CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

JULY 1, 2025, 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 Ollie Cantos
Councilwoman Rosario Diaz
Councilmember Brian Gutierrez

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

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

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

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

PUBLIC COMMENTS
ADDRESSING THE CITY COUNCIL

Any person wishing to address the City Council on any matter listed on the agenda, excluding any matter set for a public hearing, or on any other matter within their jurisdiction must complete a speaker card that is provided at the

entrance to the Council Chambers and submit the card to the City Clerk prior to the commencement of Oral Communications. No speaker cards will be accepted after the commencement of Oral Communications, except at the discretion of the Presiding Officer.

Please identify on the speaker card whether you are speaking on an agenda item or non-agenda. Requests to speak on agenda items will be heard prior to requests to speak on non-agenda items. Comments are limited to three (3) minutes per speaker, unless modified by the Presiding Officer or the City Council.

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

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

RULES OF DECORUM

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

AGENDA

CITY OF WEST COVINA
CITY COUNCIL/SUCCESSOR AGENCY

TUESDAY JULY 1, 2025, 7:00 PM
REGULAR MEETING

INVOCATION
Led by Chaplin Lisa Mayo

PLEDGE OF ALLEGIANCE
Led by Mayor Pro Tem Lopez-Viado

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- Certificate Celebrating One Veg World's 21 Years of Business
- Proclamation Recognizing Parks Make Life Better
- Accommodation Retirement Acknowledging Lydia De Zara's Retirement

ORAL COMMUNICATIONS - Three (3) minutes per speaker
Please step forward to the podium and state your name and city of residence for the record when recognized by the Mayor.

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

CONSENT CALENDAR

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

APPROVAL OF MEETING MINUTES

1) CONSIDERATION OF APPROVAL OF THE JUNE 17, 2025 CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE JUNE 17, 2025, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES.

That the Council approve the June 17, 2025, City Council/Successor Agency Regular Session Meeting Minutes and the June 17, 2025, City Council/Successor Agency Closed Session Meeting Minutes.

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

CITY MANAGER'S OFFICE

2) CONSIDERATION OF CANCELLATION OF THE CANCELLATION OF THE AUGUST 5, 2025 AND NOVEMBER 4, 2025 COUNCIL MEETINGS

It is recommended that the City Council cancel the following City Council Meetings:

- August 5, 2025 (National Night Out)
- November 4, 2025 (Election Night)

COMMUNITY DEVELOPMENT

3) CONSIDERATION OF AGREEMENT WITH KIMLEY HORN AND ASSOCIATES, INC. FOR DESIGN ENGINEERING SERVICES FOR THE AZUSA AVENUE PEDESTRIAN HANDICAP ACCESSIBILITY & SIGNAL SYNCHRONIZATION IMPROVEMENTS PROJECT - PROJECT NO. 23008

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

1. Award Request for Proposals (RFP) No. 2025-07 for Design Engineering Services for the Azusa Avenue Pedestrian Handicap Accessibility & Signal Synchronization Improvements Project to Kimley Horn and Associates, Inc. (“Kimley Horn”).
2. Authorize the Acting City Manager to negotiate and execute a Professional Services Agreement with Kimley Horn, in an amount not to exceed $544,121.31, in such final form as approved by the City Attorney.
3. Authorize a design contingency budget of $90,362.65 for the optional fiber design services to be determined based on the preliminary design recommendations, to be used, if necessary, with the Acting City Manager’s approval.
4. Authorize the Acting City Manager to negotiate and execute any amendments within the authorized contingency.

4) CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENT WITH JOHN L. HUNTER & ASSOCIATES FOR THE NATIONAL POLLUTANT DISCHARGE ELIMINATION

SYSTEM (NPDES) PERMIT COMPLIANCE SERVICES AND SAFE, CLEAN WATER (SCW) PROGRAM SERVICES

It is recommended that the City Council authorize the Acting City Manager to execute a Professional Services Agreement with John L. Hunter & Associates, Inc. for National Pollutant Elimination System (NDPES) permit compliance services and Safe, Clean Water (SCW) Program services for an initial term of two (2) years, with three optional one (1) year extensions, in an annual amount not to exceed $90,000, in such final form as approved by the City Attorney.

COMMUNITY SERVICES

5) CONSIDERATION OF SUBAWARD BETWEEN LOS ANGELES COUNTY AND CITY OF WEST COVINA FOR 2025-26 ELDERLY NUTRITION PROGRAM (ENP)

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

1. Adopt the following resolution:

RESOLUTION NO. 2025-55 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AUTHORIZING A SUBAWARD AGREEMENT WITH THE COUNTY OF LOS ANGELES AGING AND DISABILITIES DEPARTMENT FOR THE ELDERLY NUTRITION PROGRAM (SUBAWARD NUMBER ENP 252609) AND AUTHORIZING THE CITY MANAGER OR THE ACTING CITY MANAGER TO EXECUTE THE SUBAWARD AGREEMENT AND FUTURE AMENDMENTS TO THE SUBAWARD AGREEMENT

2. Authorize the City Manager to negotiate and execute agreements and approve purchase orders for meals from vendors on the County's list of approved caterers, including any amendments to such agreements and purchase orders.

FIRE DEPARTMENT

6) CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENT BETWEEN WITTMAN ENTERPRISES, LLC AND THE CITY OF WEST COVINA FOR AMBULANCE BILLING SERVICES

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

1. Authorize the Acting City Manager to execute a Professional Services Agreement with Wittman Enterprises, LLC for ambulance billing services for a term of August 1, 2025 through July 30, 2030, in such final form as approved by the City Attorney; and
2. Authorize the Acting City Manager to negotiate and execute all documents necessary in connection with the ambulance billing services, in such final form as approved by the City Attorney.

7) CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENT BETWEEN FIRE RECOVERY USA AND THE CITY OF WEST COVINA FOR INSPECTION AND PERMIT BILLING SERVICES

It is recommended that the City Council authorize the Acting City Manager to execute a Professional Services Agreement with Fire Recovery USA, LLC for inspection and permit billing services for a five-year term, in such final form as approved by the City Attorney.

8) CONSIDERATION OF INTRODUCTION OF ORDINANCE NO. 2532 UPDATING FIRE HAZARD SEVERITY ZONES (FHSZ) WITHIN WEST COVINA PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 51178 AND THE CALIFORNIA FIRE CODE

It is recommended that the City Council introduce the following Ordinance:

ORDINANCE NO. 2532 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DESIGNATING FIRE HAZARD SEVERITY ZONES AND FINDING THE ORDINANCE IS EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15061(B)(3) (COMMON SENSE EXEMPTION)

END OF CONSENT CALENDAR

HEARINGS

PUBLIC HEARINGS

9) TAX EQUITY AND FISCAL RESPONSIBILITY ACT (TEFRA) HEARING TO CONSIDER THE ISSUANCE OF TAX-EXEMPT BONDS FOR EMANATE HEALTH QUEEN OF THE VALLEY HOSPITAL

It is recommended that the City Council:

1. Conduct a Tax Equity and Fiscal Responsibility Act (TEFRA) hearing in consideration of the issuance of tax-exempt bond financing by the California Statewide Communities Development Authority for the benefit of Emanate Health.
2. Adopt the following Resolution:

RESOLUTION NO. 2025-42 - A RESOLUTION APPROVING THE ISSUANCE OF BONDS BY THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY NOT TO EXCEED $90,000,000, FOR THE BENEFIT OF EMANATE HEALTH, TO FINANCE AND/OR REFINANCE CAPITAL PROJECTS WITH RESPECT TO CERTAIN HEALTHCARE FACILITIES LOCATED IN THE CITY OF WEST COVINA

DEPARTMENTAL REGULAR MATTERS

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

RULES OF DECORUM

The following are excerpts from the West Covina Municipal Code:

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

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

Sec. 2-50. Decorum--Required.

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

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

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

The following are excerpts from the Penal Code

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

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

AGENDA ITEM NO. 1

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/01/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF THE JUNE 17, 2025 CITY COUNCIL/SUCCESSOR AGENCY REGULAR SESSION MEETING MINUTES AND THE JUNE 17, 2025, CITY COUNCIL/SUCCESSOR AGENCY CLOSED SESSION MEETING MINUTES.**

RECOMMENDATION:
That the Council approve the June 17, 2025, City Council/Successor Agency Regular Session Meeting Minutes and the June 17, 2025, City Council/Successor Agency Closed Session Meeting Minutes.

BACKGROUND:
That the City Council adopt the attached minutes.

Prepared by: Lisa Sherrick, Assistant City Clerk

Attachments

Attachment No. 1 - 6/17/2025 Closed Session Minutes Draft
Attachment No. 2 - 6/17/2025 Regular Session Minutes Draft

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness

AGENDA ITEM NO. 2

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/01/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF CANCELLATION OF THE CANCELLATION OF THE AUGUST 5, 2025 AND NOVEMBER 4, 2025 COUNCIL MEETINGS**

RECOMMENDATION:
It is recommended that the City Council cancel the following City Council Meetings:

- August 5, 2025 (National Night Out)
- November 4, 2025 (Election Night)

BACKGROUND:
The City Council holds regular City Council Meetings on the 1st and 3rd Tuesday of each month. Meetings that conflict with a national holiday, lack a quorum, or, at the discretion of the City Council, may be canceled so long as advance notice is provided to the public.

DISCUSSION:
City staff is presenting this item for the City Council's consideration and to provide advance notice to the public. Historically, the City Council has canceled meetings due to special events (i.e. National Night Out, Election Night), proximity to holidays, and light agendas.

Staff is recommending canceling the following City Council meetings:

- August 5, 2025 - this is National Night Out
- November 4, 2025 - meeting lands on Election Day

OPTIONS:
The City Council has the following options:
1) Approve staff's recommendation;
2) Reschedule the meetings to alternative dates; or
3) Provide alternative direction.

Prepared by: Lisa Sherrick, Assistant City Clerk
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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

AGENDA ITEM NO. 3

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/01/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF AGREEMENT WITH KIMLEY HORN AND ASSOCIATES, INC. FOR DESIGN ENGINEERING SERVICES FOR THE AZUSA AVENUE PEDESTRIAN HANDICAP ACCESSIBILITY & SIGNAL SYNCHRONIZATION IMPROVEMENTS PROJECT - PROJECT NO. 23008**

RECOMMENDATION:

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

1. Award Request for Proposals (RFP) No. 2025-07 for Design Engineering Services for the Azusa Avenue Pedestrian Handicap Accessibility & Signal Synchronization Improvements Project to Kimley Horn and Associates, Inc. (“Kimley Horn”).
2. Authorize the Acting City Manager to negotiate and execute a Professional Services Agreement with Kimley Horn, in an amount not to exceed $544,121.31, in such final form as approved by the City Attorney.
3. Authorize a design contingency budget of $90,362.65 for the optional fiber design services to be determined based on the preliminary design recommendations, to be used, if necessary, with the Acting City Manager’s approval.
4. Authorize the Acting City Manager to negotiate and execute any amendments within the authorized contingency.

BACKGROUND:

In April 2022, the City Engineering Department submitted a grant application for the proposed Azusa Avenue Pedestrian Handicap Accessibility & Signal Synchronization Improvements Project through the Office of Congresswoman Grace F. Napolitano to be considered for the Fiscal Year (FY) 2023 Community Project Funding/Congressionally Directed Spending (CPFCDS) program. The requested funds were in the amount of $7,000,000.

The proposed project was included in the FY 2023 Government Funding Legislation as part of the Community Project Funding for the House and the Congressionally-Directed Spending by the US Senate.

