



## **CITY OF WEST COVINA**

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

**DECEMBER 3, 2019, 7:00 PM  
REGULAR MEETING**

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

**Mayor Tony Wu  
Mayor Pro Tem Letty Lopez-Viado  
Councilman Dario Castellanos  
Councilman Lloyd Johnson  
Councilmember Jessica C. Shewmaker**

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

#### ***NOTICE***

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

#### **PUBLIC COMMENTS ADDRESSING THE CITY COUNCIL (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 DECEMBER 3, 2019, 7:00 PM  
REGULAR MEETING**

### **INVOCATION**

Led by Pastor Samuel Martinez  
Amazing Love Ministries of West Covina

### **PLEDGE OF ALLEGIANCE**

Led by Mayor Wu

### **ROLL CALL**

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

### **PRESENTATIONS**

Census Information Presentation  
Resolution of Recognition to Filipino American Association Los Angeles  
West Covina Blue Flag Team - Citrus League Champs  
Resolution of Recognition to San Gabriel Valley NAACP

### **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.*

### **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) **NOVEMBER 19, 2019 CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES**  
**NOVEMBER 19, 2019 CITY COUNCIL/SUCCESSOR AGENCY REGULAR MEETING MINUTES**

It is recommended that the City Council receive and file the November 19, 2019 Closed Session Meeting Minutes and the November 19, 2019 Regular Meeting Minutes.

### **INVESTMENT REPORT**

- 2) **CONSIDERATION OF INVESTMENT REPORT FOR THE MONTH ENDED OCTOBER 31, 2019**  
It is recommended that the City Council receive and file the Investment Report for the month ended October 31, 2019.

### **CITY CLERK'S OFFICE**

**3) CONSIDERATION OF DESTRUCTION OF DOCUMENTS AS PRESCRIBED BY LAW**

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

**RESOLUTION NO. 2019-93 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF CERTAIN DOCUMENTS AS PRESCRIBED BY LAW**

**4) ACCEPT CERTIFICATION OF SUFFICIENCY OF PETITION FOR A PROPOSED ORDINANCE ESTABLISHING A GENERAL TRANSACTIONS (SALES) AND USE TAX IN THE AMOUNT OF THREE-QUARTERS OF A PERCENT (0.75%) AND CALL FOR A SPECIAL ELECTION FOR MARCH 3, 2020 TO SUBMIT SAID GENERAL TAX INITIATIVE ORDINANCE TO THE VOTERS**

It is recommended the City Council adopt the following resolutions:

**RESOLUTION NO. 2019-94 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ACCEPTING THE ASSISTANT CITY CLERK'S CERTIFICATION OF THE SUFFICIENCY OF THE PETITION PROPOSING AN ORDINANCE TO ESTABLISH A GENERAL TRANSACTIONS (SALES) AND USE TAX IN THE AMOUNT OF THREE-QUARTERS OF A PERCENT (0.75%); and**

**RESOLUTION NO. 2019-95 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, CALLING FOR AND GIVING NOTICE OF THE HOLDING OF A SPECIAL MUNICIPAL ELECTION TO BE HELD ON MARCH 3, 2020 FOR THE SUBMISSION TO THE VOTERS OF A PROPOSED ORDINANCE ESTABLISHING A GENERAL TRANSACTIONS (SALES) AND USE TAX IN THE AMOUNT OF THREE-QUARTERS OF A PERCENT (0.75%); and**

**RESOLUTION NO. 2019-96 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A SPECIAL MUNICIPAL ELECTION TO BE HELD ON MARCH 3, 2020, WITH THE STATEWIDE PRIMARY ELECTION TO BE HELD ON THE SAME DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE; and**

**RESOLUTION NO. 2019-97 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS AND SETTING DEADLINES FOR THE SUBMISSION OF ARGUMENTS IN CONNECTION WITH THE MARCH 3, 2020 SPECIAL MUNICIPAL ELECTION**

**COMMUNITY DEVELOPMENT**

**5) CONSIDERATION OF MINUTES OF THE OCTOBER 8, 2019 TRAFFIC COMMITTEE MEETING**

It is recommended that the City Council receive and file the attached minutes of the Traffic Committee meeting of October 8, 2019.

**HUMAN RESOURCES**

**6) CONSIDERATION OF GOVERNMENT TORT CLAIMS**

It is recommended that the City Council deny the following Government Tort Claims and the claimants to be notified:

1. Arsenio Valentin & Samuel Ortega vs. City of West Covina
2. Thom Nguyen vs. City of West Covina

### **END OF CONSENT CALENDAR**

### **HEARINGS**

### **DEPARTMENTAL REGULAR MATTERS**

### **COMMUNITY DEVELOPMENT**

#### **7) CONSIDERATION TO INSTALL A TRAFFIC SIGNAL SYSTEM AND OTHER TRAFFIC CALMING IMPROVEMENTS AT THE INTERSECTION OF CITRUS STREET AND CAMERON AVENUE**

Based on the California Manual on Uniform Traffic Control Devices (CAMUTCD), the California Vehicle Code (CVC), CAMUTCD Traffic Signal Warrants 1, 2, 3 and 7, traffic engineering reports and engineering judgment, it is recommended that the City Council:

1. Approve the installation of a traffic signal at the intersection of Citrus Street and Cameron Avenue; and,
2. Approve Option 3 (below): Signalize Citrus Street and Cameron Avenue intersection. For this option there would be no left turn pockets installed for any direction. All directions would have their own cycle, and the intersection would be “split phase” for each direction which means each direction would have its own separate cycle. For example, the northbound left turn, through, and right turn would go as one cycle while all other directions are on red, then the southbound left turn, through, and right turn would go while all other directions are on red, etc. The current lane configuration that is existing in the field would remain; and
3. Approve the installation of traffic calming measures along Cameron Avenue between Hollenbeck Avenue and Citrus Street which include the installation of white side stripes to visually narrow the lanes and the installation of speed feedback signage with pavement legends.

### **PUBLIC SERVICES**

#### **8) CONSIDERATION OF AWARD OF BID FOR CIVIC CENTER AND CITY PARKS LANDSCAPE AND MAINTENANCE SERVICES**

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

1. Authorize the City Manager to execute a contract with Merchants Landscape Services, Inc. in the total amount of \$3,503,196.00 for a two-and-a-half (2.5) year contract with two (2) one (1) year extensions to provide landscaping and maintenance services for Civic Center and City Parks; and
2. Appropriate \$32,000 from the General Fund balance to Service Contracts Acct # 110.61.4142.6130; and
3. Adopt the following resolution:

**RESOLUTION NO. 2019-86 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020 (CIVIC CENTER AND CITY PARKS LANDSCAPE AND MAINTENANCE SERVICES)**



## **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

December 17, 2019

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:** December 3, 2019

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: NOVEMBER 19, 2019 CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION  
MEETING MINUTES  
NOVEMBER 19, 2019 CITY COUNCIL/SUCCESSOR AGENCY REGULAR MEETING  
MINUTES**

---

### RECOMMENDATION:

It is recommended that the City Council receive and file the November 19, 2019 Closed Session Meeting Minutes and the November 19, 2019 Regular Meeting Minutes.

### DISCUSSION:

**Prepared by:** Carrie Gallagher, CMC Assistant City Clerk

---

### Attachments

Attachment No. 1 11-19-19 Closed Session Meeting Minutes Draft

Attachment No. 2 11-19-19 Regular Session Meeting Minutes Draft

---



## **CITY OF WEST COVINA**

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

NOVEMBER 19, 2019, 6:00 PM  
REGULAR MEETING - CLOSED SESSION

CITY MANAGER'S CONFERENCE ROOM  
1444 W. GARVEY AVENUE SOUTH  
WEST COVINA, CALIFORNIA 91790

### **MINUTES**

#### **CALL TO ORDER**

A Closed Session Meeting was called to order by Mayor Johnson on Tuesday, November 19, 2019 at 6:10 p.m., in the City Manager's Conference Room, 1444 West Garvey Avenue South, West Covina, California.

#### **ROLL CALL**

Council Members

Present: Council Members Dario Castellanos, Letty Lopez-Viado, Jessica C. Shewmaker, Mayor Pro Tem Tony Wu, Mayor Lloyd Johnson

Council Members

Absent: None

City Staff: David Carmany City Manager, Mark Persico Assistant City Manager, Helen Tran HR/Risk Management Director, Thomas P. Duarte City Attorney, Andrew Yen Attorney with Lewis Brisbois Bisgaard & Smith LLP (Representing the City of West Covina)

#### **PUBLIC COMMENTS ON ITEMS ON THE AGENDA**

None

**CLOSED SESSION**

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Pursuant to Government Code § 54956.9(d)(1)

Kyle Vaughn v. City of West Covina (Case No.'s ADJ12442438, ADJ12136528)

CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code § 54957.6

City Negotiators: Carmany, Persico, Tran, Duarte

Employee Organizations

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

Unrepresented Employee Group

- Department Heads

**REPORT OUTING OUT FROM CLOSED SESSION**

City Attorney Thomas P. Duarte reported that no reportable action was taken.

**ADJOURNMENT**

The Closed Session Meeting adjourned at 6:33 p.m., by Mayor Johnson. The next regularly scheduled Closed Session City Council Meeting will be held on Tuesday, December 3, 2019 at 6:00 p.m. in the City Manager's Conference Room, 1444 West Garvey Avenue South, West Covina, California.

Submitted by:

---

Carrie Gallagher, CMC  
Assistant City Clerk

---

Tony Wu  
Mayor



## **CITY OF WEST COVINA**

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

NOVEMBER 19, 2019, 7:00 PM  
REGULAR MEETING

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

### **MINUTES**

#### **CALL TO ORDER**

A Regular Meeting was called to order by Mayor Johnson on Tuesday, November 19, 2019 at 7:08 p.m. in the Council Chamber, 1444 West Garvey Avenue South, West Covina, California.

#### **ROLL CALL**

##### **Councilmembers**

Present: Council Members Dario Castellanos, Letty Lopez-Viado, Jessica C. Shewmaker, Mayor Pro Tem Tony Wu, Mayor Lloyd Johnson

##### **Councilmembers**

Absent: None

City Staff: David Carmany City Manager, Mark Persico Assistant City Manager, Thomas P. Duarte City Attorney, Carrie Gallagher Assistant City Clerk; other city staff presented reports and responded to questions as indicated in the minutes.

#### **PLEDGE OF ALLEGIANCE**

Mayor Johnson led the Pledge of Allegiance.

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

CONFERENCE WITH LEGAL COUNSEL - EXISTING LITIGATION

Pursuant to Government Code § 54956.9(d)(1)

Kyle Vaughn v. City of West Covina (Case No.'s ADJ12442438, ADJ12136528)

CONFERENCE WITH LABOR NEGOTIATORS

Pursuant to Government Code § 54957.6

City Negotiators: Carmany, Persico, Tran, Duarte

Employee Organizations

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

City Attorney Thomas P. Duarte stated that no reportable action was taken.

**PRESENTATIONS**

Small Business Saturday

Gold Service EMS Award Presentation

Golden Eagle Los Angeles Area Council Camp-o-ree Winners

**ORAL COMMUNICATIONS**

Speaker:

Herb Redholtz

Johnny Chua

Colleen Rozatti

---End of Public Comment---

**CONSENT CALENDAR**

**ACTION: MOTION BY MAYOR PRO TEM WU AND SECONDED BY COUNCILWOMAN LOPEZ-VIADO, CARRIED 5-0 to: approve Consent Calendar Items 1 - 2, 4 - 5.**

**ACTION: MOTION BY MAYOR PRO TEM WU AND SECONDED BY COUNCILMAN CASTELLANOS, CARRIED 4-1 (WU: NO) to: approve Consent Calendar Item 3.**

**Item 6 pulled by City Manager David Carmany to bring back to Council at the December 3, 2019 meeting.**

#### **APPROVAL OF MEETING MINUTES**

- 1) **NOVEMBER 5, 2019 CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES  
NOVEMBER 5, 2019 CITY COUNCIL/SUCCESSOR AGENCY REGULAR MEETING MINUTES**

**CARRIED 5-0 to:** receive and file the minutes of November 5, 2019 Closed Session Meeting Minutes and the November 5, 2019 Regular Meeting Minutes.

#### **COMMISSION SUMMARY OF ACTIONS**

- 2) **SUMMARY OF ACTIONS FOR THE HUMAN RESOURCES COMMISSION MEETING OF AUGUST 14, 2019**

**CARRIED 5-0 to:** receive and file the Summary of Actions for the August 14, 2019 Regular Meeting of the Human Resources Commission.

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

- 3) **CONSIDERATION OF ZONE CHANGE, SPECIFIC PLAN AND ENVIRONMENTAL IMPACT REPORT FOR EXPANSION OF EMANATE HEALTH QUEEN OF THE VALLEY HOSPITAL**

**CARRIED 4-1 (WU: NO) to:** adopt the following ordinance:

**ORDINANCE NO. 2461 – AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING ZONE CHANGE NO. 17-02, RELATED TO THE ADOPTION OF THE QUEEN OF THE VALLEY HOSPITAL SPECIFIC PLAN**

- 4) **CONSIDERATION OF GOVERNMENT TORT CLAIMS**

**CARRIED 5-0 to:** deny the following Government Tort Claims and the claimants to be notified:

1. Dung Thi My Tran vs. City of West Covina
2. Angelina Santana Laco vs. City of West Covina
3. Vanessa Romero vs. City of West Covina

#### **POLICE DEPARTMENT**



5) **CONSIDERATION OF USE OF ASSET FORFEITURE FUNDS FOR POLICE COMPUTER HARDWARE AND SERVICES**

**CARRIED 5-0 to:** take the following actions:

1. In accordance with Municipal Code Chapter 2, Article VII, Division 2, Sec. 2-333 (i) (2), and the findings of the West Covina Finance Department/Purchasing Officer, find that Western States Contracting Alliance-National Association of State Procurement Officials (WSCA-NASPO) contract number MNWNC-108/WN03AGW C000000181156 (customer agreement 7157034003) satisfies West Covina's bid process, and authorize the purchase of a total of thirty-four (34) desktop computers per specifications, directly from Dell Computers for a total of \$35,971.31, including taxes and fees, from Account No. 117.31.3119.7160 and
2. In accordance with Municipal Code Chapter 2, Article VII, Division 2, Sec. 2-330 (b), which states that bidding procedures may be dispensed with when it would be impracticable or useless, and the public welfare would be promoted by dispensing with the same, authorize the City Manager to execute an agreement (of up to \$295,000/24 months) with Scientia Consulting Group, subject to City Attorney approval, for continued services related to the West Covina Service Group CAD-RMS operations, from Account No. 117.31.3119.6120; and
3. Adopt the attached resolution authorizing the necessary budget amendment:

**RESOLUTION NO. 2019-89 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2019, AND ENDING JUNE 30, 2020 (ASSET FORFEITURE FOR POLICE COMPUTER SERVICES)**

**PUBLIC SERVICES**

6) **CONSIDERATION OF AWARD OF BID FOR CIVIC CENTER AND CITY PARKS LANDSCAPE AND MAINTENANCE SERVICES  
(Item pulled and continued until the December 3, 2019 meeting)**

1. Authorize the City Manager to execute a contract with Merchants Landscape Services, Inc. in the total amount of \$3,503,196.00 for a two-and-a-half (2.5) year contract with two (2) one (1) year extensions to provide landscaping and maintenance services for Civic Center and City Parks; and
2. Appropriate \$32,000 from the General Fund balance to Service Contracts Acct # 110.61.4142.6130; and
3. Adopt the attached resolution:

**RESOLUTION NO. 2019-86 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020 (LANDSCAPING AND MAINTENANCE FOR CIVIC CENTER AND CITY PARKS)**

**END OF CONSENT CALENDAR**

**CITY COUNCIL REORGANIZATION**

**Confirmation of Mayor and Mayor Pro Tem**

Mayor Johnson announced that the City has an ordinance in place which has established an annual mayoral selection process by rotation. By upholding the process, the succession order for the mayoral rotation would place Tony Wu as Mayor and Dario Castellanos as Mayor Pro Tem.

Mayor Johnson suggested a motion to modify the mayoral succession, which requires 4 affirmative votes per West Covina Municipal Code Section 2-21(f).

Mayor Johnson stated his reasons for modification were because Councilmember Lopez-Viado ran against four other candidates in the election, her number of votes received is proportionally higher than the other candidates who ran against one opponent in their districts.

**ACTION: MOTION BY COUNCILMEMBER SHEWMAKER AND SECONDED BY COUNCILMAN CASTELLANOS, CARRIED 5-0 to: approve the amendment to the Mayoral succession order.**

With no further discussion the succession rotation will be amended per the West Covina Municipal Code and Mayor Pro Tem Wu will become Mayor and Councilwoman Letty Lopez-Viado will become Mayor Pro Tem.

**Mayor Plaque Presentation to Mayor Lloyd Johnson**

Incoming Mayor Wu presented outgoing Mayor Johnson with the Mayoral Plaque.

Mayor Johnson thanked his family for their support and reflected on his experiences through the past year.

Pastor Robert Hamel administered the Oath of Office of Mayor to Mayor Pro Tem Tony Wu.

Various individuals and organizations presented proclamations and general congratulations to newly appointed Mayor Wu.

**Designation of Alternate to the Los Angeles County Sanitation District**

Mayor Wu stated that as Mayor, he automatically becomes a member of the Board of Directors of the Los Angeles County Sanitation District and the District requires a member of the City Council appointed by the City Council to act in the absence of the director and that nominations or a motion is in order to appoint an Alternate Director to the Los Angeles County Sanitation District.

**ACTION: MOTION BY COUNCILMEMBER SHEWMAKER AND SECONED BY MAYOR PRO TEM LOPEZ-VIADO, CARRIED 5-0 to: approve Councilman Dario Castellanos as the Alternate to the Los Angeles County Sanitation District.**

**CITY COUNCIL COMMENTS**

None

**ADJOURNMENT**

The Regular Meeting was adjourned at 9:02 p.m., by Mayor Wu. The next regularly scheduled Regular City Council Meeting will be held on Tuesday, December 3, 2019 at 7:00 p.m. in the Council Chamber, 1444 West Garvey Avenue South, West Covina, California.

Submitted by:

---

Carrie Gallagher, CMC  
Assistant City Clerk

---

Tony Wu  
Mayor



## AGENDA STAFF REPORT

---

City of West Covina | Office of the City Manager

**DATE:** December 3, 2019

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF INVESTMENT REPORT FOR THE MONTH ENDED OCTOBER 31, 2019**

---

### RECOMMENDATION:

It is recommended that the City Council receive and file the Investment Report for the month ended October 31, 2019.

### BACKGROUND:

California Government Code Section 53646 requires that cities report detailed information on all securities, investments, and monies of the City and to report the market value of the investments held. California Government Code Section 53601 and the City's Investment Policy define the types of investments allowed. The City's Investment Policy was last revised and adopted by the City Council on July 2, 2019. The City's Investment Policy has set primary goals of the portfolio management of safety, liquidity and yield.

Bond reserves and held and invested by a Trustee. The investment of these funds is governed by an investment policy approved by the City Council as a part of the governing documents for each specific bond issue.

### DISCUSSION:

The Investment Report (Attachment No. 1) presents the City's and the Successor Agency's cash and investments for the month ended October 31, 2019. This report is in compliance with California Government Code Section 53646 regarding the reporting of detailed information on all securities, investments, and monies of the City, as well as, reporting of the market value of the investments held. All the investments contained within the portfolio are in full compliance with Government Code Section 53601 and the City's Investment Policy as to the types of investments allowed. The City's Investment Policy was last revised and adopted by City Council on July 2, 2019. As stated in the attached report, there are sufficient funds to meet the budgeted expenditures over the next six months.

The City's surplus funds are deposited with the Los Angeles County Investment Pool (LACIP), the Local Agency Investment Fund (LAIF) and Chandler Asset Management (Attachment No. 2). At October 31, 2019, the investment portfolio had a market value of \$55,248,841.

At October 31, 2019, the City's bond reserves had a market value of \$6,838,151.

**Prepared by:** Robbeyn Bird, CPA, Interim Finance Director

**Additional Approval:** David Carmany, City Manager

---

**Attachments**

Attachment No. 1 - Investment Report October 31, 2019

Attachment No. 2 - Chandler Report October 31, 2019

---

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

**City of West Covina  
Investment Report  
For the Month Ended October 31, 2019**

Description	Book Value	Market Value	Interest/ Yield to Maturity	Maturity Date	% of Portfolio
<b>Cash and Cash Equivalents</b>					
Wells Fargo Checking Account	\$ 5,095,201	\$ 5,095,201	0.00%	n/a	8.21%
Pacific Western Bank Checking - HPP (CDBG)	3,541	3,541	0.00%	n/a	0.01%
Pacific Western Bank Checking - HPP (LMIHF)	600	600	0.00%	n/a	0.00%
Los Angeles County Investment Pool (LACIP)	25,007,673	25,007,673	2.04%	n/a	40.28%
Los Angeles County Investment Pool (LACIP) - Successor Agency	882,121	882,121	2.04%	n/a	1.42%
Local Agency Investment Fund (LAIF)	18,249,332	18,249,332	2.28%	n/a	29.39%
Wells Fargo Checking Account - CFD	825,173	825,173	0.00%	n/a	1.33%
<b>Investments - Chandler Asset Management</b>					
Asset-Backed Securities	334,058	335,522	2.01%	See attached	0.54%
Federal Agencies	2,454,874	2,446,225	1.62%	See attached	3.94%
Collateralized Mortgage Obligation	151,453	152,212	1.87%	See attached	0.25%
Money Market Funds	3,998	3,998	1.44%	See attached	0.01%
Supranationals	-	-	0.00%	See attached	0.00%
US Treasury	2,253,789	2,247,243	1.68%	See attached	3.62%
<b>Total Cash and Investments</b>	<b>\$ 55,261,813</b>	<b>\$ 55,248,841</b>			
<b>Bond Reserves</b>					
Lease Revenue Bonds, 2006 Series A & 2006 Series B (Taxable)					
First American Treasury Obligations Fund Class D	\$ 1,071,000	\$ 1,071,000	1.39%	n/a	1.72%
First American Treasury Obligations Fund Class D	585,372	585,372	1.39%	n/a	0.94%
1996 Special Tax Refunding Bonds - Successor Agency					
First American Treasury Obligations Fund Class D	5,180,096	5,180,096	7.01%	9/1/2022	8.34%
First American Treasury Obligations Fund Class D	1,683	1,683	1.39%	n/a	0.00%
<b>Total Bond Reserves</b>	<b>\$ 6,838,151</b>	<b>\$ 6,838,151</b>			
<b>Total Investment Portfolio</b>	<b>\$ 62,099,964</b>	<b>\$ 62,086,992</b>			<b>100.00%</b>

<b>Blended Yield of Cash and Investments *</b>	<b>2.09%</b>
--	--------------

<b>Benchmarks:</b>	
LAIF	2.28%
LACIP *	2.04%
6mo U.S. Treasury	1.57%
2yr U.S. Treasury	1.52%
5yr U.S. Treasury	1.51%

\* To ensure timely submission of the Investment Report, the prior month's LACIP percentage yield is used.

I hereby certify that the investments are in compliance with the investment policy adopted by the City Council. The investment portfolio provides sufficient funds to meet the budgeted expenditures over the next six months. This report meets the requirements of Government Code Section 53646.

PREPARED BY:

  
Robbeyn Bird - Interim Finance Director

REVIEWED BY:

Colleen B. Rozatti - City Treasurer

APPROVED BY:

  
David Carmany - City Manager



# City of West Covina Short Term - Account #10479

## MONTHLY ACCOUNT STATEMENT

OCTOBER 1, 2019 THROUGH OCTOBER 31, 2019

### Chandler Team:

For questions about your account, please call (800) 317-4747,  
or contact [operations@chandlerasset.com](mailto:operations@chandlerasset.com)

### Custodian

US Bank  
Christopher Isles  
(503) 464-3685

**CHANDLER** ASSET MANAGEMENT  
[chandlerasset.com](http://chandlerasset.com)

*Information contained herein is confidential. We urge you to compare this statement to the one you receive from your qualified custodian. Please see Important Disclosures.*



## PORTFOLIO CHARACTERISTICS

Average Modified Duration	0.65
Average Coupon	1.55%
Average Purchase YTM	1.22%
Average Market YTM	1.67%
Average S&P/Moody Rating	AA+/Aaa
Average Final Maturity	0.76 yrs
Average Life	0.67 yrs

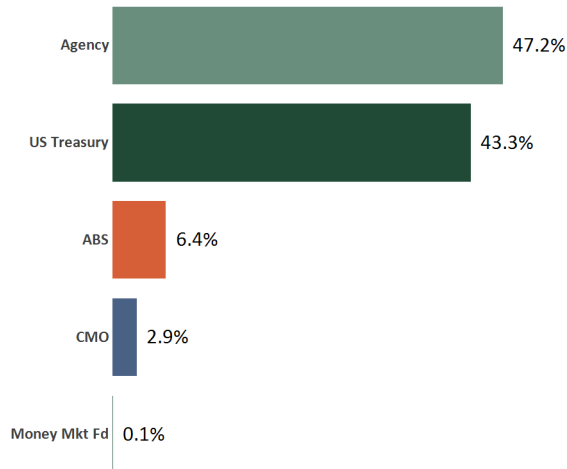
## ACCOUNT SUMMARY

	Beg. Values as of 9/30/19	End Values as of 10/31/19
Market Value	5,921,329	5,185,200
Accrued Interest	20,819	22,112
Total Market Value	<b>5,942,148</b>	<b>5,207,312</b>
Income Earned	10,820	6,145
Cont/WD		-750,549
Par	5,932,815	5,188,535
Book Value	5,943,869	5,198,172
Cost Value	6,003,743	5,253,412

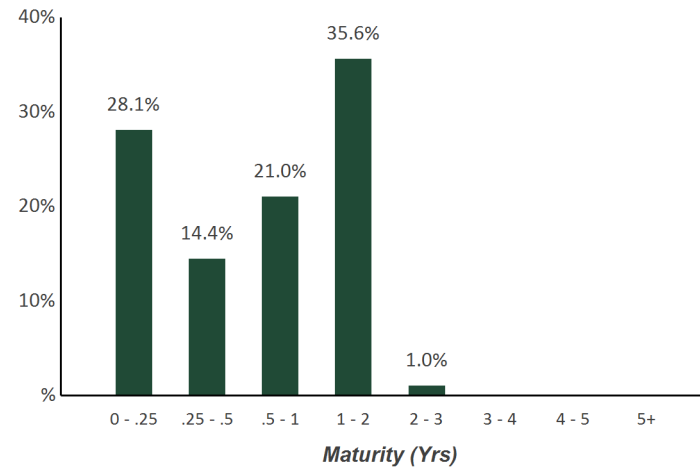
## TOP ISSUERS

Government of United States	43.3%
Federal National Mortgage Assoc	33.7%
Federal Home Loan Mortgage Corp	9.7%
Federal Home Loan Bank	6.7%
Honda ABS	4.8%
John Deere ABS	1.4%
Toyota ABS	0.3%
First American Govt Oblig Fund	0.1%
<b>Total</b>	<b>100.0%</b>

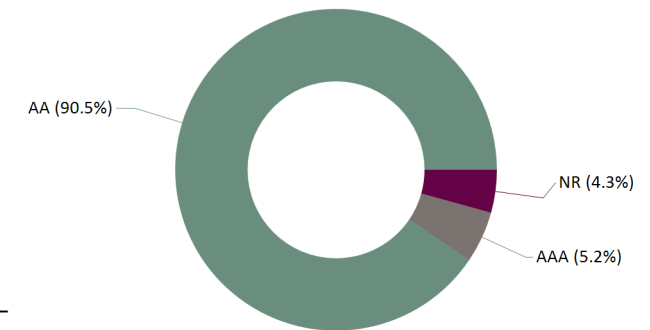
## SECTOR ALLOCATION



## MATURITY DISTRIBUTION



## CREDIT QUALITY (S&amp;P)



## PERFORMANCE REVIEW

TOTAL RATE OF RETURN	1M	3M	YTD	1YR	Annualized				
					2YRS	3YRS	5YRS	10YRS	7/31/2016
City of West Covina Short Term	0.28%	0.86%	3.10%	4.11%	2.34%	1.80%	N/A	N/A	1.64%
ICE BAML 1-3 Yr US Treasury/Agency Index	0.33%	1.03%	3.36%	4.54%	2.38%	1.67%	N/A	N/A	1.51%



# Statement of Compliance

As of October 31, 2019



## City of West Covina

Assets managed by Chandler Asset Management are in full compliance with state law and the District's investment policy.

Category	Standard	Comment
Treasury Issues	No limitations	Complies
Federal Agencies	No limitations	Complies
Municipal Securities	"A" or higher by a NRSRO; 30% maximum; 5% max per issuer	Complies
Supranationals	"AA" rated or higher by a NRSRO; 30% max; 10% max per issuer; Unsubordinated obligations issued by: IBRD, IFC, IADB	Complies
Medium Term Notes	"A" rated or higher by a NRSRO; 30% maximum; 5% max per issuer; Issued by corporations organized and operating within the U.S.	Complies
Collateralized Certificates of Deposit	25% maximum	Complies
Negotiable Certificates of Deposit	"A" rated or better by a NRSRO; 30% maximum	Complies
Banker's Acceptances	40% maximum; 30% max per one commercial bank; 180 days max maturity	Complies
Commercial Paper	A-1/P-1 rating or higher by both S&P and Moody's; 25% maximum; 5% per issuer; 270 days max maturity; Eligible paper is limited to corporations organized and operating within the U.S. with total assets of at least \$500 million	Complies
Asset-Backed Securities/ Mortgage-Backed Securities	"AA" or better by a NRSRO; "A" rated issuer rating or higher by a NRSRO; 20% maximum	Complies
Money Market Mutual Funds	"AAA" rated or highest rating by a NRSRO; 20% maximum; 10% per fund	Complies
Prohibited Securities	Inverse floaters; Ranges notes, Interest-only strips from mortgaged backed securities; Zero interest accrual securities; Reverse Repurchase Agreements	Complies
Repurchase Agreements	20% maximum; 100 days max maturity; collateralized 102% of market value; Not used by investment adviser	Complies
Local Agency Investment Fund (LAIF)	Maximum program; Not used by investment adviser	Complies
Los Angeles County Investment Pool	Maximum program; Not used by investment adviser	Complies
Max per Security Type	No more than 40% of the City's total portfolio shall be invested in a single security type or with a single financial institution	Complies
Max per Issuer	No more than 5% in any single issuer except US Gov, Agencies, Supranationals, Money Market Funds, LAIF, or LGIP	Complies
Maximum Maturity	5 years	Complies

## Reconciliation Summary

As of October 31, 2019



BOOK VALUE RECONCILIATION		
<b>BEGINNING BOOK VALUE</b>		<b>\$5,943,869.10</b>
<b><u>Acquisition</u></b>		
+ Security Purchases	\$0.00	
+ Money Market Fund Purchases	\$742,943.38	
+ Money Market Contributions	\$0.00	
+ Security Contributions	\$0.00	
+ Security Transfers	\$0.00	
<b>Total Acquisitions</b>		<b>\$742,943.38</b>
<b><u>Dispositions</u></b>		
- Security Sales	\$0.00	
- Money Market Fund Sales	\$0.00	
- MMF Withdrawals	\$750,548.65	
- Security Withdrawals	\$0.00	
- Security Transfers	\$0.00	
- Other Dispositions	\$0.00	
- Maturities	\$700,000.00	
- Calls	\$0.00	
- Principal Paydowns	\$36,674.56	
<b>Total Dispositions</b>		<b>\$1,487,223.21</b>
<b><u>Amortization/Accretion</u></b>		
+/- Net Accretion	(\$1,417.01)	
		(\$1,417.01)
<b><u>Gain/Loss on Dispositions</u></b>		
+/- Realized Gain/Loss	\$0.00	
		\$0.00
<b>ENDING BOOK VALUE</b>		<b>\$5,198,172.26</b>

CASH TRANSACTION SUMMARY		
<b>BEGINNING BALANCE</b>		<b>\$11,603.68</b>
<b><u>Acquisition</u></b>		
Contributions	\$0.00	
Security Sale Proceeds	\$0.00	
Accrued Interest Received	\$0.00	
Interest Received	\$5,505.49	
Dividend Received	\$763.33	
Principal on Maturities	\$700,000.00	
Interest on Maturities	\$0.00	
Calls/Redemption (Principal)	\$0.00	
Interest from Calls/Redemption	\$0.00	
Principal Paydown	\$36,674.56	
<b>Total Acquisitions</b>	<b>\$742,943.38</b>	
<b><u>Dispositions</u></b>		
Withdrawals	\$750,548.65	
Security Purchase	\$0.00	
Accrued Interest Paid	\$0.00	
<b>Total Dispositions</b>	<b>\$750,548.65</b>	
<b>ENDING BOOK VALUE</b>		<b>\$3,998.41</b>

## Holdings Report

As of October 31, 2019



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>ABS</b>									
89238BAB8	Toyota Auto Receivables Trust 2018-A A2A 2.1% Due 10/15/2020	13,496.86	01/23/2018 2.12%	13,495.48 13,496.37	100.00 3.18%	13,496.79 12.60	0.26% 0.42	Aaa / AAA NR	0.96 0.03
47788CAB8	John Deere Owner Trust 2018-A A2 2.42% Due 10/15/2020	140.72	Various 2.51%	140.58 140.67	100.00 2.15%	140.72 0.16	0.00% 0.05	Aaa / NR AAA	0.96 0.03
43811BAC8	Honda Auto Receivables Trust 2017-2 A3 1.68% Due 8/16/2021	55,200.32	04/27/2018 2.62%	54,342.13 54,734.16	99.91 1.89%	55,149.64 41.22	1.06% 415.48	Aaa / AAA NR	1.79 0.46
43814WAB1	Honda Auto Receivables Trust 2019-1 A2 2.75% Due 9/20/2021	195,000.00	02/19/2019 2.77%	194,987.44 194,990.75	100.43 1.97%	195,841.62 193.65	3.76% 850.87	NR / AAA AAA	1.89 0.54
47788BAD6	John Deere Owner Trust 2017-B A3 1.82% Due 10/15/2021	20,699.14	07/11/2017 1.83%	20,697.63 20,698.44	99.91 2.06%	20,679.68 16.74	0.40% (18.76)	Aaa / NR AAA	1.96 0.40
47788CAC6	John Deere Owner Trust 2018-A A3 2.66% Due 4/18/2022	50,000.00	02/21/2018 2.68%	49,996.41 49,997.86	100.43 1.96%	50,213.00 59.11	0.97% 215.14	Aaa / NR AAA	2.47 0.60
<b>Total ABS</b>		<b>334,537.04</b>	<b>2.65%</b>	<b>333,659.67</b> <b>334,058.25</b>	<b>2.01%</b>	<b>335,521.45</b> <b>323.48</b>	<b>6.45%</b> <b>1,463.20</b>	<b>Aaa / AAA</b> <b>AAA</b>	<b>1.93</b> <b>0.51</b>

<b>AGENCY</b>									
3137EAE5	FHLMC Note 1.5% Due 1/17/2020	350,000.00	01/12/2017 1.54%	349,622.00 349,973.42	99.97 1.64%	349,888.70 1,516.67	6.75% (84.72)	Aaa / AA+ AAA	0.21 0.21
3135G0A78	FNMA Note 1.625% Due 1/21/2020	350,000.00	10/14/2016 1.16%	355,204.50 350,353.96	100.00 1.64%	349,984.95 1,579.86	6.75% (369.01)	Aaa / AA+ AAA	0.22 0.22
3135G0D75	FNMA Note 1.5% Due 6/22/2020	700,000.00	07/29/2016 1.03%	712,474.00 702,049.80	99.92 1.63%	699,421.10 3,762.50	13.50% (2,628.70)	Aaa / AA+ AAA	0.64 0.63
3135G0F73	FNMA Note 1.5% Due 11/30/2020	350,000.00	07/29/2016 1.10%	355,939.50 351,480.19	99.90 1.59%	349,646.85 2,202.08	6.76% (1,833.34)	Aaa / AA+ AAA	1.08 1.06
3130A7CV5	FHLB Note 1.375% Due 2/18/2021	350,000.00	07/29/2016 1.13%	353,846.50 351,097.35	99.70 1.61%	348,962.95 975.87	6.72% (2,134.40)	Aaa / AA+ AAA	1.30 1.28



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>AGENCY</b>									
3135G0K69	FNMA Note 1.25% Due 5/6/2021	350,000.00	07/22/2016 1.27%	349,744.50 349,919.18	99.52 1.57%	348,320.70 2,126.74	6.73% (1,598.48)	Aaa / AA+ AAA	1.52 1.48
<b>Total Agency</b>		<b>2,450,000.00</b>	<b>1.18%</b>	<b>2,476,831.00</b> <b>2,454,873.90</b>	<b>1.62%</b>	<b>2,446,225.25</b> <b>12,163.72</b>	<b>47.21%</b> <b>(8,648.65)</b>	<b>Aaa / AA+ AAA</b>	<b>0.80</b> <b>0.79</b>
<b>CMO</b>									
3137BFDQ1	FHLMC K717 A2 2.991% Due 9/25/2021	150,000.00	01/04/2018 2.37%	152,835.94 151,452.50	101.47 1.87%	152,211.75 373.88	2.93% 759.25	NR / NR AAA	1.90 1.65
<b>Total CMO</b>		<b>150,000.00</b>	<b>2.37%</b>	<b>152,835.94</b> <b>151,452.50</b>	<b>1.87%</b>	<b>152,211.75</b> <b>373.88</b>	<b>2.93%</b> <b>759.25</b>	<b>NR / NR AAA</b>	<b>1.90</b> <b>1.65</b>
<b>MONEY MARKET FUND FI</b>									
31846V203	First American Govt Obligation Fund Class Y	3,998.41	Various 1.44%	3,998.41 3,998.41	1.00 1.44%	3,998.41 0.00	0.08% 0.00	Aaa / AAA AAA	0.00 0.00
<b>Total Money Market Fund FI</b>		<b>3,998.41</b>	<b>1.44%</b>	<b>3,998.41</b> <b>3,998.41</b>	<b>1.44%</b>	<b>3,998.41</b> <b>0.00</b>	<b>0.08%</b> <b>0.00</b>	<b>Aaa / AAA AAA</b>	<b>0.00</b> <b>0.00</b>
<b>US TREASURY</b>									
912828G95	US Treasury Note 1.625% Due 12/31/2019	750,000.00	07/25/2016 0.96%	766,848.22 750,806.78	99.97 1.81%	749,762.26 4,106.66	14.48% (1,044.52)	Aaa / AA+ AAA	0.17 0.17
912828UL2	US Treasury Note 1.375% Due 1/31/2020	375,000.00	08/05/2016 0.91%	380,992.47 375,429.04	99.94 1.62%	374,765.63 1,303.07	7.22% (663.41)	Aaa / AA+ AAA	0.25 0.25
912828UV0	US Treasury Note 1.125% Due 3/31/2020	375,000.00	08/05/2016 0.92%	377,799.11 375,317.55	99.80 1.61%	374,253.00 368.85	7.19% (1,064.55)	Aaa / AA+ AAA	0.42 0.41
912828VF4	US Treasury Note 1.375% Due 5/31/2020	375,000.00	08/05/2016 0.99%	380,391.88 375,821.18	99.86 1.62%	374,458.13 2,169.57	7.23% (1,363.05)	Aaa / AA+ AAA	0.58 0.57

## Holdings Report

As of October 31, 2019



CUSIP	Security Description	Par Value/Units	Purchase Date Book Yield	Cost Value Book Value	Mkt Price Mkt YTM	Market Value Accrued Int.	% of Port. Gain/Loss	Moody/S&P Fitch	Maturity Duration
<b>US TREASURY</b>									
912828N89	US Treasury Note 1.375% Due 1/31/2021	375,000.00	08/11/2016 1.07%	380,054.97 376,414.65	99.73 1.59%	374,004.00 1,303.07	7.21% (2,410.65)	Aaa / AA+ AAA	1.25 1.23
<b>Total US Treasury</b>		<b>2,250,000.00</b>	<b>0.97%</b>	<b>2,286,086.65</b> <b>2,253,789.20</b>	<b>1.68%</b>	<b>2,247,243.02</b> <b>9,251.22</b>	<b>43.33%</b> <b>(6,546.18)</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>0.47</b> <b>0.47</b>
<b>TOTAL PORTFOLIO</b>		<b>5,188,535.45</b>	<b>1.22%</b>	<b>5,253,411.67</b> <b>5,198,172.26</b>	<b>1.67%</b>	<b>5,185,199.88</b> <b>22,112.30</b>	<b>100.00%</b> <b>(12,972.38)</b>	<b>Aaa / AA+</b> <b>AAA</b>	<b>0.76</b> <b>0.65</b>
<b>TOTAL MARKET VALUE PLUS ACCRUED</b>						<b>5,207,312.18</b>			



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>ACQUISITIONS</b>										
Purchase	10/01/2019	31846V203	763.33	First American Govt Obligation Fund Class Y	1.000	1.57%	763.33	0.00	763.33	0.00
Purchase	10/02/2019	31846V203	700,000.00	First American Govt Obligation Fund Class Y	1.000	1.57%	700,000.00	0.00	700,000.00	0.00
Purchase	10/02/2019	31846V203	4,375.00	First American Govt Obligation Fund Class Y	1.000	1.57%	4,375.00	0.00	4,375.00	0.00
Purchase	10/15/2019	31846V203	110.83	First American Govt Obligation Fund Class Y	1.000	1.57%	110.83	0.00	110.83	0.00
Purchase	10/15/2019	31846V203	5,365.97	First American Govt Obligation Fund Class Y	1.000	1.57%	5,365.97	0.00	5,365.97	0.00
Purchase	10/15/2019	31846V203	2,222.66	First American Govt Obligation Fund Class Y	1.000	1.57%	2,222.66	0.00	2,222.66	0.00
Purchase	10/15/2019	31846V203	16,951.34	First American Govt Obligation Fund Class Y	1.000	1.57%	16,951.34	0.00	16,951.34	0.00
Purchase	10/15/2019	31846V203	12,333.49	First American Govt Obligation Fund Class Y	1.000	1.57%	12,333.49	0.00	12,333.49	0.00
Purchase	10/18/2019	31846V203	446.88	First American Govt Obligation Fund Class Y	1.000	1.57%	446.88	0.00	446.88	0.00
Purchase	10/25/2019	31846V203	373.88	First American Govt Obligation Fund Class Y	1.000	1.57%	373.88	0.00	373.88	0.00
<b>Subtotal</b>			<b>742,943.38</b>				<b>742,943.38</b>	<b>0.00</b>	<b>742,943.38</b>	<b>0.00</b>
<b>TOTAL ACQUISITIONS</b>			<b>742,943.38</b>				<b>742,943.38</b>	<b>0.00</b>	<b>742,943.38</b>	<b>0.00</b>
<b>DISPOSITIONS</b>										
Paydown	10/15/2019	43811BAC8	5,281.30	Honda Auto Receivables Trust 2017-2 A3 1.68% Due 8/16/2021	100.000		5,281.30	84.67	5,365.97	0.00
Paydown	10/15/2019	47788BAD6	2,187.95	John Deere Owner Trust 2017-B A3 1.82% Due 10/15/2021	100.000		2,187.95	34.71	2,222.66	0.00
Paydown	10/15/2019	47788CAB8	16,916.94	John Deere Owner Trust 2018-A A2 2.42% Due 10/15/2020	100.000		16,916.94	34.40	16,951.34	0.00

## Transaction Ledger

As of October 31, 2019



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
<b>DISPOSITIONS</b>										
Paydown	10/15/2019	47788CAC6	0.00	John Deere Owner Trust 2018-A A3 2.66% Due 4/18/2022	100.000		0.00	110.83	110.83	0.00
Paydown	10/15/2019	89238BAB8	12,288.37	Toyota Auto Receivables Trust 2018-A A2A 2.1% Due 10/15/2020	100.000		12,288.37	45.12	12,333.49	0.00
Paydown	10/18/2019	43814WAB1	0.00	Honda Auto Receivables Trust 2019-1 A2 2.75% Due 9/20/2021	100.000		0.00	446.88	446.88	0.00
Paydown	10/25/2019	3137BFDQ1	0.00	FHLMC K717 A2 2.991% Due 9/25/2021	100.000		0.00	373.88	373.88	0.00
<b>Subtotal</b>			<b>36,674.56</b>				<b>36,674.56</b>	<b>1,130.49</b>	<b>37,805.05</b>	<b>0.00</b>
Maturity	10/02/2019	3137EADM8	700,000.00	FHLMC Note 1.25% Due 10/2/2019	100.000		700,000.00	0.00	700,000.00	0.00
<b>Subtotal</b>			<b>700,000.00</b>				<b>700,000.00</b>	<b>0.00</b>	<b>700,000.00</b>	<b>0.00</b>
Security Withdrawal	10/03/2019	31846V203	499.31	First American Govt Obligation Fund Class Y	1.000		499.31	0.00	499.31	0.00
Security Withdrawal	10/22/2019	31846V203	750,000.00	First American Govt Obligation Fund Class Y	1.000		750,000.00	0.00	750,000.00	0.00
Security Withdrawal	10/24/2019	31846V203	49.34	First American Govt Obligation Fund Class Y	1.000		49.34	0.00	49.34	0.00
<b>Subtotal</b>			<b>750,548.65</b>				<b>750,548.65</b>	<b>0.00</b>	<b>750,548.65</b>	<b>0.00</b>
<b>TOTAL DISPOSITIONS</b>			<b>1,487,223.21</b>				<b>1,487,223.21</b>	<b>1,130.49</b>	<b>1,488,353.70</b>	<b>0.00</b>
<b>OTHER TRANSACTIONS</b>										
Interest	10/02/2019	3137EADM8	700,000.00	FHLMC Note 1.25% Due 10/2/2019	0.000		4,375.00	0.00	4,375.00	0.00
<b>Subtotal</b>			<b>700,000.00</b>				<b>4,375.00</b>	<b>0.00</b>	<b>4,375.00</b>	<b>0.00</b>



Transaction Type	Settlement Date	CUSIP	Quantity	Security Description	Price	Acq/Disp Yield	Amount	Interest Pur/Sold	Total Amount	Gain/Loss
OTHER TRANSACTIONS										
Dividend	10/01/2019	31846V203	11,603.68	First American Govt Obligation Fund Class Y	0.000		763.33	0.00	763.33	0.00
Subtotal			11,603.68				763.33	0.00	763.33	0.00
TOTAL OTHER TRANSACTIONS			711,603.68				5,138.33	0.00	5,138.33	0.00





## AGENDA STAFF REPORT

---

City of West Covina | Office of the City Manager

**DATE:** December 3, 2019

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF DESTRUCTION OF DOCUMENTS AS PRESCRIBED BY LAW**

---

### RECOMMENDATION:

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

**RESOLUTION NO. 2019-93 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF CERTAIN DOCUMENTS AS PRESCRIBED BY LAW**

### BACKGROUND:

The City of West Covina's Records Retention Schedule, adopted March 20, 2018, is based on State statutes governing public records (Government Code § 34090 et seq.). The Records Retention Schedule provides for the maintenance, retention, preservation, and disposition of records. One of the objectives of the Records Retention Schedule is the regular destruction of records and documents that are no longer needed and have been retained for the required period of time.

### DISCUSSION:

The record series listed in Exhibit A of the resolution (Attachment No.1) are no longer legally required to be retained and therefore should be destroyed. Pursuant to State law, certain records may be destroyed with the approval of the City Council by resolution and the written consent of the City Attorney. The City Attorney has reviewed the exhibit and consents to the destruction of the records listed.

Per the Records Retention Schedule, any member of the public may contact the City Clerk's Office and examine the materials intended for destruction (except materials that are not available for public review pursuant to the Public Records Act) for a two-week period following the approval of the resolution by City Council. Materials will thereafter be destroyed on the dates specified.

**Prepared by:** Carrie Gallagher, CMC Assistant City Clerk

---

### Fiscal Impact

**FISCAL IMPACT:**

The cost for destruction of records with our contracted vendor (Shred-It) is \$4.00 per box plus an additional vehicle gas charge of 14%. The appropriated funds of approximately \$200.00 (44 boxes) are budgeted in the Police Department Account No. 110.31.3110.6210.

---

---

#### **Attachments**

Attachment No. 1 - Resolution No.2019-93 and Exhibit A Destruction List

Attachment No. 2 - 2018 Records Retention Resolution

---

---

**CITY COUNCIL GOALS & OBJECTIVES:** Achieve Fiscal Sustainability and Financial Stability  
Enhance Public Safety

**RESOLUTION NO. 2019-93**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AUTHORIZING THE DESTRUCTION OF CERTAIN DOCUMENTS AS PRESCRIBED BY LAW**

**WHEREAS**, California Government Code section 34090 provides that, with the approval of the City Council by resolution and the written consent of the City Attorney, the head of a City department may destroy certain city records, documents, instruments, books or papers under the Department Head's charge, without making a copy, if the records are no longer needed; and

**WHEREAS**, on March 20, 2018, the City Council adopted Resolution No. 2018-22, adopting a revised Records Retention Schedule that establishes retention periods for City records and provides for the systematic destruction of obsolete records; and

**WHEREAS**, staff has requested that the City Council authorize the destruction of the Police Department records specified and set forth in (Exhibit "A") attached hereto; and

**WHEREAS**, none of the records proposed for destruction:

- (a) affects the title to real property or liens thereon;
- (b) is a court record;
- (c) is a record required to be kept by statute;
- (d) is a record less than two years old, or, if less than two years old, that it is a duplicate of a record remaining on file;
- (e) is an ordinance, resolution or the minutes of the City Council or any board or commission of the City of West Covina; and

**WHEREAS**, the City Attorney consents to the destruction of the records set forth in Exhibit "A"; and

**WHEREAS**, the City Council finds and determines that the records are no longer required and may be destroyed.

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

**SECTION 1.** The documents listed in Exhibit "A" are hereby approved for destruction.

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

**APPROVED AND ADOPTED** this 3rd day December, 2019.

---

Tony Wu  
Mayor

**APPROVED AS TO FORM**

**ATTEST**

---

Thomas P. Duarte  
City Attorney

---

Carrie Gallagher, CMC  
Assistant City Clerk

I, CARRIE GALLAGHER, ASSISTANT CITY CLERK of the City of West Covina, do hereby certify that the foregoing Resolution No. 2019-93 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof on the 3rd day of December, 2019, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Carrie Gallagher, CMC  
Assistant City Clerk

Box No.	Description	Date of Records in Box	Retention Period	Destroy After:
1	Internal Pursuit Reviews	December 31, 2017 or older	(2 year retention – GC34090)	1/1/2020
2	Pitchess Motions	December 31, 2017 or older	(2 year retention – GC34090)	1/1/2020
3	Employee Involved Traffic Collision Reviews	December 31, 2017 or older	(2 year retention – GC34090)	1/1/2020
4	Use of Force Reviews	December 31, 2017 or older	(2 year retention – GC34090)	1/1/2020
5	Ride-Along Waivers	December 31, 2017 or older	(2 year retention – GC34090)	1/1/2020
6	MDT Messages	December 31, 2017 or older	(2 year retention – GC34090)	1/1/2020
7	Citizen Complaints	Final Disposition of December 31, 2014	(5 year retention – GC12946)	1/1/2020
8	Internal Affairs Investigations	Final Disposition of December 31, 2014	(5 year retention – GC12946)	1/1/2020
9	Internal Employee Complaint	Closed December 31, 2017 or older	(2 year retention)	1/1/2020
10	Officer Involved Shooting Review	December 31, 2014 or older	(2 year retention – GC34090)	1/1/2020
11	2016 Traffic Citations	1/1/2016 - 12/31/2016	3 years	1/1/2020
12	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
13	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
14	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
15	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
16	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
17	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
18	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
19	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
20	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
21	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
22	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
23	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
24	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
25	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
26	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
27	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
28	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
29	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
30	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
31	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
32	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
33	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
34	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
35	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
36	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
37	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
38	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
39	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
40	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
41	2017 Crime and Arrest Reports	1/1/2017 - 12/31/2017	Current + 2 years	1/1/2020
42	2013 Payroll Records	1/1/13 - 12/31/13	5 years	1/1/2020
43	2014 Payroll Records	1/1/14 - 12/31/14	5 years	1/1/2020
44	2017 Uniform Crime Reports	1/1/2017 - 12/31/2017	2 years	1/1/2020

**RESOLUTION NO. 2018-22**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A REVISED RECORDS RETENTION SCHEDULE AND RESCINDING THE PREVIOUS RECORDS MANAGEMENT MANUAL AND RETENTION SCHEDULE DATED JULY 1, 2004**

**WHEREAS**, the maintenance of numerous records is expensive, slows document retrieval, and is not necessary after a certain period of time for the effective and efficient operation of the government of the City of West Covina; and

**WHEREAS**, Section 34090 of the Government Code of the State of California provides a procedure whereby any City record which has served its purpose and is no longer required may be destroyed; and

**WHEREAS**, the State of California has adopted guidelines for retention period for various government records; and

**WHEREAS**, the City Council of the City of West Covina approved the current Records Management Manual and Retention Schedule dated July 1, 2004 on August 17, 2004.

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

**SECTION 1.** The current Records Management Manual and Retention Schedule dated July 1, 2004 is hereby rescinded.

**SECTION 2.** The City Council hereby adopts the Records Retention Schedule ("Schedule") which is attached hereto as Exhibit "A" and is incorporated herein by this reference. The records of the City, that are no longer required, are hereby authorized to be destroyed as provided by Section 34090 et seq. of the Government Code of the State of California and in accordance with the provisions of the Schedule upon the request of the Department Head, with the consent in writing of the City Clerk and City Attorney, and approval of the City Council by resolution.

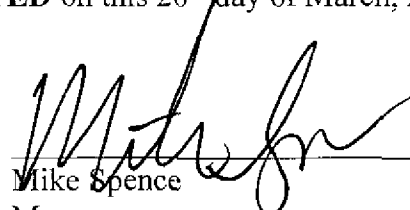
**SECTION 3.** With the consent of the City Clerk, City Manager, and City Attorney, minor updates are hereby authorized to be made to the Records Retention Schedule without further action by the City Council. Minor updates include changes in Department or Division names, improvements in descriptions, changes in comments, deleting records series that are no longer applicable, and/or what is scanned. Changes in the Total Retention and/or adding new records series must be presented to the City Council of the City of West Covina prior to taking affect.

**SECTION 4.** The term "records" as used herein shall include documents, instructions, books, microforms, electronic files, magnetic tape, optical media, or papers; as defined by the California Public Records Act.

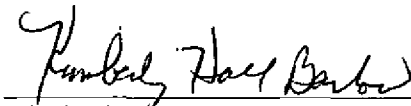
**SECTION 5.** The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**SECTION 6.** This resolution shall become effective immediately upon its passage and adoption.

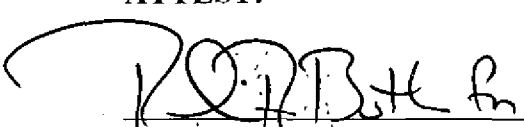
**PASSED, APPROVED AND ADOPTED** on this 20<sup>th</sup> day of March, 2018.

  
\_\_\_\_\_  
Mike Spence  
Mayor

**APPROVED AS TO FORM:**

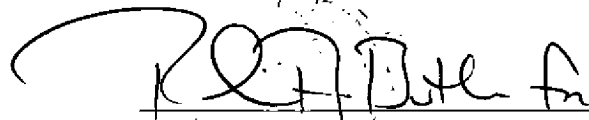
  
\_\_\_\_\_  
Kimberly Hall Barlow  
City Attorney

**ATTEST:**

  
\_\_\_\_\_  
Nickolas S. Lewis  
City Clerk

I, HEREBY CERTIFY that the foregoing resolution was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof on the 20<sup>th</sup> day of March, 2018 by the following vote of the City Council:

AYES: Johnson, Toma, Wu, Spence  
NOES: None  
ABSENT: Warshaw  
ABSTAIN: None

  
\_\_\_\_\_  
Nickolas S. Lewis  
City Clerk



# HOW TO USE RETENTION SCHEDULES

©1995-2016 Gladwell Governmental Services, Inc. (909) 337-3516 - all rights reserved  
Do not duplicate or distribute without prior written permission

A legend explaining the information presented in the retention schedule has been printed on the back of each page for your easy reference; an index to locate records is also provided.

The specified retention period applies regardless of the media of the record: If a record is stored on paper and a computer file on a hard drive, both records should be destroyed (or erased) after the specified period of time has elapsed.

Copies or duplicates of records should never be retained longer than the prescribed period for the original record.

## **STRUCTURE: CITYWIDE, DEPARTMENTS & DIVISIONS**

The City-wide retention schedule includes those records all departments have in common (letters, memorandums, purchase orders, etc.). These records are NOT repeated in the Department retention schedule, unless that department is the Office of Record, and therefore responsible for maintaining the original record for the prescribed length of time.

Each department has a separate retention schedule that describes the records that are unique to their department, or for which they are the Office of Record. Where appropriate, the department retention schedules are organized by Division within that Department. If a record is not listed in your department retention schedule, refer to the City-wide retention schedule. An index will be provided for your reference.

## **BENEFITS**

This retention schedule has been developed by Diane R. Gladwell, MMC, an expert in Municipal Government records, and will provide the City with the following benefits:

- Reduce administrative expenses, expedite procedures
- Free filing cabinet and office space
- Reduce the cost of records storage
- Eliminate duplication of effort within the City
- Find records faster
- Easier purging of file folders
- Determine what media should be used to store records

For questions, please contact the City Clerk.

## **Authorization to Destroy Records:**

All original records that have exceeded their retention period must be authorized for destruction according to City Policies & Procedures prior to destroying them.

Copies, drafts, notes and non-records do NOT require authorization, and can be destroyed "When No Longer Required."

- If there is a **minimum** retention (" **Minimum 2 years**"), it must be authorized for destruction before it is destroyed, as it is an original record.
- If there is **NOT** a minimum retention ("When No Longer Required"), it does **NOT** need to be authorized prior to destruction, as it is a preliminary draft / transitory record or a copy.
- On every page of the schedules (near the top, just under the column headings) are important instructions, including instructions regarding holds on destroying records. **"Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion)."**

## RECORDS RETENTION SCHEDULE LEGEND

©1995 - 2017 Gladwell Governmental Services, Inc. (909) 337-3616 - all rights reserved  
Do not duplicate or distribute without prior written permission

**OFR (Office of Record):** The department that keeps the original or "record copy." Usually it is the department that originates the record, unless the item is for a City Council meeting (then it is the City Clerk.)

**Records Description:** The record series (a group of like records).

**Transitory Records** not retained in the ordinary course of business: Preliminary drafts, notes, or interagency or intra-agency memoranda and records having only transitory value. Examples: Telephone messages, meeting room reservation schedules, logs, source records entered into a computer system that qualifies as a "trusted system", etc.

**Non-Record:** Documents, studies, books and pamphlets produced by outside agencies, preliminary drafts not retained in the ordinary course of business.

**Retention/Disposition:**

- Active:** How long the file remains in the immediate office area (*guideline*)
- Inactive:** How long the file is in off-site storage, stored on Optical Disk or Microforms (*guideline*)
- Total Retention:** The total number of years the record will be retained

For file folders containing documents with different retention timeframes, use the document with the longest retention time.

**P = Permanent**

**Indefinite** = No fixed or specified retention period; used for databases, because the data fields are interrelated.

**Vital?** = Those records that are needed for basic operations in the event of a disaster.

**Media Options** (*guideline*) – the form of the record:

- Mag = Computer Magnetic Media (hard drive, disks, tapes, USB Drives, thumb drives, etc.)
- Mfr = Microforms (aperture cards, microfilm, microfiche, or jackets)
- Ppr = Paper
- OD = Optical Disk, CD-r, DVD-r, WORM, or other **media** which **does not allow changes**

**Scan / Import** (*guideline*):

- "S" indicates the record should be scanned into the document imaging system;
- "I" indicates the record should be electronically imported into the document imaging system;
- "M" indicates the record should be microfilmed

**Destroy Paper after Imaged & QC'd:** "Yes" indicates the paper version may be destroyed **IF** the document has been imaged (electronically generated, scanned or imported **and** placed on **Unalterable Media – DVD-R, CD-R, or WORM, or microfilmed**), and both the images and indexing Quality Checked ("QC'd"). The electronic record or image must contain all significant details from the original and be an adequate substitute for the original document for all purposes, and other legal mandates apply. Includes all electronic records which are to serve as the Official Record.

