FIRESCOPE) program including those currently in use by State agencies, the Multiagency Coordination System (MACS) as developed by FIRESCOPE program, the Operational Area concept, and the Master Mutual Aid Agreement and related mutual aid systems. Regulations are found at Title XIX, Division 2, Chapter 1, Section 2400 et. seq.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

State Operations Center (SOC): The SOC is operated by the California Governor's Office of Emergency Services at the State Level in SEMS. It is responsible for centralized coordination of state resources in support of the three Regional Emergency Operations Centers (REOC). It is also responsible for providing updated situation reports to the Governor and Legislature.

Strategy: The general plan or direction selected to accomplish incident objectives.

System: An integrated combination of people, equipment, and processes that work in a coordinated manner to achieve a specific desired output under specific conditions.

Technical Assistance: Support provided to state, tribal, and local jurisdictions when they have the resources, but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design or hazardous material assessments).

Technical Specialists: Personnel with special skills that can be used anywhere within the SEMS organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs and they are typically certified in their fields or professions.



Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United States in which it occurs; and is intended to intimidate or coerce the civilian population, or influence or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Unified Command: An ICS application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Vital Records: The essential agency records needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the Government and those affected by Government activities (legal and financial rights records).

Volunteer: For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.101.

ATTACHMENT NO. 3

RESOLUTION NO. 2023-18

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING THE CITY OF WEST COVINA EMERGENCY OPERATIONS PLAN

WHEREAS, the preservation of life, property and the environment are inherent responsibilities of local, state and federal governments; and

WHEREAS, the California Emergency Services Act (California Government Code section 8550 et seq.) requires cities to have an emergency plan which describes the principles and methods to be applied in carrying out emergency operations or rendering mutual aid during emergencies; and

WHEREAS, Section 8-8 of the West Covina Municipal Code requires the City of West Covina Emergency and Disaster Council to develop the City's emergency plan; and

WHEREAS, pursuant to Section 8-8 of the West Covina Municipal Code, the plan must provide for the effective mobilization of all of the resources of the City, both public and private, to meet any condition constituting a local emergency, state of emergency, or state of war emergency, and provide for the organization, powers and duties, services, and staff of the emergency organization; and

WHEREAS, pursuant to Section 8-8 of the West Covina Municipal Code, the plan takes effect upon adoption by resolution of the City Council; and

WHEREAS, the City has prepared an updated Emergency Operations Plan (EOP) in accordance with the California Emergency Services Act and the West Covina Municipal Code; and

WHEREAS, the City's EOP establishes an Emergency Management Organization and assigns functions and tasks consistent with California's Standardized Emergency Management System (SEMS) and the National Incident Management System (NIMS), provides for the integration and coordination of planning efforts through a whole community approach and authorizes City personnel to perform their duties and tasks before, during, and after an emergency; and

WHEREAS, the City Council desires to adopt the updated EOP.

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

SECTION 1. The City Council hereby adopts the 2022-2023 City of West Covina Emergency Operations Plan as the City of West Covina's official emergency plan.

SECTION 2. The 2022-2023 City of West Covina Emergency Operations Plan shall become effective upon the adoption of this resolution.

SECTION 3. The 2022-2023 City of West Covina Emergency Operations Plan shall replace and supersede all prior City of West Covina Emergency Operations Plans.

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

APPROVED AND ADOPTED this 7th day of March, 2023.

Rosario Diaz
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. 2023-18 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 7th day of March, 2023, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

Lisa Sherrick
Assistant City Clerk



AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: March 7, 2023

TO: Mayor and City Council

FROM: David Carmany
City Manager

SUBJECT: PUBLIC HEARING REGARDING THE FISCAL YEAR (FY) 2023-2024 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTION PLAN

RECOMMENDATION:

It is recommended that the City Council:

1. Conduct the public hearing; and
2. Direct staff to develop a draft FY 2023-2024 CDBG Action Plan, based on the needs and priorities approved for the FY 2020-2024 Consolidated Plan.

