CITY OF WEST COVINA

CITY COUNCIL/SUCCESSOR AGENCY

NOVEMBER 18, 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

Updated Agenda 11.15.25

Added Agenda Item No. 7 -CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE WEST COVINA FIREFIGHTERS' ASSOCIATION (WCFFA)

TUESDAY, NOVEMBER 18, 2025, 7:00 PM
REGULAR MEETING

INVOCATION
Led by Pastor Okubo from Immanueal First Lutheran Church

PLEDGE OF ALLEGIANCE
Led by Councilman Cantos

ROLL CALL

REPORTING OUT FROM CLOSED SESSION

PRESENTATIONS

- **HOPE UNIT PRESENTATION**

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.*

CITY MANAGER'S OFFICE

1) CONSIDERATION OF APPROVAL OF A THREE PERCENT (3%) COST OF LIVING ADJUSTMENT (COLA) FOR DEPARTMENT HEAD CLASSIFICATIONS FOR FISCAL YEARS 2025-2027

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

RESOLUTION NO. 2025-80 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING A THREE PERCENT (3%) COST OF LIVING ADJUSTMENT (COLA) FOR DEPARTMENT HEAD CLASSIFICATIONS FOR FISCAL YEARS 2025-2027

COMMUNITY DEVELOPMENT

2) CONSIDERATION OF APPROVAL OF TRAFFIC RECOMMENDATIONS FROM THE TRAFFIC COMMITTEE MEETINGS HELD BETWEEN JUNE 2025 AND OCTOBER 2025

It is recommended that the City Council approve the Traffic Committee recommendations detailed in the staff report for traffic engineering improvements citywide from the meetings held between June 2025 and October 2025.

3) CONSIDERATION OF APPROVAL OF FINAL TRACT MAP NO. 74976

It is recommended that the City Council approve final Tract Map No. 74976.

4) CONSIDERATION OF ACCEPTANCE OF WORK AND AUTHORIZATION TO FILE THE NOTICE OF COMPLETION FOR THE STREET SWEEPING SIGNAGE INSTALLATION PROJECT – PROJECT NO. 25015

It is recommended that the City Council:

1. Accept the work performed by Square Signs LLC DBA Front Signs for the Street Sweeping Signage Installation Project (Project No. 25015), with a final contract amount of $389,105.23; 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 retention once appropriate.

FINANCE DEPARTMENT

5) CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE CITY OF WEST COVINA MID-MANAGEMENT EMPLOYEES' ASSOCIATION (MMEA)

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

RESOLUTION NO. 2025-086 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE CITY OF WEST COVINA MID-MANAGEMENT EMPLOYEES' ASSOCIATION (MMEA) FOR THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2028

6) CONSIDERATION OF REMOVAL OF POLICE ADMINISTRATIVE SERVICES MANAGER CLASSIFICATION AND ESTABLISHMENT OF POLICE EXECUTIVE ADMINISTRATOR CLASSIFICATION

Staff and the Human Resources Commission recommend that the City Council approve the removal of the Police Administrative Services Manager classification and the establishment of the Police Executive Administrator classification by adopting the following resolution:

RESOLUTION NO. 2025-89 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REMOVAL OF THE POLICE ADMINISTRATIVE SERVICES MANAGER CLASSIFICATION AND THE ESTABLISHMENT OF THE POLICE EXECUTIVE ADMINISTRATOR CLASSIFICATION AND APPROVING THE CLASS SPECIFICATIONS AND SALARY RANGE FOR SUCH CLASSIFICATION

7) CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE WEST COVINA FIREFIGHTERS' ASSOCIATION (WCFFA)

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

RESOLUTION NO 2025-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WEST COVINA AND THE WEST COVINA FIREFIGHTERS' ASSOCIATION (WCFFA) FOR THE PERIOD OF JULY 1, 2025 THROUGH JUNE 30, 2028

PUBLIC WORKS

8) CONSIDERATION OF AWARD OF CONTRACT FOR REQUEST FOR PROPOSALS (RFP NO. 2026-01) FOR TREE TRIMMING AND TREE MAINTENANCE SERVICES TO WEST COAST ARBORISTS, INC.

It is recommended that the City Council:

1. Award the contract for Request for Proposals (RFP) No. 2026-01 for tree trimming and tree maintenance services to West Coast Arborists, Inc.
2. Authorize the Acting City Manager to negotiate and execute a Maintenance Services Agreement, in such final form as approved by the City Attorney, with West Coast

Arborists, Inc. for tree trimming and tree maintenance services, for a term of 5.5 years, beginning January 1, 2026 and ending June 30, 2031, in an amount not to exceed $3,623,146 (which includes 25% for additional work as approved by the City Manager).
3. Authorize the City Manager to approve change orders and amendments to the agreement, provided that West Coast Arborists, Inc.'s total compensation does not exceed $3,623,146.

END OF CONSENT CALENDAR

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 December 2, 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: 11/18/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF A THREE PERCENT (3%) COST OF LIVING ADJUSTMENT (COLA) FOR DEPARTMENT HEAD CLASSIFICATIONS FOR FISCAL YEARS 2025-2027**

RECOMMENDATION:

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

RESOLUTION NO. 2025-80 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING A THREE PERCENT (3%) COST OF LIVING ADJUSTMENT (COLA) FOR DEPARTMENT HEAD CLASSIFICATIONS FOR FISCAL YEARS 2025-2027

BACKGROUND:

The City Council last approved an increase to the salary ranges for Department Head classifications in December 2022. Since that time, no further adjustments have been made to the Department Head Salary & Benefit Schedule.

As part of the City's ongoing efforts to maintain competitive and equitable compensation for executive-level classifications, staff is recommending a series of cost-of-living adjustments (COLAs) to the Department Head salary ranges for fiscal years 2025, 2026, and 2027.

DISCUSSION:

The proposed resolution would approve a 3% COLA to the salary ranges for Department Head classifications for each of the following fiscal years:

- 3% effective November 22, 2025
- 3% effective July 1, 2026
- 3% effective July 1, 2027

These adjustments are intended to ensure the City remains competitive in recruiting and retaining qualified Department Heads, and they align with comparable adjustments approved for other City management groups.

The resolution also specifies that the existing Appendix A to the Department Head Salary & Benefit Schedule will be replaced in its entirety with the new Appendix A attached to the resolution. For reference, the current Department Head Salary & Benefit Schedule is provided as Attachment No. 1.

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

Prepared by: Carmelita Underwood, Director of Human Resources/Risk Management Department

Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:
The fiscal impacts are FY 2025-26 $56,917, FY 2026-27 $115,541, and FY 2027-28 $175, 923 for a total of $348,381.

Attachments

Attachment No. 1 - Department Head Salary & Benefit Schedule
Attachment No. 2 - Resolution No. 2025-80

CITY COUNCIL GOALS & OBJECTIVES:
Protect Public Safety
Achieve Fiscal Sustainability and Financial Stability
A Creative and Active Community
Expand Economic Development Opportunities
Enhance City Image and Effectiveness
An Accessible Community

AGENDA ITEM NO. 2

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 11/18/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF TRAFFIC RECOMMENDATIONS FROM THE TRAFFIC COMMITTEE MEETINGS HELD BETWEEN JUNE 2025 AND OCTOBER 2025**

RECOMMENDATION:

It is recommended that the City Council approve the Traffic Committee recommendations detailed in the staff report for traffic engineering improvements citywide from the meetings held between June 2025 and October 2025.

BACKGROUND:

The West Covina Traffic Committee regularly meets and holds public meetings on the 3rd Wednesday of each month. The Traffic Committee consists of the Public Works Director or designee, Community Development Director or designee, Capital Improvement Program Manager, Finance Director or designee, and a representative from the Maintenance Division as designated by the Public Works Director (the Maintenance Supervisor). The Traffic Committee reviews resident, community, and City requests pertaining to any traffic-related items. The Traffic Committee reviews these requests and provides recommendations to the City Council for final approval.