### Legend for legal citations (§: Section)

CC: Civil Code (CA)  
CFC: California Fire Code  
EVC: Evidence Code (CA)  
FTB: Franchise Tax Board (CA)  
HUD: Housing & Urban Develop. (US)  
PC: Penal Code (CA)  
USC: United States Code (US)

B&P: Business & Professions Code (CA)  
CCP: Code of Civil Procedure (CA)  
CFR: Code of Federal Regulations (US)  
FA: Food & Agriculture Code  
GC: Government Code (CA)  
LC: Labor Code (CA)  
R&T: Revenue & Taxation Code (CA)  
VC: Vehicle Code (CA)

CBC: California Building Code  
CCR: California Code of Regulations (CA)  
EC: Elections Code (CA)  
FC: Family Code (CA)  
H&S: Health & Safety Code (CA)  
Ops. Cal. Atty. Gen.: Attorney General Opinions (CA)  
UFC: Uniform Fire Code  
W&I: Welfare & Institutions Code (CA)

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Human Resources / Risk Management	CW-001	Accident, Incident, Injury reports: <b>PUBLIC &amp; EMPLOYEES</b> , with associated MSDS, if a chemical was involved	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies retained for reference; GC §34090.7
Finance	CW-002	Accounts Payable, Invoices, Petty Cash, Warrant Requests, etc.  <b>ALL backup is forwarded to Finance</b>	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Payment	Mag, Ppr			All originals go to Finance (these are copies); GC §34090.7
Lead Dept.	CW-003	Affidavits of Publications / Public Hearing Notices / Legal Advertising / Affidavits of Posting	2 years		2 years		Mag, Mfr, OD, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP §§337 et seq, 349.4; GC §§34090, 54960.1(c)(1)
City Clerk	CW-004	Agenda Packets / Staff Reports: <b>City Council</b>	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090.7
City Clerk	CW-005	Agreements & Contracts <b>ALL ORIGINALS</b>	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	Ensure the City Clerk receives all original agreements; GC §34090.7

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-006	Agreements & Contracts: <b>ADMINISTRATIVE FILES</b> (with Grant Funding)  (Correspondence, Insurance Certificates, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.)	Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Published Audit Standards=4-7 years; Statute of Limitations: - Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, & 570.502(b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-133GC §34090
Lead Dept.	CW-007	Agreements & Contracts: <b>ADMINISTRATIVE FILES</b> (Correspondence, Project Administration, Project Schedules, Certified Payrolls, Invoices, Logs, RFP, etc.)	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Mfr, OD, Ppr	S/I	Yes: Upon Completion	Covers E&O Statute of Limitations; Published Audit Standards=4-7 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Lead Dept.	CW-008	Agreements & Contracts: UNSUCCESSFUL BIDS, UNSUCCESSFUL PROPOSALS or RESPONSES to RFPs (Request for Proposals) and/or RFQs (Request for Qualifications) that don't result in a contract	2 years		2 years		Mag, Ppr			The RFP / RFQ and the successful proposal becomes part of the agreement or contract; GC §34090
Finance	CW-009	Audits / Audit Reports / CAFR - Comprehensive Annual Financial Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Copies; GC §34090.7
	CW-010	Bids: See Agreements & Contracts								
Staffing Dept.	CW-011	Boards, Commissions, & Committees: City Council Subcommittees  (Composed solely of less than a quorum of the City Council)	2 years		2 years		Mag, Ppr			All recommendations are presented to the City Council; GC §34090 et seq.
Staffing Dept.	CW-012	Boards, Commissions, & Committees: Employees Staff Meetings / Department Staff Meetings	2 years		2 years		Mag, Ppr			GC §34090 et seq.
	CW-013	Boards, Commissions, & Committees: External Organizations  (e.g. County Board of Supervisors)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Staffing Dept.	CW-014	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  AGENDAS, AGENDA PACKETS.	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Staffing Dept.	CW-015	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)
Staffing Dept.	CW-016	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  MINUTES & BYLAWS	P		P		Mag, Mfr, OD, Ppr	S	No	GC §34090
Staffing Dept.	CW-017	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  SUMMARY OF ACTIONS	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Staffing Dept.	CW-018	Boards, Commissions, & Committees: Residents Advisory Bodies Formed by CITY COUNCIL  VIDEO RECORDINGS of Meetings / Audio Tapes	10 years		10 years		Mag, OD			Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
Finance	CW-019	Budgets - Finals	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S/I	Yes: After 5 years	Final must be filed with County Auditor; GC §34090.7, 40802, 53901
Finance	CW-020	Cash Receipts Detail / Backup / Accounts Receivable Detail / Refund Detail	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
Human Resources / Risk Management	CW-021	Claims	Copies - When No Longer Required (Upon Settlement)		Copies - When No Longer Required (Upon Settlement)	Yes: Before Settlement	Mag, Mfr, OD, Ppr	S/I	Yes: After Settlement	GC §§34090.7, 34090.6
Lead (Responding) Dept.	CW-022	Complaints / Concerns from Citizens	Minimum 2 years		Minimum 2 years		Mag, Ppr			City preference; Statute of Limitations for personal property, fraud, etc. is 3 years; Claims must be filed in 6 months; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090
Human Resources	CW-023	Complaints Against Employees	Send to Human Resources		Send to Human Resources		Mag, Ppr			GC §34090.7

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	CW-024	Contracts: See Agreements								
Lead Dept.	CW-025	Copies or duplicates of any record	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			GC §34090.7
Dept. that Authors Document or Receives the City's Original Document	CW-026	Correspondence - ROUTINE  (e.g. Administrative, Chronological, General Files, Letters, Memorandums, Reading File, Working Files, etc.)	2 years		2 years		Mag, Ppr			GC §34090



## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Dept. that Authors Document or Receives the City's Original Document	CW-027	Correspondence - TRANSITORY / PRELIMINARY DRAFTS, Interagency and Intraagency Memoranda NOT retained in the ordinary course of business  Content NOT Substantive, or NOT made or retained for the purpose of preserving the informational content for future reference  (e.g. calendars, checklists, e-mail or social media posting, flyers, invitations, instant messaging, inventories, logs, mailing lists, meeting room registrations, speaker cards, supply inventories, telephone messages, text messages, transmittal letters, thank yous, requests from other cities, undeliverable envelopes, visitors logs, voice mails, webpages, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Electronic and paper records are filed and retained based upon their <b>CONTENT</b> . Records, e-mails, electronic records, or social media postings where the Content relates in a substantive way to the conduct of the public's business, or that ARE made or retained for the purpose of preserving the informational content for future reference are saved by printing them out and placing in a file folder, or saving them electronically in a folder outside the e-mail system; If not mentioned here, consult the City Attorney to determine if a record is considered transitory / preliminary drafts. GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981)); City of San Jose v. Superior Court (Smith). S218066. Supreme Court of California. 2017.
City Clerk	CW-028	Deeds, Easements, Final Orders of Condemnations, Liens, Recorded Documents, Rights of Ways (All)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			Send all originals to the City Clerk; GC §34090.7

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-029	Deposit Accounts / Trust Accounts / Refundable Deposits	Close + 5 years		Close + 5 years		Mag, Ppr			Department preference; meets auditing standards; GC §34090
Lead Dept.	CW-030	DMV Pull Notices	When Superseded or Separated		When Superseded or Separated		Mag Ppr			Transitory or source records not retained in the ordinary course of business; CHP audits every 2 years; Bureau of National Affairs recommends 2 years for all supplementary Personnel records; GC §34090
Lead Dept.	CW-031	Drafts & Notes: Drafts that are revised (retain final version)	When No Longer Required		When No Longer Required		Mag, Ppr			As long as the drafts and notes are not retained in the "Regular Course of Business". Consult the City Attorney to determine if a record is considered a draft. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-032	GIS Database / Data / Layers (both City-wide and Specialized)	When No Longer Required		When No Longer Required	Yes	Mag			The Lead Department should print out historical documents (or save source data) prior to replacing the data, if they require the data or output for historical purposes; Department Preference (Preliminary documents); GC §34090 et seq.
Lead Dept.	CW-033	Grants (UNSUCCESSFUL Applications, Correspondence)	2 years		2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-034	Grants / CDBG / Reimbursable Claims (SUCCESSFUL Reports, other records required to pass the funding agency's audit, if required)  Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records	2 years	After Funding Agency Audit, if Required - Minimum 5 years	After Funding Agency Audit, if required - Minimum 5 years		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §34090
Human Resources	CW-035	Grievances and Informal Complaints (Employees)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Before Disposition	Mag, Ppr			Send all grievances to Human Resources; All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; GC §§12946, 34090
Lead Dept.	CW-036	Litigation Files / Lawsuits / Court Case Files  Send Final Settlement Agreements to the City Clerk	Final Resolution + 5 years		Final Resolution + 5 years	Yes: Until Settlement	Mag, Ppr			Department preference; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5(b)

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-037	Leave Slips / Time Off Requests	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the Regular Course of Business GC §34090
Lead Dept.	CW-038	Material Safety Data Sheet (MSDS) / Safety Data Sheet (SDS) Chemical Use Report Form (or records of the chemical / substance / agent, where & when it was used)	While Chemical In Use	30 years	30 years		Mag, Mfr, OD, Ppr	S	Yes - After QC & OD	Previous MSDS may be obtained from a service; <b>MSDS may be destroyed as long as a record of the chemical / substance / agent, where &amp; when it was used is maintained for 30 years;</b> Applies to qualified employers; Claims can be made for 30 years for toxic substance exposures; 8 CCR 3204(d)(1)(B)(2 and 3), 29 CFR 1910.1020(d)(1)(i). GC
City Clerk	CW-039	Minutes - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
City Clerk	CW-040	Municipal Code (these are copies)	Copies - When No Longer Required		Copies - When No Longer Required	Yes: Current Original	Mag, Mfr, OD, Ppr	I	No	Return any whole unused codes to the City Clerk; Originals maintained by City Clerk Permanently; GC §34090
Lead Dept.	CW-041	Newspaper Clippings	When No Longer Required		When No Longer Required		Ppr			Non-records - may be obtained from the newspaper company; GC §34090
Staffing Dept.	CW-042	Notices: Public Hearing Notices and Proofs of Publications	2 years		2 years		Mag, Ppr			Statute of Limitations on Municipal Government actions is 3 - 6 months; CCP§337 et seq; GC §34090

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CW-043	Ordinances - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090
Human Resources / Risk Management	CW-044	OSHA Inspections or Citations	Send to Human Resources		Send to Human Resources		Ppr			GC §34090.7
Human Resources	CW-045	Personnel Files (Department-level Files) Except for Fire & Police Department	Shed Upon Separation or Transfer		Shred Upon Separation or Transfer	Before Separation	Mag, Ppr			Ensure records kept in Department files comply with City policy (all originals are sent to Human Resources); GC §34090.7
Lead Dept.	CW-046	Personnel Files (Supervisor's Notes)	Shred After Incorporation into Performance Evaluation or Documented Discipline		Shred After Incorporation into Performance Evaluation or Documented Discipline	Before Annual Evaluation	Mag, Ppr			Notes maintained in a separate folder to be incorporated into performance evaluation, or to document progressive discipline; GC §34090 et seq.
Lead Dept.	CW-047	Photographs	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; destroy unnecessary photographs. GC §§34090, 6252, 6254(a)
Lead Dept.	CW-048	Public Relations / Press Releases	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	CW-049	Purchase Orders / Requisitions	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	GC §34090.7

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept. (Who Ordered the Appraisal)	CW-050	Real Estate Appraisal Reports: Property NOT purchased, Loans not funded, etc.	2 years		2 years		Mag, Ppr			Not accessible to the public; Statewide Guidelines show 2 years; GC §§34090, 6254(h)
Lead Dept. (Who Ordered the Appraisal)	CW-051	Real Estate Appraisal Reports: Purchased Property, Funded Loans	2 years	Minimum 3 years	Minimum 5 years	Yes: Before Purchase	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Not accessible to the public until purchase has been completed; meets grant auditing requirements; 24 CFR 85.42 & 91.105(h), & 570.502(b); 29 CFR 97.42, GC §34090
City Clerk	CW-052	Records Destruction Lists / Certificate of Records Destruction	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			GC §34090.7
	CW-053	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by OUTSIDE ORGANIZATIONS (League of California Cities, Chamber of Commerce, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Non-Records
Lead Dept.	CW-054	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by YOUR Department	Minimum 2 years		Minimum 2 years		Mag, Ppr			Statewide guidelines propose superseded + 2 or 5 years; GC §34090
Lead Dept.	CW-055	Reference Materials: Policies, Procedures, Brochures, Flyers, Manuals, Newsletters, etc: Produced by OTHER Departments	When Superseded		When Superseded		Mag, Ppr			Copies; GC §34090.7

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
	CW-056	Reference or Working Files: See Correspondence								
Lead Dept.	CW-057	Reports and Studies (Historically significant - e.g., Zoning Studies)	10 years	P	P		Mag, Mfr, OD, Ppr	S/I	Yes: After 10 years	Administratively and Historically significant, therefore retained permanently; GC §34090
Lead Dept.	CW-058	Reports and Studies (other than Historically significant reports - e.g. Annual Reports)	10 years		10 years		Mag, Ppr			Information is outdated after 10 years; statewide guidelines propose 2 years; If historically significant, retain permanently; GC §34090
City Clerk	CW-059	Resolutions - City Council	Copies - When No Longer Required		Copies - When No Longer Required	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Originals maintained by City Clerk Permanently; GC §34090.7
Lead Dept.	CW-060	Special Projects / Subject Files / Issue Files	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090 et seq.
Lead Dept.	CW-061	Surveys / Questionnaires (that the City issues).  If a summary of the data is compiled, the survey forms are considered a draft or transitory record, and can be destroyed as drafts (When No Longer Required)	2 years		2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-062	Time Cards / Time Sheets - <b>BEFORE 2016</b> (Departments kept the originals with employee signatures)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
Finance / Payroll	CW-063	Time Cards / Time Sheets - <b>AFTER 2016</b> (Finance keeps the originals with employee signatures)	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090



## RECORDS RETENTION SCHEDULE: CITY-WIDE STANDARDS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>Retentions apply to the department that is NOT the Office of Record (OFR), or the "Lead Department". If you are the OFR, refer to your department retention schedule.</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, audits, public records act requests, and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Lead Dept.	CW-064	Training - ALL COURSE RECORDS (Attendance Rosters, Outlines and Materials; includes Ethics & Safety Training & Tailgates)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)

## RECORDS RETENTION SCHEDULE: CITY ATTORNEY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Attorney	CA-001	Advice Files / Department Files	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC §34090
City Attorney	CA-002	City Attorney Opinions and Opinion Index	When No Longer Required - <b>Minimum 10 years</b>		When No Longer Required - <b>Minimum 10 years</b>	-Yes	Mag, Ppr			Department Preference; Statewide guidelines propose superseded + 2 years; GC §34090
City Attorney	CA-003	Closed Session Material	When No Longer Required - <b>Minimum 10 years</b>		When No Longer Required - <b>Minimum 10 years</b>	Yes	Mag, Ppr			Department Preference; Statewide guidelines propose superseded + 2 years; GC §34090
Lead Dept.	CA-004	Litigation Files / Lawsuits / Court Case Files Send Final Settlement Agreements to the City Clerk	Final Resolution + 5 years		Final Resolution + 5 years	Yes: Until Settlement	Mag, Ppr			Department preference; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5(b)

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (In office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-001	Agenda Packets: City Council, Audit Committee, Civic Center Authority Board, Housing Authority, Redevelopment Agency, Community Development Commission, Successor Agency, Oversight Board, Mortgage Authority, Community Information, Public Financing Authority, Parking Authority	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-002	<p>Agreements &amp; Contracts - ALL (INFRASTRUCTURE, OR IF IMAGED, JPAs, MOUs)</p> <p><i>Agreement or Contract Includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work)</i></p> <p>Examples of Infrastructure: Architects, Buildings, bridges, covenants, development, environmental, Joint Powers, MOUs, park improvements, property &amp; property restrictions, redevelopment, reservoirs, sewers, sidewalks, street &amp; alley improvements, settlement, subdivisions, utilities, water, etc</p>	Completion	P	P	Yes: Before Completion	Mag, Mfr, OD, Ppr	S	Yes: Upon Completion	<p>Department Preference; All infrastructure contracts should be permanent for emergency preparedness; Statute of Limitations is 4 years; 10 years for Errors &amp; Omissions; land records are permanent by law; CCP §337 et. seq., GC §34090; Contractor has retention requirements in 48 CFR 4.703</p>

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-003	Agreements & Contracts - ALL (NON-INFRASTRUCTURE, Professional Services Agreements - <u>NOT IMAGED</u> )  <i>Agreement or Contract includes all contractual obligations (e.g. Specifications and Successful Proposal / Scope of Work)</i>  Examples of Non-Infrastructure: Consultants, Franchises, Landscaping, Painting, Slurry Seals (Paving), Tree Trimming, Leases, Personnel, Professional Services, etc.	Completion	10 years	Completion + 10 years	Yes: Before Completion	Mag, Ppr			Department Preference; Statute of Limitations is 4 years; 10 years for Errors & Omissions; land records are permanent by law; CCP §§337. 337.1(a), 337.15, 343; GC §34090, Contractor has retention requirements in 48 CFR 4.703(a)
City Clerk	CC-004	Annexations	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-005	Assessment District Formation / Maintenance District Formation	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-006	Board & Commission / Committee Maddy Act Lists / Vacancy Notices	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-007	Board & Commission Applications (Successful and Unsuccessful)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-008	Certificates of Life / Verifications for Foreign Retirement Benefits, etc.	2 years		2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: (=Import M=Mfr S=Scan)	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-009	City Council, Board & Commission Historical List of Members	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-010	Claim Forms	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
City Clerk	CC-011	Deeds, Easements, Liens, Rights of Way	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department preference; Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
City Clerk	CC-012	Economic Interest Filings (FPPC 700 Series Forms - Statement of Economic Interests): ALL	7 years		7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	City maintains original statements; GC §81009(d)(e)(f)&(g)
City Clerk	CC-013	Economic Interest Filings (FPPC Form 635) - Lobbyist Reporting	2 years	3 years	5 years		Mag, Ppr	S / I	Yes: After 2 years	2 CCR 18615(d)
City Clerk	CC-014	FPPC Form 801 (Gift to Agency Report)	7 years		7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; FPPC Opinion; 2 CCR 18944(c)(3)(G)
City Clerk	CC-015	FPPC Form 802 (Event Ticket / Pass Distributions Agency Report)	7 years		7 years		Mag, Ppr	S / I	Yes: After 2 years	Should post on website for 4 years; GC §81009(e)
City Clerk	CC-016	FPPC Form 803 (Behested Payment Report)	7 years		7 years		Mag, Ppr	S / I	Yes: After 2 years	GC §81009e
City Clerk	CC-017	FPPC Form 804 (Agency Report of New Positions)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-018	FPPC Form 805 (Agency Report of Consultants)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After 2 years	FPPC Regulation 18734(c); GC §81009e
City Clerk	CC-019	FPPC Form 806 (Agency Report of Public Official Appointments)	7 years		7 years		Mag, Ppr	S / I	Yes: After 2 years	Must post on website; 2 CCR 18705.5; GC §34090; GC §81009(e)

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>ELECTIONS - CONSOLIDATED</b>										
City Clerk	CC-020	Assessment District Ballots, Protest Letters, & Envelopes - Prop. 218 proceedings		2 years	2 years		Ppr			GC §53753(e)(2)
City Clerk	CC-021	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>SUCCESSFUL CANDIDATES</b> (Elected Officials)	2 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-022	Campaign Filings (FPPC 400 Series Forms & Form 501): <b>UNSUCCESSFUL CANDIDATES</b>	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After 2 years	Paper must be retained for at least 2 years; GC §81009(b)&(g)
City Clerk	CC-023	Campaign Filings (FPPC 400 Series Forms): <b>THOSE NOT REQUIRED TO FILE ORIGINAL WITH CITY CLERK</b> (copies)	4 years		4 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(f)&(g)
City Clerk	CC-024	Campaign Filings (FPPC 400 Series Forms): <b>OTHER COMMITTEES</b> (PACS - not candidate-controlled)	7 years		7 years		Mag, Ppr			Paper must be retained for at least 2 years; GC §81009(c)&(g)
City Clerk	CC-025	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - <b>SUCCESSFUL CANDIDATES</b>	Term of Office + 4 years		Term of Office + 4 years		Mag, Ppr			Department Preference; Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-026	Candidate File: Nomination Papers, Candidate Statement Forms, etc. - <b>UNSUCCESSFUL CANDIDATES</b>	Election + 4 years		Election + 4 years		Mag, Ppr			Statewide guidelines proposes 4 years for successful candidates, 2 years for unsuccessful; CA law states term of office and 4 years after the expiration of term and does not delineate between the two; EC §17100
City Clerk	CC-027	Elections - <b>GENERAL, WORKING or ADMINISTRATION</b> Files (Correspondence, Precinct Maps, County Election Services, Candidate Statements to be printed in the Sample Ballot, Polling Locations and Precinct Board Members, Notices, Postings, etc.)	2 years		2 years		Mag, Ppr			GC §34090
City Clerk	CC-028	Elections - <b>HISTORICAL</b> (Sample ballot, copies of resolutions, final results; Certificate of Election, Oath of Office)	2 years	P	P		Mag, Mfr, OD, Ppr	S	No	Retained for Historical Value, GC §34090
City Clerk	CC-029	Elections - Petitions (Initiative, Recall or Referendum)	Results or Final Examination if No Election + 8 mo.		Results or Final Examination if No Election + 8 mo.		Ppr			Not accessible to the public; The 8 month retention applies after election results, or final examination if no election, unless there is a legal or FPPC proceeding. EC §§17200, 17400
(End of Elections Section)										

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
City Clerk	CC-030	Ethics Training Certificates	5 years		5 years		Mag, Ppr			GC §§12946, 29 USC 1113
City Clerk	CC-031	Historical Records, Photographs, & Historical Projects (e.g. Incorporation, City Seal, Awards of significant historical interest, etc.)	P		P		Mag, Mfr, OD, Ppr	S	No	City Clerk determines historical significance; records can address a variety of subjects and media. Some media (e.g. audio and video tape) may be limited because of the media's life expectancy; GC §34090
City Clerk	CC-032	Minutes: City Council, Audit Committee, Civic Center Authority Board, Housing Authority, Redevelopment Agency, Community Development Commission, Successor Agency, Oversight Board, Mortgage Authority, Community Information, Public Financing Authority, Parking Authority	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-033	Municipal Code Administration, Distribution, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC
City Clerk	CC-034	Municipal Code History / Supplements	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference (retain one of each supplement); GC §34090
City Clerk	CC-035	Oath of Office: City Council, Boards & Commission Members	Term of Office + 4 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department Preference; GC §34090
City Clerk	CC-036	Ordinances	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
City Clerk	CC-037	Passport Transmittals	2 years		2 years		Mag, Ppr			GC §34090



## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-038	PowerPoint presentations submitted by members of the public (submitted during public comment not related to an agenda item)	When No Longer Required		When No Longer Required		Ppr			Preliminary drafts; GC §34090
City Clerk	CC-039	Public Records Requests / Request for Records / Subpoenas (Records / Duces Tecum) / Summons	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
City Clerk	CC-040	Recordings - AUDIO of City Council, Audit Committee, Civic Center Authority Board, Housing Authority, Redevelopment Agency, Community Development Commission, Successor Agency, Oversight Board, Mortgage Authority, Community Information, Public Financing Authority, Parking Authority	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-041	Recordings - VIDEO of City Council, Audit Committee, Civic Center Authority Board, Housing Authority, Redevelopment Agency, Community Development Commission, Successor Agency, Oversight Board, Mortgage Authority, Community Information, Public Financing Authority, Parking Authority	Minimum 10 years		Minimum 10 years		Mag, OD			Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
City Clerk	CC-042	Records Destruction Authorization Forms	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	Department preference; GC §34090
City Clerk	CC-043	Records Retention Schedules / Amendments to Records Retention Schedules	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090 et. seq.
City Clerk	CC-044	Resolutions: City Council, Audit Committee, Civic Center Authority Board, Housing Authority, Redevelopment Agency, Community Development Commission, Successor Agency, Oversight Board, Mortgage Authority, Community Information, Public Financing Authority, Parking Authority	P		P		Mag, Mfr, OD, Ppr	S / I	No	GC §34090
City Clerk	CC-045	Speaker Cards	When No Longer Required		When No Longer Required		Ppr			Preliminary drafts used to produce minutes; GC §34090

## RECORDS RETENTION SCHEDULE: CITY CLERK

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Clerk	CC-046	Vehicle Titles (Pink Slips) - All Vehicles	Sale or Disposal		Sale or Disposal		Mag, Ppr			Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: CITY MANAGER

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
City Manager	CM-001	Administrative Policies	Superseded + 2 years		Superseded + 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-002	City Council Correspondence	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-003	Closed Session Memoranda	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-004	Grand Jury Reports and Responses (Regarding City Operations)	5 years		5 years		Mag, Ppr			Department Preference (the Grand Jury keeps their reports 5 years); GC §34090
City Manager	CM-005	Newsletters - Community ("Discover West Covina")	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-006	Newsletters - Employees	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-009	Powerpoint Presentations	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-007	Proclamations / Commendations	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090
City Manager	CM-008	Projects, Programs, Subject & Issues (Issues and/or projects will vary over time)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
City Manager	CM-009	Speech Notes	When No Longer Required		When No Longer Required		Mag, Ppr			Notes, drafts, or preliminary documents; GC §34090 et seq.
Finance	CM-010	Travel / Conferences	Copies - When No Longer Required		When No Longer Required		Mag, Ppr			Invoices are maintained by Finance; GC §34090.7
City Manager	CM-011	Weekly Reports	2 years		2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC'd & OD	GC §34090

# RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
ECONOMIC DEVELOPMENT / REDEVELOPMENT / SUCCESSOR AGENCY										
Community & Economic Develop.	ED-001	Economic Development Projects, Programs, Subject & Issues (Issues and/or projects will vary over time)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Community & Economic Develop.	ED-002	Real Estate Appraisals	5 years		5 years		Mag, Ppr			Department preference, meets municipal auditing standards; GC §34090
Community & Economic Develop.	ED-003	Redevelopment Long Range Property Management Plans, Oversight Plans	Completion + 10 years		Completion + 10 years		Mag, Ppr			Department preference; GC §34090
Community & Economic Develop.	ED-004	Redevelopment Plans	P		P		Mag, Ppr			Department Preference for Historical Purposes; GC §34090
Community & Economic Develop.	ED-005	Redevelopment Projects & Project Areas  (Ensure Planning has all Environmental Documents, Engineering has all CIP Projects, and City Clerk has all Real Property records for Permanent retention)	Completion + 10 years		Completion + 10 years		Mag, Ppr			Planning, Building and Engineering retains final documents of construction projects (transfer any CIP project files to Engineering); Covers various Statute of Limitations; CCP §337 et seq.; GC §34090
Community & Economic Develop.	ED-006	Relocations	Completion + 5 years		Completion + 5 years		Mag, Ppr			Department preference, meets municipal auditing standards; CCP §337 et seq.; GC §34090
HOUSING										

# RECORDS RETENTION SCHEDULE: COMMUNITY & ECONOMIC DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition -							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Community & Economic Develop. / Housing	ED-007	Foreclosure Notices / Notices of Defaults (NOD) - for Private Property	When No Longer Required		When No Longer Required		Mag, Ppr			Non-records (courtesy notice from Mortgage companies)
Community & Economic Develop. / Housing	ED-008	Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, etc.  WITH a Recapture / Resale Restriction  Deeds are sent to City Clerk	5 years	After the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer	6 years after the Affordability Period Terminates, or the Written Agreement Terminates, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: When Inactive	HUD requires 5 years after the project completion; documents imposing recapture / resale restrictions are 5 years after the affordability period terminates; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report; statewide guidelines propose 4 years; 24 CFR 85.42, 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42, GC §34090
Community & Economic Develop. / Housing	ED-009	Housing Programs: Affordable Housing Projects, Rehabilitation, CDBG-funded Housing Projects, etc.  WITHOUT a Recapture / Resale Restriction  Deeds and Insurance are sent to City Clerk	Loan Pay-off OR Forgiveness + 5 years		Loan Pay-off OR Forgiveness + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	HUD requires 5 years after the agreement terminates; Consistent with Consolidated Plan Requirements; Required for 3-4 years from expenditure or performance report; 24 CFR 85.42, 92.508(a)&(c) & 570.502(a)(16), 29 CFR 97.42, GC §34090

## RECORDS RETENTION SCHEDULE: COMMUNITY &amp; ECONOMIC DEVELOPMENT

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community & Economic Develop. / Housing	ED-010	Loan Applications / Potential Buyers Denied, Cancelled or Withdrawn (First Time Home Buyers, Life/Safety, Rehabilitation, HOME, etc.)	2 years		2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: COMMUNITY &amp; RECREATION SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community & Recreation Services	C&RS-001	Registration Database (Active Net)	Indefinite		Indefinite		Mag			Department Preference; data is interrelated; GC §34090
Community & Recreation Services	C&RS-002	Activity / Special Programs / Special Event / Trips Children's Programs, Cultural Arts, Sports, Seniors, Filming, Theatre Programs etc.	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Community & Recreation Services	C&RS-003	Childcare - Licensed Participant Files: Registration / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions  Licensed Childcare only	While Participant is in Program	7 years	End of Participation + 7 years	Yes: During Class or Program	Mag, Ppr			Meets State Licensing requirements; May have grant funding; GC §34090
Community & Recreation Services	C&RS-004	Class Instructor Agreements / Contracts	Completion	5 years	Completion + 5 years		Mag, Ppr			Department preference (covers Statute of Limitations); CCP §337 et. seq., GC §34090
Community & Recreation Services	C&RS-005	Client Referrals (Home Visits, etc.)	2 years		2 years		Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-006	Community and Senior Services Commission  AGENDAS, AGENDA PACKETS.	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090



## RECORDS RETENTION SCHEDULE: COMMUNITY &amp; RECREATION SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community & Recreation Services	C&RS-007	Community and Senior Services Commission  AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)
Community & Recreation Services	C&RS-008	Community and Senior Services Commission  MINUTES & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Send originals to the City Clerk; GC §34090.7
Community & Recreation Services	C&RS-009	Evaluations/Surveys (Program Evaluations)	When No Longer Required		When No Longer Required		Mag, Ppr			Department Preference (Transitory record not retained in the ordinary course of business); GC §34090
Community & Recreation Services	C&RS-010	Facility Use Permits / Field Use Permits	Expiration + 2 years		Expiration + 2 years	Yes: Before Event	Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-011	First Aid Reports / Minor Incident Reports	2 years		2 years		Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-012	Lifeguard Certifications	Separation + 2 years		Separation + 2 years		Mag, Ppr			Department Preference; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113
Community & Recreation Services	C&RS-013	Master Plans: Parks Master Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Community & Recreation Services	C&RS-014	Park History Files	P		P		Mag, Ppr			Department Preference; GC §34090

# RECORDS RETENTION SCHEDULE: COMMUNITY & RECREATION SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community & Recreation Services	C&RS-015	Registration Forms / Reservation Forms / Classes / Application Forms / Fee & Charge / Liability Forms / Release of Liability Forms / Permissions / etc.: Camps, Field Trips, Authorization to give Medicine, etc.	2 years		2 years		Ppr			GC §34090
Community & Recreation Services	C&RS-016	Season Brochures / Recreation Brochures	P		P		Mag, Ppr			Department Preference; GC §34090
Community & Recreation Services	C&RS-017	Special Event Permits	2 years		2 years		Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-018	Sports Council Agendas, Agenda Packets, Minutes (Not a City Council Advisory Board)	2 years		2 years		Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-019	Transportation Applications for Service (Dial-a-Ride, etc.)	Inactive + 2 years		Inactive + 2 years		Mag, Ppr			GC § 34090
Community & Recreation Services	C&RS-020	Transportation Schedules	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts; GC § 34090

## RECORDS RETENTION SCHEDULE: COMMUNITY &amp; RECREATION SERVICES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Community & Recreation Services	C&RS-021	Volunteer / Unpaid Intern Applications & Agreements - <b>Unsuccessful</b> or Pending Applicants	3 years		3 years		Ppr			Consistent with employee personnel files (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Community & Recreation Services	C&RS-022	Volunteer / Unpaid Intern Applications & Agreements (includes emergency contact information) - <b>Successful</b> Applicants	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Mag, Mfr, OD, Ppr	S	Yes: 1 year	Courts treat volunteers as employees; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC
Community & Recreation Services	C&RS-023	Waivers of Liability	2 years		2 years		Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-024	Youth Council Agendas, Agenda Packets, Minutes (Not a City Council Advisory Board)	2 years		2 years		Mag, Ppr			GC §34090
Community & Recreation Services	C&RS-025	Youth Council Applications	2 years		2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>ACCOUNTING</b>										
Finance / Accounting	FIN-001	1099's / 1096's	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 years after tax is due or paid (longer for auditing & contractor delinquency); Ca. FTB: 3 years; IRS Reg §31.6001-1(e)(2), R&T §19530, GC §34090
Finance / Accounting	FIN-002	Accounts Payable / Invoices and Backup (Includes Invoices, Travel Expense Reimbursements, Check Request, etc.)	2 years	3 years	5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); GC §34090
Finance / Accounting	FIN-003	Assessment Rolls / Lighting and Landscape Districts / Special District Assessment Rolls (to Tax Assessor for Tax Rolls)	5 years		5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Accounting	FIN-004	Audit Commission AGENDAS, AGENDA PACKETS.	Minimum 2 years		Minimum 2 years		Mag, Ppr			Brown Act challenges must be filed within 30 or 90 days of action; GC §§34090, 54960.1(c)(1)
Finance / Accounting	FIN-005	Audit Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)
Finance / Accounting	FIN-006	Audit Commission MINUTES & BYLAWS	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Send originals to the City Clerk; GC §34090.7
Finance / Accounting	FIN-007	Audit Reports / CAFR - Comprehensive Annual Financial Reports and related Audit Opinions	10 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department Preference (copies); GC §34090.7

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounting	FIN-008	Audit Work Papers	2 years	3 years	5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Accounting	FIN-009	Audits - Single Audits, Grant Audits, IRS Audits, Transportation Audits, PERS Audit, etc.	2 years	3 years	5 years		Mag, Ppr			Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
Finance / Accounting	FIN-010	Bank Statements and Trustee Statements, Fiscal Agent Statements, Investment Account Statements, Bank Reconciliations, Bank Deposits, Bank Transmittal Advice	2 years	3 years	5 years		Mag, Ppr			Department Preference; meets auditing standards; GC §34090, 26 CFR 31.6001-1
Finance / Accounting	FIN-011	Bonds (Revenue) Official Statements / Transcripts / Certificates of Participations (COPs) - Includes Continuing Disclosure Reports  See Bank Statements for statement retention.	Fully Defeased + 10 years		Fully Defeased + 10 years	Yes: Until Maturity	Mag, Ppr			Department Preference; Statute of Limitations for bonds, mortgages, trust deeds, notes or debentures is 6 years; Bonds issued by local governments are 10 years; There are specific requirements for disposal of unused bonds; CCP §§336 et seq. 337.5(a); 26 CFR 1.6001-1(e); GC §43900 et seq.
Finance / Accounting	FIN-012	Budgets - Adopted / Final	P		P	Yes: Current Fiscal Year	Mag, Mfr, OD, Ppr	S / I	Yes: After 90 days	Department preference; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounting	FIN-013	Budgets - Preliminary, Proposed, Backup Documents	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090
Finance / Accounting	FIN-014	Escheat (Unclaimed money / uncashed checks)	5 years		5 years		Mag, Ppr			Department preference; All tangible property held by government agencies escheats after 3 years; Statute of Limitations is 1 year for seized property; CCP §§340(d), 1519; GC §34090
Finance / Accounting	FIN-015	FEMA Reimbursement / OES Reimbursements	1 year	9 years	10 years		Mag, Ppr			Department Preference; GC §34090
Finance / Accounting	FIN-016	Financial Services Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Accounting	FIN-017	Fixed Assets	2 years	3 years	5 years		Mag, Ppr			Department Preference (bond auditing purposes; IRS regulations state, "...material records should generally be kept for as long as the bonds are outstanding, plus 3 years after the final redemption date of the bonds"); 26 CFR 1.6001-1(e); GC §34090
Finance / Accounting	FIN-018	Investment Reports & Backup	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition						Comments / Reference	
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Finance / Accounting	FIN-019	Investments / Arbitrage / Certificate of Deposit / Investment Bonds (Receipts / Advisor Reports / Trade Tickets / LAIF (Local Agency Investment Fund))	5 years		5 years	Yes: Until Paid	Mag, Ppr			Department Preference; Meets auditing standards; Published articles show disposal + 7 years for security brokerage slips; statewide guidelines propose permanent; FTC Reg's rely on "self-enforcement"; GC §§ 34090, 43900
Finance / Accounting	FIN-020	Journal Entries / Journal Vouchers	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337
Finance / Accounting	FIN-021	Reports, Subsidiary Ledgers, Reconciliations, Registers, Transaction Histories, Balance Sheets, Revenue & Expenditure Reports, etc. (MONTHLY OR PERIODIC)	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (The Financial System Database is the original; reports are considered drafts or copies); GC §34090
Finance / Accounting	FIN-022	Reports: Annual State or Federal: State Controller's Report, Local Government Compensation Report, Gas Tax, MOE (Maintenance of Effort) Report, Street Report, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; Meets auditing standards; GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Accounting	FIN-023	W-9s	Minimum 5 years		Minimum 5 years	Yes: Until Paid	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference (meets municipal government auditing standards); Statewide guidelines propose audit + 4 years; Published articles show 3 - 7 years; GC §34090
<b>BUSINESS LICENSE &amp; REVENUE</b>										
Finance / Business License & Revenue	FIN-024	Accounts Receivable - Miscellaneous - Damage to Public Property, Invoices to Outside Entities, etc.	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License & Revenue	FIN-025	Bankruptcies - NOT pursued	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Finance / Business License & Revenue	FIN-026	Bankruptcies - Where a claim is filed	10 years		10 years		Mag, Ppr			Department Preference (negative information remains on credit ratings for 7 years); GC §34090
Finance / Business License & Revenue	FIN-027	Billing Registers, Payment Registers, Adjustment Registers	When No Longer Required		When No Longer Required		Mag, Ppr			Department preference (The Business License & Permit Database is the original; reports are considered drafts or copies); GC §34090
Finance / Business License & Revenue	FIN-028	Business License & Permit Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Finance / Business License & Revenue	FIN-029	Business License Applications and Changes	5 years		5 years		Mag, Ppr			Department preference (meets municipal government auditing requirements); GC §34090 et seq.



## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Business License & Revenue	FIN-030	Business License Renewals	5 years		5 years		Mag, Ppr			Department preference (meets municipal government auditing requirements); GC §34090 et seq.
Finance / Business License & Revenue	FIN-031	Cash Receipts / MCRs (Miscellaneous Cash Receipts) / Daily Cash Summaries / Cashiers Reports / Cash Reports / Petty Cash	1 year	4 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards; GC §34090 et seq.
Finance / Business License & Revenue	FIN-032	Checks / Warrants (Cashed / Paid)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; meets municipal government auditing standards; GC §34090, CCP § 337
Finance / Business License & Revenue	FIN-033	Collections / Collection Agency Case Files & Statements / Delinquent Accounts	7 years		7 years		Mag, Ppr			Department preference; Delinquencies remain on credit reports for 7 years; GC §34090 et seq.
Finance / Business License & Revenue	FIN-034	Returned Checks / NSF Checks	5 years		5 years		Mag, Ppr			Department Preference; Meets auditing standards; GC §34090
<b>PAYROLL</b>										
Finance / Payroll	FIN-035	CalPERS Reports - Annual Valuation Reports, Actuarial Valuation Reports	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FIN-036	DE-6, DE-7, DE-9, DE-43, W-3, & DE-166, 941 Forms, IRS 5500 Forms (Employee Benefit Plans), PERS / FICA & Medicare Adjustments - Quarterly Payroll Tax Returns / OASDI, Federal Tax Deposits, Adjustments, etc.	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; 26 CFR §31.6001-1(e)(2), R&T §19530; 29 CFR 516.5 - 516.6, 29 USC 436, GC §34090
Finance / Payroll	FIN-037	Deferred Compensation (457) Reports, Registers	2 years	3 years	5 years		Mag, Ppr			Department preference; GC §34090
Finance / Payroll	FIN-038	Employment Verifications	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the Regular Course of Business GC §34090
Finance / Payroll	FIN-039	Payroll Benefit Files / Administration Forms (1095-C, W-4s, Auto Pay Authorization Forms / Direct Deposit Authorizations, Changes, Personnel Action Form copies, Vacation pay-off requests, etc.)	Separation + 5 years		Separation + 5 years	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; IRS Regulation for W-4s is four years after the due date of such tax for the return period to which the records relate, or the date such tax is paid, whichever is the later. 26 CFR 31.6001-1; GC §34090
Finance / Payroll	FIN-040	Payroll Journals / Payroll Registers / Pay Day Registers	2 years	48 years	50 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference for CalPERS buy-back purposes; GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Payroll	FIN-041	Time Cards / Time Sheets - AFTER August, 2016 (Finance keeps the originals with employee signatures)	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Meets auditing standards (audit + 4 years); IRS requires 4 years; Ca. requires 2 yr min.; FTB keeps 3 years; Most Employees provide digital signatures when they submit their timecards, but some in Public Works and Community Services do not (another employee enters their time); IRS Reg §31.6001-1(e)(2), R&T §19530; LC § 1174(d); 29 CFR 516.5; GC §34090
Finance / Payroll	FIN-042	W-2's	2 years	3 years	5 years		Mag, Ppr			Department Preference; IRS: 4 yrs after tax is due or paid; Ca. FTB: 3 years; Articles show 7 years; IRS Reg §31.6001-1(e)(2), R&T §19530; 29CFR 516.5 - 516.6, 29USC 436, GC §34090
<b>PURCHASING</b>										
Finance / Purchasing	FIN-043	Lease / Purchase Agreements (for equipment, maintenance or services where Purchasing is the lead)	Completion + 2 years	3 years	Completion + 5 years		Mag, Ppr			Department Preference to cover statute of limitations; GC §34090; CCP§ 337 et seq.
Finance / Purchasing	FIN-044	Purchase Orders / Requisitions	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC §34090
Finance / Purchasing	FIN-045	Request for Proposals / Successful & Unsuccessful Bids / Evaluations	2 years	3 years	5 years		Mag, Ppr			Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: FINANCE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Finance / Purchasing	FIN-046	Surplused Equipment / Disposal	2 years	3 years	5 years		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; meets municipal government auditing standards; Statute of Limitations is 4 years; statewide guidelines propose Audit + 5 years; GC §34090, CCP § 337

## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
<b>ADMINISTRATION</b>										
Fire / Admin.	FR-001	DMV Pull Notices - Fire Personnel Only	When Superseded, or Upon Separation		When Superseded, or Upon Separation		Mag, Ppr			Department Preference; GC §34090
Fire / Admin.	FR-002	Emergency Operations Plan (includes Office of Emergency Management & Homeland Security)	Superseded and Approved		Superseded and Approved	Yes (all)	Mag, Mfr, OD, Ppr	S/I	No	GC §34090
Fire / Admin.	FR-003	Employee Training - Rookie Tests	2 years		2 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	GC §34090
Fire / Admin.	FR-004	Training Course Records / EMS Continuing Education Training (Attendance Rosters, Outlines and Materials)	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Ethics Training is 5 years; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090, 53235.2(b)

## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / Admin.	FR-005	Employee Training File / DMV File (by employee) Individual Training Certificates, etc.	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years for personnel actions; LC §6429(c); GC §§12946, 34090
Fire / Admin. & Police / Admin.	FR-006	EOC Activations & Drills	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department Preference; GC §34090
Fire / Admin.	FR-007	FEMA / OES Reimbursement Claims / Strike Team Reimbursements	10 years		10 years	Yes (all)	Mag, Mfr, OD, Ppr	S/I	No	Department Preference; GC §34090
Fire / Admin.	FR-008	Film Permits	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
Fire / Admin.	FR-009	Fire Alarm Permit Billings	5 years		5 years		Mag, Ppr			Department Preference (meets municipal government auditing requirements); GC § 34090 et seq.
Fire / Admin.	FR-010	Fire Incident RMS Database	Indefinite		Indefinite	Yes	Mag, Ppr			Data is interrelated; GC §34090 et seq.
Fire / Admin.	FR-011	ISO Insurance Ratings	15 years		15 years		Mag, Ppr			Department Preference (rated every 10 years); GC §34090
Fire / Admin.	FR-012	Monthly Statistical Reports / Run Statistics	When No Longer Required		When No Longer Required		Mag, Ppr			Considered a preliminary draft / copy (the Fire database is the original); GC §34090 et seq.
City Clerk	FR-013	Mutual Aid Agreements, Joint Power Authorities	Copies - When No Longer Required		When No Longer Required		Mag, Ppr			Originals Maintained by City Clerk or County Clerk of the Board Permanently; GC §34090.7

## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / Admin.	FR-014	Programs and Projects (e.g. Cadet, CPR Program, Fire Service Day, etc.)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC § 34090 et seq.
Fire / Admin.	FR-015	Requests for Fire Incident Reports and Fire Investigation Reports	2 years		2 years		Mag, Ppr			GC §34090
Fire / Admin.	FR-016	Ride-A-Long Waivers	2 years		2 years		Mag, Ppr			GC §34090
Fire / Admin.	FR-017	Subpoenas (Personal Appearance - Fire Personnel)	2 years		2 years		Mag, Ppr			GC §34090
Fire / Admin.	FR-018	Training Database / Log (Target Solutions)	Indefinite		Indefinite		Mag, Ppr			Data is interrelated; GC §34090 et seq.
<b>EMERGENCY MEDICAL SERVICES</b>										
Fire / EMS	FR-019	Controlled Substance Logs, Inventories / Ambulance Inventory Logs	3 years		3 years	Yes	Mag, Ppr			Department Preference - Controlled substances are required for 2 years after inventory or transaction; 21 CFR §1304.04, 1310.04
Fire / EMS	FR-020	Emergency Medical PCR Database	Indefinite		Indefinite	Yes	Mag			Data is interrelated; GC §34090, 60201 et seq.
Fire / EMS	FR-021	EMS Complaints / CQI (Continuous Quality Improvement) / Quality Assurance	3 years		3 years		Mag, Ppr			Statute of Limitations for health providers is 3 years; 13 CCR 1100.7, UFC §104.3.2, §104.3.4, GC §34090, 60201 et seq.
Fire / EMS	FR-022	HIPAA Policies and Procedures (Health Insurance Portability and Accountability Act)	Superseded + 6 years		Superseded + 6 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	24 CFR 164.530(j)

## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / EMS	FR-023	Paramedic Continuing Education Rosters and Certificates	4 years		4 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Paramedic Continuing Education is required for 4 years by DPH; 8 CCR §3204(d)(1) et seq., 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090
Fire / EMS	FR-024	Patient Care Reports / PCR's / Paramedic Release Forms (EMS transportation) / Consent Form with Assignment of Benefits: <b>ADULTS AND JUVENILES</b>	20 years		20 years		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference; adults required for 7 years; minors until 1 year after age 18, but not less than 7 years; 10 years is recommended by AHIMA for "healthcare providers"; Statute of Limitations for health providers is 3 years; CCP §340.5, GC §34090; H&S §§1797.98(e) 123145; 42 CFR 482.24(b); 9 CCR 9444, 22 CCR 70751(c) & 71551(c); 22 CCR 70751(c), 71551(c), 73543(a), 74731(a), 75055(a), 75343(a), 77143(a), W&I 14124.1; CMS Pub. 100-4, Chapter 1, Section 110.3
<b>FIRE MARSHAL / FIRE PREVENTION</b>										
Fire / Fire Marshal & Fire Prevention	FR-025	Annual Permits / Fire Code Permits / Special Event Permits / Explosives Permits / Fireworks Permits (assembly permits, candle permits, tent permits, fire hydrant use, open flame, etc.)	When No Longer Required - <b>Minimum 5 years</b>		When No Longer Required - <b>Minimum 5 years</b>	Yes: Before Event	Mag, Ppr			CFC §§ 104.6 – 104.6.4



## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / Fire Marshal & Fire Prevention	FR-026	Fire inspections / Business Inspection Files / Occupancy Inspections / Citations / Notice of Violations	Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Life of the Structure or Activity, or Minimum 5 years, Whichever is Longer		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for the Life of the Structure or Activity, or Minimum 5 years CFC §§ 104.6 – 104.6.4
Fire / Fire Marshal & Fire Prevention	FR-027	Fire Investigations - Arson & Capital Crimes Only	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference (Capital Crimes have no statute of limitations); GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-028	Fire Investigations - OTHER Than Arson & Capital Crimes	When No Longer Required - Minimum 5 years		When No Longer Required - Minimum 5 years		Mag, Ppr			Department preference; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-029	Fire Suppression Plans	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-030	Fire Sprinkler Plans	When Superseded		When Superseded		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090 et seq.
Fire / Fire Marshal & Fire Prevention	FR-031	Hazardous Materials Business Plans (HMBP)	Superseded + 5 years		Superseded + 5 years		Mag, Ppr			Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
Fire / Fire Marshal & Fire Prevention	FR-032	Public Information / Education (when produced internally)	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-033	Weed Abatement / Vegetation Abatement	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Fire / Fire Marshal & Fire Prevention	FR-034	Weed Abatement / Vegetation Abatement LIENS	When No Longer Required - Minimum 2 years	P	P		Mag, Ppr			GC §34090(a)

## RECORDS RETENTION SCHEDULE - FIRE

Office of Record	Records Series #	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, claims, complaints, public records act requests, audits and/or investigations suspend normal retention periods (retention begins after settlement).</i>										
<b>OPERATIONS / SUPPRESSION</b>										
Lead Dept.	FR-035	AQMD Permits (Generators, etc.)	5 years		5 years		Mag, Ppr			40 CFR 70.6; GC §34090
Fire / Ops	FR-036	Daily Vehicle Inspections / Daily Equipment Checks / Safety Equipment Inspections	When No Longer Required - Minimum 2 years		When No Longer Required - Minimum 2 years		Ppr			GC §34090
Lead Dept.	FR-037	Generator Operation Logs & Inspections - Fixed / Stationary Generators	3 years		3 years		Mag, Ppr			AQMD Rule 1470; GC §34090
Lead Dept.	FR-038	Generator Operation Logs & Inspections - Portable / Emergency Generators	5 years		5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090
Fire / Ops	FR-039	Pre-plan Sheets	When Superseded		When Superseded	Yes: Before Event	Mag, Ppr			Preliminary drafts; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>HUMAN RESOURCES</b>										
Human Resources	HR-001	Benefit Plan Documents (CalPERS, Optical, Dental, etc.)	Duration of the Contract + 6 years		Duration of the Contract + 6 years	Yes: For Duration of Contract	Mag, Ppr			EEOC / ADEA (Age) requires 1 year after benefit plan termination; Federal law requires 6 years after filing date for retirement; State Law requires 2 years after action; 29 CFR 1627.3(b)(2); 29 USC 1027; GC §§12946, 3409
Human Resources	HR-002	Classification / Reorganization Studies (for employee classifications and department structures)	Minimum 3 years		Minimum 3 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6, 29 CFR 1602.14, GC §§12946, 34090
Human Resources	HR-003	Compensation Surveys & Studies	Minimum 3 years		Minimum 3 years		Mag, Ppr			Bureau of National Affairs recommends 2 years for all supplementary Personnel records; Wage rate tables are 1 or 2 years; State requires 2 years; 29 CFR 516.6(2), 29 CFR 1602.14, GC §§12946, 34090
Human Resources	HR-004	Department of Fair Employment & Housing (DFEH or EEOC) Claims	Final Disposition + 3 years		Final Disposition + 3 years		Mag, Ppr			All State and Federal laws require retention until final disposition of formal complaint; State requires 2 years after "fully and finally disposed"; 2 CCR 7287.0; GC §§12946, 34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition				Comments / Reference			
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Human Resources	HR-005	DMV Pull Notices (other than Police & Fire)	When Superseded, or Upon Separation		When Superseded, or Upon Separation		Mag, Ppr			Department Preference; GC §34090
Human Resources	HR-006	Drug & Alcohol Test Results (All - Positives and Negatives)	5 years		5 years		Mag Ppr			Department preference; D.O.T. Requires 5 years for positive tests, 1 year for negative tests; EEOC/FLSA/ADEA (Age) requires 3 years physical examinations; State Law requires 2 years; 29 CFR 1627.3(b)(1)(v), GC §§12946, 34090; 49 CFR 655.71 et seq.; 49 CFR 382.401 et seq. 49 CFR 653.71
Human Resources	HR-007	Human Resources Commission AGENDAS, AGENDA	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Human Resources	HR-008	Human Resources Commission AUDIO RECORDINGS of	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)
Human Resources	HR-009	Human Resources Commission MINUTES & EXPLANATIONS	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	GC §34090
Human Resources	HR-010	Human Resources Commission SUMMARY OF ACTIONS	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Human Resources	HR-011	I-9s	Separation + 3 years		Separation + 3 years		Mag Ppr			Non-citizens must re-certify periodically; Required for 1 year from termination or 3 years from hiring, whichever is later; EEOC / FLSA / ADEA (Age) requires 3 years for "any other forms of employment inquiry"; State Law requires 2 -3 years; 8 CFR 274a.2; 29 CFR 1627.3(b)(i); GC §§12946, 34090
Human Resources	HR-012	Job Descriptions / Classification Specifications	Minimum Superseded + 3 years		Minimum Superseded + 3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; retirement benefits is 6 years from last action; 29 CFR 1602.31 & 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090; 29 USC 1113
Human Resources	HR-013	Labor Relations Files (Negotiation Notes, Correspondence, Interpretation of MOU Provisions, Documentation, etc.)	5 years	Minimum 5 years	Minimum 10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition					Comments / Reference		
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Human Resources	HR-014	Personnel Files - Background Files (Fire, Executives, Information Technology)	Separation + 6 years		Separation + 6 years		Mag, Ppr			Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113
Human Resources	HR-015	Personnel Files - Employee File  Includes Application, Evaluations, Policies, Oaths of Office, PAFs (Personnel Action Forms), etc.	Separation + 6 years		Separation + 6 years		Mag, Ppr			Department Preference; statute of limitations for retirement benefits is 6 years from last action; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113
Human Resources	HR-016	Personnel Files - Grievance Files / Investigations	Separation + 3 years		Separation + 3 years		Mag, Ppr			Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 -3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113

## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Human Resources	HR-017	Personnel Files - Medical File (all employees)  Pre-employment Medical Clearances, ADA Accommodations, Respirator Fit Tests, etc.	Separation + 6 years	24 years, or Termination of Benefits, whichever is longer	Separation + 30 years, or Termination of Benefits, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC
Human Resources	HR-018	Recruitment and Testing File  (Includes Advertisements, Applications for Unsuccessful Candidates, Interview Notes, Job Brochures, Test Data, Testing Analysis & statistical Metric, Job Analysis, Rating Sheets, Scantrons, etc.)	Hiring Decision + 3 years		Hiring Decision + 3 years		Mag, Ppr			Department preference; EEOC / FLSA / ADEA (Age) requires 1-3 years; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(i), 29 CFR 1602.14 et seq. 2 CCR 7287.0(c)(2), GC §§12946, 34090
Human Resources	HR-019	Studies & Surveys Conducted on Behalf of the City (Sick Leave, Attrition, Benefits, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Human Resources	HR-020	Workers Compensation Claim Runs / Monthly Reports	5 years		5 years		Mag Ppr			Meets auditing standards; GC §34090
Human Resources	HR-021	Workers Compensation Claims / Long Term Disability Claims (Includes all Accident, Incident, or Injury Reports from Employees)	Separation + 10 years	20 years, or Termination of Benefits, whichever is longer	Separation + 30 years, or Termination of Benefits, whichever is longer	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Files maintained separately; Claims can be made for 30 years for toxic substance exposure; 8 CCR §3204(d)(1) et seq., 29 CFR 1910.1020(d)(1)(i), GC
RISK MANAGEMENT										



## RECORDS RETENTION SCHEDULE: HUMAN RESOURCES

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Risk Manag.	HR-022	Accident / Incident / Injury Reports (Potential Claims - medical and non-medical that do not result in a claim.)	2 years		2 years		Mag, Ppr			Department preference; CCP §340.5, GC §34090
Risk Manag.	HR-023	Claims	Resolution	5 years	Resolution + 5 years	Yes: Until Resolution	Mag, Mfr, OD, Ppr	S	Yes: After Settled	Claim must be filed within 1 year, lawsuit within 2 years; complaints against peace officers within 5 years; Statute of Limitations for contracts is 4 years; wrongful death for construction is completion + 5 years; CCP §§ 337 et seq.; GC §§ 911.2, 945.6, 34090, 34090.6; PC §832.5(b)
Risk Manag.	HR-024	Insurance Policies (City-owned policies)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Risk Manag.	HR-025	Claim Runs	5 years		5 years		Ppr			Department Preference; GC §34090
Risk Manag.	HR-026	OSHA Logs - 200, 300, 301, 301A, OSHA Inspections or Citations	5 years		5 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Calif. Labor Division is required to keep their records 7 years; OSHA requires 5 years; State law requires 2 years; 8 CCR §3203(b)(1), GC §34090.7; LC §6429c

## RECORDS RETENTION SCHEDULE: INFORMATION TECHNOLOGY

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Information Technology	IT-001	Backups - <b>DAILY</b> (excludes Police)		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; GC §34090 et seq.
Information Technology	IT-002	Backups - <b>WEEKLY</b> (excludes Police)		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Information Technology	IT-003	Network Configuration Maps & Plans	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Information Technology	IT-004	WORM / DVD-r / CD-r / Blue Ray-R or other <b>UNALTERABLE MEDIA</b> that does not permit additions, deletions, or changes		P	P		OD			For legal compliance for Trustworthy Electronic Records (when the electronic record serves as the official record); GC 60200, 12168.7, EVC 1550, CCR 22620 et seq.

## RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Planning	PL-001	Administrative Reviews	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-002	Alcohol Beverage Control License Applications (ABC Applications)	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records)
Planning	PL-003	Annexations / Boundaries / Consolidations / LAFCO	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Land Records; GC §34090
Planning	PL-004	Art in Public Places	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-005	Census, Demographics	When No Longer Required		When No Longer Required		Mag, Ppr			(Non-Records - Census Bureau is OFR)
Planning	PL-006	Conceptual Plans	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Planning	PL-007	Covenants	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-008	Design Review Case Files	4 years		4 years	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-009	Design Review Subcommittee AGENDAS & AGENDA PACKETS	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
Planning	PL-010	Design Review Subcommittee MINUTES, BYLAWS & RESOLUTIONS	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Send originals to the City Clerk; GC §34090.7

## RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Planning	PL-011	Design Review Subcommittee <b>SUMMARY OF ACTIONS</b>	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-012	Design Review Commission <b>VIDEO RECORDINGS</b> of Meetings / Audio Tapes	10 years		10 years		Mag, OD			Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
Planning	PL-013	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.)  Inside City boundaries	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Usually filed in the project file; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC §34090
Planning	PL-014	Environmental Determinations: Environmental Impact Reports (EIRs), Negative Declarations, etc.)  Outside City boundaries	When No Longer Required		When No Longer Required		Ppr			Non-records; EIRs and Negative Declarations within the City Boundaries are with the project file
Planning	PL-015	General Plan, Elements and Amendments	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	City Clerk Maintains all Agenda Packets Permanently; GC §34090.7
Planning	PL-016	Historic Preservation Survey, Evaluations and Designations	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090
Planning	PL-017	Landscape Plans	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-018	Master Plans, Specific Plans, Land Use Plans, etc.	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Planning	PL-019	Materials Boards	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Planning	PL-020	Model Home Marketing Plan (Authorization to build Model Home prior to Final Approval)	Final Inspection of Model Home		Final Inspection of Model Home		Mag, Ppr			Preliminary Draft; Final Building Plan is the final; GC §34090
Planning	PL-021	Plan Checks	2 years		2 years		Mag, Ppr			Department preference (preliminary drafts); GC §34090
Planning	PL-022	Planning Commission AGENDAS & AGENDA PACKETS	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; Original Staff Reports are filed in the project file; GC §34090
Planning	PL-023	Planning Commission AUDIO RECORDINGS of Meetings / Audio Tapes	2 years		2 years		Mag, OD			Department preference; State law only requires for 30 days; GC §54953.5(b)
Planning	PL-024	Planning Commission MINUTES, BYLAWS & RESOLUTIONS	P		P	Yes	Mag, Mfr, OD, Ppr	S	No	Send originals to the City Clerk; GC §34090.7
Planning	PL-025	Planning Commission SUMMARY OF ACTIONS	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-026	Planning Commission VIDEO RECORDINGS of Meetings / Audio Tapes	10 years		10 years		Mag, OD			Department Preference; Video recording of meetings are only required for 90 days; GC §§34090.7, 34090
Planning	PL-027	Planning Director Modification Approvals	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-028	Planning Project Log of Applications, Database	Indefinite		Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850

## RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Planning	PL-029	<b>Planning Project Files - Approved Permanent Entitlements</b>  (Includes Associated CEQA Noticing, Conditions of Approval, Public Noticing, Environmental Determinations, Staff Reports, Plans & Maps)  Examples: Conditional Use Permits (CUPs), Correspondence, Design Review, Parcel Maps, Planned Unit Developments (PUD), Site Plans, Tentative Subdivisions, Variances, Zone Changes, etc.	3 years	P	P	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Final environmental determinations are required to be kept a "reasonable period of time"; 14 CCR §15095(c); GC§§34090, 34090.7
Planning	PL-030	Preliminary Review File	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-031	Prospective Home Buyer's Notification (where property is near the landfill)	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-032	Special Event Permits / Temporary Entitlements / Temporary Permits (Approved & Unapproved):  Christmas Tree Lots, Pumpkin Lots, Banner Permits, etc.	Minimum 2 years		Minimum 2 years	Yes: During Event	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC§§34090
Planning	PL-033	Special Studies	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: PLANNING

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Planning	PL-034	Zoning Compliance Letters	5 years	P	P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Planning	PL-035	Zoning Maps (Historically Significant)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Department Preference; GC §34090.7
Planning	PL-036	Zoning Ordinance Amendments, Reclassifications / Zone Change	P		P	Yes	Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference (copies); GC §34090.7

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>CHIEF / ADMINISTRATION</b>										
Police / Chief / Admin.	PD-001	Carry Concealed Weapon Permits (CCW Permits) - APPROVED	Expiration + 2 years		Expiration + 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Chief / Admin.	PD-002	Carry Concealed Weapon Permits (CCW Permits) - DENIED	2 years		2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Chief / Admin.	PD-003	DMV Pull Notices - Police Only	When Superseded, or Upon Separation		When Superseded, or Upon Separation		Mag, Ppr			Department Preference; GC §34090
Police / Chief / Admin.	PD-004	Neighborhood Watch	2 years		2 years		Mag			GC §34090 et seq.
Police / Chief / Admin.	PD-005	Personnel Files - Police Department Employees (By Employee) Including Evaluations, PAPS, Oath of Office, Policies, etc.	Separation + 6 years		Separation + 6 years	Before Separation	Mag, Ppr			City preference; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090
<b>CAD / DISPATCH</b>										
Police / Commun.	PD-006	Audio Recordings or Tapes - (CAD/RMS) Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	Minimum 180 days		Minimum 180 days		Mag			Department Preference (consortium standard); Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6
<b>COMMUNITY ENHANCEMENT</b>										



## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Community Enhance.	PD-007	Administrative Citation Hearings / Hardship Waivers	Minimum Resolution + 2 years		Minimum Resolution + 2 years	Yes: Until Resolution	Mag, Ppr			Department preference; GC §34090
Police / Community Enhance.	PD-008	Code Enforcement / Abatement Case Files / Administrative Citations / Vehicle Abatement (Includes appeals and Code Enforcement Complaint Letters)  Excludes Liens (Send to City Clerk)	Minimum Resolution + 2 years		Minimum Resolution + 2 years	Yes: Until Resolution	Mag, Ppr			Department preference; Case is open until satisfactorily resolved (some cases are not resolved); CFC §104.3.4, GC §34090
Police / Community Enhance.	PD-009	Code Enforcement Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
<b>DETECTIVE BUREAU</b>										
Police / Detectives	PD-010	Informant Files	Minimum 5 years		Minimum 5 years		Mag, Ppr			Informant information; Does not contain criminal intelligence information concerning individuals; Department preference GC §34090

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Detectives	PD-011	Intelligence Files (Criminal Intelligence Files)	No Longer than 5 years		No Longer than 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
Police / Detectives	PD-012	Investigation Files and Arrest Files	Transfer to Records		Transfer to Records		Mag, Ppr			Final reports and records are transferred to the case file stored in Records; GC §34090 et seq.
Police / Detectives	PD-013	Narcotics Buy Fund Logs	2 years		2 years		Mag			GC §34090 et seq.
Police / Records	PD-014	Pawn Slips	2 years		2 years		Mag, Ppr			Department Preference to provide information to other agencies; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090
Police / Detectives	PD-015	Regulatory Permits & Backgrounds (Solicitors, Massage, Taxi, etc.)	Expiration + 2 years		Expiration + 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
<b>POLICE INFORMATION TECHNOLOGY</b>										

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Information Technology	PD-016	Backups - DAILY (Police Only)	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; tapes are in autochangers and are overwritten; GC §34090 et seq.
Police / Information Technology	PD-017	Backups - WEEKLY (Police Only)		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Store off-site in commercial storage for disaster recovery; Considered a copy and can be destroyed when no longer required; retention based on administrative value; recycle tapes; GC §34090 et seq.
Police / Information Technology	PD-018	Video Recordings - Public Activity (Doors, Hallways, Parks, Public Areas, etc.)  See City Clerk's schedule for City Council Video Recordings	When No Longer Required		When No Longer Required		Mag			Does not record regular ongoing operations of the City; GC §34090.6(a)
<b>JAIL</b>										
Police / Jail	PD-019	Bail Receipts	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-020	Jail In-Custody Rosters	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-021	Jail Video Recordings (Jail surveillance, security)	1 year		1 year		Mag			GC §34090.6(a)

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Jail	PD-022	Logs & Inspections: Activity, Custody Logs & Lists, Daily Counts, Daily Food Services, Freezer Temperature Forms, Goof Inspection, Kitchen Utensil Inventory, Handcuff Log, Tool Log, Jail Incident Log, Drain Flush Log, Jail Key Log, Shift Change Checklist, Duress Alarm Log, Safety & Sobering Cell Logs, Secure Juvenile Logs, Security Checks, Visitor Logs	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-023	Medical Screen Forms, Sheets	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-024	Monthly Counts, Official Counts	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-025	Outside Agencies Pre-booking Forms	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-026	PREA (Prison Rape Elimination Act) Report	2 years		2 years		Mag, Ppr			GC §34090
Police / Jail	PD-027	Property Sheets	2 years		2 years		Mag, Ppr			GC §34090
<b>PATROL</b>										
Police / Patrol	PD-028	Beat Sheets	2 years		2 years		Mag, Ppr			GC §34090
Police / Patrol	PD-029	Canine (Police Service Dogs) Program Files / Training Files: Animal Files	Separation + 3 years		Separation + 3 years		Mag, Ppr			3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Patrol	PD-030	Canine (Police Service Dogs) Program Files: Action Reports, Monthly Reports	2 years		2 years		Mag, Ppr			GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Patrol	PD-031	Officer Daily Logs	2 years		2 years		Mag			Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Police / Patrol	PD-032	PAS Device Calibration Logs	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Patrol	PD-033	Ride-A-Long Waivers	2 years		2 years		Mag			GC §34090 et seq.
Police / Patrol	PD-034	Special Events / Ops Plan	Minimum 2 years		Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Preliminary drafts not made or retained for the purpose of preserving the informational content for future reference; GC §34090, GC §6252; 64 Ops. Cal. Atty. Gen. 317 (1981))
Police / Patrol	PD-035	Traffic Control: Radar Calibration Records	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Patrol	PD-036	Vacation House Checks / Extra Patrol Requests	2 years		2 years		Mag			Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Police / Patrol	PD-037	Watch Commander Logs	2 years		2 years		Mag			Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
<b>PROFESSIONAL STANDARDS UNIT</b>										
Police / PSU	PD-038	Department Policies & Procedures / Operation Directives / General Orders / Lexipol (Department Policies and Procedures)	When Superseded Minimum 2 years		When Superseded Minimum 2 years		Mag, Mfr, OD, Ppr	S / I	Yes: After superseded	Department Preference; GC § 34090 et seq.

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / PSU	PD-039	Internal Affairs Investigations - Individual Officers / Complaints Against Officers  (May include criminal acts, moral turpitude, complaints generated from a citizen)	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr			State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; EVC § 1045(b)(1), GC §§12946, 34090; VC §2547
Police / PSU	PD-040	Internal Pursuit Critiques	Incident + 2 years		Incident + 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / PSU	PD-041	Pitchess Motions Notifications	2 years		2 years		Mag, Ppr			GC §34090
Police / PSU	PD-042	Press Releases	2 years		2 years		Mag, Ppr			GC §34090
Police / PSU	PD-043	Range Qualifications	2 years		2 years		Mag, Ppr			GC §34090
Police / PSU	PD-044	Use of Force Review	Incident + 2 years		Incident + 2 years		Mag, Ppr			Department preference; GC §§12946, 34090

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>PROPERTY &amp; EVIDENCE</b>										
Police / Property & Evidence	PD-045	Crime Report Photos	Follows the Retention Period of the Evidence		Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police / Property & Evidence	PD-046	Forfeiture Notification	2 years		2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	PD-047	Gun and Narcotics Destruction Log (Documents related to)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090
Police / Property & Evidence	PD-048	Lost & Found Property (Documents related to)	2 years		2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	PD-049	Property & Evidence Logs	2 years		2 years		Mag, Ppr			GC §34090
Police / Property & Evidence	PD-050	Property Auctions	2 years		2 years		Mag, Ppr			GC §34090
<b>RECORDS</b>										
Police / Records	PD-051	Citations & Notice to Appear - Parking, Marijuana, & Moving	Minimum 3 years		Minimum 3 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Records	PD-052	CRIME REPORTS / INCIDENT REPORTS:  ALL, Except for those Specifically Mentioned Elsewhere (mandated purges)	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; Penal Code, Health & Safety Code, GC§ 34090

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Records	PD-053	CRIME REPORTS / INCIDENT REPORTS:  Factually Innocent Petition Accepted Records Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years		Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	Individual petitions District Attorney; Law Enforcement concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records	PD-054	CRIME REPORTS / INCIDENT REPORTS:  Firearms entered into CLETS (if not Permanent Retention) - Found / Recovered Firearms	Firearm Found or Recovered		Firearm Found or Recovered	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	PC§ 11108(b); GC§ 34090
Police / Records	PD-055	CRIME REPORTS / INCIDENT REPORTS:  Misdemeanor or Infraction - Adult Marijuana - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years		2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 2 years	("Shall" Destroy); H&S §11361.5; GC §34090



## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Police / Records	PD-056	CRIME REPORTS / INCIDENT REPORTS:  Misdemeanor or Infraction - Juvenile Marijuana - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (if No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 2 years	(Courts and other Agencies "Shall" Destroy); H&S §11361.5; GC §34090
Police / Records	PD-057	CRIME REPORTS / INCIDENT REPORTS:  Misdemeanor or Infraction Marijuana §11357(e) - Juvenile on School Grounds during School Hours (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 2 years	(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Records	PD-058	CRIME REPORTS / INCIDENT REPORTS:  Sealed Adult, Juvenile and Ward Cases - Except those with Except Child Abuse or Severe Neglect, (Substantiated), outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)		Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After 3 years	Sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090 W&I §§389(a), 781(d)
Police / Records	PD-059	Crime Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)	2 years		2 years		Mag, Ppr			Filed on line with the State; GC §34090
Police / Records	PD-060	Due Diligence Reports (for warrants)	2 years		2 years		Mag, Ppr			GC §34090

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Police / Records	PD-061	Field Investigation Cards (FI's) - After Entry into RMS	5 years		5 years		Mag, Ppr			Department preference; Preliminary Drafts; GC§ 34090 et seq.
Police / Records	PD-062	Logs: Arrest Packet, JDIC	2 years		2 years		Mag			Department preference; Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.
Police / Records	PD-063	NCIC Validation	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-064	Officer Recordings: Mobile Audio Video (MAV) Recordings - that are <u>NOT</u> evidence	1 year		1 year		Mag			Those segments of videos that are determined to be evidence are retained as evidence; GC §34090.6 et seq.
Police / Records	PD-065	Police RMS Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Police / Records	PD-066	Registrants: Arson - Adults	5 years	P	P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After 5 years	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD-067	Registrants: Arson - Juveniles released from California Youth Authority	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Records	PD-068	Registrants: Narcotic	5 years		5 years		Mag, Ppr			Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Records	PD-069	Registrants: Sex Offenders - Adults	P		P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; Pursuant to PC §290 et seq.
Police / Records	PD-070	Registrants: Sex Offenders - Juveniles	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Pursuant to PC §290 et seq.; W&I §781;
Police / Records	PD-071	Repossession Notices	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090
Police / Records	PD-072	Subpoenas (Personal Appearance or Duces Tecum)	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-073	Subpoenas (Records)	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-074	Video Recordings - Parking Lots, Public Areas	When No Longer Required		When No Longer Required		Mag			Does not record "regular and ongoing operations"; GC §34090.6
Police / Records	PD-075	Video Recordings - Police Operations	1 year		1 year		Mag			Records "regular and ongoing operations"; GC §34090.6
Police / Records	PD-076	Warrants (Recalled or Served)	2 years		2 years		Mag			Department preference;; GC §34090 et seq.
<b>TRAINING</b>										
Police / Training	PD-077	Background File / Recruitment File / Phycological - Police Employees & Police Volunteers (SUCCESSFUL)	Separation + 3 years		Separation + 3 years		Mag, Ppr			City preference; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113
Police / Training	PD-078	Background File / Recruitment File / Phycological - Police Employees & Police Volunteers (UNSUCCESSFUL)	3 years		3 years		Mag, Ppr			Department preference; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090; 29 USC 1113

## RECORDS RETENTION SCHEDULE: POLICE

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Police / Training	PD-079	Training Bulletins	2 years		2 years		Mag, Ppr			GC §34090
Police / Training	PD-080	City Firing Range Reservations, Schedules, etc.	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC §34090
Police / Training	PD-081	Personnel Files - Police Department Employees / Department Training Files (By Employee)	Separation + 2 years		Separation + 2 years	Before Separation	Mag, Ppr			City preference; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§ 3105, 12946, 34090
Police / Training	PD-082	Personnel Training Evaluations / Daily Observation Reports	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts not retained in the ordinary course of business; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>ADMINISTRATION</b>										
Public Works / Admin.	PW-001	Landfill Administration / BKK / Cal Recycle	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Admin.	PW-002	Sanitary Spills and Overflows (SSOs)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / Admin.	PW-003	Stormwater Illicit Discharges	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes (after 2 years)	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Admin.	PW-004	Stormwater Monitoring / NPDES Monitoring and Inspection	5 years		5 years		Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Admin.	PW-005	Stormwater: Business Inspections	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Required for a minimum of 5 years; 40 CFR 122.41(j)(2); SWRCB Order 2006-03; 40 CFR §§122.21, 122.41, 122.44; GC §34090
Public Works / Admin.	PW-006	Stormwater: NPDES Annual Reports	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC	Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Admin.	PW-007	Stormwater: NPDES Permits	Expiration + 5 years		Expiration + 5 years	Yes: Until Expiration	Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Admin.	PW-008	Stormwater: TMDL Plan (Total Maximum Daily Load) Plan	Superseded + 5 years		Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; plans must be updated every 5 years, audits are required every 2 years; SWRCB Order 2006-03; 4§§122.21, 122.41, 122.44; GC §34090
<b>BUILDING &amp; SAFETY</b>										
Public Works / Building & Safety	PW-009	Address Files / Building Permits	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Statewide guidelines propose permanent; GC §34090, H&S §19850
Public Works / Building & Safety	PW-010	Building Permit Database	Indefinite		Indefinite	Yes (all)	Mag			Department Preference - Data is interrelated; GC §34090, H&S §19850
Public Works / Building & Safety	PW-011	Building Plans - <b>Cancelled or Withdrawn</b>	Upon Expiration, Cancellation or Withdrawal		Upon Expiration, Cancellation or Withdrawal		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Preliminary drafts not retained in the ordinary course of business; CBC §104.7; H&S§19850, GC §34090

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
If the record is not listed here, refer to the Retention for City-Wide Standards.										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Public Works / Building & Safety	PW-012	Building Plans - <b>Finalled - INDUSTRIAL, COMMERCIAL, MULTI-FAMILY DWELLINGS, PLACES OF PUBLIC ACCOMMODATION, TENANT IMPROVEMENTS</b>	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; Law requires for the life of the building for commercial and common interest dwellings only; Statewide guidelines propose 2 years for blueprints & specifications; CBC 104.7 & 107.5, H&S§19850, GC §34090
Public Works / Building & Safety	PW-013	Building Plans - <b>Finalled - SINGLE FAMILY RESIDENTIAL - SFR and APPURTENANCES</b>	180 days		180 days	Yes	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Site Plans Only for dwellings less than 2 stories, garages & appurtenances, farms/ranches, 1-story with bearing walls less than 25'; CBC requires 180 days from completion date; CBC 104.7 & 107.5, H&S§19850, GC §34090
Public Works / Building & Safety	PW-014	Certificate of Occupancy (CofO)	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Building & Safety	PW-015	Certificate of Occupancy (CofO) - <b>TEMPORARY</b>	Expiration + 2 years		Expiration + 2 years	Yes (until expired)	Mag, Ppr			Department Preference; GC §34090
Public Works / Building & Safety	PW-016	Construction Notices / Inspection Notices (correction notices, compliance orders, stop work notices, etc.)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC §34090
Public Works / Building & Safety	PW-017	Plan Check Comments	When Finalled		When Finalled		Mag, Ppr			Preliminary Drafts; GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Building & Safety	PW-018	Reports: Building Activity	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts (the database is the original); GC §34090
Public Works / Building & Safety	PW-019	Requests & Permissions to Receive Copies of Plans (to and from Architects)	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Building & Safety	PW-020	Uniform Building Codes / California Building Codes	Minimum While Ordinance is in Force		Minimum While Ordinance is in Force		Mag, Ppr			Department preference; GC §50022.6



## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>ENGINEERING SERVICES (Includes Traffic &amp; Lighting)</b>										
Public Works / Engineering	PW-021	Address Assignments / Changes / Corrections	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
Public Works / Engineering	PW-022	Aerial Maps (Analog / Historical)	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090
Public Works / Engineering	PW-023	Benchmarks	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-024	Bonds (Performance Bonds, Subdivision Bonds, Letters of Credit)	Release of Bond / Letter of Credit		Release of Bond / Letter of Credit		Mag, Ppr			Securities (Performance Bonds, Letters of Credit, CD's, etc.) are released after the Notice of Completion is issued and replaced with the Warranty Bond, which is released 1 year after the Notice of Completion date. GC §34090
Public Works / Engineering	PW-025	Capital Improvement Projects (CIP): Administration File / NOT Scanned  Project Administration, Certified Payrolls, Community Outreach / Notifications, Project Schedules, Progress meetings, Punch Lists, Real Estate Appraisals, RFIs & Responses, Temporary Easements, Construction Manager's Logs, Daily Inspections	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Engineering	PW-026	Capital Improvement Projects (CIP): <b><u>Maintenance Projects (All Records)</u></b>  Examples of Maintenance Projects: Painting, Pavement Overlays, Repairs, Ramps, Re-Roof, Sidewalk Repairs, Slurry Seals, etc.	Upon Completion	5 years or After Funding Agency Audit, if required, whichever is longer	Completion + 5 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is not applicable; Statute of Limitations: Contracts & Spec's=4 years; Statewide guidelines propose termination + 5 years; CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-027	Capital Improvement Projects (CIP): Permanent File / Scanned Records  Specifications & Addenda, Agreement / Contract, Successful Proposal, Change Orders, Geotechnical Studies & Reports, Operations & Maintenance Manuals (O&M Manuals,) Materials Testing Reports, Grading Permits, Hazardous Materials Plans, Notice of Completion, Photos, Soil	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: Complet. + 10 years	Department preference; retained for disaster preparedness purposes; Statewide guidelines propose Permanent for Infrastructure plans; GC §34090
Public Works / Engineering	PW-028	Certificate of Compliance	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department Preference; GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Engineering	PW-029	Construction Inspection	Upon Completion	10 years or After Funding Agency Audit, if required, whichever is longer	Completion + 10 years or After Funding Agency Audit, if required, whichever is longer	Yes: Until Completed	Mag, Ppr			Department preference; Some grant funding agencies require audits; Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years; CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-030	Construction Inspection Database	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Public Works / Engineering	PW-031	Correspondence - Regulatory Agencies Not Related to a CIP (State & Federal Agencies, EPA, Health Department, etc.)	Minimum 2 years		Minimum 2 years	Yes: While Active Issues	Mag, Mfr, OD, Ppr	S	Yes: After QC	Department preference; Some correspondence from Regulatory Agencies need to be retained for long periods of time; GC §34090
City Clerk	PW-032	Deeds, Easements, Liens, Rights of Way  Send all originals to the City Clerk	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Finals are maintained by City Clerk; Department file may include correspondence; GC §34090 et seq.
Public Works / Engineering	PW-033	Design & Construction Standards - Authored by the City	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-034	Drawings, Maps, Plans and Record Drawings, Large-Format Drawings, Capital Improvement Project "As-Built", Base Maps	P		P	Yes (all)	Mag, Mfr, OD, Ppr	S	No	Drafts should be destroyed; Some maps are also retained by Planning; Selected maps are retained in Public Works for administrative purposes; GC §34090, 34090.7

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Engineering	PW-035	Encroachment Permits / Excavation Permits: <b>Temporary</b> (Street Permits, Temporary Construction, Sidewalk Repairs, Traffic Control, Utility Cuts etc.)	Final / Completion + 2 years		Final / Completion + 2 years	Yes: Until Completion	Mag, Ppr			GC § 34090
Public Works / Engineering	PW-036	Includes Insurance Certificates Encroachments - <b>Permanent</b> (Permanent structures in the City's Right of Way)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-037	Engineering Permits <b>Database</b>	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Public Works / Engineering	PW-038	Engineering Studies / Surveys - Preliminary Studies / Project Assessments	P		P		Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-039	Geotechnical and Soil Reports; Hydrology Reports (Authored on behalf of the City)	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-040	Grading Plans	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference; GC §34090
Public Works / Engineering	PW-041	Lighting and Landscape Districts / Special District Assessment Rolls (to Tax Assessor for Tax Rolls)	5 years		5 years		Mag, Ppr			Department preference; Meets auditing standards; GC §34090 et seq.
Public Works / Engineering	PW-042	Master Plans: Bikeway, Park, Pavement, Sewer, Traffic, Transportation, Water Master Plan, etc.	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; Drafts should be destroyed; GC §34090
Building	PW-043	Plan Checks for Building Permits	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary drafts; GC §34090 et seq.

