CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

OCTOBER 21, 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 OCTOBER 21, 2025, 7:00 PM
REGULAR MEETING

INVOCATION
Led by Chaplin Kelly Dupee from the West Covina Police Department

PLEDGE OF ALLEGIANCE
Led by Councilwoman Diaz

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- **CERTIFICATE FOR PUBLIC SAFETY OFFICER BLAKEMAN**
- **PRESENTATION OF THE FIRE PREVENTION WEEK POSTER CONTEST**
- **HISPANIC HERITAGE MONTH**
- **FILIPINO AMERICAN HISTORY MONTH**

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.

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

COMMUNITY DEVELOPMENT

1) CONSIDERATION OF ACCEPTANCE OF WORK AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE CITYWIDE PEDESTRIAN & VEHICLE TRAFFIC SAFETY IMPROVEMENTS FY 24-25 - PROJECT NO. 23027

It is recommended that the City Council:

1. Accept the work performed by Superior Pavement Markings, Inc. for the Citywide Pedestrian & Vehicle Traffic Safety Improvements FY 24-25 (Project No. 23027) with a final contract amount of $283,501.57; and
2. Authorize the Acting City Manager and Deputy City Clerk to execute the Notice of Completion and file the Notice of Completion with the County of Los Angeles Registrar-Recorder; and
3. Authorize the Acting City Manager to release a retention once appropriate.

FIRE DEPARTMENT

2) CONSIDERATION OF PURCHASE ORDER WITH LIFE ASSIST, INC. FOR FIRE DEPARTMENT EMERGENCY MEDICAL SUPPLIES

It is recommended that the City Council authorize the Acting City Manager to negotiate and execute a purchase order with Life Assist, Inc. for medical supplies for a term of five (5) years, in an annual amount not-to-exceed $230,000 utilizing the pricing provided to the Pasadena Fire Department.

3) CONSIDERATION OF ADOPTION OF ORDINANCE ADOPTING THE 2025 CALIFORNIA FIRE CODE AND THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE

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

ORDINANCE NO. 2534 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING ARTICLE II OF CHAPTER 10 OF THE WEST COVINA MUNICIPAL CODE TO ADOPT BY REFERENCE THE 2025 CALIFORNIA FIRE CODE, WHICH ADOPTS BY REFERENCE THE 2024 INTERNATIONAL FIRE CODE, WITH LOCAL AMENDMENTS, AND TO ADOPT BY REFERENCE THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE, AND AMENDING PROVISIONS OF CHAPTER 4.5 OF THE WEST COVINA MUNICIPAL CODE

POLICE DEPARTMENT

4) CONSIDERATION OF EXPENDITURES OF FISCAL YEAR 2025-26 SUPPLEMENTAL LAW ENFORCEMENT SERVICES ACCOUNT FUNDS

It is recommended that the City Council approve using Fiscal Year (FY) 2025-26 Supplemental Law Enforcement Services Account (SLESA) funds totaling $167,231 for the frontline law enforcement supply and service items listed in the staff report.

5) CONSIDERATION OF 2025-26 OFFICE OF TRAFFIC SAFETY (OTS) GRANT

It is recommended that the City Council:

1. Accept 2025-26 Grant Number PT26157 from the State Office of Traffic Safety (OTS), and authorize the Acting City Manager and authorized designees to execute the Grant Agreement and all grant related documents, in such form as approved by the City Attorney; and
2. Adopt the attached resolution authorizing the necessary budget amendments:

RESOLUTION NO. 2025-82 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 (OFFICE OF TRAFFIC SAFETY GRANT)

PUBLIC WORKS

6) CONSIDERATION OF AUTHORIZATION TO PROCURE THREE FULLY ELECTRIC VEHICLES UTILIZING DEPARTMENT OF ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT (EECBG) VOUCHER PROGRAM

It is recommended that the City Council:

1. Authorize the purchase of fully electric vehicles utilizing the Department of Energy Efficiency and Conservation Block Grant (EECBG) Voucher Program, including:

    - One (1) 2025 Ford E-Transit Van
    - One (1) 2025 Ford F-150 Lightning
    - One (1) Ford Electic Sedan or equivalent pending availability

    If pricing allows, an additional electric sedan or equivalent will be procured, for a total not-to-exceed amount of $153,050.