DISCUSSION:

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

The following recommendations were unanimously recommended for installation by the Traffic Committee (TC) and are brought before City Council for final approval and consideration:

June 2025 Traffic Committee Meeting

- **Traffic Review of E Puente Avenue from N Azusa Avenue to S Armel Drive:**
  - Request: Request is for speeding and the installation of traffic calming measures along E Puente Avenue from N Azusa Avenue to S Armel Drive.
  - Approved TC Recommendation:

1. Remove and replace faded “25” mph school zone sign located on the south side of E Puente Avenue, approximately 165-ft west of S Armel Drive. *(PW**[1]**)*
2. Remove non-compliant pedestrian signage (S1-1), “School” plaque, and “Ahead” plaque, and replace with new pedestrian ahead signage (SW24-3), located on the south side of E Puente Avenue, approximately 300-ft west of S Armel Drive.

- **Traffic Review of Fairway Lane and E Garvey Avenue N:**
  - Request: Request is for the installation of Flashing Stop Signage and updates on the existing pavement markings.
  - Approved TC Recommendation:

1. Remove and Replace faded Stop Signs (R1 – 1) For new oversize (36’’x36’’) Stop Signs at the intersection of Fairway Lane and E Garvey Avenue N at all three approaches of the intersection.
2. Remove and Replace “3-Way” Plaque for new “All Way” Plaque (R1 –3p) underneath all three existing Stop Signs at the intersection of Fairway Lane And E Garvey Avenue N.
3. Install Red Reflective Strips on all three Stop Signs Signposts at the intersection of Fairway Lane And E Garvey Avenue N.
4. Remove and Replace the two direction Double Arrow (W1 – 7) & Object Marker (N – 1 (Ca)) located on the west side of Fairway Lane at the intersection with E Garvey Avenue N. *(PW1)*
5. Refresh Stop Bar And “Stop” Pavement Legends located on Fairway Lane at the intersection with E Garvey Avenue N. *(PW1)*
6. Install New Highly Reflective Neon Stop Ahead Warning Sign (W3 – 1) along the east side of Fairway Lane, approximately 250-ft south of E Garvey Avenue N, for northbound traffic.
7. Install New Highly Reflective Neon Stop Ahead Warning Sign (W3 – 1) along the north side of E Garvey Avenue N approximately east of Fairway Lane, for westbound traffic.
8. Install “Stop Ahead” Pavement Markings along Fairway Lane, approximately 290-ft north of E Garvey Avenue N.
9. Refresh the existing Red Curb located on all approaches to the intersection:
   a. Refresh existing Red Curb located on the north side of Fairway Lane, at the intersection with E Garvey Avenue N. *(PW1)*
   b. Refresh existing Red Curb located on the south side of Fairway Lane, at the intersection with E Garvey Avenue N. *(PW1)*

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[1] City Public Works Department to install this item.

July 2025 Traffic Committee Meeting

- **Traffic Review of Montezuma Way and Citrus Street:**
  - Request: Request is for the installation of an All-Way Stop control at the intersection due to limited visibility and speeding vehicles.
  - Approved TC Recommendation:

1. Remove and replace faded stop sign (R1 – 1) on the south side of Montezuma way, at the intersection with Citrus Street, for eastbound traffic. *(PW1)*

2. Install “Cross Traffic Does Not Stop” plaque (W4 – 4P) underneath the stop signs located along the eastbound direction of Montezuma Way.
3. Remove and replace faded stop ahead warning sign (W3 –1) located on the south side of Montezuma Way, approximately 460-ft south of Citrus Street, for northbound traffic. *(PW1)*
4. Refresh the existing faded red curb located on Citrus Street, east of Montezuma Way. *(PW1)*
5. Refresh and extend the existing red curb located on Citrus Street, west of Montezuma Way. Install approximately 30-ft of additional red curb, for a total of 60-ft of red curb at this location to improve the view of oncoming northbound traffic due to the curve geometry of Citrus Street.
6. Install Speed Feedback Sign Speed, on the east side Citrus Street, approximately 30-ft south of Las Rosas Drive on the existing 40 MPH Speed Limit Sign to raise awareness of the speed at which northbound drivers approach the intersection.
7. Install “40” MPH pavement markings along the northbound direction of Citrus Street, adjacent to the existing Speed Limit Sign that is located on the east side of Citrus Street approximately 30-ft south of Las Rosas Drive, for northbound traffic.
8. Remove and replace faded “40” MPH Speed Limit Sign (R2 – 1) for a new oversize Speed Limit Sign (30’’x36’’) on the west side of Citrus Street, at the southwest corner of the intersection with S Spring Meadow Drive for northbound traffic. Install “40” pavement marking, along the southbound direction of Citrus Street, adjacent to the existing Speed Limit Sign.
9. Remove and replace the existing Side Road Sign (W2 – 2) that is located on the east side of Citrus Street, approximately 220-ft north of Montezuma Way. *(PW1)*

- **Traffic Review of S Walnut Avenue Between E Vine Avenue and Francisquito Avenue:**
  - Request: Request is for speeding and the installation of traffic calming measures along S Walnut Avenue between E Vine Avenue and Francisquito Avenue.
  - Approved TC Recommendation:

1. Install “25” MPH Speed Limit Sign (R2 – 1) on the west side of S Walnut Avenue, approximately 105-ft south of E Vine Avenue. Install “25” pavement markings adjacent to sign, for southbound traffic.
2. Install “25” MPH Speed Limit Sign (R2 – 1) on the west side of S Walnut Avenue, approximately 115-ft north of E Merced Avenue. Install “25” pavement markings adjacent to sign, for northbound traffic.
3. Install transverse rumble strips along both directions of S Walnut Avenue, at the following locations:
   a. Install transverse rumble strips along the northbound direction of S Walnut Avenue, approximately 230-ft north of E Merced Avenue.
   b. Install transverse rumble strips along the southbound direction of S Walnut Avenue, approximately 300-ft south of E Vine Avenue.
4. Install School Zone sign (SW24 – 1 (CA)) on the west side of S Walnut Avenue, approximately 40-ft south of Vine Avenue.
5. Remove and replace faded Pedestrian sign (S1 – 1) that is located on the east side of S Walnut Avenue, approximately 305-ft south of Vine Avenue. *(PW1)*
6. Remove and replace faded School Zone sign (SW24 – 1 (CA)) that is located on the east side of S Walnut Avenue, approximately 400-ft north of E Merced Avenue. *(PW1)*

7. Remove and replace faded “25” MPH Speed Limit sign (R2 – 1) that is located along the west side of South Walnut Avenue, approximately 315-ft south of E Merced Avenue. Replace with new oversized “25” MPH Speed Limit sign (R2 – 1) (30’’x36’’).
8. Install “25” MPH pavement markings along both southbound direction of South Walnut Avenue, approximately 315-ft south of E Merced Avenue.