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Public Works / Engineering	PW-044	Private Land Development Projects / Job Files: Administration File  Construction Inspections, Correspondence, Photos, Private Lab Verifications, Testing Lab Final Reports, etc.  Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise Alignment, Specific Plans, Split	Upon Completion	10 years	Completion + 10 years	Yes: Until Completed	Mag, Ppr			Statute of Limitations for Errors & Omissions is 10 years; Statute of Limitations: Contracts & Spec's=4 years, Wrongful Death=comp. + 5 years, Developers=comp. + 10 years; CCP §337 et. seq., GC §34090
Public Works / Engineering	PW-045	Private Land Development Projects / Job Files: Permanent Files  Drainage, Driveway, Grading Plans, Rights of Way, Soil Reports, Stormwater, etc.  Dedications, Easements, Abandonments (City Clerk is OFR)  Examples: CUPs, Lot Line Adjustments, Parcel Maps, Precise	Upon Completion	P	P	Yes: Until Completed	Mag, Mfr, OD, Ppr	S/I	Yes: After QC & OD	Department preference; retained for disaster preparedness purposes; GC §34090
Public Works / Engineering	PW-046	Household Hazardous Waste / Recycling / Disposal / America Recycles Day	3 years		3 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	14 CCR 18813.4; GC §34090
Public Works / Engineering	PW-047	Sewer CCTV / Video Inspections	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Engineering	PW-048	Sewer Laterals / Connections	P		P		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	PW-049	Sewer Lift Station Inspections	Minimum 5 years		Minimum 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; GC §34090
Public Works / Engineering	PW-050	Sharps Logs	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; 8 CCR 5193(h)(3); GC §34090
Police	PW-051	Traffic Collision Reports	Copies - When No Longer Required		Copies - When No Longer Required		Mag Ppr			copies; GC §34090.7
Public Works / Engineering	PW-052	Traffic Committee - All Records (staff)	10 years		10 years		Mag Ppr			Department preference; GC §34090
Public Works / Engineering	PW-053	Traffic Congestion Management Plans	10 years		10 years		Mag Ppr			Department preference; GC §34090
Public Works / Engineering	PW-054	Traffic Counts	10 years		10 years		Mag Ppr			Department preference; GC §34090
Public Works / Engineering	PW-055	Traffic Intersection Records	10 years		10 years		Mag Ppr			Department preference; GC §34090
Public Works / Engineering	PW-056	Traffic Speed Surveys	10 years		10 years		Mag Ppr			Department preference (required every 5 years, but can be extended to 7 or 10 years); GC §34090
Lead Dept.	PW-057	Underground Service Alerts (USA's)	3 years		3 years		Mag, Ppr			Department Preference (required for 3 years); GC §§4216.2(d) & 4216.3(f), 34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
MAINTENANCE (Street / Wastewater, Parks, Equipment Maintenance, Electronics Maintenance, Environmental Services)										
Public Works / Maint.	PW-058	Aboveground CNG Storage Tanks (Agency Owned)  Spill Prevention Control and Countermeasures (SPCC), Inspections, Integrity Testing, Maintenance, Repairs	20 years		20 years		Mag, Ppr			Department Preference; applies to both Tier I and Tier II Tanks; (Tier II tanks are required to have an integrity test every 20 years); GC §60201
Public Works / Maint.	PW-059	Airplane Pictures (Leased from DOD, placed in park)	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Maint.	PW-060	AQMD Permits (Generators, etc.)	5 years		5 years		Mag, Ppr			40 CFR 70.6; GC §34090
Public Works / Maint.	PW-061	Arbor Day / Tree City USA, etc.	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Maint.	PW-062	Diesel Fuel Returns	5 years		5 years		Mag, Ppr			Department preference (meets auditing standards); GC §34090
Public Works / Maint.	PW-063	Facility Inspections	2 years		2 years		Mag, Ppr			GC §34090
Public Works / Maint.	PW-064	FOG (Fats, Oil & Grease) / Source Control / Pretreatment Annual / Semi-Annual Reports	3 years		3 years		Mag, Ppr			Department preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41; 40 CFR 403.12
Lead Dept.	PW-065	Generator Operation Logs & Inspections - <b>Fixed / Stationary Generators</b>	3 years		3 years		Mag, Ppr			AQMD Rule 1470; GC §34090
Lead Dept.	PW-066	Generator Operation Logs & Inspections - <b>Portable / Emergency Generators</b>	5 years		5 years		Mag, Ppr			AQMD Rule 1470; Form 400-E-13a instructions; GC §34090

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Maint.	PW-067	Hazardous Waste Manifests / Certificates of Disposal	5 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department Preference (City has "cradle to grave" liability); 40 CFR 262.40, 8 CCR 3204(d)(1)(A), 22 CCR 66262.40
Lead Dept.	PW-068	Operations & Maintenance Manuals (O&M Manuals)	Life of Facility or Equipment		Life of Facility or Equipment		Mag, Ppr			Department Preference; GC §34090 et. seq.
Lead Dept.	PW-069	Pre-Trip Inspections / DOT Program / CHP Inspections / Vehicle Safety Checks / Daily Vehicle Inspections / Daily Equipment Checks	2 years		2 years		Ppr			GC §34090; 3 CCR 1234(3)
Public Works / Maint.	PW-070	SCADA Database (Supervisory Control and Data Acquisition)	Indefinite		Indefinite	Yes	Mag			Data is interrelated; system qualifies as a "trusted system"; GC §§34090, 12168.7
Public Works / Maint.	PW-071	Sewer System Management Plans (SSMP)	Superseded + 5 years		Superseded + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; plans must be updated every 5 years, audits are required every 2 years; SWRCB Order 2006-03; 40 CFR 122.41(j)(2); GC §34090
Public Works / Solid Waste	PW-072	Solid Waste Liens / Garbage Liens & Releases	10 years	P	P		Mag, Ppr			GC §34090 et seq.
Public Works / Solid Waste	PW-073	Solid Waste Reduction / Recycling / AB 939 Compliance / Tonnage Reports	10 years		10 years		Mag, Ppr			Department preference; GC §34090 et seq.
Public Works / Solid Waste	PW-074	Solid Waste Senior Citizen Discount Applications	2 years		2 years		Mag, Ppr			GC §34090 et seq.



## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
(OFR)										
<i>If the record is not listed here, refer to the Retention for City-Wide Standards</i>										
<i>Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.</i>										
<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
Public Works / Utilities / Stormwater	PW-075	Stormwater: Operation & Maintenance (Catch Basins, Field, General Cleaning, Open Channels, Slots, Stormwater Treatment Measures and Trash Cleaning)	5 years		5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After QC & OD	Department preference; plans must be updated every 5 years, audits are required every 2 years; SWRCB Order 2006-03; 4§§122.21, 122.41, 122.44; GC §34090
Public Works / Utilities / Stormwater	PW-076	Street Sweeping	5 years		5 years		Mag, Ppr			Department Preference; Monitoring records required for 3 years; 40 CFR §§122.21, 122.41, 122.44; CCP §337 et seq.
Public Works / Maint.	PW-077	Tree Removal Authorization Forms	2 years		2 years		Mag, Ppr			GC §34090
Lead Dept.	PW-078	Underground Service Alerts (USA's)	3 years		3 years		Mag, Ppr			Required for 3 years; GC §§4216.2(d) & 4216.3(d), 34090
Public Works / Maint.	PW-079	Underground Storage Tank (City Owned - Removed) <b>UST Monitoring, Inspections and Maintenance, Release Detection Systems, Cathodic Protection Maintenance</b>	7 years		7 years		Mag, Ppr			Monitoring and Maintenance records are required on site for 3 years, 6 ½ years for cathodic protection maintenance, 5 years for calibration & maintenance of release detection systems; 23 CCR 2712(b); H&S §25284.2(i)
Public Works / Maint.	PW-080	Underground Storage Tanks - USTs (City Owned - Removed) <b>Repairs, Lining, Upgrades</b>	Life of the Tank		Life of the Tank		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	23 CCR 2712(b), H&S §25284.2(i)
Public Works / Maint.	PW-081	Underground Storage Tanks (City-Owned - Removed) <b>Location, Soil Remediation, Monitoring Well Records</b>	10 years	P	P		Mag, Mfr, OD, Ppr	S	Yes: After 1 year	Department Preference (required for the life of the tank); 23 CCR 2712(b), H&S §25284.2(i); GC §34090 et. seq.

## RECORDS RETENTION SCHEDULE: PUBLIC WORKS

Office of Record	Retention No.	Records Description			Retention / Disposition					Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
If the record is not listed here, refer to the Retention for City-Wide Standards										
Retentions begin when the act is completed, and imply a full file folder (e.g. last document + 2 years), since destruction is normally performed by file folder.										
Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).										
Public Works / Maint.	PW-082	Used Oil Disposal	3 years		3 years		Mag, Ppr			22 CCR 66266.130(c)(5), H&S §25250.18(b), 25250.19(a)(3) et seq.
Public Works / Maint.	PW-083	Vehicle & Equipment History Files, Fire Apparatus & Equipment, Ladders, etc.  AQMD Certifications, Maintenance, Registrations, Safety Certifications, etc.	Disposal of Vehicle or Equipment + 2 years		Disposal of Vehicle or Equipment + 2 years		Mag, Ppr			Department Preference; If a motor carrier, required for 18 months after vehicle is sold; CHP requires life of vehicle; OSHA requires 1 year; 8 CCR § 3203(b)(1); 49 CFR 396.21(b)(1); 49 CFR 396.3(c); CCP §337 et. Seq., GC §34090
Division Providing Service / Work	PW-084	Work Orders / Service Requests <b>CMMS DATABASE</b> (Computerized Maintenance Management System)	Indefinite		Indefinite		Mag			Data is interrelated; GC §34090
Division Providing Service / Work	PW-085	Work Orders / Service Requests - <b>All Information Entered in CMMS Database</b>  (Paper drafts)	When No Longer Required		When No Longer Required		Mag Ppr			Preliminary drafts (the database is the original); GC §34090
Division Providing Service / Work	PW-086	Work Orders / Service Requests - <b>NOT entered in CMMS Database</b> (or partial information entered into CMMS Database)  (Division providing service retains originals; Division requesting service is	5 years		5 years		Mag Ppr			City Preference; CCP §§338 et seq., 340 et seq., 342, GC §§945.6, GC §34090



## AGENDA STAFF REPORT

---

City of West Covina | Office of the City Manager

**DATE:** December 3, 2019

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: ACCEPT CERTIFICATION OF SUFFICIENCY OF PETITION FOR A PROPOSED ORDINANCE ESTABLISHING A GENERAL TRANSACTIONS (SALES) AND USE TAX IN THE AMOUNT OF THREE-QUARTERS OF A PERCENT (0.75%) AND CALL FOR A SPECIAL ELECTION FOR MARCH 3, 2020 TO SUBMIT SAID GENERAL TAX INITIATIVE ORDINANCE TO THE VOTERS**

---

### RECOMMENDATION:

It is recommended the City Council adopt the following resolutions:

**RESOLUTION NO. 2019-94 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ACCEPTING THE ASSISTANT CITY CLERK'S CERTIFICATION OF THE SUFFICIENCY OF THE PETITION PROPOSING AN ORDINANCE TO ESTABLISH A GENERAL TRANSACTIONS (SALES) AND USE TAX IN THE AMOUNT OF THREE-QUARTERS OF A PERCENT (0.75%); and**

**RESOLUTION NO. 2019-95 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, CALLING FOR AND GIVING NOTICE OF THE HOLDING OF A SPECIAL MUNICIPAL ELECTION TO BE HELD ON MARCH 3, 2020 FOR THE SUBMISSION TO THE VOTERS OF A PROPOSED ORDINANCE ESTABLISHING A GENERAL TRANSACTIONS (SALES) AND USE TAX IN THE AMOUNT OF THREE-QUARTERS OF A PERCENT (0.75%); and**

**RESOLUTION NO. 2019-96 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A SPECIAL MUNICIPAL ELECTION TO BE HELD ON MARCH 3, 2020, WITH THE STATEWIDE PRIMARY ELECTION TO BE HELD ON THE SAME DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE; and**

**RESOLUTION NO. 2019-97 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DIRECTING THE CITY ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS AND SETTING DEADLINES FOR THE SUBMISSION OF ARGUMENTS IN CONNECTION WITH THE MARCH 3, 2020 SPECIAL MUNICIPAL ELECTION**

### BACKGROUND:

Article II, Section 11(a) of the California Constitution preserves to the voters of the City the right to petition for and directly enact an initiative ordinance. The procedures governing this process are set forth in Elections Code Section 9200 et seq.

On July 11, 2019, proponent Glenn Kennedy filed with the City Clerk's Office a Notice of Intent to Circulate a Petition for an initiative ordinance imposing a three-quarter percent (0.75%) general transactions and use tax. The City Attorney prepared a title and summary for the petition and the proponent published information, as required by law, regarding the petition.

On October 7, 2019, the proponent submitted the signed petition to the City Clerk's Office. To be sufficient, the petition must have 5,573 valid signatures, which is 10% of the number of registered voters in the City according to the last report of registration by the County elections official to the Secretary of State. On October 9, 2019, the Assistant City Clerk, who serves as the City's Elections Official, determined that the number of signatures, prima facie, exceeded the number of signatures required, and accepted the Initiative for filing. On the same day, the Assistant City Clerk submitted the Initiative to the Los Angeles County Registrar-Recorder/County Clerk for signature verification. On October 28, 2019, the Los Angeles County Registrar-Recorder/County Clerk provided the results of the signature verification to the Assistant City Clerk. The County determined that 6,631 of 7,617 signatures submitted were sufficient. Based upon the County's signature verification, the Assistant City Clerk has determined that the initiative is sufficient to be certified to the City Council.

Therefore, staff recommends that the City Council adopt Resolution No. 2019-94, accepting the Assistant City Clerk's certification of the sufficiency of the initiative.

Elections Code Section 9215 requires that the City Council now take one of the following three actions:

- (a) Adopt the ordinance, without alteration, within 10 days of tonight's meeting.
- (b) Submit the ordinance, without alteration, to the voters.
- (c) Order that staff prepare a report regarding the effects of the proposed ordinance.

## **DISCUSSION:**

The initiative ordinance, self-titled the "City of West Covina Public Safety Transactions and Use Tax Ordinance", would establish a three-quarters of one percent (0.75%) transactions (sales) and use tax in West Covina. It would be administered for the City by the state, and generally would be collected along with existing sales and use taxes. Establishment of the proposed tax would raise the combined state and local sales tax rate in the City from 9.5% (1% of which goes to the City) to 10.25% (1.75% of which would go to the City). The ordinance provides that proceeds of the tax will be deposited in the general fund of the City and available for any lawful governmental purpose. Pursuant to State law, the ordinance imposing such a tax must be approved by the City Council and by the voters to be effective.

The ordinance would also make changes to the City's Finance and Audit Committee, which would be renamed the "Oversight Committee." The ordinance establishes additional seats on the Committee and sets forth the requirements for the selection of such additional seats and also limits the City Council's ability to change the powers or responsibilities of the Committee.

As outlined above, pursuant to Elections Code section 9215, the City Council is required to take one of the following actions:

- (a) Adopt the ordinance, without alteration, within 10 days of tonight's meeting.
- (b) Submit the ordinance at tonight's meeting, without alteration, to the voters.
- (c) Tonight, order that staff prepare a report regarding the effects of the proposed ordinance.

The City Council may not exercise option (a) because the ordinance is a tax measure requiring approval by the City Council and by the voters in order to be effective.

Option (c) relates to ordering a report pursuant to Elections Code section 9212, which permits the City Council to refer a proposed initiative measure to a city agency or agencies for a report on (1) its fiscal impact, (2) its effect on the internal consistency of the City's general and specific plans, (3) its effect on the use of the land, (4) its impact on funding for infrastructure, (5) its impact on the community's ability to attract and retain business and employment, (6) its impact on the uses of vacant parcels of land, (7) its impact on agricultural lands, open space, traffic congestion, existing business districts, and developed areas designated for revitalization, and (8) other matters requested by the City Council. Pursuant to Section 9212, such report must be presented to the City Council within 30 days of the Elections Official's certification of the sufficiency of the petition. When it receives the report, the City Council must submit the ordinance to the voters. Due to the deadlines for consolidating the City's election with the County's election on March 3, 2020, there is not sufficient time to order a report and therefore option (c) is not a viable option if the City Council desires to place the measure on the March 3, 2020 ballot. If the City Council orders a report, then the ordinance would have to appear on the November 3, 2020 statewide general election ballot.

Therefore, staff recommends that the City Council adopt Resolution No. 2019-95, which calls for a Special Municipal Election to be held on March 3, 2020 in order to submit to the voters the proposed ordinance.

In order to place the ordinance on the March 3, 2020 ballot, staff also recommends that the City Council adopt the following resolutions:

1. Resolution No. 2019-96, which requests that the Los Angeles County Board of Supervisors consolidate the City's Special Municipal Election on March 3, 2020 with the Statewide Primary Election on the same date.
2. Resolution No. 2019-97, which directs the City Attorney to prepare an impartial analysis and sets deadlines for the submission of arguments.

As set forth in Resolution No. 2019-97, the schedule for submittal to the City Clerk of the impartial analysis and arguments is as follows (these dates are based on the County's recommended schedule for the March election):

Action	Deadline	
Deadline for City Attorney to prepare impartial analysis of the initiative	December 11, 2019; 5:30 p.m.	
Deadline to file with the City Clerk's Office written arguments for or against the initiative	December 11, 2019; 5:30 p.m.	

#### **LEGAL REVIEW:**

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

#### **OPTIONS:**

Submit the measure to the voters at the next regular municipal election to be held November 3, 2020. A "regular municipal election" is an election at which Council Members are elected.

**Prepared by:** Carrie Gallagher, CMC Assistant City Clerk

---

#### **Fiscal Impact**

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

Fiscal impact of the cost of the election is estimated to be \$320,000. Staff will return mid-year with a budget amendment.

If adopted by the voters and by the City Council, the initiative ordinance would generate approximately \$9.7 Million for the City's General Fund.

---

#### **Attachments**

Attachment No. 1 - Resolution No. 2019-94

Attachment No. 2 - Resolution No. 2019-95

Attachment No. 4- Resolution No.2019-96

Attachment No. 4 - Resolution No. 2019-97

---

**CITY COUNCIL GOALS & OBJECTIVES:** Achieve Fiscal Sustainability and Financial Stability  
Enhance Public Safety  
Enhance City Programs and Activities

**RESOLUTION NO. 2019-94****A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ACCEPTING THE ASSISTANT CITY CLERK'S CERTIFICATION OF THE SUFFICIENCY OF THE PETITION PROPOSING AN ORDINANCE TO ESTABLISH A GENERAL TRANSACTIONS (SALES) AND USE TAX IN THE AMOUNT OF THREE-QUARTERS OF A PERCENT (0.75%)**

**WHEREAS**, on July 11, 2019, proponents of an initiative measure proposing an ordinance to establish a general transactions (sales) and use tax in the amount of three-quarters of a percent (0.75%) (the "Initiative") submitted a Notice of Intent to Circulate Petition and written text of the Initiative, and requested that a title and summary be prepared by the City Attorney in order to circulate the petition; and

**WHEREAS**, on October 7, 2019, the proponents filed petition sections for the Initiative with the City Clerk's Office, and the Assistant City Clerk determined that the number of signatures, prima facie, was in excess of the minimum number of signatures required, and therefore accepted the Initiative for filing in accordance with Elections Code section 9210; and

**WHEREAS**, pursuant to the Los Angeles County Registrar-Recorder/County Clerk's last report to the Secretary of State pursuant to Elections Code section 2187, the number of registered voters in the City is 55,733; and

**WHEREAS**, pursuant to Elections Code section 9215, the Initiative requires at least 5,573 (10% of registered voters) valid signatures to be sufficient to qualify the Initiative; and

**WHEREAS**, October 9, 2019, the Assistant City Clerk submitted petition sections for the Initiative to the Los Angeles County Registrar-Recorder/County Clerk for signature verification; and

**WHEREAS**, on October 28, 2019, the Los Angeles County Registrar-Recorder/County Clerk provided the results of the signature verification, which established that the number of signatures found sufficient, 6,631, meets the minimum number of signatures required pursuant to Election Code section 9215; and

**WHEREAS**, the Los Angeles County Registrar-Recorder/County Clerk's Letter of Findings is attached hereto as Exhibit "A" and incorporated herein by reference; and

**WHEREAS**, the City Clerk, based upon the Los Angeles County Registrar-Recorder/County Clerk's signature verification, has ascertained that the petition is signed by the requisite number of voters. The Assistant City Clerk's certification is attached hereto as Exhibit "B" and incorporated herein by this reference.

**WHEREAS**, the City Council desires to accept the Assistant City Clerk's certification of the petition.

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

**SECTION 1.** The foregoing recitals are true and correct and are incorporated herein by reference.

**SECTION 2.** The City Council accepts the certification of the initiative petition.

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

**APPROVED AND ADOPTED** this 3rd day of December, 2019

---

Tony Wu  
Mayor

**APPROVED AS TO FORM**

**ATTEST**

---

Thomas P. Duarte  
City Attorney

---

Carrie Gallagher, CMC  
Assistant City Clerk



I, CARRIE GALLAGHER, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2019-94 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 3rd day of December, 2019, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Carrie Gallagher, CMC  
Assistant City Clerk

**EXHIBIT A**  
**LETTER OF SUFFICIENCY**



## Los Angeles County Registrar-Recorder/County Clerk

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

October 28, 2019

Ms. Carrie Gallagher, CMC  
Assistant City Clerk  
City of West Covina  
1444 West Garvey Avenue South  
West Covina, California 91790

Dear Ms. Gallagher:

We have completed the signature verification submitted on October 9, 2019 for the PROPOSED TRANSACTIONS (SALES) AND USE TAX.

The results of the signature verification are as follows:

Number of signatures filed	7,617
Number of signatures withdrawal requests	2
Number of signatures withdrawn	0
Number of signatures verified	7,617
Number of signatures found sufficient	6,631
Number of signatures found not sufficient	986
Not sufficient because duplicate	82

Please call Tiffany Olsen, Head, Data Entry and Signature Verification at (562) 462-2376 if you have any questions regarding the signature verification of this petition.

Sincerely,

DEAN C. LOGAN  
Registrar-Recorder/County Clerk

**EXHIBIT B**

**CERTIFICATION OF SUFFICIENCY**

## CERTIFICATE OF SUFFICIENCY OF INITIATIVE PETITION


I, Carrie Gallagher, Assistant City Clerk of the City of West Covina, County of Los Angeles, State of California, hereby certify that:

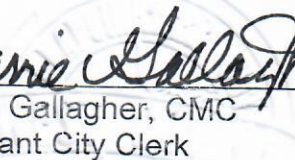
1. The initiative petition entitled, "Proposed Transactions (Sales) and Use Tax" was filed with the City Clerk's Office on October 7, 2019;
2. The petition consists of 544 sections;
3. After proponents filed the petition, I examined, or caused to be examined, the petition;
4. Based upon such examination and on the Los Angeles County Registrar-Recorder/County Clerk's signature verification letter dated October 28, 2019, I have determined the following facts regarding the petition:

Total number of signatures filed by proponent	7,617
Total number of signatures found sufficient	6,631
Total number of signatures found not sufficient	986
Total number of signatures required to qualify petition (10% x 55,733)	5,573

5. Based on the foregoing, the petition is deemed to be sufficient.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the official seal of the City of West Covina this 27<sup>th</sup> day of November, 2019.

  
Carrie Gallagher, CMC  
Assistant City Clerk



**RESOLUTION NO. 2019-95**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, CALLING FOR AND GIVING NOTICE OF THE HOLDING OF A SPECIAL MUNICIPAL ELECTION TO BE HELD ON MARCH 3, 2020 FOR THE SUBMISSION TO THE VOTERS OF A PROPOSED ORDINANCE ESTABLISHING A GENERAL TRANSACTIONS (SALES) AND USE TAX IN THE AMOUNT OF THREE-QUARTERS OF A PERCENT (0.75%)**

**WHEREAS**, the next statewide election is the Primary Election to be held on March 3, 2020; and

**WHEREAS**, the Assistant City Clerk has certified to the City Council a petition (the "Petition") proposing an initiative ordinance titled "An Ordinance of the City of West Covina Establishing a Transactions and Use Tax to Preserve Public Safety Services in West Covina" (the "Proposed Ordinance"); and

**WHEREAS**, the Proposed Ordinance would impose a three-quarter percent (0.75%) transactions and use tax for general purposes as authorized by Revenue & Taxation Code section 7285.9; and

**WHEREAS**, a copy of the Proposed Ordinance is attached hereto as Exhibit "A" and incorporated herein by reference; and

**WHEREAS**, by its Resolution No. 2019-94, the City Council accepted the certification of the Petition; and

**WHEREAS**, the City Council is now required by Elections Code Section 9215 to act on the Proposed Ordinance; and

**WHEREAS**, Pursuant to Elections Code section 1405(b), the City Council desires to act on the Proposed Ordinance by submitting it to the voters, without modifications, at a special election to be held on March 3, 2020.

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

**SECTION 1.** The foregoing recitals are true and correct and incorporated as if fully set forth herein.

**SECTION 2.** Pursuant to the requirements of the laws of the State of California relating to general law cities, there is called and ordered to be held in the City of West Covina, California, on Tuesday, March 3, 2020, a Special Municipal Election (the "Election") for the purpose of

submitting the Proposed Ordinance to the voters.

**SECTION 3.** The following question shall be submitted to the voters of the City of West Covina at the Election:

Shall the ordinance establishing a three-quarter percent (0.75%) local sales tax (transactions and use tax) that will raise approximately \$9.7 million annually for the City's general fund until ended by voters and establishing an Oversight Committee, be adopted?	<b>YES</b>
	<b>NO</b>

**SECTION 4.** The vote requirement for the measure to pass is a majority (50%+1) of the votes cast.

**SECTION 5.** The ballots to be used at the election shall be in the form and content as required by law.

**SECTION 6.** The Assistant City Clerk is authorized, instructed and directed to coordinate with the Los Angeles County Registrar-Recorder/County Clerk to procure and furnish any and all official ballots, notices, printed matter and all supplies, equipment and paraphernalia that may be necessary in order to properly and lawfully conduct the election.

**SECTION 7.** The polls shall be open at 7:00 a.m. of the day of the election and shall remain open continuously from that time until 8:00 p.m. of the same day when the polls shall be closed, except as provided in Elections Code section 14401.

**SECTION 8.** In all particulars not recited in this resolution, the election shall be held and conducted as provided by law for holding municipal elections.

**SECTION 9.** Notice of the time and place of holding the election is given and the Assistant City Clerk is authorized, instructed and directed to give further or additional notice of the election, in the time, form and manner as required by law.

**SECTION 10.** The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**APPROVED AND ADOPTED** this 3rd day of December, 2019.

---

Tony Wu  
Mayor

**APPROVED AS FORM**

**ATTEST**

---

Thomas P. Duarte  
City Attorney

---

Carrie Gallagher, CMC  
Assistant City Clerk

I, CARRIE GALLAGHER, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2019-95 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 3rd day of December, 2019, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Carrie Gallagher, CMC  
Assistant City Clerk



**EXHIBIT A**

**PROPOSED ORDINANCE**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF WEST COVINA  
ESTABLISHING A TRANSACTIONS AND USE TAX  
TO PRESERVE PUBLIC SAFETY SERVICES IN WEST COVINA**

WHEREAS, the City of West Covina is facing a massive budget crisis impacting the general municipal services for the West Covina community;

WHEREAS, one of the largest general fund expenditures is the funding of police, fire, and first-responder services for the West Covina community;

WHEREAS, an increase in a transactions and use tax would lessen the financial burden facing the City of West Covina general fund and, as a result, benefit all municipal services, such as police, fire, and first-responder services; and

WHEREAS, the goal of this ordinance is also to assure there is oversight on general fund expenditures and that such tax revenues generated herein are monitored to ensure the longevity of the general fund tax revenues for the benefit of the West Covina community.

NOW THEREFORE, the People of the City of West Covina does ordain as follows:

Section 1. TITLE. This ordinance shall be known as the City of West Covina Public Safety Preservation Transactions and Use Tax Ordinance. This ordinance increases the existing sales and use tax of nine and a half percent (9.50%) as of July 1, 2019 by a three-quarter of a percent (0.75%) to a sales and tax rate of ten and a quarter percent (10.25%). The City of West Covina hereinafter shall be called "City." This ordinance shall be applicable in the incorporated territory of the City.

Section 2. OPERATIVE DATE. "Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the adoption of this ordinance, the date of such adoption being as set forth below.

Section 3. PURPOSE. This ordinance is adopted to preserve general municipal service for the City of West Covina, including, but not limited to, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

A. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Section 7285.9 of Part 1.7 of Division 2 which authorizes the City to adopt this tax ordinance which shall be operative if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.

B. To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.

C. To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefore that can be administered and collected by the California Department of Tax and Fee Administration in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the California Department of Tax and Fee Administration in administering and collecting the California State Sales and Use Taxes.

D. To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

Section 4. CONTRACT WITH STATE. Prior to the operative date, the City shall contract with the California Department of Tax and Fee Administration to perform all functions incident to the administration and operation of this transactions and use tax ordinance; provided, that if the City shall not have contracted with the California Department of Tax and Fee Administration prior to the operative date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

Section 5. TRANSACTIONS TAX RATE. For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the City at the rate of a three quarter of a percent (0.75%) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the operative date of this ordinance. For clarification, the existing rate of nine and a half percent (9.50%) would increase by three quarter of a percent (0.75%) to ten and a quarter percent (10.25%).

Section 6. PLACE OF SALE. For the purposes of this ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the California Department of Tax and Fee Administration.

Section 7. USE TAX RATE. An excise tax is hereby imposed on the storage, use or other consumption in the City of tangible personal property purchased from any retailer on and after the operative date of this ordinance for storage, use or other consumption in said territory at the rate of a three-quarter percent (0.75%) of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made. For clarification, as with the transaction tax rate above, the existing rate of nine and a half percent (9.50%) would increase by three quarter of percent (0.75%) to ten and a quarter percent (10.25%).

Section 8. ADOPTION OF PROVISIONS OF STATE LAW. Except as otherwise provided in this ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing

with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this ordinance as though fully set forth herein.

Section 9. LIMITATIONS ON ADOPTION OF STATE LAW AND COLLECTION OF USE TAXES. In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

A. Wherever the State of California is named or referred to as the taxing agency, the name of this City shall be substituted therefor. However, the substitution shall not be made when:

1. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Treasury, or the Constitution of the State of California;

2. The result of that substitution would require action to be taken by or against this City or any agency, officer, or employee thereof rather than by or against the California Department of Tax and Fee Administration, in performing the functions incident to the administration or operation of this Ordinance.

3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:

a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;

b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.

4. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.

B. The word "City" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

1. "A retailer engaged in business in the District" shall also include any retailer that, in the preceding calendar year or the current calendar year, has total combined sales of tangible personal property in this state or for delivery in the State by the retailer and all persons related to the retailer that exceeds five hundred thousand dollars (\$500,000). For purposes of this section, a person is related to another person if both persons are related to each other pursuant to Section 267(b) of Title 26 of the United States Code and the regulations thereunder.

Section 10. PERMIT NOT REQUIRED. If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this ordinance.

Section 11. RENAMING OF EXISTING FINANCE & AUDIT COMMITTEE AS THE OVERSIGHT COMMITTEE AND MEMBERSHIP INCREASE FROM SEVEN TO NINE MEMBERS. The Audit Committee created by the City of West Covina pursuant to Resolution 2019-31, passed, approved, and adopted May 7, 2019, is amended, changed, modified, renamed and increased in membership as follows:

A. Section 1, paragraph 1 of Resolution 2019-31 is replaced by the following: “The City Council of the City of West Covina hereby renames the previously established City of West Covina Finance & Audit Committee as the Oversight Committee.”

B. All instances of the words “Audit Committee” or “Finance & Audit Committee” in Resolution 2019-31 are replaced by the words “Oversight Committee.”

C. Section 1, paragraph 3 of Resolution 2019-31 is replaced by the following: “The Oversight Committee shall consist of nine members: the City Treasurer, two City Council members, and six members of the public; two of the six members of the public shall be employees of the City of West Covina Police and Fire Departments, respectively, appointed by the recognized employee organization representing those respective employees of the City police and fire department; in the case of the employees of the City of West Covina Police Department, the appointments shall be made by the President of the West Covina Police Officers’ Association or such chair of the successor recognized employee organization for the City of West Covina Police Department; as to the City of West Covina Fire Department, the appointments shall be made by the chair of the city employee recognized employee organization representing those City fire department employees; should the City of West Covina Fire Department no longer be a part of the City of West Covina but the County of Los Angeles or such other special district outside the City, the President of the West Covina Police Officers’ Association shall make both appointments until such a relevant City of West Covina Fire Department employee bargaining unit or recognized employee organization returns to exist within the City.

D. The renaming and increase in membership of the committee created by Resolution 2019-31, as modified herein, does not limit the authority of the City Council to amend the powers or responsibilities of the Oversight Committee provided that such revisions are approved by the West Covina Police Officers’ Association prior to the effectiveness of any proposed amendments. The goal of this Section 13 is to ensure the West Covina Police Officers’ Association has adequate representation on the Oversight Committee and that it be consulted prior to any changes to said committee; approval of the West Covina Police Officers’ Association may be given in writing and signed by its President. The President of the West Covina Police Officers’ Association shall consult with the chair of the recognized employee organization of the City of West Covina Fire Department prior to submitting any approval.

E. In all other respects, the Oversight Committee is to function subject to the rules and regulations established by Resolution 2019-31 of the City Council for the City of West Covina as passed, approved, and adopted May 7, 2019, as it may be amended from time to time. Any conflicts between this Ordinance and said resolution shall be resolved in favor of upholding the goals of this Section 13.

Section 12. GENERAL TAX. The proceeds from the transactions and use tax imposed by this Ordinance shall be deposited in the general fund of the City and available for any lawful governmental purpose.

### Section 13. EXEMPTIONS AND EXCLUSIONS.

A. There shall be excluded from the measure of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.

B. There are exempted from the computation of the amount of transactions tax the gross receipts from:

1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the county in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.

2. Sales of property to be used outside the City which is shipped to a point outside the City, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the City shall be satisfied:

a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-City address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and

b. With respect to commercial vehicles, by registration to a place of business out-of-City and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.

3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this ordinance.

5. For the purposes of subparagraphs (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

C. There are exempted from the use tax imposed by this ordinance, the storage, use or other consumption in this City of tangible personal property:

1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.

2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California.

3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this ordinance.

5. For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

6. Except as provided in subparagraph (7), a retailer engaged in business in the City shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the City or participates within the City in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the City or through any representative, agent, canvasser, solicitor, subsidiary, or person in the City under the authority of the retailer.

7. "A retailer engaged in business in the City" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the City.

D. Any person subject to use tax under this ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

Section 14. AMENDMENTS. All amendments subsequent to the effective date of this ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall be deemed to have been adopted by the City Council on the date of the ordinance.

Taxation Code, shall automatically become a part of this ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this ordinance.

Section 15. ENJOINING COLLECTION FORBIDDEN. No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the City, or against any officer of the State or the City, to prevent or enjoin the collection under this ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected.

Section 16. SEVERABILITY. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

PASSED, APPROVED, AND ADOPTED by the People of the City of West Covina, by the following vote:

AYES:

NOES:

ABSENT:

---

Mayor

Attest: \_\_\_\_\_  
City Clerk



**RESOLUTION NO. 2019-96**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, REQUESTING THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES TO CONSOLIDATE A SPECIAL MUNICIPAL ELECTION TO BE HELD ON MARCH 3, 2020, WITH THE STATEWIDE PRIMARY ELECTION TO BE HELD ON THE SAME DATE PURSUANT TO SECTION 10403 OF THE ELECTIONS CODE**

**WHEREAS**, by its Resolution No. 2019-95, the City Council of the City of West Covina called a Special Municipal Election to be held on March 3, 2020, for the purpose of submitting to the voters of the City of West Covina a question relating to a proposed ordinance establishing of a local three-quarter percent (0.75%) transactions (sales) and use tax; and

**WHEREAS**, it is desirable that the Special Municipal Election be consolidated with the Statewide Primary Election to be held on the same date and that, within the City, the precincts, polling places and election officers of the two elections be the same, and that the county election department of the County of Los Angeles canvass the returns of the Special Municipal Election and that the election be held in all respects as if there were only one election.

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

**SECTION 1.** Pursuant to Section 10403 of the Elections Code, the Board of Supervisors of the County of Los Angeles is hereby requested to consent and agree to the consolidation of a Special Municipal Election with the Statewide Primary Election on Tuesday, March 3, 2020, for the purpose of submitting to the voters of the City of West Covina a question relating to the adoption of a proposed ordinance.

**SECTION 2.** The measure is to appear on the ballot as follows:

Shall the ordinance establishing a three-quarter percent (0.75%) local sales tax (transactions and use tax) that will raise approximately \$9.7 million annually for the City's general fund until ended by voters and establishing an Oversight Committee, be adopted?	<b>YES</b>
	<b>NO</b>

**SECTION 3.** The proposed complete text of the measure (ordinance) to be submitted to the voters is attached as Exhibit A.

**SECTION 4.** The vote requirement for the measure to pass is a majority (50%+1) of the votes cast.

**SECTION 5.** The County election department is authorized to canvass the returns of the Special Municipal Election. The election shall be held in all respects as if there were only one

election, and only one form of ballot shall be used. The election will be held and conducted in accordance with the provisions of law regulating the statewide election.

**SECTION 6.** The Board of Supervisors is requested to issue instructions to the County election department to take any and all steps necessary for the holding of the consolidated election.

**SECTION 7.** The City Council recognizes that additional costs will be incurred by the County by reason of this consolidation and agrees to reimburse the County for costs incurred upon presentation of a properly submitted bill.

**SECTION 8.** The City Clerk is hereby directed to file a certified copy of this resolution with the Board of Supervisors and the County election department of the County of Los Angeles.

**SECTION 9.** The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**APPROVED AND ADOPTED** this 3rd day of December, 2019.

---

Tony Wu  
Mayor

**APPROVED AS FORM**

**ATTEST**

---

Thomas P. Duarte  
City Attorney

---

Carrie Gallagher, CMC  
Assistant City Clerk

I, CARRIE GALLAGHER, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2019-96 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 3rd day of December, 2019, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Carrie Gallagher, CMC  
Assistant City Clerk

**EXHIBIT A**  
**PROPOSED ORDINANCE**

**ORDINANCE NO. \_\_\_\_\_**

**AN ORDINANCE OF THE CITY OF WEST COVINA  
ESTABLISHING A TRANSACTIONS AND USE TAX  
TO PRESERVE PUBLIC SAFETY SERVICES IN WEST COVINA**

WHEREAS, the City of West Covina is facing a massive budget crisis impacting the general municipal services for the West Covina community;

WHEREAS, one of the largest general fund expenditures is the funding of police, fire, and first-responder services for the West Covina community;

WHEREAS, an increase in a transactions and use tax would lessen the financial burden facing the City of West Covina general fund and, as a result, benefit all municipal services, such as police, fire, and first-responder services; and

WHEREAS, the goal of this ordinance is also to assure there is oversight on general fund expenditures and that such tax revenues generated herein are monitored to ensure the longevity of the general fund tax revenues for the benefit of the West Covina community.

NOW THEREFORE, the People of the City of West Covina does ordain as follows:

Section 1. TITLE. This ordinance shall be known as the City of West Covina Public Safety Preservation Transactions and Use Tax Ordinance. This ordinance increases the existing sales and use tax of nine and a half percent (9.50%) as of July 1, 2019 by a three-quarter of a percent (0.75%) to a sales and tax rate of ten and a quarter percent (10.25%). The City of West Covina hereinafter shall be called "City." This ordinance shall be applicable in the incorporated territory of the City.

Section 2. OPERATIVE DATE. "Operative Date" means the first day of the first calendar quarter commencing more than 110 days after the adoption of this ordinance, the date of such adoption being as set forth below.

Section 3. PURPOSE. This ordinance is adopted to preserve general municipal service for the City of West Covina, including, but not limited to, among other purposes, and directs that the provisions hereof be interpreted in order to accomplish those purposes:

A. To impose a retail transactions and use tax in accordance with the provisions of Part 1.6 (commencing with Section 7251) of Division 2 of the Revenue and Taxation Code and Section 7285.9 of Part 1.7 of Division 2 which authorizes the City to adopt this tax ordinance which shall be operative if a majority of the electors voting on the measure vote to approve the imposition of the tax at an election called for that purpose.

B. To adopt a retail transactions and use tax ordinance that incorporates provisions identical to those of the Sales and Use Tax Law of the State of California insofar as those provisions are not inconsistent with the requirements and limitations contained in Part 1.6 of Division 2 of the Revenue and Taxation Code.

C. To adopt a retail transactions and use tax ordinance that imposes a tax and provides a measure therefore that can be administered and collected by the California Department of Tax and Fee Administration in a manner that adapts itself as fully as practicable to, and requires the least possible deviation from, the existing statutory and administrative procedures followed by the California Department of Tax and Fee Administration in administering and collecting the California State Sales and Use Taxes.

D. To adopt a retail transactions and use tax ordinance that can be administered in a manner that will be, to the greatest degree possible, consistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, minimize the cost of collecting the transactions and use taxes, and at the same time, minimize the burden of record keeping upon persons subject to taxation under the provisions of this ordinance.

Section 4. CONTRACT WITH STATE. Prior to the operative date, the City shall contract with the California Department of Tax and Fee Administration to perform all functions incident to the administration and operation of this transactions and use tax ordinance; provided, that if the City shall not have contracted with the California Department of Tax and Fee Administration prior to the operative date, it shall nevertheless so contract and in such a case the operative date shall be the first day of the first calendar quarter following the execution of such a contract.

Section 5. TRANSACTIONS TAX RATE. For the privilege of selling tangible personal property at retail, a tax is hereby imposed upon all retailers in the incorporated territory of the City at the rate of a three quarter of a percent (0.75%) of the gross receipts of any retailer from the sale of all tangible personal property sold at retail in said territory on and after the operative date of this ordinance. For clarification, the existing rate of nine and a half percent (9.50%) would increase by three quarter of a percent (0.75%) to ten and a quarter percent (10.25%).

Section 6. PLACE OF SALE. For the purposes of this ordinance, all retail sales are consummated at the place of business of the retailer unless the tangible personal property sold is delivered by the retailer or his agent to an out-of-state destination or to a common carrier for delivery to an out-of-state destination. The gross receipts from such sales shall include delivery charges, when such charges are subject to the state sales and use tax, regardless of the place to which delivery is made. In the event a retailer has no permanent place of business in the State or has more than one place of business, the place or places at which the retail sales are consummated shall be determined under rules and regulations to be prescribed and adopted by the California Department of Tax and Fee Administration.

Section 7. USE TAX RATE. An excise tax is hereby imposed on the storage, use or other consumption in the City of tangible personal property purchased from any retailer on and after the operative date of this ordinance for storage, use or other consumption in said territory at the rate of a three-quarter percent (0.75%) of the sales price of the property. The sales price shall include delivery charges when such charges are subject to state sales or use tax regardless of the place to which delivery is made. For clarification, as with the transaction tax rate above, the existing rate of nine and a half percent (9.50%) would increase by three quarter of percent (0.75%) to ten and a quarter percent (10.25%).

Section 8. ADOPTION OF PROVISIONS OF STATE LAW. Except as otherwise provided in this ordinance and except insofar as they are inconsistent with the provisions of Part 1.6 of Division 2 of the Revenue and Taxation Code, all of the provisions of Part 1 (commencing

with Section 6001) of Division 2 of the Revenue and Taxation Code are hereby adopted and made a part of this ordinance as though fully set forth herein.

Section 9. LIMITATIONS ON ADOPTION OF STATE LAW AND COLLECTION OF USE TAXES. In adopting the provisions of Part 1 of Division 2 of the Revenue and Taxation Code:

A. Wherever the State of California is named or referred to as the taxing agency, the name of this City shall be substituted therefor. However, the substitution shall not be made when:

1. The word "State" is used as a part of the title of the State Controller, State Treasurer, State Treasury, or the Constitution of the State of California;

2. The result of that substitution would require action to be taken by or against this City or any agency, officer, or employee thereof rather than by or against the California Department of Tax and Fee Administration, in performing the functions incident to the administration or operation of this Ordinance.

3. In those sections, including, but not necessarily limited to sections referring to the exterior boundaries of the State of California, where the result of the substitution would be to:

a. Provide an exemption from this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not otherwise be exempt from this tax while such sales, storage, use or other consumption remain subject to tax by the State under the provisions of Part 1 of Division 2 of the Revenue and Taxation Code, or;

b. Impose this tax with respect to certain sales, storage, use or other consumption of tangible personal property which would not be subject to tax by the state under the said provision of that code.

4. In Sections 6701, 6702 (except in the last sentence thereof), 6711, 6715, 6737, 6797 or 6828 of the Revenue and Taxation Code.

B. The word "City" shall be substituted for the word "State" in the phrase "retailer engaged in business in this State" in Section 6203 and in the definition of that phrase in Section 6203.

1. "A retailer engaged in business in the District" shall also include any retailer that, in the preceding calendar year or the current calendar year, has total combined sales of tangible personal property in this state or for delivery in the State by the retailer and all persons related to the retailer that exceeds five hundred thousand dollars (\$500,000). For purposes of this section, a person is related to another person if both persons are related to each other pursuant to Section 267(b) of Title 26 of the United States Code and the regulations thereunder.

Section 10. PERMIT NOT REQUIRED. If a seller's permit has been issued to a retailer under Section 6067 of the Revenue and Taxation Code, an additional transactor's permit shall not be required by this ordinance.

Section 11. RENAMING OF EXISTING FINANCE & AUDIT COMMITTEE AS THE OVERSIGHT COMMITTEE AND MEMBERSHIP INCREASE FROM SEVEN TO NINE MEMBERS. The Audit Committee created by the City of West Covina pursuant to Resolution 2019-31, passed, approved, and adopted May 7, 2019, is amended, changed, modified, renamed and increased in membership as follows:

A. Section 1, paragraph 1 of Resolution 2019-31 is replaced by the following: “The City Council of the City of West Covina hereby renames the previously established City of West Covina Finance & Audit Committee as the Oversight Committee.”

B. All instances of the words “Audit Committee” or “Finance & Audit Committee” in Resolution 2019-31 are replaced by the words “Oversight Committee.”

C. Section 1, paragraph 3 of Resolution 2019-31 is replaced by the following: “The Oversight Committee shall consist of nine members: the City Treasurer, two City Council members, and six members of the public; two of the six members of the public shall be employees of the City of West Covina Police and Fire Departments, respectively, appointed by the recognized employee organization representing those respective employees of the City police and fire department; in the case of the employees of the City of West Covina Police Department, the appointments shall be made by the President of the West Covina Police Officers’ Association or such chair of the successor recognized employee organization for the City of West Covina Police Department; as to the City of West Covina Fire Department, the appointments shall be made by the chair of the city employee recognized employee organization representing those City fire department employees; should the City of West Covina Fire Department no longer be a part of the City of West Covina but the County of Los Angeles or such other special district outside the City, the President of the West Covina Police Officers’ Association shall make both appointments until such a relevant City of West Covina Fire Department employee bargaining unit or recognized employee organization returns to exist within the City.

D. The renaming and increase in membership of the committee created by Resolution 2019-31, as modified herein, does not limit the authority of the City Council to amend the powers or responsibilities of the Oversight Committee provided that such revisions are approved by the West Covina Police Officers’ Association prior to the effectiveness of any proposed amendments. The goal of this Section 13 is to ensure the West Covina Police Officers’ Association has adequate representation on the Oversight Committee and that it be consulted prior to any changes to said committee; approval of the West Covina Police Officers’ Association may be given in writing and signed by its President. The President of the West Covina Police Officers’ Association shall consult with the chair of the recognized employee organization of the City of West Covina Fire Department prior to submitting any approval.

E. In all other respects, the Oversight Committee is to function subject to the rules and regulations established by Resolution 2019-31 of the City Council for the City of West Covina as passed, approved, and adopted May 7, 2019, as it may be amended from time to time. Any conflicts between this Ordinance and said resolution shall be resolved in favor of upholding the goals of this Section 13.

Section 12. GENERAL TAX. The proceeds from the transactions and use tax imposed by this Ordinance shall be deposited in the general fund of the City and available for any lawful governmental purpose.



### Section 13. EXEMPTIONS AND EXCLUSIONS.

A. There shall be excluded from the measure of the transactions tax and the use tax the amount of any sales tax or use tax imposed by the State of California or by any city, city and county, or county pursuant to the Bradley-Burns Uniform Local Sales and Use Tax Law or the amount of any state-administered transactions or use tax.

B. There are exempted from the computation of the amount of transactions tax the gross receipts from:

1. Sales of tangible personal property, other than fuel or petroleum products, to operators of aircraft to be used or consumed principally outside the county in which the sale is made and directly and exclusively in the use of such aircraft as common carriers of persons or property under the authority of the laws of this State, the United States, or any foreign government.

2. Sales of property to be used outside the City which is shipped to a point outside the City, pursuant to the contract of sale, by delivery to such point by the retailer or his agent, or by delivery by the retailer to a carrier for shipment to a consignee at such point. For the purposes of this paragraph, delivery to a point outside the City shall be satisfied:

a. With respect to vehicles (other than commercial vehicles) subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, and undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code by registration to an out-of-City address and by a declaration under penalty of perjury, signed by the buyer, stating that such address is, in fact, his or her principal place of residence; and

b. With respect to commercial vehicles, by registration to a place of business out-of-City and declaration under penalty of perjury, signed by the buyer, that the vehicle will be operated from that address.

3. The sale of tangible personal property if the seller is obligated to furnish the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. A lease of tangible personal property which is a continuing sale of such property, for any period of time for which the lessor is obligated to lease the property for an amount fixed by the lease prior to the operative date of this ordinance.

5. For the purposes of subparagraphs (3) and (4) of this section, the sale or lease of tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

C. There are exempted from the use tax imposed by this ordinance, the storage, use or other consumption in this City of tangible personal property:

1. The gross receipts from the sale of which have been subject to a transactions tax under any state-administered transactions and use tax ordinance.

2. Other than fuel or petroleum products purchased by operators of aircraft and used or consumed by such operators directly and exclusively in the use of such aircraft as common carriers of persons or property for hire or compensation under a certificate of public convenience and necessity issued pursuant to the laws of this State, the United States, or any foreign government. This exemption is in addition to the exemptions provided in Sections 6366 and 6366.1 of the Revenue and Taxation Code of the State of California.

3. If the purchaser is obligated to purchase the property for a fixed price pursuant to a contract entered into prior to the operative date of this ordinance.

4. If the possession of, or the exercise of any right or power over, the tangible personal property arises under a lease which is a continuing purchase of such property for any period of time for which the lessee is obligated to lease the property for an amount fixed by a lease prior to the operative date of this ordinance.

5. For the purposes of subparagraphs (3) and (4) of this section, storage, use, or other consumption, or possession of, or exercise of any right or power over, tangible personal property shall be deemed not to be obligated pursuant to a contract or lease for any period of time for which any party to the contract or lease has the unconditional right to terminate the contract or lease upon notice, whether or not such right is exercised.

6. Except as provided in subparagraph (7), a retailer engaged in business in the City shall not be required to collect use tax from the purchaser of tangible personal property, unless the retailer ships or delivers the property into the City or participates within the City in making the sale of the property, including, but not limited to, soliciting or receiving the order, either directly or indirectly, at a place of business of the retailer in the City or through any representative, agent, canvasser, solicitor, subsidiary, or person in the City under the authority of the retailer.

7. "A retailer engaged in business in the City" shall also include any retailer of any of the following: vehicles subject to registration pursuant to Chapter 1 (commencing with Section 4000) of Division 3 of the Vehicle Code, aircraft licensed in compliance with Section 21411 of the Public Utilities Code, or undocumented vessels registered under Division 3.5 (commencing with Section 9840) of the Vehicle Code. That retailer shall be required to collect use tax from any purchaser who registers or licenses the vehicle, vessel, or aircraft at an address in the City.

D. Any person subject to use tax under this ordinance may credit against that tax any transactions tax or reimbursement for transactions tax paid to a district imposing, or retailer liable for a transactions tax pursuant to Part 1.6 of Division 2 of the Revenue and Taxation Code with respect to the sale to the person of the property the storage, use or other consumption of which is subject to the use tax.

Section 14. AMENDMENTS. All amendments subsequent to the effective date of this ordinance to Part 1 of Division 2 of the Revenue and Taxation Code relating to sales and use taxes and which are not inconsistent with Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, and all amendments to Part 1.6 and Part 1.7 of Division 2 of the Revenue and Taxation Code, shall be deemed to have been adopted by the City Council on the date of the ordinance.

Taxation Code, shall automatically become a part of this ordinance, provided however, that no such amendment shall operate so as to affect the rate of tax imposed by this ordinance.

Section 15. ENJOINING COLLECTION FORBIDDEN. No injunction or writ of mandate or other legal or equitable process shall issue in any suit, action or proceeding in any court against the State or the City, or against any officer of the State or the City, to prevent or enjoin the collection under this ordinance, or Part 1.6 of Division 2 of the Revenue and Taxation Code, of any tax or any amount of tax required to be collected.

Section 16. SEVERABILITY. If any provision of this ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

PASSED, APPROVED, AND ADOPTED by the People of the City of West Covina, by the following vote:

AYES:

NOES:

ABSENT:

---

Mayor

Attest: \_\_\_\_\_  
City Clerk

**RESOLUTION NO. 2019-97**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY  
OF WEST COVINA, CALIFORNIA, DIRECTING THE CITY  
ATTORNEY TO PREPARE AN IMPARTIAL ANALYSIS  
AND SETTING DEADLINES FOR THE SUBMISSION OF  
ARGUMENTS IN CONNECTION WITH THE MARCH 3,  
2020 SPECIAL MUNICIPAL ELECTION**

**WHEREAS**, a Special Municipal Election is to be held in the City of West Covina, California, on March 3, 2020, at which there will be submitted to the voters the following question

Shall the ordinance establishing a three-quarter percent (0.75%) local sales tax (transactions and use tax) that will raise approximately \$9.7 million annually for the City's general fund until ended by voters and establishing an Oversight Committee, be adopted?	<b>YES</b>
	<b>NO</b>

**WHEREAS**, the City Council desires to take certain actions with respect to that election and that ballot measure.

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

**SECTION 1.** The Assistant City Clerk shall accept ballot arguments in favor of and against the measure in the manner required by law. If more than one argument for or against the measure is submitted to the Assistant City Clerk, the Assistant City Clerk shall select one of the arguments in favor and one against the measure for printing and distribution to the voters in accordance with the order specified in Elections Code section 9287. The arguments may be changed or withdrawn until and including **5:30 p.m. on December 11, 2019**, the date fixed by the Assistant City Clerk after which no arguments for or against the measure may be submitted to the Assistant City Clerk.

**SECTION 2.** The deadline for submitting written arguments to the Assistant City Clerk is **5:30 p.m. on December 11, 2019**. The arguments shall be filed with the Assistant City Clerk, signed, with the printed name(s) and signature(s) of the author(s) submitting it, or if submitted on behalf of an organization, the name of the organization, and the printed name and signature of at least one of its principal officers who is the author of the argument. The arguments shall be accompanied by the Form of Statement To Be Filed By Author(s) of Argument, attached hereto as Exhibit A.

**SECTION 3.** Pursuant to Elections Code section 9280, the City Council directs the Assistant City Clerk to transmit a copy of the proposed measure to the City Attorney. The City Attorney shall prepare an impartial analysis of the measure, not to exceed 500 words in length, showing the effect of the measure on the existing law and the operation of the measure, and

transmit such impartial analysis to the Assistant City Clerk by **5:30 p.m. on December 11, 2019.**

**SECTION 4.** The City Council hereby repeals any prior action taken by the City Council pursuant to Elections Code section 9285 or other applicable law to authorize the filing of rebuttal arguments. Rebuttal arguments are not authorized for the March 3, 2020 election.

**SECTION 5.** The City Clerk shall certify to the passage and adoption of this resolution and enter it into the book of original resolutions.

**APPROVED AND ADOPTED** this 3rd day of December, 2019.

---

Tony Wu  
Mayor

**APPROVED AS FORM**

**ATTEST**

---

Thomas P. Duarte  
City Attorney

---

Carrie Gallagher, CMC  
Assistant City Clerk

I, CARRIE GALLAGHER, ASSISTANT CITY CLERK of the City of West Covina, California, do hereby certify that the foregoing Resolution No. 2019-97 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof held on the 3rd day of December, 2019, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Carrie Gallagher, CMC  
Assistant City Clerk

**EXHIBIT A**  
**ARGUMENT FORM**



## ARGUMENT AND REBUTTAL FORM

ELECTION DATE: \_\_\_\_\_ MEASURE I.D. (if any): \_\_\_\_\_

JURISDICTION: \_\_\_\_\_

(Please mark (x) in the appropriate box)

<input type="checkbox"/> Argument in Favor	<input type="checkbox"/> Argument Against
<input type="checkbox"/> Rebuttal to Argument Against	<input type="checkbox"/> Rebuttal to Argument in Favor

Statements will be printed in uniform type, style and spacing. Use block paragraphs and single space format. Text submitted indented or centered will be typeset in block paragraph form. **Entire statements in all capital letters are not acceptable. Indentations, circles, stars, dots, italics and/or bullets cannot be accommodated.** However, you may use dashes/hyphens. Words to be printed in **boldface type**, underscored and/or CAPITALIZED are to be clearly indicated. Any combinations of enhanced words are counted as one word. All statements should be checked by the authors for spelling and punctuation as the elections official is not permitted to edit any material contained therein. **NOTE:** Rebuttal arguments are not direct arguments. For example, a rebuttal to a direct argument in favor of a measure is NOT a direct argument against a measure. Please also note that rebuttal arguments are allowed only when both a direct argument for AND against a measure are filed.

### ALL AUTHORS MUST SIGN ON THE REVERSE SIDE

Please attach typed statement to this form. Statements should be typed in upper and lower case letters. Statement will be typeset in the Official Sample Ballot Booklet using TIMES NEW ROMAN font in 11 point size. However, statements can be submitted using any standard font.

---

**DECLARATION BY AUTHOR(S) OF ARGUMENTS OR REBUTTALS**  
(Elections Code Section 9600)

All arguments concerning measures filed pursuant to Division 9 of the Elections Code shall be accompanied by the following declaration to be signed by each author of the argument/rebuttal. Names and titles listed will be printed in the Voter Information portion of the Official Sample Ballot Booklet in the order provided below.

The undersigned author(s) of the:

☐ Argument in Favor  
☐ Argument Against

☐ Rebuttal to Argument Against  
☐ Rebuttal to Argument in Favor

of ballot measure \_\_\_\_\_ at the \_\_\_\_\_  
(name and/or letter) (title of election)

election for the \_\_\_\_\_ to be held on

\_\_\_\_\_ hereby state that such argument is true and correct to the  
(date)

best of his/her/their knowledge and belief.

1.	_____ Printed Name	_____ Signature
	_____ Title to Appear on Argument	_____ Date
2.	_____ Printed Name	_____ Signature
	_____ Title to Appear on Argument	_____ Date
3.	_____ Printed Name	_____ Signature
	_____ Title to Appear on Argument	_____ Date
4.	_____ Printed Name	_____ Signature
	_____ Title to Appear on Argument	_____ Date
5.	_____ Printed Name	_____ Signature
	_____ Title to Appear on Argument	_____ Date

**IMPORTANT FILING INFORMATION:** I, \_\_\_\_\_ am the designated filer of the above titled argument/rebuttal. Please notify me of any questions pertaining to this filing. Below is my contact information.

Mailing Address: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_ Daytime \_\_\_\_\_ Evening \_\_\_\_\_ Fax \_\_\_\_\_

**OFFICE USE ONLY**

Time Stamp

Word Counts

NUMBER OF WORDS:	
PROJECT CODE NUMBER:	
ELECTION DEPUTY:	





## AGENDA STAFF REPORT

---

City of West Covina | Office of the City Manager

**DATE:** December 3, 2019

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF MINUTES OF THE OCTOBER 8, 2019 TRAFFIC COMMITTEE MEETING**

---

### RECOMMENDATION:

It is recommended that the City Council receive and file the attached minutes of the Traffic Committee meeting of October 8, 2019.

### DISCUSSION:

None.

**Prepared by:** Jana Robbins, Project Manager

---

### Fiscal Impact

#### FISCAL IMPACT:

None.

---

### Attachments

Attachment No. 1 - October 8, 2019 Traffic Committee Minutes

---

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



# CITY OF WEST COVINA

## Traffic Committee Regular Meeting

### MEETING MINUTES FROM OCTOBER 8, 2019

**Meeting Name:** Traffic Committee Regular Meeting

**Date:** Tuesday, October 8, 2019

**Time:** 3:00 p.m.

**Location:** West Covina City Hall, Community Room, 1<sup>st</sup> Floor

**Attendees:** **City Staff:** Sergeant Brian Daniels (Police Department Traffic Committee Representative), Officer Robert Nyquist (Police Department Traffic Committee Representative), Miguel Hernandez (Public Works Project Supervisor), Michael Ackerman (Contract City Engineer), Jana Robbins (Contract Traffic Engineering/Planning), Melissa Demirci (Contract Traffic Engineering/Planning)

**Residents:** No residents attended the meeting.

**1. Call to Order:** Meeting was called to order at 3:00 PM

#### **2. Previous Traffic Committee Items**

- a. Review and Approval of Items from the Previous Traffic Committee Meeting on Tuesday, September 10, 2019
  - i. Signage for Parking Restrictions during Street Sweeping on Dee Lane between Woodgate Drive to the end of cul-de-sac (north of Delores Street) was Approved at the Traffic Committee Meeting on Tuesday, September 10, 2019
  - ii. Attendees at the Tuesday, September 10, 2019 Traffic Committee Meeting: Sergeant Brian Daniels (Police Department Traffic Committee Representative), Corporal Mike Weathermon (Police Department Traffic Committee Representative), Miguel Hernandez (Public Works Project Supervisor), Michael Ackerman (Contract City Engineer), Jana Robbins (Contract Traffic Engineering/Planning)

#### **3. New Traffic Committee Items**

- a. Crosswalk Information at Butterfield Road and Merced Avenue
  - i. A PowerPoint presentation was presented as a file and receive on information about Rectangular Rapid Flashing Beacons (RRFBs) at certain crosswalks including those that have been installed at Butterfield Road and Merced Avenue. The presentation also discussed the older in-road crosswalk light systems currently at specific crosswalks in the City. It was noted that the installation of all traffic control devices on public streets are guided by the California Manual on Uniform Traffic Control Devices (CAMUTCD), the California Vehicle Code (CVC) and engineering judgement and that crosswalk enhancements would fall under these guidelines. During the presentation it was explained that the City is currently in the process of removing the older in-road crosswalk light systems, not the crosswalks themselves just the system, at locations where RRFB systems were previously installed.

These locations include the Puente/Nora intersection as well as the following:

- 1. Merced Avenue and Butterfield Road
- 2. Vine Avenue and Glenn Alan Avenue
- 3. Merced Avenue southeast of Orange Avenue
- 4. Rowland Avenue and Neil Street
- 5. Puente Avenue and Nora Avenue



# CITY OF WEST COVINA

## Traffic Committee Regular Meeting

### MEETING MINUTES FROM OCTOBER 8, 2019

---

#### 6. Badillo Street and David Court

In addition, it was explained that the City is currently reviewing other locations that have older in-road crosswalk light systems in place and based on engineering judgement, California Manual on Uniform Traffic Control Devices (CAMUTCD), the California Vehicle Code (CVC), the City will determine the appropriate traffic applications to replace each older in-road crosswalk light system. This could include upgraded signage as well as striping. These locations include:

1. Willow Avenue and Farlington Street
2. Barranca Street and Sunset Hill Drive
3. Cameron Avenue and Pima Avenue
4. Workman Avenue and Phillips Avenue
5. Glendora Avenue southwest of Christopher Street
6. Sunset Avenue and Rowland Avenue

#### 4. Audience Comments on Items Not on Agenda: None.

#### 5. Committee Member Comments on Items Not on Agenda: None.

#### 6. Adjourn: Meeting adjourned at 3:08pm

# Traffic Committee Meeting

City of West Covina  
Tuesday, October 8, 2019





# Upgraded Crosswalk Systems

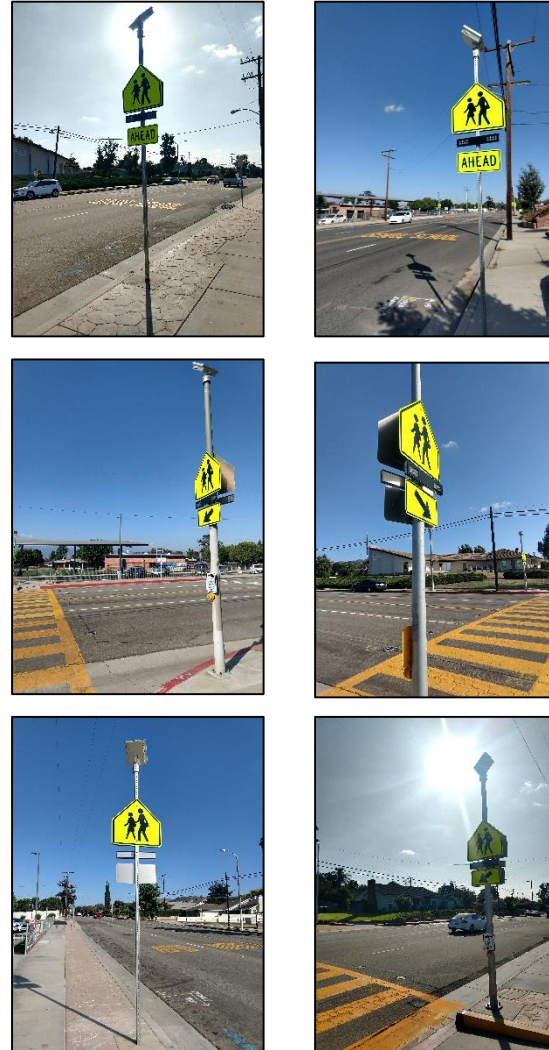
## Upgraded Crosswalk System at Butterfield Road & Merced Avenue

- ✓ New Rectangular Rapid Flashing Beacons (RRFB) have been installed at the uncontrolled crosswalk on Merced Avenue at Butterfield Road with the following traffic control items:
  - Double sided pedestrian crossing signage with downward facing arrows pointing to the crosswalk
  - RRFB pedestrian signage ahead of the crosswalk for both approaches
  - Shark teeth yield lines ahead of the crosswalk for both approaches with yield to pedestrian signage for vehicles to stop at when a pedestrian is crossing

## Older In-Road Crosswalk Light Systems

- ✓ The City is currently in the process of removing the older in-road crosswalk light systems at locations where RRFB systems were installed.
- ✓ The City is currently reviewing other locations that have older in-road crosswalk light systems in place. Based on engineering judgement, California Manual on Uniform Traffic Control Devices (CAMUTCD), the California Vehicle Code (CVC), the City will determine the traffic applications to replace each older in-road crosswalk light system. This could include upgraded signage and striping.

## SIGNAGE AT CROSSWALK



## WESTBOUND VIEW



## EASTBOUND VIEW

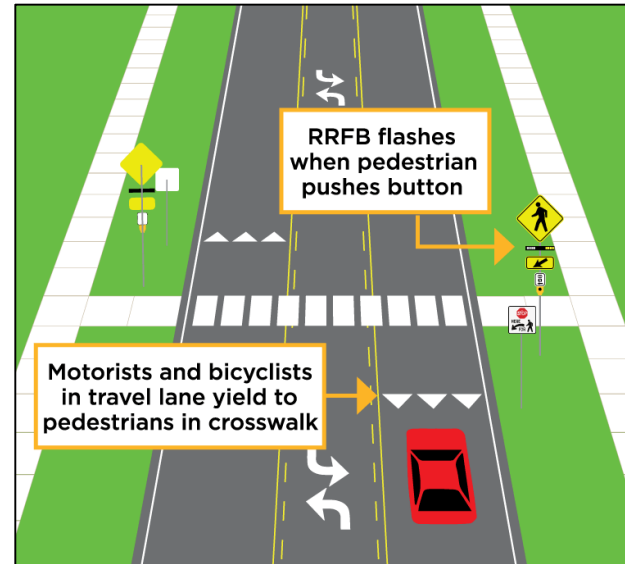


# Rectangular Rapid Flash Beacons (RRFB)

## WHAT IS AN RRFB?

- ✓ An RRFB is a pedestrian-actuated crosswalk enhancement to supplement standard pedestrian crossing warning signs at uncontrolled marked crosswalks.
  - Uncontrolled means the approach to the crosswalk is not controlled by a YIELD sign, STOP sign, or traffic control signal.
- ✓ RRFB enhances safety by reducing crashes between vehicles and pedestrians by increasing driver awareness of potential pedestrian conflicts.
- ✓ FHWA research on RRFBs show that pedestrian crashes are reduced by **47%**
- ✓ RRFBs are supplement warning signs at uncontrolled crosswalks. They can be activated by pedestrians manually by a push button. RRFBs use an irregular flash pattern that is similar to emergency flashers on police vehicles.