2. Authorize the Acting City Manager to execute any documents required to utilize the Department of Energy Efficiency and Conservation Block Grant (EECBG) Voucher Program;
3. Authorize the Acting City Manager to execute the purchase order(s) and/or agreement(s) required for the purchase of the vehicles, and
4. Adopt the following resolution:

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 (EECBG VOUCHER PROGRAM)

END OF CONSENT CALENDAR

DEPARTMENTAL REGULAR MATTERS

COMMUNITY DEVELOPMENT

7) CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2533 (CODE AMENDMENT NO. 25-01) TO ALLOW MODIFICATIONS TO EXISTING DRIVE-THROUGH FOOD ESTABLISHMENTS WITH APPROVAL OF A CONDITIONAL USE PERMIT

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

ORDINANCE NO. 2533 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CODE AMENDMENT NO. 25-01, AMENDING CHAPTER 26 (ZONING) OF THE WEST COVINA MUNICIPAL CODE AND THE DOWNTOWN PLAN AND CODE TO ALLOW MODIFICATIONS TO EXISTING DRIVE-THROUGH FOOD ESTABLISHMENTS THROUGH THE CONDITIONAL USE PERMIT PROCESS

PUBLIC WORKS

8) UPDATE - LANDSCAPE MAINTENANCE SERVICES FOR LANDSCAPE MAINTENANCE DISTRICTS (LMDs) AND COASTAL SAGE AND SCRUB AREAS AT SPORTSPLEX

It is recommended that the City Council receive and file this report.

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 Date November 4, 2025 7:00 PM

RULES OF DECORUM

The following are excerpts from the West Covina Municipal Code:

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

a. Each person addressing the council shall step up to the rostrum, shall give his or her name and city of residence in an audible tone of voice for the record and unless further time is granted by the council, shall limit his or her address to five (5) minutes.
b. The city council may establish a limit on the duration of oral communications.
c. All remarks shall be addressed to the council as a body and not to any member thereof. No person, other than the council and the person having the floor, shall be permitted to enter into any discussion, either directly or through a member of the council, without the permission of the presiding officer. No question shall be asked of a councilmember except through the presiding officer.

d. The presiding officer may require any person to be sworn as a witness before addressing the council on any subject. Any such person who, having taken an oath that he or she will testify truthfully, willfully and contrary to such oath states as true any material matter which he knows to be false may be held to answer criminally and subject to the penalty prescribed for perjury by the provisions of the Penal Code of the state.

Sec. 2-50. Decorum--Required.

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

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

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

The following are excerpts from the Penal Code

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

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

AGENDA ITEM NO. 1

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 10/21/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF ACCEPTANCE OF WORK AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE CITYWIDE PEDESTRIAN & VEHICLE TRAFFIC SAFETY IMPROVEMENTS FY 24-25 - PROJECT NO. 23027**

RECOMMENDATION:

It is recommended that the City Council:

1. Accept the work performed by Superior Pavement Markings, Inc. for the Citywide Pedestrian & Vehicle Traffic Safety Improvements FY 24-25 (Project No. 23027) with a final contract amount of $283,501.57; and
2. Authorize the Acting City Manager and Deputy City Clerk to execute the Notice of Completion and file the Notice of Completion with the County of Los Angeles Registrar-Recorder; and
3. Authorize the Acting City Manager to release a retention once appropriate.

BACKGROUND:

On September 17, 2024, the City Council awarded a construction services agreement totaling $265,709.00 to Superior Pavement Markings, Inc. for the Citywide Pedestrian & Vehicle Traffic Safety Improvements FY24-25 Project (Project No. 23027). The project construction budget included a contingency budget of $39,856.00 (15% of awarded amount) for any unforeseen conditions as necessary. The total established construction budget was $305,565.00.

The project included pedestrian and vehicle traffic safety improvements at 29 locations throughout the City, as well as an additional five locations.

DISCUSSION:

All required improvements were constructed in conformance with the approved plans and specifications. The work was performed within the contractually specified duration and to the City Engineer’s satisfaction. Construction costs totaled $283,501.57, which is within the approved construction budget.

The City retains five percent (5%) of each payment to the contractor as retention to ensure payment to subcontractors and material suppliers before final payment to the contractor. The City Council’s acceptance of the project and the City's recordation of the Notice of Completion trigger timeframes within which subcontractors or material suppliers must file claims for payment if they have not been

paid by the contractor. If no claims are filed within 35 days of the filing of the Notice of Completion, the City will release retention and any remaining amount due to the contractor.