August 2025 Traffic Committee Meeting

- **Traffic Review of 150 South Grand Avenue:**
  - Request: Request is for the installation of red curb, near the senior assisted living facility, Regency Grand, located at 150 South Grand Avenue. Emergency vehicles have a difficult time finding available parking. As a result, emergency vehicles are pushed to double park on S Grand Avenue, creating traffic obstructions.
  - Approved TC Recommendation:

1. Install approximately 65-feet of red curb on the east side of South Grand Avenue, north of the driveway located at 150 South Grand Avenue.
2. Remove and replace faded/damaged Signal Ahead Warning Sign (W3 – 3) that is located on the east side of South Grand Avenue, approximately 55-ft north of the driveway at 150 South Grand Avenue. *(PW1)*

- **Traffic Review of S Nelson Street and Fairgrove Avenue:**
  - Request: Request is for installing an All-Way Stop due to limited intersection visibility.
  - Approved TC Recommendation:

1. Install “Cross Traffic Does Not Stop” (W4 – 4P) Plaque and red reflective post, underneath the existing stop sign located along Nelson Street, at the intersection with Fairgrove Avenue.
2. Install “Stop Ahead” (W3 – 1) Sign and pavement markings on the east side of Nelson Street, approximately 130-ft south of Fairgrove Avenue.
3. Refresh the existing red curb that is located along the south side of Fairgrove Avenue, west of Nelson Street. *(PW1)*
4. Refresh and extend the existing red curb that is located along the south side of Fairgrove Avenue, east of Nelson Street. Extend the existing red curb to be a total of 75-ft of red curb.
5. Adjust and angle Stop Bar to allow vehicles to stop closer to the intersection. Angle the east end of the Stop Bar to connect with the ADA-Ramp to allow a clear path of travel between the south-east and the south-west corners of the intersection.
6. Relocate the existing “STOP” Bar pavement legend along the northbound direction of Nelson Street at Fairgrove Avenue, to be closer to the intersection.
7. Extend double yellow centerline to reach the location of the Stop Bar pavement marking on Nelson Street for Northbound traveling Vehicles.
8. Remove and replaced faded Curve Warning Sign (W1 – 2) and Advisory “35” MPH Speed Sign (W13 – 1P). Replace existing signs for new Curve Warning Sign (W1 – 2) and Advisory “30” MPH Speed Sign (W13 – 1P), at the following locations:
   a. On the north side of Fairgrove Avenue, approximately 500-ft east of Nelson Street, for westbound traffic.
   b. On the south side of Fairgrove Avenue, approximately 30-ft east of Nelson Street, for eastbound traffic.

- **Traffic Review of S Pima Avenue between S Bandy Avenue and E Stuart Avenue:**
  - Request: Request is for the installation of parking tick marks along the segment to help residents use the parking spaces more efficiently.
  - Approved TC Recommendation:

    1. Refresh the existing 20-ft of red curb located on the west side of S Pima Avenue, north of the Alley Way exit. *(PW1)*
    2. Install parking ticks, with 8 ft width and 20 ft length, along both sides of S Pima Avenue where parking is allowed:
       a. With approximately 480-ft of available parking, there would be roughly 24 marked parking spaces on the east side of S Pima Avenue.
       b. With approximately 120-ft and 275-ft of available parking, there would be roughly 19 marked parking spaces on the west side of S Pima Avenue.
    3. Install 20-ft of red curb along the east side of S Pima Avenue, at the intersection with S Bandy Avenue.
    4. Install 20-ft of red curb along the west side of S Pima Avenue, at the intersection with E Stuart Avenue.
    5. Install 5-ft of red curb along the west side of S Pima Avenue, north of the driveway located on 158 S Bandy Avenue.

- **Traffic Review of E Walnut Creek Parkway between S Glendora Avenue and S Lark Ellen Avenue:**
  - Request: Request is for speeding and installation of traffic calming measures along the segment of Walnut Creek Parkway between S Glendora Avenue and S Lark Ellen Avenue.
  - Approved TC Recommendation:

    1. Remove and replace all three faded Stop Signs (R1 – 1) located at the intersection of Walnut Creek Parkway and Pima Avenue. *(PW1)*
    2. Replace missing Stop Ahead Warning Sign (W3 – 1) for eastbound traffic along Walnut Creek Parkway, approaching Pima Avenue. Install signage on the south side of Walnut Creek Parkway, approximately 50-ft east of Ashwood Street. *(PW1)*
    3. Replace Stop Ahead Warning Sign (W3 – 1) for westbound traffic along Walnut Creek Parkway, approaching Pima Avenue. Install signage on the north side of Walnut Creek Parkway, approximately 230-ft east of Pima Avenue. *(PW1)*
    4. Remove and replace damaged Stop Sign (R1 – 1) located on the south-west corner of the intersection of Walnut Creek Parkway and Lark Ellen Avenue. *(PW1)*
    5. Remove and replace Stop Ahead Warning Sign (W3 – 1) for westbound traffic along Walnut Creek Parkway, approaching Glendora Avenue. Install signage on the north side of Walnut Creek Parkway, approximately 60-ft west of Lark Ellen Avenue. *(PW1)*
    6. Remove and replace faded/damaged “25” MPH speed limit sings (R2 – 1) & “Radar Enforced” Plaques (R48 – 1 (CA)) located along Walnut Creek Parkway. *(PW1)*
       a. Along the south side of Walnut Creek Parkway, approximately 170-ft east of South Glendora Avenue.
       b. Along the south side of Walnut Creek Parkway, approximately 140-ft west of Ashwood Street.

c. Along the north side of Walnut Creek Parkway, approximately 150-ft west of Lark Ellen Avenue.
d. Along the north side of Walnut Creek Parkway, approximately 60-ft west of Astell Avenue

7. Install “25” MPH pavement markings along Walnut Creek Parkway, adjacent to the existing “25” Speed Limit Signage. Install pavement markings at the following locations:
   a. Along the south side of Walnut Creek Parkway, approximately 170-ft east of South Glendora Avenue.
   b. Along the south side of Walnut Creek Parkway, approximately 140-ft west of Ashwood Street.
   c. Along the north side of Walnut Creek Parkway, approximately 150-ft west of Lark Ellen Avenue.
   d. Along the north side of Walnut Creek Parkway, approximately 60-ft west of Astell Avenue.
8. Install “ALL-WAY” Plates and red reflective strips on all three Stop Signs located at the intersection of Walnut Creek Parkway and Pima Avenue.
9. Install missing Stop Ahead Warning Sign (W3 – 1) located on the south side of Walnut Creek Parkway, approximately 50-ft east of Ashwood Street.
10. Install new “Stop Ahead” pavement legends for westbound traffic along Walnut Creek Parkway.
11. Install pavement legends on the south side of Walnut Creek Parkway, approximately 260-ft west of Lark Ellen Avenue.

- **Traffic Review of S Bubblingwell Road Between E Truman Place and S Silverbirch Place:**
  - Request: Request is for Speed Humps in front of 1041 S Bubblingwell Road located between E Truman Place and S Silverbirch Place.
  - Approved TC Recommendation:

1. Install “25” Speed Limit Sign (R2 – 1), for southbound traveling vehicles along S Bubblingwell Road, approximately 150-ft north of the intersection with S Silverbirch Place.
2. Install “25” pavement legend, for southbound traveling vehicles along S Bubblingwell Road, approximately 150-ft north of the intersection with S Silverbirch Place.

September 2025 Traffic Committee Meeting

- **Traffic Review of W Puente Avenue between N Vincent Avenue and N Sunset Avenue:**
  - Request: Request is for speeding and the installation of traffic calming measures along W Puente Avenue between N Vincent Avenue and N Sunset Avenue.
  - Approved TC Recommendation:

1. Remove and replace faded Signal Ahead Warning Sign (W3 – 3) located on the south side of W Puente Avenue, approximately 300-ft west of N Vincent Avenue. *(PW1)*
2. Refresh faded “Signal Ahead” pavement marking located on the south side of W Puente Avenue, approximately 300-ft west of N Vincent Avenue. *(PW1)*
3. Install Signal Ahead Warning Sign (W3 – 3) and “Signal Ahead” pavement marking along the south side of W Puente Avenue, approximately 70-ft west of N Broadmoor Avenue, for westbound traffic.