## CONCEPTUAL OF HOW THE RRFB SYSTEM WORKS



## FHWA FLYER ON RRFBs

### Rectangular Rapid-Flashing Beacon (RRFB)

**SAFE TRANSPORTATION FOR EVERY PEDESTRIAN**  
COUNTERMEASURE TECH SHEET

Multiple lanes of traffic create challenges for pedestrians crossing at unsignalized locations.

RRFBs can make crosswalks and/or pedestrians more visible at a marked crosswalk.

RRFBs can reduce pedestrian crashes by **47%**

**FEATURES:**

- Enhanced warning improves motorist yielding

**OFTEN USED WITH:**

- Crosswalk visibility enhancements
- Pedestrian refuge island
- Advance STOP or YIELD markings and signs

RRFBs are pedestrian-actuated conspicuity enhancements used in combination with a pedestrian, school, or trail crossing warning sign to improve safety at uncontrolled, marked crosswalks. The device includes two rectangular-shaped yellow indications, each with an LED-array-based light source, that flash with high frequency when activated.

The RRFB is a treatment option at many types of established pedestrian crossings. Research indicates RRFBs can result in motorist yielding rates as high as 98 percent at marked crosswalks. However, yielding rates as low as 19 percent have also been noted. Compliance rates varied most per the city location, posted speed limit, crossing distance, and whether the road was one- or two-way. RRFBs are particularly effective at multilane crossings with speed limits less than 40 mph. Consider the Pedestrian Hybrid Beacon (PHB) instead for roadways with higher speeds. FHWA's *Guide for Improving Pedestrian Safety at Uncontrolled Crossing Locations* (HSA-17-072) provides specific conditions where practitioners should strongly consider the PHB instead of the RRFB.

U.S. Department of Transportation  
Federal Highway Administration

Safe Roads for a Safer Future  
Investment in making safety cases clear

EDC

June 2018, Updated

# Crossing Locations That Will Be Updated



The installation of all traffic control devices on public streets are guided by the **California Manual on Uniform Traffic Control Devices (CAMUTCD)**, the **California Vehicle Code (CVC)** and engineering judgement. Crosswalk enhancements would fall under these guidelines.

## RRFB Locations

- ✓ The City is currently in the process of removing the older in-road crosswalk light systems at locations where RRFB systems were installed.
- ✓ These locations include:
  - 1) Merced Avenue and Butterfield Road
  - 2) Vine Avenue and Glenn Alan Avenue
  - 3) Merced Avenue southeast of Orange Avenue
  - 4) Rowland Avenue and Neil Street
  - 5) Puente Avenue and Nora Avenue
  - 6) Badillo Street and David Court

## Older In-Road Crosswalk Light Systems

- ✓ The City is currently reviewing other locations that have older in-road crosswalk light systems in place. Based on engineering judgement, California Manual on Uniform Traffic Control Devices (CAMUTCD), the California Vehicle Code (CVC), the City will determine the traffic applications to replace each older in-road crosswalk light system. This could include upgraded signage and striping.
- ✓ These locations include:
  - 1) Willow Avenue and Farlington Street
  - 2) Barranca Street and Sunset Hill Drive
  - 3) Cameron Avenue and Pima Avenue
  - 4) Workman Avenue and Phillips Avenue
  - 5) Glendora Avenue southwest of Christopher Street
  - 6) Sunset Avenue and Rowland Avenue





# General Tips and Guidelines for Pedestrians, Motorist, & Cyclists



## P E D E S T R I A N S

### Be Aware, Albert, and Visible

- ✓ Never assume a driver sees you.
- ✓ Continuously make eye contact with drivers before and during crossing to make sure they see you.
- ✓ Don't be distracted by devices that take your eyes and ears off the road, especially at intersections.
- ✓ Like walkers, runners should run against traffic, cross at crosswalks whenever available, and obey crosswalk indications. Wear bright, reflective clothes so drivers can see you.
- ✓ Carry a flashlight when walking at night.

### Use Sidewalks or No Sidewalks

- ✓ Walk on sidewalks whenever they're available.
- ✓ No sidewalk? Walk facing oncoming traffic as far from traffic as possible.

### Use Crosswalks and Obey Crosswalk Indications

- ✓ Cross streets at crosswalks or intersections whenever possible.
- ✓ Do not start to cross a street with a blinking red hand or don't walk sign.

### No Crosswalk? Yield to Traffic

- ✓ Pedestrians walking outside a marked or unmarked crosswalk must yield to all other traffic when they cross.

### Remember runners are pedestrians too.



## B I C Y C L I S T S

### Follow the Rules of the Road

- ✓ Always ride on the right in the direction of traffic. A person riding a bicycle is subject to the same rules as driving motor vehicle. Ride as far to the right as is safe.

### Be Visible

- ✓ Wear bright clothes during the day and reflective materials at night and when visibility is low. Reflectors aren't enough for safe riding at night or in dim conditions. Always ride with lights at night.

### Be Predictable

- ✓ Ride in a straight, predictable manner. Don't weave, swerve, or stop suddenly. Scan ahead for drains, potholes, debris, or railroad tracks. Give yourself time to go around them safely.

### Signal all Turns

- ✓ Use proper hand signals in advance to tell others where you are going.

### Stay Out of the "Door Zone"

- ✓ Ride 3-4 feet away from parked cars so you don't get hit by an opening car door.

### Alert Others That You're Approaching or Passing

- ✓ Use a bell or call ahead with a friendly greeting, such as "passing on your left." Cyclists must yield to pedestrians in or at crosswalks

### Don't Ride Distracted

- ✓ Distracted riding is dangerous riding. Wait to use your cellphone until you're off the road. Riding with headphones is unsafe if you're distracted and can't hear other road users.

### Wear a Helmet Correctly on Every Ride



## M O T O R I S T S

### Please Slow Down

- ✓ Obey all speed limits. A pedestrian hit by a car going 40 mph has an 85% chance of being killed. At 20 mph the risk is 5%. Drive at a speed that's safe for all.

### Expect Cyclists, Walkers, Runners And Others On The Road

- ✓ Watch for pedestrians and cyclists everywhere. Cyclists have the same rights and responsibilities as drivers.

### Come To A Complete Stop At Stop Signs And Red Lights

- ✓ Signal your turns and look both ways before changing lanes, turning, or exiting/entering at driveways. Expect the unexpected around curves and over hills where visibility is limited.

### Yield To Pedestrians At Or In Any Crosswalk

- ✓ Every intersection is a crosswalk, even if it's not marked. "Yield" means slow down or stop. Stop well back from the crosswalk so other drivers can see pedestrians crossing. Never pass vehicles stopped at a crosswalk there could be pedestrians crossing in front of a stopped vehicle.

### Be Vigilant At Intersections

- ✓ For left turns, yield to oncoming cyclists. For right turns, always check for cyclists behind you to avoid cutting them off. Assume cyclists are traveling straight unless they signal otherwise or are in a turn lane.

### Mind The Door Zone

- ✓ Check for approaching cyclists before opening your car door so you don't hit them. Opening the door with your right hand helps you look over your left shoulder for cyclists.





# DISCUSSION & QUESTIONS



## AGENDA STAFF REPORT

---

City of West Covina | Office of the City Manager

**DATE:** December 3, 2019

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT:** **CONSIDERATION OF GOVERNMENT TORT CLAIMS**

---

### RECOMMENDATION:

It is recommended that the City Council deny the following Government Tort Claims and the claimants to be notified:

1. Arsenio Valentin & Samuel Ortega vs. City of West Covina
2. Thom Nguyen vs. City of West Covina

### BACKGROUND:

The Tort Claims Act governs the filing of claims against a government entity. The Tort Claims Act is found in Division 3.6 of the California Government Code, Govt. Code §§ 810 et seq. Typically, one must first give written notice within six (6) months of the injury or discovery of the injury before filing an actual lawsuit in a California superior court, giving the governmental agency time to settle the claim.

### DISCUSSION:

As all claims should be considered potential lawsuits, it is requested that all Councilmembers refrain from making specific public comments so as not to prejudice any claim. Specific questions should be referred to the City Attorney.

**Prepared by:** Helen Tran, Director of HR/Risk Management

---

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



## AGENDA STAFF REPORT

---

City of West Covina | Office of the City Manager

**DATE:** December 3, 2019

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION TO INSTALL A TRAFFIC SIGNAL SYSTEM AND OTHER TRAFFIC CALMING IMPROVEMENTS AT THE INTERSECTION OF CITRUS STREET AND CAMERON AVENUE**

---

### RECOMMENDATION:

Based on the California Manual on Uniform Traffic Control Devices (CAMUTCD), the California Vehicle Code (CVC), CAMUTCD Traffic Signal Warrants 1, 2, 3 and 7, traffic engineering reports and engineering judgment, it is recommended that the City Council:

1. Approve the installation of a traffic signal at the intersection of Citrus Street and Cameron Avenue; and,
2. Approve Option 3 (below): Signalize Citrus Street and Cameron Avenue intersection. For this option there would be no left turn pockets installed for any direction. All directions would have their own cycle, and the intersection would be "split phase" for each direction which means each direction would have its own separate cycle. For example, the northbound left turn, through, and right turn would go as one cycle while all other directions are on red, then the southbound left turn, through, and right turn would go while all other directions are on red, etc. The current lane configuration that is existing in the field would remain; and
3. Approve the installation of traffic calming measures along Cameron Avenue between Hollenbeck Avenue and Citrus Street which include the installation of white side stripes to visually narrow the lanes and the installation of speed feedback signage with pavement legends.

### BACKGROUND:

A Traffic Signal Warrant Analysis was conducted by Willdan Engineering (former City Engineer). Based on the Warrant study, they have recommended that a traffic signal be installed at the subject location of Citrus Street at Cameron Avenue. Willdan Engineering prepared the Traffic Signal Warrant Analysis for the Intersection of Cameron Avenue and Citrus Street, (Technical Memorandum dated: March 22, 2019). Per Willdan Engineering, this technical memorandum is summarized as follows:

"This analysis only studied Warrant 1, the Eight Hour Vehicular Warrant. Only one of the 9 traffic signal warrants must be met to be warranted for a traffic signal. Based on the technical memorandum, the Eight Hour Vehicular Warrant was met and no further warrant analysis needed to be done. Therefore, we recommend the installation of a traffic signal at the intersection of Cameron Avenue at Citrus Street. Based on this study satisfying Warrant 1, and engineering judgment, the installation of a traffic signal at the intersection of Cameron Avenue and Citrus Street is recommended at this time."

The City of West Covina held two public meetings where information on the proposed traffic signal at Citrus Street and Cameron Avenue was presented. The two public meetings were as follows:

1. Traffic Committee Meeting: This meeting was held on June 11, 2019 at 3:00 p.m. The City's Traffic Engineering staff (Willdan Engineering), Engineering staff representative and Police representative were present for this meeting. One of the items was the consideration of the proposed installation of a traffic signal at the intersection of Cameron Avenue and Citrus Street. The Traffic Committee reviewed the item and recommended that a community workshop be held to address resident's concern before a decision for a signal was made. The sign-in sheet for that meeting is provided as Attachment No. 2.
2. Community Workshop Meeting: This meeting was held on August 13, 2019 at the City's Senior Center. At the Workshop, the City's Traffic Engineering staff, Willdan Engineering and City staff, discussed various options with the residents regarding the proposed traffic signal at Cameron Avenue and Citrus Street. The sign-in sheet for the community meeting is provided as Attachment No. 3.

## **DISCUSSION:**

The installation of all traffic control devices on public streets are guided by the California Manual on Uniform Traffic Control Devices (CAMUTCD), the California Vehicle Code (CVC) and engineering judgment. Installation of traffic signals would fall under these guidelines. Transtech Engineers, Inc. serves as the current contracted City Engineer. Transtech completed a review of the Traffic Signal Warrant Analysis Technical Memorandum and Study prepared by Willdan Engineering as well as a review of the two community meetings held prior to being hired as the City Engineer. As part of this review, Transtech did the following:

- Conducted and collected additional vehicular and pedestrian count data for peak hour turning movements,
- Conducted a level of service (LOS) analysis for various scenarios, and
- Reviewed the accident history for the intersection of Citrus Street and Cameron Avenue.

In response to the feedback from the two public meetings, Transtech also analyzed Traffic Calming Options that could be implemented along Cameron Avenue. As a result, it was found that the intersection also met Warrant 2: Four Hour Vehicular Volume, Warrant 3: Peak Hour Volume Warrant, and Warrant 7: Crash Experience Warrant in addition to the Warrant 1: Eight Hour Vehicular Count. Installation of a Traffic Signal will provide a safer option by addressing the broadside accidents, assign right of way for traffic movements and provide an assigned time for pedestrians to cross with the flow of traffic. Based on the analysis of the intersection, the following three options were identified.

**Option 1:** The Citrus Street and Cameron Avenue intersection would be signalized. The intersection would have left turn pockets in each direction eastbound, westbound, southbound, and northbound (on Cameron Avenue and on Citrus Street). The eastbound and westbound directions (on Cameron Avenue) would have left turn arrows, this is commonly referred to as "protected left turn phasing" where both directions would turn left at the same time. The northbound and southbound directions (on Citrus Street) would have no left turn arrows but would yield at the green light and turn when there is a break in traffic, this is commonly referred to as "permitted phasing for left turns". *This option would require that parking be eliminated at houses near the intersection and red curbed. For vehicle traffic efficiency and safety, this is the most effective option as the traffic signal cycle time would be the shortest and there would be left turn arrows on Cameron Avenue.*

**Option 2:** The Citrus Street and Cameron Avenue intersection would be signalized. The eastbound and westbound directions (on Cameron Avenue) would have left turn pockets and left turn arrows, this is commonly referred to as "protected left turn phasing" where both directions would turn left at the same time. The northbound and southbound directions (on Citrus Street) would have no left turn pockets but would have "split phasing" which would mean that each direction would have their own separate cycle. For example, the northbound left turn, through and right turn would have their own cycle while all other directions are on red, and then the southbound left turn, through and right turn would go on their own cycle while all other directions are on red. *This option also requires that parking be eliminated at houses near the intersection and red curbed. For vehicle efficiency, this is the second most effective option as it allows for left turn arrows on Cameron Avenue.*

**Option 3:** The Citrus Street and Cameron Avenue intersection would be signalized. For this option there would be no left turn pockets installed for any direction. All directions would have their own cycle, and the intersection would be “split phase” for each direction which means each direction would have its own separate cycle. For example, the northbound left turn, through, and right turn would go as one cycle while all other directions are on red, then the southbound left turn, through, and right turn would go while all other directions are on red, etc. The current lane configuration that is existing in the field would remain. *This option would not require additional red curb thus will not eliminate additional parking at houses near the intersection. For neighboring residents, this is the most effective option as it continues to allow some on-street parking. However, it increases the traffic signal cycle time and eliminates the ability to have turn pockets and left turn arrows.*

As noted, staff is recommending option 3 because it has the fewest impacts on the existing neighborhood. Through this outreach process residents identified additional traffic calming needs along Cameron Avenue. If the City Council determines to install a traffic signal, staff will work to install traffic calming measures along Cameron Avenue between Hollenbeck Avenue and Citrus Street which include the installation of white side stripes to visually narrow the lanes and the installation of speed feedback signage with pavement legends.

#### **OPTIONS:**

The City Council has the following options:

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

---

#### **Fiscal Impact**

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

In the City's Capital Improvement Program budget, \$250,000 has been allocated for this project. Following direction received from City Council on various design scenarios, staff will finalize the project estimate with the design engineer and coordinate necessary appropriations for the project budget with City Council's concurrence.

---

#### **Attachments**

Attachment No. 1 - Citrus Street and Cameron Avenue Traffic Study

Attachment No. 2 - Traffic Committee Sign-in Sheet

Attachment No. 3 - Community Meeting Sign-in Sheet

---



**TO:** City of West Covina  
**FROM:** Transtech Engineers, Inc.  
**DATE:** November 12, 2019  
**SUBJECT:** **TRAFFIC ENGINEERING REVIEW AND STUDY OF THE PROPOSED TRAFFIC SIGNAL AT THE INTERSECTION OF CITRUS STREET AND CAMERON AVENUE AND OTHER TRAFFIC CALMING MEASURES**

## INTRODUCTION

The City of West Covina is considering the installation of a traffic signal for the intersection of Citrus Street and Cameron Avenue. Transtech Engineers, Inc. serves as the current contracted City Engineer to the City of West Covina and has completed a review of the Traffic Signal Warrant Analysis Technical Memorandum and Study prepared by Willdan Engineering dated March 22, 2018. As part of this review Transtech has also conducted and collected additional vehicular and pedestrian count data for peak hour turning movements, conducted a level of service (LOS) analysis for various scenarios, as well as reviewed the accident history for the intersection of Citrus Street and Cameron Avenue. The installation of all traffic control devices on public streets are guided by the California Manual on Uniform Traffic Control Devices (CAMUTCD), the California Vehicle Code (CVC) and engineering judgement. Installation of traffic signals would fall under these guidelines. Please refer to **Figure 1** which provides a vicinity map of existing conditions for the subject intersection and surrounding area. Please refer to **Figure 2** for an aerial view of the subject intersection.

**Figure 1: Vicinity Map of Existing Conditions at Citrus Street and Cameron Avenue**

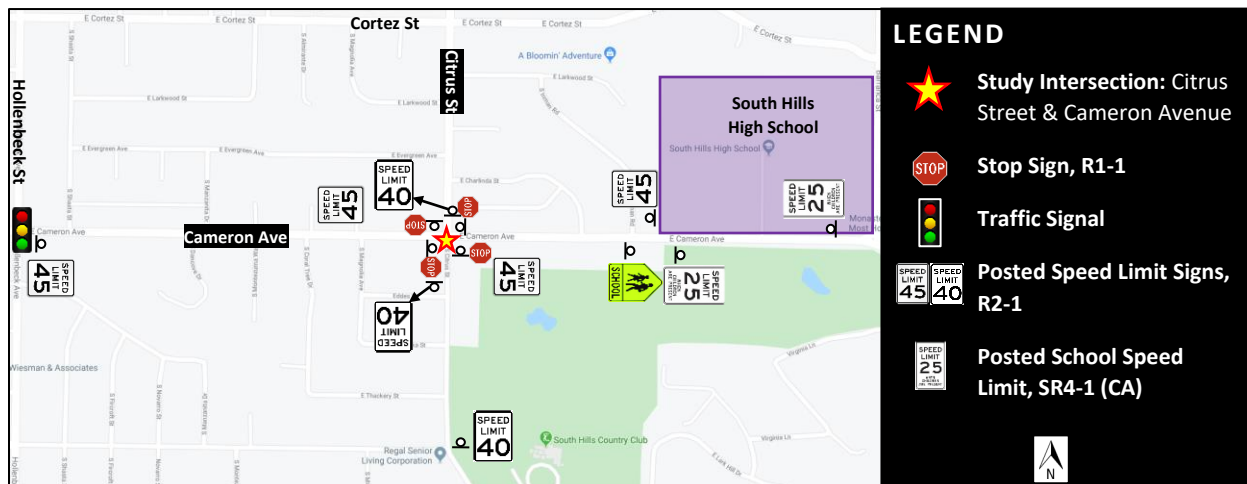
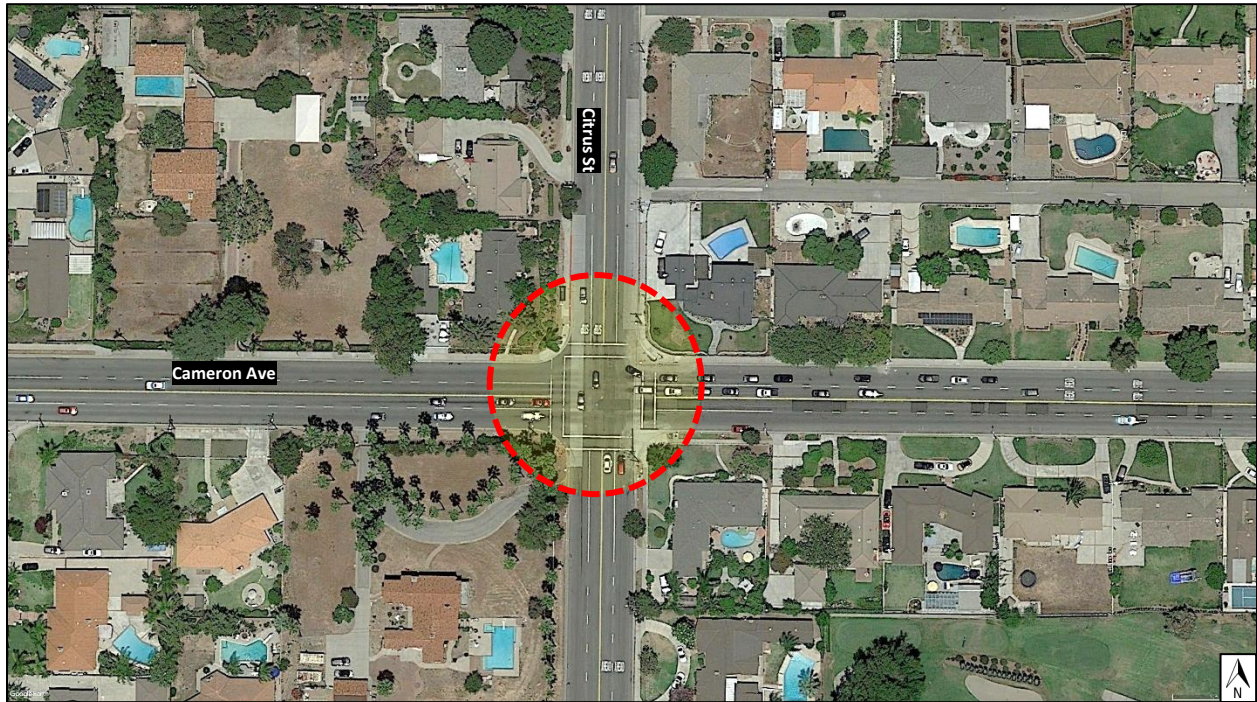


Figure 2: Aerial View of Citrus Street and Cameron Avenue



## REVIEW OF PREVIOUSLY COMPLETED TRAFFIC SIGNAL STUDIES AND PUBLIC MEETINGS

### *Traffic Signal Studies*

A Traffic Signal Warrant Analysis was conducted by Willdan Engineering. Based on the Warrant study, they have recommended that a traffic signal be installed at the subject location of Citrus Street at Cameron Avenue. Below is detailed information on the reports completed by Willdan Engineering including the date it was completed and a brief summary of the report. The report has been attached in the appendix as **Exhibit 1**.

- 1) Traffic Signal Warrant Analysis for the Intersection of Cameron Avenue and Citrus Street in the City of West Covina, TECHNICAL MEMORANDUM (Dated: March 22, 2019). Please refer to the appendix **Exhibit 1** for the report.
  - Per Willdan Engineering, this technical memorandum is summarized as follows: “This analysis only studied Warrant 1, the Eight Hour Vehicular Warrant. Only one of the 9 traffic signal warrants must be met to be warranted for a traffic signal. Based on the technical memorandum, the Eight Hour Vehicular Warrant was met and no further warrant analysis needed to be done. Therefore, we recommend the installation of a traffic signal at the intersection of Cameron Avenue at Citrus Street. Based on this study satisfying Warrant 1, and engineering judgment, the installation of a traffic signal at the intersection of Cameron Avenue and Citrus Street is recommended at this time.”





*Public Meetings*

The City of West Covina held two public meetings where information on the proposed traffic signal at Citrus Street and Cameron Avenue was presented. The two meetings were as follows:

- 1) **Traffic Committee Meeting:** This meeting was held on June 11, 2019 at 3pm at City Hall in the Management Resource Center on the Third Floor. The City's Traffic Engineering staff (Willdan Engineering), City Staff and City PD Representative were present for this meeting. At this meeting, one of the items under new business was for the consideration of the proposed installation of a traffic signal at the intersection of Cameron Avenue and Citrus Street. The Traffic Committee reviewed the item to make a recommendation for City Council. Please refer to **Exhibit 2** for the City Council Staff Report for the meeting minutes from the June 11, 2019 Traffic Committee Meeting. The items discussed were as follows:
  - The residents who attended the June 11, 2019 Traffic Committee Meeting for the item mainly opposed the installation of the traffic signal at the intersection of Citrus Street and Cameron Avenue for the following reasons:
    - i. Increase in vehicle speed, they wanted to know why traffic calming studies were not done before a signal analysis was done?
    - ii. A signal would increase traffic collisions and severity of collisions.
    - iii. Reduce on-street parking, due to required red curb.
    - iv. Reduce property values.
    - v. A signal would make it more difficult to exit driveways.
    - vi. Increase idling vehicles and increase greenhouse gases.
    - vii. Indicated the traffic study should have considered the freeway construction which causes an increase in traffic. This would affect the volume warrant which was the only warrant that was met for the intersection of Cameron Avenue and Citrus Street in this study. They want counts either before construction or after construction to be used.
    - viii. Look at other alternatives such as in-road lights and LED Stop signs.
    - ix. Reduction of the speed on Cameron Avenue, speed limit is too high.
  
- 2) **Community Workshop Meeting:** This meeting was held on August 13, 2019 at the City's Senior Center. At the Workshop, the City's Traffic Engineering staff (Willdan Engineering), and City Staff discussed various options with the residents regarding the proposed traffic signal at Cameron Avenue and Citrus Street .
  - The options discussed were as follows:
    - i. Reduce the length of the proposed left-turn pockets by 50%, which will reduce the length of the required red curb.
    - ii. Conduct a traffic calming study on Cameron Avenue, which may result in reducing the number of travel lanes from two lanes in each direction to one lane in each direction with a center turning lane. Installation of a traffic signal will still be required without eliminating parking.
    - iii. Install traffic signal with split-phasing. *Split phasing* is a *signal* design that gives a green *phase* for all vehicle movements of one direction (e.g., northbound through, right, and left) followed by a *phase* for all movements of the opposite





- direction (e.g., southbound through, right, and left). Parking would be maintained except in areas immediate adjacent to the traffic signal
- iv. Install traffic signal as proposed.
  - v. Maintain the current configuration with stop control on all approaches.
  - vi. A majority of the residents preferred to put on hold the signal and for the City to conduct a traffic calming study for the entire length of Cameron Avenue.
- The Traffic Committee Recommendation was to move forward and present the studies and warrants to City Council with the recommendation that additional work may need to be done at the intersection as well as to work with the residents to provide a solution that will have the least impact to residents. Further studies and workshop/discussions with residents for possible enhancements was also recommended.
  - To note, since the community meeting the City has also received some resident emails in support of the traffic signal at this location one citing that they felt a traffic signal would be a safer option for crossing school age pedestrians.

### **ADDITIONAL TRAFFIC DATA ANALYSIS**

As a result of the prior meetings additional traffic information was collected for the intersection of Citrus Street and Cameron Avenue as well as on Cameron Avenue, approaching the intersection. The following provides a summary of additional information collected.

#### *Existing Conditions*



**Cameron Avenue and Citrus Street Intersection:** The intersection of Cameron Avenue and Citrus Street is all-way stop controlled with four lanes each leg (two lanes in each direction) and no left-turn pockets. There are existing marked standard crosswalks in all legs of the intersection. There is existing red curb leading to the crosswalks or intersection where the bus stops are located. There is approximately 77-feet of red curb for the bus stop located on the west side of Citrus Street north of Cameron Avenue and approximately 56-feet of red curb at the bus stop located on the east side of Citrus Street north of Cameron Avenue.



**Cameron Avenue:** Cameron Avenue is classified as a Minor Arterial per the City of West Covina's Master Plan of Streets, which defines it as a street serving primarily through traffic and located adjacent to primarily residential parcels. Cameron Avenue is approximately 58'-59' (feet) in width with two lanes in each direction separated by a solid double yellow centerline. Parking is allowed on both sides of Cameron Avenue and there is a posted speed limit of 45MPH for both eastbound and westbound traffic. Land use along Cameron Avenue is classified as Neighborhood Low Density Residential (NL). There are no existing left turn pockets at the east or west legs of the Citrus Street and Cameron Avenue intersection. **Figure 6** shows a view of the Citrus Street and Cameron Avenue intersection for westbound vehicles traveling along Cameron Avenue.



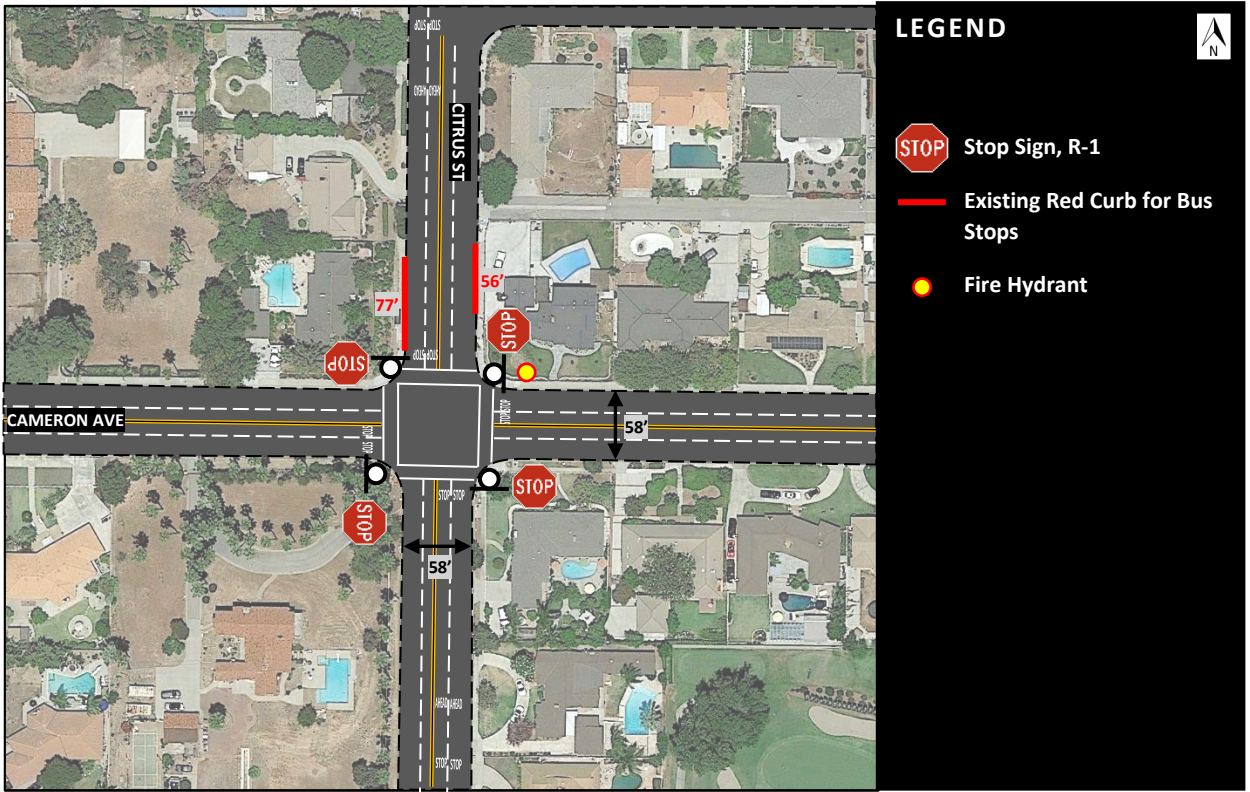
**Citrus Street:** Citrus Street is also considered a Minor Arterial per the City of West Covina's Master Plan of Streets, which defines it as a street serving primarily through traffic and located adjacent to primarily commercial or higher-density residential parcels. Citrus Street is approximately 58'-59' (feet) in width with two lanes in each direction separated by a solid double yellow centerline. Parking is allowed on both sides of Citrus Street and there is a posted speed limit of 40MPH for both northbound and southbound traffic. Land use along Citrus Street is classified as Neighborhood Low Density Residential (NL). There are no existing left turn pockets at the north or south legs of the Citrus Street and Cameron Avenue intersection. **Figure 7** shows a view of the Citrus Street and Cameron Avenue intersection for northbound vehicles traveling along Citrus Street.





TRAFFIC ENGINEERING REVIEW AND STUDY OF THE PROPOSED TRAFFIC SIGNAL AT THE INTERSECTION OF CITRUS STREET AND CAMERON AVENUE AND OTHER TRAFFIC CALMING MEASURES

Figure 10: Existing Conditions for Citrus Street at Cameron Avenue Intersection

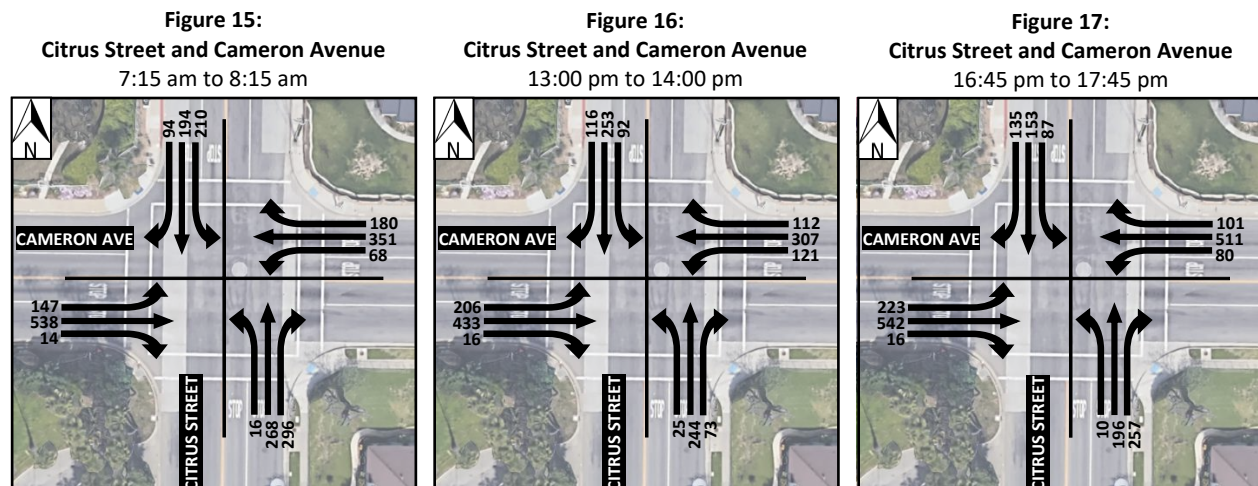


TRAFFIC ENGINEERING REVIEW AND STUDY OF THE PROPOSED TRAFFIC SIGNAL AT THE INTERSECTION OF CITRUS STREET AND CAMERON AVENUE AND OTHER TRAFFIC CALMING MEASURES



### *Vehicular Turning Movement Counts*

To determine how much traffic is exiting and entering the intersection of Citrus Street at Cameron Avenue, peak hour vehicular turning moving counts at the intersection were conducted during typical peak school and commute hours. A 6-hour count was conducted at the intersection on September 17, 2019 during the hours of 7:00am to 9:00am, 1:00pm to 3:00pm and 4:00pm to 6:00pm while school was in session on a non-rainy day. Please refer to the **Figure 15**, **Figure 16**, and **Figure 17** for the count data information. These figures summarize the greatest amount of traffic for a 1 hour period in each count scenario.



As demonstrated in **Figure 15**, **Figure 16**, and **Figure 17** above, most of the vehicular volume occurs along the east and west arterial of Cameron Avenue with most vehicles traveling through the intersection. However, there was a significant number of eastbound left turn movements and westbound right turn movements from Cameron Avenue onto Citrus Street. There was also a lot of vehicles making a northbound right turn and southbound left turn from Citrus Street onto Cameron Avenue heading east. This is a major route towards South Hills High School as well as to Grand Avenue with serves Mt Sac College as well as Cal Poly University to the south east.



### Pedestrian Counts

Pedestrian counts were also taken at the intersection of Citrus Street and Cameron Avenue. The counts were conducted on Tuesday, September 17, 2019 during the hours of 7:00am to 9:00am, 1:00pm to 3:00pm and 4:00pm to 6:00pm on a regular school day.

The following **Table 1** shows the number of pedestrians crossing each leg during a 1 hour period at the intersection of Citrus Street and Cameron Avenue. During the PM peak or what is considered as late afternoon a total of 52 school age pedestrians crossed in the north leg of the intersection with a total of 80 pedestrians crossing in all directions in this time period.

<b>Table 1: Pedestrian and Bicycle Count</b>									
<b>Time (Every 1 hour)</b>	<b>North Leg</b>		<b>South Leg</b>		<b>East Leg</b>		<b>West Leg</b>		<b>TOTAL Peds per Hour</b>
	<b>Adult</b>	<b>School/ Bike</b>	<b>Adult</b>	<b>School/ Bike</b>	<b>Adult</b>	<b>School/ Bike</b>	<b>Adult</b>	<b>School/ Bike</b>	
7:00-8:00	6	2	5	1	5	0	6	1	<b>26</b>
8:00-9:00	4	1	0	0	3	1	1	0	<b>10</b>
13:00-14:00	1	0	3	1	4	0	1	1	<b>11</b>
14:00-15:00	1	1	2	0	6	0	2	0	<b>12</b>
16:00-17:00	0	52	0	4	7	6	3	8	<b>80</b>
17:00-18:00	0	0	3	0	0	0	1	2	<b>6</b>
<b>TOTAL Peds per Leg</b>	<b>68</b>		<b>19</b>		<b>32</b>		<b>26</b>		<b>145</b>

### Accident Summary

Accident data was obtained from West Covina's Police Department records and from the computerized accident records system maintained by the State of California Statewide Integrated Traffic Records System (SWITRS). A review of all collisions that occurred at or near the intersection of Citrus Street and Cameron Avenue was conducted over a 5.5-year period between January 2014 to the most recent available collision date, August 2019.

**Table 2** provides a detailed list of the collisions that occurred within the intersection of Citrus Street and Cameron Avenue.

The accident breakdown is as follows:

- 2019 (January to August): 5 Accidents (1 sideswipe, 2 broadsides, 2 rear ends)
- 2018: 9 Accidents (7 broadsides, 1 rear end, 1 hit object)
- 2017: 3 Accidents (2 sideswipes, 1 broadside)
- 2016: 3 Accidents (2 broadsides, 1 rear end)
- 2015: 3 Accidents (1 broadside, 1 sideswipe, 1 hit object)





TRAFFIC ENGINEERING REVIEW AND STUDY OF THE PROPOSED TRAFFIC SIGNAL AT THE INTERSECTION OF CITRUS STREET AND CAMERON AVENUE AND OTHER TRAFFIC CALMING MEASURES

- 2014: 5 Accidents (1 rear end, 3 broadside, 1 auto/ped)

**Table 2: Summary of Accident History (January 2014 to August 2019) on Citrus Street and Cameron Avenue**

No.	Location	Dist.	Date	Day	Time	Collision Type	Severity	PCF	Factor
<b>2019</b>									
1	Cameron Ave at Citrus St	34'E	08/31/19	Sat	13:30	Rear End	PDO	UNSAFE SPEED	WB THRU VEH HIT WB STOPPED VEH
2	Citrus St at Cameron Ave	0	04/24/19	Wed	18:29	Rear End	PDO	UNSAFE SPEED	WB THRU VEH HIT WB THRU VEH
3	Citrus St at Cameron Ave	0	04/20/19	Sat	21:07	Broadside	PDO	DRIVER ALC/DRG	SB THRU VEH HIT EB THRU VEH
4	Citrus St at Cameron Ave	0	03/22/19	Fri	07:19	Sideswipe	PDO	IMPROP TURN	EB THRU VEH HIT EB PARKED VEH
5	Citrus St at Cameron Ave	0	02/25/19	Mon	08:53	Broadside	PDO	STOP SGN/SIG	WB THRU VEH HIT SB THRU VEH
<b>2018</b>									
6	Citrus St at Cameron Ave	0	12/03/18	Mon	12:50	Broadside	PDO	R-O-W AUTO	EB THRU VEH HIT SB THRU VEH
7	Citrus St at Cameron Ave	0	11/28/18	Wed	14:14	Broadside	COMP PN	STOP SGN/SIG	EB THRU VEH HIT NB THRU VEH
8	Cameron Ave at Citrus St	0	08/25/18	Sat	12:49	Broadside	COMP PN	STOP SGN/SIG	EB THRU VEH HIT SB THRU VEH
9	Cameron Ave at Citrus St	20'W	08/22/18	Wed	15:16	Rear End	PDO	TOO CLOSE	WB THRU VEH HIT WB SLOWING VEH
10	Citrus St at Cameron Ave	0	08/02/18	Thu	19:12	Broadside	PDO	STOP SGN/SIG	NB THRU VEH HIT EB THRU VEH
11	Cameron Ave at Citrus St	0	06/23/18	Tue	22:29	Broadside	PDO	STOP SGN/SIG	SB THRU VEH HIT WB THRU VEH
12	Cameron Ave at Citrus St	0	04/24/18	Tue	19:33	Broadside	COMP PN	STOP SGN/SIG	SB THRU VEH HIT WB THRU VEH
13	Cameron Ave at Citrus St	0	03/31/18	Sat	12:22	Broadside	COMP PN	STOP SGN/SIG	SB THRU VEH HIT WB THRU VEH
14	Cameron Ave at Citrus St	0	01/06/18	Sat	02:55	Hit Object	PDO	UNSAFE SPEED	EB THRU VEH HIT GATE ON SE CORNER
<b>2017</b>									
15	Cameron Ave at Citrus St	20'W	01/21/17	Sat	14:20	Sideswipe	PDO	LANE CHANGE	EB CHANG LN VEH HIT EB THRU VEH

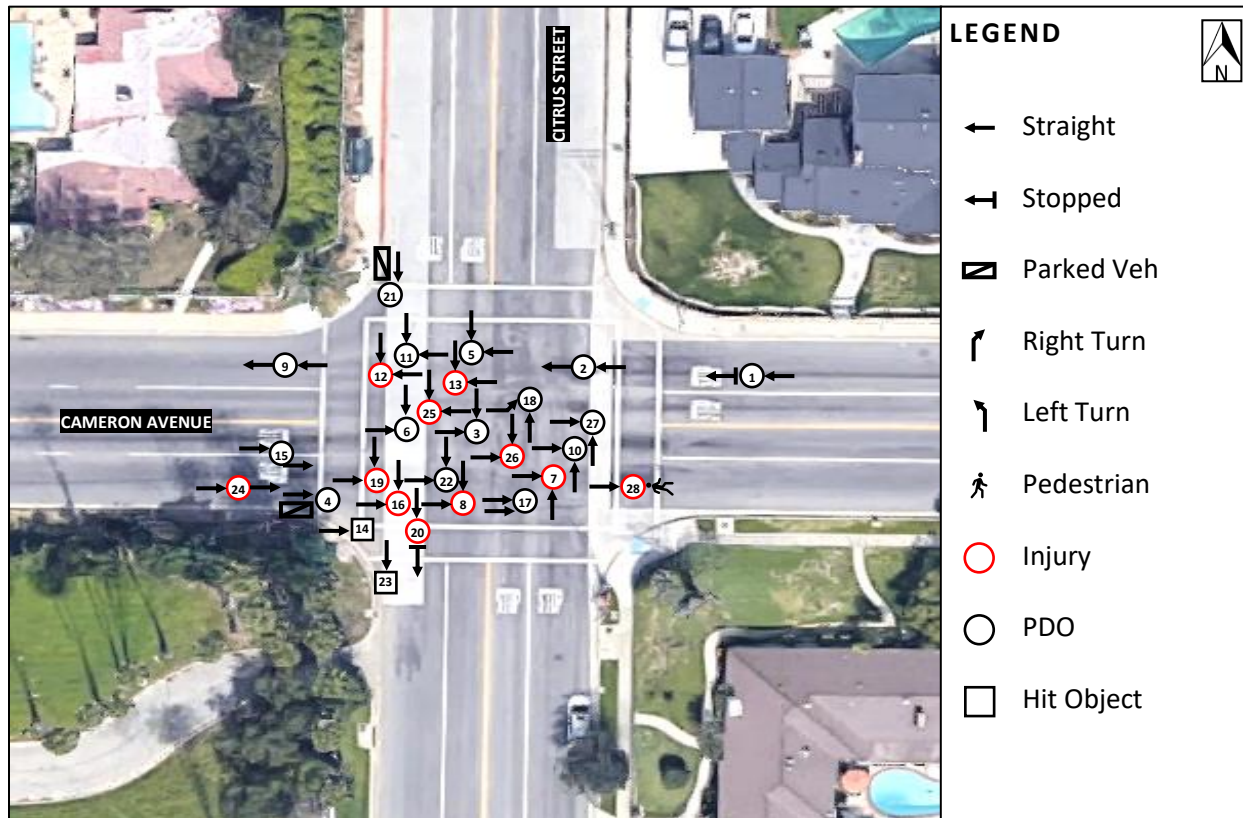


**TRAFFIC ENGINEERING REVIEW AND STUDY OF THE PROPOSED TRAFFIC SIGNAL AT THE INTERSECTION OF CITRUS STREET AND CAMERON AVENUE AND OTHER TRAFFIC CALMING MEASURES**

16	Cameron Ave at Citrus St	0	01/21/17	Sat	13:48	Broadside	COMP PN	UNSAFE SPEED	EB THRU VEH HIT SB THRU VEH
17	Cameron Ave at Citrus St	0	01/09/17	Mon	09:14	Sideswipe	PDO	IMPROP PASS	EB PASSING VEH HIT EB THRU VEH
<b>2016</b>									
18	Citrus St at Cameron Ave	0	12/28/16	Wed	08:23	Broadside	PDO	R-O-W AUTO	NB THRU VEH HIT EB LFT TURN VEH
19	Cameron Ave at Citrus St	0	08/04/16	Thu	08:27	Broadside	COMP PN	STOP SGN/SIG	EB THRU VEH HIT SB THRU VEH
20	Citrus St at Cameron Ave	0	04/28/16	Thu	21:03	Rear End	COMP PN	DRIVER ALC/DRG	SB THRU VEH HIT SB STOPPED VEH
<b>2015</b>									
21	Cameron Ave at Citrus St	0	12/29/15	Tue	19:20	Sideswipe	PDO	IMPROP TURN	SB THRU VEH HIT PARKED VEH
22	Citrus St at Cameron Ave	0	02/15/15	Thu	14:05	Broadside	PDO	STOP SGN/SIG	SB THRU VEH HIT EB THRU VEH
23	Citrus St at Cameron Ave	5'S	01/12/15	Mon	5:09	Hit Object	PDO	UNSAFE SPEED	SB THRU VEH HIT OBJECT
<b>2014</b>									
24	Cameron Ave at Citrus St	30'W	11/10/14	Mon	16:50	Rear End	COMP PN	TOO CLOSE	EB THRU VEH HIT EB THRU VEH
25	Citrus St at Cameron Ave	0	08/01/14	Fri	10:45	Broadside	COMP PN	STOP SGN/SIG	SB THRU VEH HIT WB THRU VEH
26	Citrus St at Cameron Ave	0	07/25/14	Fri	10:32	Broadside	OTH VIS	STOP SGN/SIG	EB THRU VEH HIT SB THRU VEH
27	Citrus St at Cameron Ave	0	03/28/14	Fri	07:13	Broadside	PDO	STOP SGN/SIG	NB THRU VEH HIT EB THRU VEH
28	Cameron Ave at Citrus St	0	01/28/14	Tue	16:00	Auto/Ped	SEVERE	UNSAFE SPEED	EB THRU VEH HIT NB THRU PED AT X-WLK

According to the records provided by West Covina's Police Department and SWITRS, there were a total of 28 accidents that occurred within the intersection of Citrus Street and Cameron Avenue over a 5.5-year period as shown in **Table 2**. **Figure 18** presents a diagram of listed accidents that occurred within 34-feet of the intersection.



**Figure 18: Collision Diagram for the intersection of Citrus Street at Cameron Avenue (28 accidents)**

### Level of Service

To determine how the intersection is currently operating as an unsignalized intersection and how it may operate if signalized, a Level of service (LOS) analysis was undertaken. Level of Service is a qualitative indicator of an intersection's operating conditions that is used to represent various degrees of congestion and delay. It is measured from LOS A (excellent conditions) to LOS F (extreme congestion), with LOS A through D considered to be acceptable. The relationship between ICU values and levels of service is shown in **Table 3**.

<b>LEVEL OF SERVICE</b>	<b>ICU Value (Based on Capacity)</b>	<b>Delay Value (Seconds/Veh) Unsignalized Intersections</b>
A	0.0 to 0.60	0.0 to 10.0
B	> 0.60 to 0.70	> 10.0 to 15.0
C	> 0.70 to 0.80	> 15.0 to 25.0
D	> 0.80 to 0.90	> 25.0 to 35.0
E	> 0.90 to 1.00	> 35.0 to 50.0
F	> 1.00	> 50.0





*Unsignalized Intersection Analysis*

First, the intersection was looked at in its current conditions as an All-Way Stop Controlled Intersection. If the intersection remains as an All-Way Stop Controlled intersection it will operate at LOS E in the AM peak, LOS D in the afternoon and LOS E in the evening with delays per vehicle of 43 seconds in the morning, 26 sec in the afternoon and 45 seconds in the evening with queues in all directions remaining.

Table 4: Level of Service Summary									
Intersection	PEAK HOUR	Scenario 1: Remain as All-Way Stop No Changes to Lanes		Scenario 2: Signal LT Pockets and N/S Perm LT E/W Prot LT		Scenario 3: Signal N/S no LT Pockets Split Phase E/W Pockets Protected LT		Scenario 4: Signal No LT Pockets all Dir Split Phase	
		Overall LOS	Avg Delay Sec/Per Vehicle	Overall LOS	Crit Vol/Cap	Overall LOS	Crit Vol/Cap	Overall LOS	Crit Vol/Cap
Citrus Street at Cameron Avenue	AM PEAK	E	42.8	B	0.665	B	0.698	D	0.846
	AFT PEAK	D	25.8	A	0.507	B	0.611	C	0.724
	PM PEAK	E	45.2	B	0.637	C	0.708	D	0.838

When we look at how the intersection may operate as a signalized intersection there were many different lane scenarios and signal timing options that were considered. There were essentially (3) Scenarios. Each scenario included different left turn phasing as well as lane configurations. The following provides a brief explanation of signal phasing.

**Types of Phasing for Signalized Intersections**

**Split phasing** is a type of signal **phasing** scheme which separates vehicle conflicts by assigning the right-of-way sequentially to the two opposing approaches. No left turn pockets are required.

**Protected** left turn: Any traffic **signal** indication (phase) giving left turns the right to enter the intersection free from conflict with drivers and pedestrians. Usually green and yellow turn arrows are used to indicate this phase. This requires a dedicated left turn pocket.

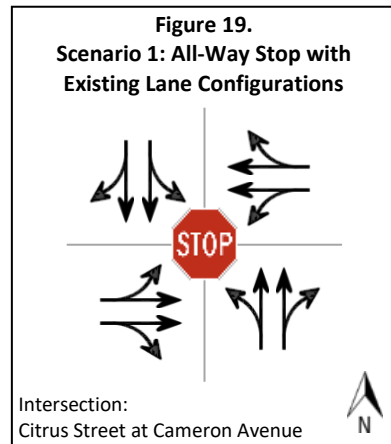
**Permissive** left turn: Any traffic signal indication requiring vehicles to enter the intersection on a permissive green waiting to make a left turn when sufficient gaps occur in opposing through traffic. Left turn pockets may or may not be present.

At the request of the City alternative lane configurations were explored for the intersection. The different lane configurations are presented in **Figures 19, 20, 21 and 22.**

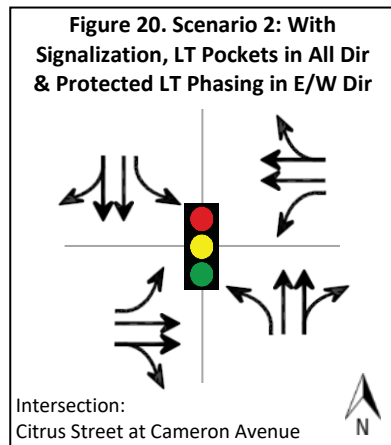


**Scenario 1: INTERSECTION TO REMAIN AS UNSIGNALIZED INTERSECTION**

- All current conditions would remain
- AM Peak LOS E, AFT Peak LOS D, PM peak LOS E with average 45 sec delay for each vehicle to pass thru the intersection in the PM Peak.
- Long EB and WB Queues during peak periods
- 16 Broadside Accidents over a 5.5 year period
- Would not require additional red curb
- Pedestrians do not have signal guidance
- LED flashing STOP signs could be installed. This would add to visibility but will have no effect on queuing or broadside accidents.

**Scenario 2: INTERSECTION WOULD BE SIGNALIZED AS DESIGNED BY WILLDAN WITH LEFT TURN POCKETS EACH DIRECTION, EB AND WB WOULD HAVE PROTECTED LEFT TURN PHASING AND NB AND SB WOULD HAVE PERMITTED PHASING FOR LEFT TURNS**

- Preferred scenario from Willdan Report
- Met warrants for signalization<sup>1</sup>
- Protected Phasing for EB and WB (Left turn will have green arrow)
- Will allow EB and WB to clear the queues
- NB and SB left would yield to opposing thru traffic
- AM Peak LOS B, AFT Peak LOS A, PM Peak LOS B
- Need additional red curb on Cameron Avenue to install left turn pockets. Length of Pocket is determined by speed
- Assigns ROW to each movement a result would be the reduction of Broadside Accidents<sup>2</sup>
- May increase rear-end accidents
- Pedestrians have Ped Count Down Signal Heads



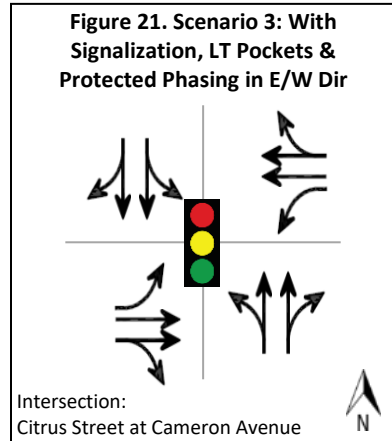
<sup>1</sup> California Manual on Uniform Traffic Control Devices Chapter 4C. Warrant 1, 2, 3 and 7.

<sup>2</sup> Local Roadway Safety Manual for California's Local Road Owners, Caltrans, FHWA, SAFE Trec (NS3)



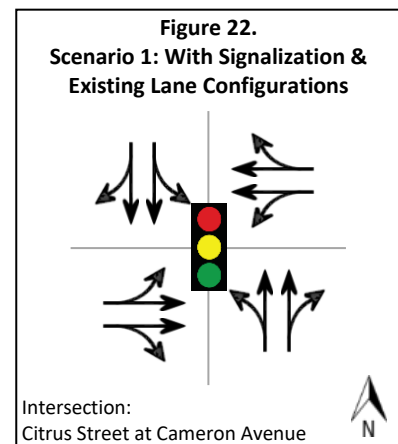
**Scenario 3: INTERSECTION WOULD BE SIGNALIZED. ONLY MAJOR DIRECTION (EB AND WB) WOULD HAVE LEFT TURN POCKETS, NB AND SB NO LEFT TURN POCKETS WITH SPLIT PHASE**

- Met warrants for signalization<sup>1</sup>
- Protected Phasing for EB and WB with left turn pockets
- NB and SB no left turn pockets and would have Split Phase Operation
- AM Peak LOS B, AFT Peak LOS B, PM Peak LOS C
- Need red curb on Cameron Avenue to install left turn pockets. Look to minimize amount of red curb



**Scenario 4: INTERSECTION WOULD BE SIGNALIZED BUT NO LEFT TURN POCKETS WOULD BE INSTALLED FOR ANY DIRECTION. ALL DIRECTIONS WOULD HAVE THEIR OWN CYCLE (SPLIT PHASE)**

- Queues would be extended waiting for green cycle
- Each Cycle would have their own time to continue through intersection
- Delay per vehicle longer
- AM Peak LOS D, AFT Peak LOS C, PM Peak LOS D
- Would be able to clear queues when green cycle
- No additional red curb needed
- Peds would travel with directional traffic



In all cases, advance warning signs<sup>3</sup> with pavement markings should be installed approaching the intersection. For added visibility there can be signs with beacons<sup>4</sup> on each approach sign as well as pavement markings. All bushes and obstructions to these signs need to be cleared.



## SUMMARY

The Traffic Signal Warrant Analysis for the Intersection of Cameron Avenue and Citrus Street in the City of West Covina, TECHNICAL MEMORANDUM (Dated: March 22, 2019) prepared by Willdan recommends the installation of a traffic signal. The report determined that Warrant 1 Eight Hour Vehicular Volume was met. Additional data collection confirms that the intersection would also Meet the following Warrants:

<sup>3</sup> California Manual on Uniform Traffic Control Devices Section 2C.36

<sup>4</sup> Local Roadway Safety Manual for California's Local Road Owners, Caltrans, FHWA, SAFE Trec (NS8) 06/08/2018



Warrant 2 Four-Hour Vehicular Volume, Warrant 3 Peak Hour Vehicular and Warrant 7 Crash Experience (with Five or more accidents correctable by a signal occurring over a one year period)<sup>5</sup>. Additional Warrant sheets from CAMUTCD Section 4C are included in the technical appendix.

Signals provide for the orderly movement of conflicting flows by alternately assigning right-of-way to various traffic movements. They may interrupt extremely heavy flows to permit the crossing of minor movements that could not otherwise move safely through an intersection.

When properly timed, a traffic signal increases the traffic handling capacity of an intersection, and when installed under conditions that justify its use, a signal is a valuable device for improving the safety and efficiency of both pedestrian and vehicular traffic. In particular, signals may reduce certain types of accidents, most notably right-angle (broadside) collisions (Highway Safety Manual, Table 14-7 Potential Crash Effect of Converting from Stop to Signal Control).

## TRAFFIC CALMING CONSIDERATIONS

### *Typical Traffic Calming Devices and Strategies*

To address some of the concerns that were brought up by residents at the community meeting and earlier traffic commission meeting, a brief discussion is presented below outlining additional Traffic Calming Techniques that could be implemented along Cameron Avenue to aid in slowing the speed of traffic.

What is Traffic Calming: Traffic calming is the process of reducing vehicle speeds through the use of both passive devices, such as signs and striping, and physical devices such as changes in road elevation or path. The type, design and placement of traffic calming devices depend upon the road classification, desired traffic speed and types of traffic issues along the corridor.

Implementation of a series of traffic calming devices that work together have been shown to effectively slow down traffic speeds along the length of a corridor. Some of these are:

- 1) Traffic Education Campaign: This consists of flyers, neighborhood meetings, banners and other notices to assist in making the public aware of the traffic conditions in a certain area. The goal is to educate residents and non-residents about basic traffic laws, speed limits and safety conditions on corridors and near schools.
- 2) Signage and Pavement Legends: Modifying the signage along the road or change the striping to narrow travel lanes effectively slows speeds by changing the travel environment. Signs alert the Driver to their speed, such as larger speed limit signs or speed feedback signs. Speed and stop ahead legends alert drivers of a change in traffic conditions. Speed limit signs and striped speed limit pavement "messages," either used separately or as a combination, are one of the most cost-effective measures in increasing awareness of motorists traveling through a neighborhood street. These two devices do not have glaring negative impacts as far as air quality, emergency response time, maintenance, and liability exposure.

---

<sup>5</sup> California Manual on Uniform Traffic Control Devices Chapter 4C. Warrant 1, 2, 3 and 7.



- 3) Larger Dimension Signs: Installation of larger dimensioned signage are recommended as treatments to increase the motorist's awareness and other Driver conditions by highlighting various areas of the roadway. All sign dimensions should comply with the dimensions specified in the California Manual of Uniform Traffic Control Devices (CAMUTCD) Table 2B-1 Regulatory Sign and Plaque Sizes.

**Table 2B-1. Regulatory Sign and Plaque Sizes (Sheet 1 of 4)**

Sign or Plaque	Sign Designation	Section	Conventional Road		Expressway	Freeway	Minimum	Oversized
			Single Lane	Multi-Lane				
Stop	R1-1	2B.05	30 x 30*	36 x 36	36 x 36	—	30 x 30*	48 x 48
Speed Limit	R2-1	2B.13	24 x 30*	30 x 36	36 x 48	48 x 60	18 x 24*	30 x 36

- 4) Traffic Striping: Roadway striping can be implemented as an option that is a low-cost alternative to vertical/horizontal traffic calming measures. This includes a white stripe painted along both sides of the travel way to give the driver a perception of a narrower road. Narrower lanes create “friction” and thereby cause Drivers to travel at a slower pace. This has been used in Commerce as well as other local cities such as in Alhambra, Rosemead, and Temple City, Newport Beach, San Clemente, and Irvine. This traffic calming measure is considered to be less costly with minor impacts to neighborhoods.

Radar Feedback Signs: Radar feedback signs are an effective way to alert Drivers of their speed. The sign is used as passive enforcement to inform Drivers of their travel speed. They can be affixed to streetlight poles and run on solar power or small battery packs.



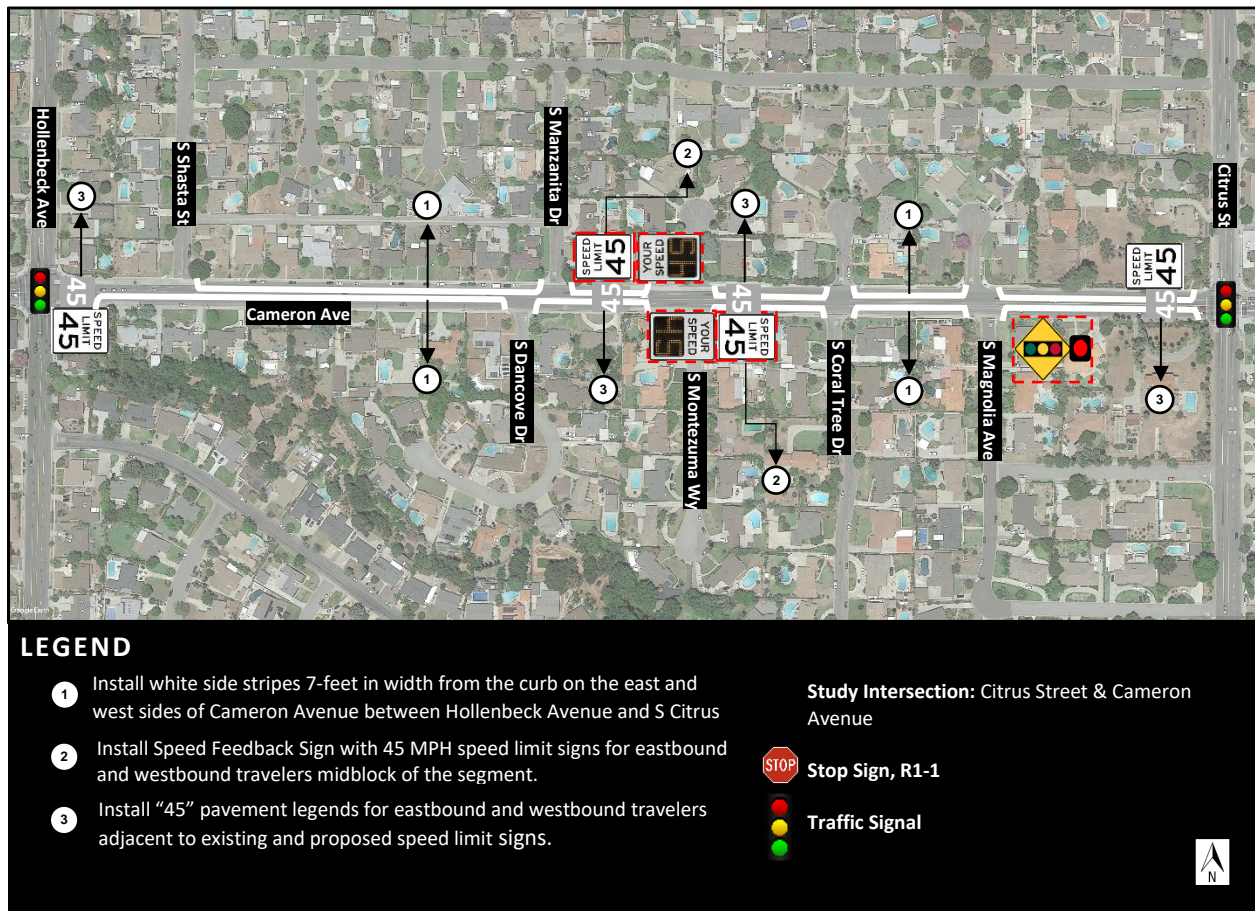
**Figure 23** below, provides a demonstration of the types of Traffic Calming devices that can be implemented.

1. Install 45 MPH pavement legends adjacent to each of the speed limit signs.
2. Install white side stripe 8' (feet) in width on both sides of Cameron Avenue from Hollenbeck Avenue to S Citrus Street. (Approximately 4,100' (feet) of white stripe). Installing a white side stripe along this corridor will not impact existing parking conditions. Narrower lanes create “friction” and thereby cause Drivers to travel at a slower pace.
3. Install Speed Feedback Signs Midblock. Signs can flash a “SLOW DOWN” message when vehicles exceed the posted speed limit.





Figure 23: Proposed Conceptual Traffic Calming Improvements along Cameron Avenue



## RESPONSE TO ADDITIONAL COMMUNITY QUESTIONS AND REQUESTS FOR TRAFFIC CALMING ON CAMERON AVENUE

### 1. SPEED HUMPS ON CAMERON AVENUE

The City of West Covina has a Speed Hump Policy that was adopted and approved by the City. In order for a street to be eligible for speed humps it must meet certain guidelines or criteria. The speed hump policy is shown below. As shown in the policy, Cameron Avenue would not be eligible for the placement of speed humps.

#### *City of West Covina Speed Hump Policy*

Based on the City of West Covina's Speed Hump Policy, in order for a Speed Hump to be considered for installation the Street must meet the following requirements:

1. Local – Streets shall not be designated as an arterial or collector on City, County, State, or Federal plans. **Cameron Avenue is considered a Minor Arterial**



2. Residential – Majority of abutting development shall be residential.
3. Minimum Length Uninterrupted by Stop Signs or Traffic Signals – 1,200 feet.
4. Maximum Average Daily Traffic Volume – 3,000 vehicles per day. In 2017 Cameron Avenue carried 17,496 ADT
5. Minimum Average Daily Traffic Volume – 500 vehicles per day.
6. Maximum Speed Limit – 25 miles per hour. Cameron has a posted speed of 45 mph
7. Minimum Critical Speed – more than 35 miles per hour. 85<sup>th</sup> percentile speed on Cameron is 47mph.<sup>6</sup>
8. Minimum Horizontal Curve Radius – 300 feet.
9. Maximum grade – 8%
10. Minimum diversion of traffic to adjacent streets.
11. Not a priority route for emergency services.
12. Not a bus route.

## 2. SPEED IS TOO HIGH ON CAMERON AVENUE – REDUCE THE SPEED LIMIT

In 2017 a Citywide Engineering and Traffic Survey was prepared for 195 street segments in the City of West Covina. E&T Surveys are required by the State of California to establish intermediate speed limits on local streets and to enforce those limits using radar or other speed measuring devices. These surveys must be updated every 5 or 7 years to ensure the speeds reflect current conditions as dictated by the California Vehicle Code (CVC). The CVC also requires that the surveys be conducted based on the methodology required by The California Manual on Uniform Traffic Control Devices (California MUTCD) dated April 2017. CVC Sections 40801 and 40802 require E&T Surveys that verify the prima facie speed limit before enforcement by such a device is legal.

A key element in the evaluation is the identification of the 85<sup>th</sup> percentile speed. The 85<sup>th</sup> percentile speed is the speed at or below which 85 percent of the traffic travels. This threshold represents what is historically found to be a safe and reasonable speed for most drivers based on common roadway conditions. Therefore, a speed limit is established at the nearest 5-mile per hour (mph) increment to the 85<sup>th</sup> percentile speed, except as shown in the two options below.

### Options:

1. The posted speed may be reduced by 5 mph from the nearest 5 mph increment of the 85<sup>th</sup>-percentile speed, in compliance with CVC Section 627 and 22358.5.
2. For cases in which the nearest 5 mph increment of the 85<sup>th</sup>-percentile speed would require a rounding up, then the speed limit may be rounded down to the nearest 5 mph increment below the 85<sup>th</sup> percentile speed, if no further reduction is used. Refer to CVC Section 21400(b).

Citrus Street and Cameron Avenue was included as part of the Engineering and Traffic Survey for the City of West Covina. **Table 5** below shows the 2017 speed survey results for the segments:

---

<sup>6</sup> City of West Covina Engineering and Traffic Survey 2017 Prepared by Willdan Engineering.



TRAFFIC ENGINEERING REVIEW AND STUDY OF THE PROPOSED TRAFFIC SIGNAL AT THE INTERSECTION OF CITRUS STREET AND CAMERON AVENUE AND OTHER TRAFFIC CALMING MEASURES

**Table 5: Speed Survey Results for Citrus Street and Cameron Avenue**

	Location	Dir. of Travel	Date/Time of Survey	85 <sup>th</sup> ile Speed	10 MPH Pace	Rec. Speed Limit	Posted Limit MPH
1	Citrus Street from Cortez Street to Cameron Avenue	NB/SB	01/31/17 2:50 PM to 3:11 PM	43	33-42	40	40
2	Citrus Street from Cameron Avenue to Vine Avenue	NB/SB	01/31/17 2:20 PM to 2:47 PM	42	34-43	40	40
3	Cameron Avenue from Hollenbeck Street to Citrus Street	EB/WB	02/09/17 12:20 PM to 12:53 PM	47	36-45	45	45
4	Cameron Avenue from Citrus Street to Barranca Street	EB/WB	02/09/17 12:57 PM to 1:33 PM	48	37-46	45	45





## Appendix

- Exhibit 1:** Traffic Signal Warrant Analysis for the Intersection of Cameron Avenue and Citrus Street in the City of West Covina, TECHNICAL MEMORANDUM prepared by Willdan Engineering (Dated: March 22, 2019)
- Exhibit 2:** City Council Staff Report for the Meeting Minutes from the June 11, 2019 Traffic Committee Meeting
- Exhibit 3:** Additional WARRANTS MET FOR SIGNALIZATION:
- Warrant 2: 4-Hour Warrant
- Warrant 3: Peak Hour Warrant
- Warrant 7: Crash Experience Warrant
- Exhibit 5:** Link to West Covina 2017 Citywide Engineering and Traffic Survey
- Exhibit 6:** Level of Service Analysis for Different Intersection Scenarios
- Exhibit 7:** Peak Hour Intersection and Pedestrian Count





## Memorandum

**TO:** Chino Consuji, PE

**FROM:** Vanessa Munoz P.E, T.E., Traffic Engineer

**DATE:** March 22, 2018

**SUBJECT:** Traffic Signal Warrant Analysis for the Intersection of Cameron Avenue and Citrus Street in the City of West Covina  
**TECHNICAL MEMORANDUM**

Willdan Engineering (Willdan) has completed the following Technical Memorandum to assess if a traffic signal is warranted at the intersection of Cameron Avenue at Citrus Street. This analysis is based on the guidelines presented in the California Manual on Uniform Traffic Control Devices (CA-MUTCD) dated November 2014.