The project involves pedestrian handicap accessibility and signal synchronization improvements along Azusa Avenue from the northerly city limit (West Badillo Street) to the southerly city limit (south of Amar Road). The project will identify existing obstacles limiting accessibility and will provide improvements within the public right-of-way to improve pedestrian accessibility within the corridor.

The proposed section of Azusa Avenue is approximately four miles long.

The work involves evaluating public facilities within the public right-of-way for ADA compliance (including curb ramps, sidewalks, curbs and gutters, driveway approaches, pedestrian crossings, and similar infrastructure) and making any necessary improvements to ensure these facilities meet ADA standards. The project also provides traffic signal synchronization along the Azusa Avenue corridor by modifying traffic signal standards (poles, mast arms, cabinets, controllers, conduits, etc.) and signal interconnect improvements. In addition, the work will include pavement rehabilitation on the Azusa Avenue corridor, striping, signage improvements and related improvements.

DISCUSSION:

On April 24, 2025, City staff issued a Request for Proposals (RFP) for Design Engineering Services for the Azusa Avenue Pedestrian Handicap Accessibility & Signal Synchronization Improvements Project. The primary objective of the RFP was to have the selected engineering consultant provide a complete PS&E (plans, specifications and estimates) approved by all involved jurisdictional and regulatory agencies and ready for construction bidding for the improvements outlined in the RFP.

The RFP closed on May 15, 2025, and the City received three (3) proposals from the following firms:

- Kimley Horn and Associates, Inc.
- System Metrics Group, Inc.
- TKE Engineering, Inc.

The process of selecting the most qualified firm to provide the Design Engineering Services for the Azusa Avenue Pedestrian Handicap Accessibility & Signal Synchronization Improvements Project began with careful evaluation of all proposals received, based on the criteria and evaluation point system outlined in the RFP by staff, which is shown on the table below. The review panel of City staff comprised of the Deputy Community Development Director, the Deputy Public Works Director, and the CIP Project Manager.

Evaluation Criteria	**Max Points**
Completeness of the Proposals and compliance with the required RFP format.	10
Project understanding, scope and approach to develop the project efficiently.	25
Experience and Qualifications of Key Staff.	25
Similar Project Experience, including familiarity with State and Federal procedures.	25
Effectiveness of Project Schedule showing how the proposer will be able to complete the design within the required time duration.	15
Total Points	**100**

From the review of the proposals, the following score averages were reached for each of the design firms:

Design Firm	**Average Score**
Kimley Horn and Associates, Inc.	94.33
TKE Engineering, Inc.	87.67
System Metrics Group, Inc.	86.67

Based on the review panel scores, staff determined that Kimley Horn submitted the most qualified proposal. Kimley-Horn’s proposal was the most comprehensive and demonstrated the best understanding of the requested services. Kimley-Horn included several similar projects as relevant

experience. Furthermore, Kimley-Horn's proposed project manager and proposed team (including a specialized subconsultant) demonstrated relevant project experience and strong background on similar federal funded projects with strict timelines and requirements.

Staff negotiated the proposed design scope and fees with Kimley Horn, and reduced the proposed design fees from $992,861.39 to $544,121.31. Staff also recommends a design contingency budget of $90,362.65 for the optional fiber design services. Based on the preliminary design findings and recommendations, the proposed traffic signal synchronization system (wireless or fiber) can be determined. There is an additional design cost to design the fiber system, which can be added to the budget as a design contingency budget, to be determined later in the design.

Staff recommends that the City Council approve a Professional Services Agreement (PSA) for the Design Engineering Services for the Azusa Avenue Pedestrian Handicap Accessibility & Signal Synchronization Improvements Project to Kimley Horn for a total amount of $544,121.31, authorize a design contingency budget of $90,362.65 for the optional fiber design services to be determined based on the preliminary design recommendations and authorize the Acting City Manager to execute the agreement and any amendments within the authorized contingency in such final form as approved by the City Attorney.

Project Timeline
The project federal funds of FY 2023 Community Project Funding/Congressionally Directed Spending (CPFCDS) for the construction phase requires that the project construction funds are obligated prior to September 30, 2026. This requires that the design efforts as part of this agreement are completed prior to this timeline. The design phase is anticipated to be completed in Summer 2026. Any delay in the award of the design phase contract will put the federal funds for construction at risk due to the September 2026 obligation requirement.

LEGAL REVIEW:
The City Attorney's Office has reviewed the draft agreement and approved it as to form and will review and approve the final form of the agreement prior to execution.

OPTIONS:

The City Council has the following options:
1. Approve Staff's recommendation; or
2. Provide alternative direction.

Prepared by: Robert Ortega, CIP Project Manager
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:
The following is a breakdown of the design engineering phase for RFP No. 2025-07, Design Engineering Services for the Azusa Avenue Pedestrian Handicap Accessibility & Signal Synchronization Improvements Project (23008).

Design Engineering Services (Contract with Kimley Horn and Associates, Inc.)	$544,121.31
Contingency Allowance	$90,362.65

Total Project Design Phase Estimate	**$634,483.96**

The funding for CIP Project No. 23008 Azusa Avenue Pedestrian Handicap Accessibility & Signal Synchronization Improvements Project was appropriated with $1,800,000 in Fund 235, Measure M.

Project	Fund	Current Budget Balance	Amount Requested	New Balance
23008, Regional Signal Synchronization	235 MEASURE M	$ 1,800,000.00	$ 634,483.96	$ 1,165,516.04
	Total	**$ 1,800,000.00**	**$ 634,483.96**	**$ 1,165,516.04**

Attachments

Attachment No. 1- Technical Proposal
Attachment No. 2- Fee Proposal
Attachment No. 3 - Draft Professional Services Agreement

CITY COUNCIL GOALS & OBJECTIVES: An Accessible Community

AGENDA ITEM NO. 4

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/01/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENT WITH JOHN L. HUNTER & ASSOCIATES FOR THE NATIONAL POLLUTANT DISCHARGE ELIMINATION SYSTEM (NPDES) PERMIT COMPLIANCE SERVICES AND SAFE, CLEAN WATER (SCW) PROGRAM SERVICES**

RECOMMENDATION:

It is recommended that the City Council authorize the Acting City Manager to execute a Professional Services Agreement with John L. Hunter & Associates, Inc. for National Pollutant Elimination System (NDPES) permit compliance services and Safe, Clean Water (SCW) Program services for an initial term of two (2) years, with three optional one (1) year extensions, in an annual amount not to exceed $90,000, in such final form as approved by the City Attorney.