4. Remove and replace faded “40” MPH Speed Limit Sign (R2 – 1) located on the south side of W Puente Avenue, approximately 105-ft east of N Sunset Avenue. *(PW1)*
5. Remove and replace faded “40” MPH Speed Limit Sign (R2 – 1) located on the north side of W Puente Avenue, approximately 145-ft west of N Vincent Avenue. *(PW1)*
6. Install “40” MPH Pavement Legend along the westbound direction of W Puente Avenue, approximately 145-ft west of N Vincent Avenue, adjacent to the existing “40” MPH Speed Limit Sign.
7. Install “40” MPH Pavement Legend along the eastbound direction of W Puente Avenue, approximately 105-ft east of N Sunset Avenue, adjacent to the existing “40” MPH Speed Limit Sign.
8. Install Solar Powered Radar Speed Feedback Signage with “40” MPH Speed Limit sign (R2 – 1) along the north side of W Puente Avenue, approximately 140-ft east of N Hartley Street, for westbound traveling vehicles.
9. Install Solar Powered Radar Speed Feedback Signage with “40” MPH Speed Limit sign (R2 – 1) along the north side of W Puente Avenue, approximately 140-ft east of N Hartley Street, for westbound traveling vehicles.
10. Install 8-feet-wide parking side stripes along both sides of W Puente Avenue, from N Vincent Avenue to N Sunset Avenue.

- **Traffic Review of W Merced Avenue and S Willow Avenue:**
  - Request: Request is an intersection review of the Stop Signs due to vehicles continuously knocking over the median Stop Signs.
  - Approved TC Recommendation:

1. Remove and replace faded Stop Sign (R – 1) and “All-Way” Plaque (R1 – 3P) located on the south median for northbound traveling vehicles at the intersection of W Merced Avenue and S Willow Avenue. *(PW1)*
2. Reinstall fallen/damaged Stop Signs (R – 1), “All-Way” Plaque (R1 – 3P), and signpost located on the north median for southbound traveling vehicles at the intersection of W Merced Avenue and S Willow Avenue. *(PW1)*
3. Install red reflective strips on the Stop Sign signpost located on the medians of each approach of W Merced Avenue at the intersection with S Willow Avenue.
4. Install object marker (OM1 – 1) on the existing Stop Sign signposts that are located on the medians of each approach of W Merced Avenue at the intersection with S Willow Avenue.
5. Repaint the existing medians and centerline pavement markings with retroreflective yellow, along both directions of W Merced Avenue at the intersection with S Willow Avenue.
6. Install Raised Pavement Markers (RPMs) on the yellow centerlines located along the northbound and southbound directions of W Merced Avenue at the intersection with S Willow Avenue. Install RPMs along the centerlines and around the raised medians.
7. Remove and replace faded Stop Signs (R – 1) and “All-Way” Plaque (R1 – 3P) on all approaches to the intersection of W Merced Avenue and S Willow Avenue. *(PW1)*
8. Remove and replace damaged/faded red reflective strips on all signpost located at the intersection of W Merced Avenue and S Willow Avenue. *(PW1)*
9. Refresh faded red curb on all corners at the intersection of W Merced Avenue and S Willow Avenue. *(PW1)*

10. Refresh “STOP” and Stop Bar pavement markings at the intersection of W Merced Avenue and S Willow Avenue, on the following approaches:
    a. Refresh pavement markings located along the northbound direction of W Merced Avenue, at the intersection with S Willow Avenue. *(PW1)*
    b. Refresh pavement markings located along the southbound direction of W Merced Avenue, at the intersection with S Willow Avenue. *(PW1)*

- **Traffic Review of Citrus Street and Lark Hill Drive:**
  - Request: Request is for speeding and vehicles failing to Stop at the intersection and running the Stop Signs.
  - Approved TC Recommendation:

1. Refresh “Stop” and directional pavement marking located along the westbound direction of Lark Hill Drive, at Citrus Street. *(PW1)*
2. Refresh “Stop Ahead” pavement marking located along the westbound direction of Lark Hill Drive, approximately 320-feet east of Citrus Street. *(PW1)*
3. Refresh “Stop” pavement marking located along the southbound direction of Citrus Street, at Lark Hill Drive. *(PW1)*
4. Remove and replace existing white standard crosswalk located along Citrus Street, approximately 60-feet north of Lark Hill Drive. Replace existing crosswalk for a high visibility “ladder” style crosswalk.
5. Install 20-feet of red curb on the east side of Citrus Street, south of Lark Hill Drive.
6. Maintain a regular trimming schedule along Citrus Street and Lark Hill Drive, to prevent overgrowth from obstructing visibility of the existing signage. *(PW1)*

- **Traffic Review of Hollingworth Elementary School:**
  - Request: Request is for speeding and the installation of traffic calming measures along S Sentous Avenue between Levelglen Drive and Hollingworth Street and Hollingworth Street between S Sentous Avenue and S Ferntower Avenue.
  - Approved TC Recommendation for S Sentous Avenue between Levelglen Drive and Hollingworth Street:

1. Install white side striping along S Sentous Avenue between La Puente Road and Hollingworth Street, and along S Sentous Avenue between Hollingworth Street and E Valley View Avenue. Side striping lane should be 8-ft wide on both sides of the street.
2. Remove and replace faded “25” MPH School Speed Limit Sign (SR4 – 1 (CA)) on the west side of S Sentous Avenue, approximately 35-ft south of Elberland Street. *(PW1)*
3. Remove and replace Stop Ahead Warning Sign (W3 – 1) located along S Sentous Avenue, approaching the intersection with Hollingworth Street. Refresh “STOP AHEAD” Pavement Legends. Replace Stop Ahead signs and refresh pavement legends at the following locations:
    a. On the east side of S Sentous Avenue, approximately 300-ft south of Hollingworth Street, for northbound traffic. *(PW1)*
    b. On the west side of S Sentous Avenue, approximately 450-ft south of Elberland Street, for southbound traffic. *(PW1)*
4. Remove and replace faded School Sign with new “School Ahead” Signage (SW24-1) on the west side of S Sentous Avenue, at the northwest corner of the intersection with Levelglen Drive. *(PW1)*

5. Remove and replace noncompliant “15” MPH School Speed Limit Sign with new “25” MPH School Speed Limit Sign (SR4 – 1 (CA)) on the east side of S Sentous Avenue, approximately 210-ft south of Hollingworth Street.
6. Remove and Replace existing Stop Signs and Plaques with new Stop Signage (R1-1) and All-Way Plaques (R1-3P) at all four corners of the intersection at S Sentous Avenue and Hollingworth Street.
7. Refresh the existing crosswalks at the intersection of S Sentous Avenue and Hollingworth Street. Restripe crosswalks so all four legs are yellow ladder crosswalks.
8. Install new School Zone Sign (SW24-1) on the east side of S Sentous Avenue, approximately 115-ft north of the intersection with Hollingworth Street. The new signage will be located adjacent to the west gate at Hollingworth Elementary School.
9. Remove and replace faded School Zone Ahead sign with new School Zone Sign (SW24 – 1(CA)) on the south side of Hollingworth Street, approximately 150-ft west of the intersection with S Sentous Avenue.

- Approved TC Recommendation for Hollingworth Street between S Sentous Avenue and S Ferntower Avenue:

1. Install white side striping along Hollingworth Street between S Sentous Avenue and Morganfield Avenue, on both sides of the street segment. Side striping lane should be 8-ft wide on both sides of the street.
2. Remove and replace faded “15” MPH School Speed Limit Signs (SR4 – 1 (CA)) that are located along the north side of Hollingworth Street, approximately 120-ft west of S Ferntower Avenue. *(PW1)*
3. Replace missing “15” MPH School Speed Limit Signs (SR4 – 1 (CA)) that are located along the south side of Hollingworth Street, approximately 75-ft east of S Sentous Avenue. *(PW1)*
4. Remove and replace faded School Zone Ahead sign with new School Zone Sign (SW24 – 1(CA)) on the north side of Hollingworth Street, approximately 185-ft east of the intersection with S Ferntower Avenue.
5. Install new School Zone Sign (SW24-1) on the south side of Hollingworth Avenue, approximately 265-ft east of the intersection with S Sentous Avenue.