This analysis only studied Warrant 1, the Eight Hour Vehicular Warrant. Only one of the 9 traffic signal warrants must be met to be warranted for a traffic signal. Based on the technical memorandum, the Eight Hour Vehicular Warrant was met and no further warrant analysis needed to be done. Therefore, we recommend the installation of a traffic signal at the intersection of Cameron Avenue at Citrus Street.

### EXISTING CONDITIONS



Cameron Avenue and Citrus Street is a 4-legged intersection that is currently stop controlled on all approaches. Cameron Avenue runs east-west and Citrus Street runs north-south. The adjacent land use is residential. There are crosswalks across all 4 legs of the intersection.

Cameron Avenue is a 60-foot wide minor arterial roadway with striping to separate opposing directions of travel. There are two eastbound through lanes and two westbound through lanes. On-street parking is permitted on both sides of Cameron Avenue. The posted speed limit is 45 miles per hour (MPH).

City of West Covina

March 22, 2018

Page 2

Citrus Street is a 60-foot wide minor arterial roadway with striping to separate opposing directions of travel. On-street parking is allowed on both sides of Citrus Street. The posted speed limit is 40 MPH.

## DATA

24-hour approach counts were collected on March 20, 2018 at the intersection of Cameron Avenue and Citrus Street. The count data sheets are in **Attachment A**. The 8 hours used in the warrant and their corresponding traffic volumes are shown in the figure below. Both approaches of the major street, Cameron Avenue, had at least 777 vehicles per hour in the 8 hours studied. The southbound approach of the minor street, Citrus Street, had at least 313 vehicles in the 8 hours studied.

### Condition A - Minimum Vehicle Volume

100% SATISFIED YES ☒ NO ☐

80% SATISFIED YES ☒ NO ☐

APPROACH LANES	MINIMUM REQUIREMENTS (80% SHOWN IN BRACKETS)											
	U	R	U	R								
	1		2 or More		7 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM
Both Approaches Major Street	500 (400)	350 (280)	600 (480)	420 (336)	1220	777	882	1102	1189	1172	1347	1170
Highest Approach Minor Street	150 (120)	105 (84)	200 (160)	140 (112)	368	319	313	376	418	371	492	384

## TRAFFIC SIGNAL WARRANT

The 2014 CA MUTCD was used to determine if the study intersection is warranted for a traffic signal. The Eight Hour Vehicular Volume Warrant, Warrant 1, was the only traffic signal warrant analyzed at the intersection of Cameron Avenue at Citrus Street. The 2014 CA MUTCD Warrant Form for the Peak Hour Warrant is in **Attachment B**.

**Warrant 1** is the Eight-Hour Vehicular Volume warrant and consists of two different conditions that can be met for the warrant to be satisfied. The Minimum Vehicle Volume warrant, Condition A, is intended for application at locations where a large volume of intersecting traffic is the principal reason for consideration of a signal installation. The Interruption of Continuous Traffic, Condition B, is intended for application at locations where Condition A is not satisfied and where traffic volume on a major street is so heavy that the traffic on a minor intersection street suffers excessive delay or conflict in entering or crossing the major street.

The California MUTCD states that an intersection can be analyzed at a 70% reduction factor if the major street has a critical speed or speed limit over 40 MPH. The major street, Cameron Avenue has a speed limit of 45 MPH. Therefore, the 70% reduction factor was used in the following traffic signal warrant study.

Under Condition A, the intersection traffic volumes for the major street, Cameron Avenue satisfies the required volume of 420 vehicles for each of any 8 hours on an average day.

City of West Covina

March 22, 2018

Page 3

The highest approach on the minor street, Citrus Street also satisfies the required 140 vehicles for the same 8 hours of an average day. Therefore, condition A of the Eight-Hour Vehicular Volume warrant was satisfied.

Therefore, because Condition A is satisfied, Warrant 1 is satisfied.

### **RECOMMENDATION**

Based on this study satisfying Warrant 1, and engineering judgment, the installation of a traffic signal at the intersection of Cameron Avenue and Citrus Street is recommended at this time.

Attachments:

Attachment A- Count Data

Attachment B- 2014 CA MUTCD Signal Warrant Form- Warrant 1

I:\Traffic\jn105410 - WC TE Services\Cameron Citrus TS Warrant Memo\Cameron Citrus TS Memo.docx

**CITY TRAFFIC COUNTERS**  
**www.ctcounters.com**

Citrus Street  
S/O Cameron Avenue

Start Time	20-Mar-18 Tue	North		Hour Totals	
		Morning	Afternoon	Morning	Afternoon
12:00		6	43		
12:15		4	53		
12:30		4	40		
12:45		2	40	16	176
01:00		2	41		
01:15		1	70		
01:30		1	46		
01:45		0	67	4	224
02:00		1	70		
02:15		0	74		
02:30		0	65		
02:45		2	70	3	279
03:00		0	94		
03:15		1	88		
03:30		1	54		
03:45		1	79	3	315
04:00		4	64		
04:15		3	72		
04:30		3	60		
04:45		12	66	22	262
05:00		11	98		
05:15		10	81		
05:30		14	86		
05:45		16	81	51	346
06:00		8	71		
06:15		17	62		
06:30		32	55		
06:45		43	69	100	257
07:00		56	54		
07:15		67	42		
07:30		69	36		
07:45		86	35	278	167
08:00		76	28		
08:15		92	23		
08:30		57	17		
08:45		67	16	292	84
09:00		48	13		
09:15		59	24		
09:30		77	15		
09:45		67	13	251	65
10:00		54	16		
10:15		51	6		
10:30		44	6		
10:45		50	13	199	41
11:00		49	7		
11:15		50	9		
11:30		50	3		
11:45		42	5	191	24
Total		1410	2240		
Percent		38.6%	61.4%		
Grand Total		1410	2240		
Percent		38.6%	61.4%		
ADT		ADT 3,650		AADT 3,650	

**CITY TRAFFIC COUNTERS**  
**www.ctcounters.com**

Citrus Street  
N/O Cameron Avenue

Start Time	20-Mar-18 Tue	South		Hour Totals	
		Morning	Afternoon	Morning	Afternoon
12:00		12	65		
12:15		7	75		
12:30		7	86		
12:45		1	93	27	319
01:00		5	77		
01:15		6	78		
01:30		5	77		
01:45		7	81	23	313
02:00		5	92		
02:15		4	101		
02:30		2	90		
02:45		5	93	16	376
03:00		3	126		
03:15		3	101		
03:30		3	85		
03:45		2	106	11	418
04:00		0	86		
04:15		7	86		
04:30		4	94		
04:45		8	105	19	371
05:00		10	103		
05:15		16	136		
05:30		25	127		
05:45		27	126	78	492
06:00		14	103		
06:15		29	111		
06:30		35	97		
06:45		40	73	118	384
07:00		86	75		
07:15		98	72		
07:30		99	74		
07:45		85	80	368	301
08:00		77	78		
08:15		103	67		
08:30		68	50		
08:45		66	61	314	256
09:00		55	73		
09:15		63	66		
09:30		83	88		
09:45		67	29	268	256
10:00		54	41		
10:15		53	33		
10:30		61	34		
10:45		64	23	232	131
11:00		62	20		
11:15		69	13		
11:30		56	16		
11:45		55	11	242	60
Total		1716	3677		
Percent		31.8%	68.2%		
Grand Total		1716	3677		
Percent		31.8%	68.2%		
ADT		ADT 5,393		AADT 5,393	

**CITY TRAFFIC COUNTERS**  
**www.ctcounters.com**

Cameron Avenue  
W/O Citrus Street

Start Time	20-Mar-18 Tue	East		Hour Totals	
		Morning	Afternoon	Morning	Afternoon
12:00		11	78		
12:15		8	92		
12:30		6	100		
12:45		14	105	39	375
01:00		4	118		
01:15		3	84		
01:30		1	93		
01:45		2	90	10	385
02:00		1	107		
02:15		4	122		
02:30		8	120		
02:45		2	150	15	499
03:00		2	127		
03:15		5	129		
03:30		10	154		
03:45		6	142	23	552
04:00		10	152		
04:15		7	162		
04:30		12	152		
04:45		14	150	43	616
05:00		16	172		
05:15		23	156		
05:30		27	180		
05:45		36	153	102	661
06:00		31	161		
06:15		30	155		
06:30		83	153		
06:45		91	130	235	599
07:00		114	113		
07:15		124	101		
07:30		132	103		
07:45		161	74	531	391
08:00		147	63		
08:15		108	66		
08:30		125	52		
08:45		104	51	484	232
09:00		108	58		
09:15		132	40		
09:30		146	36		
09:45		106	41	492	175
10:00		79	27		
10:15		78	17		
10:30		84	22		
10:45		83	20	324	86
11:00		103	15		
11:15		87	15		
11:30		81	12		
11:45		91	15	362	57
Total		2660	4628		
Percent		36.5%	63.5%		
Grand Total		2660	4628		
Percent		36.5%	63.5%		
ADT		ADT 7,288		AADT 7,288	

**CITY TRAFFIC COUNTERS**  
**www.ctcounters.com**

Cameron Avenue  
E/O Citrus Street

Start Time	20-Mar-18 Tue	West		Hour Totals	
		Morning	Afternoon	Morning	Afternoon
12:00		13	99		
12:15		11	124		
12:30		9	85		
12:45		9	94	42	402
01:00		6	119		
01:15		4	119		
01:30		1	129		
01:45		4	130	15	497
02:00		5	115		
02:15		1	198		
02:30		2	131		
02:45		3	159	11	603
03:00		1	218		
03:15		1	176		
03:30		5	121		
03:45		2	122	9	637
04:00		4	133		
04:15		8	132		
04:30		4	140		
04:45		12	151	28	556
05:00		18	168		
05:15		29	160		
05:30		54	188		
05:45		95	170	196	686
06:00		102	179		
06:15		126	122		
06:30		160	136		
06:45		141	134	529	571
07:00		211	99		
07:15		183	78		
07:30		149	66		
07:45		146	77	689	320
08:00		140	65		
08:15		154	67		
08:30		131	66		
08:45		146	72	571	270
09:00		115	69		
09:15		148	68		
09:30		221	55		
09:45		199	57	683	249
10:00		113	81		
10:15		100	51		
10:30		110	26		
10:45		109	17	432	175
11:00		81	28		
11:15		97	18		
11:30		107	23		
11:45		96	16	381	85
Total		3586	5051		
Percent		41.5%	58.5%		
Grand Total		3586	5051		
Percent		41.5%	58.5%		
ADT		ADT 8,637		AADT 8,637	



**Figure 4C-101 (CA). Traffic Signal Warrants Worksheet (Sheet 1 of 5)**

COUNT DATE \_\_\_\_\_

CALC \_\_\_\_\_ DATE \_\_\_\_\_

CHK \_\_\_\_\_ DATE \_\_\_\_\_

DIST \_\_\_\_\_ CO \_\_\_\_\_ RTE \_\_\_\_\_ PM \_\_\_\_\_

Major St: \_\_\_\_\_ Critical Approach Speed \_\_\_\_\_ mph

Minor St: \_\_\_\_\_ Critical Approach Speed \_\_\_\_\_ mph

Speed limit or critical speed on major street traffic > 40 mph..... ☐ or ☐ } **RURAL (R)**

In built up area of isolated community of < 10,000 population..... ☐ } **URBAN (U)**

**WARRANT 1 - Eight Hour Vehicular Volume** SATISFIED YES ☐ NO ☐  
(Condition A or Condition B or combination of A and B must be satisfied)

**Condition A - Minimum Vehicle Volume**

100% SATISFIED YES ☐ NO ☐  
80% SATISFIED YES ☐ NO ☐

	MINIMUM REQUIREMENTS (80% SHOWN IN BRACKETS)											
	U	R	U	R								
APPROACH LANES	1		2 or More									
Both Approaches Major Street	500 (400)	350 (280)	600 (480)	420 (336)								Hour
Highest Approach Minor Street	150 (120)	105 (84)	200 (160)	140 (112)								

**Condition B - Interruption of Continuous Traffic**

100% SATISFIED YES ☐ NO ☐  
80% SATISFIED YES ☐ NO ☐

	MINIMUM REQUIREMENTS (80% SHOWN IN BRACKETS)											
	U	R	U	R								
APPROACH LANES	1		2 or More									
Both Approaches Major Street	750 (600)	525 (420)	900 (720)	630 (504)								Hour
Highest Approach Minor Street	75 (60)	53 (42)	100 (80)	70 (56)								

**Combination of Conditions A & B**

SATISFIED YES ☐ NO ☐

REQUIREMENT	CONDITION	✓	FULFILLED
TWO CONDITIONS SATISFIED 80%	A. MINIMUM VEHICULAR VOLUME		Yes <input type="checkbox"/> No <input type="checkbox"/>
	AND, B. INTERRUPTION OF CONTINUOUS TRAFFIC		
AND, AN ADEQUATE TRIAL OF OTHER ALTERNATIVES THAT COULD CAUSE LESS DELAY AND INCONVENIENCE TO TRAFFIC HAS FAILED TO SOLVE THE TRAFFIC PROBLEMS			Yes <input type="checkbox"/> No <input type="checkbox"/>

The satisfaction of a traffic signal warrant or warrants shall not in itself require the installation of a traffic control signal.

**Figure 4C-101 (CA). Traffic Signal Warrants Worksheet (Sheet 2 of 5)****WARRANT 2 - Four Hour Vehicular Volume**SATISFIED\* YES ☐ NO ☐

Record hourly vehicular volumes for any four hours of an average day.

APPROACH LANES	One	2 or More	Hour			
Both Approaches - Major Street						
Higher Approach - Minor Street						

*All plotted points fall above the applicable curve in Figure 4C-1. (URBAN AREAS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<u>OR</u> , All plotted points fall above the applicable curve in Figure 4C-2. (RURAL AREAS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**WARRANT 3 - Peak Hour  
(Part A or Part B must be satisfied)**SATISFIED YES ☐ NO ☐**PART A**SATISFIED YES ☐ NO ☐

(All parts 1, 2, and 3 below must be satisfied for the same one hour, for any four consecutive 15-minute periods)

1. The total delay experienced by traffic on one minor street approach (one direction only) controlled by a STOP sign equals or exceeds four vehicle-hours for a one-lane approach, or five vehicle-hours for a two-lane approach; <u>AND</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. The volume on the same minor street approach (one direction only) equals or exceeds 100 vph for one moving lane of traffic or 150 vph for two moving lanes; <u>AND</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. The total entering volume serviced during the hour equals or exceeds 800 vph for intersections with four or more approaches or 650 vph for intersections with three approaches.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

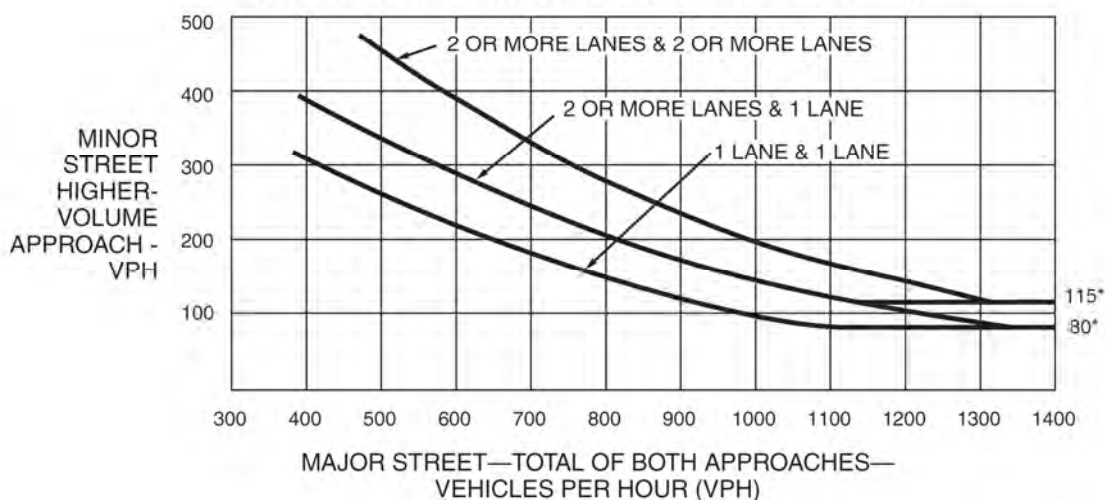
**PART B**SATISFIED YES ☐ NO ☐

APPROACH LANES	One	2 or More	Hour
Both Approaches - Major Street			
Higher Approach - Minor Street			

The plotted point falls above the applicable curve in Figure 4C-3. (URBAN AREAS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<u>OR</u> , The plotted point falls above the applicable curve in Figure 4C-4. (RURAL AREAS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

The satisfaction of a traffic signal warrant or warrants shall not in itself require the installation of a traffic control signal.

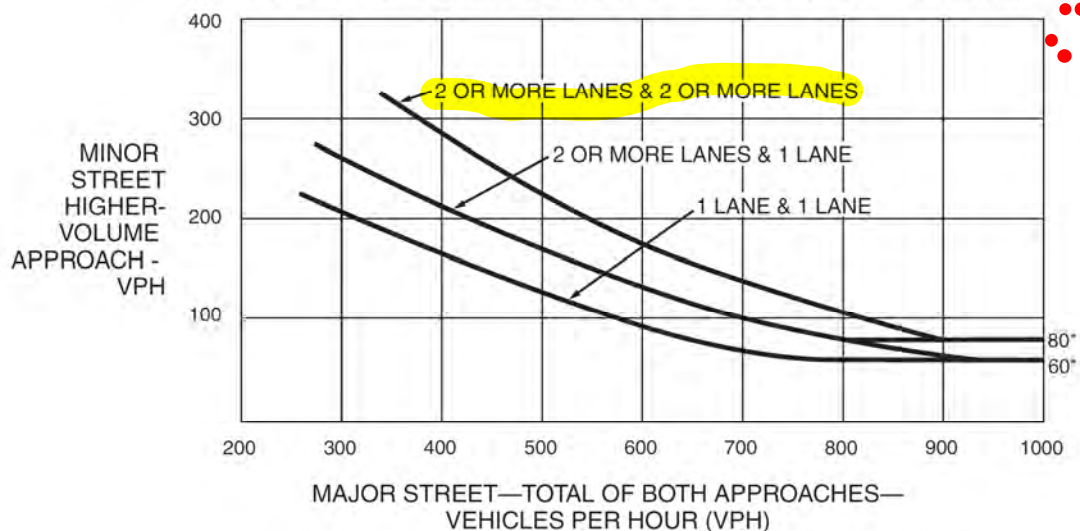
**Figure 4C-1. Warrant 2, Four-Hour Vehicular Volume**



\*Note: 115 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 80 vph applies as the lower threshold volume for a minor-street approach with one lane.

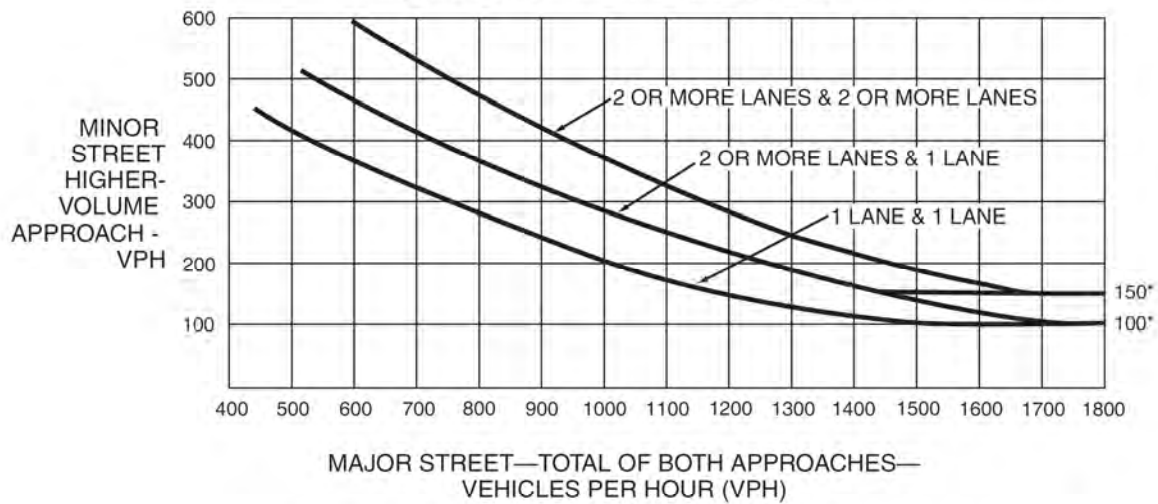
**Figure 4C-2. Warrant 2, Four-Hour Vehicular Volume (70% Factor)**

(COMMUNITY LESS THAN 10,000 POPULATION OR ABOVE 40 MPH ON MAJOR STREET)



\*Note: 80 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 60 vph applies as the lower threshold volume for a minor-street approach with one lane.

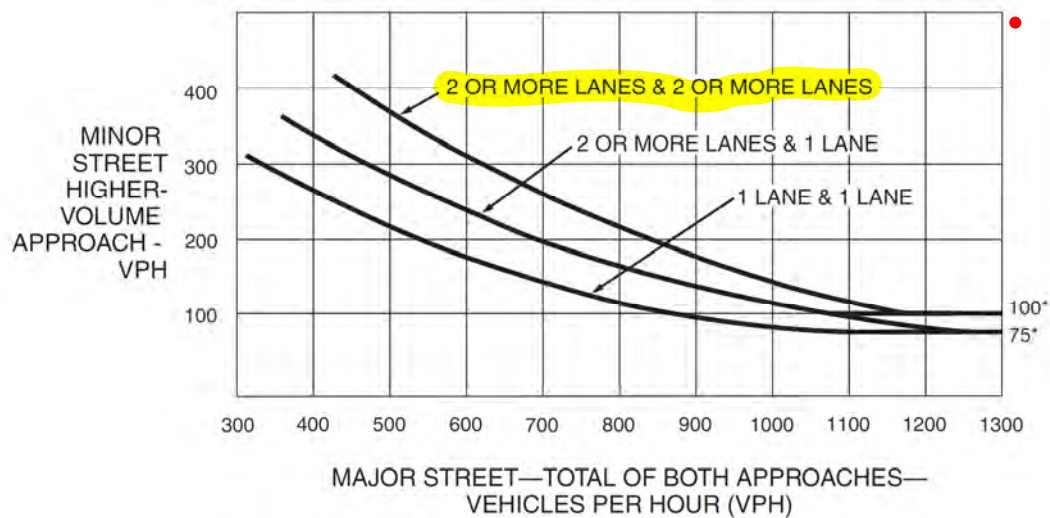


**Figure 4C-3. Warrant 3, Peak Hour**

\*Note: 150 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 100 vph applies as the lower threshold volume for a minor-street approach with one lane.

**Figure 4C-4. Warrant 3, Peak Hour (70% Factor)**

(COMMUNITY LESS THAN 10,000 POPULATION OR ABOVE 40 MPH ON MAJOR STREET)



\*Note: 100 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 75 vph applies as the lower threshold volume for a minor-street approach with one lane.

AGENDA ITEM NO. 2



## AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

**DATE:** October 1, 2019

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF MINUTES OF THE JUNE 11, 2019 TRAFFIC COMMITTEE MEETING**

---

**RECOMMENDATION:**

It is recommended that the City Council receive and file the attached minutes of the Traffic Committee meeting of June 11, 2019.

**DISCUSSION:**

None.

---

**Fiscal Impact**

**FISCAL IMPACT:**

None.

---

**Attachments**

Attachment No. 1 - June 11, 2019 Traffic Committee Minutes

Exhibit A

Exhibit B

---

**CITY COUNCIL GOALS & OBJECTIVES:** Enhance Public Safety  
Enhance City Programs and Activities

**ATTACHMENT NO. 1**

**CITY OF WEST COVINA  
TRAFFIC COMMITTEE  
MEETING MINUTES**

**DATE:** Tuesday, June 11, 2019

**TIME:** 3:00 PM

**LOCATION:** City Hall, Management Resource Center, Third Floor

**ATTENDEES:** Staff: Manoochehr Adhami, Miguel Hernandez, Corporal Mike Weathermon,  
Residents: Patricia Powert, Dawnell O'Dnnell, Arlene Shutt, Jon Shutt, Betty Lidle, Molly Bowd, Angie Gillingham, Peter H. Davis, Stephen Caropino, Annstine Volk, Shannon Volk, Barbara Volk and Lance Volk

1. Call to Order – Meeting was called to order at 3:00 PM
2. Matters from the Audience –

Mr. Stephen Caropino indicated the speed limit on some of the City's residential streets are set too high, such as Cameron Avenue, Vine Avenue, and Cortez Street. The City's Traffic Engineer, Manoochehr Adhami, explained that speed limits are set based on the Manual Uniform of Traffic Control Devices and the California Vehicle Code.

3. New Business –

A. Proposed installation of a traffic signal at the intersection of Cameron Avenue and Barranca Street.

B. Proposed installation of a traffic signal at the intersection of Cameron Avenue and Citrus Street.

**FINDINGS:**

The City of West Covina is proposing to install traffic signals at two intersections, Cameron Avenue at Barranca Street and Cameron Avenue at Citrus Street. Traffic volumes, vehicle speed, collision history and field review studies were conducted to determine if the traffic signals were warranted. The collected data from these are applied to a set of warrants established in the Manual of Uniform Traffic Control Devices (MUTCD). The MUTCD is a document issued by the Federal Highway Administration and revised for California by Caltrans specifying guidelines for when traffic signals and roadway surface markings are required. The traffic signal warrants for both intersections were met (see Exhibits A and B).

The purpose of installing a traffic signal is to assign right-of-way to conflicting movements of traffic at the intersections. This is done by alternating right-of-way assignments to the various traffic movements. When the traffic signal is properly timed, the traffic handling capacity will increase and improve safety and efficiency for both pedestrian and vehicular traffic.

As part of the traffic signal design, left-turn pockets will be included. The left-turn pockets will provide drivers an unobstructed view of the opposing traffic, making left-turns safer and reducing delays. The installation of the left-turn pocket will require some of the on-street parking spaces be removed.

### **DISCUSSION:**

The residents that attended the meeting opposed the installation of the traffic signal at the intersection of Cameron Avenue and Citrus Street for the reason listed below:

- Increase vehicle speeds
- Increase traffic collisions
- Reduce on-street parking, due to the required red curb
- Reduce property values
- Make it more difficult to exit driveways
- Increase idling vehicles and increase greenhouse gases

They also indicated that the traffic study was flawed because of the freeway construction. The freeway construction caused more vehicles to use Cameron Avenue to detour around the freeway work. This would affect the volume warrant which was the only warrant that was met for this intersection.

City Traffic Engineer recommended to hold a workshop to develop a plan that would address the resident's concern. Residents that attend the Traffic Committee meeting along with residents with a 300-foot radius will be notified of the workshop date and time.

### **TRAFFIC COMMITTEE RECOMMENDATION**

Item 3-A - Approve the installation of the traffic signal at the intersection of Cameron Avenue and Barranca Street.

Item 3-B – Conduct workshop with the residents to develop a plan that would address the resident concerns, date and time to be determined.

4. Committee Member Comments – None.
5. Adjourn - Meeting adjourned at 4:42 PM.

EXHIBIT A



January 25, 2018

Mr. Delfinono"nji,  
Public Works Director/ City Engineer  
Public Works Department  
City of West Covina  
1444 West Garvey Ave. South  
West Covina, CA 91790

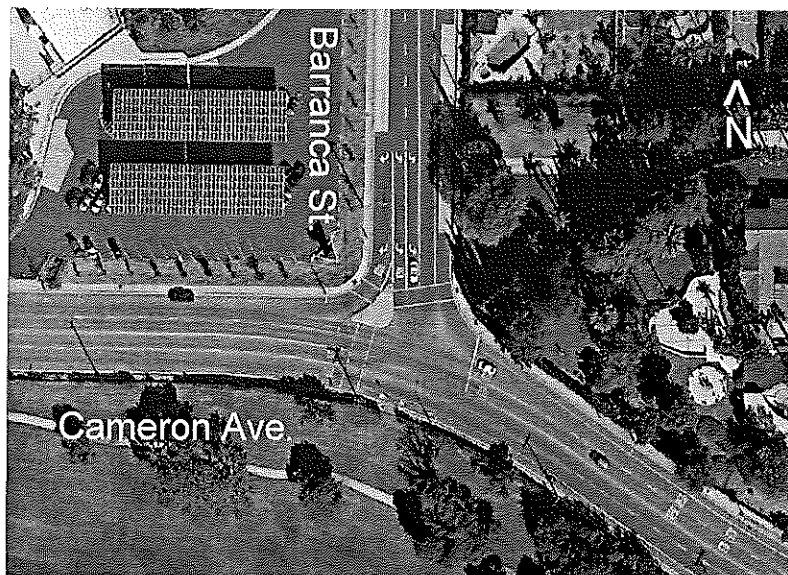
Subject: Traffic Signal Warrant Analysis for the Intersection of Cameron Avenue and Barranca Street in the City of West Covina

Dear Mr. Consunji:

Willdan Engineering is pleased to submit this traffic signal warrant analysis study for the intersection of Cameron Avenue and Barranca Street. This analysis is based on the guidelines presented in the California Manual on Uniform Traffic Control Devices (CA-MUTCD) dated November 2014.

### EXISTING CONDITIONS

Cameron Avenue and Barranca Street is a 3-legged intersection that is currently stop controlled on all approaches. Cameron Avenue runs East-West and Barranca Street runs North-South, North of Cameron Avenue. The adjacent land use is residential with South Hills High School in the Northwest corner of the intersection. There are school crosswalks across the North and West legs of the intersection. There are traffic signals located 1,060 feet North of the intersection on Barranca Street at Cortez Street, 4,800 feet West on Cameron Avenue at Citrus Street, and 2,600 feet East on Cameron Avenue at Grand Avenue.



Cameron Avenue is a 64-foot wide minor arterial roadway with striping to separate opposing directions of travel. There are two eastbound through lanes and two westbound through lanes. There are bike lanes on Cameron Avenue, East of Barranca Street. Parking on Cameron Avenue is permitted West of Barranca

Street. The posted speed limit is 45 miles per hour (MPH).



**Traffic Signal Warrant Analysis**  
**Cameron Avenue and Barranca Street**  
January 25, 2018

Barranca Street is a 64-foot wide minor arterial roadway with striping to separate opposing directions of travel. On-street parking is not allowed on both sides of Barranca Street up to 300 feet from the intersection. The posted speed limit is 40 MPH.

**DATA**

**Traffic Counts**

One day of twenty-four (24) hour approach volume counts were collected on Cameron Avenue and Barranca Street. These counts were taken on Wednesday January 11<sup>th</sup>, 2018. The following table summarizes the data collected:

Barranca Street	ADT	AM Peak Hour	PM Peak Hour
Southbound	5,306	623 (7:00)	357 (5:00)

Cameron Avenue	ADT	AM Peak Hour	PM Peak Hour
Eastbound	6,952	712 (7:00)	639 (5:00)
Westbound	6,102	480 (7:00)	593 (5:00)

**Exhibit A** summarizes 24-hour approach counts.

**Collision Data**

Collision data was obtained from the California Highway Patrol Statewide Integrated Traffic Records System (SWITRS). For this warrant, collision data was analyzed from January 1, 2016 to December 31, 2016. Zero (0) collisions were reported that are susceptible to correction by a traffic control signal. The types of collisions susceptible to correction include broadside and pedestrian crossing.

**Pedestrian Counts**

One day of peak hour pedestrian counts were collected at the intersection crosswalks of Cameron Avenue and Barranca Street. These counts were taken on Wednesday January 11<sup>th</sup>, 2018 around the school's start and release times. The counts were collected from 7am to 9am and from 2pm to 4pm. The following table summarizes the data collected:

	AM Peak Hour	PM Peak Hour
North crosswalk	13 (7:00)	1 (3:00)
West crosswalk	4 (7:00)	26 (3:00)

**Exhibit B** summarizes pedestrian counts.

**Speed Data**



***Traffic Signal Warrant Analysis***  
***Cameron Avenue and Barranca Street***  
***January 25, 2018***

Speed data was recently collected for the October 2017 West Covina Engineering and Traffic (E&T) survey. The 85<sup>th</sup> percentile speed on Cameron Avenue was 48 MPH. The 85<sup>th</sup> percentile speed from the October 2017 E&T survey was 40 MPH on Barranca Street. The following table summarizes the data from the 2017 E&T survey.

Segment	From	To	85 <sup>th</sup> Percentile Speed (MPH)
Cameron Avenue	Citrus Street	Barranca Street	48
Cameron Avenue	Barranca Street	East City Limits	48
Barranca Street	Cortez Street	Cameron Avenue	40

**TRAFFIC SIGNAL WARRANT**

The California MUTCD states that an intersection can be analyzed at a 70% reduction factor if the major street has a critical speed over 40 MPH. The major street, Cameron Avenue has a critical speed (85<sup>th</sup> percentile speed) of 48 MPH. Therefore, the 70% reduction factor was used in the following traffic signal warrant study.

The results of the analysis of the CA-MUTCD traffic signal warrants as they apply to the intersection of Cameron Avenue and Barranca Street are summarized below. ***Exhibit C*** provides the completed traffic signal warrant analysis.

- Warrant 1 – Eight-Hour Vehicular Volume = **Satisfied**
- Warrant 2 – Four Hour Vehicular Volume Traffic = **Satisfied**
- Warrant 3 – Peak Hour = **Satisfied**
- Warrant 4 – Pedestrian Volume = **Not satisfied**
- Warrant 5 – School Crossing = **Not Applicable**
- Warrant 6 – Coordinated Signal Systems = **Not Satisfied**
- Warrant 7 – Crash Experience = **Not Satisfied**
- Warrant 8 – Roadway Network = **Satisfied**
- Warrant 9 – Intersection Near Grade Crossing = **Not Applicable**

**Traffic Signal Warrant Discussion**

**Warrant 1** is the Eight-Hour Vehicular Volume warrant and consists of two different conditions that can be met for the warrant to be satisfied. The Minimum Vehicle Volume warrant, Condition A, is intended for application at locations where a large volume of intersecting traffic is the principal reason for consideration of a signal installation. The Interruption of Continuous Traffic, Condition B, is intended for application at locations where Condition A is not satisfied and where traffic volume on a major street is so heavy that the traffic on a minor intersection street suffers excessive delay or conflict in entering or crossing the major street.



***Traffic Signal Warrant Analysis  
Cameron Avenue and Barranca Street  
January 25, 2018***

Under Condition A, the intersection traffic volumes for the major street, Cameron Avenue satisfies the required volume of 420 vehicles for each of any 8 hours on an average day. The highest approach on the minor street, Barranca Street also satisfies the required 140 vehicles for the same 8 hours of an average day. Therefore, condition A of the Eight-Hour Vehicular Volume warrant was satisfied.

Therefore, because Condition A is satisfied, Warrant 1 is satisfied.

**Warrant 2** is the Four-Hour Vehicular Volume warrant and is intended to be applied where the volume of intersection traffic is the principal reason to consider installing a traffic control signal. The warrant is satisfied when the plotted points representing the vehicles per hour on the major street (total of both approaches) and the corresponding vehicles per hour on the higher-volume minor-street approach (one direction only) for 4 hours (any four 1-hour periods) of an average day falls above the curve shown on **Exhibit C, page C-3** for any of the existing combination of approach lanes. From **Exhibit C, page C-3**, the lower threshold volume for a minor street approach with two lanes is 80 vehicles per hour during each of the four hours studied. For the intersection of Cameron Avenue and Barranca Street, the highest approach volume for the minor street is over 80 vehicles and all plotted points fall above the applicable curve in **Exhibit C, page C-3**.

Therefore, Warrant 2 is satisfied.

**Warrant 3** is the Peak Hour warrant and consists of two parts. The need for a traffic control signal shall be considered if either Part A or Part B is satisfied. The Peak Hour warrant is intended for use at locations where traffic conditions are such that for a minimum of 1 hour of an average day, the minor street traffic suffers undue delay when entering or crossing the major street.

Part A of this warrant is satisfied when the delay experienced by the traffic on the minor street exceeds four vehicle-hours, the volume on the minor street exceeds 150 vehicles per hour and the total volume entering the intersection exceeds 650 vehicles per hour. Delay data was not collected at the intersection, so part A of this warrant was not analyzed.

Part B of this warrant is satisfied when the plotted points representing the vehicles per hour on the major street (total of both approaches) and the corresponding vehicles per hour on the higher-volume minor-street approach (one direction only) for 1 hour (any four consecutive 15-minute periods) of an average day falls above the curve shown on **Exhibit C, page C-4** for the existing combination of approach lanes. From **Exhibit C, page C-4**, the lower threshold volume for a minor street approach with one lane is 100 vehicles per hour. For the intersection of Cameron Avenue and Barranca Street, the highest hourly approach volume for the minor street is over 100 vehicles and falls above the applicable curve in **Exhibit C, page C-4**.

Therefore, Warrant 3 is satisfied.



***Traffic Signal Warrant Analysis***  
***Cameron Avenue and Barranca Street***  
***January 25, 2018***

**Warrant 4** is the Pedestrian Volume warrant. The Pedestrian Volume warrant is intended for application where the traffic volume on a major street is so heavy that pedestrians experience excessive delay in crossing the major street. There are two parts that can satisfy the warrant, part A and part B.

Part A of the warrant is satisfied when the plotted points representing the vehicles per hour on the major street (total of both approaches) and the corresponding pedestrians per hour crossing the major street for 4 hours (any four 1-hour periods) of an average day falls above the curve shown on ***Exhibit C, page C-6***. From ***Exhibit C, page C-6***, the lower threshold volume for pedestrians crossing the major road is 75 pedestrians per hour during each of the four hours studied. For the intersection of Cameron Avenue and Barranca Street, the highest crossing volume is under 75 pedestrians and all plotted points fall below the applicable curve in ***Exhibit C, page C-6***.

Part B of the warrant is satisfied when the plotted points representing the vehicles per hour on the major street (total of both approaches) and the corresponding pedestrians per hour crossing the major street for the peak hour (any 1-hour period) of an average day falls above the curve shown on ***Exhibit C, page C-7***. From ***Exhibit C, page C-7***, the lower threshold volume for pedestrians crossing the major road is 93 pedestrians per hour during each of the four hours studied. For the intersection of Cameron Avenue and Barranca Street, the highest crossing volume is under 93 pedestrians. Therefore, the plotted point falls below the applicable curve in ***Exhibit C, page C-7***.

*Therefore, Warrant 4 is not satisfied.*

**Warrant 5** is the School Crossing warrant. The School Crossing warrant is intended for application where school children, grades K-8, cross the major street is the principal reason for installing a traffic signal. Because the study intersection is near a High School, the pedestrians crossing are not K-8 students. Therefore, school-aged pedestrian counts and gap studies were not collected.

*Therefore, Warrant 5 was not applicable.*

**Warrant 6** is the Coordinated Signal System warrant and is intended to maintain proper platooning of vehicles. This warrant is satisfied if the distance to adjacent signalized intersections is greater than 1,000 feet and these adjacent signals do not provide adequate platooning and a proposed traffic control signal will provide a progressive signal operation. The adjacent signals on Cameron Avenue are over 1,000 feet away from the study intersection. However, the adjacent traffic control signals do not require a coordinated signal system and do provide adequate platooning and gaps in traffic on Cameron Avenue for vehicles stopped on Barranca Avenue.

*Therefore, Warrant 6 is not satisfied.*



***Traffic Signal Warrant Analysis  
Cameron Avenue and Barranca Street  
January 25, 2018***

**Warrant 7** is the Crash Experience warrant and is intended for application where the severity and frequency of crashes are the principal reasons to consider installing a traffic control signals. To satisfy this warrant, 5 or more reported collisions susceptible to correction by a traffic signal are to occur within a 12-month period. The collision data collected from January 1<sup>st</sup>, 2016 to December 31<sup>st</sup>, 2016 reported zero collisions occurring that are susceptible to correction by a traffic control signal.

Therefore, Warrant 7 is not satisfied.

**Warrant 8** is the Roadway Network warrant and is intended to encourage concentration and organization of traffic flow on a roadway network. This warrant analyzes the peak hour volumes of all approaches are greater than 1000 vehicles per hour and satisfy the first part of the warrant. The characteristics of Cameron Avenue and Barranca Street are minor arterials and are therefore both major routes.

Therefore, Warrant 8 is satisfied.

**Warrant 9** is the Intersection Near a Grade Crossing warrant and is intended for use when signal Warrants 1 through 8 are not met, but the proximity of a grade crossing is the principal reason to installing a traffic control signal. There is no grade crossing in proximity to the Cameron Avenue and Barranca Street intersection.

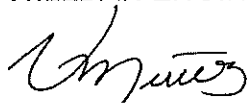
Therefore, Warrant 9 was not applicable.

**CONCLUSION**

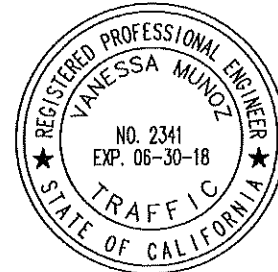
Based on this study satisfying warrants 1, 2, 3, and 8, our field observations, and engineering judgment, the installation of a traffic signal at the intersection of Cameron Avenue and Barranca Street is recommended at this time.

We appreciate this opportunity to serve the City of West Covina and the assistance and cooperation afforded to us during the course of this study. Should you have any questions, please contact me at (562) 368-4848.

Very truly yours,  
WILLDAN ENGINEERING



Vanessa Munoz, PE, TE, PTOE  
Traffic Engineer



**Exhibits**

- A – 24 Hour Approach Counts
- B – Pedestrian Counts
- C – Traffic Signal Warrants Analysis



**EXHIBIT A**  
**24 HOUR APPROACH COUNTS**



Page 1

**CITY TRAFFIC COUNTERS**  
[www.ctcounters.com](http://www.ctcounters.com)

Barranca St  
N/O Cameron Ave

Start Time	11-Jan-18 Thu	South		Hour Totals	
		Morning	Afternoon	Morning	Afternoon
12:00		6	65		
12:15		12	65		
12:30		2	102		
12:45		3	86	23	318
01:00		3	101		
01:15		3	74		
01:30		2	70		
01:45		2	74	10	319
02:00		4	119		
02:15		0	88		
02:30		3	78		
02:45		5	115	12	400
03:00		0	153		
03:15		3	94		
03:30		2	104		
03:45		4	87	9	438
04:00		2	82		
04:15		4	76		
04:30		5	86		
04:45		15	99	26	343
05:00		21	101		
05:15		23	86		
05:30		34	88		
05:45		44	82	122	357
06:00		44	94		
06:15		71	76		
06:30		108	70		
06:45		116	59	339	299
07:00		114	53		
07:15		140	54		
07:30		245	83		
07:45		124	56	623	246
08:00		70	68		
08:15		102	53		
08:30		62	51		
08:45		66	55	300	227
09:00		41	39		
09:15		51	44		
09:30		50	42		
09:45		45	27	187	152
10:00		53	28		
10:15		47	24		
10:30		49	22		
10:45		55	18	204	92
11:00		64	11		
11:15		55	18		
11:30		44	9		
11:45		48	11	211	49
Total		2066	3240		
Percent		38.9%	61.1%		
Grand Total		2066	3240		
Percent		38.9%	61.1%		

ADT

ADT 5,306

AADT 5,306

Page 1

**CITY TRAFFIC COUNTERS**  
[www.ctccounters.com](http://www.ctccounters.com)

Cameron Ave  
E/O Barranca St

Start Time	11-Jan-18 Thu	West		Hour Totals	
		Morning	Afternoon	Morning	Afternoon
12:00		10	70		
12:15		13	77		
12:30		6	83		
12:45		7	85	36	315
01:00		4	82		
01:15		5	105		
01:30		5	150		
01:45		1	90	15	427
02:00		0	85		
02:15		1	79		
02:30		2	92		
02:45		2	81	5	337
03:00		2	110		
03:15		0	121		
03:30		1	101		
03:45		4	90	7	422
04:00		3	90		
04:15		5	130		
04:30		2	152		
04:45		13	138	23	510
05:00		15	116		
05:15		30	174		
05:30		44	150		
05:45		45	153	134	593
06:00		66	124		
06:15		75	119		
06:30		87	120		
06:45		130	90	358	453
07:00		128	89		
07:15		114	87		
07:30		128	61		
07:45		110	48	480	285
08:00		88	39		
08:15		72	52		
08:30		78	39		
08:45		79	38	317	168
09:00		64	46		
09:15		69	41		
09:30		77	28		
09:45		78	44	288	159
10:00		72	35		
10:15		86	26		
10:30		88	28		
10:45		74	15	320	104
11:00		69	18		
11:15		69	21		
11:30		72	9		
11:45		74	14	284	62
Total		2267	3835		
Percent		37.2%	62.8%		
Grand Total		2267	3835		
Percent		37.2%	62.8%		

ADT

ADT 6,102

AADT 6,102



Page 1

**CITY TRAFFIC COUNTERS**  
[www.ctcounters.com](http://www.ctcounters.com)

Cameron Ave  
W/O Barranca St

Start Time	11-Jan-18 Thu	East		Hour Totals	
		Morning	Afternoon	Morning	Afternoon
12:00		9	68		
12:15		9	77		
12:30		2	98		
12:45		6	108	26	351
01:00		1	94		
01:15		3	93		
01:30		3	84		
01:45		2	77	9	348
02:00		4	102		
02:15		3	116		
02:30		0	110		
02:45		3	128	10	456
03:00		1	148		
03:15		3	143		
03:30		5	126		
03:45		5	134	14	551
04:00		6	167		
04:15		16	158		
04:30		9	152		
04:45		11	180	42	657
05:00		19	170		
05:15		21	169		
05:30		36	159		
05:45		35	141	111	639
06:00		34	138		
06:15		46	118		
06:30		95	110		
06:45		109	106	284	472
07:00		144	105		
07:15		206	97		
07:30		206	72		
07:45		156	76	712	350
08:00		126	47		
08:15		95	63		
08:30		103	52		
08:45		87	58	411	220
09:00		78	49		
09:15		81	35		
09:30		97	34		
09:45		112	36	368	154
10:00		94	34		
10:15		84	28		
10:30		69	23		
10:45		75	16	322	101
11:00		52	21		
11:15		88	10		
11:30		74	10		
11:45		81	8	295	49
Total		2604	4348		
Percent		37.5%	62.5%		
Grand Total		2604	4348		
Percent		37.5%	62.5%		

ADT

ADT 6,952

AADT 6,952

**EXHIBIT B**  
**PEDESTRIAN COUNTS**



## CITY TRAFFIC COUNTERS

www.ctcounters.com

File Name : Barranca\_Cameron\_PedestrianCount

Site Code : 00000000

Start Date : 1/11/2018

Page No : 1

### Groups Printed- Bank 1

	Cameron Ave West Leg	North Leg	Cameron Ave East Leg	Int. Total
Start Time	Peds	Peds	Peds	
07:00 AM	2	4	0	6
07:15 AM	0	2	0	2
07:30 AM	0	5	0	5
07:45 AM	2	2	0	4
Total	4	13	0	17
08:45 AM	0	3	0	3
Total	0	3	0	3
02:30 PM	0	1	0	1
Total	0	1	0	1
03:00 PM	1	0	0	1
03:15 PM	2	1	0	3
03:30 PM	4	0	0	4
03:45 PM	19	0	0	19
Total	26	1	0	27
04:15 PM	2	0	0	2
Grand Total	32	18	0	50
Apprch %	100	100	0	
Total %	64	36	0	

## CITY TRAFFIC COUNTERS

www.ctcounters.com

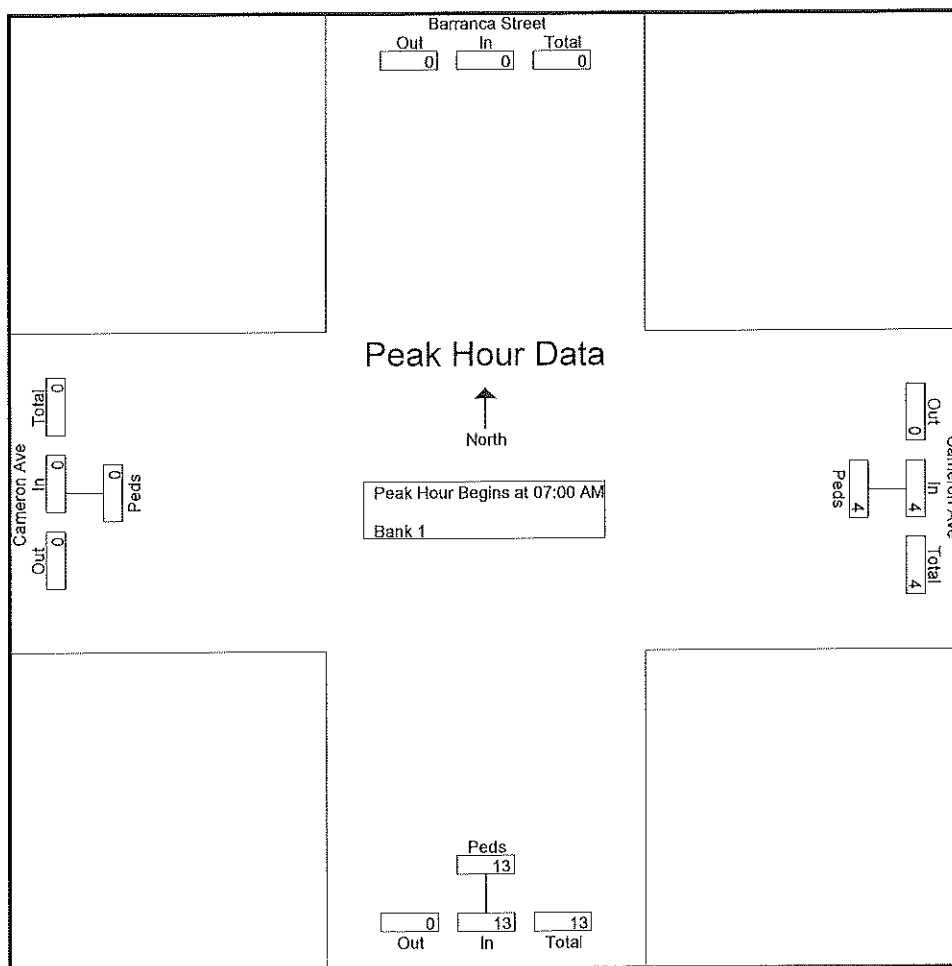
File Name : Barranca\_Cameron\_PedestrianCount

Site Code : 00000000

Start Date : 1/11/2018

Page No : 2

	Southbound	Cameron Ave West Leg		North Leg		Cameron Ave East Leg		
Start Time	App. Total	Peds	App. Total	Peds	App. Total	Peds	App. Total	Int. Total
Peak Hour Analysis From 07:00 AM to 11:45 AM - Peak 1 of 1								
Peak Hour for Entire Intersection Begins at 07:00 AM								
07:00 AM	0	2	2	4	4	0	0	6
07:15 AM	0	0	0	2	2	0	0	2
07:30 AM	0	0	0	5	5	0	0	5
07:45 AM	0	2	2	2	2	0	0	4
Total Volume	0	4	4	13	13	0	0	17
% App. Total		100		100		0		
PHF	.000	.500	.500	.650	.650	.000	.000	.708

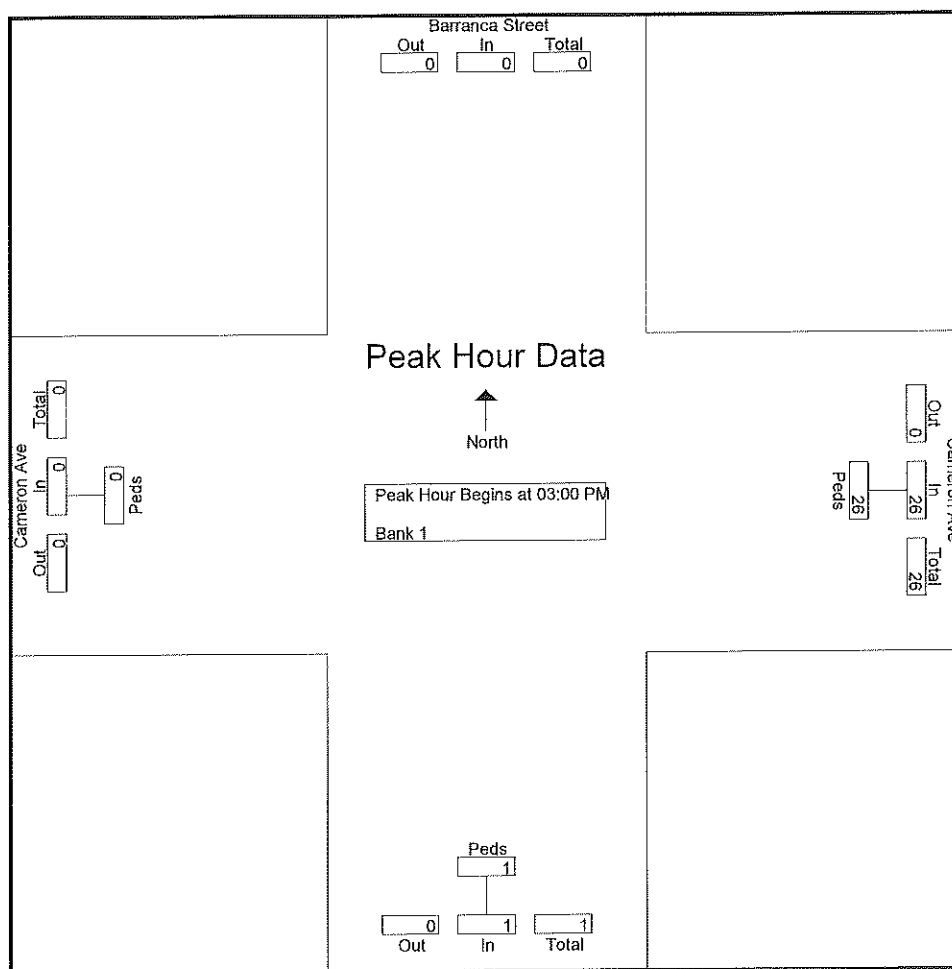


## CITY TRAFFIC COUNTERS

www.ctcounters.com

File Name : Barranca\_Cameron\_PedestrianCount  
Site Code : 00000000  
Start Date : 1/11/2018  
Page No : 3

	Southbound	Cameron Ave West Leg		North Leg		Cameron Ave East Leg		Int. Total
Start Time	App. Total	Peds	App. Total	Peds	App. Total	Peds	App. Total	
Peak Hour Analysis From 12:00 PM to 04:15 PM - Peak 1 of 1								
Peak Hour for Entire Intersection Begins at 03:00 PM								
03:00 PM	0	1	1	0	0	0	0	1
03:15 PM	0	2	2	1	1	0	0	3
03:30 PM	0	4	4	0	0	0	0	4
03:45 PM	0	19	19	0	0	0	0	19
Total Volume	0	26	26	1	1	0	0	27
% App. Total		100		100				
PHF	.000	.342	.342	.250	.250	.000	.000	.355



**EXHIBIT C**  
**TRAFFIC SIGNAL WARRANTS ANALYSIS**



California MUTCD 2014 Edition  
(FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California)

Page 841

**Figure 4C-101 (CA). Traffic Signal Warrants Worksheet (Sheet 1 of 5)**

COUNT DATE 1/11/2018

CALC \_\_\_\_\_ DATE \_\_\_\_\_

CHK \_\_\_\_\_ DATE \_\_\_\_\_

DIST \_\_\_\_\_ CO \_\_\_\_\_ RTE \_\_\_\_\_ PM \_\_\_\_\_

Major St: Cameron Avenue Critical Approach Speed 48 mph

Minor St: Barranca Street Critical Approach Speed 40 mph

Speed limit or critical speed on major street traffic > 40 mph..... ☒   
or ☐ } RURAL (R)

In built up area of isolated community of < 10,000 population..... ☐ URBAN (U)

**WARRANT 1 - Eight Hour Vehicular Volume** SATISFIED YES ☒ NO ☐  
(Condition A or Condition B or combination of A and B must be satisfied)

**Condition A - Minimum Vehicle Volume** 100% SATISFIED YES ☒ NO ☐

80% SATISFIED YES ☒ NO ☐

MINIMUM REQUIREMENTS (80% SHOWN IN BRACKETS)					80% SATISFIED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>								
	U	R	U	R									
APPROACH LANES	1		2 or More		6 AM	7 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	Hour
Both Approaches Major Street	500 (400)	350 (280)	600 (480)	420 (336)	642	1192	666	775	793	973	1167	1232	
Highest Approach Minor Street	150 (120)	105 (84)	200 (160)	140 (112)	339	623	318	319	400	438	343	357	

**Condition B - Interruption of Continuous Traffic** 100% SATISFIED YES ☒ NO ☐

80% SATISFIED YES ☒ NO ☐

MINIMUM REQUIREMENTS (80% SHOWN IN BRACKETS)					80% SATISFIED YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>												
					U		R		U		R						
APPROACH LANES	1		2 or More		6 AM	7 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	Hour				
Both Approaches Major Street	750 (600)	525 (420)	900 (720)	630 (504)	642	1192	666	775	793	973	1167	1232					
Highest Approach Minor Street	75 (60)	53 (42)	100 (80)	70 (56)	339	623	318	319	400	438	343	357					

**Combination of Conditions A & B** SATISFIED YES ☒ NO ☐

REQUIREMENT	CONDITION	✓	FULFILLED
TWO CONDITIONS SATISFIED 80%	A. MINIMUM VEHICULAR VOLUME	<input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	AND, B. INTERRUPTION OF CONTINUOUS TRAFFIC	<input checked="" type="checkbox"/>	
AND, AN ADEQUATE TRIAL OF OTHER ALTERNATIVES THAT COULD CAUSE LESS DELAY AND INCONVENIENCE TO TRAFFIC HAS FAILED TO SOLVE THE TRAFFIC PROBLEMS			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

The satisfaction of a traffic signal warrant or warrants shall not in itself require the installation of a traffic control signal.

California MUTCD 2014 Edition  
(FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California)

Page 842

Figure 4C-101 (CA). Traffic Signal Warrants Worksheet (Sheet 2 of 5)

**WARRANT 2 - Four Hour Vehicular Volume**

SATISFIED\* YES ☒ NO ☐

Record hourly vehicular volumes for any four hours of an average day.

APPROACH LANES	One	2 or More	7 AM	2 PM	3 PM	5 PM	Hour
Both Approaches - Major Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1192	793	973	1232	
Higher Approach - Minor Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	623	400	438	357	

*All plotted points fall above the applicable curve in Figure 4C-1. (URBAN AREAS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<u>OR</u> , All plotted points fall above the applicable curve in Figure 4C-2. (RURAL AREAS)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

**WARRANT 3 - Peak Hour**  
(Part A or Part B must be satisfied)

SATISFIED YES ☒ NO ☐

**PART A**

SATISFIED YES ☒ NO ☐

(All parts 1, 2, and 3 below must be satisfied for the same one hour, for any four consecutive 15-minute periods)

1. The total delay experienced by traffic on one minor street approach (one direction only) controlled by a STOP sign equals or exceeds four vehicle-hours for a one-lane approach, or five vehicle-hours for a two-lane approach; <u>AND</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. The volume on the same minor street approach (one direction only) equals or exceeds 100 vph for one moving lane of traffic or 150 vph for two moving lanes; <u>AND</u>	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
3. The total entering volume serviced during the hour equals or exceeds 800 vph for intersections with four or more approaches or 650 vph for intersections with three approaches.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

**PART B**

SATISFIED YES ☒ NO ☐

APPROACH LANES	One	2 or More	7 AM	Hour
Both Approaches - Major Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1192	
Higher Approach - Minor Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	623	

The plotted point falls above the applicable curve in Figure 4C-3. (URBAN AREAS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<u>OR</u> , The plotted point falls above the applicable curve in Figure 4C-4. (RURAL AREAS)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

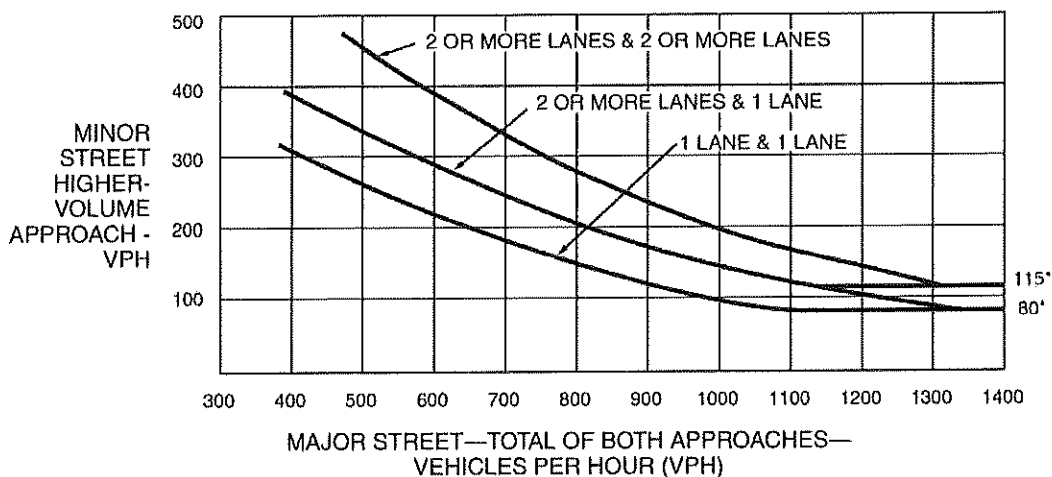
The satisfaction of a traffic signal warrant or warrants shall not in itself require the installation of a traffic control signal.



California MUTCD 2014 Edition  
 (FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California)

Page 836

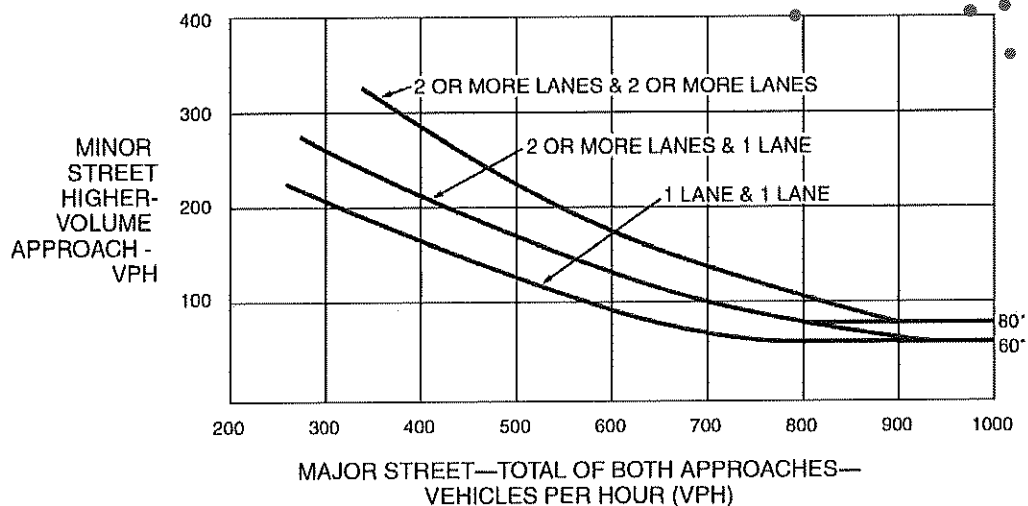
**Figure 4C-1. Warrant 2, Four-Hour Vehicular Volume**



\*Note: 115 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 80 vph applies as the lower threshold volume for a minor-street approach with one lane.

**Figure 4C-2. Warrant 2, Four-Hour Vehicular Volume (70% Factor)**

(COMMUNITY LESS THAN 10,000 POPULATION OR ABOVE 40 MPH ON MAJOR STREET)

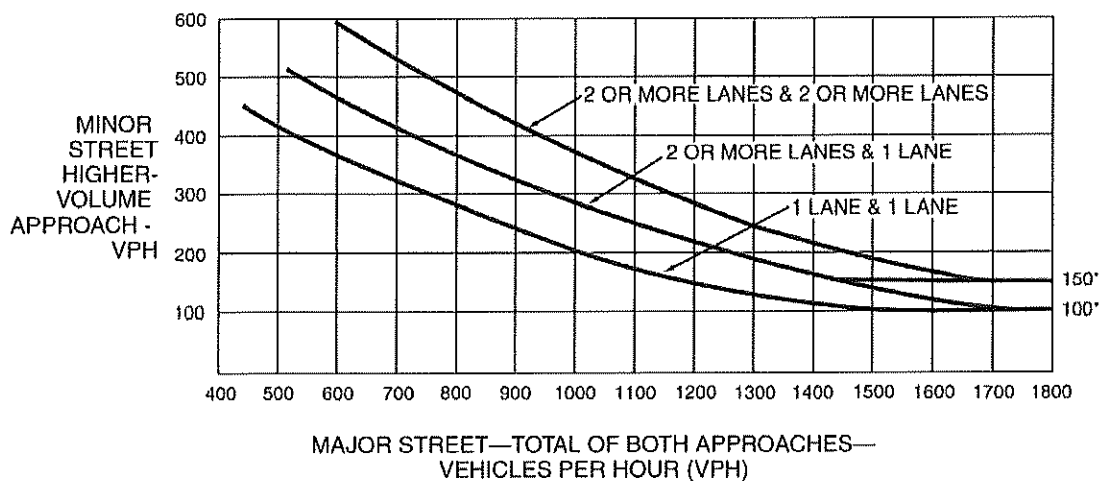


\*Note: 80 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 60 vph applies as the lower threshold volume for a minor-street approach with one lane.

California MUTCD 2014 Edition  
 (FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California)

Page 837

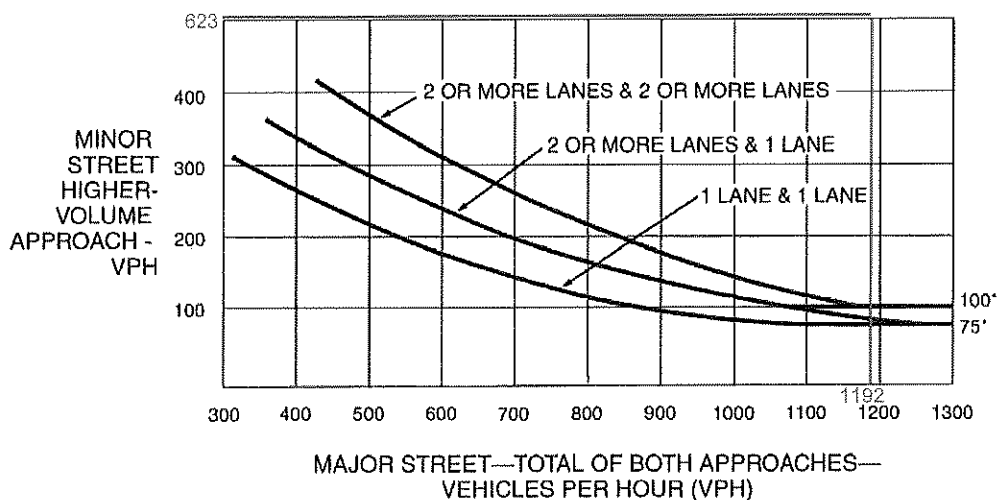
**Figure 4C-3. Warrant 3, Peak Hour**



\*Note: 150 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 100 vph applies as the lower threshold volume for a minor-street approach with one lane.

**Figure 4C-4. Warrant 3, Peak Hour (70% Factor)**

(COMMUNITY LESS THAN 10,000 POPULATION OR ABOVE 40 MPH ON MAJOR STREET)



\*Note: 100 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 75 vph applies as the lower threshold volume for a minor-street approach with one lane.

California MUTCD 2014 Edition  
(FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California)

Page 843

Figure 4C-101 (CA). Traffic Signal Warrants Worksheet (Sheet 3 of 5)

**WARRANT 4 - Pedestrian Volume**  
(Parts 1 and 2 Must Be Satisfied)

SATISFIED YES ☐ NO ☒

**Part 1 (Parts A or B must be satisfied)**

Hours -->	7 AM	8 AM	2 PM	3 PM
A. Vehicles per hour for any 4 hours	1192	891	793	973
Pedestrians per hour for any 4 hours	4	0	0	26

Hours -->	3 PM			
B. Vehicles per hour for any 1 hour	973			
Pedestrians per hour for any 1 hour	26			

Figure 4C-5 or Figure 4C-6  
SATISFIED YES ☐ NO ☒

Figure 4C-7 or Figure 4C-8  
SATISFIED YES ☐ NO ☒

**Part 2**

SATISFIED YES ☒ NO ☐

<u>AND</u> , The distance to the nearest traffic signal along the major street is greater than 300 ft	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<u>OR</u> , The proposed traffic signal will not restrict progressive traffic flow along the major street.	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

**WARRANT 5 - School Crossing**  
(Parts A and B Must Be Satisfied) N/A

SATISFIED YES ☐ NO ☐

**Part A**  
Gap/Minutes and # of Children

SATISFIED YES ☐ NO ☐

Gaps vs Minutes	Minutes Children Using Crossing	Hour
	Number of Adequate Gaps	
School Age Pedestrians Crossing Street / hr		

Gaps < Minutes YES ☐ NO ☐  
AND Children > 20/hr YES ☐ NO ☐

<u>AND</u> , Consideration has been given to less restrictive remedial measures.	Yes <input type="checkbox"/>	No <input type="checkbox"/>
--	------------------------------	-----------------------------

**Part B**

SATISFIED YES ☐ NO ☐

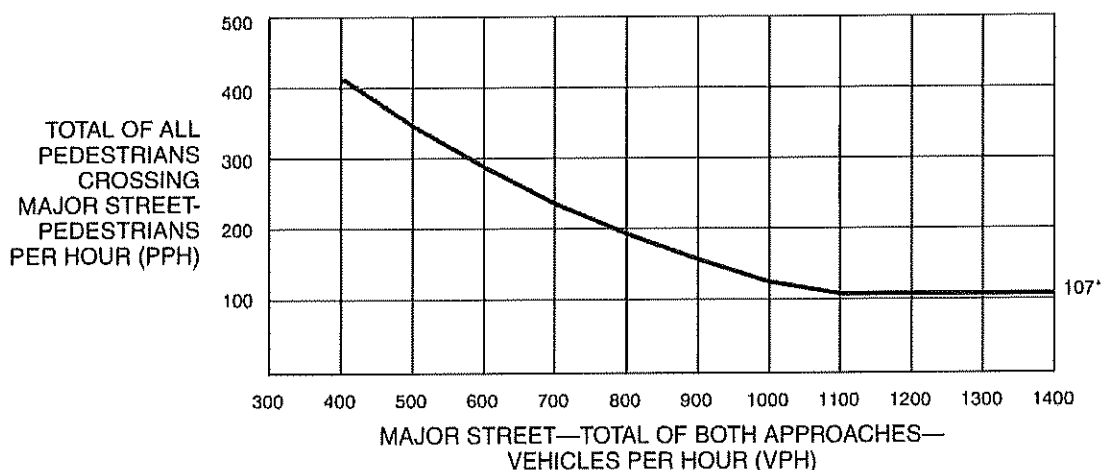
The distance to the nearest traffic signal along the major street is greater than 300 ft	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<u>OR</u> , The proposed signal will not restrict the progressive movement of traffic.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

The satisfaction of a traffic signal warrant or warrants shall not in itself require the installation of a traffic control signal.