BACKGROUND:

The City receives an annual grant of CDBG funds from the U.S. Department of Housing and Urban Development (HUD). CDBG is a federal program with an overall objective of developing viable urban communities by providing decent housing and a suitable living environment, and expanding economic opportunities principally for low- and moderate-income persons.

According to 24 CFR 570.4, the policies and procedures used to determine CDBG allocations are described in Sections 106 and 107 of the Housing and Community Development Act of 1974. For the Entitlement Program, there are two formulas: "A" and "B". HUD calculates the amount of funds that each entitlement grantee would receive under each of the two formulas. Formula A allocates funds to a jurisdiction based on its metropolitan area's share of three factors across all US metropolitan areas. The factors are:

1. Population, weighted at 25%;
2. People in poverty, weighted at 50%; and
3. Housing overcrowding, weighted at 25%.

Formula B also allocates funds to a jurisdiction based on its metropolitan area's share of three factors across all US metropolitan areas, but the factors are somewhat different. The Formula B factors are:

1. Population growth lag since 1960, weighted at 20%;
2. People in poverty, weighted at 30%; and
3. Pre-1940 housing units, weighted at 50%.

After HUD runs the calculations using the two formulas, it allocates the grantee the larger amount of the two. However, because HUD uses the larger amount, when it adds all the grantees' allocations together, the total is higher than the amount of CDBG funding available for the Entitlement Program. So, HUD

must recalculate the figures using a pro-rata reduction to reduce the total to the funding level for the Entitlement Program.

The City of West Covina utilizes CDBG funds for the Domestic Violence Victim Advocate, Senior Meals Program, the Home Preservation Program, the Business Assistance Program, Public Infrastructure projects, and to fund various public service providers (i.e., food banks, homeless advocates, meals on wheels, etc.).

As a condition of receiving the funds, HUD requires the City to prepare an annual Action Plan, which details the activities the City plans to undertake with the funds in the respective year. This Action Plan is to be consistent with the five-year CDBG Consolidated Plan, which is a strategic and visioning document on the use of these funds. As a basis for the Consolidated Plan, an assessment and prioritization of community needs, relative to the use of CDBG funds, was required. The categories of community need identified in the current Consolidated Plan are: (1) Economic Development, (2) Homelessness, (3) Infrastructure Improvements, (4) Owner Occupied Housing, (5) Public Facilities, (6) Non-Homeless Special Needs, (7) Public Services, and (8) Rental Housing. Attachment No. 1 describes each category.

To facilitate prioritization and to evaluate the categories, HUD utilizes four levels of priority: High, Medium, Low, and No Such Need. A High Priority means that activities in that category *will* be funded by CDBG funds. A Medium Priority means activities in that category *may* be funded by CDBG funds. A Low Priority means CDBG funds *will not* be used to fund activities in a particular category.

Table 1 shows the FY 2020-2024 CDBG Consolidated Plan prioritization approved on April 6, 2021 and amended March 1, 2022.

Table 1
FY 2020-2024 Consolidated Plan Priorities

Categories of Need	Priority Level
Economic Development	High
Homelessness	High
Infrastructure Improvements	High
Owner Occupied Housing	High
Public Facilities	High
Rental Housing	High
Public Services	Medium
Non-Homeless Special Needs	Medium

The categories shown as "Medium" and "Low" do not indicate that these are not priorities of the City of West Covina, but with limited CDBG funds, the City Council determined these as the priorities for CDBG funding. For example, while Rental Housing may be of high importance in the City, CDBG funds are not anticipated to fund any associated activity.

DISCUSSION:

This is the first of two public hearings required by HUD for the adoption of the FY 2023-2024 Action Plan. The purpose of this hearing is to provide an opportunity for citizen input relative to the identification and prioritization of community needs that may be addressed with CDBG funds in FY 2023-2024. Because this hearing occurs prior to the publication of the draft Action Plan, it is referred to as the Pre-Development Hearing.