October 2025 Traffic Committee Meeting

- **Traffic Review of W Sunkist Place, East of N Sunkist Avenue:**
  - Request: Request is for traffic review of the current parking conditions along W Sunkist Place, east of N Sunkist Avenue. It was reported that when vehicles park along both sides of the street during garbage collection day, the garbage truck is unable to enter the street and provide service.
  - Approved TC Recommendation:

1. Install red curb along the south side of W Sunkist Place, from N Sunkist Avenue to the end of the cul-de-sac (approximately 215-ft).
2. Install “No Parking Any Time” along the proposed red curb on the south side of W Sunkist Place, at the beginning, in the middle, and end of the segment, on new Unistrut 2’’ SQ Galvanized Steel Post with breakaway anchor.

- **Traffic Review of Francisquito Avenue between Puente Avenue and Orange Avenue:**
  - Request: Request is for speeding and the installation of traffic calming measures along the segment of Francisquito Avenue between Puente Avenue and Orange Avenue.
  - Approved TC Recommendation:

    1. Install STOP sign on new signpost, “STOP” legend, and Stop bar along the southbound direction of S Siesta Avenue, at the intersection with Francisquito Avenue. Install Stop Sign on new Unistrut 2’’ SQ Galvanized Steel post with breakaway anchor.
    2. Install STOP sign on new signpost, “STOP” legend, and Stop bar along the southbound direction of S Mayland Avenue, at the intersection with Francisquito Avenue. Install Stop Sign on new Unistrut 2’’ SQ Galvanized Steel post with breakaway anchor.
    3. Install “Cross Traffic Does Not Stop” underneath the proposed STOP signs, along the southbound direction of S Siesta Avenue and S Mayland Avenue, at the intersection with Francisquito Avenue.
    4. Refresh the existing red curb located along the north side of Francisquito Avenue, east and west of S Siesta Avenue. *(PW1)*
    5. Refresh the existing “Keep Clear” pavement legends located along the westbound direction of Francisquito Avenue, approaching Puente Avenue. *(PW1)*
    6. Install “40” MPH pavement legends along the westbound direction of Francisquito Avenue, adjacent to the existing “40” MPH Speed Limit sign. Install pavement legends along both westbound lanes.
    7. Remove and replace faded Stop Sign, located along the southbound direction of S Rama Drive at the intersection with Francisquito Avenue. *(PW1)*
    8. Install “Cross Traffic Does Not Stop” underneath the STOP sign, which is located along the southbound direction of South Rama Drive, at the intersection with Francisquito Avenue.
    9. Install “40” MPH pavement legends along the westbound direction of Francisquito Avenue, adjacent to the existing “40” MPH Speed Limit sign. Install pavement legends along both westbound lanes.
    10. Remove and replace the existing non-compliant “35” MPH speed limit sign that is located on the south side of Francisquito Avenue, approximately 260-ft east of Willow Avenue. Replace sign for a “40” MPH sign (R2 – 1), on the existing signpost, to be compliant with the City of West Covina Speed Survey (2017). Additionally, install “40” MPH pavement legends along the eastbound direction of Francisquito Avenue, adjacent to the proposed “40” MPH Speed Limit sign. Install pavement legends along both eastbound lanes.

- **Traffic Review of Valinda Avenue and Merced Avenue:**
  - Request: Request is for speeding and the installation of traffic calming measures at Valinda Avenue and Merced Avenue for Merlinda Elementary School.
  - Approved TC Recommendation:

    1. Install new Solar Yellow “Speed Feedback Signage” along Valinda Avenue between Merced Avenue and Merlinda Street, for northbound and southbound traffic traveling adjacent to Merlinda Elementary School.
       a. Install Yellow “Speed Feedback Sign” for northbound traffic along Valinda Avenue, approximately 320-feet north of the intersection with Merced Avenue on existing light pole.

   b. Install Yellow “Speed Feedback Sign,” including Type 1-B pole and foundation, for southbound traffic along Valinda Avenue, approximately 255-feet south of the intersection with Merlinda Street.
2. Install new School Zone Signage (SW24-1) on new Unistrut 2” SQ Galvanized Steel Post with breakaway anchor, along Valinda Avenue, adjacent to Merlinda Elementary School.
   a. Install signage for northbound traffic approximately 250-ft north of Merced Avenue.
   b. Install signage for northbound traffic approximately 250-ft south of Merlinda Street.
   c. Install signage for southbound traffic approximately 35-ft south of Merlinda Street.
3. Refresh existing pavement legends along Valinda Avenue adjacent to Merlinda Elementary School. Refresh the “SCHOOL ZONE” pavement legends, and the “SIGNAL AHEAD” pavement legends. *(PW1)*
4. Refresh existing pavement legends along Valinda Avenue adjacent to Merlinda Elementary School. Refresh the “SIGNAL AHEAD” pavement legends. *(PW1)*
5. Remove and replace faded school sign with new “School AHEAD” (SW24-3) signage for northbound traffic along Valinda Avenue south of the intersection with Merced Avenue.
6. Install new right “Turning Vehicles Yield to Pedestrians” (R10-15) Signage on new Unistrut 2’’ SQ Galvanized Steel post with breakaway anchor for westbound traffic along Merced Avenue, at the northeast corner of the intersection with Merced Avenue.
7. Refresh the existing crosswalks at all four legs of the intersection at Valinda Avenue and Merced Avenue. *(PW1)*

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

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

Prepared by: Jana Robbins, PTP,RSP, Project Manager (Traffic Division)

Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:
The proposed improvements will be included either as part of an existing project, or under the Annual Citywide Traffic Signage, Stripping, Pavement Markers Program (Project No. C23016). This program allocates $100,000 annually to enhance vehicle mobility and safety. Minor improvements and/or signage
replacement may be done in-house by maintenance staff.

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

AGENDA ITEM NO. 3

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 11/18/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF APPROVAL OF FINAL TRACT MAP NO. 74976**

RECOMMENDATION:
It is recommended that the City Council approve final Tract Map No. 74976.

BACKGROUND:
Pursuant to the Subdivision Map Act, regulation and control of the design and improvement of subdivisions are vested in the legislative bodies of local agencies. West Covina's regulations are set forth in Chapter 26 (Zoning) of the West Covina Municipal Code (WCMC). Pursuant to Section 26-304 of Chapter 26 of the WCMC, the Planning Commission is responsible for approving tentative tract maps, and the City Council is responsible for approval or denial of final maps in accordance with the Subdivision Map Act and Chapter 26.

On June 25, 2024, the West Covina Planning Commission approved Tentative Tract Map No. 74976. The tract map subdivides two (2) single-family residential parcels into a total of six lots. The parcels are located on the south side of Francisquito Avenue, between Frandale Avenue and Craig Drive.

DISCUSSION:
The property owner has satisfied all conditions for approval of the tract map. The tract map (Attachment No. 1) was reviewed by the City's consultant, Transtech, and determined to be in compliance with current State law and technically correct. In accordance with Section 66458 of the California Government Code, the final map must now be approved or disapproved at the first City Council meeting at which it is received, or at the next regular meeting. If no action is taken by the next regular meeting of the City Council, the map shall be deemed approved.

The recordation of the final map is dependent on the developer's actions. The developer needs to arrange with the Los Angeles County to pay all present property taxes and bond for future property tax encumbrance.

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

OPTIONS:

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

ENVIRONMENTAL REVIEW:
The proposed action is statutorily exempt from the requirements of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15268(b)(3). Pursuant to Section 15268(a) of the CEQA Guidelines, ministerial projects are exempt from the requirements of CEQA. Pursuant to Section 15268(b)(3) of the CEQA Guidelines, approval of final subdivision maps are presumed to be ministerial.

Prepared by: Michael Lloyd, City Engineer

Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:
All fees have been paid to process the final map.

Attachments

Attachment No. 1 - Tract Map No. 74976

CITY COUNCIL GOALS & OBJECTIVES: A Well-Planned Community

AGENDA ITEM NO. 4

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 11/18/2025

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 STREET SWEEPING SIGNAGE INSTALLATION PROJECT – PROJECT NO. 25015**

RECOMMENDATION:

It is recommended that the City Council:

1. Accept the work performed by Square Signs LLC DBA Front Signs for the Street Sweeping Signage Installation Project (Project No. 25015), with a final contract amount of $389,105.23; 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 retention once appropriate.