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

OPTIONS:
The City Council has the following options:

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

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

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Fiscal Impact

FISCAL IMPACT:
The following is the breakdown of the project budget:

Construction Cost	$265,709.00
Contingency Budget allowance authorization to staff to utilize for unforeseen conditions as necessary (15%)	$39,856.00
Total Construction Budget	$305,565.00
Actual Expenditures	$283,501.57
(Over)/Under Budget	$22,063.43

Account 237.50.380.85.00.00.72.72000.

Attachments

Attachment No. 1 - Notice of Completion

CITY COUNCIL GOALS & OBJECTIVES: A Well-Planned Community
An Accessible Community

AGENDA ITEM NO. 2

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 10/21/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF PURCHASE ORDER WITH LIFE ASSIST, INC. FOR FIRE DEPARTMENT EMERGENCY MEDICAL SUPPLIES**

RECOMMENDATION:

It is recommended that the City Council authorize the Acting City Manager to negotiate and execute a purchase order with Life Assist, Inc. for medical supplies for a term of five (5) years, in an annual amount not-to-exceed $230,000 utilizing the pricing provided to the Pasadena Fire Department.

BACKGROUND:

The Fire Department responds to nearly 7,600 emergency medical calls annually and uses a variety of medical supplies when responding to those calls that require the provision of emergency medical care. In support of this effort, staff purchases a variety of medical supplies and equipment to ensure the Department's first responders are prepared to treat patients with medical conditions and traumatic injuries. This helps to ensure the Department is able to provide critical pre-hospital emergency medical care, as required by the Los Angeles County Emergency Medical Services Agency. From 2020 to 2024, the Fire Department’s emergency calls for service increased by 15%, with approximately 70% of calls being medical and trauma related. Based on this increase in calls for service, it is vital that the Fire Department maintain an inventory of essential EMS supplies.

The Fire Department maintains an inventory of paramedic field supplies including medications, intravenous fluids, assorted needles, bandages, splints, tape, gloves, oxygen masks, EKG paper, electrodes, and other miscellaneous medical supplies. These items are used regularly during medical treatment of patients and standard emergency operations. The Fire Department also maintains field supplies to mitigate larger-scale incidents in the event of a disaster. Traditionally, paramedic field supplies utilized by the Fire Department are re-stocked using multiple private suppliers. Given their ability to deliver a large and varied supply of EMS products since the 1970s, Life-Assist has become the Department’s largest supplier of medical supplies.

DISCUSSION:

For the past several years, the notable increases in both call volume for EMS and the use of paramedic supplies have caused the Fire Department to request additional funding for the year’s paramedic supply purchases. For reference, there has been a 42% increase in intravenous supplies, 30% increase in oxygen supplies, and 28% increase in cardiac arrest supplies in the past year alone. Additionally, there have also been multiple national back orders of commonly ordered medications for the past three years. These back orders have forced the Department to order similar medications at much higher prices. For instance, the Department has experienced back orders of critical lifesaving

medications such as epinephrine, sodium bicarbonate, calcium chloride, dextrose, and normal saline. Moreover, recent changes in EMS equipment requirements mandated by the Los Angeles County Department of Health Services (DHS) have necessitated having more EMS supplies on-hand.

Pursuant to Section 2-335(7) of Division 2 of Article VII of Chapter 2 of the West Covina Municipal Code, purchases made using another governmental or public agency's contract of substantially the same terms (known as "piggybacking") 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 Chapter 2 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 Invitation for Bids (Attachment No. 1) 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 with Life-Assist, Inc. compared to the City performing its own procurement.

Life-Assist, Inc. has performed satisfactorily as the City's paramedic supply vendor since the 1970s. The company has delivered the required paramedic field supply products on time and as specified. Furthermore, Life-Assist, Inc. products are utilized by several agencies such as the Pasadena Fire Department, Burbank Fire Department, La Verne Fire Department, Glendale Fire Department, Arcadia Fire Department, Ontario Fire Department, and Santa Monica Fire Department. By approving the purchase order with Life-Assist, Inc. the City ensures a quality inventory of paramedic field supplies at a fiscally responsible cost.

Piggybacking on larger agency contracts enables the City of West Covina the opportunity to purchase supplies in small quantities at volume pricing. Essentially, this method allows savings in time, resources, and cost by leveraging another agency's successful competitive bidding process and its more economical bulk pricing for the same or similar supplies. Additionally, Life-Assist, Inc. offers a 25% discount for all items not listed on the bid.