BACKGROUND:

In 1972, the National Pollutant Discharge Elimination System (NPDES) permit program was established under the federal Clean Water Act. The program is administered by the United States Environmental Protection Agency (EPA) and delegated to the State of California through the State Water Resources Control Board and Regional Water Quality Control Boards. The goal of the NPDES program is to regulate and control the discharge of pollutants into the nation's waterways in order to protect water quality and public health.

Under the NPDES program, municipalities are required to obtain and comply with a Municipal Separate Storm Sewer System (MS4) permit. This permit mandates the implementation of programs and best management practices (BMPs) to reduce pollutants in stormwater runoff to the maximum extent practicable. Cities must develop and maintain a stormwater management plan, conduct regular inspections and monitoring, provide public education and outreach, enforce local ordinances related to stormwater, and submit annual reports demonstrating compliance with permit requirements.

Compliance with the NPDES permit is a continuous and resource-intensive effort, requiring technical expertise in water quality regulations, data management, field inspections, and reporting. In order to maintain compliance with current permit requirements and to prepare for future regulatory updates, the City currently contracts with John L. Hunter and Associates, Inc., which specializes in NPDES compliance and stormwater management.

DISCUSSION:

On August 18, 2015, the City entered into an agreement with John L. Hunter & Associates, Inc. for National Pollutant Discharge Elimination System (NPDES) Permit compliance services. The agreement had an initial term of one (1) year and was amended several times, extending the term through June 30, 2020.

On July 1, 2020, the City entered into an agreement with John L. Hunter & Associates, Inc. for National Pollutant Discharge Elimination System (NPDES) Permit compliance services. The agreement had an initial term of one (1) year and was amended several times, extending the term through June 30, 2025.

In accordance with Section 2-335(1) of the City of West Covina Municipal Code, professional services are exempt from competitive bidding requirements. Given John L. Hunter & Associates' familiarity with the City's operations and development, as well as their experience within the San Gabriel Valley, staff requested a proposal from the firm to continue providing NPDES compliance services. The total annual cost of the John L. Hunter and Associates proposal is not to exceed $90,000. This is the same maximum annual cost identified in the most recent agreement entered into in July 2020 and is lower than the previous agreement that was entered into in August 2015.

To ensure uninterrupted NPDES permit compliance services, staff recommends that the City Council approve the attached agreement. Alternatively, the Council may direct the Acting City Manager to negotiate and execute a month-to-month agreement with John L. Hunter & Associates to allow time for consultant selection through the Request for Proposal (RFP) process. However, issuing an RFP does not guarantee receipt of proposals from other firms, nor does it guarantee lower costs.

LEGAL REVIEW:
The City Attorney's Office has reviewed the draft agreement and will review and approve the final form of the agreement prior to execution.

OPTIONS:
The City Council has the following options:

1. Approve Staff's recommendation; or
2. Authorize the Acting City Manager to negotiate and execute a month-to-month agreement with John L. Hunter & Associates and direct staff to issue a Request for Proposals for NPDES permit compliance services to bring back to the City Council at a later date; or
3. Provide alternative direction.

Prepared by: Jo-Anne Burns, Deputy Community Development Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:
Currently, the City pays John L. Hunter & Associates through Measure W funding. The new agreement with John L. Hunter & Associates is anticipated to continue being paid utilizing Measure W funding provided to the City for the duration of the agreement. There would be sufficient funds under Measure W in the proposed Fiscal Year 2025-2026 to cover the $90,000 maximum annual cost of the agreement with John L. Hunter & Associates.

Attachments

Attachment No. 1 - Professional Services Agreement

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

AGENDA ITEM NO. 5

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/01/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF SUBAWARD BETWEEN LOS ANGELES COUNTY AND CITY OF WEST COVINA FOR 2025-26 ELDERLY NUTRITION PROGRAM (ENP)**

RECOMMENDATION:

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

1. Adopt the following resolution:

   RESOLUTION NO. 2025-55 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AUTHORIZING A SUBAWARD AGREEMENT WITH THE COUNTY OF LOS ANGELES AGING AND DISABILITIES DEPARTMENT FOR THE ELDERLY NUTRITION PROGRAM (SUBAWARD NUMBER ENP 252609) AND AUTHORIZING THE CITY MANAGER OR THE ACTING CITY MANAGER TO EXECUTE THE SUBAWARD AGREEMENT AND FUTURE AMENDMENTS TO THE SUBAWARD AGREEMENT

2. Authorize the City Manager to negotiate and execute agreements and approve purchase orders for meals from vendors on the County's list of approved caterers, including any amendments to such agreements and purchase orders.

BACKGROUND:

The Los Angeles County Aging & Disabilities Department, Area Agency on Aging (AAA), as part of the Older Americans Act of 1965, a federally funded program, provides grant funds to cities with a required 12% match paid by the cities. The City of West Covina has been using AAA grant funds since 1995 to provide nutritious hot lunches five days per week at the Senior Center. Seniors over the age of 60 are eligible for the meal program and meals are provided on a first-come first-served basis.The City currently serves approximately 150 meals per day on average to local seniors. Using the AAA grant funds, the City uses its own Head Cook and limited services support kitchen staff to prepare fresh meals for seniors daily. Senior volunteers supplement the City staffing to ensure continuity of service.