BACKGROUND:

On October 15, 2024, the City Council awarded a construction services agreement totaling $351,095.00 to Square Signs LLC DBA Front Signs, for the Street Sweeping Signage Installation Project (Project No. 25015). The project construction budget also includes a contingency budget of $52,664.25 (15% of awarded amount) for any unforeseen conditions as necessary. The total established construction budget was $403,759.25.

The work consisted of furnishing all materials, equipment, tools, labor, and incidentals as described in detail in the Bidding and Contract Documents, Plans and Specifications to construct the project. Major work components included installation of street sweeping restriction signage throughout the City. Signage was installed on existing streetlights, existing signposts, or on new Unistrut signposts which were installed in either concrete or dirt.

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 $385,105.23, 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:

Construction Cost	$351,095.00
Contingency Budget allowance authorization to staff to utilize for unforeseen conditions as necessary (15%)	$52,664.25
Total Construction Budget	$403,759.25
Actual Expenditures	$389,105.23
(Over)/Under Budget	$14,654.02

Account 197.503.80.85.00.00.72.72000. C25015

Attachments

Attachment No.1 - Street Sweeping NOC

CITY COUNCIL GOALS & OBJECTIVES: A Creative and Active Community
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: 11/18/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE CITY OF WEST COVINA MID-MANAGEMENT EMPLOYEES' ASSOCIATION (MMEA)**

RECOMMENDATION:

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

RESOLUTION NO. 2025-086 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND THE CITY OF WEST COVINA MID-MANAGEMENT EMPLOYEES' ASSOCIATION (MMEA) FOR THE PERIOD OF JULY 1, 2024 THROUGH JUNE 30, 2028

BACKGROUND:

Under California law, the Meyers-Milias-Brown Act (MMBA) of 1968 established collective bargaining for California municipalities. Collective bargaining is the process by which workers, through their associations, and employers negotiate contracts to determine terms of employment, including pay, benefits, hours, leave, and job health & safety policies. MMBA is a formalized union-management consultation and bargaining procedure.

The Memorandum of Understanding between the City and the City of West Covina Mid-Management Employees' Association (MMEA) expired on June 30, 2024. City Management and representatives for the MMEA have met and conferred in accordance with the MMBA regarding terms and conditions of employment, including wages, benefits and hours, and have reached an agreement on a comprehensive Memorandum of Understanding.

DISCUSSION:

The comprehensive Memorandum of Understanding (MOU) is attached to this report as Exhibit A to Attachment No. 1 and covers the period of July 1, 2024 through June 30, 2028.The City and MMEA have agreed upon the following changes to the existing labor agreement to be incorporated into the successor agreement, which would become effective upon approval of the MOU by the City Council. All other provisions from the existing agreement are proposed to remain in the agreement without changes.

1. Salary Schedule
    - 4-year term (July 1, 2024 - June 30, 2028)

- One-time NonPERSable Pay - Within 30 days after City Council approval of the MOU, employees shall receive a one-time non-PERSable pay of $700.00 pro-rata, based upon date-of-hire effective July 1, 2024. The employees will receive the one-time payment on a check separate from their regular paycheck.
- Effective July 1, 2025: 2% across the board COLA and 3% Step 6 added*
- Effective July 1, 2026: 2% across the board COLA and 3% Step 7 added*
- Effective July 1, 2027: 2% across the board COLA and 3% Step 8 added*

*Employees would be eligible for a salary increase on the anniversary date following each effective date.

2. Salary Administration: Article III B shall be revised to the following: "All step increases and extra compensation shall be made effective at the start of the next regular pay period."
3. Bilingual Allowance: Reference to "Communication Supervisors only" shall be removed.
4. Compensation Time: Compensatory time off (Comp Time) shall be capped at 120 hours. Any accrued Comp Time in excess of 120 hours shall be paid out within 30 days of accrual. The prior provision allowing for accumulation or use of Comp Time beyond this limit is eliminated.
5. Overtime Policy:
    - Vacation, sick leave, holidays, bereavement leave, and compensatory time off shall not be considered hours worked. Jury duty shall count towards time worked.
    - Overtime will be paid upon earning and compensatory time will no longer be an option to accrue. Article Three, Section VII, Use of Compensatory Time, will be removed.
    - Accrued compensatory time will be paid out as of June 30, 2025.
6. Uniform Requirements: The following positions shall be added under Article Four, Section XI. Uniform Requirements:

    - Forensic Supervisor
    - Code Enforcement Supervisor
    - Records Supervisor
    - Records Manager

7. Sick Leave Payoff Upon Termination: Sick Leave is only paid upon termination to those hired prior to July 1, 2018. This supersedes Section 10.5.E in the Personnel Rules or its equivalent/successor language.
8. Sick Leave Annual Payoff Program: Will only be made available to employees hired before July 1, 2025.
9. Administrative Leave: The position of Deputy Fire Marshal will be added to Article Five, Section III, C. Communications Supervisors-In Lieu of Administrative Leave.

Staff recommends that the City Council adopt the proposed resolution, approving the MOU and authorizing the Acting City Manager to execute the agreement.

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

Prepared by: Carmelita Underwood, Director of Human Resources/Risk Management Department

Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

The approximate fiscal impacts are for FY 2025-26 $66,911, FY 2026-27 $135,160, and FY 2027-28 $204,773 for a total of $406,844.

Attachments

Attachment No. 1 - Resolution No. 2025-86

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
Maintain Good Intergovernmental Relations
Expand Economic Development Opportunities

AGENDA ITEM NO. 6

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 11/18/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF REMOVAL OF POLICE ADMINISTRATIVE SERVICES MANAGER CLASSIFICATION AND ESTABLISHMENT OF POLICE EXECUTIVE ADMINISTRATOR CLASSIFICATION**

RECOMMENDATION:

Staff and the Human Resources Commission recommend that the City Council approve the removal of the Police Administrative Services Manager classification and the establishment of the Police Executive Administrator classification by adopting the following resolution:

RESOLUTION NO. 2025-89 - A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE REMOVAL OF THE POLICE ADMINISTRATIVE SERVICES MANAGER CLASSIFICATION AND THE ESTABLISHMENT OF THE POLICE EXECUTIVE ADMINISTRATOR CLASSIFICATION AND APPROVING THE CLASS SPECIFICATIONS AND SALARY RANGE FOR SUCH CLASSIFICATION

BACKGROUND:

The Police Administrative Services Manager classification was established in 2005 to provide high-level administrative, budgetary, and managerial support to the Police Department under the direction of the Chief of Police. At the time, the Department's management structure included three Commander positions and nine Lieutenants, in addition to the Administrative Services Manager.

Over time, the organizational structure of the Department has evolved. Commander positions were reclassified to Captain in 2015, and the City recently increased the number of Captains from two to three. With this change and the reduction in overall mid-management staffing levels compared to 2005, the Administrative Services Manager has assumed significantly expanded responsibilities in order to support the Department's operational, administrative, IT, and fiscal functions.

The conclusion of the West Covina Service Group (West Covina Software Development Enterprise) also shifted responsibility for CAD/RMS billing and contracts, Message Switch obligations, and related software services to the Administrative Services Manager position. These responsibilities exceed the scope of the current classification.

Additionally, compensation for comparable positions in neighboring jurisdictions has increased, and the current classification and salary structure are no longer aligned with the regional labor market. To ensure internal consistency, appropriate classification, and market competitiveness, staff recommends that the City remove the outdated classification and establish a new classification,

Police Executive Administrator, that more accurately reflects current duties, responsibilities, and the complexity of the role.