Therefore, staff recommends that the City Council authorize the Acting City Manager to negotiate and execute a purchase order with Life-Assist, Inc. for medical supplies for a term of five (5) years, in an annual amount not to exceed $230,000 utilizing the pricing provided to the Pasadena Fire Department.

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

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:
If approved, a purchase order will be generated with Life-Assist, Inc. The total amount of the purchase order is budgeted annually in the Fire Department Medical and Oxygen Supplies Account No. 110.502.32.10.00.00.62330.

Attachments

Attachment No. 1_City of Pasadena Competitive Bid_Life-Assist
Attachment No. 2_City of Pasadena_Life-Assist Staff Report
Attachment No. 3_City of Pasadena Multi-Year PO 1st Extension
Attachment No. 4_Life Assist Itemized

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

AGENDA ITEM NO. 3

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 10/21/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF ADOPTION OF ORDINANCE ADOPTING THE 2025 CALIFORNIA FIRE CODE AND THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE**

RECOMMENDATION:

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

ORDINANCE NO. 2534 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, AMENDING ARTICLE II OF CHAPTER 10 OF THE WEST COVINA MUNICIPAL CODE TO ADOPT BY REFERENCE THE 2025 CALIFORNIA FIRE CODE, WHICH ADOPTS BY REFERENCE THE 2024 INTERNATIONAL FIRE CODE, WITH LOCAL AMENDMENTS, AND TO ADOPT BY REFERENCE THE 2025 CALIFORNIA WILDLAND-URBAN INTERFACE CODE, AND AMENDING PROVISIONS OF CHAPTER 4.5 OF THE WEST COVINA MUNICIPAL CODE

BACKGROUND:

The California Health and Safety Code (Section 17958) mandates that the California Building Standards Commission adopt and publish the California Building Standards Code (Title 24 California Code of Regulations), which includes the California Fire Code, every three years. The California Fire Code adopts by reference the International Fire Code. The 2025 California Codes include the Wildland-Urban Interface Code. The 2025 California Codes take effect January 1, 2026.

The Fire Department is requesting that the City Council adopt Ordinance No. 2534, which adopts by reference the 2025 Edition of the California Fire Code, which adopts by reference the 2024 International Fire Code (collectively referred to as the 2025 Fire Code), with amendments, and adopt by reference the 2025 Edition of the California Wildland-Urban Interface Code (the 2025 WUI Code).

DISCUSSION:

At its October 7, 2025 meeting, the City Council adopted Resolution No. 2025-76, making findings regarding the need for modifications to provisions of the 2025 Fire Code due to local climatic, geological or topographical conditions, and introduced Ordinance No. 2534 as presented.

Staff recommends that the City Council adopt Ordinance No. 2534. If adopted, the Ordinance will take effect January 1, 2026.

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.

ENVIRONMENTAL REVIEW:

Pursuant to the California Environmental Quality Act (CEQA) Guidelines, the ordinance is exempt from CEQA under Section 15061 (b)(3) (Common Sense Exemption) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The ordinance would not result in physical change in the environment and does not involve any construction or additions to any existing structures.

Prepared by: Mike Browne, Acting Fire Chief

Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

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

Attachments

Attachment No. 1 - Ordinance No. 2534

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

AGENDA ITEM NO. 4

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 10/21/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF EXPENDITURES OF FISCAL YEAR 2025-26 SUPPLEMENTAL LAW ENFORCEMENT SERVICES ACCOUNT FUNDS**

RECOMMENDATION:

It is recommended that the City Council approve using Fiscal Year (FY) 2025-26 Supplemental Law Enforcement Services Account (SLESA) funds totaling $167,231 for the frontline law enforcement supply and service items listed in the staff report.

BACKGROUND:

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

DISCUSSION:

West Covina's FY 2025-26 SLESA allocation totals an estimated $167,231. Anticipating the receipt of these funds, which is distributed monthly, the Police Department prioritized a list of unbudgeted frontline police supplies and services for this Fiscal Year, as listed below. Since the start of this Fiscal Year, some of these supply and services expenditures have already started.

- Helicopter support services, totaling an estimated $29,000. The latest multi-year agreement with Los Angeles County for helicopter support services, paid for using SLESA funds, was approved by the City Council on October 1, 2024 (agenda item No. 8).
- GPS based surveillance services used by the Special Enforcement Team to track narcotics suspects, totaling an estimated $24,000.
- Specialized ammunition and tactical supplies for the SWAT Team, totaling an estimated $29,500.
- Personal protective supplies including bulletproof vests for newly hired officers, gas mask cartridges, ballistic helmets, and carrying gear, totaling an estimated $40,500.