DISCUSSION:

To provide ongoing services and maintain the current partnership with the County of Los Angeles, it is requested that the City Council approve and adopt Resolution No. 2025-55. The resolution, which is required by the County, designates the City Manager or the Acting City Manager as the City's Authorized Representative for purposes of the subaward agreement, authorizes the City Manager or the Acting City Manager to execute the subaward agreement and any future amendments to the subaward agreement, and to approve and accept subaward funds.

Entering into the subward agreement will allow the City to continue the unique and beneficial meal program for the seniors who reside in the City of West Covina and its surrounding cities. The initial term of the subaward is July 1, 2025 through June 30, 2026, with the option for the County to extend the term for three (3) additional one (1) year periods. The City's total allocation for Fiscal Year 2025-26 from AAA is $361,100. These funds will be used to serve a minimum of 30,000 senior meals to West Covina residents and non-residents for Fiscal Year 2025-26. If extended, the County projects allocating to the City $361,100 per fiscal year that the subaward agreement is extended.

The County requires subrecipients to contract with meal providers from their list of approved caterers when contracting for such meals. The list of approved caterers for Fiscal Year 2025-2026 is included as Attachment No. 3. Staff is requesting that the City Council authorize the City Manager to negotiate and execute agreements and approve purchase orders for meals from providers on the approved caterer list, including any amendments to such agreements and purchase orders.

LEGAL REVIEW:
The City Attorney's Office has reviewed the agreement and resolution and approved them as to form.

Prepared by: Susie Perez, Deputy Community Services Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:
The City will be reimbursed $7.92 per meal served up to $361,100. The grant requires a 12% match, which amounts to $43,332.

	Total
Funding Allocation	361,100
Match Contribution	43,332
Program Total	**404,432**

This grant saves the City funding which may have otherwise come from the General Fund. The Senior Meals program and match were included in the Fiscal Year 2025-26 budget to be utilized for this match. The match was included in the Program Year 2025 Community Development Block Grant Action Plan, so there is no cost to the General Fund.

Activity	**Fund Source**	**FY 2025-26**	**Grant Obligation**	**Balance**
Meals	Fund 146, Senior Meals Program	361,100	361,100	0
Match	Fund 131, CDBG	60,000	43,332	16,668
	TOTAL	421,100	404,432	16,668

Attachments

Attachment No. 1 - 2025 ENP Subaward
Attachment No. 2 - Resolution No. 2025-55
Attachment No. 3 - Approved Caterers, FY 25-26

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

AGENDA ITEM NO. 6

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/01/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENT BETWEEN WITTMAN ENTERPRISES, LLC AND THE CITY OF WEST COVINA FOR AMBULANCE BILLING SERVICES**

RECOMMENDATION:

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

1. Authorize the Acting City Manager to execute a Professional Services Agreement with Wittman Enterprises, LLC for ambulance billing services for a term of August 1, 2025 through July 30, 2030, in such final form as approved by the City Attorney; and
2. Authorize the Acting City Manager to negotiate and execute all documents necessary in connection with the ambulance billing services, in such final form as approved by the City Attorney.

BACKGROUND:

Wittman Enterprises, LLC ("Wittman") has provided ambulance billing services to the City since 2005. In 2015, the City issued a Request for Proposal ("RFP") for ambulance billing services. Following the RFP process, the City entered into a three-year agreement with Wittman, with two one-year extension options.

On September 1, 2020, the City Council approved dispensing with formal bidding requirements in connection with the procurement of ambulance billing services and authorized the City Manager to negotiate and execute a new agreement with Wittman. The current agreement has a term of August 1, 2020 through July 31, 2025.

Under Wittman's current agreement with the City, the scope of services includes:

- Preparing invoices and follow-up mailings with both English and Spanish instructions. Initial invoicing occurs within three (3) days of receipt of transport tickets.
- Prepares all invoices and electronically conveying them to Medicare and MediCal fiscal intermediaries.
- Handling delinquent claims for patients with claims aging over 45 days.
- Providing Electronic Patient Care Report services with the Digital EMS system in use by the City.

- Providing Ambulance Subscription Program Management services, which consists of an online web portal that accepts new applications and renewals.

DISCUSSION:

The Fire Department is requesting to continue its relationship with Wittman for ambulance billing services by piggybacking onto the City of Pasadena's agreement with Wittman. Wittman has been a trusted and valued partner with the City since 2005.

Pursuant to Section 2-335(7) of Division 2 of Article VII of the West Covina Municipal Code, purchases made using another governmental or public agency's contract of substantially the same terms are exempt from the City's competitive procurement requirements, provided: (a) the other agency used a solicitation method substantially similar to the method required by Division 2 of Article VII of the Municipal Code; and (b) the Purchasing Officer determines the City will realize overall value by utilizing the other agency's contract or contract terms compared to the City performing its own procurement. The Purchasing Division has verified that the City of Pasadena's RFP meets the City of West Covina's bidding requirements as outlined in the City's Municipal Code and determined that the City will realize overall value by utilizing Pasadena's contract terms compared to the City performing its own procurement. Pursuant to the City of Pasadena's agreement with Wittman, Wittman charges Pasadena at a rate of 3.75% for net collections and $13.50 per enrollment for membership program administration services.

The Fire Department is required to have an Electronic Patient Care Reporting System ("ePCR") as mandated by Los Angeles County Department of Health Services provider agency mandates. The City uses Digital EMS as its ePCR vendor. As part of Wittman's scope of services provided to the City, Wittman purchases the ePCR program annually for the sum invoiced by Digital EMS, currently at the rate of $4.25 plus $.10 for faxing. Digital EMS estimates the number of uploads each year. If the number of incident uploads is less than the estimated number, Wittman obtains a refund of the unused incident uploads from Digital EMS and tenders the same to the City. Wittman passes through pre-paid Digital EMS ePCR costs to the City for payment as part of regular monthly invoices.