DISCUSSION:
A revised class specification has been drafted for the new Police Executive Administrator classification and is attached as Exhibit A to Resolution No. 2025-89. The new classification includes several responsibilities that have become essential functions of the position but were not part of the original class specification, including:

- Oversight and management of Police Department payroll and related personnel processes;
- Management of Police IT systems, services, and associated contracts;
- Coordination, purchasing, and outfitting of police fleet vehicles and related contractual obligations;
- Administration of Request for Proposal (RFP) and bid processes;
- Required participation in Department management meetings and decision-making

These duties reflect current organizational needs and the functional realities of the position.

Consistent with the City's standard methodology, staff conducted a salary survey using peer agencies that are also used for comparing Police and City classifications. Salary data was reviewed from the following agencies:

- Burbank – Police Administrator
- Ontario – Police Administrative Director
- Pasadena – Police Administrator
- Pomona – Administrative Services Manager

The market median and average salary ranges were considered; however, staff recommends establishing a salary range that aligns with the City's existing Mid-Management salary structure.

Based on this review and internal alignment, staff recommends a salary range of $124,440 – $152,772 annually. This is the same range reflected in the proposed class specification and included in the attached resolution.

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 the recommendation made by staff and the Human Resources Commission; or
2. Provide alternative direction.

Prepared by: Carmelita Underwood, Director of Human Resources/Risk Management Department

Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:
The overall fiscal impact will be minimal and no additional funding is required for the proposed modifications.

Attachments

Attachment No. 1 Resolution No. 2025-89
Attachment No. 2 Human Resources Minutes_10.15.25

CITY COUNCIL GOALS & OBJECTIVES: Achieve Fiscal Sustainability and Financial Stability
Maintain Good Intergovernmental Relations

AGENDA ITEM NO. 7

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 11/18/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF A MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE CITY AND THE WEST COVINA FIREFIGHTERS' ASSOCIATION (WCFFA)**

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

RESOLUTION NO 2025-XX – A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF WEST COVINA, CALIFORNIA, APPROVING THE MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY OF WEST COVINA AND THE WEST COVINA FIREFIGHTERS' ASSOCIATION (WCFFA) FOR THE PERIOD OF JULY 1, 2025 THROUGH JUNE 30, 2028

BACKGROUND:
Under California law, the Meyers-Milias-Brown Act (MMBA) of 1968 established collective bargaining for California municipalities. Collective bargaining is the process by which workers, through their associations, and employers negotiate contracts to determine terms of employment, including pay, benefits, hours, leave and job health & safety policies. MMBA is a formalized union-management consultation and bargaining procedure.

The Memorandum of Understanding between the City and the West Covina Firefighters' Association (WCFFA) expired on June 30, 2025. City Management and representatives for the WCFFA have met and conferred in accordance with the MMBA regarding terms and conditions of employment, including wages, benefits and hours, and have reached an agreement on a comprehensive Memorandum of Understanding.

DISCUSSION:
The comprehensive Memorandum of Understanding (MOU) is attached as Exhibit A to Attachment No. 1 and covers the period of July 1, 2025 through June 30, 2028. The City and WCFFA have agreed upon the following changes to the existing labor agreement to be incorporated into the successor agreement, which would become effective upon approval of the MOU by the City Council. All other provisions from the existing agreement are proposed to remain in the agreement without changes.

1. 3-Year Contract: July 1, 2025 – June 30, 2028
2. Salary Administration:

   a. Three percent (3.0%) increase effective the first full pay period following July 1, 2025
   b. Three percent (3.0%) increase effective the first full pay period following July 1, 2026
   c. Three percent (3.0%) increase effective the first full pay period following July 1, 2027
3. FLSA hours worked calculation for overtime to include sick leave, bereavement leave, jury duty and holiday leave
4. Uniform allowance shall be reported to California Public Employees Retirement System (CalPERS) as special compensation
5. Tuition Reimbursement Program:
   a. California State Fire Marshall courses will be eligible for tuition reimbursement
   b. City-wide tuition reimbursement program will be separate from Fire Department specific professional development programs
6. Special Pay:
   a. Engineers, Captains, Firefighters, and Firefighter Paramedics while acting out of rant shall receive shift premium
   b. All members that are tiller qualified shall receive two and one half percent (2.5%) above the base salary and reported to CalPERS as special compensation
   c. All members who obtain RT130 certification shall receive five percent (5.0%) above the base salary and reported to CalPERS as special compensation
7. Minimum Staffing:
   a. Minimum of 22 sworn members daily as determined by unit type
   b. Four (4) three-person engine companies
   c. One (1) four-person truck or quint company
   d. City shall maintain a maximum of 3 Firefighters positions through attrition
8. Promotional Lists; Acting Temporary and Rank for Rank Coverage:
   a. Scheduled promotional exams conducted every two (2) years during spring season for Fire Captain, Fire Engineer, and Firefighter Paramedic
   b. Fire Captain and Firefighter Paramedics exams held in odd numbered years
   c. Fire Engineer exams held in even numbered years
9. Sick Leave on Termination:
   a. Accrued sick leave may be used as service credit
   b. Accrued sick leave above 1,200 hours will be applied as service credit
10. Holiday pay reported to CalPERS as special compensation
11. Use of vacation leave shall be administered in accordance with the leave management and overtime filling department policies
12. A separate bank of hours shall be established when an employee reaches maximum vacation leave accrual while on workers competition leave
13. Overtime distribution will be in accordance with the West Covina Firefighter Association policy on overtime

LEGAL REVIEW:
The City Attorney's Office has reviewed the resolution and approved it as to form. The City's labor counsel, Liebert Cassidy Whitmore, has reviewed and approved the MOU.

Prepared by: Carmelita Underwood, Director of Human Resources/Risk Management Department

Additional Approval: Roxanne E. Lerma, Assistant City Manager

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Fiscal Impact

FISCAL IMPACT:

The approximate fiscal impacts are for FY 2025-26 $1,040,323, FY 2026-27 $1,115,128, and FY

2027-28 $1,711,833 for a total of $3,867,284.

Attachments

Attachment No. 1 - Resolution
Exhibit A to Attachment No. 1 - MOU

CITY COUNCIL GOALS & OBJECTIVES: Maintain Good Intergovernmental Relations
Enhance City Image and Effectiveness

AGENDA ITEM NO. 8

AGENDA STAFF REPORT

City of West Covina | Office of the City Manager

DATE: 11/18/2025

TO: Mayor and City Council

FROM: Milan Mrakich, Acting City Manager

SUBJECT: **CONSIDERATION OF AWARD OF CONTRACT FOR REQUEST FOR PROPOSALS (RFP NO. 2026-01) FOR TREE TRIMMING AND TREE MAINTENANCE SERVICES TO WEST COAST ARBORISTS, INC.**

RECOMMENDATION:

It is recommended that the City Council:

1. Award the contract for Request for Proposals (RFP) No. 2026-01 for tree trimming and tree maintenance services to West Coast Arborists, Inc.
2. Authorize the Acting City Manager to negotiate and execute a Maintenance Services Agreement, in such final form as approved by the City Attorney, with West Coast Arborists, Inc. for tree trimming and tree maintenance services, for a term of 5.5 years, beginning January 1, 2026 and ending June 30, 2031, in an amount not to exceed $3,623,146 (which includes 25% for additional work as approved by the City Manager).
3. Authorize the City Manager to approve change orders and amendments to the agreement, provided that West Coast Arborists, Inc.'s total compensation does not exceed $3,623,146.

BACKGROUND:

The Public Works Department is responsible for maintenance of all City-owned facilities, public infrastructure and its urban forest. Of the 34,000 active tree sites maintained in the inventory database, the City of West Covina maintains approximately 24,000 trees located within public rights-of-way, parks, and City facilities. Routine tree trimming, maintenance, and emergency response services are necessary to ensure public safety, preserve the urban forest, and enhance the City's appearance.

