CITY OF IRWINDALE

5050 N. IRWINDALE AVE., IRWINDALE CA 91706 • PHONE: (626) 430-2200 • FACSIMILE: 962-4209

H. MANUEL ORTIZ
MAYOR

LARRY G. BURROLA
MAYOR PRO TEM

ALBERT F. AMBRIZ
COUNCILMEMBER

MARK A. BRECEDA
COUNCILMEMBER

MANUEL R. GARCIA
COUNCILMEMBER

NOTICE AND AGENDA FOR THE SPECIAL AND REGULAR MEETING OF THE

CITY COUNCIL

SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY

HOUSING AUTHORITY

RECLAMATION AUTHORITY

JUNE 9, 2021

SPECIAL MEETING – 5:30 P.M. – CLOSED SESSION
REGULAR MEETING - 6:30 P.M. - OPEN SESSION

IRWINDALE CITY COUNCIL CHAMBER

CLOSED SESSION / OPEN SESSION – CITY COUNCIL CHAMBER
(Closed to the Public)
Pursuant to Executive Order N-29-20

The Governor has declared a State of Emergency to exist in California as a result of the threat of COVID-19 (aka the "Coronavirus"). The Governor also issued Executive Order N-25-20, which directs Californians to follow public health directives including canceling large gatherings. The Executive Order also allows local legislative bodies to hold meetings via conference calls while still meeting state transparency requirements.

The public's health and well-being are the top priority for the City, and you are urged to take all appropriate health safety precautions. To facilitate this process, the meeting and opportunities to participate will also be available through the following options:

https://us02web.zoom.us/j/87104592389



Spontaneous Communications: The public is encouraged to address the City Council on any matter listed on the agenda or on any other matter within its jurisdiction. The City Council will hear public comments on items listed on the agenda during discussion of the matter and prior to a vote. The City Council will hear public comments on matters not listed on the agenda during the Spontaneous Communications period.

Pursuant to provisions of the **Brown Act**, no action may be taken on a matter unless it is listed on the agenda, or unless certain emergency or special circumstances exist. The City Council may direct staff to investigate and/or schedule certain matters for consideration at a future City Council meeting.

Americans with Disabilities Act: In compliance with the ADA, if you need special assistance to participate in a City Council meeting or other services offered by this City, please contact City Hall at (626) 430-2200. Assisted listening devices are available at this meeting. Ask the Chief Deputy City Clerk if you desire to use this device. Upon request, the agenda and documents in the agenda packet can be made available in appropriate alternative formats to persons with disabilities. Notification of at least 48 hours prior to the meeting or time when services are needed will assist the City staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Note: Staff reports are available for inspection at the office of the Chief Deputy City Clerk, City Hall, 5050 N. Irwindale Avenue, during regular business hours (8:00 a.m. to 6:00 p.m., Monday through Thursday).

Code of Ethics

As City of Irwindale Council Members, our fundamental duty is to serve the public good. We are committed to the principle of an efficient and professional local government. We will be exemplary in obeying the letter and spirit of Local, State and Federal laws and City policies affecting the operation of the government and in our private life. We will be independent and impartial in our judgment and actions.

We will work for the common good of the City of Irwindale community and not for any private or personal interest. We will endeavor to treat all people with respect and civility. We will commit to observe the highest standards of morality and integrity, and to faithfully discharge the duties of our office regardless of personal consideration. We shall refrain from abusive conduct, personal charges or verbal attacks upon the character or motives of others.

We will inform ourselves on public issues, listen attentively to public discussions before the body, and focus on the business at hand. We will base our decisions on the merit and substance of that business. We will be fair and equitable in all actions, claims or transactions. We shall not use our official position to influence government decisions in which we have a financial interest or where we have a personal relationship that could present a conflict of interest, or create a perception of a conflict of interest.

We shall not take advantage of services or opportunities for personal gain by virtue of our public office that are not available to the public in general. We shall refrain from accepting gifts, favors or promises of future benefit that might compromise our independence of judgment or action or give the appearance of being compromised.

We will behave in a manner that does not bring discredit or embarrassment to the City of Irwindale. We will be honest in thought and deed in both our personal and official lives.

Ultimate responsibility for complying with this Code of Ethics rests with the individual elected official. In addition to any other penalty as provided by law, violation of this Code of Ethics may be used as a basis for disciplinary action or censure of a Council Member.

These things we hereby pledge to do in the interest and purposes for which our government has been established.

IRWINDALE CITY COUNCIL

SPECIAL MEETING - CLOSED SESSION – 5:30 P.M.

A. CALL TO ORDER

B. ROLL CALL: Councilmembers: Albert F. Ambriz, Mark A. Breceda, Manuel R. Garcia; Mayor Pro Tem Larry G. Burrola; Mayor H. Manuel Ortiz

SPONTANEOUS COMMUNICATIONS

Spontaneous communications are limited to the special meeting agenda items only.

C. RECESS TO CLOSED SESSION

1. Public Employee Performance Evaluation
   Pursuant to California Government Code Section 54957

   Title: City Manager

D. RECONVENE IN OPEN SESSION

E. REPORT FROM CLOSED SESSION

F. ADJOURNMENT

OPEN SESSION – 6:30 P.M.

A. CALL TO ORDER

B. PLEDGE OF ALLEGIANCE

C. INVOCATION

D. ROLL CALL: Councilmembers: Albert F. Ambriz, Mark A. Breceda, Manuel R. Garcia; Mayor Pro Tem Larry G. Burrola; Mayor H. Manuel Ortiz

E. CHANGES TO THE AGENDA

F. COUNCIL MEMBER TRAVEL REPORTS

G. COUNCILMEMBER COMMENTS

H. INTRODUCTION OF NEW EMPLOYEES/PROMOTIONS

1. Introduction of Irwindale Police Department Dispatcher Armineh Burton

I. PROCLAMATIONS / PRESENTATIONS / COMMENDATIONS

1. Presentation to outgoing Planning Commission Loretta Corpis

SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on items not on this agenda. State law prohibits any Council discussion or action on such communications unless 1) the Council by majority vote finds that a catastrophe or emergency exists; or 2) the Council by at least four votes finds that the matter (and need for action thereon) arose within the last five days. Since the Council cannot (except as stated) participate it is requested that all such communications be made in writing so as to be included on the next agenda for full discussion and action. If a member of the audience feels he or she must proceed tonight, then each speaker will be limited to 3 minutes unless such time limits are extended.

1. CONSENT CALENDAR

The Consent Calendar contains matters of routine business and is to be approved with one motion unless a member of the City Council requests separate action on a specific item. At this time, members of the audience may ask to be heard regarding an item on the Consent Calendar.

A. Minutes

Recommendation: Approve the following minutes:

1. Regular meeting held May 12, 2021

Department: Administration / City Clerk

B. Warrants/Demands/Payroll

Recommendation: Approve

Department: Finance

C. Investment Policy Review and Delegation of Investment Authority (Joint Item on City Council, Successor Agency, Housing Authority and Reclamation Authority agendas)

Recommendation: City Council/Successor Agency/Housing Authority/Reclamation Authority adopt Joint Resolution No. 2021-49-3261, SA 2021-50-3262, HA 2021-04-103, and RA 2021-02-028 entitled, **"A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY**

OF IRWINDALE, SUCCESSOR AGENCY BOARD, HOUSING AUTHORITY BOARD, AND RECLAMATION AUTHORITY BOARD RATIFYING THE CITY OF IRWINDALE INVESTMENT POLICY, AND DELEGATING AUTHORITY TO THE CITY TREASURER TO INVEST THE SURPLUS FUNDS OF THE CITY OF IRWINDALE, IRWINDALE SUCCESSOR AGENCY, IRWINDALE HOUSING AUTHORITY, AND IRWINDALE RECLAMATION AUTHORITY".

Department: Finance

D. Approval of SB1 Road Maintenance and Rehabilitation Account Local Streets and Roads Funding Allocation for Fiscal Year 2021/2022

Recommendation: (1) Approve the SB1 Local Streets and Roads Program proposed project list for Fiscal Year 2021/2022 and authorize staff to submit said list to the California Transportation Commission; and (2) adopt Resolution No. 2021-48-3260 entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE AUTHORIZING THE SUBMISSION OF SB1 ROAD MAINTENANCE AND REHABILITATION ACCOUNT LOCAL STREETS AND ROADS PROJECT LIST TO THE CALIFORNIA TRANSPORTATION COMMISSION AND ALLOCATION OF FUNDS TO THE 2021-2022 RESURFACING PROGRAM".

Department: Public Works Engineering

E. San Gabriel Valley Council of Governments' Whitepaper on the Los Angeles Homeless Services Authority Reform

Recommendation: Adopt a Resolution supporting the San Gabriel Valley Council of Governments' Whitepaper on the Los Angeles Homeless Services Authority Reform.

Department: Administration

F. Award of Contract for Construction Management and Inspection for Traffic Signal Installation at Irwindale Avenue and Camino de la Cantera Project; P-981

Recommendation: (1) Authorize the City Manager to enter into an agreement with Transportation and Energy Solutions, Inc. in the amount of $79,100 for construction management and inspection for Traffic Signal Installation at Irwindale Avenue and Camino de la Cantera Project and , (2) approve a 20% project contingency for construction management in the amount of $15,820 to cover any unforeseeable conditions that may arise during construction.

Department: Public Works Engineering

G. Request to Conduct Fireworks Sales – Irwindale Sister City Association and Knights of Columbus

Recommendation: Approve the requests of the following non-profit organizations / corporations / associations that met the criteria established by the Irwindale Municipal Code to conduct fireworks sales, subject to compliance with all City, County and State regulations: Columbus Club – Knights of Columbus #5650 and the Irwindale Sister City Association.

Department: Administration / City Clerk

2. NEW BUSINESS

At this time, members of the audience may ask to be heard regarding an item on New Business.

A. Update on City of Irwindale Centralized Video Surveillance System

Recommendation: (1) Receive the report on the number of video surveillance cameras recommended for installation throughout City facilities, parks, and playgrounds; (2) Authorize staff to proceed with the preparation of a Request for Proposal (RFP) for the City of Irwindale Centralized Video Surveillance System; and (3) **Adopt Resolution No. 2021-52-3264** entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROPRIATING $400,000 FROM THE CITY'S GENERAL FUND RESERVE BALANCE FOR THE CITYWIDE VIDEO SURVEILLANCE SYSTEM".

Department: Administration / IT

3. PUBLIC HEARINGS

At this time, members of the audience may ask to be heard regarding an item on Public Hearings.

A. Adoption of Fiscal Year 2021-2022 Budgets and Establishing the Appropriations Limit for Fiscal Year 2021-2022 (Joint Item on City Council, Housing Authority, and Reclamation Authority)

Recommendation: that the City Council, Housing Authority Board and Reclamation Authority Board convene concurrently to conduct the duly noticed public hearing on the proposed budgets.

Following conclusion of the public hearing, the City Council should introduce Ordinance No. 757, and all governing boards should adopt their respective resolutions pertaining to the proposed FY 2021-22 Budget, as listed below:

That the City Council introduce City Ordinance No. 757 entitled: "**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ADOPTING THE BUDGET FOR FISCAL YEAR 2021-2022,"** reading by title only and waiving further reading thereof

That the City Council adopt Resolution No. 2021-47-3259 entitled: "**A RESOLUTION OF CITY COUNCIL OF THE CITY OF IRWINDALE ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021-2022"**

That the Irwindale Housing Authority adopt Resolution No. HA 2021-03-102 entitled: "**A RESOLUTION OF THE IRWINDALE HOUSING AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR 2021-2022"**

That the Irwindale Reclamation Authority adopt Resolution No. RA 2021-02-027 entitled: "**A RESOLUTION OF THE IRWINDALE RECLAMATION AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR 2021-2022"**

Department: Finance

B. Site Plan and Design Review (DA) No. 01-2021 for the Development of an Approximate 12,016 square-foot, two-story office and warehouse industrial building for property located at 2511 Buena Vista Street

Recommendation: **Adopt Resolution No. 2021-44-3256** approving Site Plan and Design Review (DA) No. 01-2021.

Department: Community Development / Planning

4. LEGISLATIVE UPDATE

5. CITY MANAGER'S REPORT

6. FUTURE AGENDA ITEMS REQUESTED BY COUNCIL MEMBERS

7. ADJOURN

SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY

SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on items not on this agenda. Spontaneous Communications for the Successor Agency are subject to the same State prohibitions and City guidelines as cited on the City Council agenda.

1. CONSENT CALENDAR

A. Minutes

Recommendation: Approve the following minutes:

1. Regular meeting held May 12, 2021

Department: Administration / City Clerk

B. Warrants

Recommendation: Approve

Department: Finance

C. Investment Policy Review and Delegation of Investment Authority (Joint Item on City Council, Successor Agency, Housing Authority and Reclamation Authority agendas)

Recommendation: City Council/Successor Agency/Housing Authority/Reclamation Authority adopt Joint Resolution No. 2021-49-3261, SA 2021-50-3262, HA 2021-04-103, and RA 2021-02-028 entitled, **"A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, SUCCESSOR AGENCY BOARD, HOUSING AUTHORITY BOARD, AND RECLAMATION AUTHORITY BOARD RATIFYING THE CITY OF IRWINDALE INVESTMENT POLICY, AND DELEGATING AUTHORITY TO THE CITY TREASURER TO INVEST THE SURPLUS FUNDS OF THE CITY OF IRWINDALE, IRWINDALE SUCCESSOR AGENCY, IRWINDALE HOUSING AUTHORITY, AND IRWINDALE RECLAMATION AUTHORITY".**

Department: Finance

2. NEW BUSINESS
At this time, members of the audience may ask to be heard regarding an item on New Business.

3. PUBLIC HEARINGS
At this time, members of the audience may ask to be heard regarding an item on Public Hearings.

4. FUTURE AGENDA ITEMS REQUESTED BY COUNCIL MEMBERS

5. ADJOURN

HOUSING AUTHORITY

SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on items not on this agenda. Spontaneous Communications for the Housing Authority are subject to the same State prohibitions and City guidelines as cited on the City Council agenda.

1. CONSENT CALENDAR

A. Minutes

Recommendation: Approve the following minutes:

1. Regular meeting held May 12, 2021

Department: Administration / City Clerk

B. Investment Policy Review and Delegation of Investment Authority (Joint Item on City Council, Successor Agency, Housing Authority and Reclamation Authority agendas)

Recommendation: City Council/Successor Agency/Housing Authority/Reclamation Authority adopt Joint Resolution No. 2021-49-3261, SA 2021-50-3262, HA 2021-04-103, and RA 2021-02-028 entitled, **"A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, SUCCESSOR AGENCY BOARD, HOUSING AUTHORITY BOARD, AND RECLAMATION AUTHORITY BOARD RATIFYING THE CITY OF IRWINDALE INVESTMENT POLICY, AND DELEGATING AUTHORITY TO THE CITY TREASURER TO INVEST THE SURPLUS FUNDS OF THE CITY OF IRWINDALE, IRWINDALE SUCCESSOR AGENCY, IRWINDALE HOUSING AUTHORITY, AND IRWINDALE RECLAMATION AUTHORITY".**

Department: Finance

2. NEW BUSINESS

At this time, members of the audience may ask to be heard regarding an item on New Business.

3. PUBLIC HEARINGS

At this time, members of the audience may ask to be heard regarding an item on Public Hearings.

A. Adoption of Fiscal Year 2021-2022 Budgets and Establishing the Appropriations Limit for Fiscal Year 2021-2022 (Joint Item on City Council, Housing Authority, and Reclamation Authority)

Recommendation: that the City Council, Housing Authority Board and Reclamation Authority Board convene concurrently to conduct the duly noticed public hearing on the proposed budgets.

Following conclusion of the public hearing, the City Council should introduce Ordinance No. 757, and all governing boards should adopt their respective resolutions pertaining to the proposed FY 2021-22 Budget, as listed below:

That the City Council introduce City Ordinance No. 757 entitled: "**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ADOPTING THE BUDGET FOR FISCAL YEAR 2021-2022,"** reading by title only and waiving further reading thereof

That the City Council adopt Resolution No. 2021-47-3259 entitled: "**A RESOLUTION OF CITY COUNCIL OF THE CITY OF IRWINDALE ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021-2022"**

That the Irwindale Housing Authority adopt Resolution No. HA 2021-03-102 entitled: "**A RESOLUTION OF THE IRWINDALE HOUSING AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR 2021-2022"**

That the Irwindale Reclamation Authority adopt Resolution No. RA 2021-02-027 entitled: "**A RESOLUTION OF THE IRWINDALE RECLAMATION AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR 2021-2022"**

Department: Finance

4. FUTURE AGENDA ITEMS REQUESTED BY BOARD MEMBERS

5. ADJOURN

RECLAMATION AUTHORITY

As required by Government Code section 54954.3, members of the City Council are also members of the Reclamation Authority, which is concurrently convening with the City Council this evening and each Council Member is paid an additional stipend of $300 for attending the Reclamation Authority meeting

SPONTANEOUS COMMUNICATIONS

This is the time set aside for members of the audience to speak on items not on this agenda. Spontaneous Communications for the Reclamation Authority are subject to the same State prohibitions and City guidelines as cited on the City Council agenda.

1. CONSENT CALENDAR

A. Minutes

Recommendation: Approve the following minutes:

1. Regular meeting held March 10, 2021

Department: Administration / City Clerk

B. 2021 2nd Quarter Mining Report of Nine SMARA Pits

Recommendation: Receive and file the report.

Department: Public Works Engineering

C. Investment Policy Review and Delegation of Investment Authority (Joint Item on City Council, Successor Agency, Housing Authority and Reclamation Authority agendas)

Recommendation: City Council/Successor Agency/Housing Authority/Reclamation Authority adopt Joint Resolution No. 2021-49-3261, SA 2021-50-3262, HA 2021-04-103, and RA 2021-02-028 entitled, **"A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, SUCCESSOR AGENCY BOARD, HOUSING AUTHORITY BOARD, AND RECLAMATION AUTHORITY BOARD RATIFYING THE CITY OF IRWINDALE INVESTMENT POLICY, AND DELEGATING AUTHORITY TO THE CITY TREASURER TO INVEST THE SURPLUS FUNDS OF THE CITY OF IRWINDALE, IRWINDALE SUCCESSOR AGENCY, IRWINDALE HOUSING AUTHORITY, AND IRWINDALE RECLAMATION AUTHORITY".**

Department: Finance

D. Investment Quarterly Report for March 31, 2021

Recommendation: Receive and file the Investment Quarterly Report for March 31, 2021.

Department: Finance

2. NEW BUSINESS

At this time, members of the audience may ask to be heard regarding an item on New Business.

3. **PUBLIC HEARING**

At this time, members of the audience may ask to be heard regarding an item on Public Hearings.

C. Adoption of Fiscal Year 2021-2022 Budgets and Establishing the Appropriations Limit for Fiscal Year 2021-2022 (Joint Item on City Council, Housing Authority, and Reclamation Authority)

Recommendation: that the City Council, Housing Authority Board and Reclamation Authority Board convene concurrently to conduct the duly noticed public hearing on the proposed budgets.

Following conclusion of the public hearing, the City Council should introduce Ordinance No. 757, and all governing boards should adopt their respective resolutions pertaining to the proposed FY 2021-22 Budget, as listed below:

That the City Council introduce City Ordinance No. 757 entitled: "**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ADOPTING THE BUDGET FOR FISCAL YEAR 2021-2022,"** reading by title only and waiving further reading thereof

That the City Council adopt Resolution No. 2021-47-3259 entitled: "**A RESOLUTION OF CITY COUNCIL OF THE CITY OF IRWINDALE ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021-2022"**

That the Irwindale Housing Authority adopt Resolution No. HA 2021-03-102 entitled: "**A RESOLUTION OF THE IRWINDALE HOUSING AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR 2021-2022"**

That the Irwindale Reclamation Authority adopt Resolution No. RA 2021-02-027 entitled: "**A RESOLUTION OF THE IRWINDALE RECLAMATION AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR 2021-2022"**

Department: Finance

4. FUTURE AGENDA ITEMS REQUESTED BY BOARD MEMBERS

5. ADJOURNMENT

AFFIDAVIT OF POSTING

I, Laura M. Nieto, Chief Deputy City Clerk, certify that I caused the agenda for the regular meeting of the City Council, Irwindale Successor Agency to the Irwindale Community Redevelopment Agency, and Housing Authority, to be held on June 9, 2021, be posted at the City Hall, Library, and Post Office on June 3, 2021.

Laura M. Nieto, MMC

Laura M. Nieto, MMC
Chief Deputy City Clerk

CC Item 1A1

IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706

MAY 12, 2021
WEDNESDAY
6:37 P.M.

The Irwindale **CITY COUNCIL** met in regular session, beginning at the above time and place.

ROLL CALL:

Present: Councilmembers Albert F. Ambriz, Mark A. Breceda, Manuel R. Garcia; Mayor Pro Tem Larry G. Burrola; Mayor H. Manuel Ortiz

Present: William Tam, City Manager; Theresa Olivares, Assistant City Manager; Adrian Guerra, City Attorney; Ty Henshaw, Police Chief; Arsanious Hanna, City Engineer; Eva Carreon, Director of Finance; Marilyn Simpson, Community Development Director; Mary Hull, Human Resources Manager, Elizabeth Rodriguez, Public Services Director; Brandi Jones, Senior Planner; Jeff Wagner, Information Technology Manager; Iris Espino, Economic Development Coordinator; and Laura Nieto, Chief Deputy City Clerk

CHANGES TO THE AGENDA

None.

COUNCILMEMBER TRAVEL REPORTS

None.

COUNCILMEMBER COMMENTS

MAYOR ORTIZ

Mayor Ortiz requested to adjourn tonight's meeting in memory of Margaret Diaz.

INTRODUCTION OF NEW EMPLOYEES / PROMOTIONS

None.

PROCLAMATIONS / PRESENTATIONS / COMMENDATIONS

PRESENTATION BY VALLEY COUNTY WATER DISTRICT GENERAL MANAGER JOSE MARTINEZ ON DISTRICT'S 95TH ANNIVERSARY EVENT

PRESENTATION BY VALLEY COUNTY WATER DISTRICT GENERAL MANAGER JOSE MARTINEZ ON DISTRICT'S 95TH ANNIVERSARY EVENT

The presentation was made.

MAYOR ORTIZ

Responding to a question by Mayor Ortiz, Mr. Martinez indicated that his agency's northern service boundary lies around Arrow Highway, and that any infrastructure in the canyons belongs to either Azusa or the County.

SPONTANEOUS COMMUNICATIONS

ROBERT DIAZ

Robert Diaz submitted a letter wherein he requested that the city engage in a competitive bidding process for the award of a contract for tree trimming, maintenance, and arborist inspection services. He also spoke out against what he perceived to be construction work being conducted without city approval.

CONSENT CALENDAR

MOTION

A motion was made by Councilmember Breceda, seconded by Councilmember Ambriz, to approve the Consent Calendar, with the exception of Item No. 1E, which was removed for separate consideration. The motion was unanimously approved.

ITEM NO. 1A
MINUTES

MINUTES

None for approval.

ITEM NO. 1B
WARRANTS / DEMANDS / PAYROLL

WARRANTS / DEMANDS / PAYROLL

The warrants / demands / payroll were approved.

ITEM NO. 1C
AWARD OF CONTRACT AND APPROPRIATION FOR RECORDS RETENTION CONSULTING SERVICES

AWARD OF CONTRACT AND APPROPRIATION FOR RECORDS RETENTION CONSULTING SERVICES

1) An agreement with Records Control Services, Inc., for records retention consulting services (Inventory Assessment, Updated Records Retention / Destruction Policy and Strategic Roadmap) was approved in the amount of $47,120, and the City Manager was authorized to execute the necessary documents in a form approved by the City Attorney, and 2)

RESOLUTION NO. 2020-39-3251 ADOPTED

Resolution No. 2020-39-3251, entitled:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE AWARDING A RECORDS RETENTION CONSULTING CONTRACT TO RECORDS CONTROL SERVICES, INC., AND APPROVING AN APPROPRIATION OF FUNDS NECESSARY FOR THE COMPLETION OF THE RECORDS RETENTION CONSULTING PROJECT," was adopted.

ITEM NO. 1D
APPROVAL OF ADMINISTRATIVE POLICY CONCERNING COVID-19 SUPPLEMENTAL PAID

APPROVAL OF ADMINISTRATIVE POLICY CONCERNING COVID-19 SUPPLEMENTAL PAID SICK LEAVE ("SPSL")

The proposed Administrative Policy concerning COVID-19 Supplemental Paid Sick Leave ("SPSL") was approved and the City Manager was authorized to make any necessary changes to the

SICK LEAVE ("SPSL") policy in order to comply with State and Federal Law.

END OF CONSENT CALENDAR

ITEM NO. 1E
AWARD OF CONTRACT FOR TREE TRIMMING, MAINTENANCE, AND ARBORIST INSPECTION SERVICES

AWARD OF CONTRACT FOR TREE TRIMMING, MAINTENANCE AND ARBORIST INSPECTION SERVICES

PUBLIC SERVICES DIRECTOR RODRIGUEZ

Public Services Director Rodriguez presented the staff report.

MAYOR PRO TEM BURROLA

Responding to several questions by Mayor Pro Tem Burrola, Director Rodriguez spoke the number of palm trees that are trimmed per year, the cost to trim each palm tree, and the savings that the proposed contract would realize.

Mayor Pro Tem Burrola stated that small companies would not be able to compete for this contract since large companies will undercut their prices. He then suggested that this project be sent out for bids.

COUNCILMEMBER BRECEDA

Councilmember Breceda stated that, although West Coast Arborists is a large company, he is satisfied with their work. He then asked whether they would replace dead or damaged trees at their cost, to which Director Rodriguez advised that they would not. They would inform the city of the dead or damaged tree and ask how the city would like to proceed. The costs for replacing said trees would be borne by the City.

RESOLUTION NO. 2021-38-3250

A motion was made by Councilmember Breceda to adopt **Resolution No. 2021-38-3250**, entitled:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE WAIVING THE FORMAL BIDDING PROCEDURE FOR TREE TRIMMING, MAINTENANCE, AND ARBORIST INSPECTION SERVICES PURSUANT TO IRWINDALE MUNICIPAL CODE SECTION 3.44.080(H) AND APPROVE THE EXECUTION OF THE CONTRACT AGREEMENT WITH WEST COAST ARBORIST," and authorize the City Manager to enter into a three-year contract agreement with West Coast Arborist for City-Wide Tree Trimming, Maintenance, and Arborist Inspection Services with an option for three (3) one-year renewals.

MAYOR PRO TEM BURROLA

Mayor Pro Tem Burrola asked clarifying questions regarding the costs of certain services that the contractor would perform. He also asked

whether the contractor would water the trees, to which Director Rodriguez indicated that the contractor would water the trees for 90 days, after which city staff would perform the task.

COUNCILMEMBER AMBRIZ — Councilmember Ambriz stated his preference in improving government transparency by sending this project out to bid.

COUNCILMEMBER GARCIA — Responding to a question by Councilmember Garcia, City Attorney Guerra indicated that the City should always act with transparency. He further noted that the Irwindale Municipal Code allows for waivers of the bidding process if the Council finds that doing so would be in its best interest. He noted, however, that staff's focus is on minimizing costs, and that staff feels the proposal presented tonight is the best deal available.

COUNCILMEMBER BRECEDA — Councilmember Breceda acknowledged the work that staff has already put into this matter and spoke against holding a bidding process since it likely would not create a benefit.

DIRECTOR RODRIGUEZ — Director Rodriguez cautioned that, should the project be sent out to bid, the costs of the project would likely increase, as would insurance costs.

MAYOR ORTIZ — Mayor Ortiz thanked Director Rodriguez for the report. He stated that this matter is not urgent, and that sending the project out to bid is the right thing to do, even if it may cost more in the end.

COUNCILMEMBER BRECEDA — Councilmember Breceda retracted his motion.

COUNCILMEMBER AMBRIZ — A motion was made by Councilmember Ambriz, seconded by Mayor Pro Tem Burrola to direct staff to solicit bids for the award of contract for tree trimming, maintenance, and arborist inspection services. The motion was approved with Councilmember Ambriz, Mayor Pro Tem Burrola, and Mayor Ortiz in favor; Councilmembers Breceda and Garcia opposed.

NEW BUSINESS

ITEM NO. 2A
CITY OF IRWINDALE VIDEO SURVEILLANCE SYSTEM

CITY OF IRWINDALE VIDEO SURVEILLANCE SYSTEM

IT MANAGER WAGNER — IT Manager Wagner presented the staff report.

COUNCILMEMBER AMBRIZ — Councilmember Ambriz spoke on the outdated cameras currently in use at city facilities, to which Manager Wagner stated that he had procured a quote about a year and a half ago and that the vendor had

worked on identifying the best locations for surveillance cameras. He said that, although a new vendor may recommend different cameras for placement at different locations, staff ultimately wishes to reduce the number of cameras in use, since the current setup does contain redundancies.

COUNCILMEMBER AMBRIZ — Councilmember Ambriz thanked Manager Wagner for his input.

MAYOR PRO TEM BURROLA — Mayor Pro Tem Burrola asked whether the video feeds from the surveillance cameras required monitoring, to which Manager Wagner advised that the captured video needed to be retained for one year. Mayor Pro Tem Burrola also asked about access to the video system by employees, to which Manager Wagner indicated that access can be granted to designated personnel.

MANAGER WAGNER — Manager Wagner added that the quote he had previously received cost $300,000 for the installation of cameras at all city facilities.

COUNCILMEMBER GARCIA — Councilmember Garcia asked whether members of the public had the right to access recorded video, to which City Attorney Guerra advised that, if the videos covered public areas, those videos would be subject to disclosure under the Public Records Act, though they would also need to be reviewed on a case-by-case basis to determine if there are any privacy concerns.

COUNCILMEMBER BRECEDA — Responding to a question by Councilmember Breceda, Manager Wagner indicated that a camera is currently picking up the new bus shelter and a portion of the new Memorial Garden.

MOTION — A motion was made by Councilmember Ambriz, seconded by Mayor Pro Tem Burrola, to direct staff to prepare an updated staff report, to include cost estimates, and return to the Council at a future meeting for consideration. The motion was unanimously approved.

ITEM NO. 2B
PARK BENCH PLAQUE DEDICATION POLICY

PARK BENCH PLAQUE DEDICATION POLICY

ASSISTANT CITY MANAGER OLIVARES — Assistant City Manager Olivares presented the staff report.

COUNCILMEMBER AMBRIZ — Councilmember Ambriz thanked Assistant City Manager Olivares for the report and made a motion to approve the draft Park Bench Plaque Dedication Policy, as recommended by the Irwindale Parks and Recreation Commission.

ROLL CALL — Mayor Pro Tem Burrola seconded the motion. The motion was unanimously approved.

ITEM NO. 2C RESIDENT IDENTIFICATION CARD POLICY	RESIDENT IDENTIFICATION CARD POLICY
CITY MANAGER TAM	City Manager Tam presented the staff report, and advised that staff would present a final draft of the policy to the Council for final consideration and approval.
COUNCILMEMBER AMBRIZ	Responding to a question by Councilmember Ambriz as to whether two affidavits can be used, City Manager Tam advised that if that was the intent of the Council, that could be implemented.
MAYOR ORTIZ	Mayor Ortiz asked whether any applications had been denied due to fraud, to which City Manager Tam confirmed that there have been none. He further stated his understanding that two affidavits could be used in lieu of secondary documents.
MOTION	A motion was made by Councilmember Ambriz seconded by Councilmember Breceda, to approve the policy with the proposed revisions, to include the use of two affidavits in lieu of secondary documents. The motion was unanimously approved.
ITEM NO. 2D ACCEPTANCE OF A GIFT FROM VULCAN LANDS, INC., OF A CLEAR CHANNEL OUTDOOR LEASE AGREEMENT	ACCEPTANCE OF A GIFT FROM VULCAN LANDS, INC., OF A CLEAR CHANNEL OUTDOOR LEASE AGREEMENT, INCLUDING THE RIGHTS AND OBLIGATIONS THERETO, RELATING TO FIVE OUTDOOR BILLBOARDS LOCATED ALONG THE VULCAN RELIANCE II PIT AT 15990 FOOTHILL BOULEVARD
FINANCE DIRECTOR CARREON	Finance Director Carreon presented the staff report.
MAYOR PRO TEM BURROLA	Responding to a question by Mayor Pro Tem Burrola, Director Carreon clarified that the rent for the digitally-converted billboards has an annual increase of 2.5% for the next 30 years. Mayor Pro Tem Burrola suggested revisiting this amount in ten years to see if the percentage could be increased.
MAYOR ORTIZ	Mayor Ortiz concurred with Mayor Pro Tem Burrola and asked whether the percentage rate is a standard rate, to which Director Carreon advised that she would have to look into the question.

RESOLUTION NO. 2021-40-3252 ADOPTED

Resolution No. 2021-40-3252, entitled:

"A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ACCEPTING A GIFT FROM VULCAN LANDS, INC. OF A CLEAR CHANNEL OUTDOOR LEASE AGREEMENT, INCLUDING THE RIGHTS AND OBLIGATIONS THERETO, RELATING TO FIVE OUTDOOR BILLBOARDS LOCATED ALONG THE VULCAN RELIANCE II PIT AT 15990 FOOTHILL BOULEVARD AND AUTHORIZING THE CITY MANAGER TO EXECUTE ALL DOCUMENTS TO EFFECTUATE THE TRANSFER," was passed, approved, and adopted, on the motion of Mayor Pro Tem Burrola seconded by Mayor Ortiz, and unanimously approved.

CITY MANAGER TAM

City Manager Tam expressed his sincere appreciation for Vulcan's gift to the City, and noted that the agreement includes a 30-year term for the financial benefit of the City.

PUBLIC HEARINGS

ITEM NO. 3A
ZONE ORDINANCE AMENDMENT FOR A CITY-INITIATED CODE AMENDMENT, ADDING CHAPTER 17.130 (RECLAMATION OF MINES EXEMPT FROM THE SURFACE MINING AND RECLAMATION ACT ("SMARA))

ZONE ORDINANCE AMENDMENT NO. 01-2021 FOR A CITY-INITIATED CODE AMENDMENT, ADDING CHAPTER 17.130 (RECLAMATION OF MINES EXEMPT FROM THE SURFACE MINING AND RECLAMATION ACT ("SMARA)) TO ESTABLISH REGULATIONS AND STANDARDS FOR NON-SMARA PITS TO TITLE 17 (ZONING) OF THE IRWINDALE MUNICIPAL CODE (IMC)

COMMUNITY DEVELOPMENT DIRECTOR SIMPSON

Community Development Director Simpson presented the staff report.

COUNCILMEMBER GARCIA

As requested by Councilmember Garcia, Director Simpson pointed out Irwindale's non-SMARA pits.

COUNCILMEMBER AMBRIZ

Councilmember Ambriz expressed concern over the stability and safety of non-SMARA pits, to which Director Simpson advised that said pits would be subject to the permitting process if they are to be reclaimed. However, this ordinance proposes a development agreement, where developers would need to present a filling operation plan, which would be monitored as the pit is filled. She added that having an ordinance in place with a development agreement would cover any environmental issues and impacts.

OPEN PUBLIC HEARING

At 8:11 p.m. Mayor Ortiz opened the public hearing.

CLOSE PUBLIC HEARING

There being no speakers, Mayor Ortiz closed the public hearing at 8:11 p.m.

ORDINANCE NO. 756 INTRODUCED FOR FIRST READING

Ordinance No. 756, entitled:

"AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ADDING CHAPTER 17.130 (RECLAMATION OF MINES EXEMPT FROM THE SURFACE MINING AND RECLAMATION ACT) TO TITLE 17 (ZONING) TO ESTABLISH REGULATIONS AND STANDARDS FOR NON-SMARA PITS, AND FINDING AN EXEMPTION FROM CEQA," was introduced for first reading, reading by title only and waiving further reading thereof, on the motion of Councilmember Breceda, seconded by Councilmember Garcia, and unanimously approved.

CITY MANAGER'S REPORT

DIRECTOR RODRIGUEZ

Director Rodriguez provided an update regarding the programs and activities available at the Recreation and Senior Center Departments.

PUBLIC INFORMATION OFFICER ESPINO

Public Information Officer Espino provided a COVID-19 update.

MAYOR PRO TEM BURROLA

Mayor Pro Tem Burrola asked about restrictions under the yellow tier, to which PIO Espino indicated that restaurants can allow a maximum of 50% occupancy indoors. He also asked about the number of vaccines that will be made available at an upcoming event, to which PIO Espino indicated that there would be 50 vaccines available, though more could be made available if necessary.