- Traffic enforcement supplies, weapons accessories, unmanned aerial system software and accessories, and police supplies supporting front line law enforcement, totaling an estimated $44,231.

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

Prepared by: Alex B. Houston, Police Administrative Services Manager
Additional Approval: Tony Cortina, Chief of Police
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

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

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety

AGENDA ITEM NO. 5

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 10/21/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF 2025-26 OFFICE OF TRAFFIC SAFETY (OTS) GRANT**

RECOMMENDATION:

It is recommended that the City Council:

1. Accept 2025-26 Grant Number PT26157 from the State Office of Traffic Safety (OTS), and authorize the Acting City Manager and authorized designees to execute the Grant Agreement and all grant related documents, in such form as approved by the City Attorney; and
2. Adopt the attached resolution authorizing the necessary budget amendments:

   RESOLUTION NO. 2025-82 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 (OFFICE OF TRAFFIC SAFETY GRANT)

BACKGROUND:

The State of California's Office of Traffic Safety (OTS) administers grant funding made available to California by the National Highway Traffic Safety Administration (NHTSA) to address the current and future traffic safety needs in the State. OTS funds more than $100 million dollars annually in innovative, evidence-based enforcement, education, and technologies designed to improve road and driver safety, competitively rating and awarding grant applications across the State. West Covina has obtained many of these competitive grants in the past. Last year, the Police Department obtained a $75,000 competitive grant from OTS that funded saturation patrols, sobriety checkpoints, and traffic enforcement operations targeting problematic locations.

DISCUSSION:

Now, the Police Department has obtained new competitive grant from OTS. This grant totals $83,000, with the overall goal of reducing fatal and injury collisions in West Covina—see Attachment No. 1. This grant funds special enforcement mobilizations identified by OTS as best practice strategies. These include saturation patrols, sobriety checkpoints, and traffic enforcement operations that target problematic locations. Most of this grant is comprised of sworn officer overtime, but also includes funding for a radar trailer, mandatory training, and supplies.

This grant is reimbursable, contributing $83,000 exclusively for the project activities, between

October 1, 2025 and September 30, 2026. These funds cannot be used for other purposes or to supplant existing funding.

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

Prepared by: Alex B. Houston, Police Administrative Services Manager
Additional Approval: Karen Ogawa, Finance Director
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:
The City will receive $83,000 in reimbursement funds from OTS during the grant period. As detailed in the proposed budget amendment, Staff is recommending expenditure appropriations of this amount and balancing revenue appropriations in Fund 207. There is no impact to the City's General Fund.

Attachments

OTS Grant
Attachment No. 2 - Resolution No. 2025-82

CITY COUNCIL GOALS & OBJECTIVES: Protect Public Safety

AGENDA ITEM NO. 6

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 10/21/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF AUTHORIZATION TO PROCURE THREE FULLY ELECTRIC VEHICLES UTILIZING DEPARTMENT OF ENERGY EFFICIENCY AND CONSERVATION BLOCK GRANT (EECBG) VOUCHER PROGRAM**

RECOMMENDATION:

It is recommended that the City Council:

1. Authorize the purchase of fully electric vehicles utilizing the Department of Energy Efficiency and Conservation Block Grant (EECBG) Voucher Program, including:

    - One (1) 2025 Ford E-Transit Van
    - One (1) 2025 Ford F-150 Lightning
    - One (1) Ford Electic Sedan or equivalent pending availability

    If pricing allows, an additional electric sedan or equivalent will be procured, for a total not-to-exceed amount of $153,050.

2. Authorize the Acting City Manager to execute any documents required to utilize the Department of Energy Efficiency and Conservation Block Grant (EECBG) Voucher Program;
3. Authorize the Acting City Manager to execute the purchase order(s) and/or agreement(s) required for the purchase of the vehicles, and
4. Adopt the following resolution:

    A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, ADOPTING A BUDGET AMENDMENT FOR THE FISCAL YEAR COMMENCING JULY 1, 2025 AND ENDING JUNE 30, 2026 (EECBG VOUCHER PROGRAM)

BACKGROUND:

As part of the City’s ongoing efforts to modernize its fleet, reduce greenhouse gas emissions, and leverage special funding opportunities, and to comply with California's requirement for municipal fleets (city, county, and special district) to purchase zero-emission vehicles (ZEVs) for vehicles over 8,500 lbs GVWR, with a 50% ZEV purchase requirement that began January 1, 2024,.staff has identified the need to procure fully electric vehicles.