Revenues for ambulance services provided by Wittman are remitted to the City through two methods. The first method is direct payment to Wittman on behalf of the City. The second method is direct deposit for patients eligible for Medi-Care and/or Medi-Cal. Wittman remits revenues they receive to the City as a pass-through and then invoices the City for the cost of services.

Fiscal Year	Rate	Revenue to City	Cost for service to Wittman
Fiscal Year 2019/2020	4.5%	$2,650,362.86*	$119,266.32*
Fiscal Year 2020/2021	3.9%	$2,600,000.00**	$101,400.00**
Fiscal Year 2021/2022	3.9%	$2,826,506.02	$152,594.47 (includes Digital EMS)
Fiscal Year 2022/2023	3.9%	$3,062,584.69	$120,646.09
Fiscal Year 2023/2024	3.9%	$4,569,572.01	$258,472.66 (includes Digital EMS)

Consistent with the terms of Pasadena's agreement, under the proposed agreement, Wittman will charge West Covina at a rate of 3.75% for net collections and $13.50 per enrollment for Ambulance Subscription Program services.

LEGAL REVIEW:

The City Attorney's Office has reviewed the draft agreement and approved it as to form and will review and approve the final form of the agreement prior to execution.

OPTIONS:
The City Council has the following options:

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

Prepared by: Mike Browne, Acting Fire Chief

Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:
Wittman currently charges a 3.9% rate of net collections. Under the proposed agreement, Wittman will charge the City a 3.75% rate of net collections. The cost of the ePCR program is at a rate of $4.25 plus $0.10 for faxing as charged by Digital EMS. These costs are expected to remain the same under the new agreement The cost breakdown for Wittman, Digital EMS, and related costs (based on a projected 7,657 emergency medical service calls in FY 2023-24) is as follows:

	Ambulance transport collection	Wittman*	Wittman expenditure with Digital EMS	Estimated revenue Total**
Current	$4,828,044.67	3.9% (net collections)*	$258,472.66	$4,569,572.01**
Proposed	$4,900,000.00	3.75% (net collections)*	$230,000.00	$4,760,000.00**

**No fiscal impact.*
***Fiscal impact includes the cost of ePCR. The total assumes 7,700 emergency medical service calls as estimated for FY 2023-24.*

Revenue will be deposited into Account No. 110.408.32.00.00.00.46.46090 (Ambulance Services). The cost of the proposed service is budgeted for Fiscal Year 2025-26 in Account 110.502.32.10.00.00.61.61200 (Other Contractual Services). If there is an increase to revenue, there will be an increase to expenditures in which case, Council will be updated through a budget amendment.

Attachments

Attachment No. 1 - Pasadena RFP
Attachment No. 2 - Agreement between Pasdena and Wittman
Attachment No. 3 - Professional Services Agreement

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety
Achieve Fiscal Sustainability and Financial Stability
A Well-Planned Community

AGENDA ITEM NO. 7

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/01/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF PROFESSIONAL SERVICES AGREEMENT BETWEEN FIRE RECOVERY USA AND THE CITY OF WEST COVINA FOR INSPECTION AND PERMIT BILLING SERVICES**

RECOMMENDATION:

It is recommended that the City Council authorize the Acting City Manager to execute a Professional Services Agreement with Fire Recovery USA, LLC for inspection and permit billing services for a five-year term, in such final form as approved by the City Attorney.

BACKGROUND:

Pursuant to California Health & Safety Code Section 13145 and 13146, the Fire Department conducts annual state-mandated inspections of state-regulated buildings and structures, such as daycare facilities, schools, institutional facilities, multifamily residential dwellings, and high-rise buildings.

Also, in accordance with the California Fire Code sections 105.1.1 through 105.7.18, the Fire Department conducts annual operational inspections that allow the applicant to conduct an operation or a business for which a permit is required. The fees for these inspections are set forth in the City's Master Fee Schedule.

DISCUSSION:

Fire Recovery USA provides third-party billing services for Fire Department inspections and other Fire Department services. The Fire Department spends a significant amount of time billing for and receiving payment for state-mandated fire inspections and annual operational inspections. It is more efficient and cost-effective to have a third party bill for these fire inspections. By using a third-party billing service for these administrative responsibilities, fire inspectors can focus their efforts on conducting inspections to ensure compliance with the Fire Code.

Fire Recovery USA is the nation's largest cost-recovery company created to serve fire departments across the U.S. Since 2006, they have provided cost recovery services to departments in 33 states and are the leading provider of incident cost recovery in the nation. Their proprietary system and software allows Fire Recovery USA to efficiently and effortlessly bill for fire inspections in accordance with the City's Master Fee Schedule. Because of efficiencies delivered by their software and support services, Fire Recovery USA offers cost recovery that is extremely efficient and cost-effective.

Section 2-335(7) of Division 2 of Article VII of the West Covina Municipal Code provides an exemption from competitive bidding requirements for purchases made using another governmental or public agency's contract or substantially the same terms, provided: (a) the other agency used a solicitation method substantially similar to the method required by the City; and (b) the Purchasing Officer determines the City will realize overall value by utilizing the other agency's contract or contract terms compared to the City performing its own procurement. The Purchasing Division has verified that the City of San BuenaVentura's RFP (Attachment No. 1) meets the City of West Covina's bidding requirements as outlined in the City's Municipal Code and has confirmed that City will realize a greater overall value in cost savings and efficiency by using substantially the same terms as the City of San BuenaVentura's agreement with Fire Recovery USA (Attachment No. 3).

Fire Recovery USA will process, invoice, and collect the inspection billing revenue on behalf of the City. Fire Recovery USA charges the City $18.50 per paid collection. It collects its fees from the amounts collected on behalf of the City prior to issuing such amounts to the City. Because Fire Recovery USA is conducting cost-recovery services for the City and deducting its fees directly from the amounts collected on behalf of the City, there is no maximum compensation amount specified in the agreement. However, staff estimate that Fire Recovery USA's compensation will not exceed $30,000 annually.