CITY MANAGER TAM

City Manager Tam reminded everyone about the upcoming city budget workshop to be held next week.

FUTURE AGENDA ITEMS REQUESTED BY COUNCILMEMBERS

MAYOR ORTIZ

Mayor Ortiz requested that a banner be placed on Arrow Highway advertising that illegal fireworks are not permitted in the city.

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 8:24 p.m., in memory of Margaret Diaz.

_____

Laura M. Nieto, MMC
Chief Deputy City Clerk

CC Item 1B

CITY OF IRWINDALE
PAYROLL WARRANT REGISTER
May 2021

Payroll Batch	401-05-21, 402-05-21		
DATE OF ISSUE	DEPARTMENT		AMOUNT
5/6/21			
	11 City Council		1,731.15
	13 City Administrative Office		46,267.53
	14 Finance Department		20,784.78
	35 Police Department		178,627.66
	40 Recreation Department		17,419.24
	42 Senior Citizens' Center		12,228.84
	44 Library		9,536.00
	51 Planning & Community Development		19,622.57
	52 Public Works - Engineering		22,273.30
	57 Public Works - Services		48,874.22
		Gross Payroll	377,365.29
		Required Deductions	(105,265.34)
		Voluntary Deductions	(15,124.28)
		Net Payroll	256,975.67

Payroll Batch	415-05-21		
DATE OF ISSUE	DEPARTMENT		AMOUNT
5/20/21			
	11 City Council		7,099.99
	13 City Administrative Office		43,205.44
	14 Finance Department		20,367.86
	35 Police Department		173,132.65
	40 Recreation Department		23,223.89
	42 Senior Citizens' Center		12,342.29
	44 Library		9,712.26
	51 Planning & Community Development		19,602.96
	52 Public Works - Engineering		22,321.47
	57 Public Works - Services		48,828.71
		Gross Payroll	379,837.52
		Required Deductions	(101,334.86)
		Voluntary Deductions	(15,987.78)
		Net Payroll	262,514.88

Payroll Batch	421-05-21		
DATE OF ISSUE	DEPARTMENT		AMOUNT
5/21/21			
	35 Police Department		10,764.86
		Gross Payroll	10,764.86
		Required Deductions	(4,527.39)
		Voluntary Deductions	-
		Net Payroll	6,237.47

Payroll Batch	426-05-21		
DATE OF ISSUE	DEPARTMENT		AMOUNT
5/26/21			
	57 Public Works - Services		13,242.21
		Gross Payroll	13,242.21
		Required Deductions	(5,206.22)
		Voluntary Deductions	-
		Net Payroll	8,035.99

Electronic Payments

May 2021

May 16 - 31, 2021

Number	Vendor Name	Date	Amount
ACH	CalPERS	5/26/2021	72,004.32
ACH	EDD	5/26/2021	1,069.83
ACH	EDD	5/26/2021	19,025.03
ACH	EDD	5/27/2021	1,368.34
ACH	Federal Tax	5/26/2021	52,737.29
ACH	Federal Tax	5/27/2021	3,874.86
ACH	Nationwide-457 Plan & Trust	5/20/2021	13,434.89
ACH	Nationwide-Roth Cotribution-457 Plan & Trust	5/20/2021	2,502.00
ACH	ICMA	5/20/2021	23.89
ACH	PARS-FT	5/20/2021	22,396.23
ACH	PARS-PT	5/20/2021	1,375.45
579	CJPIA Excess Pool	5/25/2021	3,858.97
		Report Total:	193,671.10

Accounts Payable

Checks by Date - Summary by Check Number

User: nwoodard
Printed: 6/2/2021 3:23 PM

Check No	Vendor No	Vendor Name	Check Date	Check Amount
74037	AMERIC34	American Fidelity Assurance Co	05/20/2021	2,498.67
74038	CINGULAR	AT & T Mobility	05/20/2021	1,667.16
74039	AZUSALW	Azusa Light & Water	05/20/2021	58.33
74040	CALIFO02	California American Water	05/20/2021	11.80
74041	FLORE01	Karla Flores	05/20/2021	195.00
74042	FRONT01	Frontier Communications	05/20/2021	284.22
74043	SOUTHE17	Golden State Water Company	05/20/2021	778.26
74044	CHICO02	Andrea Hernandez	05/20/2021	75.00
74045	MCIWOR	MCI Comm Service	05/20/2021	38.82
74046	PEARSO01	NCS Pearson, Inc	05/20/2021	32.50
74047	PETTYC05	City of Irwindale Petty Cash	05/20/2021	735.31
74048	SCE02	Southern California Edison	05/20/2021	539.47
74049	TEXAS01	Texas Life Insurance Co.	05/20/2021	2,673.70
74050	VISION01	Vision Service Plan - (CA)	05/20/2021	2,307.13
74051	VISION01	Vision Service Plan - (CA)	05/20/2021	1,610.07
74052	CALIFO56	California State Disbursement Unit	05/20/2021	604.15
74053	CITY01	City of Hope	05/20/2021	54.00
74054	ICEA	Irwindale City Employee Assoc.	05/20/2021	638.00
74055	IMEA	Irwindale Mgmt Employee Assoc.	05/20/2021	360.00
74056	IRWIND02	Irwindale Police Officers Assoc.	05/20/2021	3,118.10
74057	LOSANG31	Los Angeles County Sheriff's Dept.	05/20/2021	13.80
74058	ALESHIRE	Aleshire & Wynder, LLP	05/27/2021	68,430.57
74059	AMAZON	Amazon	05/27/2021	3,238.19
74060	AT&T02	AT & T	05/27/2021	33.74
74061	AT&T06	AT & T	05/27/2021	43.68
74062	AZUSALW	Azusa Light & Water	05/27/2021	438.80
74063	CHARTE01	Charter Communications	05/27/2021	172.11
74064	FLORE01	Karla Flores	05/27/2021	260.00
74065	GASCOM	Gas Company, The	05/27/2021	280.56
74066	GRIJ01	Juliana Grijalva	05/27/2021	308.57
74067	SCE02	Southern California Edison	05/27/2021	1,270.34
74068	SCE02	Southern California Edison	05/27/2021	1,659.01
74069	TPX 01	TPX Communications	05/27/2021	2,277.99
74070	ACRYLA01	Acrylatex Coating & Recycling Incorp.	06/09/2021	112.79
74071	AFFORD02	Affordable Additions	06/09/2021	7,438.00
74072	ALLCI01	All City Management Services, Inc	06/09/2021	1,318.91
74073	ALLISO01	Allison Mechanical, Inc	06/09/2021	847.99
74074	ARAM01	Aramark Uniform & Career Apparel Group	06/09/2021	381.14
74075	B&BTIR	B & B Tires Service	06/09/2021	369.34
74076	BAKER01	Baker & Taylor Books	06/09/2021	404.28
74077	BARNEY	Barney's Locksmith Service	06/09/2021	13.06
74078	BILLST	Bill's Truck Repair, Inc.	06/09/2021	523.88
74079	NEST01	Blue Triton Brands, Inc.	06/09/2021	605.41
74080	BRITEW	BriteWorks, Inc.	06/09/2021	13,539.95
74081	CALIFA01	Califa Group	06/09/2021	4,425.09
74082	CARQUEST	Carquest	06/09/2021	41.64
74083	CASC01	CASC Engineering & Consulting	06/09/2021	5,639.60

Check No	Vendor No	Vendor Name	Check Date	Check Amount
74084	CINTAS	Cintas Corporation #693	06/09/2021	293.76
74085	BALDWI02	City of Baldwin Park	06/09/2021	500.00
74086	DEPTOF02	County of LA Dept of Animal Care & Cont	06/09/2021	2,207.62
74087	COUNTY04	County of Los Angeles	06/09/2021	1,518.32
74088	DENOVO01	De Novo Planning Group	06/09/2021	4,823.85
74089	DELONG	Delong Unlimited	06/09/2021	449.82
74090	EBSCOS	EBSCO Subscription Services	06/09/2021	2,983.88
74091	EWINGI	Ewing Irrigation Products, Inc.	06/09/2021	1,295.64
74092	FCG01	FCG Consultants Inc.	06/09/2021	1,700.73
74093	GAME01	GameTime	06/09/2021	5,132.12
74094	GARVEY	Garvey Equipment Co	06/09/2021	1,140.96
74095	GEOLOG	Geologic Associates	06/09/2021	9,961.24
74096	1Glendor	Glendora Chevrolet	06/09/2021	97.38
74097	GRAING	Grainger	06/09/2021	95.30
74098	Harvey	Harvey Consulting Group, LLC	06/09/2021	7,310.00
74099	HASA01	Hasa Inc.	06/09/2021	562.13
74100	HINDER	Hinderliter, De Llamas & Assoc	06/09/2021	72,053.90
74101	ILLINO01	Illinois Library Association	06/09/2021	292.54
74102	INTELL01	Intelli-tech, Inc.	06/09/2021	30,433.65
74103	JCL01	JCL Traffic	06/09/2021	1,777.98
74104	JCSPLU	JC's Plumbing & Backflow Svc	06/09/2021	351.00
74105	JOEAGO	Joe A. Gonsalves & Son	06/09/2021	4,750.00
74106	JUSTIRE	Just Tires	06/09/2021	368.81
74107	COORYE	Samir M. Khoury	06/09/2021	8,093.50
74108	LANDSC	Landscape Warehouse III	06/09/2021	29.17
74109	LAWE01	Law Enforcement Medical Services, Inc.	06/09/2021	75.00
74110	LEWISE	Lewis Engraving, Inc.	06/09/2021	2,451.57
74111	MARXBR	Marx Bros Fire Extinguisher Co	06/09/2021	280.50
74112	MATTS01	Matt's Motor Sports Inc.	06/09/2021	705.30
74113	OFFICE03	Office Depot	06/09/2021	1,157.92
74114	ORKINP	Orkin Pest Control	06/09/2021	481.00
74115	R&RM01	R & R Metal Fabricators, Inc.	06/09/2021	34,267.20
74116	RANCHO01	Rancho Duarte Florist	06/09/2021	93.71
74117	RICOH02	Ricoh USA, Inc	06/09/2021	1,673.13
74118	SANGAB13	San Gabriel Valley Council	06/09/2021	6,329.89
74119	SCFUELS	SC Fuels	06/09/2021	5,210.37
74120	SCHOLA05	Scholastic Inc.	06/09/2021	1,707.88
74121	SERGIO01	Sergio's Pooltable Service	06/09/2021	1,550.00
74122	LEES01	Chad A. Streelman	06/09/2021	273.75
74123	TOTALCOM	Total Compensation Systems Inc	06/09/2021	2,340.00
74124	TRIANG01	Triangle Truck Parts	06/09/2021	21.12
74125	URBAN03	Urban Restoration Group US., Inc.	06/09/2021	523.92
74126	VISTA01	Vista Paint Corporation	06/09/2021	838.44
74127	WALT01	Walters Wholesale Electric Co.	06/09/2021	272.92
74128	WESTCO05	West Coast Arborists, Inc.	06/09/2021	3,620.00
74129	WESTLD	Westland Group, Inc.	06/09/2021	2,100.00
74130	HDSUP01	WHITE CAP, L.P.	06/09/2021	3,052.75
			Report Total (94 checks):	359,617.80

CC, SA, RA Item 1C
HA Item 1B

☒City Council
☒Successor Agency
☒Housing Authority
☒Reclamation Authority
☐Joint Powers Authority

City of IRWINDALE
AGENDA REPORT

Date: June 9, 2021

To: Honorable Mayor and Members of the City Council
Successor Agency Board
Housing Authority Board
Reclamation Authority Board

From: William K. Tam, City Manager/Executive Director

Issue: Investment Policy Review and Delegation of Investment Authority

City Manager/Executive Director's Recommendation:

It is recommended that the City Council/Successor Agency/Housing Authority/Reclamation Authority adopt Joint Resolution No. 2021-49-3261, SA 2021-50-3262, HA 2021-04-103, and RA 2021-02-028 entitled, **"A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, SUCCESSOR AGENCY BOARD, HOUSING AUTHORITY BOARD, AND RECLAMATION AUTHORITY BOARD RATIFYING THE CITY OF IRWINDALE INVESTMENT POLICY, AND DELEGATING AUTHORITY TO THE CITY TREASURER TO INVEST THE SURPLUS FUNDS OF THE CITY OF IRWINDALE, IRWINDALE SUCCESSOR AGENCY, IRWINDALE HOUSING AUTHORITY, AND IRWINDALE RECLAMATION AUTHORITY".**

Administrative Action:

Submitted by:
Eva Carreon, Finance Director/Treasurer
626) 430-2221

Reviewed by:
Adrian R. Guerra, City Attorney/Agency Counsel — *Electronically Approved*

Eva Carreon, Finance Director/Treasurer

Approved by:

William K. Tam, City Manager/Executive Director

Background and Analysis:

The City is required by the State of California Government Code Section 53646, to present to the City Council the City's Investment Policy on an annual basis. Appropriate revisions to the policy can be made at this time if deemed necessary.

The City of Irwindale's Investment Policy was last reviewed and approved on June 10, 2020. The City Treasurer has reviewed the current Investment Policy and has determined there are no revisions necessary to the Investment Policy at this time. The Investment Policy continues adhering to the City's objectives of safety, liquidity and yield, and continues delegating investment authority to the City Treasurer.

The Investment Policy requires that an Investment Report be presented to the City Council/Boardmembers on a quarterly basis, which shall present the status of the City's current investment portfolio. In accordance with this requirement, an Investment Report is presented to the City Council/Boardmembers on a quarterly basis.

The next Investment Report will be presented to the City Council/Boardmembers at their regularly scheduled meeting on July 21, 2021, and it will list the combined investment portfolio for the City of Irwindale, Successor Agency, Housing Authority, and Reclamation Authority as of the quarter ending June 30, 2021.

Fiscal Impact:

None

Attachment:

Resolution No. 2021-49-3261, Joint with
Resolution No. SA 2021-50-3262
Resolution No. HA 2021-04-103
Resolution No. RA 2021-02-028
Exhibit A – City of Irwindale Investment Policy June 2021

RESOLUTION NO. 2021-49-3261
RESOLUTION NO. SA 2021-50-3262
RESOLUTION NO. HA 2021-04-103
RESOLUTION NO. RA 2021-02-028

A JOINT RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE, SUCCESSOR AGENCY BOARD, HOUSING AUTHORITY BOARD, AND RECLAMATION AUTHORITY BOARD RATIFYING THE CITY OF IRWINDALE INVESTMENT POLICY, AND DELEGATING AUTHORITY TO THE CITY TREASURER TO INVEST THE SURPLUS FUNDS OF THE CITY OF IRWINDALE, IRWINDALE SUCCESSOR AGENCY, IRWINDALE HOUSING AUTHORITY, AND IRWINDALE RECLAMATION AUTHORITY

WHEREAS, Section 53646 of the State of California Government Code requires that the City Treasurer render annually to the City Council a statement of investment policy for consideration; and

WHEREAS, the City Council/Successor Agency/Housing Authority had on June 10, 2020, last reviewed and approved the existing City of Irwindale Investment Policy by adopting Resolution Numbers 2020-45-3155, SA 2020-47-3157, HA 2020-05-088, and RA 2020-02-027 respectively, and delegated investment authority to the City Treasurer; and

WHEREAS, the City Treasurer has reviewed the current Investment Policy and found that no revisions to the Investment Policy are necessary at this time.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF IRWINDALE, SUCCESSOR AGENCY BOARD, HOUSING AUTHORITY BOARD, AND RECLAMATION AUTHORITY BOARD DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That it has reviewed and ratifies the Investment Policy attached as Exhibit "A" and made a part hereof.

SECTION 2. That it delegates the authority to invest the surplus funds of the City of Irwindale, Irwindale Successor Agency, Irwindale Housing Authority, and Irwindale Reclamation Authority to the City Treasurer consistent with the attached Investment Policy.

SECTION 3. That the Deputy City Clerk/Agency and Authority Secretary shall certify to the passage and adoption of this resolution, and the same shall thereupon take effect and be in force.

PASSED, APPROVED, AND ADOPTED this 9th day of June 2021.

_____
H. Manuel Ortiz, Mayor/Chair

ATTEST:

_____
Laura M. Nieto, CMC
Chief Deputy City Clerk/Secretary

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } ss.
CITY OF IRWINDALE }

I, Laura M. Nieto, Chief Deputy City Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution Nos. 2021-49-3261, SA 2021-50-3262, HA 2021-04-103, and RA 2021-02-028 were adopted jointly at a regular meeting of the City Council of the City of Irwindale held on June 9th 2021, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

_____
Laura M. Nieto, CMC
Chief Deputy City Clerk/Secretary

EXHIBIT A

CITY OF IRWINDALE
INVESTMENT POLICY
JUNE 2021

POLICY

The investment of the funds of the City of Irwindale ("City) is directed toward the goals of safety, liquidity and yield. The State of California authority governing investments for municipal governments is set forth in the California Government Code, Sections 53601 through 53659.

The primary objective of the investment policy ("Policy") of the City is **SAFETY OF PRINCIPAL**. Investments shall be placed in securities as outlined in the authorized investments and maturity sections of this document. Effective cash flow management and resulting cash investment practices are recognized as essential to good fiscal management and control. The City monitors cash flow on a daily basis and reports results to City Council quarterly to help ensure that liquidity is never threatened. The City's portfolio shall be designed and managed in a manner responsive to the public trust and consistent with state and local law. Portfolio management requires continual analysis and as a result the balance between the various investments and maturities may change in order to give the City the optimum combination of necessary liquidity and yield based on cash flow projections.

SCOPE

The investment policy applies to all financial assets of the City as accounted for the Comprehensive Annual Financial Report (CAFR). Policy statements outlined in this document focus on the City's pooled funds, but will also apply to all other funds under the City Treasurer's span of control unless specifically exempted by resolution. This includes funds of the City of Irwindale, as well as the Irwindale Successor Agency, Irwindale Housing Authority, and the Irwindale Reclamation Authority. Retirement, Pension and Deferred Compensation Funds are excluded from this Policy. Funds held by a fiscal agent or trustee and pledged to payment for or security of bonds or other obligations of the City may be invested pursuant to the provisions governing the issuance of the bonds, debt or obligation of the City.

PRUDENCE

The standard to be used by investment officials shall be that of a "prudent investor" and shall be applied in the context of managing all aspects of the overall portfolio. The "prudent investor" standard is defined as: Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, direction and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the probable safety of their capital as well as the probable income to be derived.

The City Treasurer and other individuals assigned to manage the investment portfolio, acting within the intent and scope of the investment policy and other written procedures and exercising due diligence, shall be relieved of personal responsibility and liability for an individual security's credit risk or market price changes, provided deviations from expectations are reported in a timely manner and appropriate action is taken to control adverse developments.

OBJECTIVES

Safety of Principal

Safety of principal is the foremost objective of the City. Each investment transaction shall seek to ensure that capital losses are avoided, whether from securities default, broker-dealer default or erosion of market value. The City shall seek to preserve principal by mitigating the two types of risk, credit risk and market risk, defined below:

> Credit risk, defined as the risk of loss due to failure of the issuer of a security, shall be mitigated by investing in investment grade securities and by diversifying the investment portfolio.
>
> Market risk, defined as market value fluctuations due to overall changes in the general level of interest rates, shall be mitigated by limiting the average maturity of the City's investment portfolio to three years, the maximum maturity of any one security to five years, structuring the portfolio based on historic and current cash flow analysis, thereby eliminating the need to sell securities prior to maturity and avoiding the purchase of long term securities for the sole purpose of short term speculation.

Liquidity

The City's investment portfolio will remain sufficiently liquid to meet all operating requirements that may be reasonably anticipated. This is accomplished by structuring the portfolio so that securities mature concurrent with cash needs to meet anticipated demands (static liquidity). A portion of the portfolio may be placed in money market mutual funds or local government investment pools that offer same day liquidity for short-term funds. Furthermore, since all possible cash demands cannot be anticipated, the portfolio should consist largely of securities with active secondary or resale markets (dynamic liquidity).

Yield: Return on Investments

The City's investment portfolio shall be designed with the objective of attaining a market rate of return through budgetary and economic cycles, commensurate with the City's investment risk constraints and the cash flow characteristics of the portfolio. Return on investment is of least importance compared to the safety and liquidity objectives described above.

INVESTMENT MATURITY

To the extent possible, the City will attempt to match its investments with anticipated cash flow requirements. Unless matched to a specific cash flow, the City will not directly invest in securities maturing more than 5 years from the date of purchase. At no point in time, shall more than one third of the investment portfolio have a maturity date in excess of three years into the future.

Reserve funds may be invested in securities exceeding five years if the maturity of such investments is made to coincide as nearly as practicable with the expected use of the funds.

AUTHORIZED BANKS AND SECURITY DEALERS

In selecting financial institutions for the deposit or investment of City funds, the Treasurer shall consider the credit-worthiness of institutions, and utilize only those depositories that are qualified public depositories as established by state law. In addition, only broker-dealers that are authorized in the state of California will be utilized. The Treasurer shall continue to monitor financial institutions' credit characteristics and financial history throughout the period in which City funds are deposited or invested.

All broker-dealers who desire to become qualified bidders for investment transactions must supply the Treasurer with the following items: audited financial statements; National Association of Securities Dealers (NASD) certification; proof of state registration; and certification of awareness of, and familiarity with Irwindale's investment policy. A competitive bid process will be used when practical to select broker-dealers.

AUTHORIZED INVESTMENTS

Purchase of investments will be made with surplus funds available. Investments will be paid for, in full, as soon as practical after the time of trade. Purchases will not be made using leverage, margin accounts, reverse repurchase agreement, or other unfunded mechanisms. No investments shall conflict with Government Code section 53601.

Eligible vehicles for the investment of funds shall be limited to:

a) The State of California Local Agency Investment Fund (LAIF).

b) Bonds issued by the City of Irwindale, including bonds payable solely out of the revenues from a revenue-producing property owned, controlled, or operated by the City or by a department board, agency, or authority of the City.

c) Bonds, notes, and similar securities issued by the United States Treasury. There will be no options or like instruments purchased.

d) Bonds, notes and similar securities issued by United States government agencies. There will be no options or like instruments purchased.

e) Notwithstanding the above limitations, purchase of callable bonds and notes is permissible

f) Registered state warrants or treasury notes or bonds issued by the State of California.

g) Bonds, notes, warrants or other evidence of debt issued by a local agency within the State of California, including pooled investment accounts sponsored by the State of California, County Treasurers, other local agencies or Joint Powers Agencies.

h) Medium term notes (not to exceed 5 years) of US corporations rated "A" or better by Moody's or S&P. Not more than 30% of surplus funds can be invested in medium term notes.

i) Negotiable certificates of deposit which are fully insured by the Federal Deposit of Insurance Corporation (FDIC).

j) Collateralized bank deposits with a perfected security interest in accordance with the Uniform Commercial Code (UCC) or applicable federal security regulations.

k) Banker's acceptances, accepted by domestic banks, which are members of the Federal Reserve System and are eligible for purchase or discount by the Federal Reserve System. Must have a commercial paper rating of A1 or P1. Purchases of banker's acceptances may not exceed 180 days maturity or 20% of the City's investment portfolio. No more than 10% of the investment portfolio may be invested in the banker's acceptances of any one commercial bank.

l) Repurchase/Reverse Repurchase Agreements of any securities authorized by this Section. Investment in Repurchase Agreements may not exceed a term of one year and the market value of the securities that underlay a Repurchase Agreement shall be no less than 102% of the funds borrowed against those securities because Repurchase Agreement limitations are set forth in California Government Code 53601(i)1.

m) Medium term notes (remaining term not to exceed five years) of U. S. corporations rated "A" or better by Moody's or Standard & Poor's Corporation. Not more than 30% of the market value of the portfolio and no more than 15% of the market value of the portfolio many be invested in notes issued by one corporation.

n) Other investment instruments whose principal is guaranteed by the US government through programs such as the Temporary Liquidity Guarantee Program. Thus, corporate bonds are allowable investments if they are insured by the federal government or FDIC (TLGP).

o) Loans between the City of Irwindale funds and other City Agency funds, which include the Housing Authority and the Reclamation Authority. Any loans made shall be approved by resolution which shall describe the purpose of the inter-agency fund loan, and include a Promissory Note that stipulates all terms of the loan. The Interest for any inter-agency fund loan shall be in line with the customary interest rate of investments for similar

terms as exhibited in the latest City Treasurer's Quarterly Report of Investments.

DERIVATIVE INVESTMENTS

Derivatives are investments whose value is "derived" from a benchmark or index. That benchmark can be almost any financial measure from interest rates to commodity and stock prices. The City's investment policy shall be in compliance with California State Government Code which, effective January 1996, prohibits the purchase of inverse floaters, range notes, interest only strips or securities that could result in zero interest accrual at any point in the life of the security.

Future purchases of securities classified as derivative securities must be issued by an agency or entity authorized by this investment policy and must receive prior approval from the Governing Body.

COLLATERAL REQUIREMENTS

Collateral is required for investments in certificates of deposits, repurchase agreements and reverse repurchase agreements. In order to reduce market risk, the collateral level will be at least 102% of market value principal and accrued interest.

The only securities acceptable as collateral shall be direct obligations of, or fully guaranteed as to principal and interest by, the United States or any agency of the United States.

SAFEKEEPING OF SECURITIES

To protect against fraud or embezzlement, or losses caused by collapse of an individual securities dealer, all securities owned by the City shall be held in safekeeping by a third party bank trust department, acting as agent for the City under the terms of a custody agreement or Public Securities Association agreement (repurchase agreement collateral). All trades executed by a dealer will settle delivery vs. payment (DVP) through the City's safekeeping agent.

Securities held in custody for the City shall be independently audited on an annual basis to verify investment holdings.

All exceptions to this safekeeping policy must be approved by the City Treasurer in written form and included in monthly reporting to City Council.

PERFORMANCE EVALUATION

The investment portfolio shall be designed with the objective of obtaining a rate of return throughout budgetary and economic cycles, commensurate with the investment risk constraints and the cash flow needs.

The City's investment strategy is passive. Passive investment portfolio management generally indicates that the Treasurer will purchase an instrument and hold it through to call or maturity, and then reinvest the monies. Although the City's investment strategy is passive, this will not restrict the Treasurer from evaluating when swaps are appropriate or if the sale of an instrument is prudent prior to final maturity. Given this strategy, the basis used by the Treasurer to determine whether market yields are being achieved shall be the Local Agency Investment Funds (LAIF).

DELEGATION OF AUTHORITY

The Charter of the City assigns the custody of all City funds to the City Treasurer. Pursuant to the Government Code, the City Council may delegate to the Treasurer for a one-year period the authority to invest or to reinvest all funds of the City. The City Treasurer shall establish procedures for the operation consistent with this investment policy. The City Treasurer may authorize other Finance Department staff to initiate investment transactions.

ETHICS AND CONFLICTS OF INTEREST

Officers and employees involved in the investment process shall refrain from personal business activity that conflicts with proper execution of the investment program, or impairs their ability to make impartial investment decisions. Additionally, the City Treasurer is required to annually file applicable financial disclosures as required by the Fair Political Practices Commission.

INTERNAL CONTROL

The Treasurer shall establish an annual process of independent review by an external auditor. This review will provide internal control by assuring compliance with the City's Investment Policy and for establishing internal controls that are designed to prevent losses due to fraud, negligence, and third-party misrepresentation. Accordingly, the City Treasurer shall establish procedures for the operation of the City's investment program that are consistent with the

provisions of this Investment Policy.

Internal controls deemed most important shall include (but not limited to): avoidance of collusion; separation of duties and administrative controls; separating transaction authority from accounting and record keeping; custodial safekeeping; clear delegation of authority; management approval and review of investment transactions; specific limitations regarding securities losses and remedial action; written confirmation of telephone transactions; documentation of investment transactions and strategies; and monitoring of results.

REPORTING

The City Treasurer shall provide the City Council/Boardmembers quarterly investment reports which provide a clear picture of the status of the current investment portfolio. The treasurer's report shall include the type of investments, the issuers, maturity dates, par values, and the current market values of each component of the portfolio, including funds managed for the City by third party safekeeping custodians. The report will also include the source of the portfolio valuation. The report must also include a certification that the City will meet its expenditure obligations for the next six months as required by California Government Code Section 53646 (b)(3). The City Treasurer shall maintain a complete and timely record of all investment transactions.

LEGISLATIVE CHANGES

Any State of California legislative action, that further restricts allowable maturities, investment type or percentage allocations, will be incorporated into the City's Investment Policy and supersede any and all previous applicable language.

POLICY REVIEW

The Statement of Investment Policy shall be updated annually in the month of June by the City Treasurer and submitted to the City Council for review and adoption.

CC Item 1D

☒City Council
☐Successor Agency
☐Housing Authority
☐Reclamation Authority
☐Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: June 9, 2021

To: Honorable Mayor and Members of the City Council

From: William K. Tam, City Manager

Issue: Approval of SB1 Road Maintenance and Rehabilitation Account Local Streets and Roads Funding Allocation for Fiscal Year 2021/2022

City Manager's Recommendation:

That the City Council (1) approve the SB1 Local Streets and Roads Program proposed project list for Fiscal Year 2021/2022 and authorize staff to submit said list to the California Transportation Commission; and (2) adopt Resolution No. 2021-48-3260 entitled, "A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE AUTHORIZING THE SUBMISSION OF SB1 ROAD MAINTENANCE AND REHABILITATION ACCOUNT LOCAL STREETS AND ROADS PROJECT LIST TO THE CALIFORNIA TRANSPORTATION COMMISSION AND ALLOCATION OF FUNDS TO THE 2021-2022 RESURFACING PROGRAM".

Administrative Action:

Submitted by:

Arsanious Hanna
Director of Engineering/ Building Official

Prepared by:
Daniel Co, Assistant Engineer
(626) 430-2296

Reviewed by:

Adrian R. Guerra, City Attorney

Electronically approved
by City Attorney

Eva Carreon, Finance Director / City Treasurer

Approved by:

William Tam, City Manager

Background and Analysis:

In 2017, Senate Bill 1 (SB1) established a Road Maintenance and Rehabilitation Account (RMRA) to address basic road maintenance and rehabilitation of state highways and local streets and roads. Pursuant to Section 2032 of the Streets and Highways Code, a percentage of the funding from the new Road Maintenance and Rehabilitation Account will be allocated to eligible cities and counties for basic road maintenance, rehabilitation, and critical safety projects on local streets and roads.

Each city or county must submit a project list to the California Transportation Commission (CTC), pursuant to an adopted resolution, on an annual basis. SB1 also establishes annual reporting and audit requirements for RMRA expenditures.

The estimated amount of RMRA funds allocated for our city is $27,548 for FY 2021/22. The eligible uses of SB1 RMRA funds include road maintenance and rehabilitation, safety projects, bicycle and pedestrian improvements, and traffic control devices.

The proposed projects for FY21/22 are the 2021/2022 Resurfacing Program, which consists of cold-milling, removal and re-paving existing asphalt pavement on Ayon Avenue, Calle Del Norte, Pat Miranda Lane, Juarez Street, Calle De Paseo, Allen Drive, Progress Lane, Central Street, Peppertree Lane, Martinez Street, Baca Avenue, Sabre Lane, Calle Del Sur and Calle Breceda. The useful life of these improvements are estimated to be 10-15 years.

Upon approval by the City Council, the project list and a copy of the adopted Resolution No. 2021-48-3260 will be submitted to the California Transportation Commission as required, in order to be eligible to receive SB1 RMRA funding for FY21/22.

Fiscal Impact:

City of Irwindale will be eligible to receive $27,548 for the 2021/2022 Resurfacing Program with the adoption of the attached resolution. RMRA funds are recorded in the State Gas Tax Fund 21.

Attachment: Resolution No. 2021-48-3260

RESOLUTION NO. 2021-48-3260

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE AUTHORIZING THE SUBMISSION OF SB1 ROAD MAINTENANCE AND REHABILITATION ACCOUNT LOCAL STREETS AND ROADS PROJECT LIST TO THE CALIFORNIA TRANSPORTATION COMMISSION AND ALLOCATION OF FUNDS TO THE 2021-2022 RESURFACING PROGRAM

WHEREAS, SB 1 established a Road Maintenance and Rehabilitation Account to address basic road maintenance and rehabilitation needs of state highways and local streets and roads;

WHEREAS, SB 1 requires that cities adopt a list of projects proposed to be funded by the Road Maintenance and Rehabilitation Account and submit the list to the California Transportation Commission pursuant to an adopted resolution;

WHEREAS, SB 1 establishes annual reporting and audit requirements for funding expenditures;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

SECTION 1. The City Council of the City of Irwindale hereby approves the Project List, described in Section 2 below, which identifies the 2021/2022 Resurfacing Program; and

SECTION 2. The 2021/2022 Resurfacing Program is anticipated to be completed by June 2022. The project is estimated to have a useful life of 15 years, and consists of cold-milling, removal and replacement of asphalt pavement on Ayon Avenue, Calle Del Norte, Pat Miranda Lane, Juarez Street, Calle De Paseo, Allen Drive, Progress Lane, Central Street, Peppertree Lane, Martinez Street, Baca Avenue, Sabre Lane, Calle Del Sur and Calle Breceda ("Project List"); and

SECTION 3. The City Council of the City of Irwindale hereby authorizes the City Manager, or his/her designee, to submit the Project List described in Section 2 above and this adopted resolution to the California Transportation Commission; and

SECTION 4. That the Chief Deputy City Clerk shall attest to the adoption of this resolution, which shall, in turn, have immediate effect.

PASSED, APPROVED and **ADOPTED** this 9th day of June 2021.

_____

H. Manuel Ortiz, Mayor

ATTEST:

_____

Laura M. Nieto, MMC
Chief Deputy City Clerk

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } ss.
CITY OF IRWINDALE }

I, Laura M. Nieto, Chief Deputy City Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution No. 2021-48-3260 as duly adopted by the City Council of the City of Irwindale, at a regular meeting held on the 9th day of June 2021, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

_____

Laura M. Nieto, MMC
Chief Deputy City Clerk

CC Item 1E

☒City Council
☐Successor Agency
☐Housing Authority
☐Reclamation Authority
☐Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: June 9, 2021

To: Honorable Mayor and Members of the City Council

From: William K. Tam, City Manager

Issue: San Gabriel Valley Council of Governments' Whitepaper on the Los Angeles Homeless Services Authority Reform

City Manager's Recommendation:

Adopt a Resolution Supporting the San Gabriel Valley Council of Governments' Whitepaper on the Los Angeles Homeless Services Authority Reform.

Administrative Action:

Prepared /Submitted by:

Theresa Olivares, Assistant City Manager
(626) 430-2294

Reviewed by:

Adrian R. Guerra, City Attorney — ***Electronically Approved***

Eva Carreon, Finance Director / City Treasurer

Approved by:

William K. Tam, City Manager

Background and Analysis:

In response to the Countywide homelessness crisis and challenges within the current homelessness services system, the Los Angeles County Board of Supervisors approved a motion on September 1, 2020, seeking to explore changes to the structure and function of the Los Angeles Homeless Services Authority (LAHSA) and highlighting the need to examine the system as a whole. A similar motion was approved by the City of Los Angeles City Council. Meanwhile, LAHSA itself convened an Ad Hoc Committee on Governance to consider similar concerns. Subsequent events, including the election of three new Los

Angeles City Councilmembers and the announced retirement of the Director of the County Homeless Initiative, have further set the stage for reform in these areas.

In response, the SGVCOG convened a working group to draft a white paper to ensure the San Gabriel Valley had a leading voice in these reform efforts. This working group consisted of representatives from 11 cities. From September to November 2020, the working group met five times.

The resulting white paper (Attachment A) is organized around the following discussion topics:

- Exploring the causes and impacts of systemic problems with the current homelessness response system, especially as they relate to smaller cities;
- Identifying comprehensive solutions; and
- Confirming the San Gabriel Valley's commitment to best practices and programs and to affirming a willingness to lead the region to a more effective, County-wide coordinated strategy to combat homelessness.

Specifically, the paper identifies several problems with the current system, including a lack of collaborative relationship with smaller cities, a lack of funding for locally-based and supported initiatives and programs, and poor communication and lack of transparency. To address these problems, the white paper proposes potential solutions including increasing representation for smaller cities within the current system and providing more autonomy within the current system, as well as leaving the door open to pursue independent control of homelessness funds if these strategies are unsuccessful at sufficiently resolving the stated concerns.