The City submitted an application through the Department of Energy’s Energy Efficiency and

Conservation Block Grant (EECBG) Voucher Program for the purchase of electric vehicles. The City will receive $153,050 on a reimbursement basis through the grant. This opportunity provides the City with the ability to comply with California's Advance Clean Fleets regulation and replace older, less efficient vehicles with modern, sustainable alternatives at no direct cost to the City's General Fund.

DISCUSSION:
The proposed procurement includes a minimum of three fully electric vehicles to support operational needs across City departments. The Ford E-Transit Van will support facilities and maintenance tasks, the F-150 Lightning will provide utility for the City's Information Technology Department, and the electric sedan will be utilized by Public Works for inspections, staff transportation, and administrative purposes.

Staff will comply with the requirements of the City's Purchasing Manual to acquire the vehicles, ensuring compliance with all applicable purchasing procedures and competitive pricing requirements. Preliminary dealership quotes confirm that the total cost of three vehicles will not exceed $153,050. The EECBG Voucher Program will fully cover the procurement, ensuring no fiscal impact to the City.

Approval of this action will authorize the City to purchase at least three fully electric vehicles utilizing the EECBG Voucher Program for a total not-to-exceed amount of $153,050. This action allows the City to modernize its fleet, support sustainability initiatives, and reduce operational emissions with no fiscal impact.

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

OPTIONS:
The City Council has the following options:

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

ENVIRONMENTAL REVIEW:
This action is exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15061(b)(3) (common sense exemption) as it can be seen with certainty that the adoption of this recommendation will not have a significant effect on the environment. Additionally, the procurement of electric vehicles will have a positive environmental benefit by reducing greenhouse gas emissions.

Prepared by: Mike Cresap, Public Works Superintendent
Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:
The City will receive $153,050 on a reimbursement basis through the Department of Energy's EECBG Voucher Program. The attached budget amendment allocates these funds. No use of the General Fund or other local funds is required.

Attachments

Attachment No. 1 Vehicle Pricing
Attachment No. 2 - Resolution No. 2025-85

CITY COUNCIL GOALS & OBJECTIVES: Enhance City Image and Effectiveness

AGENDA ITEM NO. 7

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 10/21/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF ADOPTION OF ORDINANCE NO. 2533 (CODE AMENDMENT NO. 25-01) TO ALLOW MODIFICATIONS TO EXISTING DRIVE-THROUGH FOOD ESTABLISHMENTS WITH APPROVAL OF A CONDITIONAL USE PERMIT**

RECOMMENDATION:

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

ORDINANCE NO. 2533 - AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING CODE AMENDMENT NO. 25-01, AMENDING CHAPTER 26 (ZONING) OF THE WEST COVINA MUNICIPAL CODE AND THE DOWNTOWN PLAN AND CODE TO ALLOW MODIFICATIONS TO EXISTING DRIVE-THROUGH FOOD ESTABLISHMENTS THROUGH THE CONDITIONAL USE PERMIT PROCESS

BACKGROUND:

On February 20, 2024, the City Council approved Code Amendment No. 23-01, adopting Ordinance No. 2519, known as the “Development Code Update” which amended the City of West Covina Municipal Code including the consolidation of the Subdivision Code (Chapter 20) and the Zoning Code (Chapter 26) into one Development Code (Chapter 26). The Development Code Update included provisions prohibiting the construction and new uses of drive-through food establishments throughout the City to address over-concentration issues.

On June 17, 2025, the City Council voted by minute action to direct staff to explore amending the Development Code to allow for existing drive-throughs to be modified to correct traffic, queuing, vacancy, or other related issues. The former Carl's Jr./Spotless Burger restaurant was used as an example: the site's drive-through was approved through a conditional use permit (CUP) as a reverse drive-through, where the drive-through window is accessible through the passenger's side of the vehicle; due to this configuration, the property owner has had problems attracting restaurant tenants, which have all expressed the desire to reconstruct a new building with a different drive-through configuration.