Since 1997, West Coast Arborists, Inc. (WCA) has been providing tree maintenance services for the City of West Covina. The Maintenance Services Agreement had a term through June 30, 2025. Currently, the agreement with WCA is being extended on a month-to-month basis while the City conducted the formal Request for Proposals process.

This staff report was originally presented at the City Council meeting held on November 4, 2025, and was continued to the November 18, 2025, City Council meeting at the direction of the City Council.

DISCUSSION:

In compliance with the City's procurement requirements, staff issued the Request for Proposals (RFP No. 2026-01) on July 10, 2025, seeking qualified contractors to provide comprehensive tree trimming and maintenance services. The RFP included options for various service levels, including:

- Regular tree trimming and pruning - 3-, 5- (current) and 7-year cycles
- Grid LMD/Slope Tree Aesthetic Trimming (Aerial and Climbing) – 5- and 7-year cycles
- Grid Palm Tree Pruning – 2-year cycle (current)
- Tree removals and stump grinding
- Emergency and storm response
- Tree planting and establishment care
- Inventory management and data reporting
- Arborist services
- Tree Health Care Services

The RFP was advertised and sent out to subscribers through the City's third-party website, Planet Bids.

A mandatory pre-proposal meeting was held on July 24, 2025, and was attended by thirteen (13) tree maintenance contractors.

The City received seven (7) proposals by the submission deadline, August 14, 2025. A three (3) person review panel evaluated the proposals based on qualifications, experience, proposed work plan, understanding of the City's needs, and cost competitiveness using the following criteria:

Criteria	**Maximum Points**
Completeness of Proposal	20
Relevant Experience and Qualifications of Proposed Project Team	30
Capacity to Perform	30
Proposed Cost	20
Total	**100**

The seven (7) bidders ranked as follows:

Contractor Name:	**Ranking:**	**Average Score:**
Great Scott Tree Services, Inc.	1	82
Mariposa Tree Management Inc.	2	81
West Coast Arborists, Inc.	3	80
North Star Land Care	4	76
United Pacific Services, Inc.	5	71
Greenfield Landscaping and Maintenance Inc.	6	68
Golden West Arbor Services	7	65

Upon reviewing the scores, the top five (5) bidders were invited to interview and present their tree inventory / maintenance software applications and were provided with specific questions to be addressed during their presentation.

After thorough evaluation, West Coast Arborists, Inc. was determined to be the most qualified firm to provide the required services. The contractor demonstrated:

- Proven municipal experience with similar-sized tree inventories
- Certified arborists on staff
- Modern equipment and safety record compliance
- Pricing structure with scalable service options.

West Coast Arborists, Inc. has demonstrated the ability to adapt to the City's operational needs, including providing prompt emergency response during and after regular business hours, while maintaining flexibility to adjust trimming cycles in coordination with other service requests. The most recent example of their ability to respond was the windstorm in January 2025, where they responded with Public Works staff to clear large branches, downed trees and assist with clearing right of ways. WCA worked the night of the windstorm and days afterward to assist with removal of tree debris throughout the City, limiting the impact on residents and businesses.

Staff exercised the City's right to negotiate with WCA pursuant to Section 10.6 (DISCLAIMERS AND RESERVATION OF RIGHTS) of the RFP. Staff negotiated with WCA for an agreement term of five- and one-half (5.5) years that maintains current pricing for the first two and one-half (2.5) years with a maximum allowable CPI increase of 4% for years 3, 4 and 5. The agreement is structured such that there is no minimum guarantee of work for WCA. The agreement provides flexibility to the City to address the current fiscal budget and tree trimming and tree maintenance services can be scaled appropriately based on performance and available funding. Attachment No. 7 contains the current fee schedule with pricing good through 2028.

WCA is a 53-year-old firm that specializes in providing tree maintenance services for public agencies. Since beginning work in the community, WCA has routinely demonstrated the requisite job knowledge, experience, and qualifications to perform tree maintenance services. Their services include:

Geographic Information System (GIS) Mapping and Database System
This GIS system helps the City to actively track tree maintenance schedules, identify fiscal year tree species, and respond to inquiries from the community. The GIS system has also proved beneficial in documenting service request histories for claim-related issues.

Certified Arborist Services
The City regularly consults with WCA's designated arborist to evaluate tree species in the community. These services help staff to identify diseases and health issues and take appropriate action to improve tree health. When necessary, detailed "Arborist Reports" are prepared for an additional fee.

Proactive Customer Service Approach
WCA is quick to respond to emergency situations, tree maintenance requests, and assist with grant proposals for our community. The firm is also a dedicated partner, participating in community events such as Earth Day and Arbor Day.

Contract Term
Section 2-330(a) of the West Covina Municipal Code states: "Unless otherwise approved by the city council, the maximum duration for any agreement for goods and/or services shall not exceed five (5) years. Prior to approving any agreement with a duration that exceeds five (5) years, the city shall

document the rationale for entering into the agreement and why such agreement is in the best interest of the city."

As outlined above, pursuant to staff's negotiations with WCA, WCA has agreed to a 5.5-year term and to maintain their current pricing from January 1, 2026 through June 30, 2028. Starting July 1, 2028, WCA will increase their rates by the percent increase by the Consumer Price Index. The agreement allows a maximum annual increase of 4%. The pricing negotiated with WCA provides a significant savings to the City versus the proposed rates from the other bidders.

Therefore, based on the pricing offered by WCA as well as their demonstrated ability to perform tree maintenance services, staff believes it is in the best interest of the City to approve an agreement with a term of 5.5 years.

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

OPTIONS:
The City Council has the following options:

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

ENVIRONMENTAL REVIEW:
The proposed action is exempt from the California Environmental Quality Act (CEQA) under Section 15301 (Existing Facilities) of the CEQA Guidelines, as it involves routine maintenance of existing public infrastructure.

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:
The annual cost of services for Fiscal Year 2025-2026 is $504,400 not to exceed $630,500 based on the negotiated contract pricing with an additional 25% for selected service options and City priorities to be approved by the City Manager.

There is no fiscal impact as funding for services is available in the approved FY2025-2026 Public Works Maintenance Budget.

Fund	Account No.	Amount
General Fund	110.503.61.52.63.00.61.61300	$30,000
Gas Tax	124.503.61.52.65.00.61.61300	$30,000
Maintenance District No. 1	181.503.61.52.64.00.61.61300	$12,500
Maintenance District No. 2	182.503.61.52.64.00.61.61300	$16,000
Maintenance District No. 3	183.503.61.52.64.00.61.61300	$4,000
Maintenance District No. 4	184.503.61.52.64.00.61.61300	$51,600
Maintenance District No. 6	186.503.61.52.64.00.61.61300	$11,600

Maintenance District No. 7	187.503.61.52.64.00.61.61300	$11,600
Citywide Maintenance District	188.503.61.52.62.00.61.61300	$325,500
Sewer Tax	189.503.61.52.66.00.61.61200	$11,600
	Total	$504,400

Future years' costs will be budgeted accordingly, and will be contingent upon available funding and satisfactory performance. Based upon available funds, staff will provide City Council options for tree maintenance in future fiscal years.

Attachments

Attachment No. 1 - RFP 2026-01 Tree Trimming and Tree Maintenance Services
Attachment No. 2 - City of West Covina Grid Trim Map
Attachment No. 3 - City of West Covina LMD Map
Attachment No. 4 - RFP Addendum No. 1
Attachment No. 5 - RFP Addendum No 2
Attachment No. 6 - RFP Proposed Fee Schedule Comparison
Attachment No. 7 - WCA 2026 and Current Rate Schedules
Attachment No. 8 - West Coast Arborists, Inc. Proposal
Attachment No. 9 - Great Scott Tree Services, Inc. Proposal
Attachment No 10 United Pacific
Attachment No. 11 - West Covina MSA - West Coast Arborists - January 1 2026

CITY COUNCIL GOALS & OBJECTIVES:

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