The City Manager's Steering Committee, the Homelessness Committee, and the Executive Committee of the San Gabriel Valley Council of Governments reviewed the white paper at their respective meetings in November and December and recommended that the Governing Board adopt the White Paper, which subsequently adopted the paper at its January meeting.

Therefore, the City of Irwindale is seeking to support the adoption of the resolution approving the SGVCOG Whitepaper on LAHSA Reform.

Fiscal Impact:
No fiscal impact.

Attachments:

Attachment A – Resolution No. 2021-51-3263
Attachment B – SGVCOG White Paper on LAHSA Reform

RESOLUTION NO. 2021-51-3263

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE SUPPORTING THE SAN GABRIEL VALLEY COUNCIL OF GOVERNMENTS' WHITE PAPER ON LAHSA REFORM

WHEREAS, Irwindale is a member of the San Gabriel Valley Council of Governments (SGVCOG); and

WHEREAS, the SGVCOG serves as a unified voice to maximize resources and advocate for regional and member interests to improve the quality of life in the San Gabriel Valley; and

WHEREAS, Irwindale and the other member cities of the SGVCOG cities provide homelessness services and work with the Los Angeles Homeless Services Authority (LAHSA), the LA County Homeless Initiative, the LA County Department of Mental Health, the LA County Sheriff's Department, and various other State and County departments, nonprofits, service providers, and other municipalities; and

WHEREAS, the 2020 Homeless Count identified seven (7) people experiencing homelessness in the City of Irwindale. It identified 4,555 people experiencing homelessness in the San Gabriel Valley, representing an increase of 47% over the last five years. With the inclusion of the separate count within the separate Pasadena Continuum of Care, the homeless population of the San Gabriel Valley represents nearly 10% of the Countywide total; and

WHEREAS, the Los Angeles County Board of Supervisors approved a motion on September 1, 2020, seeking to explore changes to the structure and function of LAHSA and highlighting the need to examine the system as a whole; and

WHEREAS, the SGVCOG convened a working group to draft a white paper to ensure the San Gabriel Valley had a leading voice in these reform efforts. This working group consisted of representatives from 11 cities and met five times from September to November 2020; and

WHEREAS, this working group drafted a white paper (Attachment A) that outlined the causes and impacts of systemic problems with the current homelessness response system, identified comprehensive solutions, confirmed the San Gabriel Valley's commitment to best practices and programs, and affirmed a willingness to lead the region to a more effective, County-wide coordinated strategy to combat homelessness; and

WHEREAS, this white paper was subsequently reviewed and adopted by the SGVCOG Governing Board; and

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Irwindale does hereby approve the SGVCOG White Paper on LAHSA Reform (Attachment A).

PASSED, APPROVED and **ADOPTED** this 9th day of June, 2021.

_____
H. Manuel Ortiz, Mayor

ATTEST:

_____
Laura M. Nieto, MMC
Chief Deputy City Clerk

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } ss.
CITY OF IRWINDALE }

I, Laura M. Nieto, Chief Deputy City Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution No. 2021-xx-xxxx was adopted by the City Council of the City of Irwindale, at a regular meeting held on the 9th day of June, 2021, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

_____
Laura M. Nieto, MMC
Chief Deputy City Clerk

Attachment "A"

United We Stand:
Supporting a comprehensive, coordinated structure and strategy to meet the homelessness crisis in Los Angeles County

A White Paper
Prepared and Adopted
by the San Gabriel Valley Council of Governments

January 21, 2021

SGVCOG
San Gabriel Valley Council of Governments

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INTRODUCTION

The ever-worsening homeless crisis is a growing threat to the wellbeing, prosperity and quality of life of our region. It is likely only to intensify due to the ongoing COVID-19 pandemic. The gravity and urgency of the crisis requires a comprehensive, coordinated, Countywide structure and strategy to end the shame of tens of thousands of people living on our streets.

Acknowledging this crisis and the problems with the current homelessness services system, the Los Angeles County Board of Supervisors approved a motion, "Exploring New Governance Models to Improve Accountability and Oversight of Homeless Funds" on September 1, 2020. This motion focused on the structure and function of Los Angeles Housing Services Authority (LAHSA) but highlighted the need to examine the system as a whole. Meanwhile, LAHSA itself has convened an Ad Hoc Committee on Governance to consider similar concerns.

While we support the efforts of the County, LAHSA and the City of Los Angeles to seek a more effective coordinating structure, we believe it is critical to directly involve the remaining 87 cities that make up the County. These cities represent 60% of the County's population, nearly 40% of the population of those experiencing homelessness and are the source of the majority of the tax revenue for Measure H.

Municipalities in the San Gabriel Valley are committed to be leaders in the fight to combat homelessness. We have the need and the desire to serve the most vulnerable in our communities and to maximize local ideas, resources, and programs to this end. The San Gabriel Valley Council of Governments (SGVCOG) and its member cities developed this white paper to demonstrate our commitment to creating a more coordinated, effective homelessness services system which is capable of solving our homelessness crisis.

As demonstrated in our Homeless Report (Attachment A), we bring tangible resources to the table. Our city governments, non-profits, faith communities, healthcare providers, businesses, civic organizations and volunteers are already actively engaged in meeting this crisis. We already have boots on the ground working every day on all aspects of this challenge. What we lack is participation in a focused, flexible and responsive Countywide structure to coordinate strategy, services and funding to effectively address the causes and solutions for homelessness.

In this white paper, we lay out the background and our perspective on the shortcomings of the current approach to homelessness across LA County. We lay out a range of potential solutions. Our concerns are substantive and we believe our alternatives are realistic. We believe that failure is not an option.

The cities of the San Gabriel Valley pledge to work with the County of Los Angeles, the City of Los Angeles, our sister communities and the myriad of private, non-profit, academic, philanthropic and civic institutions across the County to mobilize an effective, efficient and equitable response to the homelessness crisis.

EXECUTIVE SUMMARY

The SGVCOG is a joint powers authority that supports regional issues and implements regional programs. The SGVCOG includes the 31 cities and unincorporated areas of Los Angeles County Supervisorial Districts 1, 4, and 5, representing 20% of the population of Los Angeles County.

The 2020 Homeless Count identified 4,555 people experiencing homelessness in the San Gabriel Valley. This represents an increase of 47% over the last five years. With the inclusion of the separate count within the separate Pasadena Continuum of Care, the homeless population of the San Gabriel Valley represents nearly 10% of the Countywide total.

Of those counted in 2020, two-thirds were unsheltered with the majority of those staying in vehicles (59.8%) and the remainder (40.2%) on the streets. One third were sheltered. People of color represent 75% of those experiencing homelessness

The SGVCOG cities are actively engaged in providing homelessness services and work with LAHSA, LA County Homeless Initiative, LA County Department of Mental Health, LA County Sheriff's Department, and various other State and County departments, nonprofits, service providers, and other municipalities. The cities of Claremont, Pomona, and La Verne are also served by Tri-City Mental Health.

Most San Gabriel Valley cities have adopted formal homelessness response plans and others are currently developing them. Several cities have used Measure H implementation funding to offer Housing Navigation services to their communities. In 2018, the City of Pomona opened a 200-bed interim housing facility, contributing much of the capital funding themselves. The region has strong networks of outreach efforts, shelters, housing assistance programs and a range of public, non-profit and faith-based social services. Finally, twenty-one SGVCOG member cities have joined the San Gabriel Valley Regional Housing Trust (SGVRHT) that is financing the planning and construction of affordable housing, including permanent supportive housing for homeless individuals and families.

Problems with the Current System:

- **Lack of Collaborative Relationship with Smaller Cities:** LAHSA and the broader County homeless services delivery system do not engage with SGV cities as partners. Yet our cities are on the front line when residents have complaints or concerns about homelessness. Without effective collaboration from LAHSA or the County, cities are largely left on their own to address the needs of their homeless residents. At worst, this can lead to duplicative efforts with LAHSA that are a waste of precious resources. County and LAHSA programs would be more effective if they built on the close relationship that city governments have with their communities and their knowledge of local conditions. To do this, there must be an effort to understand the specific needs of these small communities and collaborate with jurisdictions to implement these more targeted approaches. Communication and transparency need to be improved to build trust and collaboration.
- **Lack of Funding for Locally-Based and Supported Initiatives and Programs:** Cities throughout the County have constrained funding to address a wide range of issues, including homelessness, transportation, public safety, parks, and stormwater. Under the

current system, when cities propose an innovative solution, it does not appear to be taken seriously unless it can be applied County-wide. Funding for locally-based and locally-supported initiatives and programs can leverage Measure H funding for greater impact. Other countywide tax measures, including Measure W (Water), Measure A (Parks), Measure M (Transportation), Measure R (Transportation), have all included a "local return" component that have allowed cities to implement projects and programs customized to local needs.

- **Poor Communication and Lack of Transparency:** If one thing is clear about the homelessness crisis in LA County, it is that it's not clear who is accountable. The roles, missions and responsibilities of County government, the County's Homeless Initiative and LAHSA and individual cities overlap or leave gaps. Currently, cities struggle to access information about programs, do not have direct access to appropriate contacts that can answer questions and respond to concerns. There is a lack of timely and accurate shared data about people experiencing homelessness served in their communities. When cities are able to find appropriate contacts, it can be difficult to get clear and concise direction from LAHSA and the County. At times, staff receive different answers from different people, creating confusion and making program implementation more difficult. Further complicating these issues is that cities often interact with LAHSA in both its capacity as an administrator of funding and as a direct service provider though its outreach teams.

Potential Solutions:

- **Increasing Representation Within the Current System:** LAHSA was created nearly three decades ago as a joint structure for the County and the City of Los Angeles to administer funding for homeless programs, primarily from the Federal government. Much has changed since then, including the passage of Measure H and the increased role of the State government in funding homeless programs. The nature and distribution of homelessness has also fundamentally changed. There is widespread recognition that greater clarity, coordination and innovation is necessary to effectively deal with the growing homelessness crisis. Many options have been proposed for restructuring the governance of homeless strategy, funding, programs and policies. Among the models are restructuring LAHSA to act as the primary entity for expanded countywide coordination. These include using the Metro board as a model; adding representatives from all the Service Planning Areas or the Councils of Government; and a new model implemented in King County (Seattle) that has a bifurcated board structure to direct policy and operations and includes representation from elected officials, experts and people with lived experience.
- **More Autonomy Within the Current System:** Even without restructuring governance, there can be improvements within the current system by granting greater autonomy on programming and funding within each Service Planning Area and with the cities they cover.

The white paper proposes additional proposals for improving the delivery of services to reduce homelessness. Finally, it poses the option that in the absence of consensus on a comprehensive coordinated strategy and structure to effectively address the growing crisis, the San Gabriel Valley is prepared to accept independent responsibility for administering our own Continuum of Care. Of

course, this would require an appropriate allocation of resources. We are hopeful we can work together, collaboratively, to improve the current system.

BACKGROUND

The San Gabriel Valley Council of Governments (SGVCOG) is a regional government planning agency that aims to maximize the quality of life in the San Gabriel Valley. We are a joint powers authority that consists of 31 incorporated cities, unincorporated communities in Los Angeles County Supervisorial Districts 1, 4, and 5, and three San Gabriel Valley Municipal Water Districts. The SGVCOG works on issues of importance to its member agencies, including homelessness, transportation, the environment, and water, and seeks to address these regionally.



The SGVCOG is the largest and most diverse sub-regional council of governments in Los Angeles County. The San Gabriel Valley encompasses nearly 400 square miles and has more than two million residents of thirty-one cities that are represented by 161 councilmembers. In comparison, the City of Los Angeles, with a population of four million, is represented by fifteen councilmembers. This allows councilmembers in San Gabriel Valley cities to be closely in tune with the concerns of their constituents and to shape local policy accordingly.

Our communities each have a unique character and history and often face unique challenges that they have varying resources to address. Our member cities' populations range from 1,008 in the City of Industry and 1,084 in the City of Bradbury to 117,000 in the City of El Monte and 156,000 in the City of Pomona.

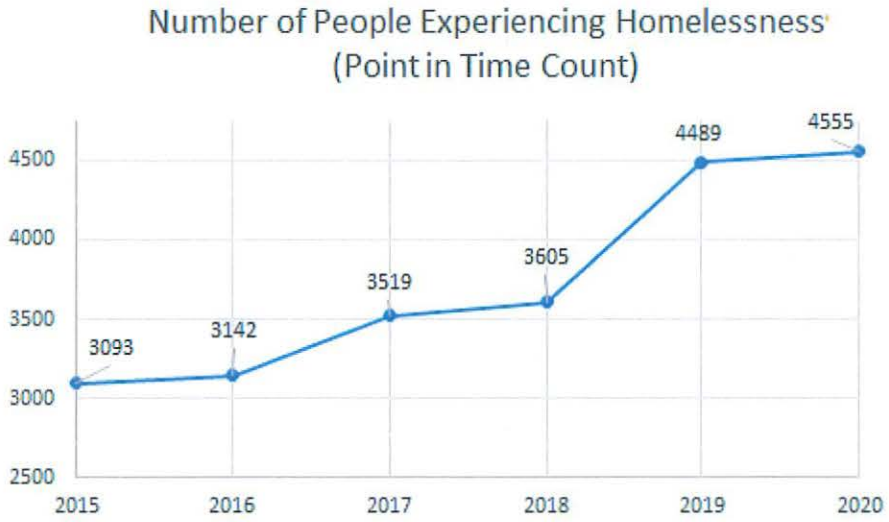
It's a diverse region: of the residents in the San Gabriel Valley, 44.7% identify as Hispanic or Latino; 25.7% as Asian; 24.8% as white non-Hispanic; 2.4% as Black; and 2.4% as Native American, Alaskan Native, Native Hawaiian, or another race.

At the time of the 2010 Census, 61% of residents in the San Gabriel Valley lived in owner-occupied housing, while 39% lived in rental housing units.

While our member cities have unique needs and resources, our communities also face many of the same challenges and have developed a unified voice to maximize resources, achieve sustainable solutions, and advocate for regional and member interests to improve the quality of life in the San Gabriel Valley.

Scope of Homelessness

In January 2020, the Greater Los Angeles Point-in-Time (PIT) Count determined there were 4,555 people experiencing homelessness within the SPA 3, the boundaries of which closely mirror those of the SGVCOG. The number of people experiencing homelessness in the San Gabriel Valley has steadily increased since 2015, when 3,093 people were identified through the PIT Count.



Just as our cities have varying populations, needs, and resources, our communities experience varying levels of homelessness. The 2020 Point-In-Time Count determined there was a range of homelessness in each of our cities - from 0 people experiencing homelessness (PEH) in some communities to 723 people experiencing homelessness in another, with a median of 68 PEH in each SGV city.

Of the people experiencing homelessness within the San Gabriel Valley who were captured through the PIT Count, the majority are unsheltered: 66.5% were unsheltered, with 59.8% of those staying in vehicles (59.8%) and the remaining (40.2%) staying outdoors on the streets, in parks, or in tents. 33.5% were sheltered, sleeping in emergency shelters or transitional housing.

Other key concerns from the region's 2020 Point-in-Time Count data of concern to our region include the following:

- People experiencing chronic homelessness rose 40%
- Number of seniors 62 and over experiencing homelessness rose 13%, 68.7% of whom are unsheltered
- People of color represent 75% of those experiencing homelessness

Our cities recognize the complex vulnerabilities many of those living on the street in the San Gabriel Valley face, with 28% living with serious mental illness and 33% having a substance use disorder. We seek to prioritize the expansion of the mental health and substance abuse services these individuals need to rebuild their lives.
Our region also has deep concern with the impacts of the COVID-19 pandemic on housing stability and homelessness. The 2020 PIT count data predates the pandemic, and the full effects on homelessness in the region remain to be seen.

While the PIT count data provides one metric for measurement, it does not capture the full breadth of homelessness in the region. The PIT count records the presence of homelessness on just a few nights supplemented with metrics and formulas that are extrapolated to determine the PIT count, which can produce significant over-counts and under-counts. The PIT count data also does not account for those persons experiencing homelessness (PEH) that may not reside permanently in the region but may travel and spend time here.

Regional Homelessness Response

As the homeless population has risen over the last 5 years, so too has the amount of San Gabriel Valley resources allocated to policies and programs to respond to the regional homelessness crisis. The cities of the SGVCOG are strongly committed to providing homelessness services and have supplemented the programs and funding administered by LAHSA and the County to provide additional resources to PEH in their communities. Nineteen cities have developed homelessness response plans, with five more cities currently developing plans to be approved by their City Councils in the coming months. The SGVCOG received an influx of $5.625 million from the State Budget in FY 2020, and the majority of those funds have been allocated to these cities to implement their homeless plans. With additional funding supported by the County's Measure H Innovation Fund - which provided approximately $1.5 million to the San Gabriel Valley - in total, 22 cities are utilizing these funds to implement prevention, diversion, rapid rehousing programs, and other pilot programs aimed at reducing homelessness in the San Gabriel Valley. This funding has supplemented funding that some communities received from Measure H implementation grants, which they also used to provide additional housing navigation services to their communities. Recently, during spring and summer 2020, 11 cities participated in the SGVCOG's hygiene program (funded by the County) to provide people experiencing homelessness increased access to hygiene services during the pandemic and to mitigate the spread of COVID-19 in our unhoused neighbors.

These programs often fill key gaps in the larger homeless services system. For example, there is currently a serious lack of funding for rapid rehousing in the San Gabriel Valley, with CES programs often unable to take new clients after the first few months of the fiscal year. With the funding sources listed above, the SGVCOG and its member cities are able to provide additional case management and housing navigation and rapid rehousing slots - as well as targeted outreach

and incentives to landlords to increase the supply of available units - to provide more resources to house our homeless population.

Even with limited staff, cities have also allocated staff resources to ensure that their city can respond to homelessness. Cities' homelessness response falls within a variety of city departments, often working in coordination with one another. Cities' homelessness response teams are staffed in different departments, with some in the City Manager's Offices, some in departments of community/neighborhood/human services, housing departments, economic development departments, police departments, and fire departments. Our cities work with LAHSA, the LA County Homeless Initiative, LA County Department of Mental Health, LA County Sheriff's Department, and various other State and County departments, nonprofits, service providers, and other municipalities. The cities of Claremont, Pomona, and La Verne are also served by Tri-City Mental Health.

Our region is committed to providing shelter to those experiencing homelessness and developing affordable housing to stop the inflow into homelessness. In 2018, the City of Pomona opened a 200-bed interim housing facility, contributing much of the capital funding themselves. The region has strong networks of churches, one of which provides shelter for families, and another of which provides winter shelter locations, in addition to those operated at County parks each year. Smaller scale programs offer transitional housing to youth or families, or residential treatment for substance use disorder. The cities of Baldwin Park and Pomona operate housing authorities to offer rental assistance to qualifying families and individuals through a Housing Choice Voucher Program (HCV). Our cities have engaged in advocacy to use surplus and underutilized public properties to meet the needs of those with mental illness. In 2020, the SGVCOG also started the San Gabriel Valley Regional Housing Trust (SGVRHT) - which has been joined by twenty-one SGVCOG member cities to date - to fund and finance the planning and construction of homeless housing, and extremely-low, very-low, and low-income housing projects. Already, the SGVRHT has issued funding letters of commitment to projects that would provide more than 100 housing units o for the region, 30% of which would serve extremely-low income households or homeless residents.

White Paper Development Process

To inform the white paper, the SGVCOG engaged its thirty-one member cities and formed a working group of representatives from the following 11 cities: Arcadia, Baldwin Park, Claremont, Duarte, Glendora, Montebello, Monterey Park, Pomona, San Dimas, South El Monte, and South Pasadena. Stakeholders included City Managers, Assistant City Managers, Directors of Community/Neighborhood/Human Services, Public Safety Outreach Coordinators, and Police Chiefs. During a three-month period from September to November 2020, the working group met five times.

The white paper was developed through a multi-phase process. The first component included information gathering and assessment to understand the problems with the existing homelessness response system, as well as our region's current resources and programs. Subsequent meetings each focused on one section of the white paper.

The white paper was reviewed by the SGVCOG's City Manager's Steering Committee, Homelessness Committee (made up of elected officials and staff from 10 of our member cities and one LA County Supervisorial District), and ultimately approved by the SGVCOG Governing Board.

The purpose of this white paper is to address the systemic problems with the current homelessness response system, identify comprehensive solutions, confirm our commitment to best practices and programs, and demonstrate our desire to lead the region to a more effective, County-wide coordinated strategy to combat homelessness. While the white paper includes a strong focus on recommendations for reform at LAHSA, it also acknowledges and discusses other challenges within the LA County homeless services system, including administration and distribution of Measure H funds and the implementation of other County programs. This approach has allowed us to look more comprehensively – and make broader recommendations – on the County's entire homeless services system.

The white paper does this by approaching the following topics:

- Exploring the causes and impacts of systemic problems with the current homelessness response system, especially as they relate to smaller cities;
- Identifying comprehensive solutions; and
- Confirming the San Gabriel Valley's commitment to best practices and programs and to affirming a willingness to lead the region to a more effective, County-wide coordinated strategy to combat homelessness.

PROBLEMS WITH THE CURRENT SYSTEM

To identify solutions, it is important to have a good understanding of the existing problems. To that end, the first section of this white paper articulates these obstacles, provides examples of how this impacts service delivery to PEH, and identifies potential root causes. These problems prevent the SGVCOG's cities, the County, and LAHSA from most effectively assisting and housing people experiencing homelessness (PEH) and prevent homelessness.

The SGVCOG has identified the following specific problems and their impacts, which will be discussed in more detail below:

- Lack of Collaborative Relationship with Smaller Cities
- Poor Communication and Lack of Transparency
- Lack of Funding for Locally-Based and Supported Initiatives and Programs

Lack of Collaborative Relationship with Smaller Cities

In general, LAHSA and the broader County homeless services delivery system often do not effectively collaborate with cities. While the County provides opportunities for consultation on Measure H funding priorities, that input has limited impact on the ultimate decision-making. Cities do not feel informed of programs before they are implemented and, at times, it appears that cities are viewed as obstacles rather than partners.

In small cities, the relationship between residents and the city is much closer than in larger jurisdictions (e.g. County of Los Angeles; City of Los Angeles). Cities' councils and staff are on the front line in addressing homelessness and responding to residents, and they are expected to address issues. This means that programs that are much more localized and responsive to city-specific conditions. With limited support from and collaboration with LAHSA or the County, cities are largely left on their own to address the needs of their homeless residents. At worst, this can lead to duplicative efforts with LAHSA that are a waste of precious resources.

Examples

Specific examples of this lack of collaboration between LAHSA, the County, and the cities are as follows:

- **Project Roomkey:** During the recent initial rollout of Project Roomkey, cities were not consulted or informed as potential project sites were identified and pursued. This approach not only created the impression that cities were being deliberately excluded from the discussion but also likely created more opposition, as cities were not able to properly prepare for the launch of Project Roomkey in their communities. Neither staff nor councilmembers had adequate information on the program implementation and had many questions that were unanswered, such as the following:
    - What additional city services/resources (if any) would need to be provided to those sites?
    - Would cities receive transient occupancy tax on the occupied rooms?
    - Who would be housed in these Project Roomkey sites?
    - Would homeless residents from their communities have first priority?
    - Where would Project Roomkey residents go after sites were decommissioned?

Instead, the County's and LAHSA's efforts moved forward without the cities' engagement, leaving councilmembers and residents concerned and frustrated by the lack of up-front information and engagement. It was difficult to overcome this initial lack of collaboration: even as LAHSA and the County attempted to engage cities as Project Roomkey advanced, there was still distrust and uncertainty about the program and its implementation. With a collaborative approach, questions could have been discussed and addressed prior to project launch which would have led to a more successful launch of the Project Roomkey program.

- **Point-in-Time Count:** Cities have often raised the issue that the LAHSA Homeless Count methodology produces a PIT count which is substantially different from a city's understanding of its homeless count, based on its knowledge of its homeless populations. This has in the past included either a substantial undercount or overcount. For example, from 2019 to 2020, the City of Baldwin Park experienced a 100% increase in its homeless count, to 555. This number seemed improbable given Baldwin Park's size, efforts related to address homelessness locally, and observations of staff. To that end, Baldwin Park City staff spent significant time and effort to identify the reason for the significant increase and raised these concerns to LAHSA. However, no action was taken and City staff were left unable to provide an adequate explanation to the community. Baldwin Park's experience is consistent with the experience of other San Gabriel Valley communities. When cities have raised these concerns and presented specific corrections to the official count, no action has been taken.

  City staff are deeply knowledgeable about their communities, and, in some instances, may have collected data throughout the year. LAHSA and the County should collaborate with cities on this data, in order to make better decisions and better direct resources and services to specific areas. This is extremely important from both a political and technical level. City level counts are also highly significant to each community's perception of progress made against homelessness. A PIT count is less accurate at smaller geographies, so it's important to fully vet and understand the data and analyze the reasons for significant changes, especially to assess if the significant change is the result of an error. Input from and meaningful collaboration with cities could resolve these serious discrepancies.

Key Cause: Lack of Representation

The SGVCOG believes that these issues may arise from the fact that LAHSA only represents the City of Los Angeles and the County of Los Angeles, and only representatives from the City and County of Los Angeles are seated on the LAHSA Commission. There are 84 other cities in the County that are also part of the LA Continuum of Care that do not have representation at the level where the most impactful decisions about homelessness are made. Instead, cities are considered as one of many stakeholders within the process, rather than as an independent partner that is also responsible for providing services to its residents. County Departments that provide numerous services to PEH have a seat at the table in discussions on how to address homelessness. However, departments that provide services to PEH in the other 84 cities are not a recognized part of these discussions. Without a seat at the table, it is impossible for true collaboration with all cities.

The SGVCOG recognizes that collaboration is challenging in a region so large and diverse, with thirty-one jurisdictions in the San Gabriel Valley, each with its own council members, ordinances, programs, and staff. However, it is critical to providing the most effective services and resources to our unhoused residents. San Gabriel Valley cities have a shared goal of ending homelessness,

and each city implements the approach that is most responsive to the needs of all of its community members and is based on the resources available, historical knowledge of their communities, and previous experiences.

LAHSA programs could benefit from the close relationship that cities have with their communities and their knowledge of local conditions. To do this, there must be an effort to understand the specific needs of these small communities and collaborate with jurisdictions to implement these more targeted approaches.

Lack of Funding for Locally-Based and Supported Initiatives and Programs

Cities have had limited access to funding that can be used to develop and implement programs that would best serve their communities. This is despite the fact that County residents passed Measure H, voting to tax themselves to provide additional resources to address homelessness. Other tax measures - Measure W (Water), Measure A (Parks), Measure M (Transportation), Measure R (Transportation) - have all included a "local return" component that have allowed cities to implement these unique programs. In each of these instances, the "local return" is only one component of the funding allocation, and there is still significant funding that is allocated towards regional projects and programs.

Local return is missing from Measure H. Instead, Measure H funding is managed by the County, where cities participate merely as minor stakeholders amongst a group of other stakeholders. This mindset has been demonstrated in the various stakeholder meetings used to develop the Measure H Approved Strategies to Combat Homelessness. At these meetings, the majority of representatives have been from County departments or the homeless services system, with very limited representation from cities.

As a result, cities have had limited access to funding that could be used to develop and implement programs that would best serve their communities. This has severely limited cities' flexibility or creativity to create programs that uniquely serve their own communities. Moreover, even when cities propose an innovative solution, it does not appear to be taken seriously unless it can be applied County-wide.

Examples

Specific examples demonstrating the lack of locally-available funding are as follows:

- **Burdensome Funding Requirements:** When Measure H funding from the County is provided, it comes with numerous restrictions. When cities received grants for the implementation of their homeless plans, the County placed restrictions on how the funding could be used and provided cities with little ability to reprogram funds. This left funding that could have supported PEH unused because cities could not use the funds as originally intended but also could not reprogram it. Funding also cannot be used for law enforcement, even if the funding is not used for enforcement activities. Funding also has program standards which small cities are not equipped to provide, such as retaining Licensed Clinical Social Worker (LCSW) level staff. This is especially problematic given that many small cities cannot support enough city staffing to adequately address homelessness issues. Finally, LAHSA appears to apply Federal restrictions to the Measure H, locally-generated

funds. These overly-burdensome requirements do not increase the transparency or effectiveness of the use of funds - they merely increase the time and capacity required by cities and LAHSA to administer and implement the funds.

- **Prohibition on Funding for Law Enforcement Implementation:** In some communities, police or fire departments are the first responders to PEH in their communities and, as such, lead cities' homeless response efforts. With limited resources, cities must use the resources that they have in order to make an impact. Moreover, police officers are on the streets in their communities and often know their local homeless populations. However, with LAHSA's and the County's restrictions, cities that engage their law enforcement to implement homeless programs are precluded from many resources that could support their efforts to address homelessness. They do not have access to data; they have limited access to the county-wide resources that are intended to serve the whole County. Law enforcement has been prevented from communicating directly with the SPA 3 outreach coordinator, even though a strong prior relationship existed. While partnerships with LAHSA's Homeless Engagement Teams (HET) have been made, these teams don't have the resources to adequately communicate and build partnerships with each city. Departments have specialized staff and trained mental health personnel that respond to the homeless within their communities and help to place PEH into housing. For example, in Monterey Park, where the Police Department leads homeless outreach efforts and where several Project Roomkey sites were located, officers were able to house several individuals in temporary Project Roomkey housing. Monterey Park officers worked closely with their assigned County Mental Health team to provide mental health services to those PEH in need.

  With LAHSA's and the County's restrictions, cities that engage their law enforcement to implement homeless programs are precluded from many resources that could support their efforts to address homelessness. These blanket determinations prohibiting engagement with law enforcement have hampered efforts to address homelessness in those communities. PEH would be better served by improving coordination and identifying opportunities to fund those innovative and unique programs, even if they fall within law enforcement agencies. In the longer-term, PEH would also be well-served by efforts to develop and implement a mental health-first response, rather than enforcement, first response. The SGVCOG is currently undertaking an effort to incorporate these services on a regional level. However, even as this effort advances, law enforcement will play a role and, to most effectively provide services to PEH, they should be provided with access to the data and services to do so effectively.

Key Cause: Lack of Understanding of Cities

The 31 independent cities in the San Gabriel Valley - and an additional 54 other independent cities also in the LA Continuum of Care - are each unique, and operate differently from the City and County of Los Angeles. Cities have unique and diverse stakeholders and different programs, procedures, and policies to serve these stakeholders. Neither LAHSA nor the County Homeless Initiative appears to understand this diversity or to value the diversity and information that cities do bring to the table. As discussed previously, cities have an intimate knowledge of their communities, as well as their homeless populations. The overall homeless services system would benefit greatly if LAHSA and the Homeless Initiative made a more concerted effort to understand

the diversity of individual cities and worked with them to support more localized homelessness programs, rather than try to apply a one-size-fits-all approach across the entire County.

City government is the most effective level of government where residents, service providers, faith communities, businesses, and non-profit organizations can work together to develop solutions that work best for their communities. Acknowledging this fact would allow for more opportunities to identify and implement unique solutions.

Poor Communication and Lack of Transparency

As alluded to previously, there is poor communication between LAHSA, the County, and cities. Cities have no centralized point of contact at LAHSA or the County, nor do they have access to appropriate contacts that can answer questions about programs, respond to concerns, and provide data about PEH served in their communities. Further complicating these issues is that cities often interact with LAHSA in both its capacity as an administrator of funding and as a direct service provider though its outreach teams.

When cities are able to find appropriate contacts, it can be difficult to get clear and concise direction from LAHSA and the County. At times, staff receive different answers from different people, creating confusion and making program implementation more difficult. It often seems that information is being withheld from cities, creating the appearance of a lack of transparency.

Examples

Specific examples of this lack of communication and transparency are as follows:

- **Data Sharing:** HMIS is the critical component of data sharing in the County's homeless services system. However, staff are often denied access. In some instances, HMIS access is denied because city staff are members of law enforcement, or, in some cases, simply work closely with law enforcement. Cities are working to use HMIS as a part of an effort to better coordinate their services with the broader system, to share knowledge of individual clients' whereabouts, and to better target city resources and avoid duplication. Without HMIS access, cities are hindered from embracing the principles of the Coordinated Entry System (CES) - intended to be a no-wrong door, county-wide system - while at the same time being encouraged to follow the CES process. It has led to numerous instances of cities working with a particular person experiencing homelessness, only to learn later that they had a case manager elsewhere actively looking for them, or that a service provider was working with someone actively receiving services from a city program. Alternatively, when clients working with a city are later connected to services, their new provider does not have the context which could have been already entered into HMIS. Though cities attempt to facilitate information sharing through individual communications, this is much less efficient or effective. There likely are legitimate issues related to privacy; however, LAHSA has not partnered with cities to attempt to overcome these issues. With genuine collaboration and communication, LAHSA could learn from other contexts in which cities or law enforcement have access to sensitive information and apply these best practices to HMIS and other data.

Without full access to data and information-sharing systems, work done by cities or smaller community-based providers (either separately or in coordination with cities) is not effectively coordinated within the system. As a result, services remain fractured. Even as new initiatives, such as Housing Central Command, aim to unify diverse resources, smaller cities or independent public housing authorities are not included. The need for improved communication is especially critical when cities are impacted by homelessness in areas outside of their jurisdiction. Cities have few options related to homelessness in County parks or Caltrans property within or near their borders, or in unincorporated County which borders the city, and which may not even be in the same SPA.

- **Undermining Public Support for and Success of Measure H:** Beyond the impact on PEH, these problems jeopardize the success of Measure H and challenge the goodwill of residents that want to see progress in addressing homeless in their communities. San Gabriel Valley cities receive numerous complaints regarding the lack of progress made surrounding homelessness, despite the promises of Measure H. Cities, shut off from influencing the services delivery system, cannot assist in a meaningful way. Cities that do not have their own housing navigators - funded using separate funding - or existing relationships with CES providers or outreach teams can only themselves access services for their homeless residents by using the Homeless Outreach Portal (LA-HOP), which can only commit to a response within days. Alternatively, cities can direct their residents to use the same process to request services. If and when an outreach team arrives days later - at which time the PEH may or may not still be there in need of services - nothing appears to change. Then, when programs like Project Roomkey are launched in a community and are not preceded by community engagement, city staff and elected officials are the ones responsible for addressing community complaints. Because they are provided little or no information - and are not in control of the programs, they have little to offer. Community members who wish to serve their homeless neighbors have comparatively few options to get involved. This sours future support in communities for any measure to extend homeless services funding, putting in jeopardy the future of Measure H, as well as the system we have all worked so hard to build.

Key Cause: Lack of Trust

It appears that LAHSA and the County do not trust the cities' partnership in addressing homelessness. They do not appear to trust cities' ability to develop and administer programs responsibly, nor do they appear to trust cities to appropriately use the data to serve their homeless populations. LAHSA and the County have focused on creating an overarching system and establishing best practices but have not actively involved the cities in this process. As a result, an understanding of local context and situation is not included.

Our cities truly are willing partners in the fight against homelessness and having more communication with and trust in cities to develop and implement programs that are responsive to the local communities will lead to a stronger system. Currently, nonexistent and/or slow communication prevents the timely resolution of problems, creates confusion, and, ultimately makes program implementation more difficult. It undermines the intended approach of CES and the County homeless system to have a no-wrong door approach and ensure that PEH receive services as quickly and efficiently as possible.

Cities have developed - and want to continue to develop - their own programs that serve their communities, and they want these programs to be recognized as legitimate components of the County's homeless services system.

POTENTIAL SOLUTIONS

The SGVCOG believes there are multiple alternatives that would address the issues discussed in detail in the previous section. The SGVCOG believes these alternatives would strengthen the County's overall homeless services delivery system. These alternatives would be more responsive to the partners in small cities around the County and allow for more robust collaboration and coordination between all partners participating in the fight to end homelessness in LA County.

Our proposed solutions include both recommendations to improve the system at a high level as well as smaller-scale adjustments to be made concurrently. While most of these recommendations focus on LAHSA, we recognize that many would instead require changes to the policies of the County and its respective departments. In particular, our recommendations 1b, 2b, 2c, 2d, 2e, 3a, and 3c are just as applicable to the County system as to LAHSA. All fall into one of the following categories:

- Increasing Representation Within the Current System
- More Autonomy Within the Current System
- Additional Improvements to the Current System
- Independent Control

Our hope is that it will be possible to resolve the issues identified without necessitating a wholesale overhaul of the current system or the creation of new entities. We believe that starting from scratch in that way is only in the best interest of all involved if sufficient alternatives cannot be agreed upon. To that end, it is our intent to only advocate for the options in the "Independent Control" category after first attempting to find an agreeable resolution to our concerns from among the other categories.