LEGAL REVIEW:
The City Attorney's Office has reviewed the draft agreement and approved it as to form and will review and approve the final form of the agreement prior to execution.

OPTIONS:
The City Council has the following options:

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

Prepared by: Mike Browne, Acting Fire Chief
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:
For each inspection conducted for state-mandated properties (ex. daycare facility commercial/residential, convalescent hospital, medical facility, hospitals, high-rise buildings, hotels/motels/apartments, schools, public/private) and operational annual inspections (ex. aerosol products, battery system, combustible fiber storage handling, combustible material storage, etc.), Fire Recovery will charge a $18.50 fee per each paid inspection. Each time Fire Recovery generates an invoice, the $18.50 fee is applied. If Fire Recovery is unable to collect on an invoice, the $18.50 fee does not apply, and the City will not need to reimburse Fire Recovery.

Fiscal Year	Revenue to City
Fiscal Year 2019-2020	$148,116
Fiscal Year 2020-2021	$158,515
Fiscal Year 2021-2022	$140,591
Fiscal Year 2022-2023	$169,434
Fiscal Year 2023-2024	$146,584

Fire inspectors work hard to obtain accurate responsible party information when the inspection is conducted so that the billing process will be simplified for Fire Recovery. When Fire Recovery has an

outstanding non-paid bill in excess of 90 days, they will ask the City to recover the inspection fee using the City's collection agency. If successful, the City would pay Fire Recovery the $18.50 fee.

Attachments

Attachment No. 1-RFP No. 20 Fire department 3rd Party Inspection Billing
Attachment No. 2-Total Proposal - Ventura
Attachment No. 3 - Agreement between Ventura and Fire Recovery USA
Attachment No. 4 - Ventura - First Amendment
Attachment No. 5 - Professional Services Agreement

CITY COUNCIL GOALS & OBJECTIVES:

Protect Public Safety
Achieve Fiscal Sustainability and Financial Stability
Enhance City Image and Effectiveness

AGENDA ITEM NO. 8

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/01/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF INTRODUCTION OF ORDINANCE NO. 2532 UPDATING FIRE HAZARD SEVERITY ZONES (FHSZ) WITHIN WEST COVINA PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 51178 AND THE CALIFORNIA FIRE CODE**

RECOMMENDATION:

It is recommended that the City Council introduce the following Ordinance:

ORDINANCE NO. 2532 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, DESIGNATING FIRE HAZARD SEVERITY ZONES AND FINDING THE ORDINANCE IS EXEMPT FROM ENVIRONMENTAL REVIEW UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) PURSUANT TO CEQA GUIDELINES SECTION 15061(B)(3) (COMMON SENSE EXEMPTION)

BACKGROUND:

Pursuant to State law, the California Department of Forestry and Fire Protection (CAL FIRE) – Office of the State Fire Marshal periodically updates fire hazard severity zone maps for Local Responsibility Areas (LRAs) throughout the State. These maps identify varying levels of fire hazard (Moderate, High, and Very High) based on factors including vegetation, topography, weather, crown fire potential, fire history and ember production and movement. State law requires local jurisdictions to designate fire hazard severity zones within their boundaries by ordinance to ensure proper implementation of associated building standards and fire safety requirements in identified hazard zones.

DISCUSSION:

CAL FIRE completed its latest assessment and released a map identifying fire hazard severity zones within the City of West Covina on March 24, 2025. The City made the map and information regarding fire hazard severity zones available on the City website www.westcovina.org/departments/fire/disaster-preparedness. Since the last publication of the fire hazard severity zone maps in 2011, the hazard classifications for the City of West Covina have been significantly revised. In 2011, 1,136 acres were designated as Very High Hazard. Based on the updated 2025 maps, the revised classifications are as follows: 47 acres fall under Very High Hazard, 862 acres are classified as High Hazard, and 233 acres are designated as Moderate Hazard. The map showing the fire hazard severity zones within the City's boundaries is included as Exhibit A to the proposed ordinance.

Pursuant to State law, the City is required to designate the fire hazard severity zones by ordinance within 120 days of receiving recommendations from CAL FIRE.

Staff recommends that the City Council introduce the proposed ordinance.

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

OPTIONS:
The City Council has the following options:

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

Prepared by: Mike Browne, Acting Fire Chief
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:
The recommended action has no direct fiscal impact to the City of West Covina.

Attachments

Attachment No. 1 - Ordinance No. 2532

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

AGENDA ITEM NO. 9

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 07/01/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **TAX EQUITY AND FISCAL RESPONSIBILITY ACT (TEFRA) HEARING TO CONSIDER THE ISSUANCE OF TAX-EXEMPT BONDS FOR EMANATE HEALTH QUEEN OF THE VALLEY HOSPITAL**

RECOMMENDATION:

It is recommended that the City Council:

1. Conduct a Tax Equity and Fiscal Responsibility Act (TEFRA) hearing in consideration of the issuance of tax-exempt bond financing by the California Statewide Communities Development Authority for the benefit of Emanate Health.
2. Adopt the following Resolution:

   RESOLUTION NO. 2025-42 - A RESOLUTION APPROVING THE ISSUANCE OF BONDS BY THE CALIFORNIA STATEWIDE COMMUNITIES DEVELOPMENT AUTHORITY NOT TO EXCEED $90,000,000, FOR THE BENEFIT OF EMANATE HEALTH, TO FINANCE AND/OR REFINANCE CAPITAL PROJECTS WITH RESPECT TO CERTAIN HEALTHCARE FACILITIES LOCATED IN THE CITY OF WEST COVINA

BACKGROUND:

The California Statewide Communities Development Authority (CSCDA) was created in 1988, under California's Joint Exercise of Powers Act, to provide California's local governments with an effective tool for the timely financing of community-based public benefit projects. More than 500 cities, counties and special districts, including the City of West Covina, have become Program Participants to CSCDA – which serves as a conduit issuer and provides access to an efficient mechanism to finance locally-approved projects. CSCDA helps local governments build community infrastructure, provide affordable housing, create jobs, make access available to quality healthcare and education, and more. CSCDA provides an important resource to local government members.