California MUTCD 2014 Edition  
 (FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California)

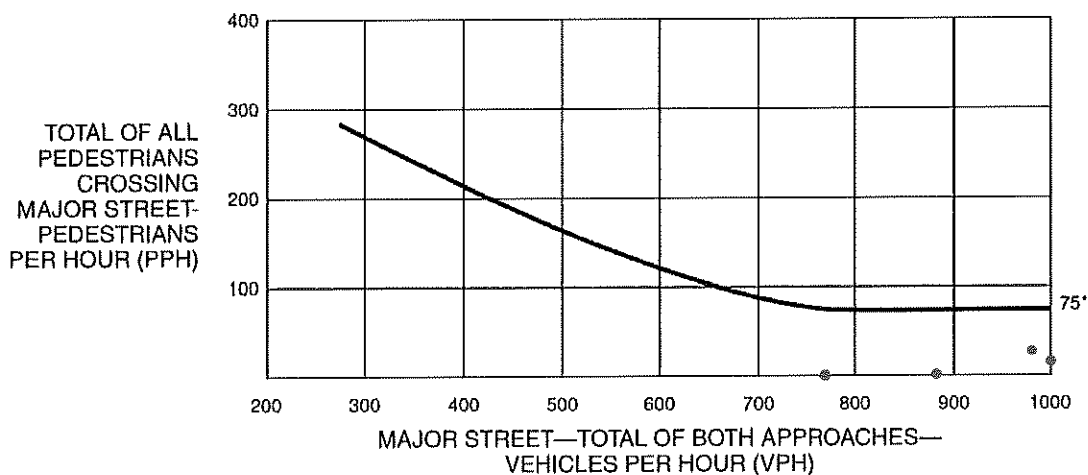
Page 838

**Figure 4C-5. Warrant 4, Pedestrian Four-Hour Volume**



\*Note: 107 pph applies as the lower threshold volume.

**Figure 4C-6. Warrant 4, Pedestrian Four-Hour Volume (70% Factor)**

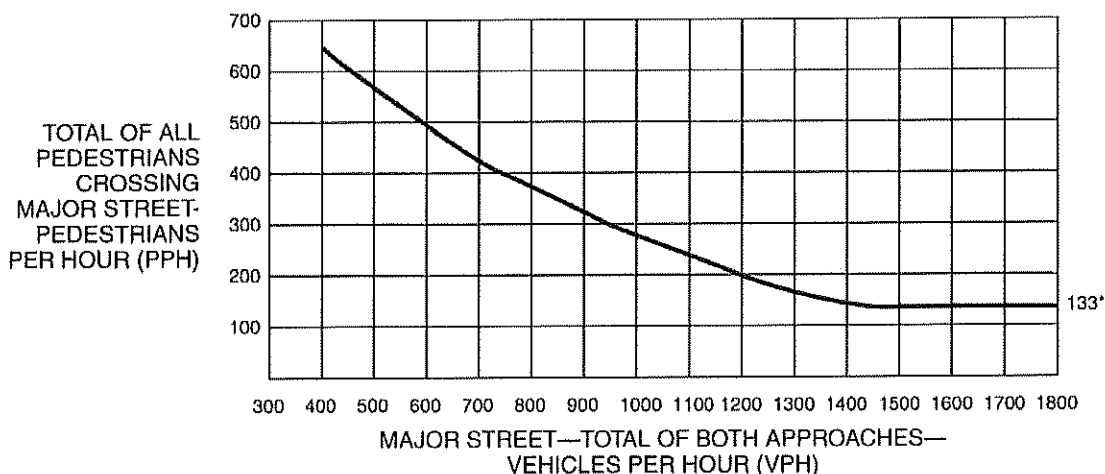


\*Note: 75 pph applies as the lower threshold volume.

California MUTCD 2014 Edition  
 (FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California)

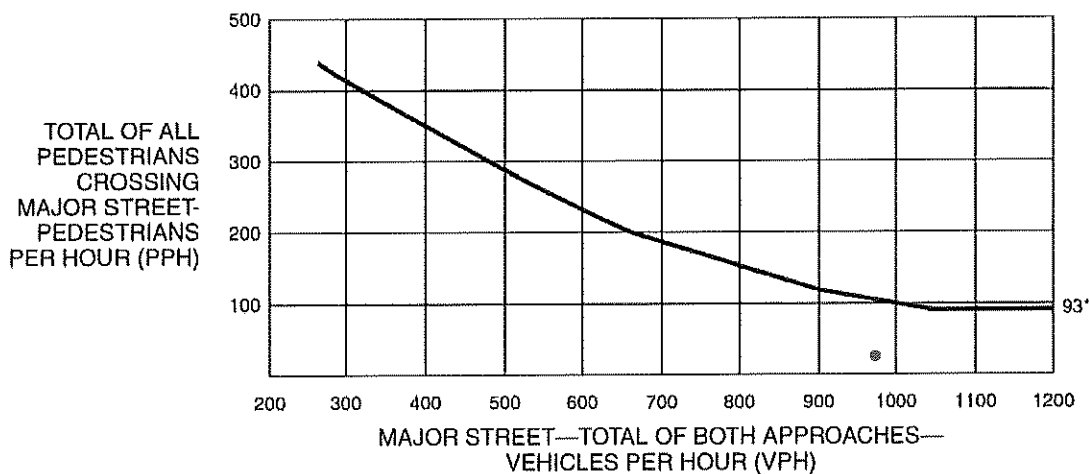
Page 839

**Figure 4C-7. Warrant 4, Pedestrian Peak Hour**



\*Note: 133 pph applies as the lower threshold volume.

**Figure 4C-8. Warrant 4, Pedestrian Peak Hour (70% Factor)**



\*Note: 93 pph applies as the lower threshold volume.

California MUTCD 2014 Edition  
(FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California)

Page 844

Figure 4C-101 (CA). Traffic Signal Warrants Worksheet (Sheet 4 of 5)

**WARRANT 6 - Coordinated Signal System**  
(All Parts Must Be Satisfied)

SATISFIED YES ☐ NO ☒

MINIMUM REQUIREMENTS	DISTANCE TO NEAREST SIGNAL	
≥ 1000 ft	N 1,060 ft, S _____ ft, E 4,800 ft, W 2,600 ft	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
On a one-way street or a street that has traffic predominantly in one direction, the adjacent traffic control signals are so far apart that they do not provide the necessary degree of vehicular platooning.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
OR, On a two-way street, adjacent traffic control signals do not provide the necessary degree of platooning and the proposed and adjacent traffic control signals will collectively provide a progressive operation.		

**WARRANT 7 - Crash Experience Warrant**  
(All Parts Must Be Satisfied)

SATISFIED YES ☐ NO ☒

Adequate trial of alternatives with satisfactory observance and enforcement has failed to reduce the crash frequency.		Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
REQUIREMENTS	Number of crashes reported within a 12 month period susceptible to correction by a traffic signal, and involving injury or damage exceeding the requirements for a reportable crash.	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
5 OR MORE	0		
REQUIREMENTS	CONDITIONS	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
ONE CONDITION SATISFIED 80%	Warrant 1, Condition A - Minimum Vehicular Volume		<input checked="" type="checkbox"/>
	OR, Warrant 1, Condition B - Interruption of Continuous Traffic		<input checked="" type="checkbox"/>
	OR, Warrant 4, Pedestrian Volume Condition Ped Vol ≥ 80% of Figure 4C-5 through Figure 4C-8		<input type="checkbox"/>

**WARRANT 8 - Roadway Network**  
(All Parts Must Be Satisfied)

SATISFIED YES ☒ NO ☐

MINIMUM VOLUME REQUIREMENTS	ENTERING VOLUMES - ALL APPROACHES	✓	FULFILLED
1000 Veh/Hr	During Typical Weekday Peak Hour 1,815 Veh/Hr and has 5-year projected traffic volumes that meet one or more of Warrants 1, 2, and 3 during an average weekday.	<input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	OR During Each of Any 5 Hrs. of a Sat. or Sun _____ Veh/Hr	<input type="checkbox"/>	
CHARACTERISTICS OF MAJOR ROUTES		MAJOR ROUTE A	MAJOR ROUTE B
Hwy. System Serving as Principal Network for Through Traffic			
Rural or Suburban Highway Outside Of, Entering, or Traversing a City			
Appears as Major Route on an Official Plan		minor arterial	minor arterial
Any Major Route Characteristics Met, Both Streets			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

The satisfaction of a traffic signal warrant or warrants shall not in itself require the installation of a traffic control signal.

California MUTCD 2014 Edition  
(FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California)

Page 845

**Figure 4C-101 (CA). Traffic Signal Warrants Worksheet (Sheet 5 of 5)**

**WARRANT 9 - Intersection Near a Grade Crossing**  
**(Both Parts A and B Must Be Satisfied)** N/A

**SATISFIED YES ☐ NO ☐**

<p><b><u>PART A</u></b></p> <p>A grade crossing exists on an approach controlled by a STOP or YIELD sign and the center of the track nearest to the intersection is within 140 feet of the stop line or yield line on the approach. Track Center Line to Limit Line _____ ft</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
<p><b><u>PART B</u></b></p> <p>There is one minor street approach lane at the track crossing - During the highest traffic volume hour during which rail traffic uses the crossing, the plotted point falls above the applicable curve in Figure 4C-9.</p> <p>Major Street - Total of both approaches: _____ VPH  Minor Street - Crosses the track (one direction only, approaching the intersection): _____ VPH X AF (Use Tables 4C-2, 3, &amp; 4 below to calculate AF) = _____ VPH</p> <hr/> <p><b><u>OR</u></b>, There are two or more minor street approach lanes at the track crossing - During the highest traffic volume hour during which rail traffic uses the crossing, the plotted point falls above the applicable curve in Figure 4C-10.</p> <p>Major Street - Total of both approaches : _____ VPH  Minor Street - Crosses the track (one direction only, approaching the intersection): _____ VPH X AF (Use Tables 4C-2, 3, &amp; 4 below to calculate AF) = _____ VPH</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

The minor street approach volume may be multiplied by up to three following adjustment factors (AF) as described in Section 4C.10.

- 1- Number of Rail Traffic per Day \_\_\_\_\_ Adjustment factor from table 4C-2 \_\_\_\_\_
- 2- Percentage of High-Occupancy Buses on Minor Street Approach \_\_\_\_\_ Adjustment factor from table 4C-3 \_\_\_\_\_
- 3- Percentage of Tractor-Trailer Trucks on Minor Street Approach \_\_\_\_\_ Adjustment factor from table 4C-4 \_\_\_\_\_

NOTE: If no data is available or known, then use AF = 1 (no adjustment)

EXHIBIT B



Memorandum

TO: Chino Consuji, PE

FROM: Vanessa Munoz P.E, T.E., Traffic Engineer

DATE: March 22, 2018

SUBJECT: Traffic Signal Warrant Analysis for the Intersection of Cameron Avenue  
and Citrus Street in the City of West Covina  
**TECHNICAL MEMORANDUM**

Willdan Engineering (Willdan) has completed the following Technical Memorandum to assess if a traffic signal is warranted at the intersection of Cameron Avenue at Citrus Street. This analysis is based on the guidelines presented in the California Manual on Uniform Traffic Control Devices (CA-MUTCD) dated November 2014.

This analysis only studied Warrant 1, the Eight Hour Vehicular Warrant. Only one of the 9 traffic signal warrants must be met to be warranted for a traffic signal. Based on the technical memorandum, the Eight Hour Vehicular Warrant was met and no further warrant analysis needed to be done. Therefore, we recommend the installation of a traffic signal at the intersection of Cameron Avenue at Citrus Street.

**EXISTING CONDITIONS**



Cameron Avenue and Citrus Street is a 4-legged intersection that is currently stop controlled on all approaches. Cameron Avenue runs east-west and Citrus Street runs north-south. The adjacent land use is residential. There are crosswalks across all 4 legs of the intersection.

Cameron Avenue is a 60-foot wide minor arterial roadway with striping to separate opposing directions of travel. There are two eastbound through lanes and two westbound through lanes. On-street parking is permitted on both sides of Cameron Avenue. The posted speed limit is 45 miles per hour (MPH).



City of West Covina  
March 22, 2018  
Page 2

Citrus Street is a 60-foot wide minor arterial roadway with striping to separate opposing directions of travel. On-street parking is allowed on both sides of Citrus Street. The posted speed limit is 40 MPH.

## DATA

24-hour approach counts were collected on March 20, 2018 at the intersection of Cameron Avenue and Citrus Street. The count data sheets are in **Attachment A**. The 8 hours used in the warrant and their corresponding traffic volumes are shown in the figure below. Both approaches of the major street, Cameron Avenue, had at least 777 vehicles per hour in the 8 hours studied. The southbound approach of the minor street, Citrus Street, had at least 313 vehicles in the 8 hours studied.

### Condition A - Minimum Vehicle Volume

100% SATISFIED YES ☒ NO ☐

80% SATISFIED YES ☒ NO ☐

MINIMUM REQUIREMENTS (80% SHOWN IN BRACKETS)					80% SATISFIED   YES <input checked="" type="checkbox"/> NO <input type="checkbox"/>								

## TRAFFIC SIGNAL WARRANT

The 2014 CA MUTCD was used to determine if the study intersection is warranted for a traffic signal. The Eight Hour Vehicular Volume Warrant, Warrant 1, was the only traffic signal warrant analyzed at the intersection of Cameron Avenue at Citrus Street. The 2014 CA MUTCD Warrant Form for the Peak Hour Warrant is in **Attachment B**.

**Warrant 1** is the Eight-Hour Vehicular Volume warrant and consists of two different conditions that can be met for the warrant to be satisfied. The Minimum Vehicle Volume warrant, Condition A, is intended for application at locations where a large volume of intersecting traffic is the principal reason for consideration of a signal installation. The Interruption of Continuous Traffic, Condition B, is intended for application at locations where Condition A is not satisfied and where traffic volume on a major street is so heavy that the traffic on a minor intersection street suffers excessive delay or conflict in entering or crossing the major street.

The California MUTCD states that an intersection can be analyzed at a 70% reduction factor if the major street has a critical speed or speed limit over 40 MPH. The major street, Cameron Avenue has a speed limit of 45 MPH. Therefore, the 70% reduction factor was used in the following traffic signal warrant study.

Under Condition A, the intersection traffic volumes for the major street, Cameron Avenue satisfies the required volume of 420 vehicles for each of any 8 hours on an average day.

City of West Covina  
March 22, 2018  
Page 3

The highest approach on the minor street, Citrus Street also satisfies the required 140 vehicles for the same 8 hours of an average day. Therefore, condition A of the Eight-Hour Vehicular Volume warrant was satisfied.

Therefore, because Condition A is satisfied, Warrant 1 is satisfied.

### **RECOMMENDATION**

Based on this study satisfying Warrant 1, and engineering judgment, the installation of a traffic signal at the intersection of Cameron Avenue and Citrus Street is recommended at this time.

Attachments:

Attachment A- Count Data

Attachment B- 2014 CA MUTCD Signal Warrant Form- Warrant 1

I:\Traffic\jn105410 - WC TE Services\Cameron Citrus TS Warrant Memo\Cameron Citrus TS Memo.docx

Page 1

**CITY TRAFFIC COUNTERS**  
[www.ctfcounters.com](http://www.ctfcounters.com)

Citrus Street  
S/O Cameron Avenue

Start Time	20-Mar-18 Tue	North		Hour Totals	
		Morning	Afternoon	Morning	Afternoon
12:00		6	43		
12:15		4	53		
12:30		4	40		
12:45		2	40	16	176
01:00		2	41		
01:15		1	70		
01:30		1	46		
01:45		0	67	4	224
02:00		1	70		
02:15		0	74		
02:30		0	65		
02:45		2	70	3	279
03:00		0	94		
03:15		1	88		
03:30		1	54		
03:45		1	79	3	315
04:00		4	64		
04:15		3	72		
04:30		3	60		
04:45		12	66	22	262
05:00		11	98		
05:15		10	81		
05:30		14	86		
05:45		16	81	51	346
06:00		8	71		
06:15		17	62		
06:30		32	55		
06:45		43	69	100	257
07:00		56	54		
07:15		67	42		
07:30		69	36		
07:45		86	35	278	167
08:00		76	28		
08:15		92	23		
08:30		57	17		
08:45		67	16	292	84
09:00		48	13		
09:15		59	24		
09:30		77	15		
09:45		67	13	251	65
10:00		54	16		
10:15		51	6		
10:30		44	6		
10:45		50	13	199	41
11:00		49	7		
11:15		50	9		
11:30		50	3		
11:45		42	5	191	24
Total		1410	2240		
Percent		38.6%	61.4%		
Grand Total		1410	2240		
Percent		38.6%	61.4%		

ADT

ADT 3,650

AADT 3,650

Page 1

**CITY TRAFFIC COUNTERS**  
[www.ctcounters.com](http://www.ctcounters.com)

Citrus Street  
N/O Cameron Avenue

Start Time	20-Mar-18 Tue	South		Hour Totals	
		Morning	Afternoon	Morning	Afternoon
12:00		12	65		
12:15		7	75		
12:30		7	86		
12:45		1	93	27	319
01:00		5	77		
01:15		6	78		
01:30		5	77		
01:45		7	81	23	313
02:00		5	92		
02:15		4	101		
02:30		2	90		
02:45		5	93	16	376
03:00		3	126		
03:15		3	101		
03:30		3	85		
03:45		2	106	11	418
04:00		0	86		
04:15		7	86		
04:30		4	94		
04:45		8	105	19	371
05:00		10	103		
05:15		16	136		
05:30		25	127		
05:45		27	126	78	492
06:00		14	103		
06:15		29	111		
06:30		35	97		
06:45		40	73	118	384
07:00		86	75		
07:15		98	72		
07:30		99	74		
07:45		85	80	368	301
08:00		77	78		
08:15		103	67		
08:30		68	50		
08:45		66	61	314	256
09:00		55	73		
09:15		63	66		
09:30		83	88		
09:45		67	29	268	256
10:00		54	41		
10:15		53	33		
10:30		61	34		
10:45		64	23	232	131
11:00		62	20		
11:15		69	13		
11:30		56	16		
11:45		55	11	242	60
Total		1716	3677		
Percent		31.8%	68.2%		
Grand Total		1716	3677		
Percent		31.8%	68.2%		

ADT

ADT 5,393

AADT 5,393

Page 1

**CITY TRAFFIC COUNTERS**  
[www.ctcounters.com](http://www.ctcounters.com)

Cameron Avenue  
W/O Citrus Street

Start Time	20-Mar-18 Tue	East		Hour Totals	
		Morning	Afternoon	Morning	Afternoon
12:00		11	78		
12:15		8	92		
12:30		6	100		
12:45		14	105	39	375
01:00		4	118		
01:15		3	84		
01:30		1	93		
01:45		2	90	10	385
02:00		1	107		
02:15		4	122		
02:30		8	120		
02:45		2	150	15	499
03:00		2	127		
03:15		5	129		
03:30		10	154		
03:45		6	142	23	552
04:00		10	152		
04:15		7	162		
04:30		12	152		
04:45		14	150	43	616
05:00		16	172		
05:15		23	156		
05:30		27	180		
05:45		36	153	102	661
06:00		31	161		
06:15		30	155		
06:30		83	153		
06:45		91	130	235	599
07:00		114	113		
07:15		124	101		
07:30		132	103		
07:45		161	74	531	391
08:00		147	63		
08:15		108	66		
08:30		125	52		
08:45		104	51	484	232
09:00		108	58		
09:15		132	40		
09:30		146	36		
09:45		106	41	492	175
10:00		79	27		
10:15		78	17		
10:30		84	22		
10:45		83	20	324	86
11:00		103	15		
11:15		87	15		
11:30		81	12		
11:45		91	15	362	57
Total		2660	4628		
Percent		36.5%	63.5%		
Grand Total		2660	4628		
Percent		36.5%	63.5%		

ADT

ADT 7,288

AADT 7,288

Page 1

**CITY TRAFFIC COUNTERS**  
[www.ctcounters.com](http://www.ctcounters.com)

Cameron Avenue  
E/O Citrus Street

Start Time	20-Mar-18 Tue	West		Hour Totals	
		Morning	Afternoon	Morning	Afternoon
12:00		13	99		
12:15		11	124		
12:30		9	85		
12:45		9	94	42	402
01:00		6	119		
01:15		4	119		
01:30		1	129		
01:45		4	130	15	497
02:00		5	115		
02:15		1	198		
02:30		2	131		
02:45		3	159	11	603
03:00		1	218		
03:15		1	176		
03:30		5	121		
03:45		2	122	9	637
04:00		4	133		
04:15		8	132		
04:30		4	140		
04:45		12	151	28	556
05:00		18	168		
05:15		29	160		
05:30		54	188		
05:45		95	170	196	686
06:00		102	179		
06:15		126	122		
06:30		160	136		
06:45		141	134	529	571
07:00		211	99		
07:15		183	78		
07:30		149	66		
07:45		146	77	689	320
08:00		140	65		
08:15		154	67		
08:30		131	66		
08:45		146	72	571	270
09:00		115	69		
09:15		148	68		
09:30		221	55		
09:45		199	57	683	249
10:00		113	81		
10:15		100	51		
10:30		110	26		
10:45		109	17	432	175
11:00		81	28		
11:15		97	18		
11:30		107	23		
11:45		96	16	381	85
Total		3586	5051		
Percent		41.5%	58.5%		
Grand Total		3586	5051		
Percent		41.5%	58.5%		

ADT

ADT 8,637

AADT 8,637

California MUTCD 2014 Edition  
(FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California)

Page 841

**Figure 4C-101 (CA). Traffic Signal Warrants Worksheet (Sheet 1 of 5)**

COUNT DATE 3/22/2018  
CALC \_\_\_\_\_ DATE \_\_\_\_\_  
CHK \_\_\_\_\_ DATE \_\_\_\_\_

DIST \_\_\_\_\_ CO \_\_\_\_\_ RTE \_\_\_\_\_ PM \_\_\_\_\_

Major St: Cameron Avenue Critical Approach Speed 45 mph  
Minor St: Citrus Street Critical Approach Speed 40 mph

Speed limit or critical speed on major street traffic > 40 mph ☒   
or   
In built up area of isolated community of < 10,000 population ☐ } **RURAL (R)**  
☐ **URBAN (U)**

**WARRANT 1 - Eight Hour Vehicular Volume** SATISFIED YES ☒ NO ☐  
(Condition A or Condition B or combination of A and B must be satisfied)

**Condition A - Minimum Vehicle Volume** 100% SATISFIED YES ☒ NO ☐  
80% SATISFIED YES ☒ NO ☐

APPROACH LANES	MINIMUM REQUIREMENTS (80% SHOWN IN BRACKETS)												Hour
	U	R	U	R	7 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	
	1		2 or More										
Both Approaches Major Street	500 (400)	350 (280)	600 (480)	420 (336)	1220	777	882	1102	1189	1172	1347	1170	
Highest Approach Minor Street	150 (120)	105 (84)	200 (160)	140 (112)	368	319	313	376	418	371	492	384	

**Condition B - Interruption of Continuous Traffic** 100% SATISFIED YES ☒ NO ☐  
80% SATISFIED YES ☒ NO ☐

APPROACH LANES	MINIMUM REQUIREMENTS (80% SHOWN IN BRACKETS)												Hour
	U	R	U	R	7 AM	12 PM	1 PM	2 PM	3 PM	4 PM	5 PM	6 PM	
	1		2 or More										
Both Approaches Major Street	750 (600)	525 (420)	900 (720)	630 (504)	1220	777	882	1102	1189	1172	1347	1170	
Highest Approach Minor Street	75 (60)	53 (42)	100 (80)	70 (56)	368	319	313	376	418	371	492	384	

**Combination of Conditions A & B** SATISFIED YES ☒ NO ☐

REQUIREMENT	CONDITION	✓	FULFILLED
TWO CONDITIONS SATISFIED 80%	A. MINIMUM VEHICULAR VOLUME	<input checked="" type="checkbox"/>	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	AND, B. INTERRUPTION OF CONTINUOUS TRAFFIC	<input checked="" type="checkbox"/>	
AND, AN ADEQUATE TRIAL OF OTHER ALTERNATIVES THAT COULD CAUSE LESS DELAY AND INCONVENIENCE TO TRAFFIC HAS FAILED TO SOLVE THE TRAFFIC PROBLEMS			Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

The satisfaction of a traffic signal warrant or warrants shall not in itself require the installation of a traffic control signal.

California MUTCD 2014 Edition  
(FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California)

Page 842

Figure 4C-101 (CA). Traffic Signal Warrants Worksheet (Sheet 2 of 5)

**WARRANT 2 - Four Hour Vehicular Volume**

SATISFIED\* YES ☒ NO ☐

Record hourly vehicular volumes for any four hours of an average day.

APPROACH LANES	One	2 or More	7 AM	2 PM	3 PM	5 PM	Hour
Both Approaches - Major Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1220	1102	1189	1347	
Higher Approach - Minor Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	368	376	418	492	

*All plotted points fall above the applicable curve in Figure 4C-1. (URBAN AREAS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<u>OR</u> , All plotted points fall above the applicable curve in Figure 4C-2. (RURAL AREAS)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

**WARRANT 3 - Peak Hour  
(Part A or Part B must be satisfied)**

SATISFIED YES ☒ NO ☐

**PART A**

SATISFIED YES ☐ NO ☐

(All parts 1, 2, and 3 below must be satisfied for the same one hour, for any four consecutive 15-minute periods)

1. The total delay experienced by traffic on one minor street approach (one direction only) controlled by a STOP sign equals or exceeds four vehicle-hours for a one-lane approach, or five vehicle-hours for a two-lane approach; <u>AND</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. The volume on the same minor street approach (one direction only) equals or exceeds 100 vph for one moving lane of traffic or 150 vph for two moving lanes; <u>AND</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. The total entering volume serviced during the hour equals or exceeds 800 vph for intersections with four or more approaches or 650 vph for intersections with three approaches.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

**PART B**

SATISFIED YES ☒ NO ☐

APPROACH LANES	One	2 or More	5 PM	Hour
Both Approaches - Major Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	1347	
Higher Approach - Minor Street	<input type="checkbox"/>	<input checked="" type="checkbox"/>	492	

The plotted point falls above the applicable curve in Figure 4C-3. (URBAN AREAS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>
<u>OR</u> , The plotted point falls above the applicable curve in Figure 4C-4. (RURAL AREAS)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>

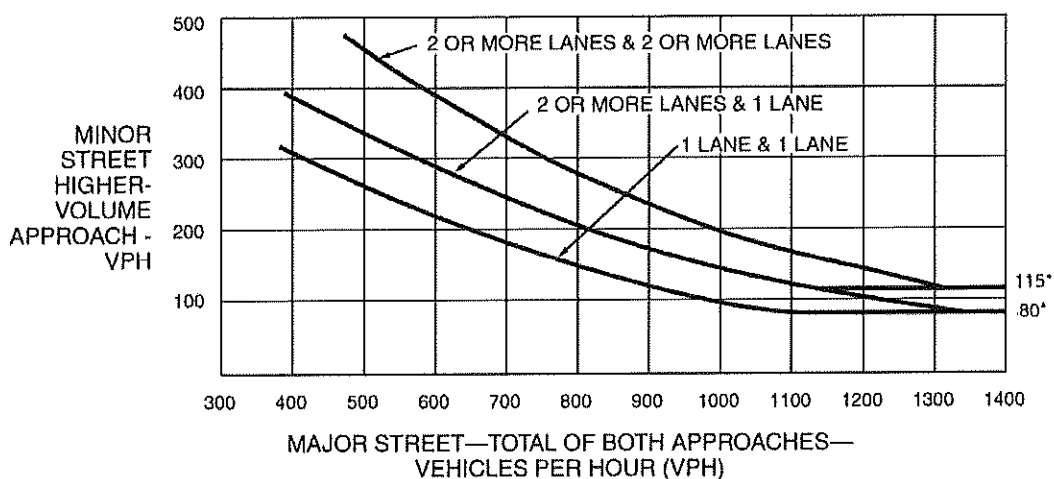
The satisfaction of a traffic signal warrant or warrants shall not in itself require the installation of a traffic control signal.



California MUTCD 2014 Edition  
 (FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California)

Page 836

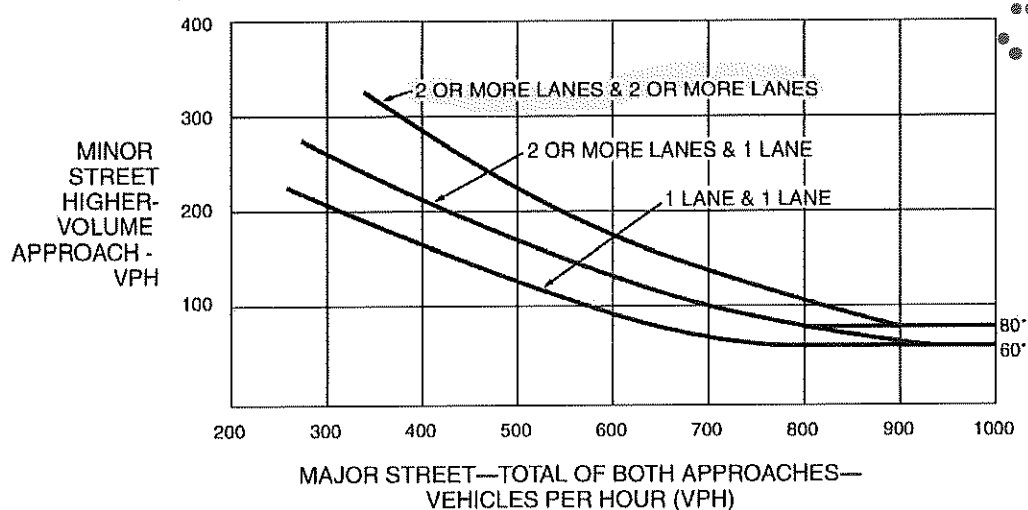
**Figure 4C-1. Warrant 2, Four-Hour Vehicular Volume**



\*Note: 115 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 80 vph applies as the lower threshold volume for a minor-street approach with one lane.

**Figure 4C-2. Warrant 2, Four-Hour Vehicular Volume (70% Factor)**

(COMMUNITY LESS THAN 10,000 POPULATION OR ABOVE 40 MPH ON MAJOR STREET)

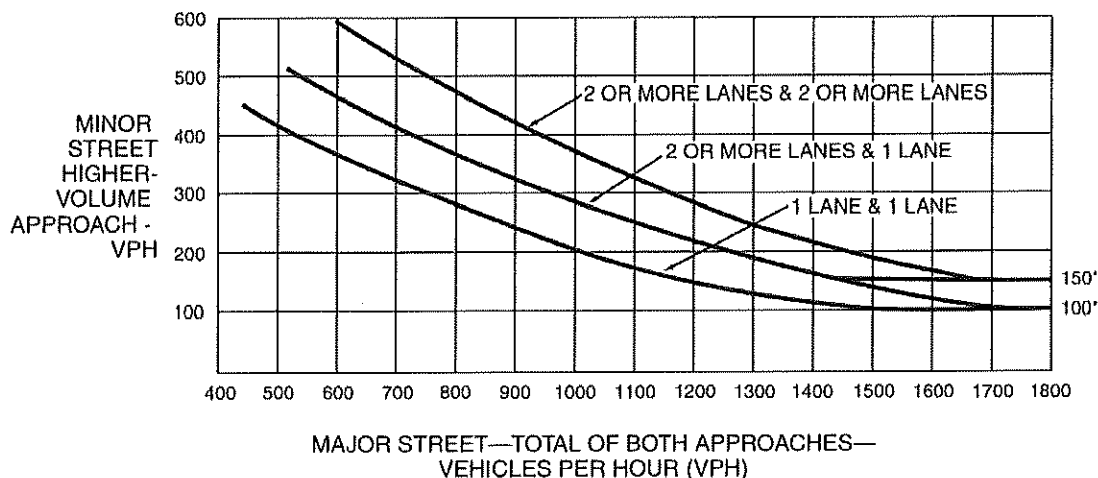


\*Note: 80 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 60 vph applies as the lower threshold volume for a minor-street approach with one lane.

California MUTCD 2014 Edition  
 (FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California)

Page 837

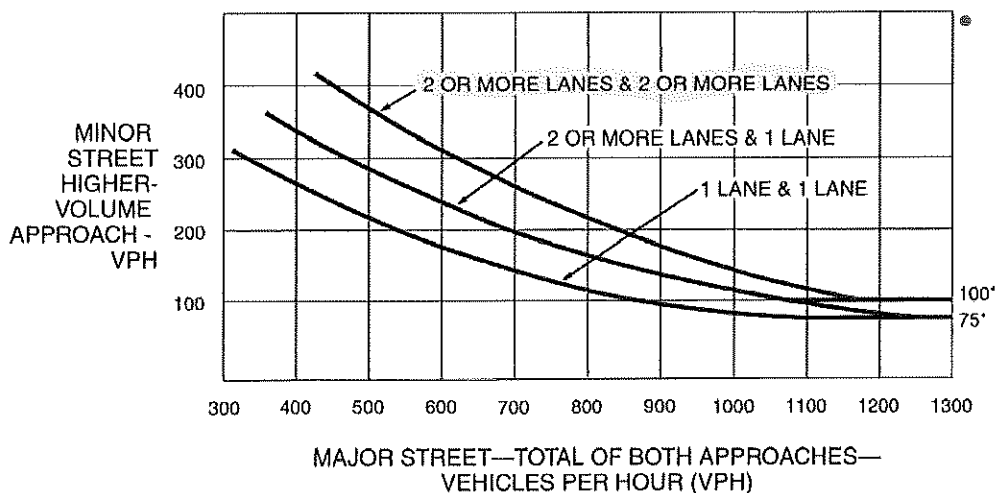
**Figure 4C-3. Warrant 3, Peak Hour**



\*Note: 150 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 100 vph applies as the lower threshold volume for a minor-street approach with one lane.

**Figure 4C-4. Warrant 3, Peak Hour (70% Factor)**

(COMMUNITY LESS THAN 10,000 POPULATION OR ABOVE 40 MPH ON MAJOR STREET)



\*Note: 100 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 75 vph applies as the lower threshold volume for a minor-street approach with one lane.

## Traffic Signal Warrant Worksheets

The figures below represent the Traffic Signal Warrants used for the subject intersection of Citrus Street and Cameron Avenue. These figures are per the California MUTCD 2014 Edition Chapter 4C - Traffic Control Signal Needs Studies, Part 4, Highway Traffic Signals.

California MUTCD 2014 Edition  
(FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California)

Page 842

Figure 4C-101 (CA). Traffic Signal Warrants Worksheet (Sheet 2 of 5)

### Warrant 2 Satisfied

#### WARRANT 2 - Four Hour Vehicular Volume

SATISFIED\* YES ☒ NO ☐

Record hourly vehicular volumes for any four hours of an average day.

APPROACH LANES	One	2 or More	7 AM	2 PM	3 PM	5 PM	Hour
Both Approaches - Major Street		<input checked="" type="checkbox"/>	1220	1102	1189	1347	
Higher Approach - Minor Street		<input checked="" type="checkbox"/>	368	376	418	492	

*All plotted points fall above the applicable curve in Figure 4C-1. (URBAN AREAS)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<u>OR</u> , All plotted points fall above the applicable curve in Figure 4C-2. (RURAL AREAS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

#### WARRANT 3 - Peak Hour (Part A or Part B must be satisfied)

SATISFIED YES ☒ NO ☐

##### PART A

SATISFIED YES ☐ NO ☐

(All parts 1, 2, and 3 below must be satisfied for the same one hour, for any four consecutive 15-minute periods)

1. The total delay experienced by traffic on one minor street approach (one direction only) controlled by a STOP sign equals or exceeds four vehicle-hours for a one-lane approach, or five vehicle-hours for a two-lane approach; <u>AND</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
2. The volume on the same minor street approach (one direction only) equals or exceeds 100 vph for one moving lane of traffic or 150 vph for two moving lanes; <u>AND</u>	Yes <input type="checkbox"/>	No <input type="checkbox"/>
3. The total entering volume serviced during the hour equals or exceeds 800 vph for intersections with four or more approaches or 650 vph for intersections with three approaches.	Yes <input type="checkbox"/>	No <input type="checkbox"/>

##### PART B

SATISFIED YES ☒ NO ☐

APPROACH LANES	One	2 or More	5 PM	Hour
Both Approaches - Major Street		<input checked="" type="checkbox"/>	1347	
Higher Approach - Minor Street		<input checked="" type="checkbox"/>	492	

The plotted point falls above the applicable curve in Figure 4C-3. (URBAN AREAS)	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>
<u>OR</u> , The plotted point falls above the applicable curve in Figure 4C-4. (RURAL AREAS)	Yes <input type="checkbox"/>	No <input type="checkbox"/>

The satisfaction of a traffic signal warrant or warrants shall not in itself require the installation of a traffic control signal.

## Traffic Signal Warrant Worksheets

The figures below represent the Traffic Signal Warrants used for the subject intersection of Citrus Street and Cameron Avenue. These figures are per the California MUTCD 2014 Edition Chapter 4C - Traffic Control Signal Needs Studies, Part 4, Highway Traffic Signals.

### Warrant 7 Satisfied

#### WARRANT 7 - Crash Experience Warrant (All Parts Must Be Satisfied)

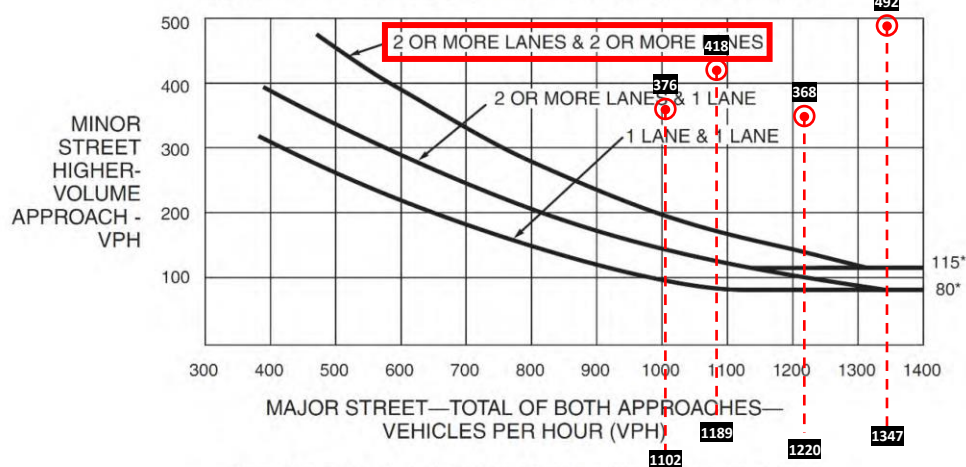
SATISFIED YES ☒ NO ☐

Adequate trial of alternatives with satisfactory observance and enforcement has failed to reduce the crash frequency.		Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
REQUIREMENTS	Number of crashes reported within a 12 month period susceptible to correction by a traffic signal, and involving injury or damage exceeding the requirements for a reportable crash.	Yes <input type="checkbox"/> No <input type="checkbox"/>
5 OR MORE	7 BROADSIDE ACCIDENTS REPORTED IN 2018	
REQUIREMENTS	CONDITIONS	<input checked="" type="checkbox"/>
ONE CONDITION SATISFIED 80%	Warrant 1, Condition A - Minimum Vehicular Volume	<input checked="" type="checkbox"/>
	OR, Warrant 1, Condition B - Interruption of Continuous Traffic	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
	OR, Warrant 4, Pedestrian Volume Condition Ped Vol $\geq$ 80% of Figure 4C-5 through Figure 4C-8	

California MUTCD 2014 Edition  
(FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California)

Page 836

Figure 4C-1. Warrant 2, Four-Hour Vehicular Volume



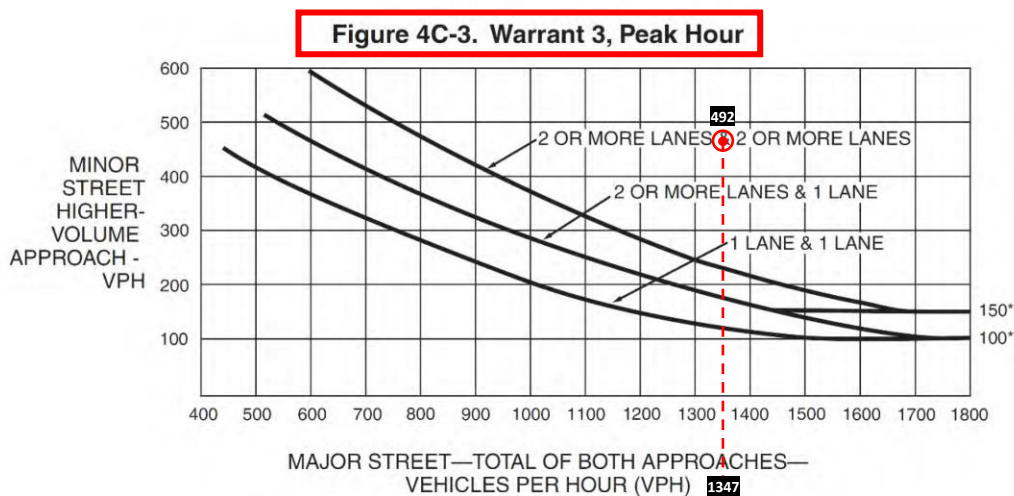
\*Note: 115 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 80 vph applies as the lower threshold volume for a minor-street approach with one lane.

### Traffic Signal Warrant Worksheets

The figures below represent the Traffic Signal Warrants used for the subject intersection of Citrus Street and Cameron Avenue. These figures are per the California MUTCD 2014 Edition Chapter 4C - Traffic Control Signal Needs Studies, Part 4, Highway Traffic Signals.

California MUTCD 2014 Edition  
(FHWA's MUTCD 2009 Edition, including Revisions 1 & 2, as amended for use in California)

Page 837



\*Note: 150 vph applies as the lower threshold volume for a minor-street approach with two or more lanes and 100 vph applies as the lower threshold volume for a minor-street approach with one lane.

# Speed Hump Request



City of West Covina  
Engineering Division  
1444 West Garvey Avenue  
West Covina, CA, 91790

## Request for Speed Hump/Cushion Study

The following is an application form to request speed humps. Each request must be made by resident or a Neighborhood Watch Group (NWG) of that street. The request will be processed in accordance to the City of West Covina's Speed Hump Policy.

## Street Study Information

Each request must provide the name of the street or streets on which a study is requested and the boundaries of the street segment.

Requested Street: \_\_\_\_\_

Boundary Area: From: \_\_\_\_\_ To: \_\_\_\_\_

Requested Street: \_\_\_\_\_

Boundary Area: From: \_\_\_\_\_ To: \_\_\_\_\_

If more streets are requested, please attach a separate sheet.

City staff will make an initial determination of whether the street(s) requested is eligible for further consideration based on the West Covina's Speed Hump Policy. City staff retains the right to modify this request by either expanding or shortening the boundary area as well as including neighboring streets not initially requested if it is found that traffic will be diverted as a result of placing speed hump/cushions on requested street(s).

## Contact Information

Name: \_\_\_\_\_

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

West Covina, CA, Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

I am authorized to sign this request for a speed hump/cushion study on behalf of the HOA or NWG.

Signature: \_\_\_\_\_

CITY USE ONLY

☐ Eligible ☐ Not Eligible Initials: \_\_\_\_\_



## SPEED HUMP POLICY

### ELIGIBLE STREETS:

1. Local – Streets shall not be designated as an arterial or collector on City, County, State, or Federal plans.
2. Residential – Majority of abutting development shall be residential.
3. Minimum Length Uninterrupted by Stop Signs or Traffic Signals – 1,200 feet.
4. Maximum Average Daily Traffic Volume – 3,000 vehicles per day.
5. Minimum Average Daily Traffic Volume – 500 vehicles per day.
6. Maximum Speed Limit – 25 miles per hour.
7. Minimum Critical Speed – more than 35 miles per hour.
8. Minimum Horizontal Curve Radius – 300 feet.
9. Maximum grade – 8%
10. Minimum diversion of traffic to adjacent streets.
11. Not a priority route for emergency services.
12. Not a bus route.

### INSTALLATION:

1. Petition – Signed by head of household of 75% of the homes on the street.
2. Notification of Residents – Following receipt of a petition, the City shall notify each residence of the subject street at least two weeks prior to consideration of the item by the Traffic Committee.

3. Staff Review – City staff shall conduct appropriate studies of traffic volume and speed, area conditions, accident history, potential diversion of traffic to adjacent streets, and other factors deemed necessary. In addition, staff will conduct an independent survey to verify 75% support. Police and Fire Departments shall review with respect to delivery of emergency services.
4. Traffic Committee Review – The Committee shall consider the staff report, receive citizen input, and make recommendation as to whether the street be considered for the installation of speed humps.
5. City Council – The City Council shall consider the Traffic Committee recommendation, receive citizen input, and make final determination to whether to install speed humps on the subject street.

REMOVAL:

1. Petition – Signed by head of household of 75% of the homes on the street and verified by an independent survey conducted by staff.
2. Deposit – Petition shall be accompanied by sufficient funds to cover the cost of removal as determined by the City.
3. Notification of Residents - Following receipt of a petition, the City shall notify each residence of the subject street at least two weeks prior to consideration of the item by the Traffic Committee.
4. Staff Review – City staff shall conduct appropriate studies of traffic volume and speed, area conditions, accident history, diversion of traffic to/from adjacent streets and overall effectiveness of humps. Conduct an independent survey to verify 75% support for the removal of the speed humps.
5. Traffic Committee Review – The Committee shall consider the staff report, receive citizen input, and make recommendation as to whether the speed hump shall be removed.
6. City Council – The City Council shall consider the Traffic Committee recommendation, receive citizen input, and make final determination to whether the speed hump shall be removed.
7. Reinstallation – If speed humps are removed at the request of residents and there is a subsequent request for reinstallation, it shall be processed per the guidelines. The cost for reinstallation shall be borne by the requesting residents if said request is made within five years after the removal of speed humps. No City fund shall be used for reinstallation within the 5-year period.



### INSTALLATION GUIDELINES:

1. Hump Dimensions – 2-3/4 inches in height and 12 feet in length. Full height shall extend to 2 feet from gutter and taper to join existing pavement at edge of gutter.
2. Spacing – 400 feet to 700 feet  
25 feet to fire hydrants, driveways, or manholes  
300 feet from intersections
3. Warning Signs – “HUMPS AHEAD” signs shall be placed approximately 250 feet prior to the first hump. “HUMP” signs shall be placed approximately 50 feet prior to each hump.
4. Markings – “HUMP” pavement markings shall be placed approximately 50 feet prior to each hump. Ten inch wide reflective solid white striping shall be placed on the hump in such a manner to bring attention to the change in roadway conditions.



## PETITION REQUESTING INSTALLATION OF SPEED HUMPS

We, the undersign residents of \_\_\_\_\_ between \_\_\_\_\_ and \_\_\_\_\_, do hereby request the City of West Covina, California, to install speed humps on our streets in an attempt to slow speeding drivers. By signing below, we understand that the speed hump with related signing and street pavement markings may be installed in front of our property and may eliminate our ability to park along our street. We also understand that installing speed humps will produce some noise and increase emergency vehicle response time to our home.

Neighborhood Representative: \_\_\_\_\_

Name (*Please Print*)

\_\_\_\_\_  
Telephone Number

DATE	SIGNATURE (Head of Household)	ADDRESS	DAYTIME PHONE

### **City of West Covina's 2017 Engineering and Traffic Survey**

The City of West Covina's 2017 Engineering and Traffic Survey can be found through the link provided below:

<https://www.westcovina.org/departments/public-works/engineering-division/engineering-and-traffic-survey>

Existing Conditions

Wed Nov 6, 2019 15:25:29

Page 3-1

City of West Covina Citrus Street at Cameron Ave Review

Existing Conditions

AM Peak

*all-way stop Control*

Level Of Service Computation Report

2000 HCM 4-Way Stop Method (Base Volume Alternative)

\*\*\*\*\*

Intersection #1 Citrus Street at Cameron Avenue

\*\*\*\*\*

Cycle (sec): 100 Critical Vol./Cap.(X): 0.936

Loss Time (sec): 0 Average Delay (sec/veh): 42.8

Optimal Cycle: 0 Level Of Service: E

\*\*\*\*\*

Street Name: Citrus Street Cameron Avenue

Approach: North Bound South Bound East Bound West Bound

Movement: L - T - R L - T - R L - T - R L - T - R

-----|-----|-----|-----|

Control: Stop Sign Stop Sign Stop Sign Stop Sign

Rights: Include Include Include Include

Min. Green: 10 10 10 10 10 10 10 10 10 10 10 10

Lanes: 0 1 0 1 0 0 1 0 1 0 0 1 0 1 0

-----|-----|-----|-----|

Volume Module:AM Peak

Base Vol: 16 268 296 210 194 94 147 538 14 68 351 180

Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

Initial Bse: 16 268 296 210 194 94 147 538 14 68 351 180

User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

PHF Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

PHF Volume: 16 268 296 210 194 94 147 538 14 68 351 180

Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0

Reduced Vol: 16 268 296 210 194 94 147 538 14 68 351 180

PCE Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

MLF Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

FinalVolume: 16 268 296 210 194 94 147 538 14 68 351 180

-----|-----|-----|-----|

Saturation Flow Module:

Adjustment: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

Lanes: 0.06 0.94 1.00 0.84 0.78 0.38 0.42 1.54 0.04 0.23 1.17 0.60

Final Sat.: 20 345 394 291 283 139 157 583 15 83 437 232

-----|-----|-----|-----|

Capacity Analysis Module:

Vol/Sat: 0.79 0.78 0.75 0.72 0.69 0.68 0.94 0.92 0.91 0.82 0.80 0.78

Crit Moves: \*\*\*\* \*\*\*\* \*\*\*\* \*\*\*\*

Delay/Veh: 37.9 37.9 33.1 34.3 30.0 29.0 62.7 59.2 57.1 42.8 40.5 36.1

Delay Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

AdjDel/Veh: 37.9 37.9 33.1 34.3 30.0 29.0 62.7 59.2 57.1 42.8 40.5 36.1

LOS by Move: E E D D D F F F E E E

ApproachDel: 35.4 31.6 59.9 39.4

Delay Adj: 1.00 1.00 1.00

ApprAdjDel: 35.4 31.6 59.9 39.4

LOS by Appr: E D F E

AllWayAvgQ: 2.6 2.3 2.3 2.0 1.7 1.7 5.2 4.8 4.8 3.1 2.6 2.6

\*\*\*\*\*

Note: Queue reported is the number of cars per lane.

\*\*\*\*\*

MITIG8 - Existing Condition Wed Nov 6, 2019 15:44:52

Page 1-1

City of West Covina Citrus St at Cameron Ave Review  
Existing Conditions  
PM Peak

*Signal - Split Phase  
Delay Method  
No LT pockets*

Level Of Service Computation Report  
2000 HCM Operations Method (Future Volume Alternative)

Intersection #4 Citrus St at Cameron Ave

Cycle (sec): 120 Critical Vol./Cap.(X): 0.691  
Loss Time (sec): 12 Average Delay (sec/veh): 43.6  
Optimal Cycle: 60 Level Of Service: D

Street Name:	Citrus Street						Cameron Avenue					
Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Split Phase			Split Phase			Split Phase			Split Phase		
Rights:	Include			Include			Include			Include		
Min. Green:	10	10	10	10	10	10	10	10	10	10	10	10
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Lanes:	0	1	0	1	0	1	0	0	1	0	1	0

Volume Module: PM Peak	Citrus Street NB			Citrus Street SB			Cameron Ave EB			Cameron Ave WB		
Base Vol:	10	196	257	87	153	135	223	542	16	80	511	101
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	10	196	257	87	153	135	223	542	16	80	511	101
Added Vol:	0	0	0	0	0	0	0	0	0	0	0	0
PasserByVol:	0	0	0	0	0	0	0	0	0	0	0	0
Initial Fut:	10	196	257	87	153	135	223	542	16	80	511	101
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	10	196	257	87	153	135	223	542	16	80	511	101
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	10	196	257	87	153	135	223	542	16	80	511	101
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Volume:	10	196	257	87	153	135	223	542	16	80	511	101

Saturation Flow Module:	Citrus Street NB			Citrus Street SB			Cameron Ave EB			Cameron Ave WB		
Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lanes:	0.05	0.95	1.00	0.46	0.82	0.72	0.57	1.39	0.04	0.23	1.48	0.29
Final Sat.:	92	1808	1900	882	1550	1368	1085	2637	78	439	2806	555

Capacity Analysis Module:	Citrus Street NB			Citrus Street SB			Cameron Ave EB			Cameron Ave WB		
Vol/Sat:	0.11	0.11	0.14	0.10	0.10	0.10	0.21	0.21	0.21	0.18	0.18	0.18
Crit Moves:	****			****			****			****		
Green/Cycle:	0.20	0.20	0.20	0.14	0.14	0.14	0.30	0.30	0.30	0.26	0.26	0.26
Volume/Cap:	0.55	0.55	0.69	0.69	0.69	0.69	0.69	0.69	0.69	0.69	0.69	0.69
Delay/Veh:	44.3	44.3	47.9	52.7	52.7	52.7	39.1	39.1	39.1	41.8	41.8	41.8
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	44.3	44.3	47.9	52.7	52.7	52.7	39.1	39.1	39.1	41.8	41.8	41.8
LOS by Move:	D	D	D	D	D	D	D	D	D	D	D	D
HCM2kAvgQ:	7	7	10	8	8	8	14	14	14	12	12	12



MITIG8 - Existing Condition Wed Nov 6, 2019 15:44:30

Page 1-1

City of West Covina Citrus St at Cameron Ave Review  
Existing Conditions  
PM Peak

Signal - Split Phase all dir  
NO LT Pockets

Level Of Service Computation Report

ICU 1(Loss as Cycle Length %) Method (Future Volume Alternative)

\*\*\*\*\*

Intersection #4 Citrus St at Cameron Ave

\*\*\*\*\*

Cycle (sec): 120 Critical Vol./Cap.(X): 0.838  
Loss Time (sec): 12 Average Delay (sec/veh): xxxxxx  
Optimal Cycle: 87 Level Of Service: D  
\*\*\*\*\*

Street Name:	Citrus Street						Cameron Avenue					
Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Split Phase			Split Phase			Split Phase			Split Phase		
Rights:	Include			Include			Include			Include		
Min. Green:	10	10	10	10	10	10	10	10	10	10	10	10
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Lanes:	0	1	0	1	0	1	0	0	1	0	1	0

Volume Module: PM Peak

Base Vol:	10	196	257	87	153	135	223	542	16	80	511	101
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	10	196	257	87	153	135	223	542	16	80	511	101
Added Vol:	0	0	0	0	0	0	0	0	0	0	0	0
PasserByVol:	0	0	0	0	0	0	0	0	0	0	0	0
Initial Fut:	10	196	257	87	153	135	223	542	16	80	511	101
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	10	196	257	87	153	135	223	542	16	80	511	101
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	10	196	257	87	153	135	223	542	16	80	511	101
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Volume:	10	196	257	87	153	135	223	542	16	80	511	101

Saturation Flow Module:

Sat/Lane:	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600
Adjustment:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lanes:	0.04	0.96	1.00	0.46	0.82	0.72	0.57	1.39	0.04	0.23	1.48	0.29
Final Sat.:	69	1531	1600	742	1306	1152	914	2221	66	370	2363	467

Capacity Analysis Module:

Vol/Sat:	0.14	0.13	0.16	0.12	0.12	0.12	0.24	0.24	0.24	0.22	0.22	0.22
Crit Moves:	****			****			****			****		

\*\*\*\*\*

Existing Conditions

Wed Nov 6, 2019 15:19:59

Page 5-1

City of West Covina Citrus St at Cameron Ave Review

Existing Conditions

PM Peak

Signal- NB/SB - NO LT pocket split  
EB/WB - LT pocket protected

# Level Of Service Computation Report

ICU 1(Loss as Cycle Length %) Method (Base Volume Alternative)

\*\*\*\*\*

Intersection #3 Citrus St at Cameron Ave

\*\*\*\*\*

Cycle (sec):	120	Critical Vol./Cap.(X):	0.708
Loss Time (sec):	12	Average Delay (sec/veh):	xxxxxx
Optimal Cycle:	58	Level Of Service:	C

\*\*\*\*\*

Street Name:	Citrus Street				Cameron Ave															
Approach:	North Bound			South Bound			East Bound			West Bound										
Movement:	L	-	T	-	R	L	-	T	-	R	L	-	T	-	R	L	-	T	-	R
Control:	Split Phase				Split Phase				Protected				Protected							
Rights:	Include				Include				Include				Include							
Min. Green:	10	10	10		10	10	10		10	10	10		10	10	10		10	10	10	
Y+R:	4.0	4.0	4.0		4.0	4.0	4.0		4.0	4.0	4.0		4.0	4.0	4.0		4.0	4.0	4.0	
Lanes:	0	1	0	1	0	0	1	0	1	0	1	0	1	1	0	1	0	1	1	0

## Volume Module:PM Peak

Base Vol:	10	196	257	87	153	135	223	542	16	80	511	101
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	10	196	257	87	153	135	223	542	16	80	511	101
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	10	196	257	87	153	135	223	542	16	80	511	101
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	10	196	257	87	153	135	223	542	16	80	511	101
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
FinalVolume:	10	196	257	87	153	135	223	542	16	80	511	101

## Saturation Flow Module:

Sat/Lane:	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600
Adjustment:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lanes:	0.04	0.96	1.00	0.46	0.82	0.72	1.00	1.94	0.06	1.00	1.67	0.33
Final Sat.:	69	1531	1600	742	1306	1152	1600	3108	92	1600	2672	528

## Capacity Analysis Module:

Vol/Sat:	0.14	0.13	0.16	0.12	0.12	0.12	0.14	0.17	0.17	0.05	0.19	0.19
Crit Moves:	****			****			****			****		

\*\*\*\*\*

Existing Conditions

Wed Nov 6, 2019 15:19:58

Page 4-1

City of West Covina Citrus St at Cameron Ave Review

Existing Conditions

PM Peak

Signal - NB/SB permitted  
EB/WB protected

LT pockets

# Level Of Service Computation Report

ICU 1(Loss as Cycle Length %) Method (Base Volume Alternative)

\*\*\*\*\*

Intersection #2 Citrus St at Cameron Ave

\*\*\*\*\*

Cycle (sec): 110 Critical Vol./Cap.(X): 0.637  
Loss Time (sec): 10 Average Delay (sec/veh): xxxxxx  
Optimal Cycle: 44 Level Of Service: B

\*\*\*\*\*

Street Name:	Citrus Street				Cameron Avenue			
Approach:	North Bound		South Bound		East Bound		West Bound	
Movement:	L - T - R	L - T - R	L - T - R	L - T - R	L - T - R	L - T - R	L - T - R	L - T - R
Control:	Permitted		Permitted		Protected		Protected	
Rights:	Include		Include		Include		Include	
Min. Green:	10	10	10	10	10	10	10	10
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Lanes:	1	0	1	1	0	1	0	1

## Volume Module:PM Peak

Base Vol:	10	196	257	87	153	135	223	542	16	80	511	101
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	10	196	257	87	153	135	223	542	16	80	511	101
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	10	196	257	87	153	135	223	542	16	80	511	101
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	10	196	257	87	153	135	223	542	16	80	511	101
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
FinalVolume:	10	196	257	87	153	135	223	542	16	80	511	101

## Saturation Flow Module:

Sat/Lane:	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600
Adjustment:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lanes:	1.00	1.00	1.00	1.00	1.06	0.94	1.00	1.94	0.06	1.00	1.67	0.33
Final Sat.:	1600	1600	1600	1600	1700	1500	1600	3108	92	1600	2672	528

## Capacity Analysis Module:

Vol/Sat:	0.01	0.12	0.16	0.05	0.09	0.09	0.14	0.17	0.17	0.05	0.19	0.19
Crit Moves:			****	****			****			****		

\*\*\*\*\*



Existing Conditions

Wed Nov 6, 2019 15:19:58

Page 3-1

City of West Covina Citrus St at Cameron Ave Review

Existing Conditions

PM Peak

Unsignalized

Level Of Service Computation Report

2000 HCM 4-Way Stop Method (Base Volume Alternative)

\*\*\*\*\*

Intersection #1 Citrus Street at Cameron Avenue

\*\*\*\*\*

Cycle (sec): 100 Critical Vol./Cap.(X): 0.988

Loss Time (sec): 0 Average Delay (sec/veh): 45.2

Optimal Cycle: 0 Level Of Service: E

\*\*\*\*\*

Street Name: Citrus Street Cameron Avenue

Approach: North Bound South Bound East Bound West Bound

Movement: L - T - R L - T - R L - T - R L - T - R

-----|-----|-----|-----|

Control: Stop Sign Stop Sign Stop Sign Stop Sign

Rights: Include Include Include Include

Min. Green: 10 10 10 10 10 10 10 10 10 10 10 10

Lanes: 0 1 0 1 0 0 1 0 1 0 0 1 0 1 0

-----|-----|-----|-----|

Volume Module: PM Peak

Base Vol: 10 196 257 87 153 135 223 542 16 80 511 101

Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

Initial Bse: 10 196 257 87 153 135 223 542 16 80 511 101

User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

PHF Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

PHF Volume: 10 196 257 87 153 135 223 542 16 80 511 101

Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0

Reduced Vol: 10 196 257 87 153 135 223 542 16 80 511 101

PCE Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

MLF Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

Final Volume: 10 196 257 87 153 135 223 542 16 80 511 101

-----|-----|-----|-----|

Saturation Flow Module:

Adjustment: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

Lanes: 0.04 0.96 1.00 0.46 0.82 0.72 0.57 1.39 0.04 0.23 1.48 0.29

Final Sat.: 16 355 402 165 297 275 226 561 17 91 593 119

-----|-----|-----|-----|

Capacity Analysis Module:

Vol/Sat: 0.62 0.55 0.64 0.53 0.51 0.49 0.99 0.97 0.96 0.88 0.86 0.85

Crit Moves: \*\*\*\* \*

Delay/Veh: 22.9 22.9 25.1 22.6 21.7 19.9 72.9 66.4 63.5 49.1 46.3 43.3

Delay Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

AdjDel/Veh: 22.9 22.9 25.1 22.6 21.7 19.9 72.9 66.4 63.5 49.1 46.3 43.3

LOS by Move: C C D C C C F F F E E E

ApproachDel: 24.1 21.3 68.2 46.2

Delay Adj: 1.00 1.00 1.00 1.00

ApprAdjDel: 24.1 21.3 68.2 46.2

LOS by Appr: C C F E

AllWayAvgQ: 1.1 1.5 1.5 1.0 0.9 0.9 6.7 5.9 5.9 4.1 3.6 3.6

\*\*\*\*\*

Note: Queue reported is the number of cars per lane.

\*\*\*\*\*

MITIG8 - Existing Condition Wed Nov 6, 2019 15:42:41

Page 1-1

City of West Covina Citrus St at Cameron Ave Review  
Existing Conditions  
AFT Peak

Signal - Split Phase  
Delay Method.

Level Of Service Computation Report															
2000 HCM Operations Method (Future Volume Alternative)															
*****															
Intersection #4 Citrus St at Cameron Ave															
*****															
Cycle (sec):	120			Critical Vol./Cap. (X):			0.694								
Loss Time (sec):	12			Average Delay (sec/veh):			44.8								
Optimal Cycle:	61			Level Of Service:			D								
*****															
Street Name:	Citrus Street						Cameron Avenue								
Approach:	North Bound			South Bound			East Bound			West Bound					
Movement:	L	-	T	-	R	L	-	T	-	R	L	-	T	-	R
----- ----- ----- ----- ----- ----- ----- ----- ----- ----- ----- -----															
Control:	Split Phase			Split Phase			Split Phase			Split Phase					
Rights:	Include			Include			Include			Include					
Min. Green:	10	10	10	10	10	10	10	10	10	10	10	10			
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0			
Lanes:	0	1	0	1	0	0	0	1	0	1	0	0			
----- ----- ----- ----- ----- ----- ----- ----- ----- ----- ----- -----															
Volume Module:AFT peak															
Base Vol:	25	244	73	92	253	116	206	433	16	121	307	112			
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Initial Bse:	25	244	73	92	253	116	206	433	16	121	307	112			
Added Vol:	0	0	0	0	0	0	0	0	0	0	0	0			
PasserByVol:	0	0	0	0	0	0	0	0	0	0	0	0			
Initial Fut:	25	244	73	92	253	116	206	433	16	121	307	112			
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
PHF Volume:	25	244	73	92	253	116	206	433	16	121	307	112			
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0			
Reduced Vol:	25	244	73	92	253	116	206	433	16	121	307	112			
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
FinalVolume:	25	244	73	92	253	116	206	433	16	121	307	112			
----- ----- ----- ----- ----- ----- ----- ----- ----- ----- ----- -----															
Saturation Flow Module:															
Sat/Lane:	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600			
Adjustment:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
Lanes:	0.14	1.43	0.43	0.40	1.10	0.50	0.63	1.32	0.05	0.45	1.14	0.41			
Final Sat.:	234	2283	683	639	1756	805	1006	2115	78	717	1819	664			
----- ----- ----- ----- ----- ----- ----- ----- ----- ----- ----- -----															
Capacity Analysis Module:															
Vol/Sat:	0.11	0.11	0.11	0.14	0.14	0.14	0.20	0.20	0.20	0.17	0.17	0.17			
Crit Moves:	****			****			****			****					
Green/Cycle:	0.15	0.15	0.15	0.21	0.21	0.21	0.30	0.30	0.30	0.24	0.24	0.24			
Volume/Cap:	0.69	0.69	0.69	0.69	0.69	0.69	0.69	0.69	0.69	0.69	0.69	0.69			
Delay/Veh:	52.3	52.3	52.3	47.2	47.2	47.2	39.7	39.7	39.7	44.1	44.1	44.1			
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00			
AdjDel/Veh:	52.3	52.3	52.3	47.2	47.2	47.2	39.7	39.7	39.7	44.1	44.1	44.1			
LOS by Move:	D	D	D	D	D	D	D	D	D	D	D	D			
HCM2kAvgQ:	7	7	7	9	9	9	12	12	12	10	10	10			
*****															

MITIG8 - Existing Condition Wed Nov 6, 2019 15:42:18

Page 1-1

City of West Covina Citrus St at Cameron Ave Review  
Existing Conditions  
AFT Peak

*Signal - all dir Split phase*

Level Of Service Computation Report

ICU 1(Loss as Cycle Length %) Method (Future Volume Alternative)

\*\*\*\*\*

Intersection #4 Citrus St at Cameron Ave

\*\*\*\*\*

Cycle (sec): 120 Critical Vol./Cap.(X): 0.724  
Loss Time (sec): 12 Average Delay (sec/veh): xxxxxx  
Optimal Cycle: 61 Level Of Service: C  
\*\*\*\*\*

Street Name:	Citrus Street						Cameron Avenue					
Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Split Phase			Split Phase			Split Phase			Split Phase		
Rights:	Include			Include			Include			Include		
Min. Green:	10	10	10	10	10	10	10	10	10	10	10	10
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Lanes:	0	1	0	1	0	1	0	0	1	0	1	0

Volume Module: AFT peak

Base Vol:	25	244	73	92	253	116	206	433	16	121	307	112
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	25	244	73	92	253	116	206	433	16	121	307	112
Added Vol:	0	0	0	0	0	0	0	0	0	0	0	0
PasserByVol:	0	0	0	0	0	0	0	0	0	0	0	0
Initial Fut:	25	244	73	92	253	116	206	433	16	121	307	112
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	25	244	73	92	253	116	206	433	16	121	307	112
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	25	244	73	92	253	116	206	433	16	121	307	112
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Volume:	25	244	73	92	253	116	206	433	16	121	307	112

Saturation Flow Module:

Sat/Lane:	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600
Adjustment:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lanes:	0.14	1.43	0.43	0.40	1.10	0.50	0.63	1.32	0.05	0.45	1.14	0.41
Final Sat.:	234	2283	683	639	1756	805	1006	2115	78	717	1819	664

Capacity Analysis Module:

Vol/Sat:	0.11	0.11	0.11	0.14	0.14	0.14	0.20	0.20	0.20	0.17	0.17	0.17
Crit Moves:	****			****			****			****		

\*\*\*\*\*



Existing Conditions

Wed Nov 6, 2019 15:08:50

Page 5-1

City of West Covina Citrus St at Cameron Ave Review

Existing Conditions

AFT Peak

Signal - NB/SB Split Phase  
EB/WB Protected

# Level Of Service Computation Report

ICU 1(Loss as Cycle Length %) Method (Base Volume Alternative)

\*\*\*\*\*

Intersection #3 Citrus St at Cameron Ave

\*\*\*\*\*

Cycle (sec):	120	Critical Vol./Cap.(X):	0.611
Loss Time (sec):	12	Average Delay (sec/veh):	xxxxxx
Optimal Cycle:	47	Level Of Service:	B

\*\*\*\*\*

Street Name:	Citrus Street				Cameron Ave															
Approach:	North Bound			South Bound			East Bound			West Bound										
Movement:	L	-	T	-	R	L	-	T	-	R	L	-	T	-	R	L	-	T	-	R
Control:	Split Phase				Split Phase				Protected				Protected							
Rights:	Include				Include				Include				Include							
Min. Green:	10	10	10		10	10	10		10	10	10		10	10	10		10	10	10	
Y+R:	4.0	4.0	4.0		4.0	4.0	4.0		4.0	4.0	4.0		4.0	4.0	4.0		4.0	4.0	4.0	
Lanes:	0	1	0	1	0	0	1	0	1	0	1	0	1	1	0	1	0	1	1	0

## Volume Module:Afternoon Peak

Base Vol:	25	244	73	92	253	116	206	433	16	121	307	112
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	25	244	73	92	253	116	206	433	16	121	307	112
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	25	244	73	92	253	116	206	433	16	121	307	112
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	25	244	73	92	253	116	206	433	16	121	307	112
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
FinalVolume:	25	244	73	92	253	116	206	433	16	121	307	112

## Saturation Flow Module:

Sat/Lane:	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600
Adjustment:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lanes:	0.14	1.43	0.43	0.40	1.10	0.50	1.00	1.93	0.07	1.00	1.47	0.53
Final Sat.:	234	2283	683	639	1756	805	1600	3086	114	1600	2345	855

## Capacity Analysis Module:

Vol/Sat:	0.11	0.11	0.11	0.14	0.14	0.14	0.13	0.14	0.14	0.08	0.13	0.13
Crit Moves:	****			****			****			****		

\*\*\*\*\*

Existing Conditions

Wed Nov 6, 2019 15:08:50

Page 4-1

City of West Covina Citrus St at Cameron Ave Review

Existing Conditions

AFT Peak

Signal - NB/SB - Permitted  
EB/WB - Protected

# Level Of Service Computation Report

ICU 1(Loss as Cycle Length %) Method (Base Volume Alternative)

\*\*\*\*\*

Intersection #2 Citrus St at Cameron Ave

\*\*\*\*\*

Cycle (sec): 110 Critical Vol./Cap.(X): 0.507  
Loss Time (sec): 10 Average Delay (sec/veh): xxxxxx  
Optimal Cycle: 34 Level Of Service: A  
\*\*\*\*\*

Street Name:	Citrus Street						Cameron Avenue						
Approach:	North Bound			South Bound			East Bound			West Bound			
Movement:	L	T	R	L	T	R	L	T	R	L	T	R	
Control:	Permitted			Permitted			Protected			Protected			
Rights:	Include			Include			Include			Include			
Min. Green:	10	10	10	10	10	10	10	10	10	10	10	10	
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	
Lanes:	1	0	1	1	0	1	1	0	1	0	1	1	0

Volume Module:	Citrus Street NB			Citrus Street SB			Cameron Ave EB			Cameron Ave WB		
Base Vol:	25	244	73	92	253	116	206	433	16	121	307	112
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	25	244	73	92	253	116	206	433	16	121	307	112
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	25	244	73	92	253	116	206	433	16	121	307	112
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	25	244	73	92	253	116	206	433	16	121	307	112
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
FinalVolume:	25	244	73	92	253	116	206	433	16	121	307	112

Saturation Flow Module:	Citrus Street NB			Citrus Street SB			Cameron Ave EB			Cameron Ave WB		
Sat/Lane:	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600
Adjustment:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lanes:	1.00	1.54	0.46	1.00	1.37	0.63	1.00	1.93	0.07	1.00	1.47	0.53
Final Sat.:	1600	2463	737	1600	2194	1006	1600	3086	114	1600	2345	855

Capacity Analysis Module:	Citrus Street NB			Citrus Street SB			Cameron Ave EB			Cameron Ave WB		
Vol/Sat:	0.02	0.10	0.10	0.06	0.12	0.12	0.13	0.14	0.14	0.08	0.13	0.13
Crit Moves:	****			****			****			****		

\*\*\*\*\*

Existing Conditions

Wed Nov 6, 2019 15:08:50

Page 3-1

City of West Covina Citrus St at Cameron Ave Review

Existing Conditions

AFT Peak

Unsignalized

# Level Of Service Computation Report

2000 HCM 4-Way Stop Method (Base Volume Alternative)

\*\*\*\*\*

Intersection #1 Citrus Street at Cameron Avenue

\*\*\*\*\*

Cycle (sec): 100 Critical Vol./Cap.(X): 0.790

Loss Time (sec): 0 Average Delay (sec/veh): 25.8

Optimal Cycle: 0 Level Of Service: D

\*\*\*\*\*

Street Name: Citrus Street Cameron Avenue

Approach: North Bound South Bound East Bound West Bound

Movement: L - T - R L - T - R L - T - R L - T - R

Control: Stop Sign Stop Sign Stop Sign Stop Sign

Rights: Include Include Include Include

Min. Green: 10 10 10 10 10 10 10 10 10 10 10 10

Lanes: 0 1 0 1 0 0 1 0 1 0 0 1 0 1 0

Volume Module: Afternoon peak 1-2 pm

Base Vol: 25 244 73 92 253 116 206 433 16 121 307 112

Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

Initial Bse: 25 244 73 92 253 116 206 433 16 121 307 112

User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

PHF Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

PHF Volume: 25 244 73 92 253 116 206 433 16 121 307 112

Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0

Reduced Vol: 25 244 73 92 253 116 206 433 16 121 307 112

PCE Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

MLF Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

Final Volume: 25 244 73 92 253 116 206 433 16 121 307 112

Saturation Flow Module:

Adjustment: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

Lanes: 0.14 1.43 0.43 0.40 1.10 0.50 0.63 1.32 0.05 0.45 1.14 0.41

Final Sat.: 56 560 172 158 448 212 261 564 21 182 477 179

Capacity Analysis Module:

Vol/Sat: 0.44 0.44 0.43 0.58 0.57 0.55 0.79 0.77 0.76 0.66 0.64 0.63

Crit Moves: \*\*\*\*

Delay/Veh: 18.3 17.9 17.2 22.7 21.5 20.2 36.1 33.1 32.0 26.3 24.7 23.1

Delay Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

AdjDel/Veh: 18.3 17.9 17.2 22.7 21.5 20.2 36.1 33.1 32.0 26.3 24.7 23.1

LOS by Move: C C C C C C E D D D C C

ApproachDel: 17.8 21.4 34.1 24.7

Delay Adj: 1.00 1.00 1.00 1.00

ApprAdjDel: 17.8 21.4 34.1 24.7

LOS by Appr: C C D C

AllWayAvgQ: 0.7 0.7 0.7 1.2 1.1 1.1 2.9 2.5 2.5 1.7 1.5 1.5

Note: Queue reported is the number of cars per lane.