Increasing Representation Within the Current System

Recommendation 1a: Increase Representation and Seats on the LAHSA Commission
The SGVCOG believes that, within the current system, there must be increased representation for jurisdictions besides the City and County of Los Angeles. Seats should be added to the LAHSA Commission, to provide a voice to and increase knowledge of other areas of the region and smaller cities.

The SGVCOG proposes that jurisdictions other than the City of Los Angeles and the County of Los Angeles should have representation that is equal to that of the City and the County. Four potential approaches are summarized in Table 1, below.

Model	Representation Structure

Add Council of Government (COG) Based Representation	• 5 seats for the City of Los Angeles
	• 5 seats for the County of Los Angeles
	• 5 seats allocated to COGs according to their population, excluding portions in the City of Los Angeles and unincorporated County. That could be divided potentially as follows:
	  • San Gabriel Valley COG (approx. 2 million people)
	  • Gateway Cities COG (approx. 2 million people)
	  • South Bay Cities COG (approx. 1.3 million people)
	  • Westside Cities COG and the Las Virgenes/Malibu COG (Combined) (approx. 500,000 people)
	• San Fernando COG, Arroyo Verdugo COG, and North Los Angeles County COG (Combined) (approx. 1.35 million people)

Los Angeles County Metropolitan Transportation Authority (Metro) board	• 5 seats for the City of Los Angeles • 5 seats for the County of Los Angeles • 5 seats selected by the City Selection Committee

Add Service Planning Area (SPA) Based Representation	• 5 seats for the City of Los Angeles
	• 5 seats for the County of Los Angeles
	• 5 seats allocated to all 8 SPAs according to their population, excluding portions in the City of Los Angeles and unincorporated County. That could be divided potentially as follows:
	  • SPAs 1 and 2 (Combined) (approx. 1.3 million people)
	  • SPA 3 (approx. 2 million people)
	  • SPAs 4 and 5 (Combined) (approx. 550,000 people)
	  • SPA 7 (approx. 2 million people)
	  • SPAs 6 and 8 (Combined) (approx. 1.8 million people)

King County (Seattle) Regional Homelessness Authority	• A Governing Committee
	  • One seat for the Mayor of Los Angeles, three seats for LA Councilmembers
	  • Five seats for the Supervisors
	  • Five seats for elected officials representing the other 87 cities
	  • Two seats representing people with lived experience with homelessness
	• An Implementation Board of twelve members with specialized skills and experience appointed by the County, the City of Los Angeles and the smaller cities in the County.

Table 1.
Summary of Possible Governance Structures.

Many problems identified stem from the fact that LAHSA does not represent the other 84 cities in LA County that are also members of the LA CoC and behaves accordingly. While this solution does not solve other specific problems immediately, it allows for appropriate representation to ensure issues in all categories can be addressed over time. It takes the existing structure and improves it incrementally, preventing the disruption associated with building out a new system. Because small cities would have direct authority within the LAHSA structure, LAHSA staff would start to appropriately prioritize their needs, and those cities would have advocates within LAHSA they could call upon as specific situations arise. It also would provide cities with trusted insight into how decisions are being made.

Issue(s) Addressed

- Lack of Collaborative Relationship with Smaller Cities
- Lack of Funding for Locally-Based and Supported Initiatives and Programs
- Poor Communication and Lack of Transparency.

Key Considerations

We recommend an option that provides representation directly to COGs so that the representatives can be more fully accountable to the diverse interests of cities within those regions, rather than only the city they represent. If such alternatives are chosen, the portions of each COG or SPA which are composed of the City of Los Angeles or unincorporated County should not be considered for population weighting purposes, and those entities should recuse themselves from the selection of representatives. Otherwise, this will continue to provide them with disproportionate influence over the homeless services system. Where a seat is to be shared by multiple COG's or SPA's, they could be provided with the option of jointly selecting their representative or rotating who makes the selection. Additionally, policies would need to be created surrounding cities which are not members of any COG or are members of multiple COG's.

This change must still be accompanied by a shift in perspective by LAHSA to view cities and their commissioners as full partners and to endeavor to understand how cities function. Because small cities would not be able to collectively enact any change on their own even with five votes, cities would need to feel assured that the voices of their new commissioners would be listened to.

Critically, this would not resolve cities' concerns as to funding allocations and other decisions related to homelessness made by the County, which must be addressed separately.

Recommendation 1b: Increase Small City Representation on Stakeholder Groups

The SGVCOG requests that LAHSA and the County commit to providing seats dedicated to small cities on advisory bodies, ad hoc committees, and/or stakeholder groups whenever they are formed. The County Homeless Initiative and County Departments should make frequent use of such groups when making decisions which affect the entire County. This will allow for important, otherwise overlooked considerations to be raised from the beginning and provide cities with influence in more areas.

Specifically, the County should form a standing advisory group comprised of cities to provide input on funding decisions. This will better ensure equitable distribution of Measure H funding to regions and jurisdictions around the County.

Issue(s) Addressed

- Lack of Collaborative Relationship with Smaller Cities

Key Considerations

A thoughtful process would need to be developed to determine which entities select these representatives. Those selected would need to bring the perspective of small cities as a group, but it is also necessary for each region to advocate for their distinct needs. Whenever possible, representation from multiple areas should be provided. We also recommend adding additional seats to such bodies for people with lived experience with homelessness.

More Autonomy Within the Current System

Recommendation 2a: Modify LAHSA's Mission to Acknowledge its Services to All Cities

The SGVCOG recommends modifications to LAHSA's mission to specify that it represents and services all 85 cities that are members of the LA CoC, to clarify responsibilities, and to provide more responsibilities to the cities. This would include, for example, committing to always consult cities for input on siting locations and for developing overall strategy in each area. By including the need to be accountable to smaller cities in its mission, LAHSA staff would better grasp the importance of understanding the priorities and structures of all member cities. By requiring that LAHSA obtain early input from cities on matters which affect them, strategies will be better tailored to local needs and foreseeable problems would be averted.

Issue(s) Addressed

- Lack of Collaborative Relationship with Smaller Cities

Key Considerations

Modifications to written policy must be accompanied by good faith collaboration. Because any outline of responsibilities will not be able to capture all circumstances, it will be important to develop strong relationships and active lines of communication to address each new situation.

Recommendation 2b: Incorporate City Input into Program Design

Cities should be given the opportunity to provide input on program design and on the development of Requests for Proposals (RFPs) and Scopes of Required Services, as well as a process to request exemptions from certain requirements. This should also include public funding related to homelessness administered through any County department. This would allow for the removal of barriers to small cities or small providers being awarded funding through the LAHSA RFP process or otherwise. These changes could include, but not be limited to:

- Allowing for programs to target a catchment area approved by the cities but smaller than the whole SPA.
- Removing requirements related to having Licensed Clinical Social Worker level staff.
- Removing prohibitions on funding law enforcement.

This would better facilitate cities being directly awarded funding and to support smaller scale programs by trusted community providers. Both cities and smaller-scale community providers are sometimes unable to meet the program requirements that LAHSA and/or the County require, which unreasonably restricts funding to larger social services providers with the expansive

infrastructure necessary to meet these program requirements. It would allow cities who operate their local homeless services through or in close coordination with their police departments to continue these programs, taking advantage of the knowledge that police departments have of their communities. It would allow cities to prioritize the use of surplus or underutilized public properties in innovative ways.

While homelessness is a regional issue, the SPA is too broad a catchment area for providing services and housing to PEH in a region as large and diverse as the San Gabriel Valley. This requirement could prevent PEH from receiving services in their own communities. For many in our region, PEH may be unable to receive services in their community, separating them from those who speak their language or from foods from their community of origin. This undermines our shared goals related to cultural competency. Our communities may be understanding of serving some PEH from neighboring cities, but requiring the acceptance of referrals from the entire SPA can displace PEH from their established communities, which serves neither housed nor unhoused residents of the San Gabriel Valley. Allowing cities to collaboratively determine a local catchment area of 2-5 cities solves these problems while allowing for flexibility.

Issue(s) Addressed

- Lack of Funding for Locally-Based and Supported Initiatives and Programs

Key Considerations

This process would need to be ongoing and allow for flexibility as new programs are designed or new problems are identified.

Recommendation 2c: Create No-Wrong Door Communication Approach with Cities

LAHSA and the County should provide a "no wrong door" style central point of contact for cities who would be empowered to determine answers to new, city-specific problems. LAHSA and the County would develop better, formal mechanisms within their own structures for engaging with cities as stakeholders and incorporating their input when making decisions.

This would solve a variety of issues related to a collaborative relationship and responsiveness to questions or needs. It would create a mechanism for solutions to novel problems to be developed in a timely manner. This point of contact could be tasked with ensuring there is always outreach to cities when a new program may be located in their jurisdiction.

Issue(s) Addressed

- Poor Communication and Lack of Transparency
- Lack of Collaborative Relationship with Smaller Cities

Key Considerations

A key element to this solution is that the contact would have the ability to prioritize these issues within LAHSA and facilitate decision making. Providing a single point of contact without this ability only solves a small portion of the problem.

Recommendation 2d: Make Funding and Programming Decisions at the SPA-level

Funding and programming decisions should be made at the SPA-level rather than at the County-level, incorporating meaningful input and engagement from stakeholders in each SPA. This could

include distinct allocations foreach Measure H strategy to each SPA and/or SPA-specific RFPs. This could also include allowing SPAs to determine the most impactful ways of allocating funding and implementing programs at the SPA-level, for example developing catchment areas for the purposes of providing services to PEH. This could resolve issues of a mismatch between the strategies for programs and funding determined for each sub-region at the County level and their actual needs. This could also allow for SPAs to develop a more thoughtful approach to providing services and housing for PEH

Issue(s) Addressed

- Lack of Funding for Locally-Based and Supported Initiatives and Programs

Key Considerations

A thoughtful engagement of SPA-level stakeholders would be needed to make these decisions.

Recommendation 2e: Increase Measure H Allocations to Cities and COGs

The County should increase the Measure H allocation to cities and COGs, with a dedicated minimum funding level for each year.

Ensuring a consistent local return will bring Measure H more in line with other County sales tax measures. It would help to address a variety of concerns which were raised with respect to local control and needs. Creating more locally-controlled programs allows for more responsiveness to community concerns and improves public perception about the impact made by Measure H.

Issue(s) Addressed

- Lack of Funding for Locally-Based and Supported Initiatives and Programs
- Lack of Collaborative Relationship with Smaller Cities

Key Considerations

The use of previous allocations of funding to COGs demonstrated their ability to use this funding effectively to create city-specific programs while also maximizing opportunities to build regional partnerships and economies of scale. By providing dedicated funding on an ongoing basis, it will become possible to create long-term programs.

Recommendation 2f: Collect Input on the PIT Methodology from Cities Prior to Finalizing

LAHSA should provide an opportunity for input from each City on the data and methodology used to calculate their city level PIT count before it is finalized, as may be possible within HUD guidelines. This can include input on the correct multiplier to use for the number of individuals per car, tent, or makeshift structure, as well as ensuring the census includes a count of areas within each city with disproportionately high or low concentrations of unsheltered individuals.

This lowers the likelihood of an official overcount or undercount which is at odds with the observations of those who know the city well. It prevents fluctuations from year to year related more to how the count was conducted than changes in reality. It will allow for better data related to the geographic distribution of the homeless population within SPA 3 to inform program targeting decisions.

Issue(s) Addressed

- Lack of Collaborative Relationship with Smaller Cities

Key Considerations

Cities can provide valuable information about their homeless population both when planning for the PIT count and when functioning as a check against inaccurate data or conclusions afterwards.

Additional Improvements to the Current System

Recommendation 3a: Increase Flexibility in Implementing Programs

LAHSA and the County should provide increased flexibility in implementing programs. Overall, there should be more flexibility, whether through modifications to existing program types or the option of proposing new ones. This could include, for example, funding more, smaller programs rather than fewer, larger programs, or the funding of creative programs proposed by cities. LAHSA should not set minimum numbers of PEH to be served by proposed programs and should not restrict the number of providers to be awarded in each SPA. Program funding levels should be set to make smaller programs feasible. This would allow for more access centers, interim housing programs, winter shelters, safe parking sites, and rapid rehousing providers. Currently, the limited number of these programs in each SPA hinders program access by PEH, prevents access to funds by smaller providers, and leads to greater neighborhood pushback as compared to the same funds split across more programs. Program implementation should acknowledge the resources and needs across the region. For example, there should be a greater priority placed on expanding resources for those that suffer with mental health and substance abuse challenges. Program implementation should focus on identifying opportunities to use and expand existing programs and facilities, including vacant, government-owned buildings, to better provide the services these individuals need to rebuild their lives.

This will allow for versions of programs which fit better into communities or otherwise better meet local needs. Using the same amount of funding for smaller programs allows for better geographic distribution, lowers neighborhood impact, and facilitates the participation of smaller providers. For example, in the 2020 Access Centers RFP, in which LAHSA added more funding overall to SPA 3 but did not increase the number of sites. The funding available would have been sufficient to fund two or three smaller programs capable of carrying out the full scope of required services. The current approach leaves most of the region without any nearby access center.

Issue(s) Addressed

- Lack of Funding for Locally-Based and Supported Initiatives and Programs

Key Considerations

This should be addressed both through the creation of the "menu" of programs available to be implemented, but also within RFP documents themselves. RFPs should be less specific in mandating, for example, how many programs will be selected per SPA, and should state more generally the goals that programs must meet, allowing for some discretion in the proposal itself.

Recommendation 3b: Allow Cities to Access HMIS
LAHSA should create a streamlined way for cities to access HMIS and collaborating to resolve any legitimate privacy concerns. LAHSA should provide a clear process for beginning HMIS participation, and standard policies related to privacy concerns cities are likely to face.

This will allow cities to participate in HMIS who do not currently do so either because of lack of a clear avenue to gain access, or because they are prohibited from doing so. Where privacy concerns must be addressed, a collaborative process could result in cities adopting the appropriate policies to resolve them.

Issue(s) Addressed

- Poor Communication and Lack of Transparency

Key Considerations
This should include a clear mechanism to produce city level data and reports to best take advantage of increased HMIS use.

Recommendation 3c: Better Integrate Law Enforcement into Homeless Response
LAHSA and the County should better incorporate homeless outreach within law enforcement. This could be based on the existing model operated by the Department of Mental Health (DMH) with local law enforcement. For example, Monterey Park has a DMH psychiatric social worker assigned to their police department. This person works in conjunction with their officers who focus on homeless outreach. This clinician is mandated to follow the County's privacy and program standards and policies, but this individual is integrated with this local city team. LAHSA could utilize a similar model, assigning an outreach worker to each independent city or to groups of cities depending on their size and/or PIT count. This integration could better tailor outreach to specific community needs.

This will allow the homeless services system to take advantage of the knowledge local law enforcement has of their city. It will reduce fragmentation between the larger system and the work currently taking place in cities who operate their homelessness programs through their police departments.

Issue(s) Addressed

- Poor Communication and Lack of Transparency
- Lack of Collaborative Relationship with Smaller Cities

Key Considerations
The appropriate points of contact and areas for integration will vary by city depending on their law enforcement structure or methods of operating homeless services within their city.

Recommendation 3d: Expand Participation in Housing Central Command
LAHSA and the County should expand participation in Housing Central Command by smaller cities and independent public housing authorities (PHAs) once it expands beyond its pilot phase. This would better streamline the use of these entity's resources to address homelessness in their communities.

Issue(s) Addressed

- Poor Communication and Lack of Transparency

Key Considerations

PHAs have different policies and differing approaches to homelessness which may influence their relationship to Housing Central Command.

Independent Control

Should all attempts to reform or restructure LAHSA fail or be determined to be infeasible, the San Gabriel Valley could pursue the creation or expansion of an entity or entities independent of LAHSA to administer and manage Measure H and other funding. This could include:

- Administration of the majority of funds and programs directly through the COGs
- Forming new homeless services authorities to serve each sub-region.
- Forming a new homeless services authority to serve the County minus the City of LA
- Administration of the majority of funds and programs directly through each city.

Such an entity or entities could, with the necessary approvals, join the Pasadena, Glendale, or Long Beach Continuums of Care (CoC) or create independent CoCs.

Managing funding independently would allow cities to solve all or most of the problems we have identified. Because such an overhaul comes with downsides in terms of disruption of the current system, we hope that these problems can be resolved through other means. However, we view these options as effective solutions to prioritize if other methods fail.

These smaller entities also may be better equipped to act as the fiscal agent to administer funds, as LAHSA struggles to do. Smaller entities could provide more timely payments to providers and cities and be responsive to fiscal questions.

Issue(s) Addressed

- Lack of Collaborative Relationship with Smaller Cities
- Lack of Funding for Locally-Based and Supported Initiatives and Programs
- Poor Communication and Lack of Transparency

Key Considerations

The governance structure of any new entity created would need to be thoughtful to ensure problems of representation are not duplicated and that the needs of all member cities are taken into account. Additionally, Measure H funding would need to be allocated to the respective entities proportionally, either by PIT count, population, or amount of sales taxes collected within their borders. The costs associated with these options should be borne by new or existing County funding.

Recommendation	Collaboration with Smaller Cities	Funding for Local Programs	Communication and Transparency
Additional LAHSA Commission seats for smaller cities	X	X	X
Dedicated seats for smaller cities on advisory bodies, ad hoc committees, and/or stakeholder groups.	X		
Expansion/clarification of LAHSA's mission and responsibilities to specify that it represents and serves all 88 cities.	X		
Formally incorporate cities' input into program design, RFPS, and SOWS and allow cities to be exempted from certain RFP requirements		X	
Provide a "no wrong door" style central point of contact for cities who would be empowered to determine answers to new, city-specific problems.	X		X
Making funding and programming decisions at the SPA-level rather than Countywide.		X	
Increasing the Measure H allocation to cities and COG's, with a dedicated minimum annual funding level.	X	X	
Providing an opportunity for input from each City on the data and methodology used to calculate their city level PIT count before it is finalized.	X		
Increased flexibility in implementing programs.		X	
Streamline access for cities to HMIS, collaborating to resolve any legitimate privacy concerns.			X
Better incorporating homeless outreach within law enforcement.	X		X

Participation in Housing Central Command by smaller cities and independent public housing authorities.			*X*
The selection of an entity or entities independent of LAHSA to manage Measure H and other funding.	*X*	*X*	*X*

Table 2.
Summary of Proposed Recommendations.

DEMONSTRATING COMMITMENT TO QUALITY PROGRAMS AND SERVICES

The San Gabriel Valley is committed to continuing to pursue philosophies which lead to quality programs and services and align with nationally recognized best practices. Our existing practices and plans demonstrate this, and we intend to deepen our commitment to them as our work expands. This demonstrates that funding will be used effectively as the San Gabriel Valley is provided with more autonomy as our recommended solutions are put into effect. While this may look different depending on the level of autonomy provided, these principles will guide the work to combat homelessness in the San Gabriel Valley regardless.

Pursuing Best Practices

All programs in the San Gabriel Valley will follow nationally and regionally recognized best practices, such as those mandated by HUD or recommended by the National Alliance to End Homelessness. These include, but are not limited to, Housing First, Harm Reduction, Trauma-informed Care, Cultural Competency, and a focus on equity, including racial equity and a distribution of funds and services among subpopulations.

Our programs will be operated in accordance with program standards, facilities standards, and performance targets substantially similar to those currently in use by LAHSA. They will follow best practices in terms of caseload ratios and the use of interventions such as motivational interviewing. With respect to unsheltered homelessness in our communities, cities will follow a public health approach which prioritizes services over enforcement as recommended by LAHSA's Principles and Practices for Local Responses to Unsheltered Homelessness. PEH served in our communities will benefit from non-discrimination, equal access, and grievance policies similar to those currently in use. Overall, funds which cities or the COG control will be put to use according to the Measure H strategies.

In order to support the implementation of these philosophies, staff at individual cities who focus on homelessness will provide education on the importance of these best practices to their city councils, particularly to councilmembers who may sit on the LAHSA commission or other boards which oversee homeless services.

CES Participation and Regional Services

Programs in the San Gabriel Valley will participate in the Coordinated Entry System and operate from a regional perspective. Our work will continue to prioritize administering the VI-SPDAT in all programs and entering all participants into CES. City or COG funded programs will require collaboration with CES providers through case conferencing and other venues. Any permanent housing we control will be allocated according to LA County CES prioritization policies. Our programs will participate in HMIS and use it to the fullest extent possible. The only exception to this would be where prohibited by LAHSA, as outlined in the "problems" section of this paper.

Site based programs, such as interim housing, will be structured to serve a portion of the region. Many of our cities already address homelessness in cohorts of neighboring cities. As locally-controlled homelessness programming expands, the remaining cities can form themselves into self-selected cohorts of two to five cities each. These cohorts will form the basis of the catchment

area that each site based program would serve, rather than the entire SPA, and eligibility criteria would include having contact with an outreach team while in that area or otherwise having ties to a member city. In this way, local programs will have a regional approach while serving PEH from the communities where the sites are located.

Use of Local Resources and Control

Our communities commit to using local resources and control to effectively expand the homeless services delivery system. Once the above-mentioned cohorts of cities are formed, we will work to site interim housing beds in each one. By doing so, interim housing options will be available to PEH anywhere in the SPA, resolving a key limitation of this approach. The number of beds within each catchment area will be in accordance with targets to be determined at a later time, for example, 10% of each area's PIT count.

It will be important for member cities to maintain a level of control over beds in their catchment area. This could include the targeting of specific encampments, the use of preference lists, or a set-aside of beds to be filled specifically by city referral. This will not preclude the integration of interim housing into CES, such as by using eligibility criteria related to acuity or housing match status.

Our communities will also support the siting of permanent supportive housing within our communities. We will prioritize using surplus land for homeless services and affordable housing and are actively working to identify parcels for this purpose. We will also prioritize leveraging funding such as CDBG and the Regional Housing Trust to support regional goals. Our cities will prioritize the use of surplus or underutilized public properties, particularly to address the needs of those with mental illness or substance use disorder.

CONCLUSION

The challenges and recommendations emphasized in the sections above highlight the opportunity for all stakeholders in the County of Los Angeles to come together and build a comprehensive, coordinated, Countywide structure and strategy to end the shame of tens of thousands of people living on our streets. Business-as-usual will not solve this problem, so all County stakeholders must rise to face this challenge. The SGVCOG looks forward to actively participating in the formation of a better and more responsive homeless services system for all.

Attachment A



JANUARY 2021

Housing & Homelessness Report

SGVCOG
San Gabriel Valley Council of Governments

SGVRHT San Gabriel Valley Regional Housing Trust

Attachment A

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Attachment A



BACKGROUND

In 2019 and 2020, the San Gabriel Valley Council of Governments (SGVCOG) was awarded more than $7.2 million – through a $5.6 million State budget allocation, a $1.5 million Los Angeles County Measure H Innovation Funds allocation, and a $113,320 State COVID-19 Emergency Homelessness Funds allocation via the County – to support housing and homelessness programs in the San Gabriel Valley. Given that homelessness is a multi-faceted crisis, the SGVCOG aims to tackle homelessness with a multi-faceted approach.

$5.6M IN STATE FUNDING

$1.5M IN COUNTY FUNDING

$113K IN COVID-19 EMERGENCY FUNDS

$7.2M IN TOTAL FUNDING

Based on extensive stakeholder engagement, the following ten regional needs were identified. The SGVCOG Governing Board allocated funding to ten categories of programming accordingly.

- **Affordable housing** to meet current demand and to stop the inflow to homelessness due to inadequate housing supply
- **City homeless plan implementation resources**
- **Development of homeless plans** for those cities that had not previously completed plans
- **Prevention and diversion assistance** and problem solving resources to prevent residents from becoming homeless
- **Pilot programs** to test innovative, scalable solutions to homelessness
- **Workforce development and training** for youth at risk of homelessness
- **Landlord outreach and incentives** to encourage landlords to accept tenants who are experiencing homelessness
- **Increased City-service provider coordination** to build capacity
- **Alternative crisis response** for people experiencing homelessness (PEH) and mental health crises

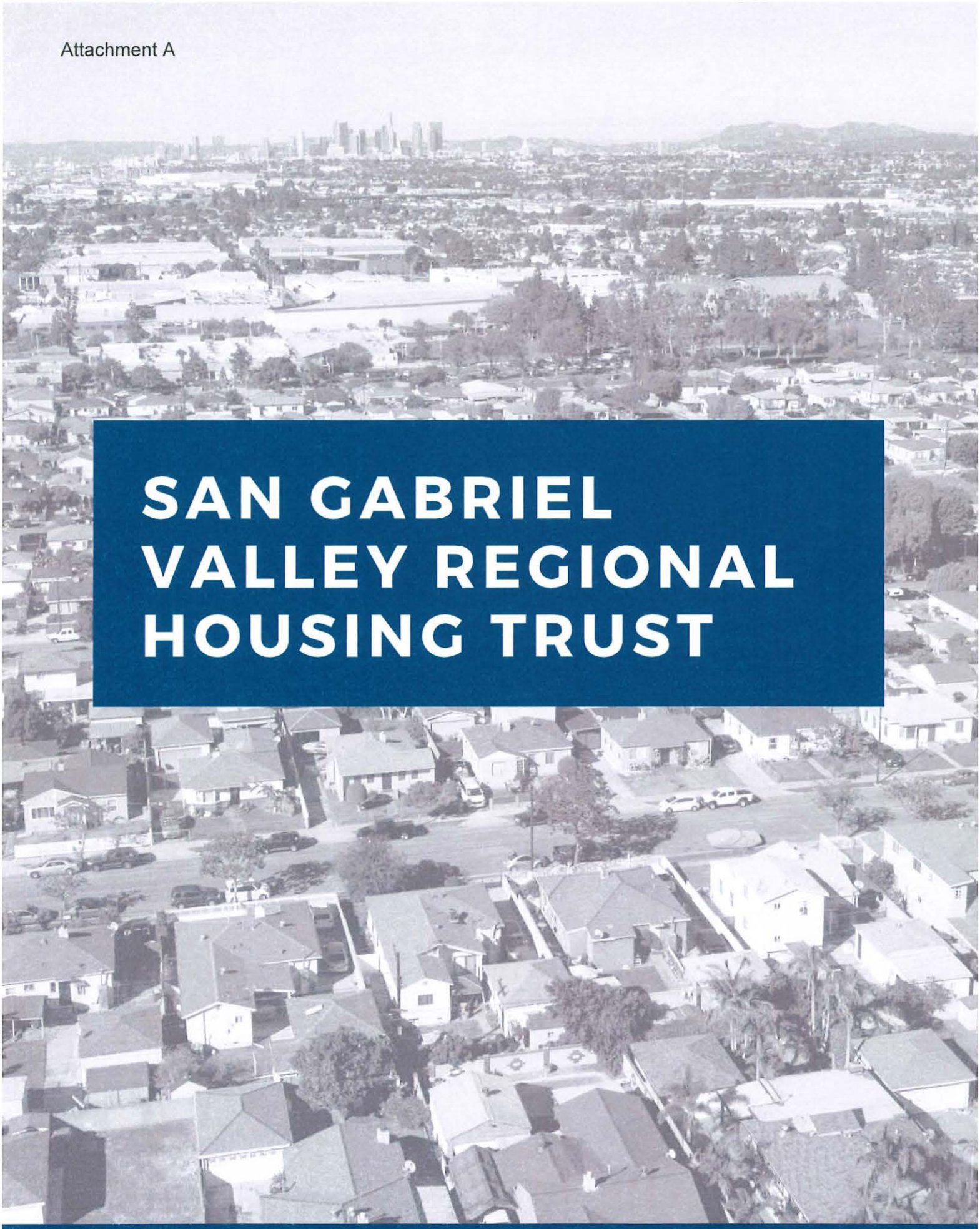
By Spring 2020 with the outbreak of COVID-19, an additional urgent need became clear:

- **Increased access to hygiene services to mitigate the spread of COVID-19** in our unhoused neighbors

These ten categories of programming aim to both serve people actively experiencing homelessness and to stop the inflow into homelessness. By fall 2020, all programs were underway.

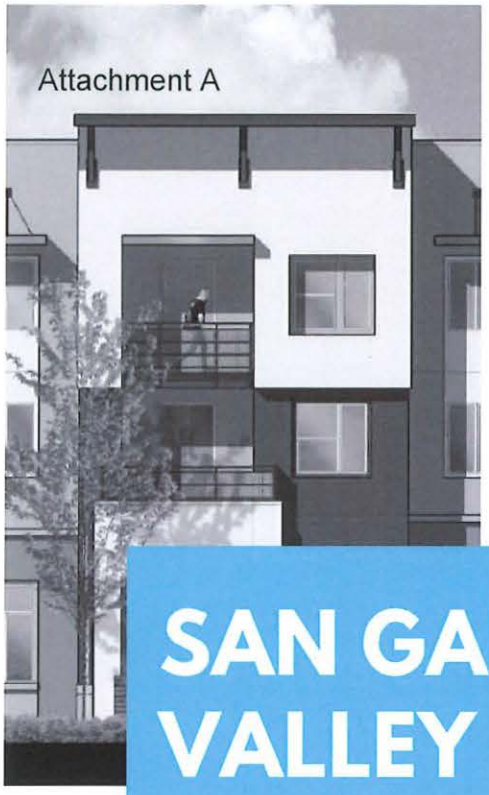


Attachment A



SAN GABRIEL VALLEY REGIONAL HOUSING TRUST

Attachment A







SAN GABRIEL VALLEY REGIONAL HOUSING TRUST

21 MEMBER CITIES

$1.55M IN INITIAL FUNDING

$1.00M IN STATE FUNDING FOR CAPITAL COSTS

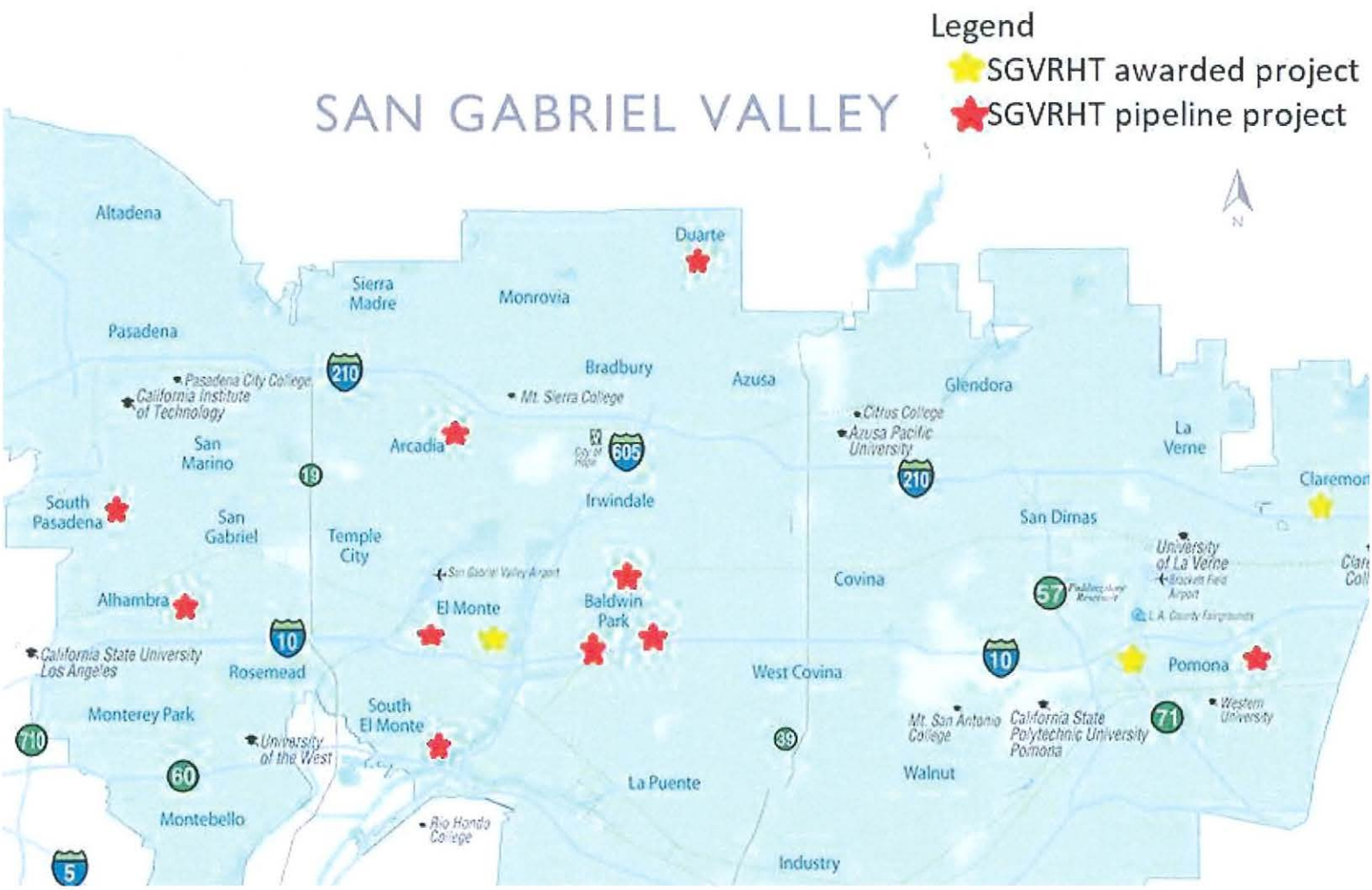
$350K IN COUNTY FUNDING FOR CAPITAL COSTS

$200K IN COUNTY FUNDING FOR OPERATIONS

The San Gabriel Valley Regional Housing Trust (SGVRHT) was **formed in February 2020 as a Joint Powers Authority (JPA)** to finance the planning and construction of affordable and homeless housing. The SGVRHT is governed by a nine-member Board of Directors composed of elected officials from seven cities that are members of the SGVRHT and two housing and homelessnesss experts. The SGVRHT currently boasts **21 member cities**. Membership is required to serve on the Board of Directors and to be eligible for SGVRHT project financing.

Attachment A

SGVRHT San Gabriel Valley Regional Housing Trust



MEMBER CITIES

Alhambra	Duarte	Montebello
Arcadia	El Monte	Pasadena
Azusa	Glendora	Pomona
Baldwin Park	Irwindale	San Gabriel
Claremont	La Cañada Flintridge	South El Monte
Covina	La Verne	South Pasadena
Diamond Bar	Monrovia	West Covina

ACCOMPLISHMENTS

PROJECT PIPELINE

In July 2020, the SGVRHT adopted bylaws, underwriting criteria, and loan guidelines and established the San Gabriel Valley **Project Pipeline**, a list of 13 projects totaling 672 units of affordable and permanent supportive housing in need of gap financing in the region.

PLHA FUNDS

Several cities have allocated a portion or the entirety of their 2020 Permanent Local Housing Allocation (PLHA) funds to the SGVRHT. Member cities can allocate their PLHA funds to the SGVRHT for program eligible expenses, including use as capital funds to finance affordable and homeless housing and activity costs incurred to operate the SGVRHT's programs. PLHA funds dedicated to the SGVRHT are eligible for use as matching funds for the LHTF program.

PROJECT PIPELINE

CITY | FUNDING GAP/REQUEST

ALHAMBRA | $3,000,000
50 units of low and extremely low-income housing

ARCADIA | $1,800,000
9 units of affordable housing

BALDWIN PARK | $7,500,000
120 units for low-income families and homeless veterans

BALDWIN PARK | $1,500,000
55 units of affordable housing

BALDWIN PARK | $6,000,000
13 units of affordable housing plus workforce housing

CLAREMONT | $500,000
15 units of affordable housing for low-income and homeless seniors

DUARTE | $7,000,000
60-70 units of affordable housing

EL MONTE | $37,000,000
Up to 100 units of transitional housing for homeless housing

POMONA | $2,000,000
125 units of affordable housing for low and very low-income families

POMONA | $1,350,000
56 units of affordable housing

SOUTH EL MONTE | $1,300,000
140 units of affordable housing for low-income seniors

SOUTH EL MONTE | $4,000,000
Transitional housing for homeless families

SOUTH PASADENA | $14,000,000
Rehab Caltrans property for affordable housing

CAPACITY BUILDING

The SGVRHT received planning funds from sources including the State, member cities, and Southern California Association of Governments through Regional Early Action Planning (REAP). These funds will be used to increase the SGVRHT's capacity to obtain and leverage funds to increase affordable housing in the San Gabriel Valley.