This public hearing is also the opportunity for the City Council to consider changing the prioritization of community needs for the FY 2023-2024 Action Plan. However, due to the limited amount of CDBG resources available, City staff does not recommend doing so at this time. The City Council still retains the

ability to fund all priorities as part of the City's annual budget process and to modify/change priorities of the Categories of Need. The City has not been notified of its FY 2023-2024 allocation as of the writing of this report.

Staff is seeking authorization to draft the FY 2023-2024 Action Plan, based on the priorities established in the five-year Consolidated Plan for FY 2020-2024. Once staff receives such authorization, staff can begin drafting the Action Plan as well as the process of evaluating public service providers and possible capital projects. Once drafted, the Action Plan will be made available for a required 30-day public review period. Following the review period, the draft will be presented to City Council for consideration in a public hearing. The approved Action Plan is due to HUD no later than August 16, 2023.

LEGAL REVIEW:

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

OPTIONS:

The City Council has the following options:

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

Prepared by: Kelly McDonald, Public Services Manager

Fiscal Impact

FISCAL IMPACT:

There is no fiscal impact resulting from this report at this time.

Attachments

Attachment No. 1 - Descriptions of Categories of Need in Table 1

Attachment No. 2 - CDBG Action Plan Presentation

CITY COUNCIL GOALS & OBJECTIVES: Maintain and Enhance City Facilities and Infrastructure
Enhance City Image and Effectiveness

Descriptions of Categories of Need in Table 1, Consolidated Plan Priorities

This attachment describes the Categories of Need shown in Table 1 of the staff report.

1. Economic Development: Activities to address these needs will be funded by the Community & Economic Development non-housing funds. Community & Economic Development activities and the new Business Assistance Program will address this category of need.
2. Homelessness: The allocation of CDBG funds to public services can address a portion of these needs.
3. Infrastructure Improvements: Improvements such as street rehabilitation and replacement of curbs and gutters will be funded during the Consolidated Plan cycle. (For example, projects may include street improvements.)
4. Owner-Occupied Housing: Owner housing needs will be addressed by the Housing Preservation Program (HPP).
5. Public Facilities: Public facilities may be funded during the Consolidated Plan cycle – 2020 to 2025. (For example, projects may include: accessibility improvement or parks and recreation facilities and youth centers.)
6. Rental Housing: Rental housing needs are addressed by the Section 8 rental assistance program and the affordable housing developments funded by the CED Low and Moderate Income Housing Fund.
7. Public Services: A high priority was assigned to public services because CDBG funds can help to address the needs of the elderly, frail elderly, youth and other low/moderate income populations. These needs can be addressed by the 15% allocation of CDBG funds to public services. (For example, public services may include: youth services, transportation services, and crime awareness.)
8. Non-Homeless Special Needs: The allocation of CDBG funds to public services can address a portion of the non-homeless needs. (Non-homeless special needs populations include: the elderly, persons with HIV/AIDS, disabled, homebound, and mentally ill).

CITY COUNCIL MEETING

MARCH 7, 2023

ITEM #8 – PUBLIC HEARING REGARDING FY 2023-2024 COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ACTION PLAN

Public Services Department



BACKGROUND

The City of West Covina has utilized these funds for:

- Domestic Violence Victim Advocate (Police Department)
- Senior Meals Program
- Business Assistance Loan Program
- Housing Preservation Program
- Public Infrastructure Projects
- Public Services (i.e., food banks, meals on wheels, homeless)

**PRIORITIZATION
2020-2024
CONSOLIDATED
PLAN**

**Table I
FY 2020-2024 Consolidated Plan Priorities**

Categories of Need	Priority Level
Economic Development	High
Homelessness	High
Infrastructure Improvements	High
Owner-Occupied Housing	High
Public Facilities	High
Rental Housing	High
Public Services	Medium
Non-Homeless Special Needs	Medium

OPTIONS

The City Council has the following options:

- Approve staff's recommendation, or
- Provide alternative direction.

RECOMMENDATION

That the City Council direct staff to draft the FY 2023-2024 Action Plan based on the 2020-2024 Consolidated Plan Priorities, as amended.