\*\*\*\*\*



MITIG8 - Existing Condition Wed Nov 6, 2019 15:39:08

Page 1-1

City of West Covina Citrus Street at Cameron Ave Review

Existing Conditions

AM Peak

*split Phase all dir  
Delay method*

Level Of Service Computation Report

2000 HCM Operations Method (Future Volume Alternative)

\*\*\*\*\*

Intersection #4 Citrus St at Cameron Ave

\*\*\*\*\*

Cycle (sec): 120 Critical Vol./Cap.(X): 0.698  
Loss Time (sec): 12 Average Delay (sec/veh): 45.0  
Optimal Cycle: 61 Level Of Service: D  
\*\*\*\*\*

Street Name:	Citrus Street						Cameron Avenue					
Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Split Phase			Split Phase			Split Phase			Split Phase		
Rights:	Include			Include			Include			Include		
Min. Green:	10	10	10	10	10	10	10	10	10	10	10	10
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Lanes:	0	1	0	1	0	1	0	0	1	0	1	0

Volume Module: AM Peak

Base Vol:	16	268	296	210	194	94	147	538	14	68	351	180
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	16	268	296	210	194	94	147	538	14	68	351	180
Added Vol:	0	0	0	0	0	0	0	0	0	0	0	0
PasserByVol:	0	0	0	0	0	0	0	0	0	0	0	0
Initial Fut:	16	268	296	210	194	94	147	538	14	68	351	180
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	16	268	296	210	194	94	147	538	14	68	351	180
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	16	268	296	210	194	94	147	538	14	68	351	180
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Volume:	16	268	296	210	194	94	147	538	14	68	351	180

Saturation Flow Module:

Sat/Lane:	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900	1900
Adjustment:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lanes:	0.06	0.94	1.00	0.84	0.78	0.38	0.42	1.54	0.04	0.23	1.17	0.60
Final Sat.:	107	1793	1900	1602	1480	717	799	2925	76	431	2227	1142

Capacity Analysis Module:

Vol/Sat:	0.15	0.15	0.16	0.13	0.13	0.13	0.18	0.18	0.18	0.16	0.16	0.16
Crit Moves:	****			****			****			****		
Green/Cycle:	0.22	0.22	0.22	0.19	0.19	0.19	0.26	0.26	0.26	0.23	0.23	0.23
Volume/Cap:	0.67	0.67	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70	0.70
Delay/Veh:	44.6	44.6	45.5	48.6	48.6	48.6	42.1	42.1	42.1	45.3	45.3	45.3
User DelAdj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
AdjDel/Veh:	44.6	44.6	45.5	48.6	48.6	48.6	42.1	42.1	42.1	45.3	45.3	45.3
LOS by Move:	D	D	D	D	D	D	D	D	D	D	D	D
HCM2kAvgQ:	10	10	11	10	10	10	13	13	13	11	11	11

MITIG8 - Existing Condition Wed Nov 6, 2019 15:38:05

Page 1-1

City of West Covina Citrus Street at Cameron Ave Review  
Existing Conditions  
AM Peak

*split phase all directions*

Level Of Service Computation Report

ICU 1(Loss as Cycle Length %) Method (Future Volume Alternative)

\*\*\*\*\*

Intersection #4 Citrus St at Cameron Ave

\*\*\*\*\*

Cycle (sec): 120 Critical Vol./Cap.(X): 0.846  
Loss Time (sec): 12 Average Delay (sec/veh): xxxxxx  
Optimal Cycle: 90 Level Of Service: D  
\*\*\*\*\*

Street Name:	Citrus Street						Cameron Avenue					
Approach:	North Bound			South Bound			East Bound			West Bound		
Movement:	L	T	R	L	T	R	L	T	R	L	T	R
Control:	Split Phase			Split Phase			Split Phase			Split Phase		
Rights:	Include			Include			Include			Include		
Min. Green:	10	10	10	10	10	10	10	10	10	10	10	10
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0
Lanes:	0	1	0	1	0	1	0	0	1	0	1	0

Volume Module:AM Peak

Base Vol:	16	268	296	210	194	94	147	538	14	68	351	180
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	16	268	296	210	194	94	147	538	14	68	351	180
Added Vol:	0	0	0	0	0	0	0	0	0	0	0	0
PasserByVol:	0	0	0	0	0	0	0	0	0	0	0	0
Initial Fut:	16	268	296	210	194	94	147	538	14	68	351	180
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	16	268	296	210	194	94	147	538	14	68	351	180
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	16	268	296	210	194	94	147	538	14	68	351	180
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Final Volume:	16	268	296	210	194	94	147	538	14	68	351	180

Saturation Flow Module:

Sat/Lane:	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600
Adjustment:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lanes:	0.06	0.94	1.00	0.84	0.78	0.38	0.42	1.54	0.04	0.23	1.17	0.60
Final Sat.:	88	1512	1600	1349	1247	604	673	2463	64	363	1875	962

Capacity Analysis Module:

Vol/Sat:	0.18	0.18	0.19	0.16	0.16	0.16	0.22	0.22	0.22	0.19	0.19	0.19
Crit Moves:	****			****			****			****		

\*\*\*\*\*



Existing Conditions

Wed Nov 6, 2019 15:25:29

Page 5-1

City of West Covina Citrus Street at Cameron Ave Review

Existing Conditions

AM Peak

Signalized : NB/SB NOLT pockets  
Split phase  
EB/WB LT pockets  
Protected

# Level Of Service Computation Report

ICU 1(Loss as Cycle Length %) Method (Base Volume Alternative)

\*\*\*\*\*

Intersection #3 Citrus St at Cameron Ave

\*\*\*\*\*

Cycle (sec): 120 Critical Vol./Cap.(X): 0.698

Loss Time (sec): 12 Average Delay (sec/veh): xxxxxx

Optimal Cycle: 57 Level Of Service: B

\*\*\*\*\*

Street Name: Citrus Street

Cameron Ave

Approach: North Bound South Bound East Bound West Bound

Movement: L - T - R L - T - R L - T - R L - T - R

Control: Split Phase Split Phase Protected Protected

Rights: Include Include Include Include

Min. Green: 10 10 10 10 10 10 10 10 10 10 10 10

Y+R: 4.0 4.0 4.0 4.0 4.0 4.0 4.0 4.0 4.0 4.0 4.0 4.0

Lanes: 0 1 0 1 0 0 1 0 1 1 0 1 0 1 1 0

Volume Module:AM Peak

Base Vol: 16 268 296 210 194 94 147 538 14 68 351 180

Growth Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

Initial Bse: 16 268 296 210 194 94 147 538 14 68 351 180

User Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

PHF Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

PHF Volume: 16 268 296 210 194 94 147 538 14 68 351 180

Reduct Vol: 0 0 0 0 0 0 0 0 0 0 0 0

Reduced Vol: 16 268 296 210 194 94 147 538 14 68 351 180

PCE Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

MLF Adj: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

FinalVolume: 16 268 296 210 194 94 147 538 14 68 351 180

Saturation Flow Module:

Sat/Lane: 1600 1600 1600 1600 1600 1600 1600 1600 1600 1600 1600 1600

Adjustment: 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00 1.00

Lanes: 0.06 0.94 1.00 0.84 0.78 0.38 1.00 1.95 0.05 1.00 1.32 0.68

Final Sat.: 88 1512 1600 1349 1247 604 1600 3119 81 1600 2115 1085

Capacity Analysis Module:

Vol/Sat: 0.18 0.18 0.19 0.16 0.16 0.16 0.09 0.17 0.17 0.04 0.17 0.17

Crit Moves: \*\*\*\* \*\*\*\* \*\*\*\* \*\*\*\*

\*\*\*\*\*

Existing Conditions

Wed Nov 6, 2019 15:25:29

Page 4-1

City of West Covina Citrus Street at Cameron Ave Review

Existing Conditions

AM Peak

*Signalized w/ LT pockets  
N/B-S/B - Permitted  
EB-WB - Protected*

Level Of Service Computation Report

ICU 1(Loss as Cycle Length %) Method (Base Volume Alternative)

\*\*\*\*\*

Intersection #2 Citrus St at Cameron Ave

\*\*\*\*\*

Cycle (sec): 110 Critical Vol./Cap.(X): 0.665  
Loss Time (sec): 10 Average Delay (sec/veh): xxxxxx  
Optimal Cycle: 47 Level Of Service: B  
\*\*\*\*\*

Street Name:	Citrus Street						Cameron Avenue						
Approach:	North Bound			South Bound			East Bound			West Bound			
Movement:	L	T	R	L	T	R	L	T	R	L	T	R	
Control:	Permitted			Permitted			Protected			Protected			
Rights:	Include			Include			Include			Include			
Min. Green:	10	10	10	10	10	10	10	10	10	10	10	10	
Y+R:	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	4.0	
Lanes:	1	0	1	1	0	1	1	0	1	0	1	1	0

Volume Module:AM Peak

Base Vol:	16	268	296	210	194	94	147	538	14	68	351	180
Growth Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Initial Bse:	16	268	296	210	194	94	147	538	14	68	351	180
User Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PHF Volume:	16	268	296	210	194	94	147	538	14	68	351	180
Reduct Vol:	0	0	0	0	0	0	0	0	0	0	0	0
Reduced Vol:	16	268	296	210	194	94	147	538	14	68	351	180
PCE Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
MLF Adj:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
FinalVolume:	16	268	296	210	194	94	147	538	14	68	351	180

Saturation Flow Module:

Sat/Lane:	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600	1600
Adjustment:	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Lanes:	1.00	1.00	1.00	1.00	1.35	0.65	1.00	1.95	0.05	1.00	1.32	0.68
Final Sat.:	1600	1600	1600	1600	2156	1044	1600	3119	81	1600	2115	1085

Capacity Analysis Module:

Vol/Sat:	0.01	0.17	0.19	0.13	0.09	0.09	0.09	0.17	0.17	0.04	0.17	0.17
Crit Moves:	****	****	****	****	****	****	****	****	****	****	****	****

\*\*\*\*\*

PROJECT NAME: West Covina

PROJECT NO: 19399

DATE: 17-Sep-19

Kids- School age pedestrian

A- Adult pedestrian

B=bikes
---------

TIME	N-S STREET: <u>Citrus Avenue</u>								E-W STREET: <u>Cameron Avenue</u>								PED COUNT							
	NORTH BOUND			SOUTH BOUND			N-S TOTAL	EAST BOUND			WEST BOUND			E-W TOTAL	North Leg		South Leg		East Leg		West Leg			
	LEFT	THRU	RIGHT	LEFT	THRU	RIGHT		LEFT	THRU	RIGHT	LEFT	THRU	RIGHT		Adult	Kids/B	Adult	Kids/B	Adult	Kids/B	Adult	Kids/B		
07:00-07:15	4	38	26	33	24	18	143	50	129		13	103	15	310	2	1					2			
07:15-07:30	4	64	81	61	35	24	269	31	152	3	11	23	45	265	3	1	2		3					
07:30-07:45	5	79	95	74	63	25	341	38	124	4	19	116	80	381			2	1			3			
07:45-08:00	1	59	82	35	50	27	254	42	141	2	24	115	45	369	1		1		1		1	1		
08:00-08:15	6	66	38	40	46	18	214	36	121	5	14	97	10	283					1	1				
08:15-08:30	5	71	35	33	41	25	210	41	91	1	30	88	20	271	1			2						
08:30-08:45	7	64	31	38	37	20	197	44	102	4	27	92	26	295	1						1			
08:45-09:00	5	70	38	41	43	23	220	37	97	4	21	87	24	270	2	1								

13:00-13:15	8	64	22	20	58	34	206	49	102	4	38	69	30	292			1					
13:45-14:00	7	59	18	31	74	29	218	47	120	6	27	71	24	295				1			1	
14:00-14:15	4	60	15	27	62	27	195	50	112	3	32	88	31	316			2		2			1
14:15-14:30	6	61	18	14	59	26	184	60	99	3	24	79	27	292	1			1	1			
14:30-14:45	12	56	21	18	60	26	193	52	104	5	18	81	30	290							2	
14:45-15:00	7	50	14	9	46	27	153	53	97	4	20	76	35	285			1		2			
15:00-15:15	1	49	22	19	49	23	163	55	92	6	5	70	31	259			1	1		4		
15:15-15:30	4	50	51	30	41	25	201	58	119	4	15	98	37	331	1							

16:00-16:15	2	45	29	24	24	31	155	62	121	4	20	83	21	311		10						
16:15-16:30	2	30	32	16	33	33	146	56	134	6	8	99	29	332		13						
16:30-16:45	2	62	50	16	20	36	186	38	139	2	16	106	26	327		15		6	6			4
16:45-17:00	2	67	73	22	39	30	233	53	135	4	15	144	21	372		14		4	1		3	4
17:00-17:15	2	52	38	20	31	24	167	60	138	6	22	106	27	359								
17:15-17:30	2	47	68	21	43	42	223	52	139	2	23	133	29	378								
17:30-17:45	4	30	78	24	40	39	215	58	130	4	20	128	24	364			2				1	2
17:45-18:00	3	48	72	20	34	39	216	54	139	7	20	124	27	371		1						

### PEAK-HOUR VOLUME ANALYSIS

CALCULATED PEAK HOUR VOLUMES-AM						ADJUSTED PEAK HOUR VOLUMES-AM					
		94	194	210							
		SR	ST	SL							
147	EL				WR	180					
538	ET		7:15-8:15		WT	351					
14	ER				WL	68					
		NL	NT	NR							
		16	268	296							
CALCULATED PEAK HOUR VOLUMES-NOON						ADJUSTED PEAK HOUR VOLUMES-NOON					
		116	253	92							
		SR	ST	SL							
206	EL				WR	112					
433	ET		13:00-14:00		WT	307					
16	ER				WL	121					
		NL	NT	NR							
		25	244	73							
CALCULATED PEAK HOUR VOLUMES-PM						ADJUSTED PEAK HOUR VOLUMES-PM					
		135	153	87							
		SR	ST	SL							
223	EL				WR	101					
542	ET		16:45-17:45		WT	511					
16	ER				WL	80					
		NL	NT	NR							
		10	196	257							





TRAFFIC COMMITTEE  
REGULAR MEETING

Tuesday, June 11, 2019  
3:00 p.m.

## SIGN IN SHEET

NAME	COMPANY/ADDRESS
Patricia Power	735 S. Citrus St, W. Covina
Betty Lidle	2530 E. CAMERON W.C.
<del>Danell Danell</del>	16716 S. Easthury Coo.
Arlene Shutt	2549 E. Cameron ave.
Jon Shutt	2549 E. Cameron ave.
Jonathon M Shutt	2549 E Cameron ave
Holly Bowd	731 S. Citrus W.C.
Angie Gillingham	946 S Manzanita D WC
Ben Davis	2610 E. Cameron Av
Barbara Volk	2613 E Cameron Ave
STEVEN CAROPINO	2649 E. CHARLDA ST
Christine Volk	2613 E Cameron Ave
Shannon Volk	2613 E. Cameron Ave
Lance Volk	2613 E CAMERON



## Community Meeting

Tuesday, August 13, 2019  
6:00 p.m.

## SIGN IN SHEET

NAME	COMPANY/ADDRESS
LANCE VOLK	2613 E. CAMERON AVE
BARBARA VOLK	2613 E. CAMERON AVE
TIFFANY Lidle DAWNETTE O'Donnell	2530 E. CAMERON AVE
Arlene Shutt	2549 E. CAMERON AVE.
Jonathan Shutt	2549 E Cameron Ave
Jeff Davis	2610 E Cameron Ave
Wally Bowd	731 S. Citrus St
Angie Gillingham	946 S MANZANITA DR
Patricia Harnett	735 S. Citrus St, W. Covina
SHANNON VOLK	2613 E CAMERON
CAROLINE	2613 E. CAMERON



## AGENDA STAFF REPORT

---

City of West Covina | Office of the City Manager

**DATE:** December 3, 2019

**TO:** Mayor and City Council

**FROM:** David Carmany  
City Manager

**SUBJECT: CONSIDERATION OF AWARD OF BID FOR CIVIC CENTER AND CITY PARKS  
LANDSCAPE AND MAINTENANCE SERVICES**

---

### **RECOMMENDATION:**

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

1. Authorize the City Manager to execute a contract with Merchants Landscape Services, Inc. in the total amount of \$3,503,196.00 for a two-and-a-half (2.5) year contract with two (2) one (1) year extensions to provide landscaping and maintenance services for Civic Center and City Parks; and
2. Appropriate \$32,000 from the General Fund balance to Service Contracts Acct # 110.61.4142.6130; and
3. Adopt the following resolution:

**RESOLUTION NO. 2019-86 – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020 (CIVIC CENTER AND CITY PARKS LANDSCAPE AND MAINTENANCE SERVICES)**

### **BACKGROUND:**

The development and maintenance of suitable areas for recreation and municipal beautification programs, including the landscaping of parkway, medians, and the planting of street trees, requires the services of specialists. The cost of maintenance operations is of concern. It is obvious that the city's properties cannot be maintained without a stable work force and budget for operation and maintenance.

Cities typically have their own departmental maintenance forces, but as currently organized, in the interest of economy of operation, West Covina relies on landscaping and maintenance contractors rather than "force account" labor. City public works officials may elaborate plans, specifications, rules, and procedures to almost any extent, but this may be to no purpose unless the work of the contractor is carefully inspected. City public works staff, whose job it is to see that the city gets what it pays for, makes continuous checks on the performance of the landscaping and maintenance contractors.

### **DISCUSSION:**

The City of West Covina utilizes Merchants Landscape Services, Inc., (Merchants) to provide landscaping and maintenance services for the Civic Center and 16 City parks. These services include mowing and edging of all turf areas; general clean-up on a weekly basis; trimming and pruning of plants and shrubs; repair and maintenance of irrigation sprinkler and control systems are performed as needed; opening/closing restrooms plus cleaning and restocking; reporting facility issues; tot lot area maintenance, including equipment safety; trash containers maintenance; table and bench inspections; graffiti removal; and trash and debris clean-up. Merchants has been providing landscape maintenance services to the City of West Covina since 1996.

As of July 2019, Merchants contract services were amended to include parks restroom maintenance services due to unsatisfactory performance from the previous contractor. Merchants is providing City park restroom services on a month-to-month schedule in the amount of \$24,000 per month, for six months or less, by written notice.

The current City Parks and Civic Center landscape maintenance contract with Merchants will expire on December 31, 2019. There are two one-year extensions on the current contract. Since park restroom maintenance was not part of the original contract, it was rebid to include this service.

On August 27, 2019, in line with the City's effort to competitively bid all contract services and select the most qualified firms, staff issued a Request for Proposal (RFP) for Landscape Maintenance Services for Civic Center and City Parks RFP #61-004. The RFP was posted on Planet Bids. On October 2, 2019, eight proposals were received from the following firms:

<b>Company</b>	<b>Location</b>
Azteca Landscape	Corona, CA
Evergreen Landscaping	Santa Ana, CA
Greentech Landscape Inc.	Whittier, CA
Mariposa Landscapes Inc.	Irwindale, CA
MCE Corporation	Dublin, CA
Merchants Landscape Services, Inc.	Rancho Cucamonga, CA
Parkwood Landscape Maintenance	Van Nuys, CA
Priority Landscape Services, Inc.	Brea, CA

On October 8th, 2019, Public Services staff reviewed and evaluated the three lowest bid proposals based on the following criteria:

Completeness of proposal	40%
Personnel and equipment	20%
References	30%
Pricing/on-going support	10%
Total	100%

The results of the evaluations were as follows:

<b>Company</b>	<b>Average Score</b>
Merchants Landscape Services, Inc.	83
Greentech Landscape Inc.	62
Priority Landscaping Services, Inc.	56

Since Merchants added park maintenance services to its contract, staff saw significant improvement of park restroom maintenance and has received positive feedback from City residents. Merchants submitted the most comprehensive proposal with relevant experience to meet the City's standards and required level of service. Based on the positive service Merchants has been providing and the RFP evaluation process, Merchants Landscape Services, Inc. was ranked number one in all aspects except cost efficiency.

<b>Company</b>	<b>Annual Bid Cost</b>
Priority Landscape Services, Inc.	\$722,820.00
Greentech Landscape Inc.	\$762,738.00
Merchants Landscape Services, Inc.	\$778,488.00
Azteca Landscape	\$792,096.00
Parkwood Landscape Maintenance	\$837,084.00
Evergreen Landscaping	\$881,044.56
MCE Corporation	\$897,512.12
Mariposa Landscapes Inc.	\$1,176,960.00

Priority Landscaping Services and Greentech Landscape did have more cost-effective proposals but after interviewing the candidates and reaching out to references, they were lacking in resources and experience necessary to deal with a City of this size.

The increase in cost is due to additional work being added to the scope of the contract. The previous contract only called for trash pickup once per week, in the new scope, this was increased to seven days a week. In addition, trash bin cleanup was added twice weekly to address the issue of illegal dumping and trash throughout the community. Merchants has the capacity to handle these additional tasks.

**OPTIONS:**

1. Approve the recommendation;
2. Reject proposals received and amend current contract for the remainder of FY 2019-2020 and issue a new RFP.

**Prepared by:** Mike Cresap Public Services Superintendent

---

**Fiscal Impact**

**FISCAL IMPACT:**

If the contract is approved, it will commence on January 1, 2020. The contract amount for the remainder of Fiscal Year (FY) 2019-20 is \$389,244.00. Currently, the budgeted amount is \$358,128, an appropriation of \$32,000 would need to be amended to account No. 110.61.4142.6130 for FY 2019-20. The total amount of the two-and-a-half- (2.5) year contract with two (2) one (1) year extensions is \$3,503,196.00. Budget for the succeeding years will be requested during the budget process.

---

**Attachments**

Attachment No. 1 - Resolution 2019-86

Attachment No. 2 - Merchants Landscape Services, Inc. Agreement

---

**CITY COUNCIL GOALS & OBJECTIVES:** Enhance City Facilities and Infrastructure  
Enhance the City Image and Effectiveness  
Enhance Public Safety



**RESOLUTION NO. 2019-86**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2019 AND ENDING JUNE 30, 2020 (LANDSCAPE AND MAINTENANCE SERVICES FOR CIVIC CENTER AND CITY PARKS)**

**WHEREAS**, the City Manager, on or about June 18, 2019, submitted to the City Council a proposed budget for the appropriation and expenditure of funds for the City of West Covina for Fiscal Year 2019-20; and

**WHEREAS**, following duly given notice and prior to budget adoption, the City Council held public meetings, considered and evaluated all comments, and adopted a budget for the fiscal year commencing July 1, 2019 and ending June 30, 2020; and

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

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

**SECTION 1.** That the budget amendments for Fiscal Year 2019-20 are hereby approved as reflected in Exhibit 1 attached hereto.

**SECTION 2.** That this resolution shall be effective immediately upon passage and adoption.

**SECTION 3.** The City Clerk shall certify to the adoption of this Resolution.

**PASSED, APPROVED AND ADOPTED** on this 3rd day of December 2019.

---

Tony Wu  
Mayor

**APPROVED AS TO FORM:**

**ATTEST:**

---

Thomas P. Duarte  
City Attorney

---

Carrie Gallagher, CMC  
Assistant City Clerk

I, CARRIE GALLAGHER, the custodian of the original records, which are public records over which I maintain custody and control for the City of West Covina, California, hereby certify that the foregoing Resolution No. 2019-86 was duly adopted by the City Council of the City of West Covina, California, at a regular meeting thereof on the 3rd day of December 2019, by the following vote of the City Council:

AYES:

NOES:

ABSENT:

ABSTAIN:

---

Carrie Gallagher, CMC  
Assistant City Clerk

CITY OF WEST COVINA  
BUDGET AMENDMENT

BA # 023

Posted By:

Date Posted:

Date: 12/03/2019  
Requested by: Maria Delira  
Dept/Div: Public Services/Maintenance Div

Fiscal Year: 2019-20  
Amount: \$32,000.00  
Description: Landscape & Maintenance for Civic Center and City Parks

**EXPENDITURES**

Account Number	Dept/Account Description	Current Budget	Proposed Amendment	Amended Budget
110.61.4142.6130	Gen Fund/Park Maintenance	834,517.00	32,000.00	866,517.00
		-	-	-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-
				-

**REVENUES**

Account Number	Account Description	Current Budget	Proposed Amendment	Amended Budget
				-
				-
				-
				-
				-

REASON/JUSTIFICATION (Please be specific)

For landscaping and maintenance at Civic Center and City Parks

**APPROVALS**

City Council Approval Date (if required, attach minutes): \_\_\_\_\_ ☐ Approval Not Required

Dept Head Approval: \_\_\_\_\_ Date: \_\_\_\_\_

Finance Director: \_\_\_\_\_ Date: \_\_\_\_\_

Funds Available? ☐ Yes ☐ No

City Manager: \_\_\_\_\_ Date: \_\_\_\_\_

(if over \$100,000)

☐ Approved ☐ Denied

**CITY OF WEST COVINA  
PROFESSIONAL SERVICES AGREEMENT  
WITH  
Merchants Landscape Services Inc.  
FOR  
Landscape and Maintenance of the Civic Center and City Parks**

THIS AGREEMENT is made and entered into this 1st day of January, 2020 ("Effective Date"), by and between the CITY OF WEST COVINA, a municipal corporation ("City"), and **"MERCHANT LANDSCAPE SERVICES INC."**, a California Corporation ("Consultant").

**W I T N E S S E T H :**

A. WHEREAS, City proposes to utilize the services of Consultant as an independent contractor to City to provide landscaping and maintenance services for the Civic Center and City Parks, as more fully described herein; and

B. WHEREAS, Consultant represents that it has that degree of specialized expertise contemplated within California Government Code Section 37103, and holds all necessary licenses to practice and perform the services herein contemplated, except that if Consultant is required to but does not yet hold a City business license, it will promptly obtain a business license and will not provide services to the City until it has done so; and

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

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

E. WHEREAS, Consultant responded to the City's Request for Proposals dated August 27, 2019, incorporated via this reference as if fully set forth herein, and Consultant's response to the Request for Proposals was a material inducement to the City ultimately entering into this agreement.

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

**1.0. SERVICES PROVIDED BY CONSULTANT**

1.1. Scope of Services. Consultant shall provide the professional services described in the consultant's proposal attached hereto as Exhibit "A," incorporated herein by this reference.

1.2. Professional Practices. All professional services to be provided by Consultant pursuant to this Agreement shall be provided by personnel experienced in their respective fields and in a manner consistent with the standards of care, diligence and skill ordinarily exercised by professional consultants in similar fields and circumstances in accordance with sound professional practices. Consultant also warrants that it is familiar with all laws that may affect its performance of this Agreement and shall advise City of any changes in any laws that may affect

Consultant's performance of this Agreement. Consultant shall keep itself informed of State and Federal laws and regulations which in any manner affect those employed by it or in any way affect the performance of its service pursuant to this Agreement. The Consultant shall at all times observe and comply with all such laws and regulations. City officers and employees shall not be liable at law or in equity for any claims or damages occurring as a result of failure of the Consultant to comply with this section.

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

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

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

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

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

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

1.8 Public Records Act Disclosure. Consultant has been advised and is aware that this Agreement and all reports, documents, information and data, including, but not limited to, computer tapes, discs or files furnished or prepared by Consultant, or any of its subcontractors, pursuant to this Agreement and provided to City may be subject to public disclosure as required

by the California Public Records Act (California Government Code Section 6250 *et seq.*). Exceptions to public disclosure may be those documents or information that qualify as trade secrets, as that term is defined in California Government Code Section 6254.7, and of which Consultant informs City of such trade secret. The City will endeavor to maintain as confidential all information obtained by it that is designated as a trade secret. The City shall not, in any way, be liable or responsible for the disclosure of any trade secret including, without limitation, those records so marked if disclosure is deemed to be required by law or by order of the court.

## **2.0. COMPENSATION AND BILLING**

2.1. Compensation. Consultant shall be paid in accordance with the fee schedule set forth in Exhibit "B," attached hereto and made a part of this Agreement (the "Fee Schedule"). Consultant's total compensation shall not exceed Three Million, Five Hundred Three, One Hundred Ninty Six Dollars (\$3,503,196.00). The annual amount is Seven Hundred Seventy Eight Thousand, Four Hundred Eighty Eight Dollars (\$778,488.00).

2.2. Additional Services. Consultant shall not receive compensation for any services provided outside the scope of services unless the City, prior to Consultant performing the additional services, approves such additional services in writing. It is specifically understood that oral requests and/or approvals of such additional services or additional compensation shall be barred and are unenforceable. Should the City request in writing additional services that increase the Scope of Services, an additional fee based upon the Consultant's standard hourly rates shall be paid to the Consultant for such additional services. Such increase in additional fees shall be limited to 25% of the total contract sum or to the maximum total contract amount of \$25,000, whichever is greater. The Department Head or City Manager is authorized to approve a Change Order for such additional services.

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

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

## **3.0. TIME OF PERFORMANCE**

3.1. Commencement and Completion of Work. Unless otherwise agreed to by the parties, the professional services to be performed pursuant to this Agreement shall commence within five (5) days from the Effective Date of this Agreement. Failure to commence work in a timely manner and/or diligently pursue work to completion may be grounds for termination of this Agreement.

3.2. Excusable Delays. Neither party shall be responsible for delays or lack of performance resulting from acts beyond the reasonable control of the party or parties. Such acts

shall include, but not be limited to, acts of God, fire, strikes, material shortages, compliance with laws or regulations, riots, acts of war, or any other conditions beyond the reasonable control of a party. If a delay beyond the control of the Consultant is encountered, a time extension may be mutually agreed upon in writing by the City and the Consultant. The Consultant shall present documentation satisfactory to the City to substantiate any request for a time extension.

#### **4.0. TERM AND TERMINATION**

4.1. Term. This Agreement shall commence on January 1, 2020 and continue for a period of 30 months, ending on June 30, 2022, unless previously terminated as provided herein or as otherwise agreed to in writing by the parties. Thereafter, this Agreement may be extended for a maximum of two (2) successive one (1) year periods. Such extensions, if any, will be evidenced by a written amendment to this Agreement.

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

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

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

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

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

4.4. Documents. In the event of termination of this Agreement, all documents prepared by Consultant in its performance of this Agreement including, but not limited to, finished or unfinished design, development and construction documents, data studies, drawings, maps and reports, shall be delivered to the City within ten (10) days of the effective date of the notice of termination, at no cost to City.

## **5.0. INSURANCE**

5.1. Minimum Scope and Limits of Insurance. Consultant shall obtain, maintain, and keep in full force and effect during the life of this Agreement all of the following minimum scope of insurance coverages with an insurance company admitted to do business in California, with a current A.M. Best's rating of no less than A:VII, and approved by City:

- (a) Broad-form commercial general liability, including premises-operations, products/completed operations, broad form property damage, blanket contractual liability, independent contractors, personal injury or bodily injury with a policy limit of not less than Two Million Dollars (\$2,000,000.00), combined single limits, per occurrence. If such insurance contains a general aggregate limit, it shall apply separately to this Agreement or shall be twice the required occurrence limit.
- (b) Business automobile liability for owned vehicles, hired, and non-owned vehicles, with a policy limit of not less than One Million Dollars (\$1,000,000.00), combined single limits, per accident for bodily injury and property damage.
- (c) Workers' compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with a limit of no less than One Million Dollars (\$1,000,000.00) per accident for bodily injury or disease. Consultant agrees to waive, and to obtain endorsements from its workers' compensation insurer waiving subrogation rights under its workers' compensation insurance policy against the City, its officers, agents, employees, and volunteers for losses arising from work performed by Consultant for the City and to require each of its subcontractors, if any, to do likewise under their workers' compensation insurance policies.

By execution of this Agreement, the Consultant certifies as follows:

I am aware of, and will comply with, Section 3700 of the Labor Code, requiring every employer to be insured against liability of Workers' Compensation or to undertake self-insurance before commencing any of the work.



The Consultant shall also comply with Section 3800 of the Labor Code by securing, paying for and maintaining in full force and effect for the duration of this Agreement, complete Workers' Compensation Insurance, and shall furnish a Certificate of Insurance to the City before execution of this Agreement by the City. The City, its officers and employees shall not be responsible for any claims in law or equity occasioned by failure of the consultant to comply with this section.

- (d) Professional errors and omissions ("E&O") liability insurance with policy limits of not less than One Million Dollars (\$1,000,000.00), combined single limits, per occurrence or claim, and Two Million Dollars (\$2,000,000.00) aggregate. Architects' and engineers' coverage shall be endorsed to include contractual liability. If the policy is written as a "claims made" policy, the retroactivity date shall be prior to the start of the work set forth herein. Consultant shall obtain and maintain said E&O liability insurance during the life of this Agreement and for five (5) years after completion of the work hereunder. If coverage is canceled or non-renewed, and not replaced with another claims-made policy form with a retroactive date prior to the effective date of this Agreement, Consultant shall purchase "extended reporting" coverage for a minimum of five (5) years after completion of the work.

If the Consultant maintains higher limits or has broader coverage than the minimums shown above, the City requires and shall be entitled to all coverage, and to the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

5.2. Endorsements. The insurance policies are to contain, or be endorsed to contain, the following provisions:

- (a) Additional Insureds: The City of West Covina and its elected and appointed boards, officers, officials, agents, employees, and volunteers are additional insureds with respect to: liability arising out of activities performed by or on behalf of the Consultant pursuant to its contract with the City; products and completed operations of the Consultant; premises owned, occupied or used by the Consultant; automobiles owned, leased, hired, or borrowed by the Consultant.
- (b) Notice of Cancellation: Each insurance policy required above shall provide that coverage shall not be canceled, except with notice to the City.
- (c) Primary Coverage: The Consultant's insurance coverage shall be primary insurance as respects the City of West Covina, its officers, officials, agents, employees, and volunteers. Any other insurance maintained by the City of West Covina shall be excess and not contributing with the insurance provided by this policy.
- (d) Waiver of Subrogation: Consultant hereby grants to City a waiver of any right to subrogation which any insurer of said Consultant may acquire against the City by virtue of the payment of any loss under such insurance. Consultant agrees to obtain any endorsement that may be necessary to

affect this waiver of subrogation, but this provision applies regardless of whether or not the City has received a waiver of subrogation endorsement from the insurer.

- (e) Coverage Not Affected: Any failure to comply with the reporting provisions of the policies shall not affect coverage provided to the City of West Covina, its officers, officials, agents, employees, and volunteers.
- (f) Coverage Applies Separately: The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

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

5.4. Certificates of Insurance. Consultant shall provide to City certificates of insurance showing the insurance coverages and required endorsements described above, in a form and content approved by City, prior to performing any services under this Agreement. The City reserves the right to require complete, certified copies of all required insurance policies, including endorsements required by these specifications, at any time.

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

## **6.0. GENERAL PROVISIONS**

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

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

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

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

6.4. Notices. Any notices, documents, correspondence or other communications concerning this Agreement or the work hereunder may be provided by personal delivery, Email or by U.S. mail. If by U.S. mail, it shall be addressed as set forth below and placed in a sealed envelope, postage prepaid, and deposited in the United States Postal Service. Such communication shall be deemed served or delivered: a) at the time of delivery if such communication is sent by personal delivery; b) at the time of transmission if such communication is sent by Email; and c) 72 hours after deposit in the U.S. Mail as reflected by the official U.S. postmark if such communication is sent through regular United States mail.

IF TO CONSULTANT:

Merchants Landscape Services, Inc.  
8847 W. 9<sup>th</sup> St.  
Rancho Cucamonga, CA 91730  
Tel: (909) 322-8978  
Email: [cesar@merchantslandscape.com](mailto:cesar@merchantslandscape.com)  
Attn: Cesar Trujillo\_\_\_\_\_

IF TO CITY:

City of West Covina  
1444 West Garvey Ave. South  
West Covina, CA 91790  
Tel: (626) 939-8853  
Email: [mcresap@westcovina.org](mailto:mcresap@westcovina.org)  
Attn: Mike Cresap

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

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

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

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

not the Consultant, its employees, and/or authorized subcontractors are specifically named or otherwise asserted to be liable. Notwithstanding the foregoing, the Consultant shall not be liable for the defense or indemnification of the City for claims, actions, complaints or suits arising out of the sole active negligence or willful misconduct of the City. This provision shall supersede and replace all other indemnity provisions contained either in the City's specifications or Consultant's Proposal, which shall be of no force and effect.

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

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

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

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

6.12. Ownership of Documents. All findings, reports, documents, information and data including, but not limited to, computer tapes or discs, files and tapes furnished or prepared by Consultant or any of its subcontractors in the course of performance of this Agreement, shall be and remain the sole property of City. Consultant agrees that any such documents or information

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

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

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

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

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

6.17. Order of Precedence. In the event of an inconsistency in this Agreement and any of the attached Exhibits, the terms set forth in this Agreement shall prevail. If, and to the extent this Agreement incorporates by reference any provision of any document, such provision shall be deemed a part of this Agreement. Nevertheless, if there is any conflict among the terms and conditions of this Agreement and those of any such provision or provisions so incorporated by reference, this Agreement shall govern over the document referenced.

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

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

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

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

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

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

6.24. Counterparts and Electronic Signatures. This Agreement may be executed in one or more counterparts, each of which shall be deemed an original. All counterparts shall be construed together and shall constitute one agreement. Counterpart written signatures may be transmitted by facsimile, email or other electronic means and have the same legal effect as if they were original signatures.

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

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

[SIGNATURE PAGE FOLLOWS]

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

CITY OF WEST COVINA,  
A municipal corporation

\_\_\_\_\_  
David Carmany  
City Manager

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

CONSULTANT

\_\_\_\_\_  
Mark Brower, President

Date: 10/29/19

\_\_\_\_\_  
Donna Brower, Corporate Secretary

Date: 10/29/19

ATTEST:

\_\_\_\_\_  
Carrie Gallagher  
Assistant City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Thomas P. Duarte  
City Attorney

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

APPROVED AS TO INSURANCE:

\_\_\_\_\_  
Helen Tran  
Human Resources Director

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

**EXHIBIT A**  
**SCOPE OF SERVICES**



## SCOPE OF SERVICES

# CITY PARKS

### 1. General Scope

Furnish all labor, equipment, materials and supervision to perform landscape maintenance as described herein including, but not limited to the control of:

- Weeding and cultivating
- Fertilizing
- Trimming, pruning, training
- Hedging (where specified)
- Watering, manual watering-quick connects, manual hand watering-hose
- Irrigation system maintenance, repairs and replacement
- Mowing, edging
- Aerifying, slicing, and coring every year
- Pest control
- Dead plant removal and replacement
- Clean-up, sweeping, vacuuming, wash down hardscape areas
- Trash pick-up, clean-up and empty trash cans 7-days a week, replace liners as needed
- Clear trash enclosure surrounding areas twice a week. All large items must be disposed of at the City Yard daily
- Overseeding and sodding
- Weed abatement, leaf removal
- Brush abatement
- Walks, fence, and wall, etc. repair / replacement, painting
- Haul, transport, carry, load, dump and/or drag soil replacement
- Leveling, grading, spreading, scraping, of top soil, sand

- Provide contact with public and 24-hour emergency callout
- Uniforms

## 2. Work Areas/Sites

- a) Aroma Parkette – 2201 Aroma Drive  
(Total 0.69 acres)  
Turf: 0.01 acres  
Landscape & Hardscape: 0.68 acres
- b) California Parkette– 815 S. California Avenue  
(Total .16 acres)  
Turf: .11 acres  
Landscape & Hardscape: .05 acres
- c) Cameron Park – 1305 E. Cameron Avenue  
(Total 14.3 acres)  
Turf: 4.6 acres  
Landscape & Hardscape: 9.7 acres
- d) Cortez Park, West Covina Senior Center, Fire Station #2 & single family dwelling – 2441, 2501 Cortez Street & 421 Citrus Street  
(Total 22 acres)  
Turf: 11.67 acres  
Landscape & Hardscape: 8.53 acres  
Undeveloped lot: 1.8 acres
- e) Del Norte Park – 1500 W. Rowland Avenue  
(Total 8.3 acres)  
Turf: 5.68 acres  
Landscape & Hardscape: 2.62 acres
- f) Friendship Park – 3740 S. Sentous Street  
(Total 6.0 acres)  
Turf: 4.50 acres  
Landscape & Hardscape 1.50 acres
- g) Galster Park – 1620 Aroma Drive  
(Total 42.5 acres)  
Turf: 1.0 acres

- |  |                        |            |
|--|------------------------|------------|
|  | Landscape & Hardscape: | 1.5 acres  |
|  | Undeveloped:           | 40.0 acres |
- h) Gingrich Park – 1935 Woodgate Drive
- (Total 8.0 acres)
- |       |            |
|-------|------------|
| Turf: | 8.00 acres |
|-------|------------|
- i) Heritage Park – 3510 E. Cameron Avenue
- (Total 14.2 acres)
- |                        |            |
|------------------------|------------|
| Turf:                  | .5 acres   |
| Landscape & Hardscape: | 1.0 acres  |
| Undeveloped:           | 12.7 acres |
- j) Morganfield – 3200 Morganfield Avenue
- (Total 3.77 acres)
- |                       |            |
|-----------------------|------------|
| Turf:                 | 2.77 acres |
| Landscape & Hardscape | 1.00 acres |
- k) Orangewood Park – 1615 W. Merced Avenue
- (Total 8.3 acres)
- |                        |           |
|------------------------|-----------|
| Turf:                  | 6.0 acres |
| Landscape & Hardscape: | 2.3 acres |
- l) Palm View Park – 1340 E. Puente Avenue
- (Total 7.9 acres)
- |                        |            |
|------------------------|------------|
| Turf:                  | 6.72 acres |
| Landscape & Hardscape: | 1.18 acres |
- m) Ridge Riders / Maverick Field – 350 S. Citrus Street
- (Total 8.25 acres)
- |                        |           |
|------------------------|-----------|
| Undeveloped:           | 8.0 acres |
| Landscape & Hardscape: | .25 acres |
- n) Shadow Oak Park – 2121 Shadow Oak Drive
- (Total 26.2 acres)
- |                        |            |
|------------------------|------------|
| Turf:                  | 6.00 acres |
| Landscape & Hardscape: | 7.00 acres |
| Undeveloped:           | 13.2 acres |
- o) Walmerado Park – 625 E. Merced Avenue
- (Total 5.7 acres)

Turf:	4.28 acres
Landscape & Hardscape:	1.42 acres

p) Woodgrove Park – 2001 S. Brentwood Drive

(Total 9.99 acres)

Turf:	6.37 acres
Landscape & Hardscape	3.62 acres

**TOTAL APPROXIMATE ACREAGE IS 190 ACRES**

Areas defined as within the boundaries of the above-listed City Parks and other areas. Sites description maps are located in separate document due to size.

3. Turf Areas

A. Mowing equipment shall be approved prior to use and shall be maintained in good mechanical working order. Equipment will be maintained in order to provide the sharpest and cleanest cut of the individual grass blades. Contractor is required to collect or remove clippings from the site, during periods of heavy growth, Contractor will be required to crosscut or double cut areas with heavy accumulations of clippings to further disperse cut grass for appearance if necessary. The use of recycling deck type mowers would further increase this need for crosscutting or double cutting in most cases. The Public Services Superintendent will approve type / style of mowing equipment and determine its proper usage at each park site. The approval of mowing equipment is subject to change as determined by the City.

B. Mowing frequency shall be:

**PARKS** – Starting the second full week in March mowing will be completed once each week. This will continue through the spring, summer, and fall seasons. The final weekly mowing in the fall will occur the week prior to Thanksgiving week. Thirty-six (36) mowings through this period. Clippings to be collected when requested.

Starting the week after Thanksgiving week, the mowing schedule will start with one mowing every other week or on a fourteen-day schedule. This schedule will continue through March then back to the every week mowing schedule. Eight (8) mowings during the winter season.

**ATHLETIC FIELDS** – All fields located in the City Parks will be mowed once each week year round – fifty-two (52) mowings each year. Clippings to be collected at each mowing and removed from the site.

The location of athletic fields are as follows: Cameron Park has one ball field; Del Norte Park has one ball field; Orangewood Park has one soccer practice field and one game field; Sunset Field has two ball fields; Palm View Park has one ball field; Walmerado Park has one ball field; Cortez has two ball fields and one football field; Shadow Oak Park has two ball fields; and Friendship Park has one ball field.

Football Field	= 1.3 Acres
Baseball Field	= 0.75 Acres
Soccer Field	= 2.42 Acres

In addition to mowing of general turf areas, trimming around sprinkler heads, obstacles and turf grass edges are routinely accomplished at the same frequency as the mowing schedule. This will include power edgers, nylon line trimmers and hand clipping where necessary. All sidewalk, curb, planting beds, pathways, or abrupt transition area adjacent to maintained turf will be edged every other week. Trim around trees keeping grass one foot away from the base of the trees using non-selective herbicides. Avoid the use of string trimmers around the base of trees. The City requires all turf areas will be cleaned of paper, glass and limbs immediately prior to the area being mowed by the Contractor. There are **approximately 70 acres of turf** to be mowed in City Parks.

The following guidelines for turfgrass height will be followed. Height should be maintained generally within the following ranges:

Hybrid Bermuda	= ½" to 1"
Bermuda, Kikuygrass	= 1" to 2"
Perennial Rye	= 1 ½" to 2 ½"
Tall Fescue	= 2" to 3"

- C. Contractor shall monitor irrigation as necessary to maintain proper growth rate and optimum appearance of all turf areas. Areas that are manually irrigated such as Valley Blvd. at Morganfield area will require manual irrigation weekly depending on seasonal weather changes throughout the year.
- D. Maintain all turf areas in a weed-free condition. Chemical control of broadleaf or grassy weeds will be initiated, when required by the City, on an as-needed basis in all City Parks and athletic fields. This weed control program will be included in the contract with no additional cost to the City.

Spot applications as-needed of a broad spectrum herbicide may be required through the season as necessary to ensure the clearance and

neatness of turf and weeds growing at the base of trees, at sprinkler heads, along fences around buildings and other miscellaneous locations within the parks. These spot treatments will be included in the contract with no additional cost to the City.

E. Aerate all turf areas two, (2) times each year, between February 1st and March 1st and June 1st and July 1st of each year. Aerate turf by removing ½" diameter by 4" deep cores of sod with an aerator machine at not more than 6" spacing. Schedule and notify Maintenance Division prior to doing the work.

F. Fertilize, all turf areas after aeration four (4) times per year using the following schedule. Apply at a rate of one (1) lb. of actual nitrogen per 1,000 square feet. City prior to application must inspect materials and monitor the entire application process. City may change the product specified when warranted.

April:	Best Turf Gold 22-5-5
June:	Best Turf Gold 22-5-5
September:	Best Turf Supreme 15-5-7

G. Plant diseases, and insect control will be included as part of landscape maintenance services and will NOT be considered "extra work" within this contract. Pests including but not limited to insects, snails, etc. will be evaluated on an individual basis. Contractor shall treat to provide a healthy environment for plants and public.

#### 4. Trees

Annually tree pruning is not required in this contract. In the interest of public safety, pruning shall be performed on a monthly basis to provide the following:

A. Remove any low growing, hanging, or broken branches.

B. Removal of any branches lying on the ground.

C. Clear visibility shall be provided of all traffic control signs so that all approaching drivers are able to view signs from a distance of one hundred feet (prior to reaching signs)

D. Pruning shall include the cutting back of trees adjacent to roadway intersections.

- E. Adequate clearance shall be provided to include a nine (9) feet height clearance and three (3) feet side clearance adjacent to perimeter fences and walls, walkways, stairways, and turf areas. Roadways will require a minimum height clearance of fourteen (14) feet.
- F. Clear visibility shall be provided of all building signs and various signs posted. So that all signs are visible from a distance of one hundred feet.
- G. Stake and support young trees when necessary.
- H. All guys and ties shall be checked frequently to avoid girdling.
- I. All olive trees shall be sprayed twice each spring (once flowers are in full bloom), at a 14 day interval to prevent fruit development.
- J. Dead or Diseased and Trees – Contractor shall notify the City immediately when the following conditions are present:
  - 1. Trees appear to be on a decline for no apparent reason that is known to the Contractor.
  - 2. Trees are dead.
- K. All tree removals shall be performed as “extra work” in this contract and if requested the work would be completed in a safe and professional manner without damage to any other improvements. Contractor shall repair or replace any drainage items, irrigation equipment, or construction elements that were damaged by the tree removal process.

5. Shrubs At Any Height

The main goal in pruning most shrubs is to help them develop their natural beauty in the landscape. Shrubs do not need to be constantly pruned to create odd shapes, instead their natural form should be encouraged and allowed to develop. Shrubs should be allowed to grow into each other so that they form a mass planting, barrier, or screen. Any necessary pruning shall be done with thinning and shaping cuts, which allow plant materials to blend together in shrub masses characteristic of each individual species. Exceptions to this guideline include those shrubs:

- a) Which were planted with a formal hedge intent, which will require formal pruning and shaping to maintain their intended design.

- b) Shrubs, which for security or view preservation reason, must be maintained at a low height.
- c) Clearance trimming for proper irrigation head coverage.
- d) Clearance trimming for concrete slope drains.
- e) Any specific type of pruning determined by the City to correct any other condition that the City determines is necessary.
- f) Contractor shall remove and replace all dead shrubs at no additional cost of the City.

All shrubs shall be pruned back three feet to prevent the obstruction of walkways and driveways, fences, walls and shall be maintained clear from pedestrian and vehicular views, curbs and gutters, signage and utilities. When pruning shrubs along walkways, shearing should be avoided. Instead, shrubs should be cut back in a manner that retains their natural shape as much as possible and tapered back at a 45-degree angle away from the sidewalk. Shrubs shall also be pruned to minimize blockage of irrigation head watering patterns. Spent flowers stalks, blooms, and dead growth shall be removed as needed to maintain a clean appearance in the landscape.

#### 6. Irrigated Slopes and Ground Cover Areas

Prune ground covers to keep in bounds of desired planter areas and trim top growth as necessary to achieve an overall even appearance. Thin out to remove irregular foliage masses, which distract from an overall uniform appearance. Ground covers shall be trimmed a maximum of six inches away from walks, curbs, buildings, wall, utilities, turf separation features, tree trunks, and shrub and vine trunks on a regularly scheduled basis or as needed. Ground covers shall not be trimmed vertically at these edges but rather should be tapered back at a 45-degree angle. The actual method of edging shall be based on the ground cover foliage characteristics but shall not leave a shredded, damaged edge of the ground cover.

Vining and trailing ground covers that may grow up and wrap around the trunks of trees and shrubs should be trimmed and maintained in a cleared circle of a maximum to twelve inches away from the base of trunks. The intent here is to not have large patches of bare, cleared soil out to the driplines of plants, but rather to maintain a small buffer zone around the base of trunks. This buffer zone shall be maintained weed free.

- a) All slopes and ground cover areas shall have weeds removed /



abated every two months. The Contractor, at no additional charge to the City may apply a broad-spectrum pre-emergent weed control, such as Surflan to shrub beds and ground cover beds and slopes to assist in the long-term control of such weeds.

b) Nutshed, Bermudagrass, Morning Glory shall be spot treated immediately with the appropriate herbicide when found in any planter, ground cover, shrub bed or irrigated landscaped slope area at no additional cost to the City.

c) Trim and edge as necessary to restrict growth from encroaching on sidewalks or other adjacent areas. Growth retardant, if properly applied, can be used.

d) A weed is defined as an undesirable plant, which will be determined by the Public Services Superintendent.

e) Dead flowers on all plants in planters will be removed as needed in order to keep a groomed appearance at all times.

f) Landscape Contractor shall be responsible for identification and control of all insect pests and diseases on plants. A qualified Pest Control Operator shall make any necessary pesticide applications. The Contractor shall submit a monthly record to the County Agriculture Commissioner of all fungicides, insecticides, and herbicides used on this project. A copy of this submitted reports would be sent to the City representative at the Maintenance Division.

g) Fertilization scheduled, irrigated landscape slopes and shrub bed areas:

April:	15-15-15 Best Triple Pro Fertilizer
October:	15-15-15 Best Triple Pro Fertilizer

**NOTE:** If a different product is used for fertilizing, rates must be approved by the City and shall be within the guidelines of the manufacturers recommended rates. The City must approve equivalent fertilizer. The City prior to application must inspect materials on site and monitor the entire application process.

## 7. Natural Areas (non-irrigated)

1. Annual weed abatement to occur between April 1st and May 31st. A second weed abatement period is required from September 1st through October 31st.

2. Keep weeds less than twelve inches in heights year round.
3. A pre-emergent herbicide may be used in these areas, at no cost to the City.
4. A post-emergent non-selective herbicide may be used in these areas, at no additional cost to the City.
5. RIDGE RIDERS / MAVERICK FIELD area including perimeter access road will require four (4) weed abatements per year. March, June, September, and December.

8. Drainage

Landscape Area Drains:

Periodic inspections of landscape area drains shall take place as needed, with more frequent inspections occurring during the rainy season. The following maintenance is required by the Landscape Maintenance Contractor:

- a) Removal of soil, debris, and vegetation from grates.
- b) Skimming out soil from perimeter of drains to a depth of approximately one inch below grate inlet elevation.
- c) Removal of soil and debris from inside area drains.
- d) Flushing drainlines.
- e) Replacement of broken or damaged grates, drain inlet bodies, and drainlines.

Landscape Drainage Swales and Flow Lines:

All landscape areas shall have positive surface sheet flow drainage patterns to swales, which then direct the water to landscape area drains or paved surfaces with positive drainage. The landscape swales were formed precisely to insure positive surface drainage away from structures, walls, and other construction elements.

- 1) Periodic inspection of flow lines to insure their proper function.
- 2) In shrub areas, removal of soil, silt, vegetation, and other debris that may block the flow of water to the required area drain. Low spots that may hold water shall also be filled.

### Bench Drains on Slopes:

Any concrete bench drains or swales that may be present on maintained slopes shall be inspected monthly for dirt or debris from erosion and cracks or damage to bench drains, which would obstruct intended water flow. Landscape Contractor shall remove all dirt and debris as needed. Landscape Contractor shall backfill the underside of the concrete bench drain as needed to control soil erosion. Any necessary repair work to bench drains, such as repairing or patching of cracks and damage shall be reported to the City representative and can be performed as an extra, by a concrete contractor, outside and separate from the landscape maintenance contract.

## 9. Irrigation

- a) All components of the irrigation system shall be maintained in proper working order, as per manufacture specification. Contractor shall inspect irrigation system weekly during regular maintenance activities for immediate concerns, such as broken and malfunctioning heads, and shall note observations and areas that need repair in the maintenance log located in each controller. All system problems observed shall be repaired immediately upon discovery. More detailed inspections of system equipment and performance shall be conducted once per month throughout the year with a summary report recorded in the maintenance log located within the controller. The maintenance log shall be discussed with the City representative once per month at the scheduled walkthrough/inspection. This shall comprise all irrigation components that includes but is not limited to backflow prevention devices, main pressure lines, lateral lines, sprinkler heads, pumps, controllers, valves, wiring and rain guards if installed.
- b) Contractor shall keep backflow prevention devices in satisfactory condition per Los Angeles County Department of Health requirements. Contractor shall provide all materials and labor necessary for repairing backflow prevention devices. Contractor shall perform backflow prevention device test as per Los Angeles County Department of Health requirements and submit copies of completed tests to the City. This contract includes all backflow preventers.
- c) Contractor shall keep all controller box enclosures in good working order. This includes door panels, hinges, locks, etc. All enclosures, electric meter enclosures, and backflow devices shall be kept in a deep forest green if painted. City must approve color of paint prior to application.

- d) Irrigation controllers shall be kept in continuous working order Contractor shall repair and clean the irrigation controllers as needed to insure good working performance.
- e) Contractor shall install irrigation charts in each controller as to identify geographic areas, valve locations for each station, and quick coupler locations.
- f) Bi-Monthly the Contractor shall make the following checks and adjustments to all sprinkler head operations to maintain proper coverage.

Rotaries and Impacts:

- 1. Clogged Nozzles
- 2. Plant Obstruction Pattern
- 3. Arc Coverage
- 4. Radius Adjustment
- 5. Pop-Up Action
- 6. Riser Seal Leaks
- 7. Set to Grade
- 8. Coverage-Pressure
- 9. Rotational Speed
- 10. Clogged Screens
- 11. Head Damage
- 12. Swing Joint Damage

Impacts Only:

- 1. Spring Tension
- 2. Bent or Mal-Adjusted Arm
- 3. Spoon, Breaker
- 4. Proper Reversing

- g) Contractor will make the following changes as needed, raising, lowering, moving or addition heads to provide adequate coverage of all landscape areas as needed. Riser height shall adjusted or extended in shrub and ground cover areas, per the growth of plant materials. Plant material shall be trimmed away from sprinkler heads to allow for full radius coverage.
- h) Contractor shall check all valves weekly for opening, closing completely, (weeping).
- i) Contractor shall stock high use items for repair of irrigation systems.
- j) Contractor shall replace components of irrigation system with approved type of material (brand and model) or substitutes approved by City.
- k) Contractor shall compile and maintain "as built" of all irrigation systems to include location and serial numbers of major components and furnish

City on-going copies of these plans. As built drawings shall be given to the City upon termination of Agreement.

- l) For areas with drip systems, the contractor shall be responsible for maintaining the system within a range of 20-PSI minimum and 45-PSI maximum. 25-PSI is ideal. Hose bib clean outs shall be opened annually to flush accumulated debris and pressure check should be made at this time. After making broken hose repairs it is essential to flush the lines using the existing hose bib clean outs. A surveillance of the system should be made every other week checking for breaks, leaks and clogging.
- m) Contractor shall perform manual irrigation inspections during normal working hours. Walkways shall not be watered when pedestrian traffic is present. Irrigation systems shall be installed and adjusted to prevent water from spraying on pavement line, but not limited to driveways, houses, private property, parking areas, and streets. Where irrigation of general areas is controlled by automatic time clocks, they shall be watered between 9:00 PM and 6:00 AM.
- n) Contractor shall set controllers/valves to ensure proper operation of all irrigation systems. City may monitor the amount of water used and reserves the right to require contractor to change or reset the watering cycles at any time during this Agreement.
- o) Contractor shall notify the City immediately if any plant materials or grass appear to be wilting or stressed or if other problems develop from lack of water or over-watering, with reference to irrigation scheduling.
- p) Damage resulting from any cause shall be immediately reported to the Public Services Superintendent or his representative.
- q) The repair or replacement of any irrigation component such as valves; sprinkler heads or piping shall be completed and back in operation within 24 hours following verbal or written notification from the Maintenance Division. The Contractor shall repair all components of the irrigation system to provide continuous operation and maximum coverage as per system layout and design.
- r) Contractor shall be responsible for providing replacement materials and labor necessary for repairs following vandalism. The cost thereof are included in this Agreement and Contractor will not receive any additional compensation for his work.

- s) Contractor shall be responsible for replacing all components of the irrigation system that are worn out and non-repairable. City will pay wholesale material cost for worn out and non-repairable backflow prevention devices and irrigation controllers only. Except as noted in item (t) below, compensation for all other costs is included in this Agreement, and Contractor will not receive any additional compensation for this work.
- t) Where it has been confirmed that damage is the result of outside forces or the result of construction being performed by another contractor working on a separate City project, Contractor shall submit an estimate of costs for correction to City. City may authorize repair by contractor, and is authorized, will pay for this work in the same manner as payments for "extra work."
- u) Repair or replacement of damage resulting from Contractor's negligence shall be at Contractor's expense.
- v) Manual irrigation sets or areas hand watered with hoses will be scheduled seasonally. Scheduled watering days will change throughout the year. From 0 – 5 days per week is common with sets running from 10 – 60 minutes per set. The Public Services Superintendent or his representative will be sole judge as to the adequacy of irrigation applied.

#### 10. Pesticides

- a) Contractor shall apply pesticides as needed to control, pests, weeds, and infestations, including, but not limited to: insects, mites, snails and other invertebrates; vertebrates pest, rodents and squirrels; plant pathogens/fungi, molds, etc.; and weeds. Areas of infestation shall be treated immediately when authorized by the City, unless a special time requirement is State Mandated for legal application of restricted materials or other legal time delays as required by law. Contractor shall apply pesticides in such a manner to provide a healthy environment for plants and the public in order to maintain a pest free condition. Contractor shall perform applications of plant growth regulators only with permission by the City.
- b) Pesticide operations, where required, shall be supervised or performed by a State of California Licensed Qualified Applicator. Only qualified applicators may apply or supervise the application of Restricted Use Pesticides pursuant to Division 6, Chapter 4 of the Food and Agriculture Code. This pertains to any and all pesticides used in the City. The application of restricted materials shall comply with the following:

Contractor or his legally authorized subcontractor must complete an Application Restricted Materials Permit for possession and use with the Agricultural Commissioner's Office of the County of Los Angeles. All pesticide applications must be in accordance to a **Written Pesticide Recommendation** from a valid State of California Pest Control Advisor registered in Los Angeles County.

- c) Photocopies of all chemical applications - Restricted Materials Permits and current Written Pesticide Recommendations shall be furnished to City prior to possession or use of all pesticides / restricted materials.
- d) No Restricted Materials shall be stored on City property.
- e) Application shall not be conducted when there is a possibility of physical drift: (1) onto persons, pets, or plants (which are not intended to be treated) within the area of treatment; or (2) onto adjacent property or the public way.
- f) No spraying in City Parks when the public is present.
- g) Treated areas shall be posted as "not to be entered", until spray has dried.
- h) A 48-hour notice of intent to use pesticides shall be provided to City.
- i) No spraying when wind exceeds 10 miles per hour.
- j) Contractor shall comply with the State of California guidelines and legal requirements for handling and application of all pesticides.
- k) A photocopy of a Material Safety Data Sheet must be furnished to City for each pesticide use. This shall be on an approved form (US Department of Labor Form OSHA-20).
- l) Contractor shall provide the City of West Covina written recommendations by an Agricultural Pest Control Adviser registered to work in Los Angeles County, prior to making any pesticide applications at the beginning of each year that the Contract is in effect.

## 11. Cleaning

- a) Contractor shall maintain the contract area clean of debris at all times. Upon completion of any work, Contractor shall remove remaining excess materials, waste, rubbish, debris, his construction and installation equipment from the premises. Any dirt or stains caused by the work shall be removed. Contractor shall also clean any other areas, including roadways, which are littered or soiled as a result of his operations.
- b) Contractor shall keep all gutters, curbs, and walks adjacent to contract areas free of weeds, trash and other debris. All sidewalks adjacent to landscape areas shall be hand or mechanically swept once every other week after mowing. Contractor will keep sidewalks free of slime where constant runoff occurs. Weeds growing in cracks on sidewalks, streets, or gutters adjacent to areas covered in this contract must be spot treated with contract non-selective pesticides as needed.
- c) Leaves, paper, weeds, metal and any other debris will be removed from landscaped areas and all hardscape areas (including but not limited to sidewalks, around buildings, curb, gutter, parking lots, roadways ) and disposed of off-site. Contractor shall not with the exception of (d) below, place any debris in City provided trash bins, located in parks. This clean-up routine shall be accomplished on each and every Monday. If a holiday falls on Monday this weekly clean-up will occur on the next scheduled workday.
- d) Park trashcans will be maintained, in good repair, cleaned, or replaced as needed. The City will provide these trash receptacles. The Contractor will provide liners for the trashcans. All trashcans will be emptied into the nearest park bin enclosure on a **daily** basis. Contractor shall ensure that trashcans remain in assigned locations only and return them to these locations whenever moved.
- e) All trash bin enclosures shall be cleaned out and swept clean on each Monday and Friday. If a holiday falls on Monday or Friday, this weekly clean-up will occur on the next scheduled workday. Any large bulky items shall be removed and brought to the City yard for disposal immediately. City reserves the right to request that the contractor change to a different day of the week if needed.
- f) Contractor shall police all maintenance areas of this contract weekly to remove rubbish, trash, litter, debris (organic or non-organic), and broken or dead plant material lying on the ground. **This includes all rubbish, trash, litter and debris left by others within the boundaries of this contract.**



- g) All park picnic tables shall be maintained in good repair for public use. Tables shall be kept clean. Contractor shall ensure that tables remain in assigned locations only. Contractors shall notify Public Services of damaged tables or repaint tables/fences as needed.
- h) All Tennis Courts, Basketball Courts, Skate Park and Splash Pad shall be cleaned once weekly. Broken glass shall be removed and cleaned on an as needed basis. City currently has six (6) Tennis Courts, six (6) Basketball Courts, one (1) Skate Park and one (1) Splash Pad.
- i) All drinking fountains shall be inspected and cleaned twice a week. Any malfunctioning fountain should be reported to the City.