PROJECTS UNDERWAY AND ANTICIPATED THIS YEAR INCLUDE:

- **Strategic plan and funding strategy development** to best address the specific housing needs of the region and most effectively leverage funds to augment affordable and homeless housing production

- **Donor recognition program and capital campaign development to secure private funds**. As a JPA, the SGVRHT is eligible to receive both public and private funds. The funding strategy will enable the SGVRHT to solicit private investment and increase capital funds to be invested in affordable and homeless housing projects across the region.

- **Housing construction and financing innovation study.** The SGVRHT is investing in a study to identify innovations in both construction and financing methods to reduce the cost and time required to produce affordable and homeless housing to help meet the urgent need.

Planning efforts to increase affordable and homeless housing including:

- **affordable housing incubator**
- **housing leadership academy**
- **surplus land inventory**
- **land trust**

CAPACITY BUILDING

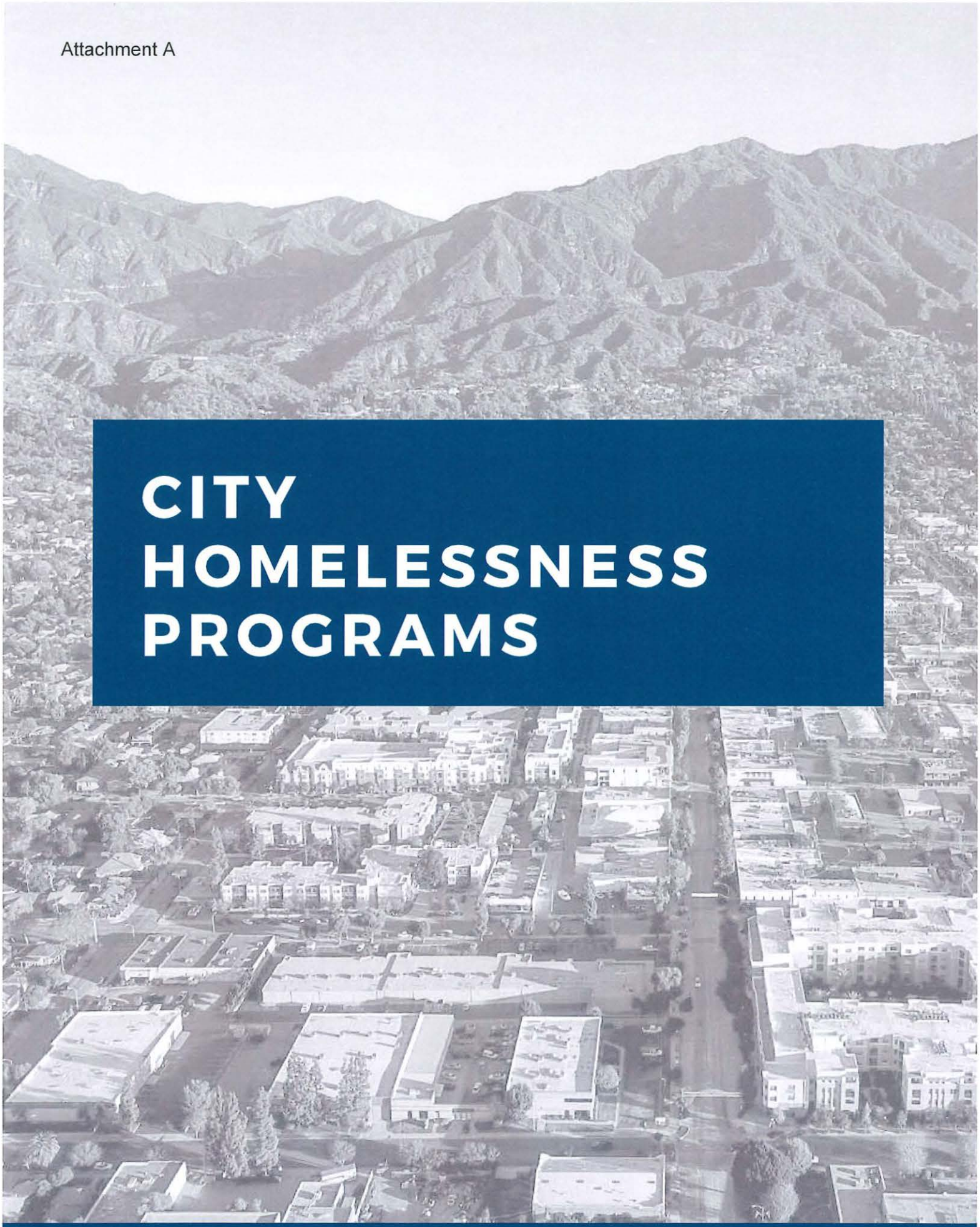
- **Homeless housing pilot program.** The SGVRHT is providing capital and technical assistance to:
    - **create small-scale emergency shelters** in interested member cities through the **use of prefabricated tiny home shelters** (non-congregate shelter)
    - **collaborate with the County and member cities** to ensure onsite service provision
    - **address the emergency shelter needs of the San Gabriel Valley** quickly and at a relatively low cost



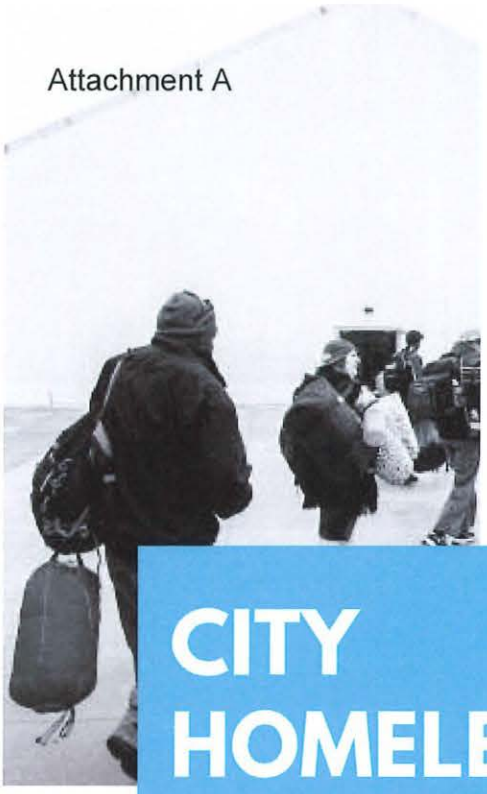


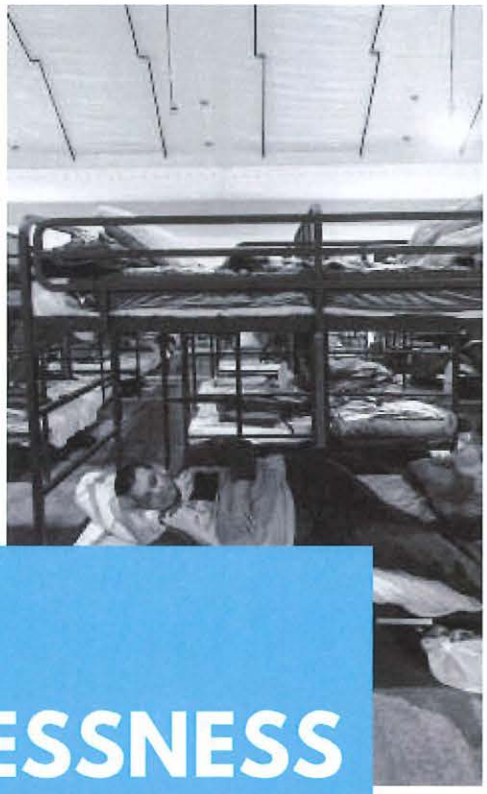
Tiny home shelter examples

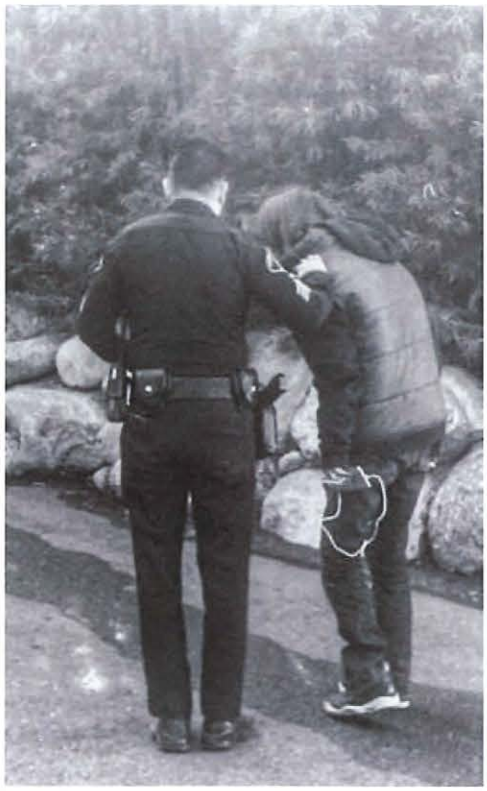
Attachment A



CITY HOMELESSNESS PROGRAMS







CITY HOMELESSNESS PROGRAMS

22 CITIES

$4.08M IN FUNDING

79% OF FUNDING TO DIRECT SERVICES

The SGVCOG is providing $4,075,495 in funding to its member cities to implement three programs:

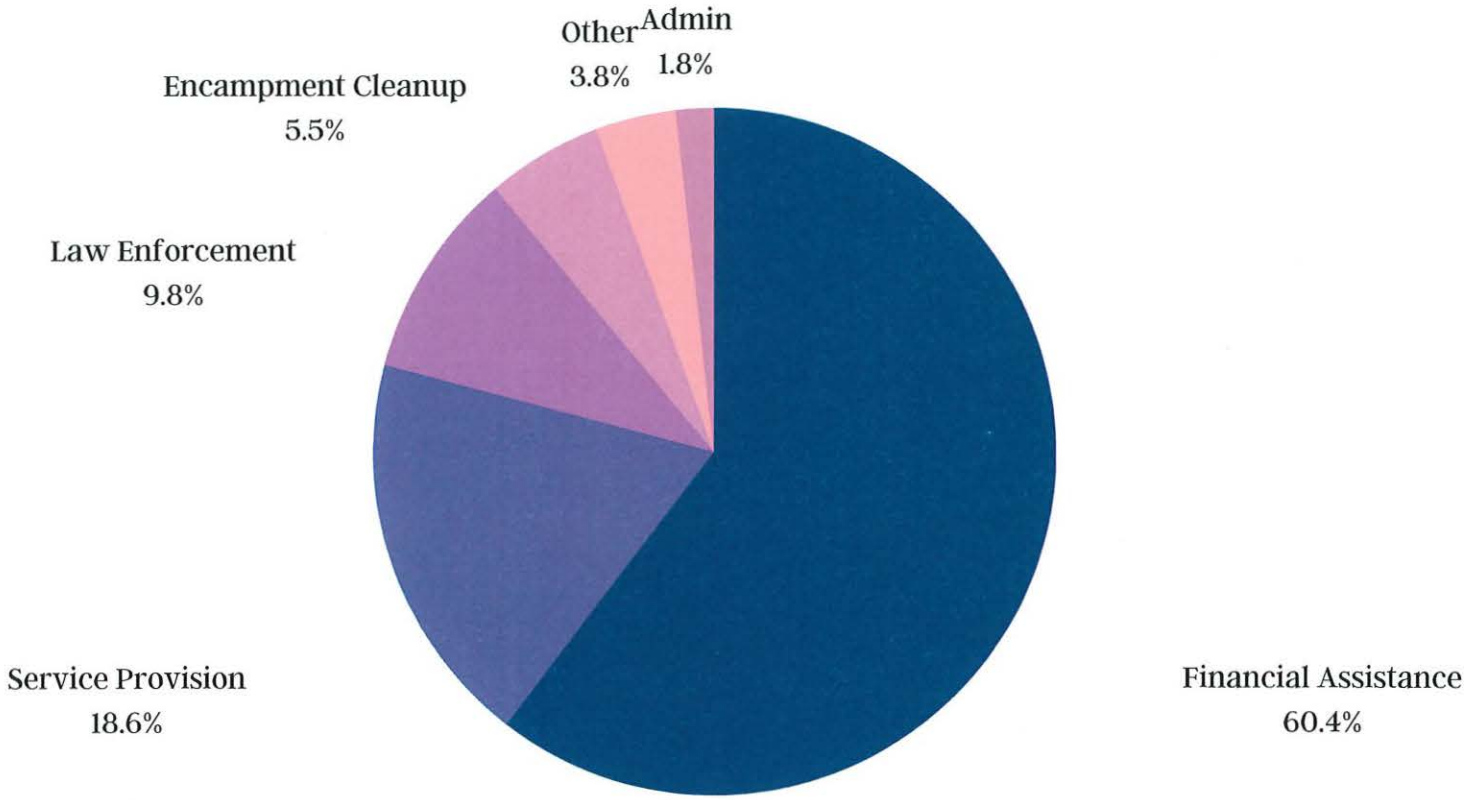
- **Homeless Plan Implementation**
- **Prevention and Diversion**
- **Pilot Programs**

Cities submitted applications for these programs during the Spring 2020, with the Pilot Programs being the only competitive program.

CITY HOMELESSNESS PROGRAMS



Cities are receiving **an average of $185,454** to implement these three programs. **78.8%** of the funding has been allocated towards direct services, with the majority (**60.3%**) going towards financial assistance and **18.6%** towards the provision of those services. **10.1%** is assigned to law enforcement, **5.5%** to encampment cleanup, **3.8%** to other categories, like data collection and marketing, and **1.8%** to administration.





HOMELESS PLAN IMPLEMENTATION

19 CITIES

$3.3M IN STATE FUNDING

$50-250K ALLOCATION PER CITY

Resources to implement city homelessness response plans have been a major need for the SGVCOG's member cities. Cities with completed homeless plans were allocated funding based on population. Nineteen member cities are using this funding to undertake a variety of activities to implement their plans, from providing case management, housing navigation, and legal services to supporting local shelters and food banks and supplementing the city prevention and diversion program.

CITY IMPLEMENTATION ACTIVITES:

Attachment A



Housing Navigation



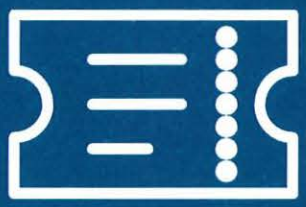
Case Management



Legal Services



Shelter and Food Bank Support



Rental Assistance and Vouchers



Data Collection



Public Outreach and Education



First Response Training



Prevention and Diversion

SHARED HOUSING NAVIGATION



Several cities expressed the need for housing navigation services, including a part-time housing navigator. An efficient and cost-effective way to provide these services was to procure a single provider, with **Union Station Homeless Services** ultimately selected as the provider. Cities were able to opt into the program with their homeless plan implementation funds and were able to choose city-specific services (e.g. a city-dedicated housing navigator just for their city) or to add supplemental housing placements. The program was also structured to include funding for rapid rehousing rental subsidies.

Housing navigation uses a case manager to work with homeless clients and direct them towards housing as quickly as possible.



SHARED NAVIGATOR

Alhambra, Baldwin Park, Irwindale, La Puente, South Pasadena, West Covina

CITY-DEDICATED NAVIGATOR

Arcadia, La Verne

PREVENTION AND DIVERSION



Recognizing the need to stop the inflow into homelessness, **22 member cities** are implementing Prevention and Diversion programs. Program activities include:

- **conducting** problem solving conversations with each client
- **determining** each client's needs and resources
- **empowering** clients to identify existing resources to overcome their barriers
- **providing** financial assistance if determined to prevent clients from becoming homeless

22 CITIES

$450K IN TOTAL FUNDING

$400K IN COUNTY FUNDING

$50K IN STATE FUNDING

$15K ALLOCATION PER CITY

ACCOMPLISHMENTS

5 individuals and 4 families provided assistance to prevent homelessness

52 City staff completed SGVCOG or LAHSA problem solving training

PILOT PROGRAMS



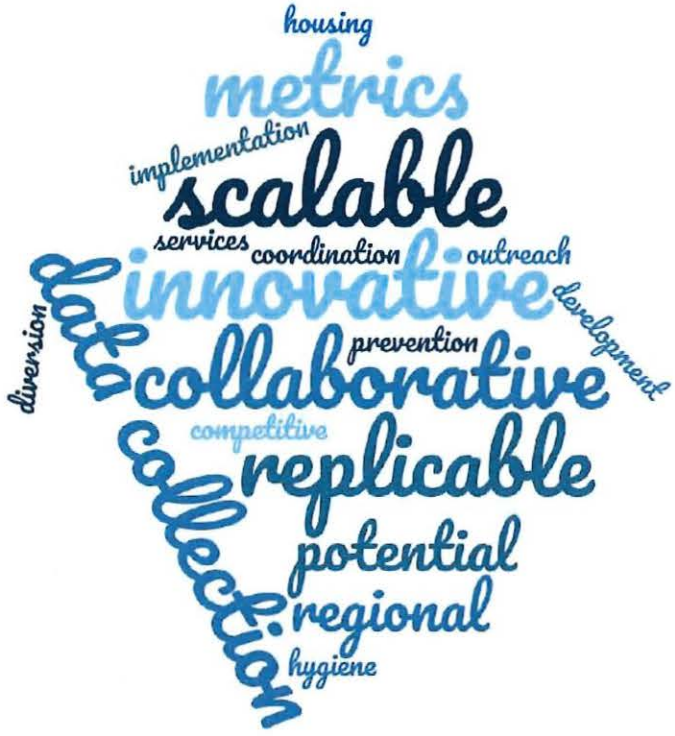
The Pilot Programs aim to test innovative direct homeless solutions and is providing initial funding for the set-up or implementation of innovative pilot projects on a small scale. The program will focus on collecting data and performance metrics on the pilot projects in order to assess whether they could be successfully implemented on a wider scale.

$610K IN TOTAL FUNDING

$515K IN COUNTY FUNDING

$95K IN STATE FUNDING

$103K AVERAGE ALLOCATION PER CITY



Four cities are implementing the following Pilot Programs. More details can be found on each City's program overview page.

- **Arcadia:** Pop-up homeless services center with restrooms, showers, laundry facilities, food, etc.
- **Claremont:** Roommate matching program to identify residents with vacant rooms available for roommates
- **Covina:** Mobile hygiene program with case management services
- **Monrovia:** Emergency COVID Housing Impact Program ("eCHIP")

Attachment A

GREEN PATH CAREERS PILOT PROGRAM



GREEN PATH CAREERS

Five cities (Baldwin Park, Duarte, Irwindale, La Verne, West Covina) are enrolled in the Green Path Careers Program, a Transition Age Youth (TAY) workforce development pilot program. The program is a collaborative effort between the SGVCOG, the Southern California Regional Energy Network, Hathaway-Sycamores, and the LA County Department of Workforce Development, Aging and Community Services (WDACS)

Launched in December 2020, the program enrolled 10 youth from the San Gabriel Valley who will be provided:

- no-cost home energy audit training
- workforce and financial literacy skills
- a paid work experience
- job application and interview assistance to enter the high-growth energy efficiency field

Hathaway-Sycamores CHILD AND FAMILY SERVICES

SGVCOG

Southern California REGIONAL ENERGY NETWORK

Emerald Cities COLLABORATIVE *America empowered.*

wdacs workforce development aging & community services

ACCOMPLISHMENTS

10 youth enrolled in program

5 partner agencies engaged



HOMELESS PLAN DEVELOPMENT

HOMELESS PLAN DEVELOPMENT



Five cities are currently developing homelessness response plans. **Diamond Bar, Monterey Park, Rosemead, San Gabriel, and Temple City** have worked with Focus Strategies and have conducted internal and external stakeholder engagement, identified current resources and needs, and developed key goals, supporting actions, and metrics for evaluating success. The plans will be adopted by City Councils in January and February 2021.

Key goals from the five homeless plans are as follows:

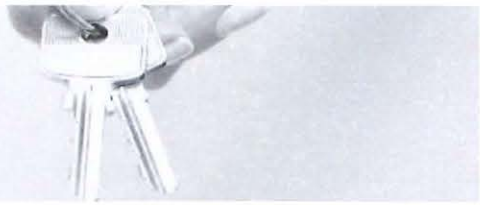
- **Promote** affordable housing development and preservation
- **Enhance** City homelessness response services, including prevention and diversion efforts
- **Advance** strategies to maximize opportunities in existing rental market to house people experiencing or at-risk of homelessness
- **Participate** in ongoing regional and countywide strategies to develop a more robust regional service delivery system
- **Increase** community education on homelessness and resources



LANDLORD OUTREACH & INCENTIVE

Attachment A

LANDLORD OUTREACH & INCENTIVE



The Landlord Outreach and Incentive Program will support landlords willing to accept clients who have experienced homelessness and provide financial support to encourage landlord participation for **20 participating cities**.

SGA Marking and Union Station Homeless Services are coordinating to implement the program.

- SGA has conducted outreach to landlords, distributing a survey that received over 100 responses.
    - Based on survey data, program will target individual owners rather than property management companies and will highlight the program as a business opportunity offering stability
- SGA will identify potential participating landlords and enroll in program
- Union Station will work with those landlords to provide financial incentives to accept tenants experiencing homelessness.

The program will soon be available at **LandlordIncentives.org** with the taglines **"The Most Rewarding Way to Rent"** and **"Lease With Peace of Mind"**.

ACCOMPLISHMENTS

100 responses to landlord survey

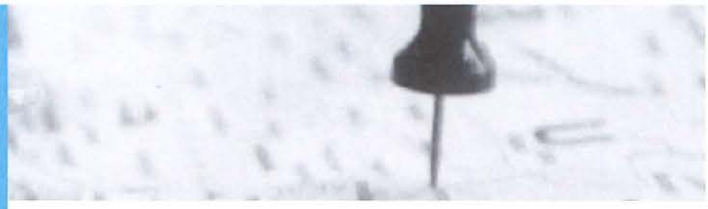
Marketing and outreach plan developed from survey data



SERVICES COORDINATION PROGRAM

Attachment A

SERVICES COORDINATION PROGRAM



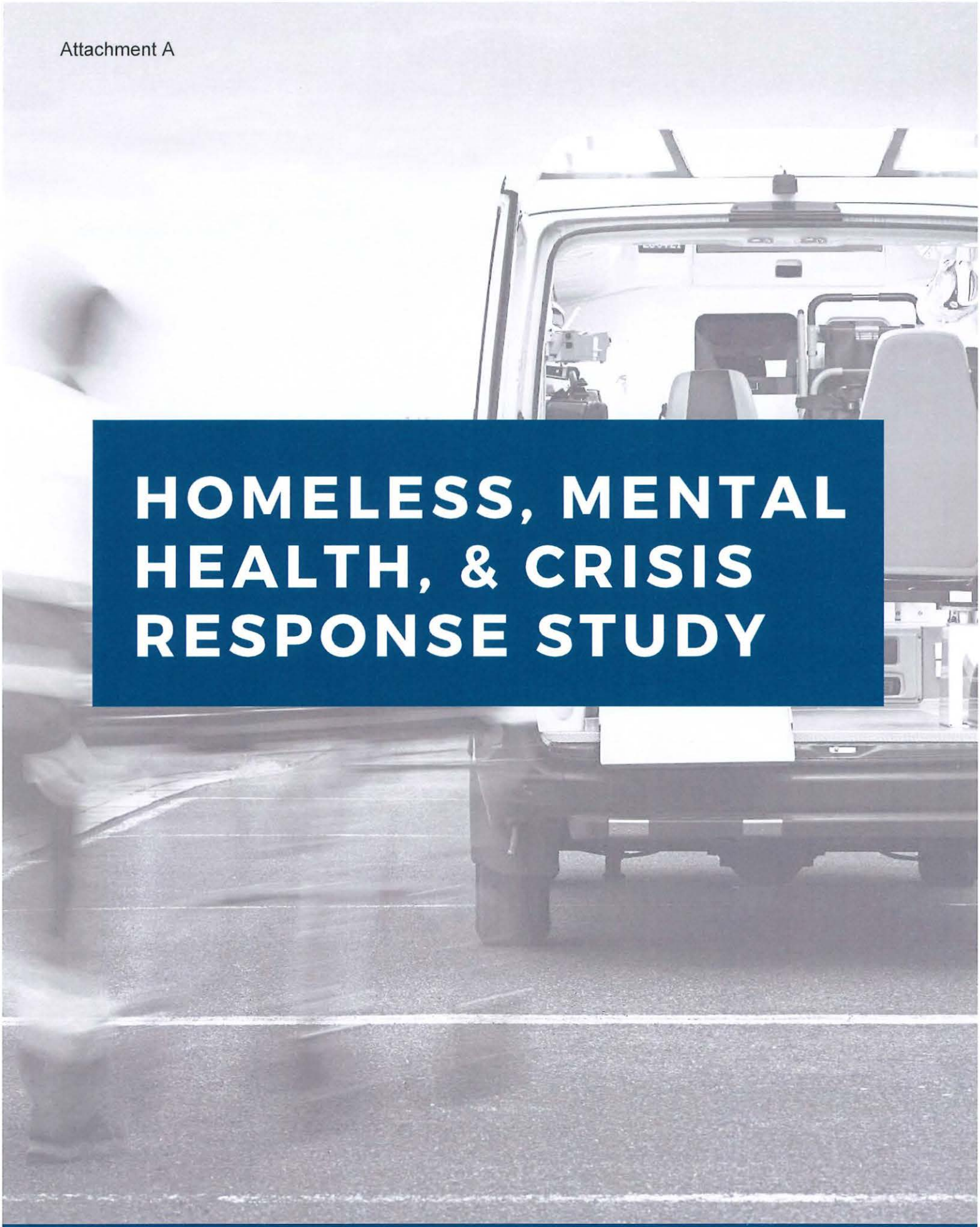
The services coordination program aims to enhance coordination between municipalities and service providers in the San Gabriel Valley. The program will enable the region to continually plan, execute, evaluate, and enhance its programs and projects, as well as strengthen inter-agency communication, program marketing, and community outreach and engagement. The project will do so in two ways:

Virtual Resource Hub & Map

- Development and maintenance of a virtual "one-stop shop" resource hub that municipal staff, members of the public, and other stakeholders can use to find resources and information about homelessness and homeless services in the San Gabriel Valley
- Include GIS mapping of all service providers and Coordinated Entry System (CES) access points in the region

Targeted City Meetings

- Targeted meetings with cities to determine gaps in services and create action plans
- Connect City staff with additional resources and increase coordination with service providers
- Leverage existing technology including the "one-stop shop" website, resources, and existing partnerships to promote information-sharing and facilitate shared decision-making



HOMELESS, MENTAL HEALTH, & CRISIS RESPONSE STUDY

CRISIS RESPONSE STUDY



As communities across the country aim to re-imagine public safety and crisis response, the long-standing Eugene, Oregon CAHOOTS (Crisis Assistance Helping Out On The Streets) program has gained national attention. Cities around the country, from Oakland and New York to Denver and Austin, have begun to replicate the CAHOOTS model.

Based on regional interest in a mobile crisis response program like CAHOOTS, the SGVCOG will be conducting a study on how such a regional homeless, mental health, and crisis response program could be developed and implemented in the San Gabriel Valley. The project will deeply involve regional stakeholder and community engagement and will produce an actionable implementation plan for the region.



CAHOOTS in Eugene, OR

Attachment A

CRISIS RESPONSE STUDY



Key issues to be analyzed by the study are as follows:

- What is the existing volume of emergency and non-emergency calls and what percent could be responded to by this type of approach?
- How would the program work alongside local police departments, LA County Sheriff's Department, local fire departments, other first responders, emergency communications centers, and mental health service providers (e.g. DMH, Tri-City Mental Health)?
- What services could the program provide? (e.g. crisis counseling, housing assistance, suicide prevention, substance abuse support, etc.)
- How would the program specifically serve people experiencing homelessness?
- Who else is implementing this type of work in the region? In the country? How are they implementing the program?
- Are there agencies in the region with the capacity and expertise to implement the program? What qualifications/certifications would be needed of personnel?
- How much would the program cost? What are potential funding sources?
- What would the potential cost savings be? (e.g. police department costs? emergency medical systems costs, including ambulance. transport and emergency room services?)

HYGIENE PROGRAM

HYGIENE PROGRAM

In May 2020, the SGVCOG received $113,320 of State COVID-19 Emergency Homelessness funds from the County Homeless Initiative to expand hygiene services for people experiencing homelessness. The program launched in June and concluded in August.

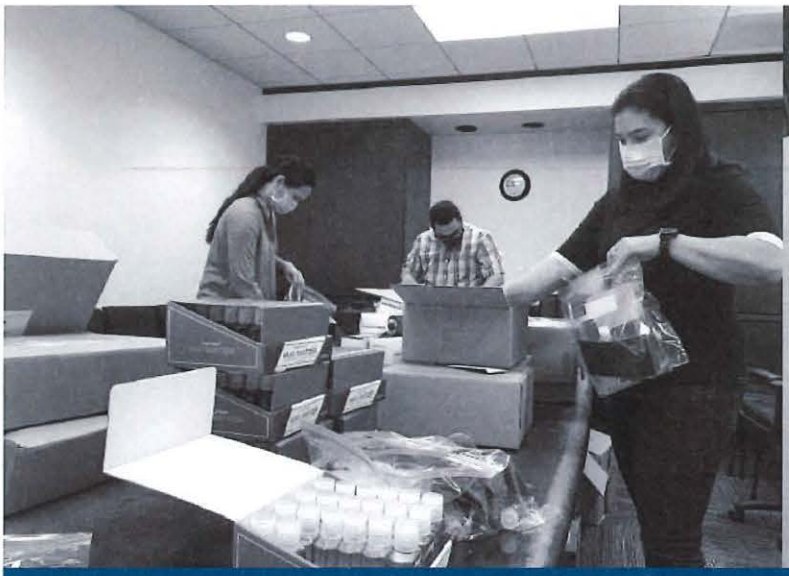
Participating cities used the funding to add portable toilets and handwashing stations, open public restrooms that had closed, extend public restroom hours, provide mobile showers, and distribute hygiene kits.

With remaining funding, SGVCOG staff assembled 2000 hygiene kits and provided them to cities and Union Station to distribute.

With the closure of so many public spaces due to the pandemic, this program provided increased access to hygiene services mitigating COVID-19 outbreaks in the region's unhoused community.

$113K IN FUNDING

11 CITIES





SGVCOG staff hygiene kit assembly

HYGIENE PROGRAM



ACCOMPLISHMENTS

11 new locations with services made available

71 new hand soap dispensers installed

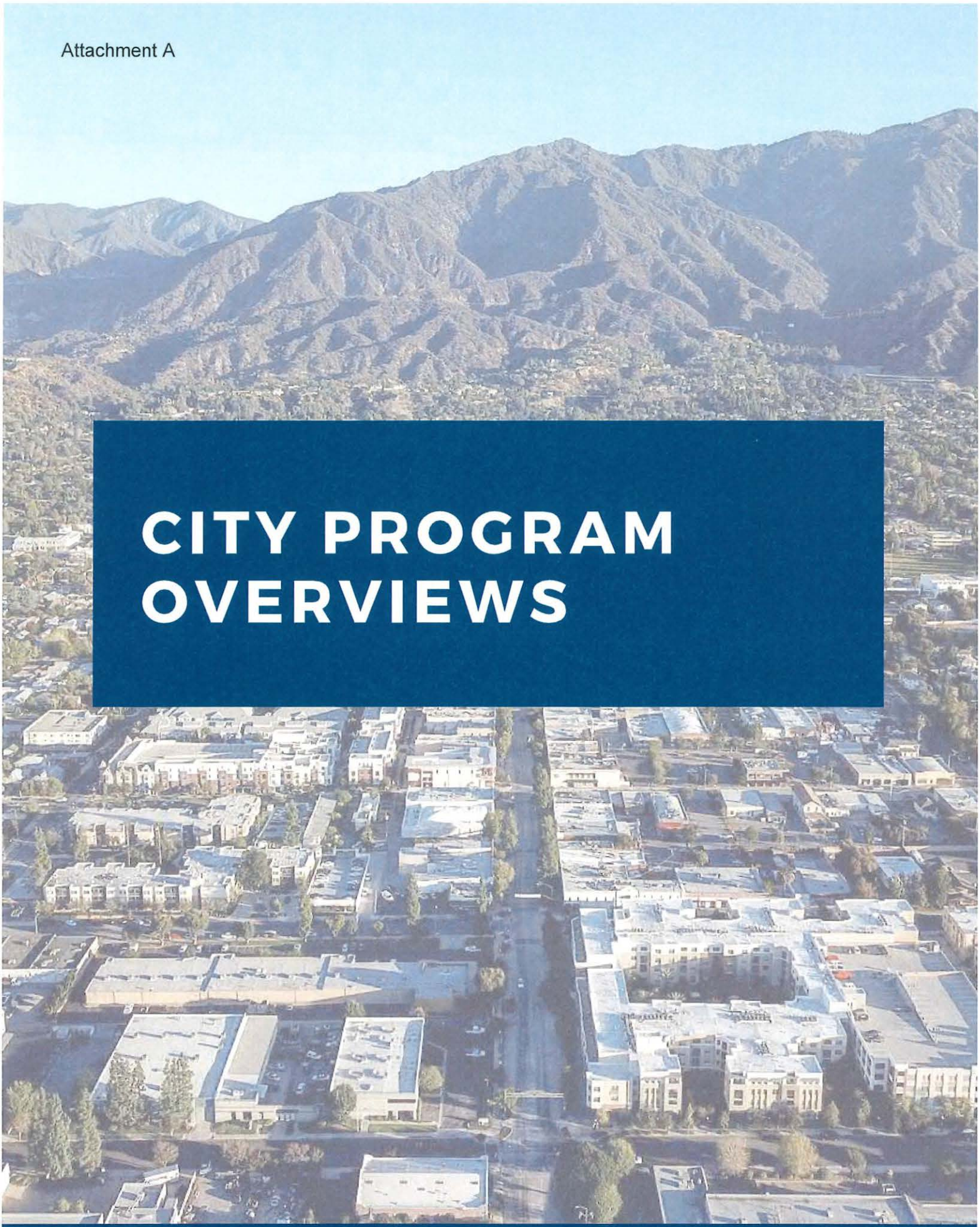
400 showers provided

500 people provided access to hygiene services per day

4,030 hygiene kits distributed

21,228 hours of expanded service

Attachment A



CITY PROGRAM OVERVIEWS

City of Alhambra

ENROLLED IN:

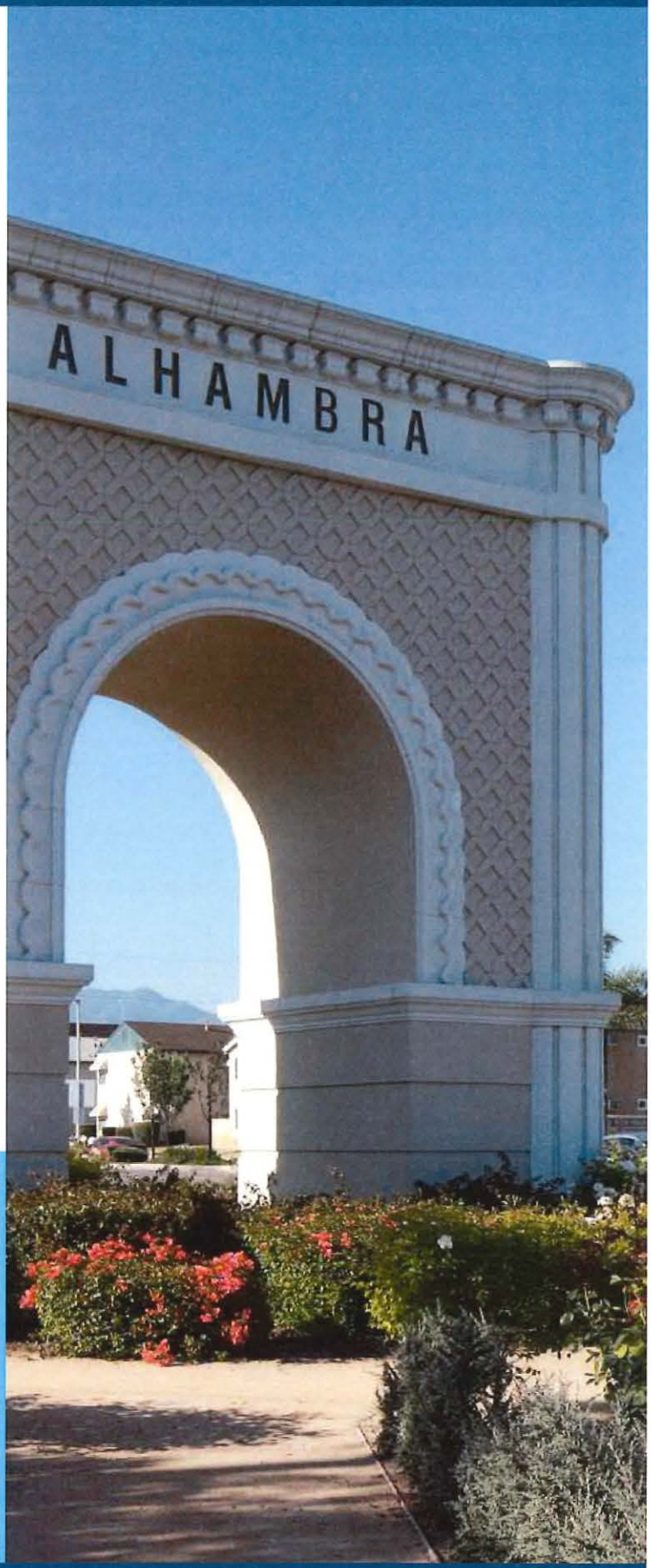
- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Shared Housing Navigator*
- *Prevention and Diversion*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

PREVENTION AND DIVERSION

- Los Angeles Centers for Alcohol and Drug Abuse (L.A. CADA) and the City will provide street outreach services and vouchers for overnight stays, transitional housing, or permanent housing,

HOMELESS PLAN IMPLEMENTATION

- Funding allocated to shared housing navigator and housing vouchers
- Officer/Corporal will participate on the Homeless Outreach Mental Evaluation (HOME) Team along with the Alhambra School District and Union Station to connect people experiencing homelessness to resources.