On July 22, 2025, the Planning Commission held a public hearing to consider Code Amendment No. 25-01 and voted to recommend City Council approval and adoption of the draft ordinance. During the public hearing, there were no members of the public who spoke for or against the Code Amendment.

At the September 2, 2025 City Council meeting, the City Council introduced Ordinance No. 2533 to

approve Code Amendment No. 25-01. The staff report from the September 2, 2025 meeting is included as Attachment No. 2.

DISCUSSION:
The Ordinance will amend Chapter 26 (Zoning) of the City of West Covina Municipal Code and the Downtown Plan & Code to allow for modifications to existing drive-through food establishments via a conditional use permit.

Staff recommends that the City Council adopt Ordinance No. 2533. If adopted, the Ordinance will take effect on the 31st day following adoption.

LEGAL REVIEW:
The City Attorney's Office has reviewed the proposed 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.

ENVIRONMENTAL REVIEW:
Pursuant to the State California Environmental Quality Act (CEQA) Guidelines, the ordinance is exempt from CEQA under Section 15061(b)(3) (Common Sense Exemption) of the CEQA Guidelines, which provides that CEQA only applies to projects that have the potential for causing a significant effect on the environment. The ordinance would not result in physical change in the environment and does not involve any construction or additions to any existing structures.

Prepared by: Roxanne E. Lerma, Assistant City Manager

Fiscal Impact

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

Attachments

Attachment No. 1 Ordinance 2533- Adoption
Attachment No. 2 Staff Report - Introduction of Ordinance 2533

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

AGENDA ITEM NO. 8

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 10/21/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **UPDATE - LANDSCAPE MAINTENANCE SERVICES FOR LANDSCAPE MAINTENANCE DISTRICTS (LMDs) AND COASTAL SAGE AND SCRUB AREAS AT SPORTSPLEX**

RECOMMENDATION:

It is recommended that the City Council receive and file this report.

BACKGROUND:

There are five Landscape Maintenance Districts (LMDs) in West Covina. LMDs for parts of the community were established pursuant to the Municipal Improvement Act of 1911 (LMDs 1 and 2) and Landscaping and Lighting Act of 1972 (LMDs 4, 6, and 7) at the request of the owners of the developments in lieu of forming Homeowners' Associations. Funds collected by the districts are used to maintain landscaping, irrigation and hardscape (i.e. sidewalks, walls, graffiti abatement, clean-up of site, etc.) in public open space areas within its boundaries. The areas covered include maintenance for the Coastal Sage and Scrub Community Facility District (CSS) that consists of the gnatcatcher habitat restoration program, parkway maintenance and street lighting in the Sportsplex area.

Due to budgetary limitations, the scope of services for landscape maintenance in the LMDs had been reduced over the various contract years. The older scope of services only required 3 feet clearance from sidewalks and 6-10 feet fire clearance behind residences. The scope of services outlined in the Request for Proposal (RFP No. 61-021) in 2023 was changed significantly to include full hillsides with brush and vegetation to be trimmed to a maximum height of 4 feet.

Staff issued RFP No. 61-021 for landscape maintenance services for all Landscape Maintenance Districts, known as LMDs 1, 2, 4, 6, 7 and Sportsplex Coastal Sage, and Scrub Areas on February 13, 2023. The RFP was sent out to subscribers through the City's third-party website, Planet Bids.

At the September 5, 2023 City Council meeting, the City Council awarded the RFP to Merchants Landscape Services, Inc. (Merchants) and authorized the City Manager to execute an agreement with Merchants and any future amendments to the agreement.

The Maintenance Services Agreement (Agreement) between the City of West Covina and Merchants is included as Attachment No. 1. Merchants began providing services pursuant to the Agreement on November 1, 2023.

DISCUSSION:

Public Works staff routinely does visual/drive-by inspections to monitor contracted services to ensure the City's appearance and respond to issues reported through the GoGov app or the reporting telephone number (626) 939-8458. City staff is in regular communication with Merchants' staff for updates and to ensure the scope of services is being met.

Per the direction of City Council, representatives from Merchants have been asked to provide a PowerPoint Presentation as an update and to be available to answer any questions and address any concerns.

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

Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

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

Attachments

Attachment No. 1- MSA with Merchants Landscape Services, Inc.

Attachment No. 2 Merchants Presentation

CITY COUNCIL GOALS & OBJECTIVES:

Protect Public Safety
Achieve Fiscal Sustainability and Financial Stability
A Well-Planned Community
Enhance City Image and Effectiveness