12. Protection of Existing Facilities

Protect all irrigation, facilities, hardscape, landscape, and utilities. Any damage by Contractor (including, but not limited to irrigation heads and pipe) shall be replaced by Contractor immediately. Replacement materials and work are subject to approval by City. Protect all landscaped areas. Ruts and other damage caused by vehicles, equipment, or other causes shall be eliminated and areas replanted per requirements of City.

13. Replacement - Vandalism

- a) The Contractor will report without delay any damage to City equipment or property and shall be held responsible for the replacement of any damage caused by his act hereunder. Watering, spraying, and other maintenance shall not be done at a time when they might damage parked cars or at times when activities in the project area might be inconvenienced or disrupted.
- b) The Contractor shall be responsible for the replacement of all materials, including: shrubs, ground cover, mulch, pebble bark, irrigation, and similar materials which are necessary due to his acts or due to vandalism. The full cost of such replacement, including the cost of labor, shall be borne by the Contractor, except as provided in subsection "c" below.
- c) Replacement of materials damaged by City forces, or as a result of construction being performed by another contractor working on a separate City project. The City may authorize replacement by the Contractor and if authorized, the City will pay the Contractor for the cost of the replacement, including the cost of labor.

14. Green Waste

Contractor shall be responsible for the recycling of all landscape green waste including but not limited to grass clippings, leaves, brush, and wood. Contractor is required to transport green waste to a facility where green waste materials are composted for future use. Contractor may transport wood to a facility where firewood is produce. Contractor shall furnish City with a weight receipt or receipt acceptable to City during the first week of each month for the previous month's waste. This receipt shall contain the name of the facility receiving the green waste, and a description of green waste recycled for the preceding month. City reserves the right to request that the contractor to change to a different recycling facility at any time during this contract agreement.

15. Deficiencies

Any specific problem area which does not meet the conditions of the specifications set forth herein shall be called to the attention of the Contractor and if not corrected, payment to the Contractor will not be made until condition is corrected in a satisfactory manner as set forth in the specifications.

The City Public Services Superintendent, or his authorized representative, shall identify deficiencies and shall provide written notice to the Contractor to correct the deficiency. Contractor shall have three (3) days from the date the notice is provided to request a meeting with the Public Services Superintendent. Said meeting shall be held within three (3) days of such request at the time and place selected by the Public Services Superintendent. If, at the conclusion of that meeting, the Public Services Superintendent determines that the Contractor is deficient in the performance of the contract, the Contractor shall have three (3) days from the conclusion of the meeting to correct the deficiencies. The Public Services Superintendent may specify a longer period for the correction of deficiencies.

16. Work Requests

- a) Individual routine Work Order Service Request shall be completed within 30 days of verbal or written notification from the Public Services Department.
- b) Individual Work Order Service Request marked SPECIAL REQUEST shall be completed within two weeks of verbal or written notification from the Public Services Department.
- c) Individual Work Order Service Request marked URGENT REQUEST shall be completed within 24 hours of verbal or written notification from the Public Services Department.

17. Miscellaneous

- a) Contractor **will not** remove any political signs during election periods, until requested by the City Public Services Superintendent.
- b) The City may request that fences be repaired. The City will pay the **wholesale cost of fence materials plus 15%**. The contractor shall pay the expenses of labor and make the necessary repairs as requested by the City.
- c) Contractor shall be responsible for providing replacement materials and labor necessary for repairs following vandalism.
- d) Contractor will report to City any malfunction or damage of the lighting system in any City of West Covina maintenance area.
- e) Notification of all "specialty type" maintenance operations shall be given to the City 48 hours prior to each of these operations by the contractor. "Specialty type" maintenance operations are defined as fertilization, dethatching, seeding, preventive applications of turf fungicide, all pesticide applications and other types of plant replacements.
- f) Should the Contractor fail to respond as specified by contract, the Contractor will be liable for any loss sustained by the City to correct said emergency.
- g) Contractor is required as part of this Agreement to furnish all materials to accomplish maintenance in accordance with the foregoing specifications.

18. Working Hours

- a) Normal working hours shall be an eight-hour day between the hours of 7:00 AM and 5:00 PM, Monday through Friday.
- b) Care shall be made as to not making excessive noise adjacent to residences before 8:00 am. In addition, the contractor shall conform to the City noise ordinance requirements as defined in West Covina Municipal Code; Article 4, Sections 15-83, 15-84, and 15-85 concurrently.
- c) Irrigation of general areas is controlled by automatic time clocks and shall be watered between 9:00 PM and 6:00 AM on scheduled days. Manual irrigation shall be performed during normal working hours.

19. Responsibility, Coordination, Meetings

At award of Bid Contractor shall complete a ***Maintenance Schedule Calendar*** covering the first twelve-month period of this contract. This calendar will outline a

time line schedule for all maintenance activities including, mowing, fertilization, weed abatement and scheduled herbicide applications, pest and disease management, pruning and all other required activities listed in this Maintenance Agreement. This *Maintenance Schedule Calendar* shall be reviewed on a monthly basis to ensure maintenance activities adhere to the Contract Agreement. This *Maintenance Schedule Calendar* shall be renewed at the end of each twelve-month period of this Contract. As notification, a monthly work schedule will be submitted in writing to the City on the 25<sup>th</sup> of each month preceding the next month of said work to be completed as per the *Maintenance Schedule Calendar*.

Landscape Contractor shall complete an ***Irrigation Maintenance Log*** located at each controller which records daily maintenance activities that adhere to the schedule developed. This *maintenance log* shall be discussed with the City representative, at scheduled walk-through/inspections.

Contractor shall secure and maintain all required permits and licenses, and pay all fees necessary to legally complete the work of this project. Contractor shall meet with the City representative once weekly to review the landscaping, discuss maintenance operations, determine progress, and identify areas needing attention. Contractor shall attend additional meetings if deemed necessary by the City Public Services Superintendent.

20. Office Location/Emergency Call-Out

Contractor is asked to maintain an office within a 50-mile radius of job site and provide the office with phone service during normal working hours. If a telephone answering service is utilized, the answering service shall be capable of contacting Contractor by radio or cell phone. Contractor is required to provide City with a 24-hour emergency number for contact outside normal working hours. The response to an emergency call-out by the contractor shall not be more than one hour after notification. For example, a break in the irrigation system where the water is flowing uncontrolled.

Should the contractor maintain an office beyond a 50-mile radius of the job site, the following criteria is required:

- a) Contractor shall provide the City with the name, address and telephone number of an employee residing within a 50-mile radius of the job site. This employee will be required to maintain 24-hour phone service with the city. If a telephone answering service is utilized, the employee of the contractor shall be required to respond to the City by radio or cell phone on a 24-hour basis.
- b) This employee should be of supervisory or foreman capacity with access to the contractor and West Covina work crew on a 24 hour basis.

- c) Should this employee of the contractor move out of the 50-mile radius of the job site, a new employee may be substituted upon prior approval of the City.
- d) Failure to be in compliance with this on-call requirement as part of the contract agreement shall result in termination of contract by the City.

21. Traffic, Barriers, Signs, Safety

- a) Contractor shall comply with the requirements for Traffic Control as outlined in the latest edition of "Work Area Traffic Control Handbook, published by Building News, Inc., with modifications as permitted and/or requested by the City Public Services Superintendent. The use of "Work Area Traffic Control Handbook, published by Building News, Inc." does not relieve the Contractor of responsibility for public safety in that he may surpass these standards, or request modifications as necessary.
- d) A minimum of one (paved) traffic lane in each direction not less than 12 feet wide shall be kept open for use by the public on all collector and secondary streets. The Contractor shall secure in place, all barricades and delineators that are to remain in place for more than five (5) working days. Class I barricades shall be ten (10) feet or more in width.
- e) Convenient access to driveways and buildings along the line of work shall be constantly maintained. Driveways shall be closed in such a manner that adequate ingress and egress in the opinion of the City Public Services Superintendent is maintained at all times.
- f) Contractor may post temporary "No Parking" signs along the side of work. The costs involved in the furnishing and posting of such signs and their subsequent removal shall be absorbed in the prices paid for the various contract items. Signs may be obtained from the City Yard, 825 South Sunset Avenue, West Covina.
- g) Contractor shall maintain all existing official signs, including, but not limited to, directional, warning, advisory, regulatory, and street markers in an erect and functional position at all times during the construction period in either temporary or permanent locations as designated by the City Public Services Superintendent. The Contractor at no cost to the City shall replace any of these facilities which are damaged or lost.
- h) All operations will be conducted so as to provide maximum safety for the public. Where contract work may create potential or known hazards on streets or roads and to persons traversing them, Contractor shall obtain at his own expense and place whatever signs, lights, barricades, or other

safety devices necessary to prevent accidents, injuries, or damages, consistent with the City, County and State Standards.

- i) All costs involved in complying with the requirements of this section shall be absorbed in various items of work and no separate payment shall be made therefor.

22. Sound Control

Care shall be made as to not make excessive noise before 8:00 AM. In addition, the Contractor shall conform to the City noise ordinance requirements as defined in West Covina Municipal Code, Article 4, Sections 15-83, 15-84, and 15-85 concurrently. Sound control shall also conform to the provision in Section 7-1.01(I), "Sound Control Requirements", of the State Specifications. Said noise level requirements shall apply to all equipment on the job or related to the job, including, but not limited to, trucks, transit mixers or transient equipment that may or may not be owned by the Contractor. The use of loud sound signals shall be avoided in favor of light warnings except those required by safety laws for the protection of personnel. Full compensation for conforming to the requirements of this section shall be considered as included in the prices paid for the various contract items of work involved and no additional compensation will be allowed therefor.

23. Workmanship

Competent landscape workers shall perform all work. A supervisor who is competent in speaking English and has experience and technical training in landscape maintenance work shall supervise them. Contractor shall meet with the City Representative once weekly to review the landscaping and discuss maintenance operations. At the weekly meeting, Contractor will provide the City Representative with a completed, **"WORK LOCATION SCHEDULE CHECKLIST"**, for work completed during that week. This checklist will indicate locations of service and dates that service was completed under this contract.

24. Park Restrooms

Open all City park restrooms by 7:00a.m. Restrooms will be closed between the hours of 8:00 p.m. and 9:30 p.m. during spring and summer and 6:00 p.m. and 7:30 p.m. during fall and winter with exception on those restrooms that have a reservation with different times; the City representative will inform the contractor. Clean and restock each restroom. Services will be 7 days per week. The City of West Covina will supply paper products. Contractor will provide the labor and vehicles to complete these tasks 7 days per week.

25. Tot Lot Areas

Playground equipment shall be inspected daily, playground area will be pressure washed 1 x per month and be inspected and neatly groomed at start of each day prior to 11:00am. Playground safety inspection report sheets shall be submitted weekly to the City Representative. City will provide one blank copy of inspection sheet for the contractor to make the necessary copies. Playground fibar/wood chips shall be raked level and foreign materials shall be removed. No chemical applications for weed control shall be performed in fibar/wood chips play areas. All weeds shall be removed mechanically. Playground equipment that shows signs of wear, fatigue or otherwise an unsafe condition shall be locked, boarded up cautioned up using red "Danger Tape" and shall be reported immediately. Parks staff shall be responsible for the repairs as parts become available. It is the sole responsibility of the contractor to monitor the areas until all repairs have been completed and to keep them safe from public use. Liability resulting from failure to report faulty equipment shall be solely the contractors.

26. Picnic Pavilions/Shelters

Picinit pavilions/shelters shall be pressure wash before each rental. Staff will provide scheduled reservations list and signs every Tuesday by email. Contractor shall print and post reservations signs before each rental. Contractor is responsible for cleaning all areas and emptying trash receptacles. Remove all large decorations and signage from prior events.

27. Litter

All Areas in the work sites shall be kept free of, but not limited to, the following items: bottles, glass, broken glass, cans, paper, cardboard, metallic items, feces, leaves, tumbleweeds and other debris on a daily basis.

The Contractor shall promptly remove from the work area, all debris generated by their performance and dispose of the debris in a legal manner. The City does not allow any dumping of debris generated by your daily work in City facilities. Illegal dumping picked up by contractors shall be brought up to the City yard for proper disposal. Excessive dumping (above and beyond reasonable) after long holiday weekends and special events shall be reported immediately to the City representative.

28. Trash Containers

Contractors shall remove all litter, replace liners if needed, and check the condition of the trash container. Hardware, receptacles/container shall be replaced as needed (City to Provide). Contractor shall use liners that area a minimum of; 1.5 mil and clear or black in color. Trash container shall be

inspected daily, seven days per week. Trash receptacles shall be painted at least once per year as directed by the City of West Covina.

29. Tables and Benches

All tables and benches shall be inspected daily for any unsafe conditions. Any tightening of loose nuts and bolts shall be performed by the contractor. Any repairs needed above and beyond tightening of loose nuts and bolts shall be reported to the City representative. Rental Gazebos/Shelters with tables & benches need to be pressure washed 1x per month in contract.

30. Graffiti

The Contractor shall remove any graffiti upon discovery within their contractual area. Extreme caution shall be placed on areas that get tagged to make sure that they get cleaned up with materials that do not damage the finish product (PVC/Vinyl fence) and are biodegradable. The Contractor shall provide the labor and materials; the City shall supply the paint.

Issues of graffiti outside their contractual obligations shall be reported to the Graffiti hot line or the City App.

Issues of the above normal graffiti vandalism within the contractor's contractual area shall be reported to the City representative upon finding. City reserves the right to request an outside contractor to help out with the cleaning or will have the right to request that the contractor performs the work as an additional cost to the City.

If graffiti cannot be removed and needs to be painted over, cover up paint shall match existing paint. All sidewalks that have graffiti shall be removed with a hot steam pressure washer. Painting of sidewalks over graffiti shall not be allowed.

31. Restroom Service

Restrooms cleaning and restocking twice per day shall consist of:

- Trash and debris pick up
- Empty trash
- Replace liners
- Remove all graffiti
- Remove cobwebs from doors, walls vents, etc.
- High and low dusting of ledges
- Disinfect urinals and toilets
- Clean mirrors
- Pressure wash, disinfect and mop floors
- Deodorize restrooms



- Restroom will be serviced 365 times per year. Contractor shall contact City representative to report any facility maintenance issues, including but not limited to clogged drains, clogged toilets, missing drain caps, out or broken lights, toilet paper holder damage/missing, damaged sinks, damaged hand dryers, damaged building/roof, etc. Contractor shall close and open all park restrooms under their contractual obligations including Dog Park (7 days per week).

## 32. General Park Restrooms

- a. Trash removal - Remove all trash and accumulated debris from work sites daily. In addition, any type of feces is also to be removed from the walkways, turf or ground cover areas and dumpster areas.
- b. Policing of areas - All designated landscape areas shall be policed based on frequencies.
- c. Curb and Gutter Maintenance - The contractor is responsible for removal of all weeds and grass growing in and around the curb and gutter area monthly. The contractor is responsible for insuring the roadway is cleared of all dirt and debris within four (4) feet of the curb and gutter in all areas adjacent to maintenance responsibilities.
- d. Walkway Maintenance - Walkways shall be cleared immediately following mowing and edging and cleaned by use of power sweeping or blower equipment. All walkway cracks and expansion joints shall be maintained weed and grass free at all times.
- e. Drain Maintenance - All drains and catch basins shall be kept free of siltation and debris at all times. All V-ditches and drainage area shall be kept clean and edged weekly by the Contractor. Cleaning of drain basins shall be done monthly, contractor shall inspect weekly to make sure that grates are secured, if missing contractor shall replace at City's expense, damaged grates due to contractor's operations shall be replaced at contractor's expense.
- f. Removal of Leaves - Accumulation of leaves shall be removed from all designated landscape areas on monthly basis and under trees once per month as needed.
- g. Hardscape Power Wash - All concrete areas shall be cleaned using a power washer (hot steam cleaning washer) to remove soda spills, gum and others stains once (1) per month in common areas and walkway entries. The use of a biodegradable cleaner (soap) is required and permitted. Containment of contaminated soapy water shall be the responsibility of the contractor.

- h. Sand Areas - Contractor shall be responsible for raking all sand areas and removal of debris including leaf litter 1 x per week. Contractor shall include rot tilling of all sand areas at least 1 x per year.
- i. Repair and Service of Walkways and Miscellaneous - All walkways and service roads, if any, shall be maintained by the Contractor so as to keep the integrity of the walking or driving surface in a safe, unimpaired condition. The contractor will not be responsible for the total replacement of roadways or walkways as a result of normal deterioration, but will be required to replace all improvements damaged by his negligence. It will be the responsibility of the Contractor to repair or replace miscellaneous improvements such as signs and mowing strips, or any other structural improvements within the work sites, unless otherwise specified. The Contractor shall be entitled to additional compensation for these services as stated. The contractor shall communicate any improvements needed prior to repairs to Public Services Superintendent or his authorized agent for proper approvals.
- j. Galster Park - Clean and prep campground as needed (weekly on Fridays during summer).

## SCOPE OF SERVICES

### WEST COVINA CIVIC CENTER

#### 1. General Scope

Furnish all labor, equipment, materials and supervision to perform landscape maintenance as described herein including, but not limited to the control of:

- Weeding and cultivating
- Fertilizing
- Trimming, pruning, training
- Hedging (where specified)
- Watering, manual watering-quick connects, manual hand watering-hose
- Irrigation system maintenance, repairs and replacement
- Mowing, edging
- Aerifying, slicing, coring
- Pest control
- Plant removal and replacement
- Clean-up, sweeping, vacuuming, wash down hardscape areas
- Trash pick-up, clean-up and empty trash cans, replace liners
- Overseeding and sodding
- Weed abatement, leaf removal
- Walks, fence, and wall, etc. repair / replacement, painting
- Haul, transport, carry, load, dump and/or drag soil replacement
- Leveling, grading, spreading, scraping, of top soil, sand
- Provide contact with public and 24-hour emergency callout
- Uniforms

#### 2. Work Areas/Sites

Maintenance of all landscape, hardscape and sprinkler systems, including but not limited to the areas in proximity of the West Covina Civic Center. This location has approximately four (4) acres of landscape and hardscape. Map on page 54.

#### 3. Turf Areas

- a. Mowing equipment shall be approved prior to use and shall be maintained in good mechanical working order. Equipment will be maintained in order to provide the sharpest and cleanest cut of the individual grass blades. Contractor is required to collect or remove clippings from the site, during periods of heavy growth, Contractor will be required to crosscut or double cut areas with heavy accumulations of clippings to further disperse cut grass for appearance if necessary. The use of recycling deck type

mowers would further increase this need for crosscutting or double cutting in most cases. The Public Services Superintendent will approve type / style of mowing equipment and determine its proper usage at each site. The approval of mowing equipment is subject to change as determined by the City.

b. Mowing frequency shall be:

All lawn areas located at this location will be mowed once each week year round. Fifty-two (52) mowings each year.

In addition to mowing of general turf areas, trimming around sprinkler heads, obstacles and turf grass edges are routinely accomplished at the same frequency as the mowing schedule. This will include power edgers, nylon line trimmers and hand clipping where necessary. All sidewalk, curb, planting beds, pathways, or abrupt transition area adjacent to maintained turf will be edged every other week. Trim around trees keeping grass one foot away from the base of the trees using non-selective herbicides. Avoid the use of string trimmers around the base of trees. The City requires all turf areas will be cleaned of paper, glass and limbs immediately prior to the area being mowed by the Contractor. There is approximately 1 acre of turf to be mowed at the Civic Center.

The following guidelines for turfgrass height will be followed. Height should be maintained generally within the following ranges:

Hybrid Bermuda	= ½" to 1"
Bermuda, Kikuygrass	= 1" to 2"
Perennial Rye	= 1 ½" to 2 ½"
Tall Fescue	= 2" to 3"

- c. Contractor shall monitor irrigation as necessary to maintain proper growth rate and optimum appearance of all turf areas. Areas that are manually irrigated will require manual irrigation weekly depending on seasonal weather changes throughout the year.
- d. Maintain all turf areas in a weed-free condition. Chemical control of broadleaf or grassy weeds will be initiated, when required by the City, on an as-needed basis in all City Parks and athletic fields. This weed control program will be included in the contract with no additional cost to the City.

Spot applications as-needed of a broad spectrum herbicide may be required through the season as necessary to ensure the clearance and

neatness of turf and weeds growing at the base of trees, at sprinkler heads, along fences around buildings and other miscellaneous locations within the site. This weed control program will be included in the contract with no additional cost to the City.

- e. Aerate all turf areas two, (2) times each year, between February 1<sup>st</sup> and March 1<sup>st</sup> and June 1<sup>st</sup> and July 1<sup>st</sup> of each year. Aerate turf by removing ½" diameter by 4" deep cores of sod with an aerator machine at not more than 6" spacing. Schedule and notify Public Services Superintendent prior to doing the work.
- f. Fertilize, all turf areas after aeration four (4) times per year using the following schedule. Apply at a rate of one (1) lb. of actual nitrogen per 1,000 square feet. City prior to application must inspect materials and monitor the entire application process. City may change the product specified when warranted.

March:	Best Ammonium Nitrate
April:	Best Turf Gold 22-5-5
June:	Best Turf Gold 22-5-5
September:	Best Turf Supreme 15-5-7

- g. Plant diseases, insect control will be included within this contract. Pests including, but not limited to insects and snails, will be evaluated on an individual basis. After City approval, the Contractor will provide a healthy environment for plants and public.

A broad-spectrum fungicide shall be applied to all turf areas as necessary at the curative rate throughout the year to control turf diseases.

#### 4. Trees

Annually tree pruning is not required in this contract. In the interest of public safety, pruning up to 8 feet shall be performed on a monthly basis to provide the following:

- a) Remove any low growing, hanging, or broken branches.
- b) Removal of any branches lying on the ground.
- c) Clear visibility shall be provided of all traffic control signs so that all approaching drivers are able to view signs from a distance of one hundred feet (prior to reaching signs).

- d) Pruning shall include the cutting back of trees adjacent to roadway intersections.
- e) Adequate clearance shall be provided to include a nine (9) feet height clearance and three (3) feet side clearance adjacent to perimeter fences and walls, walkways, stairways, and turf areas. Roadways will require a minimum height clearance of fourteen (14) feet.
- f) Clear visibility shall be provided of all building signs and various signs posted. So that all signs are visible from a distance of one hundred feet.
- g) Stake and support young trees when necessary.
- h) All guys and ties shall be checked frequently to avoid girdling.
- i) All olive trees shall be sprayed twice each spring (once flowers are in full bloom), at a 14 day interval to prevent fruit development.

Dead or Diseased Trees – Contractor shall notify the City immediately when the following conditions are present:

- 1. Trees appear to be on a decline for no apparent reason that is known to the Contractor.
- 2. Trees are dead.

All tree removals shall be reported to the City and a contractor shall be scheduled to remove them.

Pine trees at this site have been susceptible to spider mites, wooly aphid and bark beetles in the past. Applications of pesticides on any trees shall be performed on Saturdays only. Contractor shall notify the City in advance of spraying.

## 5. Shrubs At Any Height

The main goal in pruning most shrubs is to help them develop their natural beauty in the landscape. Shrubs do not need to be constantly pruned to create odd shapes, instead their natural form should be encouraged and allowed to develop. Shrubs should be allowed to grow into each other so that they form a mass planting, barrier, or screen. Any necessary pruning shall be done with thinning and shaping cuts, which allow plant materials to blend together in shrub masses characteristic of each individual species. Exceptions to this guideline include those shrubs:

- a) Which were planted with a formal hedge intent, which will require formal pruning and shaping to maintain their intended design.

- b) Shrubs, which for security or view preservation reason, must be maintained at a low height.
- c) Clearance trimming for proper irrigation head coverage.
- d) Clearance trimming for concrete slope drains.
- e) Any specific type of pruning determined by the City to correct any other condition that the City determines is necessary.
- f) Contractor shall remove all dead shrubs at no additional cost of the City.

All shrubs shall be pruned back three feet to prevent the obstruction of walkways and driveways, fences, walls and shall be maintained clear from pedestrian and vehicular views, curbs and gutters, signage and utilities. When pruning shrubs along walkways, shearing should be avoided. Instead, shrubs should be cut back in a manner that retains their natural shape as much as possible and tapered back at a 45-degree angle away from the sidewalk. Shrubs shall also be pruned to minimize blockage of irrigation head watering patterns. Spent flowers stalks, blooms, and dead growth shall be removed as needed to maintain a clean appearance in the landscape.

## 6. Irrigated Slopes and Ground Cover Areas

Prune ground covers to keep in bounds of desired planter areas and trim top growth as necessary to achieve an overall even appearance. Thin out to remove irregular foliage masses, which distract from an overall uniform appearance. Ground covers shall be trimmed a maximum of six inches away from walks, curbs, buildings, wall, utilities, turf separation features, tree trunks, and shrub and vine trunks on a regularly scheduled basis or as needed. Ground covers shall not be trimmed vertically at these edges but rather should be tapered back at a 45-degree angle. The actual method of edging shall be based on the ground cover foliage characteristics but shall not leave a shredded, damaged edge of the ground cover.

Vining and trailing ground covers that may grow up and wrap around the trunks of trees and shrubs should be trimmed and maintained in a cleared circle of a maximum to twelve inches away from the base of trunks. The intent here is to not have large patches of bare, cleared soil out to the driplines of plants, but rather to maintain a small buffer zone around the base of trunks. This buffer zone shall be maintained weed free.

- a) All slopes and ground cover areas shall have weeds removed / abated every two months. The Contractor, at no additional charge to the City, may apply a broad-spectrum pre-emergent weed control to shrub beds and ground cover beds and slopes to assist in the long-term control of such weeds.

- b) Nutshedge, Bermudagrass, Morning Glory shall be spot treated immediately with the appropriate herbicide when found in any planter, ground cover, shrub bed or irrigated landscaped slope area at no additional cost to the City.
- c) Trim and edge as necessary to restrict growth from encroaching on sidewalks or other adjacent areas. Growth retardant, if properly applied, can be used.
- d) A weed is defined as an undesirable plant, which will be determined by the Public Services Superintendent.
- e) Dead flowers on all plants in planters will be removed as needed in order to keep a groomed appearance at all times.
- f) Landscape Contractor shall be responsible for identification and control of all insect pests and diseases on plants. A qualified Pest Control Operator shall make any necessary pesticide applications. The Contractor shall submit a monthly record to the County Agriculture Commissioner of all fungicides, insecticides, and herbicides used on this project. A copy of this submitted reports would be sent to the City representative at the Maintenance Division.
- g) Fertilization scheduled, irrigated landscape slopes and shrub bed areas:
 

April:	15-15-15 Best Triple Pro Fertilizer
October:	15-15-15 Best Triple Pro Fertilizer

**NOTE:** If a different product is used for fertilizing, rates must be approved by the City and shall be within the guidelines of the manufacturers recommended rates. The City must approve equivalent fertilizer. The City prior to application must inspect materials on site and monitor the entire application process.

## 7. Drainage

### Landscape Area Drains:

Periodic inspections of landscape area drains shall take place as needed, with more frequent inspections occurring during the rainy season. The following maintenance is required by the Landscape Maintenance Contractor:

- a) Removal of soil, debris, and vegetation from grates.
- b) Skimming out soil from perimeter of drains to a depth of approximately one inch below grate inlet elevation.



- c) Removal of soil and debris from inside area drains.
- d) Flushing drainlines.
- e) Replacement of broken or damaged grates, drain inlet bodies, and drainlines.

#### Landscape Drainage Swales and Flow Lines:

All landscape areas shall have positive surface sheet flow drainage patterns to swales, which then direct the water to landscape area drains or paved surfaces with positive drainage. The landscape swales were formed precisely to insure positive surface drainage away from structures, walls, and other construction elements.

- 1. Periodic inspection of flow lines to insure their proper function.
- 2. In shrub areas, removal of soil, silt, vegetation, and other debris that may block the flow of water to the required area drain. Low spots that may hold water shall also be filled.

#### 8. Irrigation

- a) All components of the irrigation system shall be maintained in proper working order, as per manufacture specification. Contractor shall inspect irrigation system weekly during regular maintenance activities for immediate concerns, such as broken and malfunctioning heads, and shall note observations and areas that need repair in the maintenance log located in each controller. All system problems observed shall be repaired immediately upon discovery. More detailed inspections of system equipment and performance shall be conducted once per month throughout the year with a summary report recorded in the maintenance log located within the controller. The maintenance log shall be discussed with the City representative once per month at the scheduled walkthrough/inspection. This shall comprise all irrigation components that includes but is not limited to backflow prevention devices, main pressure lines, lateral lines, sprinkler heads, pumps, controllers, valves, wiring and rain guards if installed.
- b) Contractor shall keep backflow prevention devices in satisfactory condition per Los Angeles County Department of Health requirements. Contractor shall provide all materials and labor necessary for repairing backflow prevention devices. Contractor shall perform backflow prevention device test as per Los Angeles County Department of Health requirements and submit copies of completed tests to the City.
- c) Contractor shall keep all controller box enclosures in good working order.

This includes door panels, hinges, locks, etc. All enclosures, electric meter enclosures, and backflow devices shall be kept in a deep forest green if painted. City must approve color of paint prior to application.

- d) Irrigation controllers shall be kept in continuous working order. Contractor shall repair and clean the irrigation controllers as needed to insure good working performance.
- e) Contractor shall install irrigation charts in each controller as to identify geographic areas, valve locations for each station, and quick coupler locations.
- f) Bi-Monthly the Contractor shall make the following checks and adjustments to all sprinkler head operations to maintain proper coverage.

Rotaries and Impacts:

- 1. Clogged Nozzles
- 2. Plant Obstruction Pattern
- 3. Arc Coverage
- 4. Radius Adjustment
- 5. Pop-Up Action
- 6. Riser Seal Leaks
- 7. Set to Grade
- 8. Coverage-Pressure
- 9. Rotational Speed
- 10. Clogged Screens
- 11. Head Damage
- 12. Swing Joint Damage

Impacts Only:

- 1. Spring Tension
- 2. Bent or Mal-Adjusted Arm
- 3. Spoon, Breaker
- 4. Proper Reversing

- g) Contractor will make the following changes as needed, raising, lowering, moving or addition heads to provide adequate coverage of all landscape areas as needed. Riser height shall adjusted or extended in shrub and ground cover areas, per the growth of plant materials. Plant material shall be trimmed away from sprinkler heads to allow for full radius coverage.
- h) Contractor shall check all valves weekly for opening, closing completely, (weeping).
- i) Contractor shall stock high use items for repair of irrigation systems.
- j) Contractor shall replace components of irrigation system with approved type of material (brand and model) or substitutes approved by City.
- k) Contractor shall compile and maintain "as builts" of all irrigation systems to

include location and serial numbers of major components and furnish City on-going copies of these plans. As built drawings shall be given to the City upon termination of Agreement.

- l) For areas with drip systems, the contractor shall be responsible for maintaining the system within a range of 20-PSI minimum and 45-PSI maximum. 25-PSI is ideal. Hose bib clean outs shall be opened annually to flush accumulated debris and pressure check should be made at this time. After making broken hose repairs it is essential to flush the lines using the existing hose bib clean outs. A surveillance of the system should be made every other week checking for breaks, leaks and clogging.
  - m) Contractor shall perform manual irrigation inspections during normal working hours. Walkways shall not be watered when pedestrian traffic is present. Irrigation systems shall be installed and adjusted to prevent water from spraying on pavement line, but not limited to driveways, houses, private property, parking areas, and streets.
  - n) Contractor shall set controllers/valves to ensure proper operation of all irrigation systems. City may monitor the amount of water used and reserves the right to require contractor to change or reset the watering cycles at any time during this Agreement.
  - o) Contractor shall notify the City immediately if any plant materials or grass appear to be wilting or stressed or if other problems develop from lack of water or over-watering, with reference to irrigation scheduling.
  - p) Damage resulting from any cause shall be immediately reported to the Public Services Superintendent or his representative.
  - q) The repair or replacement of any irrigation component such as valves; sprinkler heads or piping shall be completed and back in operation within 24 hours following verbal or written notification from the Maintenance Division. The Contractor shall repair all components of the irrigation system to provide continuous operation and maximum coverage as per system layout and design.
  - r) Contractor shall be responsible for providing replacement materials and labor necessary for repairs following vandalism. The cost thereof are included in this Agreement and Contractor will not receive any additional compensation for his work.
1. Contractor shall be responsible for replacing all components of the irrigation system that are worn out and non-repairable. City will pay wholesale material cost for worn out and non-repairable backflow

prevention devices and irrigation controllers only. Contractor will not receive any additional compensation for this work.

2. Where it has been confirmed that damage is the result of City forces or the result of construction being performed by another contractor working on a separate City project, Contractor shall submit an estimate of costs for correction to City and Public Services Superintendent must authorize work.
3. Repair or replacement of damage resulting from Contractor's negligence shall be at Contractor's expense.

9. Pesticides

- a) Contractor shall apply pesticides as needed to control, pests, weeds, and infestations, including, but not limited to: insects, mites, snails and other invertebrates; vertebrates pest, rodents and squirrels; plant pathogens/fungi, molds, etc.; and weeds. Areas of infestation shall be treated immediately when authorized by the City, unless a special time requirement is State mandated for legal application of restricted materials or other legal time delays as required by law. Contractor shall apply pesticides in such a manner to provide a healthy environment for plants and the public in order to maintain a pest free condition. Contractor shall perform applications of plant growth regulators only with permission by the City.
- b) Pesticide operations, where required, shall be supervised or performed by a State of California Licensed Qualified Applicator. Only qualified applicators may apply or supervise the application of Restricted Use Pesticides pursuant to Division 6, Chapter 4 of the Food and Agriculture Code. This pertains to any and all pesticides used in the City. The application of restricted materials shall comply with the following:  
  
Contractor or his legally authorized subcontractor must complete an Application Restricted Materials Permit for possession and use with the Agricultural Commissioner's Office of the County of Los Angeles. All pesticide applications must be in accordance to a **Written Pesticide Recommendation** from a valid State of California Pest Control Advisor registered in Los Angeles County.
- c) Photocopies of all chemical applications - Restricted Materials Permits and current Written Pesticide Recommendations shall be furnished to City prior to possession or use of all pesticides / restricted materials.
- d) No Restricted Materials shall be stored on City property.

- e) Application shall not be conducted when there is a possibility of physical drift: (1) onto persons, pets, or plants (which are not intended to be treated) within the area of treatment; or (2) onto adjacent property or the public way.
- f) No spraying at Civic Center when the public is present.
- g) Treated areas shall be posted as “not to be entered”, until spray has dried.
- h) A 48-hour notice of intent to use pesticides shall be provided to City.
- i) No spraying when wind exceeds 10 miles per hour.
- j) Contractor shall comply with the State of California guidelines and legal requirements for handling and application of all pesticides.
- k) A photocopy of a Material Safety Data Sheet must be furnished to City for each pesticide use. This shall be on an approved form (US Department of Labor Form OSHA-20).

10. Cleaning

- a) Contractor shall maintain the contract area clean of debris at all times. Upon completion of any work, Contractor shall remove remaining excess materials, waste, rubbish, debris and his construction and installation equipment from the premises. Any dirt or stains caused by the work shall be removed. Contractor shall also clean any other areas, including roadways, which are littered or soiled as a result of his operations.
- b) Contractor shall keep all parking lots, gutters, curbs, and walks adjacent to contract areas free of weeds, trash and other debris. All sidewalks adjacent to landscape areas shall be hand or mechanically swept every week after mowing. Contractor will keep sidewalks free of slime where constant runoff occurs. Weeds growing in cracks of sidewalks, streets, or gutters adjacent to areas covered in this contract must be spot treated with contact non-selective herbicides as needed.
- c) Leaves, paper, weeds, wood, glass, metal and any other similar foreign objects will be removed from landscaped areas and all hardscape areas (including but not limited to sidewalks, around buildings, curb and gutter, parking lots, roadways) and disposed of off-site. This clean-up routine shall be accomplished on a daily basis.
- d) Cleaning along all curbs, as well as between and around bumper stops of all parking lots at the Civic Center Complex, including the police department.
- e) Cleaning all patios and stairways at the Civic Center Complex.

- f) All debris from sweeping is to be picked up and disposed of off-site.
- g) All outside trash receptacles shall be emptied daily. The Contractor shall provide any additional cleaning or removing of trash.

11. Parking Structure Sweeping

Once a week on Saturday all levels of the parking structure and all parking locations within will be swept with a vacuum type sweeper or blower. This is to be done by a vacuum type sweeper assisted with broom and shovel pickup of all dirt and debris along edges, curbs, between and around all bumper stops of all parking structure facility.

12. Protection of Existing Facilities

Protect all irrigation, facilities, hardscape, landscape, and utilities. Any damage by Contractor (including, but not limited to irrigation heads and pipe) shall be replaced by Contractor immediately. Replacement materials and work are subject to approval by City. Protect all landscaped areas. Ruts and other damage caused by vehicles, equipment, or other causes shall be eliminated and areas replanted per requirements of City.

13. Replacement, Vandalism

- a) The Contractor will report without delay any damage to City equipment or property and shall be held responsible for the replacement of any damage caused by his act hereunder. Watering, spraying, and other maintenance shall not be done at a time when they might damage parked cars or at times when activities in the project area might be inconvenienced or disrupted.
- b) The Contractor shall be responsible for the replacement of all materials, including: shrubs, ground cover, mulch, pebble bark, irrigation, and similar materials which are necessary due to his acts or due to vandalism. The full cost of such replacement, including the cost of labor, shall be borne by the Contractor, except as provided in subsection "c" below.
- c) Replacement of materials damaged by City forces, or as a result of construction being performed by another contractor working on a separate City project. The City may authorize replacement by the Contractor and if authorized, the City will pay the Contractor for the cost of the replacement, including the cost of labor.

14. Green Waste

Contractor shall be responsible for the recycling of **all** landscape green waste including but not limited to grass clippings, leaves, brush, and wood. Contractor is required to transport green waste to a facility where green waste materials are composted for future use. Contractor may transport wood to a facility where firewood is produce. Contractor shall furnish City with a weight receipt or receipt acceptable to City during the first week of each month for the previous month's waste. This receipt shall contain the name of the facility receiving the green waste, and a description of green waste recycled for the preceding month. City reserves the right to request that the contractor to change to a different recycling facility at any time during this contract agreement.

15. Deficiencies

Any specific problem area which does not meet the conditions of the specifications set forth herein shall be called to the attention of the Contractor and if not corrected, payment to the Contractor will not be made until condition is corrected in a satisfactory manner as set forth in the specifications.

The City Public Services Superintendent, or his authorized representative, shall identify deficiencies and shall provide written notice to the Contractor to correct the deficiency. Contractor shall have three (3) days from the date the notice is provided to request a meeting with the Public Services Superintendent. Said meeting shall be held within three (3) days of such request at the time and place selected by the Public Services Superintendent. If, at the conclusion of that meeting, the Public Services Superintendent determines that the Contractor is deficient in the performance of the contract, the Contractor shall have three (3) days from the conclusion of the meeting to correct the deficiencies. The Public Services Superintendent may specify a longer period for the correction of deficiencies.

16. Work Requests

- a) Individual routine Work Order Service Request shall be completed within 30 days of verbal or written notification from the Public Services Department.
- b) Individual Work Order Service Request marked **SPECIAL REQUEST** shall be completed within two weeks of verbal or written notification from the Public Services Department.
- c) Individual Work Order Service Request marked **URGENT REQUEST** shall be completed within 24 hours of verbal or written notification from the Public Services Department.

17. Miscellaneous

- a) The inside corridor planter boxes on level two of the City Hall building shall be maintained by the contractor as follows:
  - 1. Manual watering once per week. Additional water days as needed.
  - 2. Organic fertilizers shall be applied at manufacturers recommended rates for interior plants, or as directed by the City.
  - 3. Control of any pest as needed to provide healthy plants at all times.
- b) Contractor **will not** remove any political signs during election periods, until requested by the Public Services Superintendent.
- c) The City may request that fences be repaired. The City will pay the **wholesale cost of fence materials plus 15%**. The contractor shall pay the expenses of labor and make the necessary repairs as requested by the City.
- d) Contractor shall be responsible for providing replacement materials and labor necessary for repairs following vandalism.
- e) Contractor will report to City any malfunction or damage of the lighting system in any area of the Civic Center.
- f) Notification of all "specialty type" maintenance operations shall be given to the City 48 hours prior to each of these operations by the contractor. "Specialty type" maintenance operations are defined as fertilization, dethatching, seeding, preventive applications of turf fungicide, all pesticide applications and other types of plant replacements.
- g) Should the Contractor fail to respond as specified by contract, the Contractor will be liable for any loss sustained by the City to correct said emergency.
- h) Contractor is required as part of this Agreement to furnish all materials to accomplish maintenance in accordance with the foregoing specifications.

18. Working Hours.

- a) Normal working hours shall be an eight-hour day between the hours of 7:00 AM and 5:00 PM, Monday through Friday.
- b) Saturday cleaning of the parking structure. If sub-contracted, may be performed at night. City reserves the right to request that the contractor change to a different day of the week if needed.



19. Responsibility, Coordination, Meetings

At award of Bid Contractor shall complete a ***Maintenance Schedule Calendar*** covering the first twelve-month period of this contract. This calendar will outline a time line schedule for all maintenance activities including, mowing, fertilization, weed abatement and scheduled herbicide applications, pest and disease management, pruning and all other required activities listed in this Maintenance Agreement. This *Maintenance Schedule Calendar* shall be reviewed on a monthly basis to ensure maintenance activities adhere to the Contract Agreement. This *Maintenance Schedule Calendar* shall be renewed at the end of each twelve-month period of this Contract. As notification, a monthly work schedule will be submitted in writing to the City on the 25<sup>th</sup> of each month preceding the next month of said work to be completed as per the *Maintenance Schedule Calendar*.

Landscape Contractor shall complete an ***Irrigation Maintenance Log*** located at each controller which records daily maintenance activities that adhere to the schedule developed. This *maintenance log* shall be discussed with the City representative, at scheduled walk-through/inspections.

Contractor shall secure and maintain all required permits and licenses, and pay all fees necessary to legally complete the work of this project. Contractor shall meet with the City representative once weekly to review the landscaping, discuss maintenance operations, determine progress, and identify areas needing attention. Contractor shall attend additional meetings if deemed necessary by the City Public Services Superintendent.

20. Office Location/Emergency Call-Out

Contractor is asked to maintain an office within a 50-mile radius of job site and provide the office with phone service during normal working hours. If a telephone answering service is utilized, the answering service shall be capable of contacting Contractor by radio or cell phone. Contractor is required to provide City with a 24-hour emergency number for contact outside normal working hours. The response to an emergency call-out by the contractor shall not be more than one hour after notification. For example, a break in the irrigation system where the water is flowing uncontrolled.

Should the contractor maintain an office beyond a 50-mile radius of the job site, the following criteria is required:

- a) Contractor shall provide the City with the name, address and telephone number of an employee residing within a 50-mile radius of the job site. This employee will be required to maintain 24-hour phone service with the city. If a telephone answering service is utilized, the employee of the

contractor shall be required to respond to the City by radio or cell phone on a 24-hour basis.

- b) This employee should be of supervisory or foreman capacity with access to the contractor and West Covina work crew on a 24 hour basis.
- c) Should this employee of the contractor move out of the 50-mile radius of the job site, a new employee may be substituted upon prior approval of the City.
- d) Failure to be in compliance with this on-call requirement as part of the contract agreement shall result in termination of contract by the City.

21. Traffic, Barriers, Signs, Safety

- a) Contractor shall comply with the requirements for Traffic Control as outlined in the latest edition of "Work Area Traffic Control Handbook, published by Building News, Inc., with modifications as permitted and/or requested by the City Public Services Superintendent. The use of "Work Area Traffic Control Handbook, published by Building News, Inc." does not relieve the Contractor of responsibility for public safety in that he may surpass these standards, or request modifications as necessary.
- d) A minimum of one (paved) traffic lane in each direction not less than 12 feet wide shall be kept open for use by the public on all collector and secondary streets. The Contractor shall secure in place, all barricades and delineators that are to remain in place for more than five (5) working days. Class I barricades shall be ten (10) feet or more in width.
- e) Convenient access to driveways and buildings along the line of work shall be constantly maintained. Driveways shall be closed in such a manner that adequate ingress and egress in the opinion of the City Public Services Superintendent is maintained at all times.
- f) Contractor may post temporary "No Parking" signs along the side of work. The costs involved in the furnishing and posting of such signs and their subsequent removal shall be absorbed in the prices paid for the various contract items. Signs may be obtained from the City Yard, 825 South Sunset Avenue, West Covina.
- g) Contractor shall maintain all existing official signs, including, but not limited to, directional, warning, advisory, regulatory, and street markers in an erect and functional position at all times during the construction period in either temporary or permanent locations as designated by the City Public Services Superintendent. The Contractor at no cost to the City shall replace any of these facilities which are damaged or lost.

- h) All operations will be conducted so as to provide maximum safety for the public. Where contract work may create potential or known hazards on streets or roads and to persons traversing them, Contractor shall obtain at his own expense and place whatever signs, lights, barricades, or other safety devices necessary to prevent accidents, injuries, or damages, consistent with the City, County and State Standards.
- i) All costs involved in complying with the requirements of this section shall be absorbed in various items of work and no separate payment shall be made therefore.

22. Sound Control

Care shall be made as to not make excessive noise before 8:00 AM. In addition, the Contractor shall conform to the City noise ordinance requirements as defined in West Covina Municipal Code, Article 4, Sections 15-83, 15-84, and 15-85 concurrently. Sound control shall also conform to the provision in Section 7-1.01(I), "Sound Control Requirements", of the State Specifications. Said noise level requirements shall apply to all equipment on the job or related to the job, including, but not limited to, trucks, transit mixers or transient equipment that may or may not be owned by the Contractor. The use of loud sound signals shall be avoided in favor of light warnings except those required by safety laws for the protection of personnel. Full compensation for conforming to the requirements of this section shall be considered as included in the prices paid for the various contract items of work involved and no additional compensation will be allowed therefore.



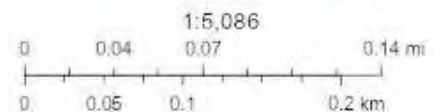
## City of West Covina



8/7/2019, 1:26:42 PM

Assessors Parcels

**WEST COVINA CITY HALL**  
**1444 W. GARVEY AVENUE**



LARIAG

City of West Covina GIS/Los Angeles County Office of the Assessor/  
LARIAG | LA County | LARIAG 2014 |

August 8, 2019

**EXHIBIT B**  
**FEE SCHEDULE**

## FEE SCHEDULE

ITEM NO.	ITEM DESCRIPTION	TOTAL PRICE PER MONTH	TOTAL PRICE PER YEAR
1	AROMA PARKETTE	\$ <u>130.00</u> LUMP SUM	\$ <u>1,560.00</u> LUMP SUM
2	CALIFORNIA PARKETTE	\$ <u>160.00</u> LUMP SUM	\$ <u>1,920.00</u> LUMP SUM
3	CAMERON PARK	\$ <u>4,132.00</u> LUMP SUM	\$ <u>49,584.00</u> LUMP SUM
4	CORTEZ PARK	\$ <u>7,639.00</u> LUMP SUM	\$ <u>91,668.00</u> LUMP SUM
5	DEL NORTE PARK	\$ <u>4,668.00</u> LUMP SUM	\$ <u>56,016.00</u> LUMP SUM
6	FRIENDSHIP PARK	\$ <u>4,083.00</u> LUMP SUM	\$ <u>48,996.00</u> LUMP SUM
7	GALSTER PARK	\$ <u>2,347.00</u> LUMP SUM	\$ <u>28,164.00</u> LUMP SUM
8	GINGRICH PARK	\$ <u>5,819.00</u> LUMP SUM	\$ <u>69,828.00</u> LUMP SUM



ITEM NO.	ITEM DESCRIPTION	TOTAL PRICE PER MONTH	TOTAL PRICE PER YEAR
9	HERITAGE PARK	\$ <u>1,250.00</u> LUMP SUM	\$ <u>15,000.00</u> LUMP SUM
10	MAVERICK/RIDGE RIDERS PARK	\$ <u>2,100.00</u> LUMP SUM	\$ <u>25,200.00</u> LUMP SUM
11	MORGANFIELD PARK	\$ <u>3,225.00</u> LUMP SUM	\$ <u>38,700.00</u> LUMP SUM
12	ORANGEWOOD PARK	\$ <u>4,827.00</u> LUMP SUM	\$ <u>57,924.00</u> LUMP SUM
13	PALMVIEW PARK	\$ <u>5,184.00</u> LUMP SUM	\$ <u>62,208.00</u> LUMP SUM
14	SHADOW OAK PARK	\$ <u>4,827.00</u> LUMP SUM	\$ <u>57,924.00</u> LUMP SUM
15	WALMERADO PARK	\$ <u>3,973.00</u> LUMP SUM	\$ <u>47,676.00</u> LUMP SUM
16	WOODGROVE PARK	\$ <u>5,010.00</u> LUMP SUM	\$ <u>60,120.00</u> LUMP SUM

**PARKS -**

\$ 59,374.00

(Per Month Total)

\$ 712,488.00

(Per Year Total)

## City of West Covina Civic Center

### Fee Schedule

ITEM NO.	ITEM DESCRIPTION	TOTAL PRICE PER MONTH	TOTAL PRICE PER YEAR
1	<b>CITY OF WEST COVINA</b> <ul style="list-style-type: none"> <li>Maintenance of all landscape, hardscape and irrigation systems in map.</li> <li>Parking structure and all parking lots in map. Saturday sweeping with vacuum service.</li> </ul>	\$ 5,500.00 LUMP SUM	\$ 66,000.00 LUMP SUM

**CIVIC CENTER:**

\$ 5,500.00      \$ 66,000.00  
(Per Month Total)      (Per Year Total)



**City of West Covina Parks**

**MAPS**

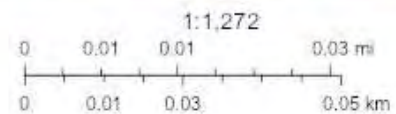


## City of West Covina



8/7/2019, 1:36:52 PM

Assessors Parcels



# AROMA PARKETTE

## 2201 Aroma Drive

LARIAC

City of West Covina GIS/Los Angeles County Office of the Assessor/  
LARIAC | LA County - LARIAC 2014 |

August 8, 2019



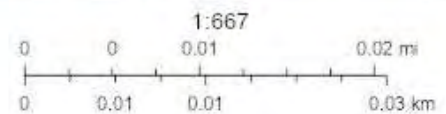


## City of West Covina



8/7/2019, 1:40:56 PM

Assessors Parcels



# CALIFORNIA PARKETTE

## 815 S CALIFORNIA AVENUE

LARIAC

City of West Covina GIS/Los Angeles County Office of the Assessor/  
LARIAC | LA County - LARIAC 2014 |

August 8, 2019





**1305 E. Cameron Avenue**







**2441, 2501 E. Cortez Street & 421 Citrus Street**







**1500 W. Rowland Avenue**



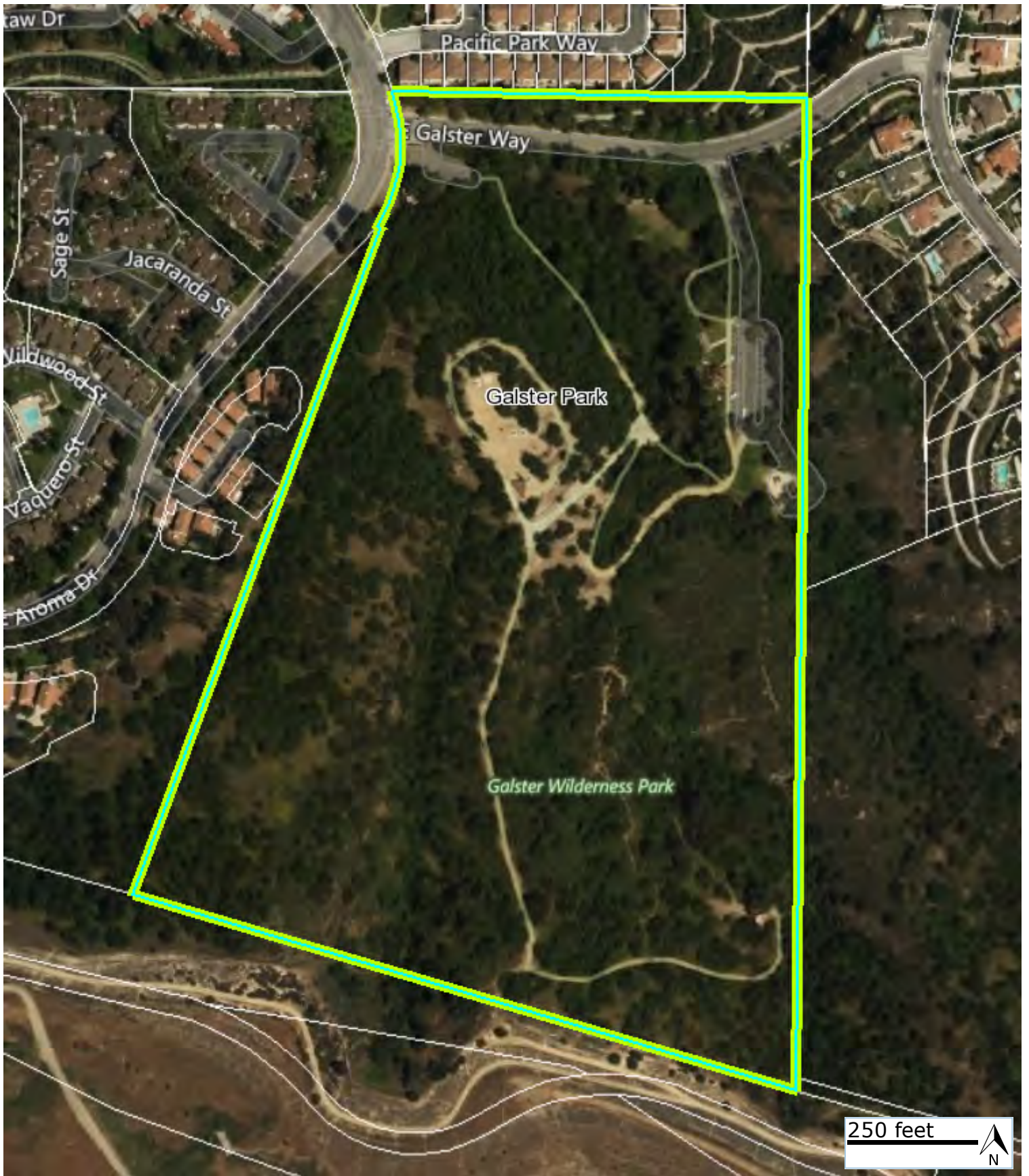




**3740 S. Sentous Street**



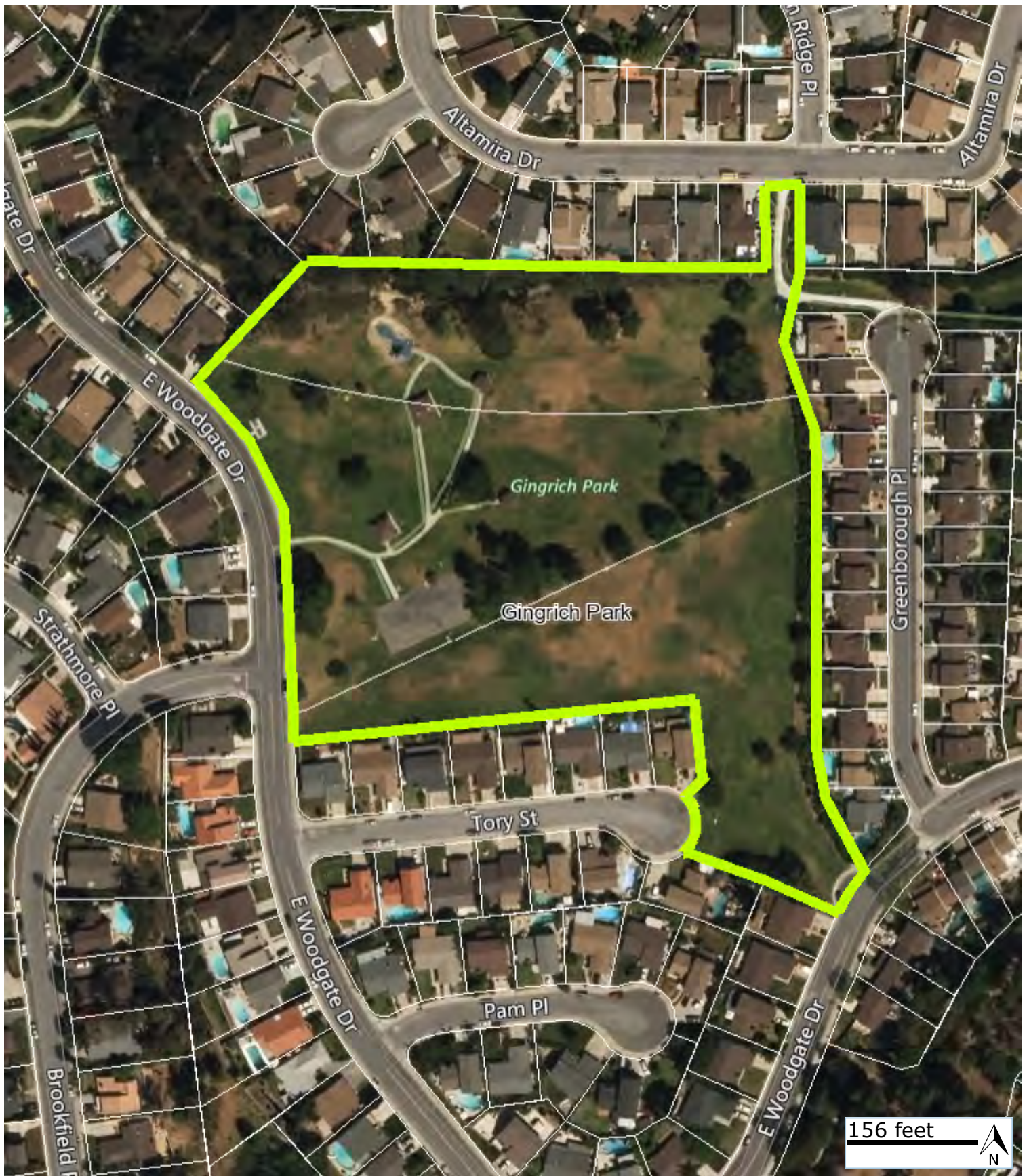




**1620 Aroma Drive**



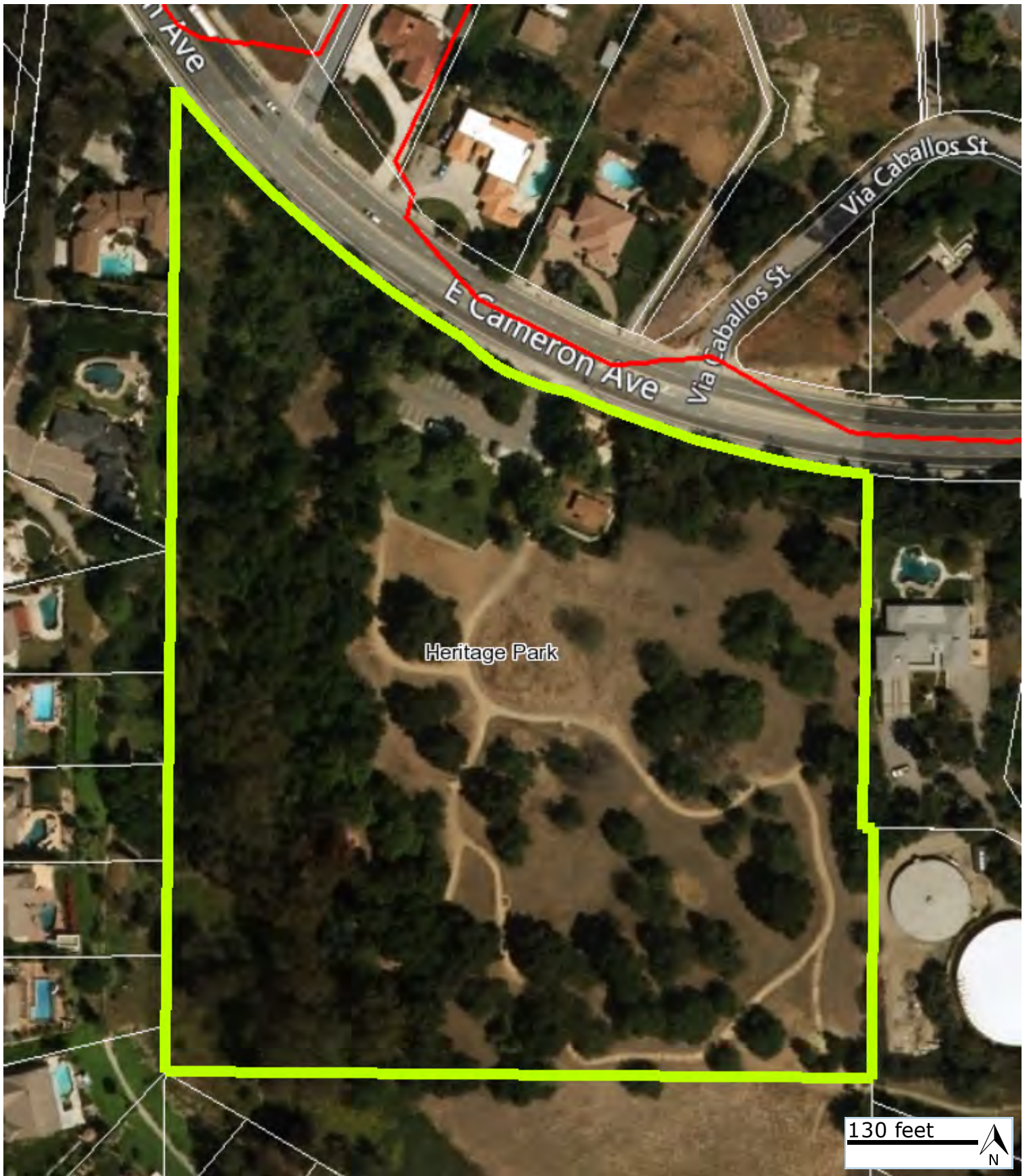




**1935 Woodgate Drive**







**3510 E. Cameron Avenue**







**350 S. Citrus Street**









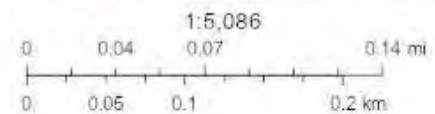


## City of West Covina



8/7/2019, 1:46:08 PM

— West Covina Boundary  
Assessors Parcels



# MORGAN FIELD EAST

## Valley Blvd & S. Morganfield Ave

LARIAC

City of West Covina GIS/Los Angeles County Office of the Assessor/  
LARIAC | LA County | LARIAC 2014 |

August 8, 2019



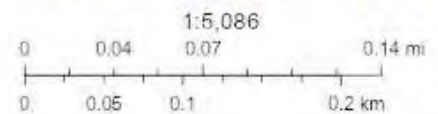


## City of West Covina



8/7/2019, 2:45:21 PM

Assessors Parcels



LARIAG

# ORANGEWOOD PARK & SOCCER COMPLEX 1615 W. MERCED AVE

City of West Covina GIS/Los Angeles County Office of the Assessor/  
LARIAG | LA County | LARIAG 2014 |

August 8, 2019

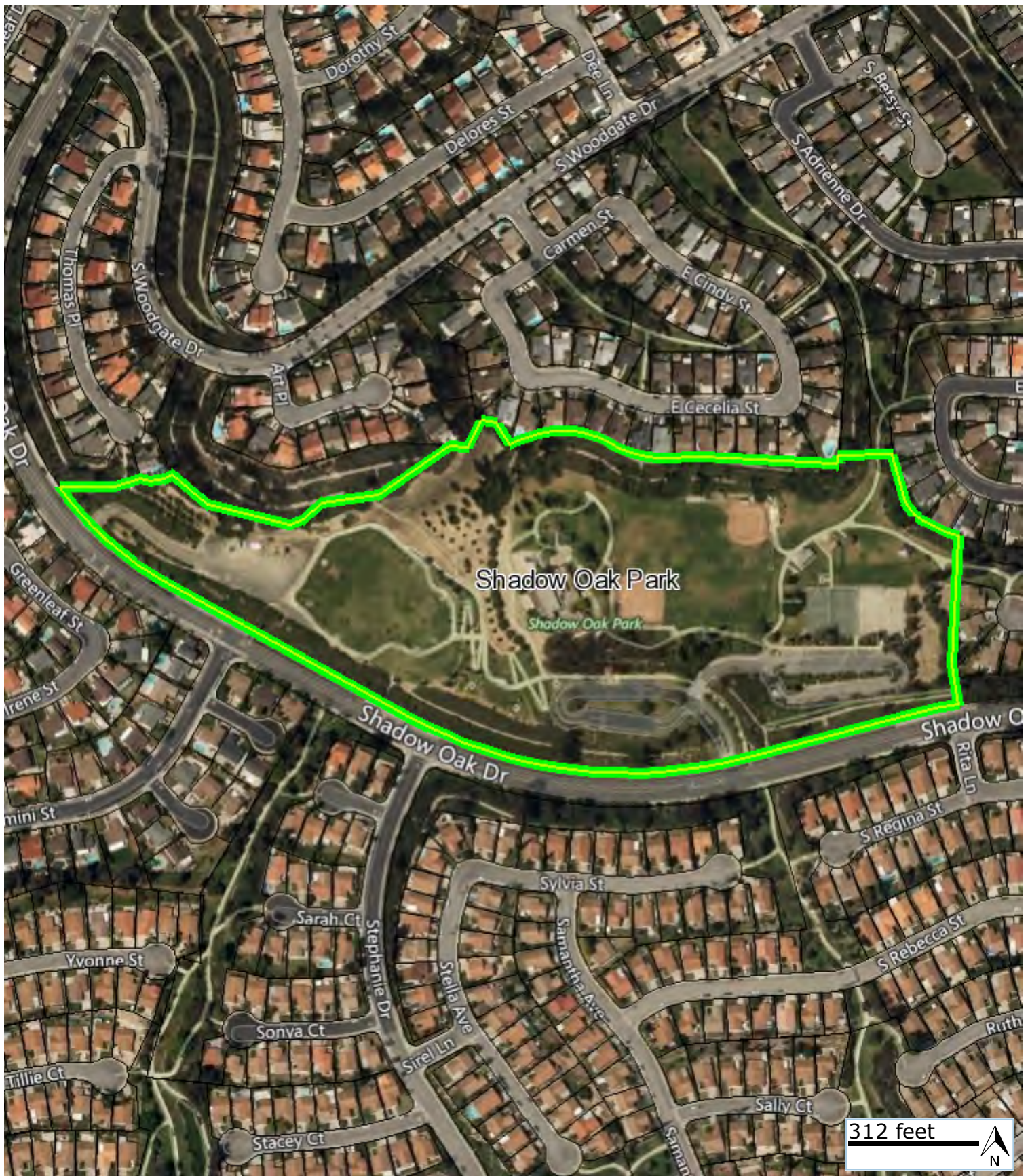




**1340 E. Puente Avenue**







2121 E. Shadow Oak Drive



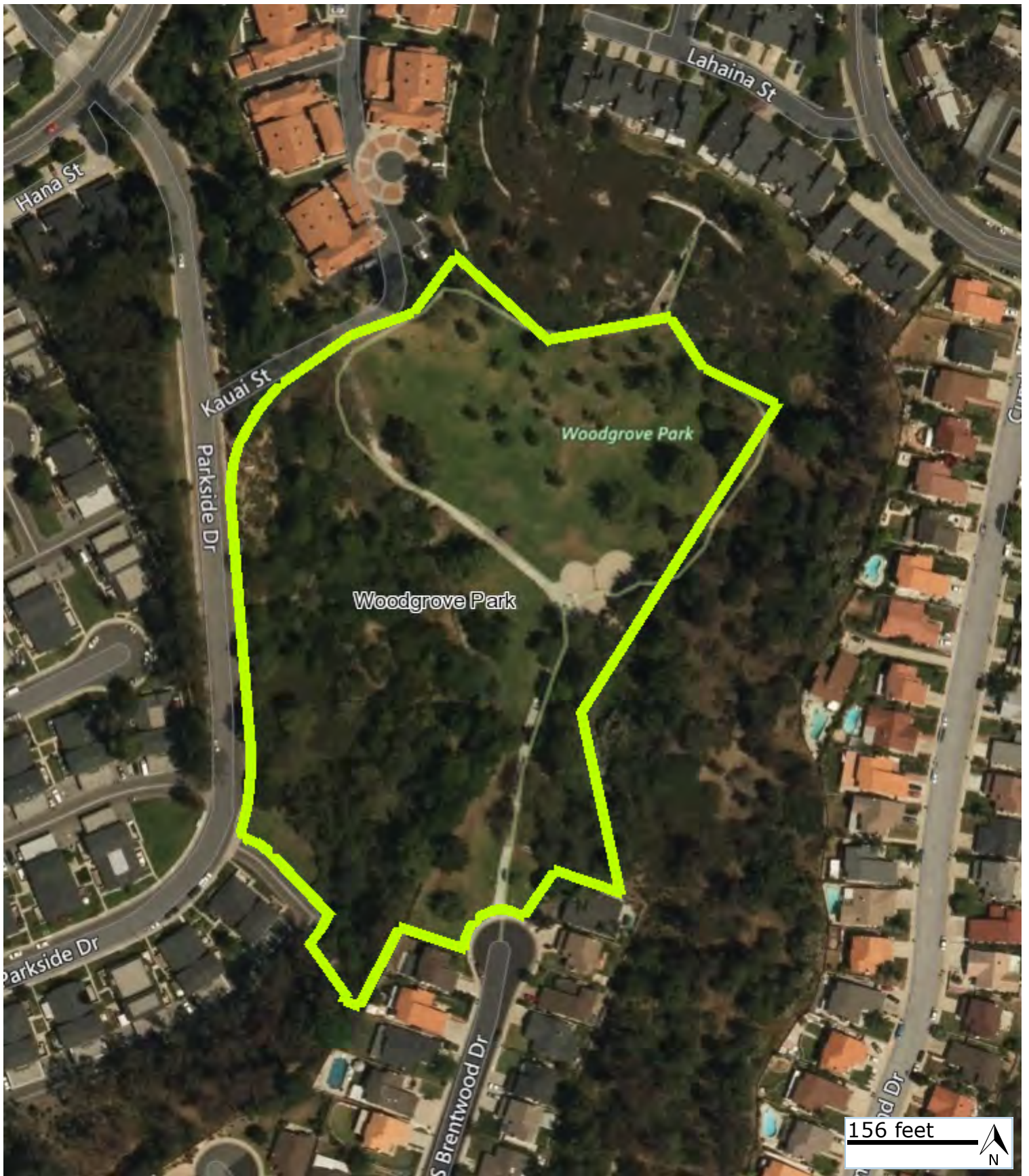




**625 E. Merced Avenue**







**2001 Brentwood Drive**