ACCOMPLISHMENTS

HYGIENE PROGRAM



1000 hygiene kits purchased and distributed

City of Arcadia

ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Pilot Program*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

PREVENTION AND DIVERSION

- Union Station housing navigator and City staff to implement program, conduct problem-solving conversations, and determine resources, both financial and non-financial, to prevent clients from becoming homeless.

HOMELESS PLAN IMPLEMENTATION

- City-dedicated housing navigator through SGVCOG contract with Union Station Homeless Services
- Housing vouchers for housing navigator to place clients into housing
- Emergency resources (housing, meals, etc.) for City staff to provide people experiencing homelessness
- Homeless Education and Liaison Program (HELP) team and Police and Fire Department outreach

ACCOMPLISHMENTS

PILOT PROGRAM - HOMELESS RESOURCE HUB

The City launched a pop-up Homeless Resource Hub to provide services to individuals experiencing homelessness, including **mobile showers, a laundry facility, restrooms, case managers/housing navigators from Union Station Homeless Services, and medical support** from the Arcadia Fire Department. The program **launched on November 5, 2020** and will operate once per week. The City plans on holding **a total of 27 events** throughout the course of the pilot program.







City of Azusa

ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

PREVENTION AND DIVERSION

- Expand existing City Library Neighborhood Connections program and create a housing displacement response plan, including creating an application process and eligibility requirements and tracking services provided and the outcomes.

HOMELESS PLAN IMPLEMENTATION

- Expand the Neighborhood Connections program to March 2022 to provide food, clothing, hygiene supplies, and other basic needs, conduct care coordination screening and provide problem solving-solving assistance.
    - **Goal to enroll 75 unduplicated and 200 duplicated individuals or family members**
- Homeless Assistance Liaison Officer (HALO) and Code Enforcement outreach to provide resource guides and referrals to case management services.

ACCOMPLISHMENTS

Integrated new programming into existing library-based Neighborhood Connections program

Developed guidelines for problem solving interventions, eligibility, consent and follow-up and referrals from Union Station

NEIGHBORHOOD CONNECTIONS



City of Baldwin Park

ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Shared Housing Navigation*
- *Prevention and Diversion*
- *Green Path Career Pilot Program*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

HOMELESS PLAN IMPLEMENTATION

- Funding allocated to shared housing navigator and housing vouchers
- Funding allocated to prevention, diversion, and rapid rehousing program

PREVENTION AND DIVERSION

- Emergency housing response program under the Baldwin Park Housing Division and Recreation and Community Services to support individuals and families who are newly homeless or are at risk of becoming homeless by providing rental and mortgage assistance
- Focus on strategies to assist lower-income households in gaining self-sufficiency
- Focus on specific populations, such as highly vulnerable populations who experience homelessness at higher rates, and those affected by emergency situations such as the COVID-19 pandemic that have resulted in a loss of income

ACCOMPLISHMENTS

Served 380 individuals with hygiene kits

Placed 1 family in emergency shelter after house fire and assisted with securing new housing

Installed handwashing stations and portable toilets







City of Claremont

ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Pilot Program*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

PREVENTION AND DIVERSION

- Supplement City's existing Senior Case Management Program which provides senior residents and families at risk of homelessness with comprehensive resources for social services..

HOMELESS PLAN IMPLEMENTATION

- Secure family rooms at Inland Valley Hope Partners' (IVHP) Our House Family Shelter in Pomona
- Coordinate with IVHP to provide services such as weekly case management, life skills classes, psychosocial counseling, and weekly support groups

PILOT PROGRAM

- Engage landlords and homeowners to create a network of vacant rentals within city boundaries
- Engage tenants and develop a roommate matching process
- House individuals, execute tenant-roommate contracts, and execute tenant-NPO contracts

ACCOMPLISHMENTS

1 family referred to IVHP, moved into shelter, and 2 months later, moved into an affordable apartment

2 individuals and 1 family provided prevention and diversion assistance

Affordable housing project awarded PLHA funding

Expanded available hours of and opened previously-closed public restrooms to unsheltered community

City of Covina

ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Pilot Program*
- *Landlord Outreach and Incentive*

PREVENTION AND DIVERSION

- Assist low-income eligible residents who need utility bill and financial assistance due to a temporary set-back/crisis (e.g. termination from employer, furlough/reduction in hours/pay, illness/disability, unexpected family emergency, eviction notice, etc.)

HOMELESS PLAN IMPLEMENTATION

- Support YWCA's Women in Need Growing Strong (WINGS) program to house women and children escaping domestic violence
- Support 29:11 to sustain and expand their food bank that provide meals to homeless and at-risk individuals
- Prevent 3-4 families from becoming homeless and rapidly rehouse 4 families and 7 individuals experiencing homelessness
- Develop bicycle outreach program to help make officers more approachable

PILOT PROGRAM

- Provide funding to Support Solutions to purchase a used truck to tow mobile showers to service areas within the City
- Fund an on-site case manager to assist those accessing mobile shower, connecting individuals to shelter and housing, mental health support, job training, and other services

ACCOMPLISHMENTS:



Secured additional Los Angeles Homeless Services Authority (LAHSA) grant funding to launch mobile shower pilot program by end of January 2021

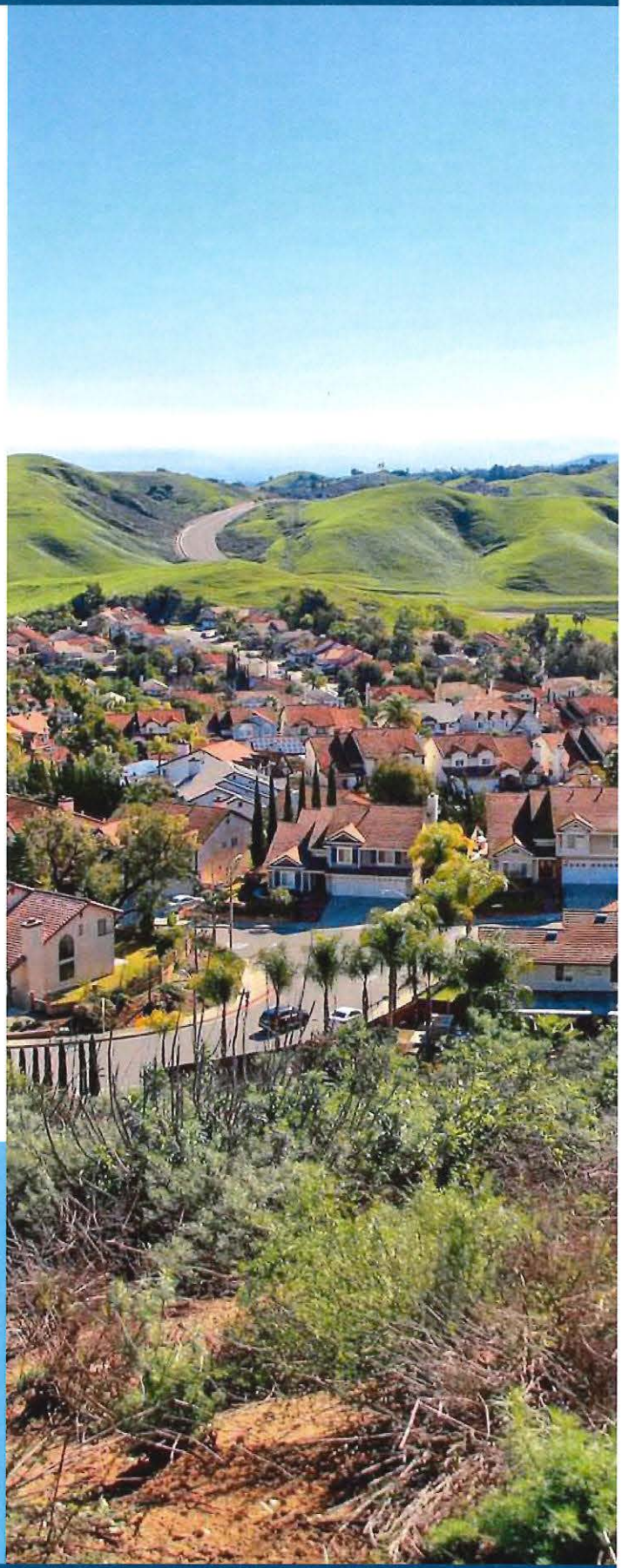
City of Diamond Bar

ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Development*
- *Landlord Outreach and Incentive*

HOMELESS PLAN DEVELOPMENT

- .Conducted internal and external stakeholder engagement to assess current resources and needs. Interviews and input sessions were held with City staff members, County homelessness response system leaders, and non-profit and faith-based service providers.
- The following key findings emerged through the stakeholder engagement process:
  - lack of available, accessible homelessness response resources
  - insufficient supply of affordable housing
- City staff identified key goals to respond to these key findings and concerns related to homelessness and align with broader regional system strategies and efforts
- City staff will hold study session with City Council in February to review plan and will bring plan to Council for adoption in early March



ACCOMPLISHMENTS:

Developed a homelessness response plan (to be approved by City Council)

City of Duarte

ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Green Path Career Pilot Program*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

PREVENTION AND DIVERSION

- Union Station housing navigator and City staff to implement program, conduct problem-solving conversations, and determine resources, both financial and non-financial, to prevent clients from becoming homeless.

HOMELESS PLAN IMPLEMENTATION

- Duarte Public Safety Outreach Coordinator to connect those experiencing homelessness by building street-level relationships..
- Housing rights assistance by providing housing counseling for both tenants and landlords.
- Provide portable bathroom and handwashing facility for at-risk and vulnerable homeless persons.

ACCOMPLISHMENTS:

PLAN IMPLEMENTATION

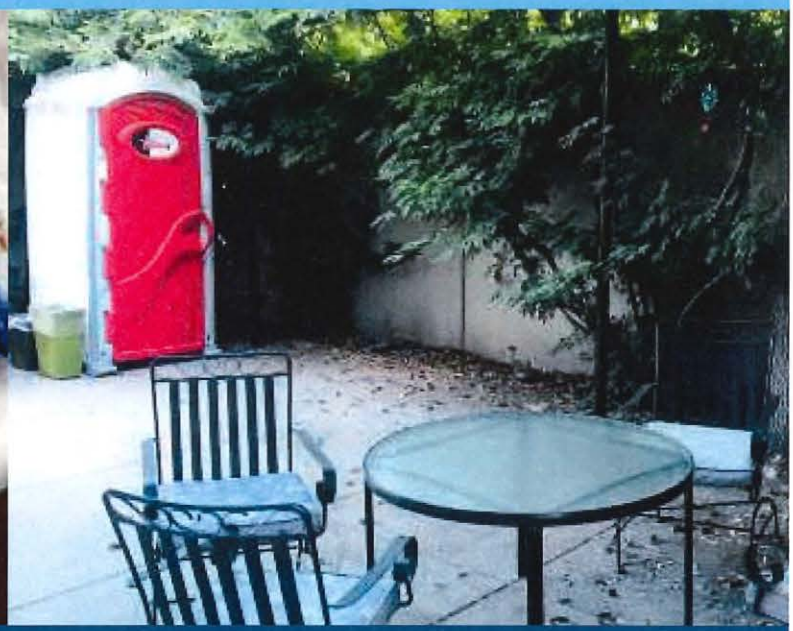
15 individuals outreached to by Public Safety

HYGIENE PROGRRAM

1,319 services provided

174 individuals served





City of El Monte

ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

PREVENTION AND DIVERSION

- Implement a prevention, diversion, and rapid rehousing program that incorporates problem-solving conversations with clients in order to develop an approach towards preventing clients from falling into homelessness or minimizing the amount of time from which clients are facing homelessness.

HOMELESS PLAN IMPLEMENTATION

- Utilize Police Department's TOUCH (Transient Outreach Using Community Hands) Team to conduct outreach to connect homeless population to resources and temporary housing.
- Partner with TriCity Homelessness Cohort to implement the City's homeless plan, including developing a communications implementation plan, and developing and administering surveys to identify core principles.





ACCOMPLISHMENTS:

PREVENTION AND DIVERSION

15 individuals outreached to by Public Safety

HYGIENE PROGRRAM

10 portable shower events held

400 showers offered to unhoused community

City of Glendora

ENROLLED IN:

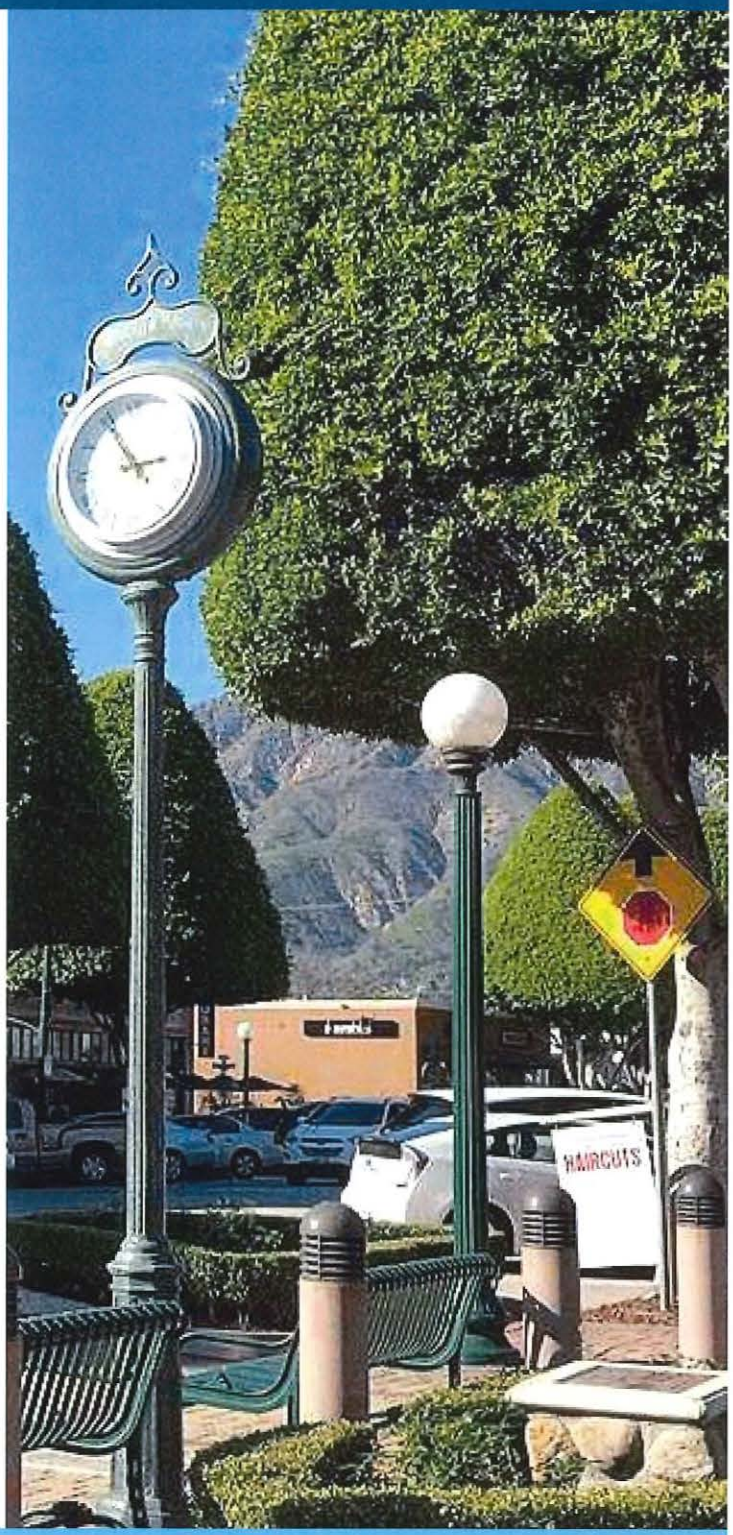
- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Landlord Outreach and Incentive*

PREVENTION AND DIVERSION

- Implement a prevention, diversion, and rapid rehousing program that incorporates problem-solving conversations with clients in order to develop an approach towards preventing clients from falling into homelessness or minimizing the amount of time from which clients are facing homelessness.

HOMELESS PLAN IMPLEMENTATION

- Homeless Outreach Services. Teams and the Community Impact Team provide outreach to the City's homeless population by providing assistance, including motel vouchers, hygiene kits, clothing, shoes, food, and gift cards.
- Partner with Glendora Unified and Charter Oak School Districts to help identify families and youth experiencing homelessness or at-risk of homelessness.



ACCOMPLISHMENTS:

Programs continue to ramp-up in anticipation of launching. Accomplishments will be included in a future report

City of Irwindale

ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Green Path Career Pilot Program*
- *Landlord Outreach and Incentive*

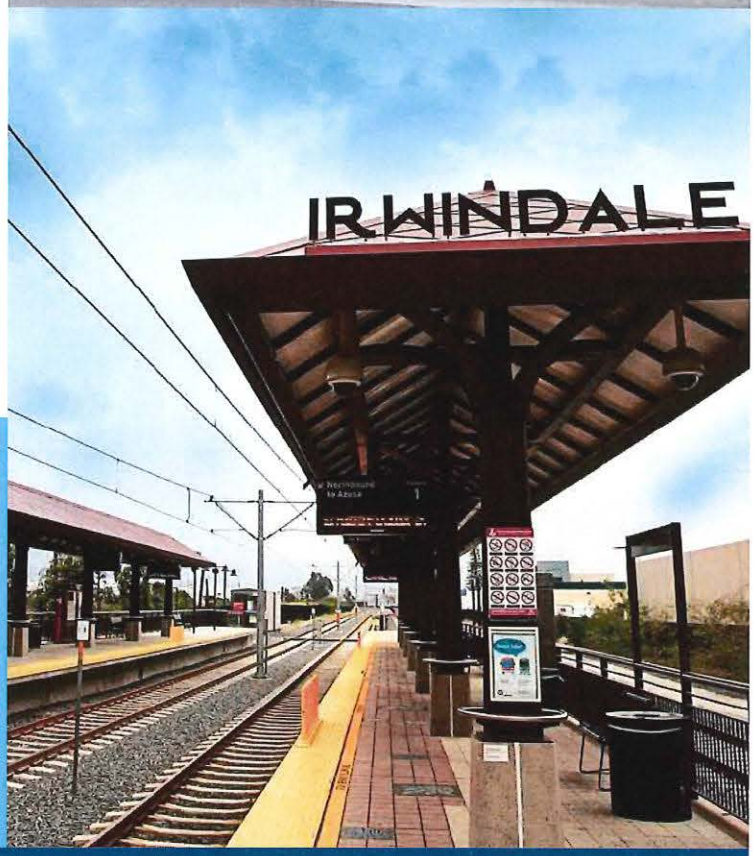
PREVENTION AND DIVERSION

- Union Station housing navigator and City staff to implement program, conduct problem-solving conversations, and determine resources, both financial and non-financial, to prevent clients from becoming homeless.

HOMELESS PLAN IMPLEMENTATION

- Outreach by Irwindale Police Department Homeless Outreach Coordinator to connect those experiencing homelessness to the cities' Union Station Housing Navigators and LAHSA, in addition to other direct services, such as motel vouchers.
- Housing rights assistance by providing housing counseling for both tenants and landlords.





ACCOMPLISHMENTS:

PREVENTION AND DIVERSION

2 individuals outreached to by Public Safety

City of La Puente

ENROLLED IN:

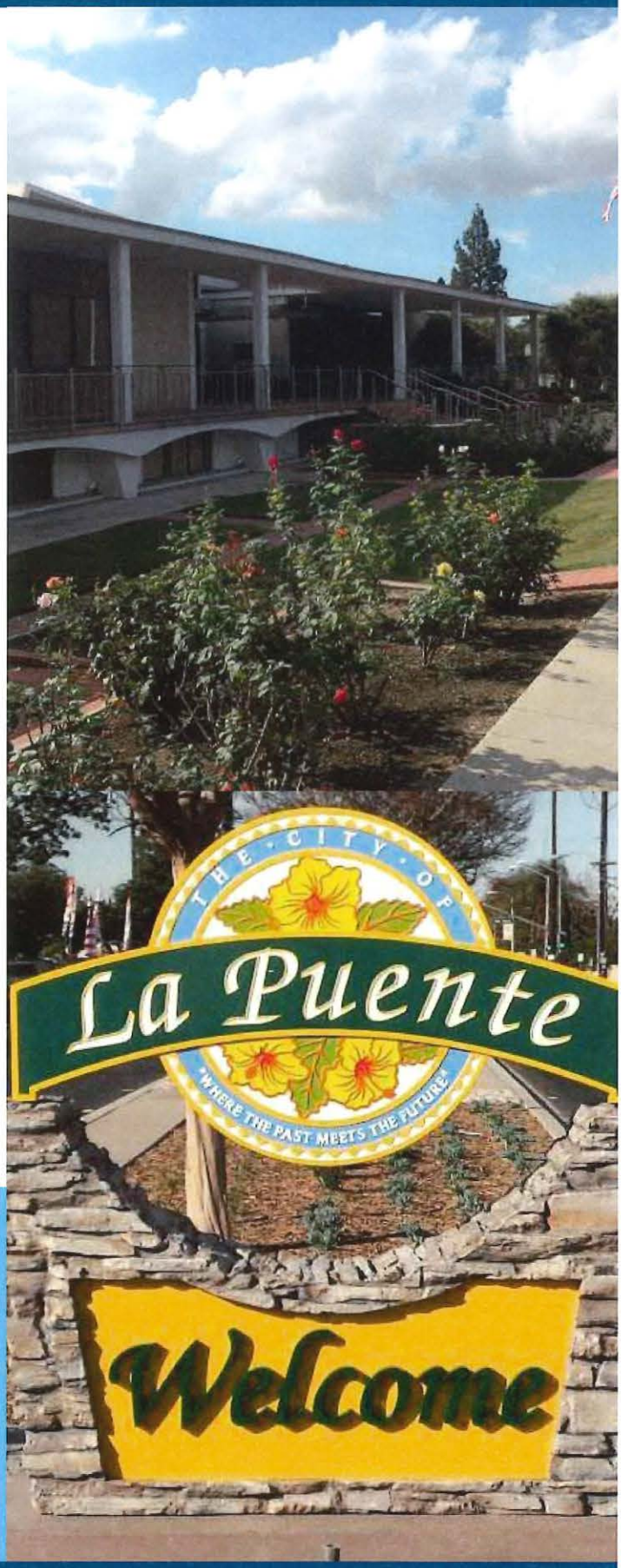
- *Homeless Plan Implementation*
- *Shared Housing Navigation*
- *Prevention and Diversion*

HOMELESS PLAN IMPLEMENTATION

- Participate in the Shared Housing Navigator program by providing input and support to the assigned housing navigator as needed. City will receive an allocation of housing vouchers that will be used be the housing navigator to house homeless clients within the City.
- Direct resources for Sheriff's Department to provide to people experiencing homelessness, including housing or motel vouchers, food, and other services.

PREVENTION AND DIVERSION

- Union Station housing navigator will implement a prevention and diversion program in the City



ACCOMPLISHMENTS:

Programs continue to ramp-up in anticipation of launching. Accomplishments will be included in a future report

City of La Verne

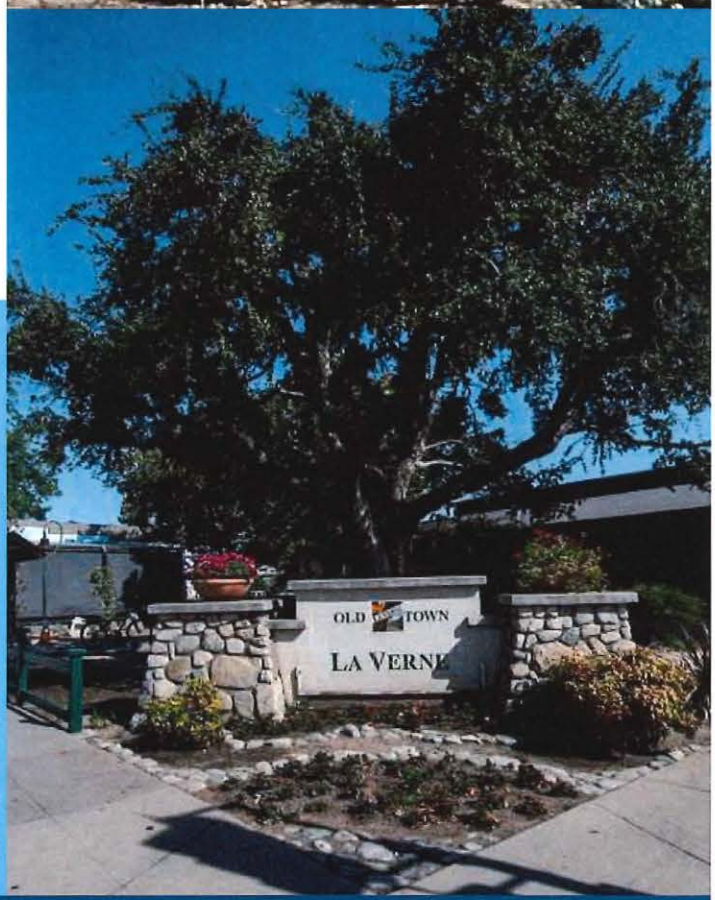
ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Shared Housing Navigation*
- *Prevention and Diversion*
- *Green Path Career Pilot Program*
- *Landlord Outreach and Incentive*

HOMELESS PLAN IMPLEMENTATION/ PREVENTION AND DIVERSION

- Union Station housing navigator will provide rapid re-housing, prevention, and diversion interventions, and case management for La Verne residents at risk of homelessness.
- Goal of serving 6 households under the rapid re-housing program, 16 households under the prevention and diversion rental/deposit interventions, and 40 households under the prevention and diversion low-cost interventions.





ACCOMPLISHMENTS:

Leveraged existing Housing Navigator from Union Station to provide rapid re-housing, prevention and diversion interventions

City of Monrovia

ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Pilot Program*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

HOMELESS PLAN IMPLEMENTATION

- Monrovia Homeless Outreach Team works with individuals experiencing homelessness to share information on local resources and services available
- Develop fundraising and public awareness campaign to benefit the Foothill Unity Center

PREVENTION AND DIVERSION

- Supplement City's existing Housing Displacement Response Program (HDRP)

PILOT PROGRAM - eCHIP

- Emergency COVID Housing Impact Program ("eCHIP") meets the immediate needs of residents who would face homelessness if intervention is not provided
- Utilizes existing HDRP advocates to administer necessary funds to residents, verify eligibility, and work through available financial relief options
- Tracks residents to ensure long term stability and housing retention. Success will be measured through metrics such as eviction avoidance, number of families receiving direct support, number of school-aged children who avoided housing displacement, among other metrics.

ACCOMPLISHMENTS

141 individuals and 42 families provided assistance through eCHIP Pilot Program

53 individuals outreached to by Public Safety

3 individuals and 2 families served by prevention and diversion program

2 additional portable toilets installed at Monrovia Community Center

City of Montebello

ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Landlord Outreach and Incentive*

PREVENTION AND DIVERSION

- Montebello Community Assistance Program (MCAP) will implement the program, conduct problem solving conversations, determine eligibility requirements, execute tenant-landlord agreements, and provide rental and other financial assistance

HOMELESS PLAN IMPLEMENTATION

- Launch the Montebello Community Assistance Program (MCAP) within the fire department
- Conduct mental health training for all fire personnel
- Develop a Dashboard to End Homelessness to collect and analyze data to better identify outreach locations, improve outreach response times, increase communication among providers, evaluate the success of adopted strategies, and drive the City's strategic planning efforts
- Create partnerships with organizations that provide housing, homeless services, behavioral and other types of services that support those impacted by homelessness
- Create a "Hub" or "One-Stop" model for homeless services that will be client driven

ACCOMPLISHMENTS

Launched Montebello Community Assistance Program (MCAP), hiring a social worker supervisor and field response case coordinator who along with a paramedic will provide assistance to those experiencing homelessness



City of Monterey Park

ENROLLED IN:

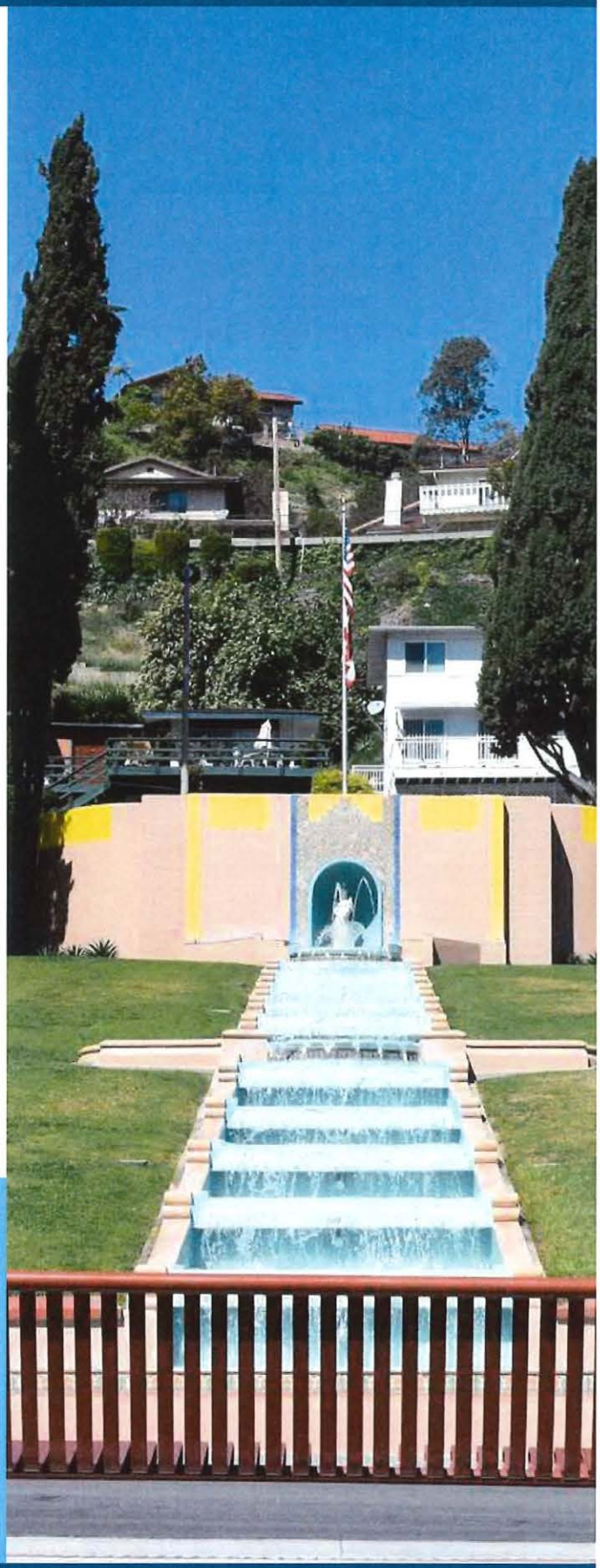
- *Homeless Plan Development*
- *Prevention and Diversion*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

PREVENTION AND DIVERSION

- Utilize existing Community Service Bureau and Problem Oriented Policing (POP) Officers to identify clients in need, conduct problem solving conversations, and provide assistance

HOMELESS PLAN DEVEOPMENT

- .Conducted stakeholder engagement with members of multiple city departments, elected officials, business leaders, and community and non-profit service providers to assess current resources and needs
- The following key findings emerged through the stakeholder engagement process:
  - increases in homelessness
  - public health and safety concerns
  - lack of affordable housing
- City staff identified key goals and strategies to respond to these key findings and concerns
- City will bring plan to Council for adoption in February or March 2021



ACCOMPLISHMENTS:

Developed a homelessness response plan (to be approved by City Council)

Opened 4 hygiene stations

City of Pomona

ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Implementation*
- *Prevention and Diversion*

PREVENTION AND DIVERSION

- Volunteers of America Los Angeles (VOALA) at the Hope for Home (H4H) Homeless Services Center will implement program using the problem solving model and approach.

HOMELESS PLAN IMPLEMENTATION

- Police Officers connect individuals to the Hope for Home Access Center to help individuals to gain initial access to the Coordinated Entry System.
- Provide support to Neighborhood Legal Services Los Angeles to improve the availability of legal services to residents experiencing homelessness or at risk of homelessness by providing legal help for tenants in eviction proceedings.

ACCOMPLISHMENTS:

The Neighborhood Services Department partnered with the GIS Department to design a Survey 123 tool specific to law enforcement outreach. The survey captures and collects data on the type of services the Pomona Police Department provides during outreach, the number of individuals housed, and the number of individuals directed to a Tri-City Community Navigator.

39 individuals completed Survey 123. 38 out of 39 individuals were given a housing referral

Affordable housing project awarded PLHA funding





City of Rosemead

ENROLLED IN:

- *Homeless Plan Development*
- *Prevention and Diversion*
- *Landlord Outreach and Incentive*

PREVENTION AND DIVERSION

- Eviction Prevention Program for renters in the City who do not qualify or receive any other form of financial or housing subsidies, and who are met with imminent eviction due to a crisis

HOMELESS PLAN DEVEOPMENT

- Conducted stakeholder engagement with elected officials, city staff members, homelessness response service provider agencies, community groups, and residents to assess current resources and needs
- The following key findings emerged through the stakeholder engagement process:
  - increases in homelessness
  - public health and safety concerns
  - lack of available, accessible homelessness response services and resources
  - lack of affordable housing
- City staff identified key goals and strategies to respond to these key findings and concerns
- Council will consider adoption in January 2021





ACCOMPLISHMENTS:

Engaged 26 stakeholders to provide input on the City's needs and services

Received 40 responses to homeless plan community survey

Developed a homelessness response plan (to be approved by City Council)

City of San Dimas

ENROLLED IN:

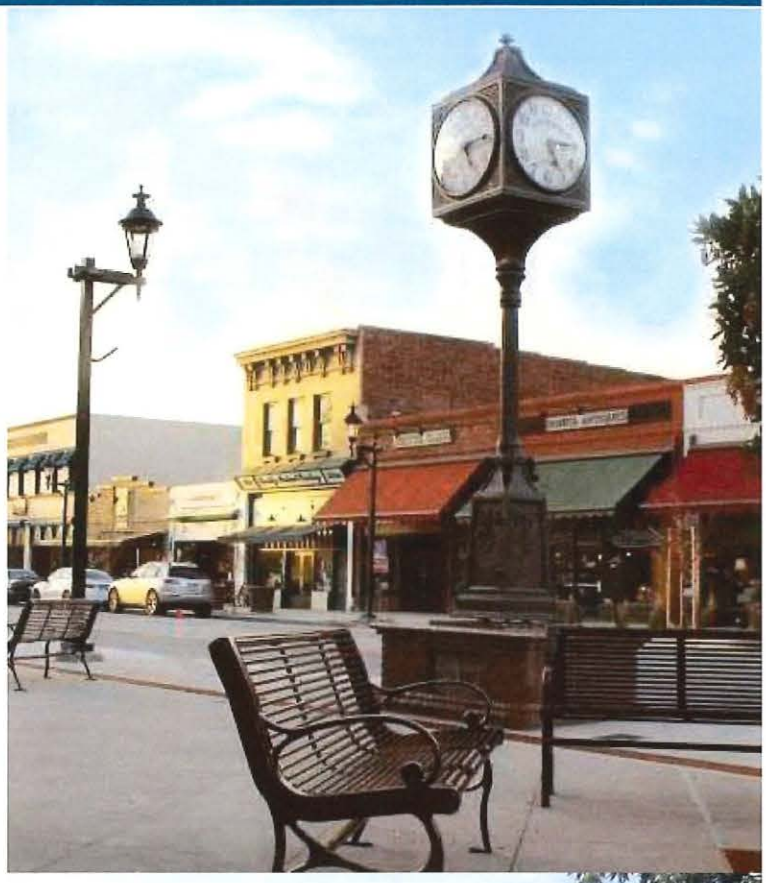
- *Prevention and Diversion*
- *Homeless Plan Implementation*
- *Landlord Outreach and Incentive*

PREVENTION AND DIVERSION

- Implement a prevention, diversion, and rapid rehousing program that incorporates problem-solving conversations with clients in order to develop an approach towards preventing clients from falling into homelessness or minimizing the amount of time from which clients are facing homelessness.