CSCDA is a joint powers authority sponsored by the League of California Cities ("League") and the California State Association of Counties ("CSAC"). CSCDA was created by the League and CSAC in 1988 to enable local government and eligible private entities access to low-cost, tax-exempt financing for projects that provide a tangible public benefit, contribute to social and economic growth and improve the overall quality of life in local communities throughout California. CSCDA is comprised of more than 530 members, including the City of West Covina. CSCDA has issued more than $70 billion through 1,600 plus financings since 1988.

CSCDA has requested that the City conduct a Tax Equity and Fiscal Responsibility Act (TEFRA) public hearing for the issuance of up to $90 million in tax-exempt bonds, of which $74 million will be used for the financing of Emanate Health (Emanate) facilities in West Covina. The remainder of the bonds will be used by Emanate or one of its affiliates to finance or refinance projects located in the City of Covina and the City of Glendora. The West Covina facility is Emanate Health Queen of the Valley Hospital Campus (Queen of the Valley) located at 1115 S. Sunset Avenue.

In order for all or a portion of the bonds to qualify as tax-exempt bonds, the City of West Covina, as the governmental unit having jurisdiction over the area in which the facility is located, must conduct a TEFRA hearing. The TEFRA hearing is intended to provide members of the community an opportunity to speak on behalf of or against the use of tax-exempt bonds for the financing of the project.

Once the TEFRA hearing has been conducted, an "applicable elected representative" of the governmental unit hosting the proposed project must provide its approval of the issuance of the bonds for the financing of the project. The City Council, as the elected legislative body of the City, is an applicable elected representative.

DISCUSSION:

Emanate is seeking tax-exempt bonds in a principal amount not to exceed $74 million for three facilities in West Covina. Since the facilities to be financed are located within the jurisdiction of the City of West Covina, the City has been asked to conduct a TEFRA hearing and adopt a resolution that approves the issuance of the bonds for the benefit of Emanate (Attachment 1).

Emanate will utilize the bonds for the expansion of Queen of the Valley Hospital. The City approved the Specific Plan on November 5, 2019. Proceeds of the financing will be used for the Queen of the Valley Hospital's expansion of its Emergency Department and Intensive Care Unit, Cancer Center Building, and Primary Care and OBGYN Clinics. A summary of each facility is outlined below:

- **1115 South Sunset Avenue, West Covina, CA 91790**

    - Emergency Department and Intensive Care Unit. Currently in-progress construction project of Queen of Valley Hospital Emergency Department and Intensive Care Unit, which is designed as a two-story 60,000 square foot building. The building is expected to include a 60-bed emergency department and a 24-bed intensive care unit and related support space. The building is in its final phase of completion, and the anticipated occupancy for patient services is Q1 of 2026.

    - Equipment and Installation. This is an equipment and installation project at Queen of Valley Hospital. The Philips Azurion B20/15 system is designed to enhance treatment capabilities and support more effective device guidance and placement in neuro and cardio/cardio-vascular interventions. This is designed around a single, standardized hardware and software platform that can be upgraded and expanded as new needs arise or requirements change. Its architecture is made to easily integrate with third-party applications and devices. A new workflow approach aims to support interventional teams in carrying out more procedures for more patients, more consistently and efficiently with great ease of use.

- Medication and Anesthesia Automated Dispensing Equipment. This project involves system-wide upgrades to medication and anesthesia dispensing equipment. Specifically, Omnicell is used as an automated medication dispensing system in hospitals to improve efficiency and reduce errors in medication management. It automates tasks like dispensing medications, managing inventory, and tracking usage, allowing pharmacists and nurses to focus on patient care. Automated Dispensing Cabinets provide visibility of stock to prevent overstocking, waste, stock outs, automatic restock based on defined triggers. Omnicell's Digital Ecosystem delivers data intelligence with descriptive (MedXpert) and predictive and prescriptive (Insights) analytics.

- **1115A South Sunset Avenue, West Covina, CA 91790**

  - Cancer Center Building. Currently in-progress projects at the Cancer Center Building at Queen of Valley Hospital, including equipment-related projects.

- **1135 South Sunset Avenue, West Covina, CA 91790**

  - 3rd Floor Expansion. This project involves improvements for the expansion of the Primary Care Clinic located on the third floor at 1135 Sunset Ave, Medical Arts building, encompassing 7,285 square footage which includes 18 exam rooms, 2 procedure rooms and other support spaces.

  - 4th Floor Expansion. This project involves improvement for the expansion on the OBGYN Clinic located on the 4th floor at 1135 Sunset Ave, Medical Arts building, encompassing 5,735 Square footage which includes 14 exam rooms, 1 procedure room and other support spaces.

The public hearing was originally scheduled for June 17, 2025. Notice of the public hearing was published in the San Gabriel Valley Tribune on June 3, 2025. As the public hearing was rescheduled to the July 1, 2025 City Council meeting, notice of the public hearing was posted on the City's website at https://www.westcovina.org/departments/city-clerk/public-hearing-notices, as authorized by 26 CFR section 1.147(f)-1(d)(4).

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

OPTIONS:
The City Council has the following options:

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

Prepared by: Gerardo Rojas, Acting Economic Development & Housing Manager

Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

There is no fiscal impact to the City. The Bonds will be issued as limited obligations of CSCDA, payable solely from revenues and receipts derived from a loan to be made by CSCDA to the Borrower with the Bond proceeds. The City bears no liability with respect to the issuance of the Bonds. Further, the City is not a party to any of the financing documents related to the Bond issuance and is not named in any of the disclosure documents describing the Bonds or the proposed financing. The City is not committed in any manner if the bonds are issued.

Attachments

Attachment No. 1 - Resolution No. 2025-42

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