HOMELESS PLAN IMPLEMENTATION

- Offer an Emergency Rental Assistance Program designed to assist eligible residents, impacted by the COVID-19 Pandemic in hope of providing assistance to avoid homelessness.





ACCOMPLISHMENTS:

Programs leverage existing connections and staffing to maximize funding towards direct rental assistance.

City of San Gabriel

ENROLLED IN:

- *Regional Housing Trust*
- *Homeless Plan Development*
- *Landlord Outreach and Incentive*
- *Hygiene Program*

HOMELESS PLAN DEVELOPMENT

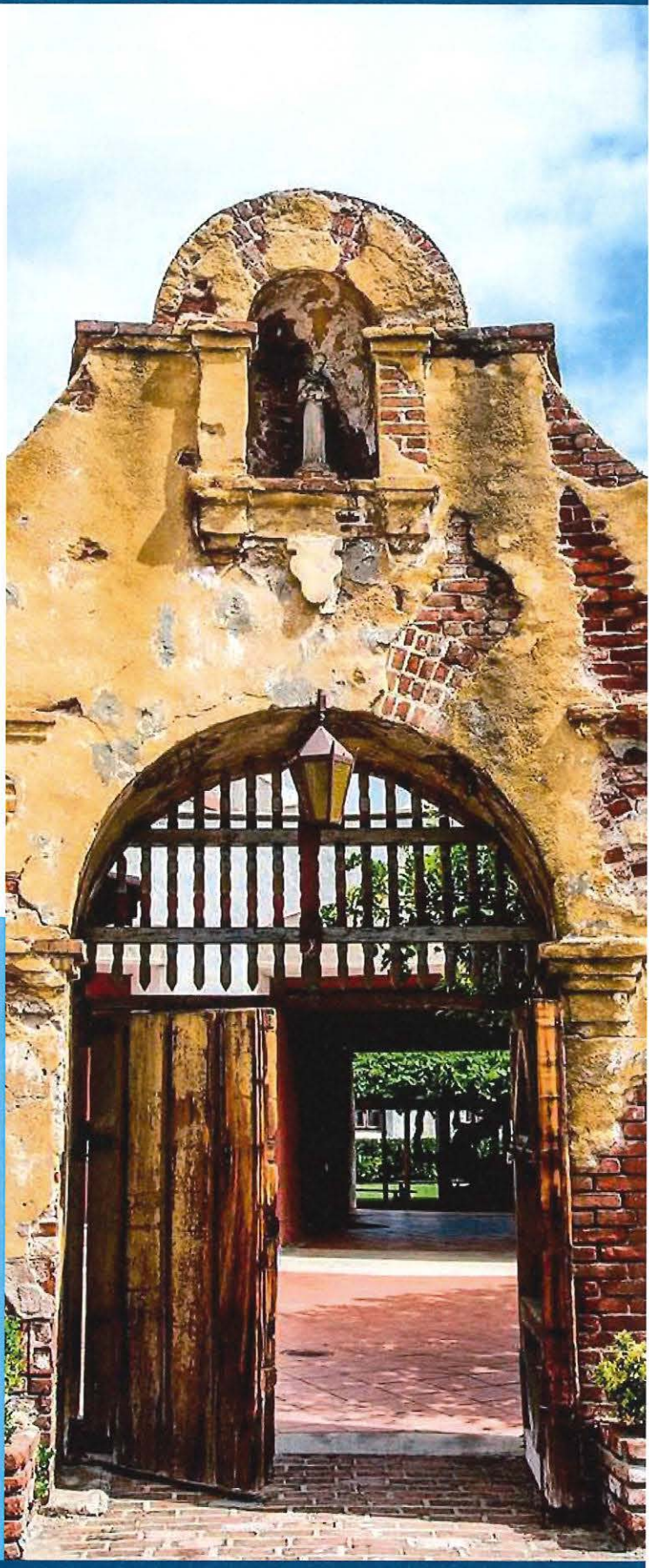
- Conducted internal and external stakeholder engagement with elected officials, City staff members, homelessness response service provider agencies, community groups, and residents to assess current resources and needs.
- The following key findings emerged through the stakeholder engagement process:
  - lack of available, accessible homelessness response services and resources
  - public health and safety concerns
  - lack of affordable housing
- City staff identified key goals and strategies to respond to these key findings and concerns
- City will bring plan to Council for adoption in January 2021

ACCOMPLISHMENTS:

Engaged over 50 stakeholders to provide input on the City's needs and services

Received 32 responses to homeless plan community survey

Developed a homelessness response plan (to be approved by City Council)



City of South El Monte

ENROLLED IN:

- *Regional Housing Trust*
- *Landlord Outreach and Incentive*
- *Homeless Plan Implementation*
- *Prevention and Diversion*

HOMELESS PLAN IMPLEMENTATION

- Conducting a land use analysis to facilitate affordable and supportive housing.
- Law enforcement will receive training on mental health issues and will coordinate with the Department of Mental Health

PREVENTION AND DIVERSION

- Expanding existing prevention and diversion program to offer rental assistance and other resources



ACCOMPLISHMENTS:

Programs continue to ramp-up in anticipation of launching. Accomplishments will be included in a future report

City of South Pasadena

ENROLLED IN:

- *Regional Housing Trust*
- *Shared Housing Navigator*
- *Homeless Plan Implementation*
- *Prevention and Diversion*
- *Hygiene Program*

HOMELESS PLAN IMPLEMENTATION

- Shared Housing Navigator will have six rapid re-housing vouchers dedicated to South Pasadena.
- Law enforcement will provide referrals to community resources.
- The City will conduct a public outreach campaign with educational videos and workshops about homelessness.
- Portable bathroom and hygiene facilities will be added.

PREVENTION AND DIVERSION

- Existing Union Station Housing Navigator will provide financial assistance to those at risk of homelessness.





ACCOMPLISHMENTS:

An ADA accessible portable toilet with a hand sanitizer and hand washing station is available 24/7 outside the City's Library. Approximately 25 people per day use these facilities.

City of Temple City

ENROLLED IN:

- *Homeless Plan Development*

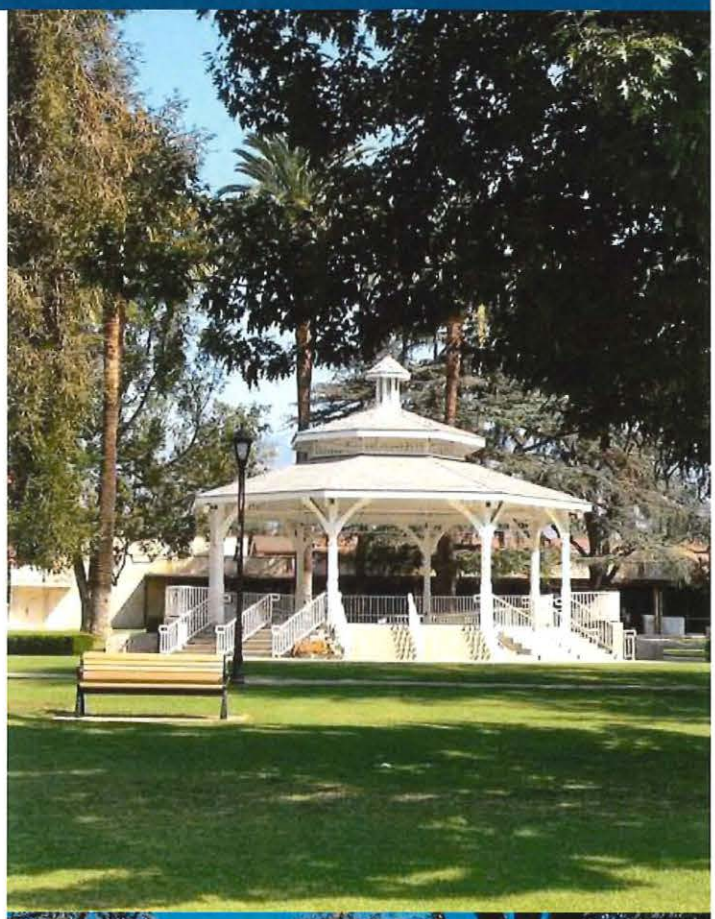
HOMELESS PLAN DEVELOPMENT

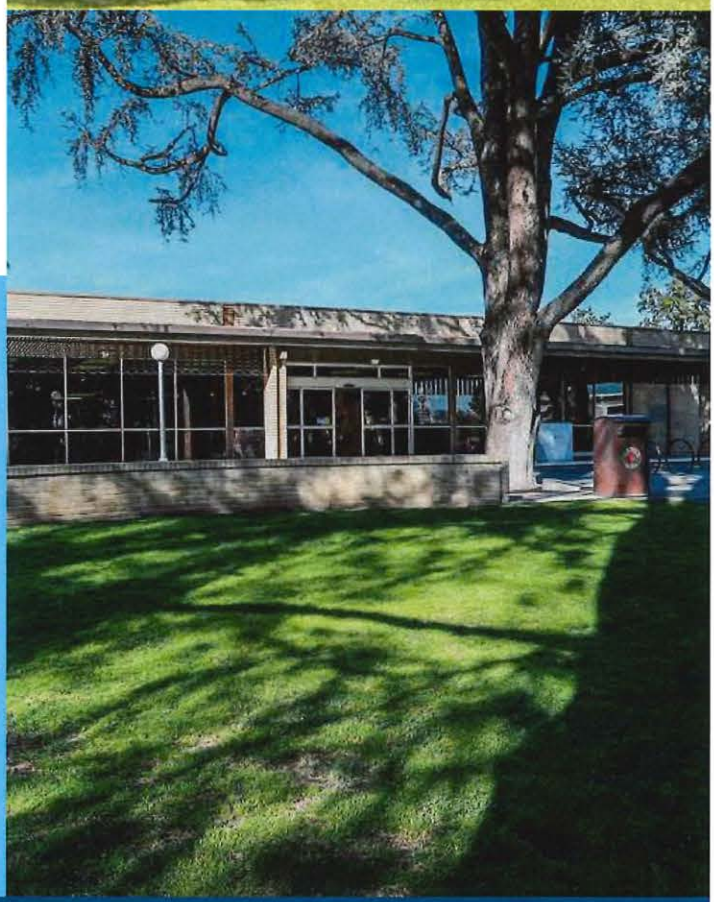
- .Conducted internal and external stakeholder engagement with elected officials, City staff members, homelessness response service provider agencies, community groups, and residents to assess current resources and needs

- The following key findings emerged through the stakeholder engagement process:
  - lack of available, accessible homelessness response services
  - public health and safety concerns
  - insufficient supply of affordable housing

- City staff identified key goals and strategies to respond to these key findings and concerns

- City will bring plan to Council for adoption in February 2021





ACCOMPLISHMENTS:

Engaged 27 stakeholders to provide input on the City's needs and services

Developed a homelessness response plan (to be approved by City Council)

City of West Covina

ENROLLED IN:

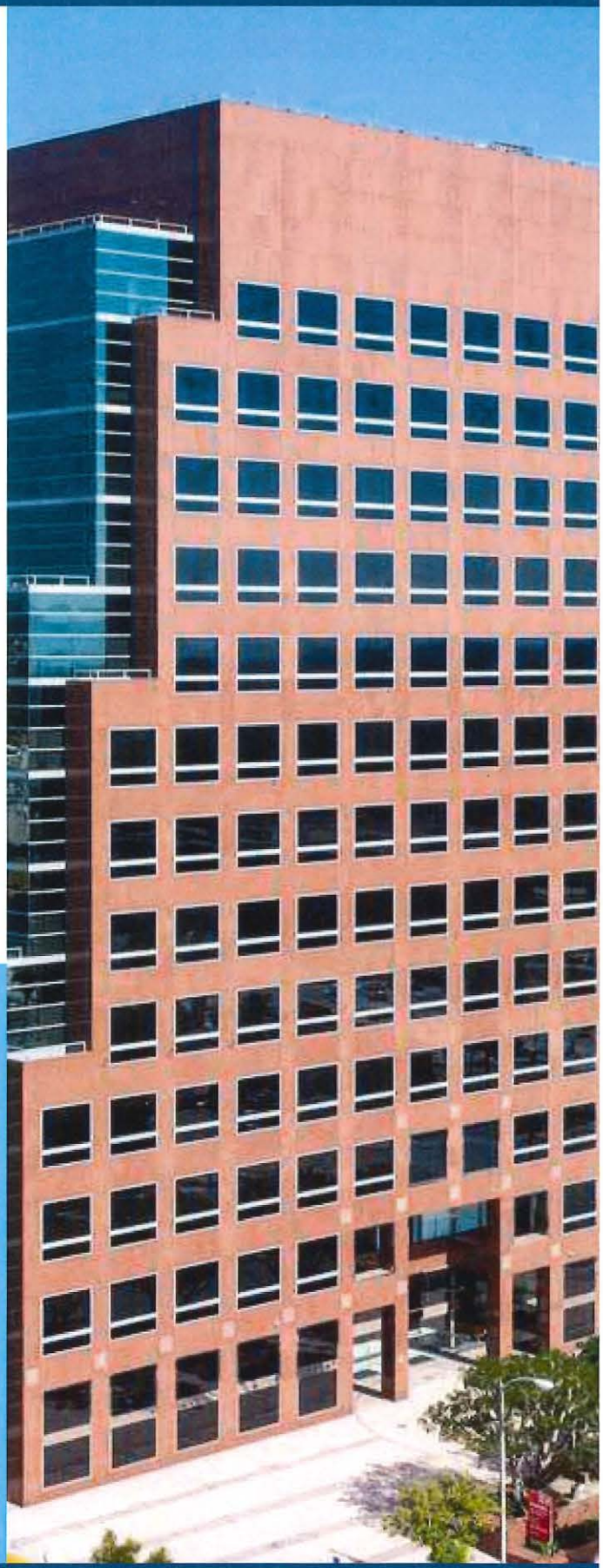
- *Regional Housing Trust*
- *Shared Housing Navigator*
- *Workforce Development Pilot*
- *Landlord Outreach and Incentive*
- *Homeless Plan Implementation*
- *Prevention and Diversion*

HOMELESS PLAN IMPLEMENTATION

- Shared Housing Navigator will have four rapid re-housing vouchers dedicated to West Covina
- Law enforcement will provide referrals to housing navigation and other resources

PREVENTION AND DIVERSION

- Existing Union Station Housing Navigator will provide financial assistance to those at risk of homelessness
- Motel vouchers can act as "bridge housing" for those working with the navigator



ACCOMPLISHMENTS:

Program leverages existing Union Station staff resources to devote more funding to direct financial assistance

Close collaboration with LAHSA allows staff to effectively identify those in need of program services

CC Item 1F

☒City Council
☐Successor Agency
☐Housing Authority
☐Reclamation Authority
☐Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: June 09, 2021

To: Honorable Mayor and Members of the City Council

From: William K. Tam, City Manager

Issue: Award of Contract for Construction Management and Inspection for Traffic Signal Installation at Irwindale Avenue and Camino de la Cantera Project; P-981

City Manager's Recommendation:

That the City Council (1) authorize the City Manager to enter into an agreement with Transportation and Energy Solutions, Inc. in the amount of $79,100 for construction management and inspection for Traffic Signal Installation at Irwindale Avenue and Camino de la Cantera Project and (2) approve a 20% project contingency for construction management in the amount of $15,820 to cover any unforeseeable conditions that may arise during construction.

Administrative Action:

Submitted by:
Arsanious Hanna
Director of Engineering/ Building Official

Prepared by:
Francisco Carrillo
Construction Compliance Manager
(626) 430-2251

Reviewed by:
Adrian R. Guerra, City Attorney

Electronically Approved
by City Attorney

Eva Carreon, Finance Director / City Treasurer

Approved by:
William Tam, City Manager

Background and Analysis:

The installation of a traffic signal at the intersection of Irwindale Avenue and Camino de la Cantera is a needed improvement to the operation of that intersection. This need is attributable to the grading work, which is part of the Remediation Agreement for the North Kincaid Pit executed on December 13, 2017.

Five Points, LLC, who purchased the Kincaid Pit under a Purchase and Sales Agreement with the City on June 14, 2017, is committed to installing the subject traffic signal. The subject traffic signal will serve as a mitigation measure to the impacts associated with heavy-duty transport trucks used to import material to the North Kincaid Pit for backfill operations.

The installation of the subject traffic signal at Irwindale Ave and Camino de la Cantera is considered an off-site improvement, which will be executed through an encroachment permit issued by the Public Works/Engineering Department. The subject traffic signal installation project requires a Construction Bond, which is currently on file. Per Irwindale Municipal Code 12.08.080, the applicant is required to deposit as a financial guarantee, funds (Construction Bond) which are twice the estimated cost to the nearest five dollars. The approved Engineer's cost estimate for the subject traffic signal installation project is $269,621. Therefore, the total estimated financial guarantee amount required for the project is $539,242.

On November 22, 2020, staff issued a Request for Proposal (RFP) to various engineering and construction management firms soliciting proposals for professional construction management and inspection for the subject traffic signal installation.

The following is a summary of responses to the City's RFP for construction management and inspection for the subject traffic signal installation:

	Contractor	Fees	Ranking
1	Transportation and Energy Solutions, Inc.	$79,100.00	1
2	FCG Consultants	$83,050.20	2
3	Design Concepts Consulting	$88,600.00	3

Staff evaluated each proposal received and applicants were ranked based on technical competency, project understanding, relevant experience, availability, schedule, project history, and general professionalism. Upon evaluation of all the proposals, Transportation and Energy Solutions, Inc. ranked first.

Since it had been some time since their proposal was submitted, staff followed up with Transportation and Energy Solutions, Inc. to verify if the proposed fee in their proposal remained the same. Staff received an affirmative response from Transportation and Energy Solutions, Inc. Therefore, staff determined that Transportation and Energy Solutions, Inc. is the most qualified firm and staff is recommending that the construction management and inspection services contract be awarded to them.

Fiscal Impact:

There is no fiscal impact to the City since these services will be paid at actual cost by Five Points, LLC in accordance with the City's current fee schedule. Five Points, LLC has made an initial deposit of $47,760.35 and will pay the rest during the progress of the project.

Attachment(s):

- Contract Agreement for Construction Management and Inspection Services

CITY OF IRWINDALE
CONTRACT SERVICES AGREEMENT FOR

CONSTRUCTION MANAGEMENT AND INSPECTION SERVICES FOR

TRAFFIC SIGNAL INSTALLATION AT IRWINDALE AVENUE AND CAMINO DE LA CANTERA, ALL WITHIN IRWINDALE CITY LIMITS; P-981

THIS PROFESSIONAL SERVICES AGREEMENT (herein "Agreement") is made and entered into this 09th day of June, 2021, by and between the CITY OF IRWINDALE, a California municipal corporation ("City"), and Transportation and Energy Solutions, Inc., a California corporation, located at 3175 E. Sedona Court, Bldg. E, Suite 6, Ontario, CA 91764, (herein "Consultant").

NOW, THEREFORE, the parties hereto agree as follows:

1. SERVICES OF CONSULTANT

1.1 Scope of Services. In compliance with all of the terms and conditions of this Agreement, the Consultant shall perform the work or services set forth in the "Scope of Services" attached hereto as Exhibit "A" and incorporated herein by reference. Consultant warrants that it has the experience and ability to perform all work and services required hereunder and that it shall diligently perform such work and services in a professional and satisfactory manner.

1.2 Compliance With Law. All work and services rendered hereunder shall be provided in accordance with all ordinances, resolutions, statutes, rules, and regulations of the City and any Federal, State or local governmental agency of competent jurisdiction.

1.3 Licenses, Permits, Fees and Assessments. Consultant shall obtain at its sole cost and expense such licenses, permits, and approvals as may be required by law for the performance of the services required by the Agreement.

1.4 Special Requirements. Additional terms and conditions of this Agreement, if any, which are made a part hereof are set forth in the "Special Requirements" attached hereto as Exhibit "B" and incorporated herein by this reference. In the event of a conflict between the provisions of Exhibit "B" and any other provisions of this Agreement, the provisions of Exhibit "B" shall govern.

2. COMPENSATION

2.1 Contract Sum. For the services rendered pursuant to this Agreement, Consultant shall be compensated in accordance with the "Schedule of Compensation" attached hereto as Exhibit "C" and incorporated herein by this reference, but not exceeding the maximum

contract amount of Seventy Nine Thousand One Hundred and 00/100 Dollars ($79,100) ("Contract Sum") unless additional compensation is approved pursuant to Section 2.3.

2.2 Invoices. Each month Consultant shall furnish to City an original invoice for all work performed and expenses incurred during the preceding month in a form approved by City's Director of Finance. By submitting an invoice for payment under this Agreement, Consultant is certifying compliance with all provisions of the Agreement. The invoice shall detail charges for all necessary and actual expenses by the following categories: labor (by sub-category), travel, materials, equipment, supplies, and sub-contractor contracts. Sub-contractor charges shall also be detailed by such categories. Consultant shall not invoice City for any duplicate services performed by more than one person.

City shall independently review each invoice submitted by the Consultant to determine whether the work performed and expenses incurred are in compliance with the provisions of this Agreement. Except as to any charges for work performed or expenses incurred by Consultant which are disputed by City, City will use its best efforts to cause Consultant to be paid within forty five (45) days of receipt of Consultant's correct and undisputed invoice; however, Consultant acknowledges and agrees that due to City warrant run procedures, the City cannot guarantee that payment will occur within this time period. In the event any charges or expenses are disputed by City, the original invoice shall be returned by City to Consultant for correction and resubmission. Review and payment by the City of any invoice provided by the Consultant shall not constitute a waiver of any rights or remedies provided herein or any applicable law.

2.3 Additional Services. City shall have the right at any time during the performance of the services, without invalidating this Agreement, to order extra work beyond that specified in the Scope of Services or make changes by altering, adding to or deducting from said work. No such extra work may be undertaken unless a written order is first given by the Contract Officer to the Consultant, incorporating therein any adjustment in (i) the Contract Sum for the actual cost of the extra work, and/or (ii) the time to perform this Agreement, which said adjustments are subject to the written approval of the Consultant. Any increase in compensation of up to twenty percent (20%) of the Contract Sum but not exceeding a total contract amount of Fifteen Thousand Eight Hundred Twenty and 00/100 Dollars ($15,820) or in the time to perform of up to ninety (90) days may be approved by the Contract Officer. Any greater increases, taken either separately or cumulatively, must be approved by the City Council. No claim for an increase in the Contract Sum or time for performance shall be valid unless the procedures established in this Section are followed.

3. PERFORMANCE SCHEDULE

3.1 Time of Essence. Time is of the essence in the performance of this Agreement.

3.2 Schedule of Performance. Consultant shall commence the services pursuant to this Agreement upon receipt of a written notice to proceed and shall perform all services within the time period(s) established in the "Schedule of Performance" attached hereto as Exhibit "D" and incorporated herein by this reference. When requested by the Consultant, extensions to the time period(s) specified in the Schedule of Performance may be approved in writing by the Contract Officer but not exceeding thirty (30) days cumulatively.

3.3 Force Majeure. The time period(s) specified in the Schedule of Performance for performance of the services rendered pursuant to this Agreement shall be extended because of any delays due to unforeseeable causes beyond the control and without the fault or negligence of the Consultant, including, but not restricted to, acts of God or of the public enemy, unusually severe weather, fires, earthquakes, floods, epidemics, quarantine restrictions, riots, strikes, freight embargoes, wars, litigation, and/or acts of any governmental agency, including the City, if the Consultant shall within ten (10) days of the commencement of such delay notify the Contract Officer in writing of the causes of the delay. The Contract Officer shall ascertain the facts and the extent of delay, and extend the time for performing the services for the period of the enforced delay when and if in the judgment of the Contract Officer such delay is justified. The Contract Officer's determination shall be final and conclusive upon the parties to this Agreement. In no event shall Consultant be entitled to recover damages against the City for any delay in the performance of this Agreement, however caused, Consultant's sole remedy being extension of the Agreement pursuant to this Section.

3.4 Term. Unless earlier terminated in accordance with Article 7 of this Agreement, this Agreement shall continue in full force and effect until completion of the services but not exceeding one (1) year from the date hereof, except as otherwise provided in the Schedule of Performance (Exhibit "D").

4. COORDINATION OF WORK

4.1 Representative of Consultant. Mr. Nathaniel S. Behura, MS, MBA is hereby designated as being the representative of Consultant authorized to act on its behalf with respect to the work and services specified herein and make all decisions in connection therewith. All personnel of Consultant and any authorized agents shall be under the exclusive direction of the representative of Consultant. Consultant shall utilize only competent personnel to perform services pursuant to this Agreement. Consultant shall make every reasonable effort to maintain the stability and continuity of Consultant's staff and subcontractors, and shall keep City informed of any changes.

4.2 Contract Officer. William Tam, City Manager [or such person as may be designated by the City Manager] is hereby designated as being the representative the City authorized to act in its behalf with respect to the work and services specified herein and to make all decisions in connection therewith ("Contract Officer").

4.3 Prohibition Against Subcontracting or Assignment. Consultant shall not contract with any entity to perform in whole or in part the work or services required hereunder without the express written approval of the City. Neither this Agreement nor any interest herein may be assigned or transferred, voluntarily or by operation of law, without the prior written approval of City. Any such prohibited assignment or transfer shall be void.

4.4 Independent Contractor. Neither the City nor any of its employees shall have any control over the manner, mode or means by which Consultant, its agents or employees, perform the services required herein, except as otherwise set forth. Consultant shall perform all services required herein as an independent contractor of City with only such obligations as are consistent with that role. Consultant shall not at any time or in any manner represent that it or any of its agents or employees are agents or employees of City, or that it is a member of a joint enterprise with City.

5. INSURANCE AND INDEMNIFICATION

5.1 Required Insurance Policies.

Without limiting Consultant's indemnification of the City and prior to commencement of services, Consultant shall obtain, provide and maintain, at its sole cost and expense, in a form and content satisfactory to City, during the entire term of this Agreement including any extension thereof, the following policies of insurance:

(a) Comprehensive General Liability Insurance. Consultant shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office form CG 00 01, in an amount not less than $1,000,000 per occurrence, $2,000,000 general aggregate, for bodily injury, personal injury, and property damage, including without limitation, blanket contractual liability. The policy must include contractual liability that has not been amended. Any endorsement restricting standard ISO "insured contract" language will not be accepted.

(b) Automobile Liability Insurance. Consultant shall maintain automobile insurance at least as broad as Insurance Services Office form CA 00 01 covering bodily injury and property damage for all activities of the Consultant arising out of or in connection with services to be performed under this Agreement, including coverage for any owned, hired, non-owned or rented vehicles, in an amount not less than $1,000,000 combined single limit for each accident.

(c) Professional Liability (errors & omissions) Insurance. Consultant shall maintain professional liability insurance that covers the Services to be performed in connection with this Agreement, in the minimum amount of $1,000,000 per claim and in the aggregate. Any policy inception date, continuity date, or retroactive date must be before the effective date of this agreement and Consultant agrees to maintain continuous coverage through a period no less than three years after completion of the services required by this Agreement.

(d) Workers' Compensation Insurance. Consultant shall maintain Workers' Compensation Insurance (Statutory Limits) and Employer's Liability Insurance (with limits of at least $1,000,000).

5.2 Other Provisions or Requirements.

(a) Proof of Insurance. Consultant shall provide certificates of insurance to City as evidence of the insurance coverage required in section 5.1, and for purposes of Workers' Compensation Insurance Consultant shall submit a Waiver of Subrogation endorsement in favor of City, its officers, agents, employees and volunteers. Should the Consultant be a sole proprietor, the Consultant shall complete and submit a declaration of sole proprietors form to the City in lieu of proof of Workers' Compensation as it not required for sole proprietors. The insurance certificates and endorsements must be approved by City's Risk Manager prior to commencement of performance of services. Current certification of insurance shall be kept on file with City at all times during the term of this Agreement. City reserves the right to require complete, certified copies of all required insurance policies, at any time.

(b) Duration of Coverage. Consultant shall procure and maintain each of the insurance policies required in Section 5.1 for the duration of the Agreement, and any extension thereof.

(c) Primary/Noncontributing. Coverage provided by Consultant shall be primary and any insurance or self-insurance procured or maintained by City shall be excess to the Consultant's insurance and shall not contribute with it. The limits of insurance required herein may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and non-contributory basis for the benefit of City before the City's own insurance or self-insurance shall be called upon to protect it as a named insured.

(d) City's Rights of Enforcement. In the event any policy of insurance required under this Agreement does not comply with these specifications or is canceled and not replaced, City has the right but not the duty to obtain the insurance it deems necessary and any premium paid by City will be promptly reimbursed by Consultant or City will withhold amounts sufficient to pay premium from Consultant payments. In the alternative, City may cancel this Agreement.

(e) Acceptable Insurers. All insurance policies shall be issued by an insurance company currently authorized by the Insurance Commissioner to transact business of insurance or is on the List of Approved Surplus Line Insurers in the State of California, with an assigned policyholders' Rating of A- (or higher) and Financial Size Category Class VI (or larger) in accordance with the latest edition of Best's Key Rating Guide, unless otherwise approved by the City's Risk Manager.

(f) Waiver of Subrogation. All insurance coverage maintained or procured pursuant to this Agreement shall be endorsed to waive subrogation against City, its elected or appointed officers, agents, officials, employees and volunteers or shall specifically allow Consultant or others providing insurance evidence in compliance with these specifications to waive their right of recovery prior to a loss. Consultant hereby waives its own right of recovery against City, and shall require similar written express waivers and insurance clauses from each of its subconsultants.

(g) Enforcement of Contract Provisions (non estoppel). Consultant acknowledges and agrees that any actual or alleged failure on the part of the City to inform Consultant of non-compliance with any requirement imposes no additional obligations on the City nor does it waive any rights hereunder.

(h) Requirements Not Limiting. Requirements of specific coverage features or limits contained in this Section are not intended as a limitation on coverage, limits or other requirements, or a waiver of any coverage normally provided by any insurance. Specific reference to a given coverage feature is for purposes of clarification only as it pertains to a given issue and is not intended by any party or insured to be all inclusive, or to the exclusion of other coverage, or a waiver of any type. If the Consultant maintains higher limits than the minimums shown above, the City requires and shall be entitled to coverage for the higher limits maintained by the

Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

(i) Notice of Cancellation. Consultant agrees to oblige its insurance agent or broker and insurers to provide to City with a thirty (30) day notice of cancellation (except for nonpayment for which a ten (10) day notice is required) or nonrenewal of coverage for each required coverage.

(j) Additional Insured Status. General liability and automobile policies shall provide or be endorsed to provide that City and its officers, officials, employees, agents, and volunteers shall be additional insureds under such policies. This provision shall also apply to any excess/umbrella liability policies.

(k) Prohibition of Undisclosed Coverage Limitations. None of the coverages required herein will be in compliance with these requirements if they include any limiting endorsement of any kind that has not been first submitted to City and approved by the City in writing.

(l) Separation of Insureds. A severability of interests provision must apply for all additional insureds ensuring that Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the insurer's limits of liability. The policy(ies) shall not contain any cross-liability exclusions.

(m) Pass Through Clause. Consultant agrees to ensure that its subconsultants, subcontractors, and any other party involved with the services, which are the subject of this Agreement, who is brought onto or involved in these services by Consultant, provide the same minimum insurance coverage and endorsements required of Consultant. Consultant agrees to monitor and review all such coverage and assumes all responsibility for ensuring that such coverage is provided in conformity with the requirements of this section. Consultant agrees that upon request, all agreements with consultants, subcontractors, and others engaged in the services will be submitted to City for review.

(n) City's Right to Revise Specifications. The City reserves the right at any time during the term of the Agreement to change the amounts and types of insurance required by giving the Consultant ninety (90) days advance written notice of such change. If such change results in substantial additional cost to the Consultant, the City and Consultant may renegotiate Consultant's compensation.

(o) Deductibles/ Self-insured Retentions. Any deductibles and self-insured retentions must be declared to and approved by City. At the option of the City , either: the insurer shall reduce or eliminate such deductibles or self-insured retentions with respect to the City, its officers, officials, employees, agents and volunteers, or the Consultant shall provide a financial guarantee satisfactory to the City guaranteeing payment of losses and related investigations, claims administration and defense expense.

(p) Timely Notice of Claims. Consultant shall give City prompt and timely notice of claims made or suits instituted that arise out of or result from Consultant's performance

under this Agreement, and that involve or may involve coverage under any of the required liability policies.

(q) Additional Insurance. Consultant shall also procure and maintain, at its own cost and expense, any additional kinds of insurance, which in its own judgment may be necessary for its proper protection and prosecution of the work.

5.3 Indemnification.

To the full extent permitted by law, Consultant agrees to indemnify, defend and hold harmless the City, its officers, employees and agents ("Indemnified Parties") against, and will hold and save them and each of them harmless from, any and all actions, either judicial, administrative, arbitration or regulatory claims, damages to persons or property, losses, costs, penalties, obligations, errors, omissions or liabilities whether actual or threatened (herein "claims or liabilities") that may be asserted or claimed by any person, firm or entity arising out of or in connection with the negligent performance of the work, operations or activities provided herein of Consultant, its officers, employees, agents, subcontractors, or invitees, or any individual or entity for which Consultant is legally liable ("indemnitors"), or arising from Consultant's or indemnitors' reckless or willful misconduct, or arising from Consultant's or indemnitors' negligent performance of or negligent failure to perform any term, provision, covenant or condition of this Agreement, and in connection therewith:

(a) Consultant will defend any action or actions filed in connection with any of said claims or liabilities and will pay all costs and expenses, including legal costs and attorneys' fees incurred in connection therewith;

(b) Consultant will promptly pay any judgment rendered against the City, its officers, agents or employees for any such claims or liabilities arising out of or in connection with the negligent performance of or failure to perform such work, operations or activities of Consultant hereunder; and Consultant agrees to save and hold the City, its officers, agents, and employees harmless therefrom;

(c) In the event the City, its officers, agents or employees is made a party to any action or proceeding filed or prosecuted against Consultant for such damages or other claims arising out of or in connection with the negligent performance of or failure to perform the work, operation or activities of Consultant hereunder, Consultant agrees to pay to the City, its officers, agents or employees, any and all costs and expenses incurred by the City, its officers, agents or employees in such action or proceeding, including but not limited to, legal costs and attorneys' fees.

Consultant shall incorporate similar indemnity agreements with its subcontractors and if it fails to do so Consultant shall be fully responsible to indemnify City hereunder therefore, and failure of City to monitor compliance with these provisions shall not be a waiver hereof. This indemnification includes claims or liabilities arising from any negligent or wrongful act, error or omission, or reckless or willful misconduct of Consultant in the performance of professional services hereunder. The provisions of this Section do not apply to claims or liabilities occurring as a result of City's sole negligence or willful acts or omissions, but, to the fullest extent permitted by law, shall apply to claims and liabilities resulting in part from City's negligence, except that design professionals' indemnity hereunder shall be limited to claims and liabilities arising out of

the negligence, recklessness or willful misconduct of the design professional. The indemnity obligation shall be binding on successors and assigns of Consultant and shall survive termination of this Agreement.

6. RECORDS, REPORTS, AND RELEASE OF INFORMATION

6.1 Records. Consultant shall keep, and require subcontractors to keep, such ledgers, books of accounts, invoices, vouchers, canceled checks, reports, studies or other documents relating to the disbursements charged to City and services performed hereunder (the "books and records"), as shall be necessary to perform the services required by this Agreement and enable the Contract Officer to evaluate the performance of such services and shall keep such records for a period of three years following completion of the services hereunder. The Contract Officer shall have full and free access to such books and records at all times during normal business hours of City, including the right to inspect, copy, audit and make records and transcripts from such records.

6.2 Reports. Consultant shall periodically prepare and submit to the Contract Officer such reports concerning the performance of the services required by this Agreement or as the Contract Officer shall require.

6.3 Confidentiality and Release of Information.

(a) All information gained or work product produced by Consultant in performance of this Agreement shall be considered confidential, unless such information is in the public domain or already known to Consultant. Consultant shall not release or disclose any such information or work product to persons or entities other than the City without prior written authorization from the Contract Officer.

(b) Consultant shall not, without prior written authorization from the Contract Officer or unless requested by the City Attorney, voluntarily provide documents, declarations, letters of support, testimony at depositions, response to interrogatories or other information concerning the work performed under this Agreement. Response to a subpoena or court order shall not be considered "voluntary" provided Consultant gives the City notice of such court order or subpoena.

(c) If Consultant provides any information or work product in violation of this Agreement, then the City shall have the right to reimbursement and indemnity from Consultant for any damages, costs and fees, including attorney's fees, caused by or incurred as a result of Consultant's conduct.

(d) Consultant shall promptly notify the City should Consultant be served with any summons, complaint, subpoena, notice of deposition, request for documents, interrogatories, request for admissions or other discovery request, court order or subpoena from any party regarding this Agreement and the work performed thereunder. The City retains the right, but has no obligation, to represent Consultant or be present at any deposition, hearing or similar proceeding. Consultant agrees to cooperate fully with the City and to provide the City with the opportunity to review any response to discovery requests provided by Consultant.

6.4 Ownership of Documents. All studies, surveys, data, notes, computer files, reports, records, drawings, specifications, maps, designs, photographs, documents and other materials (the "documents and materials") prepared by Consultant in the performance of this Agreement shall be the property of the City and shall be delivered to the City upon request of the Contract Officer or upon the termination of this Agreement, and Consultant shall have no claim for further employment or additional compensation as a result of the exercise by the City of its full rights of ownership use, reuse, or assignment of the documents and materials hereunder. Moreover, Consultant with respect to any documents and materials that may qualify as "works made for hire" as defined in 17 U.S.C. § 101, such documents and materials are hereby deemed "works made for hire" for the City.

7. ENFORCEMENT OF AGREEMENT AND TERMINATION

7.1 California Law. This Agreement shall be interpreted, construed and governed both as to validity and to performance of the parties in accordance with the laws of the State of California. Legal actions concerning any dispute, claim or matter arising out of or in relation to this Agreement shall be instituted in the Superior Court of the County of Los Angeles, State of California. In the event of litigation in a U.S. District Court, venue shall lie exclusively in the Central District of California, in the County of Los Angeles, State of California.

7.2 Disputes; Default. In the event that Consultant is in default under the terms of this Agreement, the City shall not have any obligation or duty to continue compensating Consultant for any work performed after the date of default. Instead, the City may give notice to Consultant of the default and the reasons for the default. The notice shall include the timeframe in which Consultant may cure the default. This timeframe is presumptively thirty (30) days, but may be extended, if circumstances warrant. During the period of time that Consultant is in default, the City shall hold all invoices and shall, when the default is cured, proceed with payment on the invoices. If Consultant does not cure the default, the City may take necessary steps to terminate this Agreement under this Article.

7.3 Legal Action. In addition to any other rights or remedies, either party may take legal action, in law or in equity, to cure, correct or remedy any default, to recover damages for any default, to compel specific performance of this Agreement, to obtain declaratory or injunctive relief, or to obtain any other remedy consistent with the purposes of this Agreement. Notwithstanding any contrary provision herein, Consultant shall file a statutory claim pursuant to Government Code Sections 905 et. seq. and 910 et. seq., in order to pursue any legal action under this Agreement.

Except with respect to rights and remedies expressly declared to be exclusive in this Agreement, the rights and remedies of the parties are cumulative and the exercise by either party of one or more of such rights or remedies shall not preclude the exercise by it, at the same or different times, of any other rights or remedies for the same default or any other default by the other party.

7.4 Termination Prior to Expiration of Term. This Section shall govern any termination of this Contract except as specifically provided in the following Section for termination for cause. The City reserves the right to terminate this Contract at any time, with or without cause, upon thirty (30) days' written notice to Consultant, except that where termination is due to the fault of the Consultant, the period of notice may be such shorter time as may be

determined by the Contract Officer. In addition, the Consultant reserves the right to terminate this Contract at any time, with or without cause, upon sixty (60) days' written notice to City, except that where termination is due to the fault of the City, the period of notice may be such shorter time as the Consultant may determine. Upon receipt of any notice of termination, Consultant shall immediately cease all services hereunder except such as may be specifically approved by the Contract Officer. Except where the Consultant has initiated termination, the Consultant shall be entitled to compensation for all services rendered prior to the effective date of the notice of termination and for any services authorized by the Contract Officer thereafter in accordance with the Schedule of Compensation or such as may be approved by the Contract Officer. In the event the Consultant has initiated termination, the Consultant shall be entitled to compensation only for the reasonable value of the work product actually produced hereunder, but not exceeding the compensation provided therefore in the Schedule of Compensation Exhibit "C". In the event of termination without cause pursuant to this Section, the terminating party need not provide the non-terminating party with the opportunity to cure pursuant to Section 7.2.

7.5 Termination for Default of Consultant. If termination is due to the failure of the Consultant to fulfill its obligations under this Agreement, City may, after compliance with the provisions of Section 7.2, take over the work and prosecute the same to completion by contract or otherwise, and the Consultant shall be liable to the extent that the total cost for completion of the services required hereunder exceeds the compensation herein stipulated (provided that the City shall use reasonable efforts to mitigate such damages), and City may withhold any payments to the Consultant for the purpose of set-off or partial payment of the amounts owed the City as previously stated.

8. MISCELLANEOUS

8.1 Covenant Against Discrimination. Consultant covenants that, by and for itself, its heirs, executors, assigns and all persons claiming under or through them, that there shall be no discrimination against or segregation of, any person or group of persons on account of race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry, or other protected class in the performance of this Agreement. Consultant shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, color, creed, religion, sex, gender, sexual orientation, marital status, national origin, ancestry, or other protected class

8.2 Non-liability of City Officers and Employees. No officer or employee of the City shall be personally liable to the Consultant, or any successor in interest, in the event of any default or breach by the City or for any amount, which may become due to the Consultant or to its successor, or for breach of any obligation of the terms of this Agreement.

8.3 Notice. Any notice, demand, request, document, consent, approval, or communication either party desires or is required to give to the other party or any other person shall be in writing and either served personally or sent by prepaid, first-class mail, in the case of the City, to the City Manager and to the attention of the Contract Officer (with her/his name and City title), City of Irwindale, 5050 N. Irwindale Ave., Irwindale CA 91706 and in the case of the Consultant, to the person(s) at the address designated on the execution page of this Agreement. Either party may change its address by notifying the other party of the change of address in writing.

Notice shall be deemed communicated at the time personally delivered or in seventy-two (72) hours from the time of mailing if mailed as provided in this Section.

8.4 Integration; Amendment. It is understood that there are no oral agreements between the parties hereto affecting this Agreement and this Agreement supersedes and cancels any and all previous negotiations, arrangements, agreements and understandings, if any, between the parties, and none shall be used to interpret this Agreement. This Agreement may be amended at any time by the mutual consent of the parties by an instrument in writing.

8.5 Severability. In the event that part of this Agreement shall be declared invalid or unenforceable by a valid judgment or decree of a court of competent jurisdiction, such invalidity or unenforceability shall not affect any of the remaining portions of this Agreement which are hereby declared as severable and shall be interpreted to carry out the intent of the parties hereunder unless the invalid provision is so material that its invalidity deprives either party of the basic benefit of their bargain or renders this Agreement meaningless.

8.6 Waiver. No delay or omission in the exercise of any right or remedy by non-defaulting party on any default shall impair such right or remedy or be construed as a waiver. A party's consent to or approval of any act by the other party requiring the party's consent or approval shall not be deemed to waive or render unnecessary the other party's consent to or approval of any subsequent act. Any waiver by either party of any default must be in writing and shall not be a waiver of any other default concerning the same or any other provision of this Agreement.

8.7 Attorneys' Fees. If either party to this Agreement is required to initiate or defend or made a party to any action or proceeding in any way connected with this Agreement, the prevailing party in such action or proceeding, in addition to any other relief which any be granted, whether legal or equitable, shall be entitled to reasonable attorney's fees, whether or not the matter proceeds to judgment.

8.8 Interpretation.

The terms of this Agreement shall be construed in accordance with the meaning of the language used and shall not be construed for or against either party by reason of the authorship of this Agreement or any other rule of construction which might otherwise apply.

8.9 Counterparts.

This Agreement may be executed in counterparts, each of which shall be deemed to be an original, and such counterparts shall constitute one and the same instrument.

8.10 Warranty & Representation of Non-Collusion. No official, officer, or employee of City has any financial interest, direct or indirect, in this Agreement, nor shall any official, officer, or employee of City participate in any decision relating to this Agreement which may affect his/her financial interest or the financial interest of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any corporation, partnership, or association in which (s)he is directly or indirectly interested, or in violation of any State or municipal statute or regulation. The determination of "financial interest" shall be consistent with State law and shall not include interests found to be "remote" or "noninterests"

pursuant to Government Code Sections 1091 or 1091.5. Consultant warrants and represents that it has not paid or given, and will not pay or give, to any third party including, but not limited to, any City official, officer, or employee, any money, consideration, or other thing of value as a result or consequence of obtaining or being awarded any agreement. Consultant further warrants and represents that (s)he/it has not engaged in any act(s), omission(s), or other conduct or collusion that would result in the payment of any money, consideration, or other thing of value to any third party including, but not limited to, any City official, officer, or employee, as a result of consequence of obtaining or being awarded any agreement. Consultant is aware of and understands that any such act(s), omission(s) or other conduct resulting in such payment of money, consideration, or other thing of value will render this Agreement void and of no force or effect.

Consultant's Authorized Initials _____

8.11 Corporate Authority. The persons executing this Agreement on behalf of the parties hereto warrant that (i) such party is duly organized and existing, (ii) they are duly authorized to execute and deliver this Agreement on behalf of said party, (iii) by so executing this Agreement, such party is formally bound to the provisions of this Agreement, and (iv) the entering into this Agreement does not violate any provision of any other Agreement to which said party is bound. This Agreement shall be binding upon the heirs, executors, administrators, successors and assigns of the parties.

[Signatures on the following page.]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the date and year first-above written.

CITY:

CITY OF IRWINDALE, a municipal corporation

_____

William K. Tam, City Manager

ATTEST:

_____

Laura M. Nieto, Chief Deputy City Clerk

APPROVED AS TO FORM:

ALESHIRE & WYNDER, LLP

_____

Adrian R. Guerra, City Attorney

CONSULTANT:

Transportation and Energy Solutions, Inc., a California Corporation

By:_____

Name: Nathaniel S. Behura, MS, MBA
Title: President

By:_____

Name:
Title:

Address: 3175 E. Sedona Court
Bldg. E, Suite 6
Ontario, CA 91764

Two corporate officer signatures required when Consultant is a corporation, with one signature required from each of the following groups: 1) Chairman of the Board, President or any Vice President; and 2) Secretary, any Assistant Secretary, Chief Financial Officer or any Assistant Treasurer. CONSULTANT'S SIGNATURES SHALL BE DULY NOTARIZED, AND APPROPRIATE ATTESTATIONS SHALL BE INCLUDED AS MAY BE REQUIRED BY THE BYLAWS, ARTICLES OF INCORPORATION, OR OTHER RULES OR REGULATIONS APPLICABLE TO CONSULTANT'S BUSINESS ENTITY.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF _____

On _____, 2021 before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

CAPACITY CLAIMED BY SIGNER

☐ INDIVIDUAL
☐ CORPORATE OFFICER

_____
TITLE(S)

☐ PARTNER(S) ☐ LIMITED ☐ GENERAL
☐ ATTORNEY-IN-FACT
☐ TRUSTEE(S)
☐ GUARDIAN/CONSERVATOR
☐ OTHER_____

_____

SIGNER IS REPRESENTING:
(NAME OF PERSON(S) OR ENTITY(IES))

_____

_____

DESCRIPTION OF ATTACHED DOCUMENT

_____
TITLE OR TYPE OF DOCUMENT

_____
NUMBER OF PAGES

_____
DATE OF DOCUMENT

_____
SIGNER(S) OTHER THAN NAMED ABOVE

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy or validity of that document.

STATE OF CALIFORNIA

COUNTY OF LOS ANGELES

On _____, 2021 before me, _____, personally appeared _____, proved to me on the basis of satisfactory evidence to be the person(s) whose names(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature: _____

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form

CAPACITY CLAIMED BY SIGNER

☐ INDIVIDUAL
☐ CORPORATE OFFICER

_____
TITLE(S)

☐ PARTNER(S) ☐ LIMITED ☐ GENERAL
☐ ATTORNEY-IN-FACT
☐ TRUSTEE(S)
☐ GUARDIAN/CONSERVATOR
☐ OTHER_____

_____

SIGNER IS REPRESENTING:
(NAME OF PERSON(S) OR ENTITY(IES))

_____

_____

DESCRIPTION OF ATTACHED DOCUMENT

_____
TITLE OR TYPE OF DOCUMENT

_____
NUMBER OF PAGES

_____
DATE OF DOCUMENT

_____
SIGNER(S) OTHER THAN NAMED ABOVE

EXHIBIT "A"

SCOPE OF SERVICES

I. The Scope of Services ("Services") shall include all necessary labor, materials, equipment and other incidental and appurtenant work necessary to perform the construction/project management and inspection services related to the project entitled **Construction/Project Management and Inspection Services for Traffic Signal Installation at Irwindale Avenue and Camino De La Cantera** ("Project"), including but not limited to the following:

A. Inspector(s)

1. The Inspector(s) shall have knowledge of construction equipment, materials, methods, and workmanship for traffic signal and street lighting construction, road construction, and street improvement projects, as well as, the Manual on Uniform Traffic Control Devices.

2. The Inspector(s) shall be able to understand and interpret Plans and Specification.

3. The Inspector(s) shall ensure compliance with the Plans, Specifications, and other requirements, such as but not limited to the Contract, Traffic Control, Cal-OSHA Standards, Conditions of Approval, Permits, Standard Plans, checking line, grade, size, elevation, and location of improvements.

4. The Inspector(s) shall be able to interact professionally with contractors, engineers, property owners, the public at large, coordinate with other City personnel and or other agencies, promote quality customer service, and respond promptly and courteously to requests.

5. The Inspector(s) shall be able to follow verbal and written instructions, communicate clearly and concisely, both orally and in writing.

6. The Inspector(s) shall be familiar with the Greenbook (Standard Specifications for Public Works Construction), Los Angeles County Standard Plans and Specifications, Caltrans Standard Plans and Specifications, City Standards, and OSHA Construction Safety Orders.

7. During the course of inspection and monitoring of the work, if the Inspector(s) observes an unsafe situation, the inspector(s) shall notify the Consultant and the City Engineer of the violation and provide written notification

of such infraction to the Resident Engineer and the City Engineer. If the Consultant refuses to comply or correct the situation, the inspector(s) is to notify the City and Cal OSHA.

8. The Inspector(s) shall attend all pre-construction meetings.

9. The Inspector(s) shall monitor the traffic control.

10. The Inspector(s) shall keep daily diaries (log) containing the date, location of work, weather, work accomplished, workforce utilized, hours worked, equipment utilized, and any significant events, fill out Incident (accident) Reports, and take pictures of the Project. A daily Inspection Report identifying work done by the Consultant will be submitted to the Resident Engineer and to the City Engineer on the next business day for review and filing.

11. The Inspection(s) shall prepare a list of items for correction (punch list) and prepare red lined as-built plans.

12. The Inspector(s) shall establish effective communications with the Consultant.

13. The Inspector(s) shall have working knowledge of computers and be familiar with Outlook and Microsoft Word and Excel.

14. The Inspector(s) shall not have the authority to allow deviations from the Approved Plans and Specifications.

15. The Inspector(s) shall have their own digital camera, and shall provide digital images of the project to the City of Irwindale in "jpg" format.

16. The Inspector(s) shall have their own vehicle and a mobile phone for immediate contact by the City, show proof of valid California driver's license, and insurance.

17. The Inspector(s) shall perform related duties to complete the Services, as required.

B. Resident Engineer

1. The Resident Engineer shall manage all aspects of the construction of this Project and report directly to the City Engineer on a daily basis.

2. The Resident Engineer shall prepare for City review and signature correspondence with: contractor, designer, and regulatory agencies.

3. The Resident Engineer shall review and approve construction submittals, including temporary traffic control plans. The Traffic Signal electrical equipment will be approved by a California Registered Traffic Engineer of the consultant's selection.

4. The Resident Engineer shall conduct weekly construction progress meeting and prepare minutes.

5. The Resident Engineer shall provide quality assurance and ensure implementation of corrective measures.

6. The Resident Engineer shall coordinate with City a Public Outreach Program whereby residents, business owners, and other parties are informed of lane closures and general progress of the Project.

7. The Resident Engineer shall resolve field problems, prepare and issue clarifications with directions from the City.

8. The Resident Engineer shall prepare monthly costs and progress reports.

9. The Resident Engineer shall prepare contract change orders for agency review and approval if needed.

10. The Resident Engineer shall assist City in developing a public information program.

II. All work is subject to review and acceptance by the City, and must be revised by the Consultant without additional charge to the City until found satisfactory and accepted by City.

EXHIBIT "B"

SPECIAL REQUIREMENTS

None.

EXHIBIT "C"

SCHEDULE OF COMPENSATION

I. Consultant shall perform all the Services at the cost and hourly rate as provided below. City will pay Consultant for completed Services, billed in increments of six minutes (0.1 hours), not to exceed the Contract Sum of $79,100 unless Additional Work is approved per Section 2.23.

RFP Section III Based Estimated Effort:

	Resident Engineer/C.M.	Sr. Public Works Inspector
Hourly Rate	$160	$115
Initation time	40	20
Estim. Coonstruction Time	160	320
Project Completion/Wrap-up	20	40
Total hours	220	380
Fees	**$35,200**	**$43,700**
Miscellaneous Expenses	**$200**	
	Project Total	**$79,100**

II. The City will compensate Contractor for the Services performed upon submission of a valid invoice. Each invoice is to include:

A. Line items for all personnel describing the work performed, the number of hours worked, and the hourly rate.

B. Line items for all materials and equipment properly charged to the Services.

C. Line items for all other approved reimbursable expenses claimed, with supporting documentation.

D. Line items for all approved subcontractor labor, supplies, equipment, materials, and travel properly charged to the Services.

EXHIBIT "D"

SCHEDULE OF PERFORMANCE

I. Unless earlier terminated in accordance with this Agreement, the Agreement shall continue in full force and effect until completion of the Services, or June 10, 2022, whichever comes first. The City reserves the right, in its sole discretion, to extend the Term of this Agreement for an additional twelve-month period by providing Consultant with written notice issued by the City Engineer.

II. Contractor shall perform all work timely to complete the Services prior to June 10, 2022 unless the Term of this Agreement is extended as provided in Section I herein.

III. Contractor shall deliver the following tangible work products to the City by the following dates.

A. Daily Reports will be completed on a daily basis, and delivered to the City once a week. Daily Reports must be delivered and accepted prior to any progress payment up until the date that work is being invoiced for.

B. Weekly Reports will be submitted to the City with the Daily Reports for each week.

CC Item 1G

☒City Council
☐Successor Agency
☐Housing Authority
☐Reclamation Authority
☐Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: June 9, 2021

To: Honorable Mayor and Members of the City Council

From: William K. Tam, City Manager

Issue: Request to Conduct Fireworks Sales –Irwindale Sister City Association and Knights of Columbus

City Manager's Recommendation:

Approve the requests of the following non-profit organizations / corporations / associations that met the criteria established by the Irwindale Municipal Code to conduct fireworks sales, subject to compliance with all City, County and State regulations: Columbus Club – Knights of Columbus #5650 and the Irwindale Sister City Association.

Administrative Action:

Submitted by:

Theresa Olivares, Assistant City Manager

Prepared by:

Laura Nieto, Chief Deputy City Clerk
(626) 430-2202

Reviewed by:

Adrian R. Guerra, City Attorney — *Electronically Approved*

Eva Carreon, Finance Director / City Treasurer

Approved by:

William K. Tam, City Manager

Background and Analysis:

Fireworks sales are permitted by non-profit organizations established and organized within the City of Irwindale (Chapter 8.16 of the Irwindale Municipal Code). This activity is a primary source of funds for these organizations and allows them to provide assistance to the community throughout the year.

Columbus Club – Knights of Columbus #5650 and the Irwindale Sister City Association have submitted applications for fireworks sales. Both of the organizations are qualified to sell fireworks because each organization has been established in the city for a minimum period of one year, continuously, preceding the filing of an application for permit and conduct their meetings in Irwindale. Each organization has provided the required documentation and refundable deposit. (Confidential documentation, e.g., sales tax information, is on file in the office of the Chief Deputy City Clerk).

Pursuant to Section 8.16.060 of the Irwindale Municipal Code, "All applications for fireworks stands shall be referred to the city council for approval, conditional approval or denial. The city council shall deny any fireworks stand permit if it finds that the public interest or safety is, or would be, jeopardized by the issuance thereof. The decision of the council shall, in all cases, be final and conclusive."

Here, based on staff's review, there are no public interest or safety reasons that have been identified which would warrant denial of the applications. Accordingly, staff recommends approval of the applications for fireworks sales.

At the writing of this report, the signed Permission to use Property for the Sale of Fireworks form is pending for the Columbus Club – Knights of Columbus #5650. This form shall be filed by the Columbus Club prior to the issuance of any permits related to fireworks booth. Should it not be received, the approval for fireworks sales shall be rescinded.

Fiscal Impact:

A $50 refundable security deposit is paid by each organization when application is filed. Upon final inspection by the Chief of Police, the deposit is refunded to the respective organizations.

Attachments:
Applications submitted by:

Columbus Club – Knights of Columbus #5650
Irwindale Sister City Association

City of Irwindale
5050 North Irwindale Avenue, Irwindale, California 91706
(626) 430-2200 Fax (626) 430-2269
Attn: Deputy City Clerk

RECEIVED
MAY 27 2021
CITY OF IRWINDALE

10:35 SF

FIREWORKS SALES PERMIT APPLICATION

***PERMIT TO BE ON LOCATION AT ALL TIMES**

General Conditions

1. The City of Irwindale requires that prior to the issuance of a permit for the sale of fireworks, the permit shall be approved by the City Council. This application must be completed in full and submitted to the Deputy City Clerk's office no later than **June 1st** of the applicable year (or the Thursday preceding when June 1st falls on a Friday, Saturday, Sunday, or holiday).
2. A **$50.00** deposit of a cashier's check or cash must be attached to this application.
3. A copy of the current year's SBOE Temporary Seller's Permit and proof of payment of the previous year's sales tax must be attached to this application.
4. Enclosed is a copy of Irwindale Municipal Code Section 8.16 authorizing and regulating the sale of fireworks. Any violation of said regulations will result in immediate revocation of the temporary sales permit granted.

Organization Status ☐Veteran ☐Patriotic ☐Welfare ☐Charitable ☐Civic Betterment ☒Religious

Name of Organization KNIGHTS OF COLUMBUS

Organization Address 16025 CYPRESS AVE
Street Address

IRWINDALE CA. 91706
City State Zip

Phone (626) 979-4026 Fax ( ) E-Mail davidfraiso77@icloud.com

Location of Meeting Place 16025 CYPRESS AVE
Street Address

IRWINDALE CA. 91706
City State Zip

Location of Fireworks Stand 16025 CYPRESS AVE IRWINDALE
Street Address

Emergency Contact DAVID FRAISO
Name and Phone Number of Person in Charge of Stand

Name and Addresses of Officers of Organization
(attach additional sheets, if needed)

Officer's Name DENNIS ALVA Title ASST. GRAND KNIGHT Phone (626) 625 6496
Home Address 628 E. MEDA AVE. GLENDORA

Officer's Name DAVID FRAISO Title GRAND KNIGHT Phone (626) 749 4026
Home Address 16154 CALLE DE PASEO IRWINDALE

Officer's Name _____ Title _____ Phone (___) _____
Home Address _____

OFFICE USE ONLY

Date Application Received 5/27/21 Received By JM

(Please attach a copy of the receipt)
Date **$50.00** Refundable Permit Fee Paid 5/27/21 ☑Cash ☐Cashier's Check # 00159269
Received By JM

Approvals and Conditions:

Planning _____

Public Works _____

Police _____

City Manager _____

City Council _____ (Date)

Attachments: _____

_____

Other provisions: _____

_____

Permittee agrees to comply with all applicable laws and to maintain the premises in good condition and to return said premises in the same condition as they were before said use.

Unless greater or lesser coverage is requested, permittee agrees to furnish the City of Irwindale evidence of liability insurance in the amounts of FIFTY THOUSAND DOLLARS ($50,000) for Public Liability and ONE HUNDRED THOUSAND DOLLARS ($100,000) for Property Damage, in the form of a certificate, covering the entire period of this permit, naming the City of Irwindale as additional insured. Permittee waives all claims against the City of Irwindale, its officers, agents and employees, for fees or damage caused by, arising out of, or in any way connected with the exercise of this permit and permittee agrees to save harmless, indemnify and defend city, its officers, agents and employees from any and all loss, damage of liability which may be suffered or incurred by City, its officers, agents and employees caused by, arising out of or in any way connected with exercise by permittee of the rights hereby permitted, except those arising out of the sole negligence of City.

Permittee agrees to all the terms and conditions of this permit including any provisions listed and any attachments.

Applicant's Signature: _____ **Date**: 05-27-21

City of Irwindale

Permission to use Property for Sale of Fireworks

(This completed form must be attached to Fireworks Sales Permit Application)

In accordance with City of Irwindale's Municipal Code Section 8.16.040 I hereby give permission for Knights of Columbus to use the property

(Name of Organization)

located at 16025 Cypress Ave Irwindale [redacted] for the purpose of selling

(Address)

fireworks on the following dates(s) 7-1-21 — 7-4-21.

I/We agree to save harmless said City of Irwindale, its officers and employees from any and all claims, damages or losses to persons or property resulting from use of the above mentioned property by applicant, their invitees, or anyone attending the event whether or not caused by negligence of such person.

OWNER OF PROPERTY

_____

Signature(s)

_____

Name (Please type or print)

_____

Telephone Number

Knights of Columbus

SAINT DANIEL COMBONI COUNCIL, No. 5650
16025 East Cypress Street ▫ P.O. Box 2441
Irwindale, California 91706

To: Deputy City Clerk

The Knights of Columbus Council 5650 located at 16025 E. Cypress St, Irwindale CA are requesting to put a fireworks st from June 25, 2021 to July 7, 2021 at the following location:

Our Lady of Guadalupe Church 16025 E. Cypress St, Irwindale CA 91706

We are a nonprofit organization and will be fundraising for our council solely for charitable purposes.

If you have any questions please contact me David Fraijo at (626) 479-4026

Sincerely,

Grand Knight David Fraijo

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 11/1/2021 — 6/1/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER: Lockton Companies 3280 Peachtree Road NE, Suite #250 Atlanta GA 30305 (404) 460-3600	CONTACT NAME: PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:
INSURED 1359665 American Promotional Events, Inc. DBA TNT Fireworks, Inc. 555 North Gilbert Avenue Fullerton CA 92833 CSR1602	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Everest Indemnity Insurance Company — 10851 INSURER B : Arch Specialty Insurance Company — 21199 INSURER C : Berkshire Hathaway Homestate Ins Co — 20044 INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** 12931493 **REVISION NUMBER:** XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	[X] COMMERCIAL GENERAL LIABILITY [ ] CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: [ ] POLICY [ ] PRO-JECT [X] LOC [ ] OTHER:	Y	N	SI8GL00242-201	11/1/2020	11/1/2021	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 500,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
	AUTOMOBILE LIABILITY [ ] ANY AUTO [ ] OWNED AUTOS ONLY [ ] SCHEDULED AUTOS [ ] HIRED AUTOS ONLY [ ] NON-OWNED AUTOS ONLY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ XXXXXXX $ XXXXXXX $ XXXXXXX $ XXXXXXX $ XXXXXXX
B	[X] UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE [ ] DED [ ] RETENTION $	Y	N	UXP0056189-07	11/1/2020	11/1/2021	EACH OCCURRENCE AGGREGATE $	$ 5,000,000 $ 5,000,000 $ XXXXXXX
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? [N] N / A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N	AMWC137851	11/1/2020	11/1/2021	[X] PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
THIS CERTIFICATE SUPERSEDES ALL PREVIOUSLY ISSUED CERTIFICATES FOR THIS HOLDER, APPLICABLE TO THE CARRIERS LISTED AND THE POLICY TERM(S) REFERENCED.
Property located at 16025 Cypress Street, Irwindale, CA (CSR1602) Certificate holder is an additional insured on the General Liability as required by written contract subject to policy terms, conditions, and exclusions.

CERTIFICATE HOLDER

12931493
Columbus Club and the City of Irwindale, their officers, agents and employees, when acting in their official capacities as such
5050 North Irwindale Avenue
Irwindale CA 91706

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2014 ACORD CORPORATION. All rights reserved.

TNT FIREWORKS

INSPECTION DATE 6/26

STAND# _____ **PLUG SIDE, WHEN LOOKING OUT FROM STAND:** _____

SALES SB **LOC#** CSR1602 **CITY** IRWINDALE

ORGANIZATION COLUMBUS CLUB

SIZE 24x8 **TYPE** NN **BACK DOORS** 0 **A-FRAMES** 1

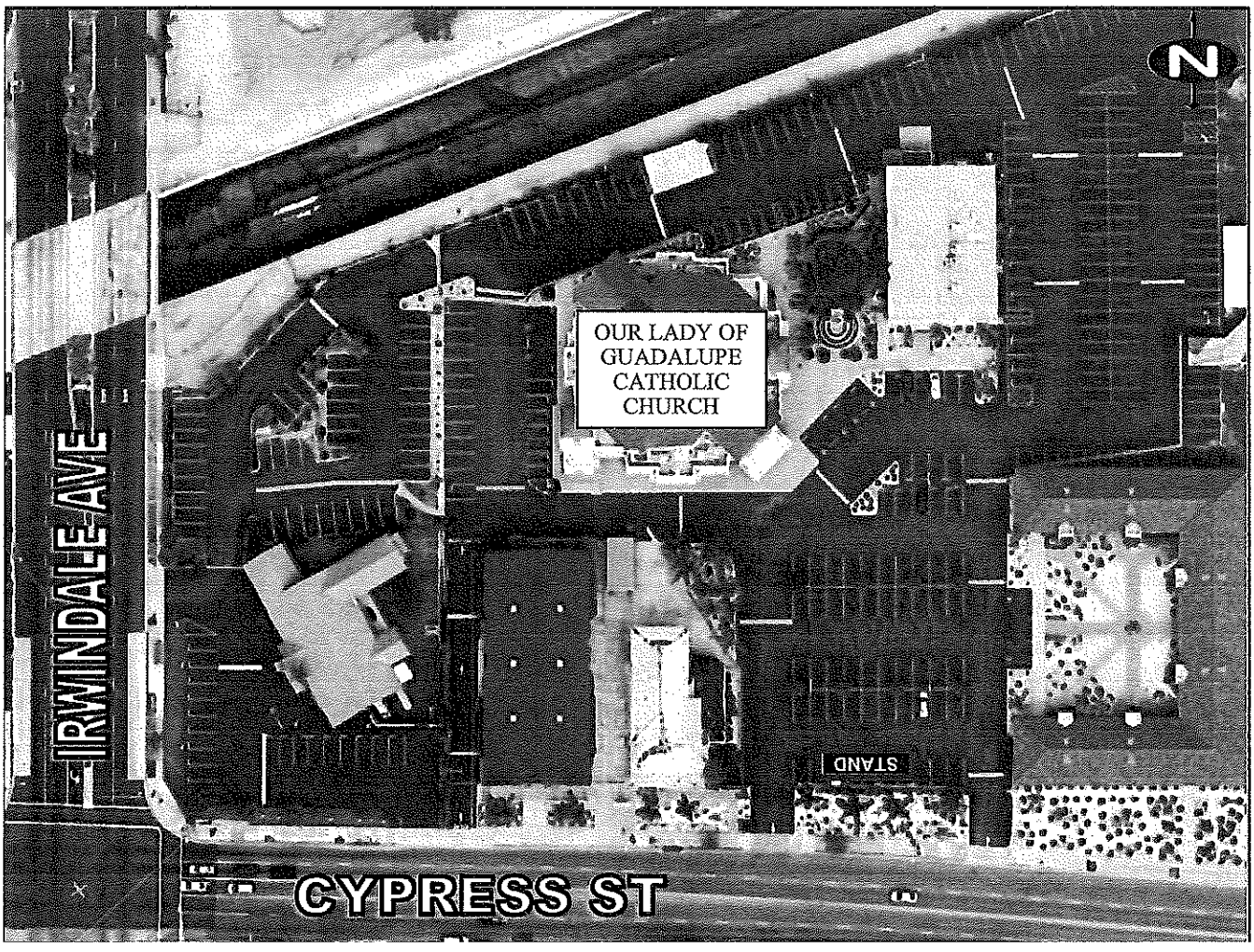
SET-UP 6/22 **DOWN DATE** 7/8 **LIGHTS** MCGILLS

DESCRIPTION/ADDRESS 16025 CYPRESS STREET

INTERSECTION E OF NEC CYPRESS ST & IRWINDALE AVE

SPECIAL INSTRUCTIONS PLACE STAND FACING CHURCH—START IN SECOND PARKING SPOT FROM DRIVEWAY TOWARD IRWINDALE AVE—PLACE BACK OF STAND CLOSE TO THE PARKING BLOCKS

SETBACKS: CURB _____ **SIDEWALK** _____ **BUILDINGS** _____



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION

RETAIL FIREWORKS LICENSE APPLICATION

FWX-15 (REV. 12/18)

Complete and return all copies to the Office of State Fire Marshal with the required fee of $50.00 made payable to "CAL FIRE". **Applications must be received prior to June 15th of the current year.**

Office of State Fire Marshal
2251 Harvard Street, Suite 400
Sacramento, CA 95815
(916) 568-2943

LICENSEE INFORMATION

Name (First, Last): COLUMBUS CLUB	Phone Number: (714) 738 - 1002
Mailing Address (Street Address, City, CA, Zip): 555 N. GILBERT ST., FULLERTON, CA 92833	
Local Contact Person and Phone Number (if different from Licensee above): Steve Bennett	

STAND INFORMATION

16025 CYPRESS ST.

Physical Address (Street Address, City, CA, Zip): ~~15814 ARROW HIGHWAY~~ , IRWINDALE, CA 91706	
County of Stand Location: LOS ANGELES	

WHOLESALE FIREWORK VENDOR INFORMATION

Business Name: TNT FIREWORKS	License No.: W-1081
Contact Name: RICK POE	Phone Number: (714) 738 - 1002

FIRE AUTHORITY HAVING JURISDICTION

Fire Department: Los Angeles County Fire Department
Physical Address (Street Address, City, CA, Zip): 1320 N. Eastern Ave, Los Angeles, CA 90063

STATE FIRE MARSHAL
JUNE 28 2021 JULY 6 2021
B 0001494

Tom Costa — 4-1-2021
Signature of Fire Authority Having Jurisdiction — Date

Signature of Retail Booth Applicant — 3/11/2021
Date

-NOTICE-

COPY OF THIS NOTICE MUST BE POSTED AT STAND WITH A COPY OF THE LOCAL PERMIT

A validated license has been issued to this organization shown above for the sale of Safe and Sane fireworks at the location indicated. After a permit has been issued by the authority having jurisdiction this license allows the sale of only classified "Safe and Sane" fireworks at the approved location from NOON, JUNE 28th to NOON, July 6th, of the year indicated. **NOTE:** Retail licensees are required to be at least 21 years of age, employees of fireworks stands must be at least 18 and fireworks may not be sold to anyone under the age of 16.

763180 CSR2901

For CAL FIRE DAO Use Only: Index-5942, PCA-59420, Source Code-125700-06

City of Irwindale
5050 North Irwindale Avenue, Irwindale, California 91706
(626) 430-2200 Fax (626) 430-2269
Attn: Deputy City Clerk

RECEIVED
MAY 19 2021
CITY OF IRWINDALE
CITY CLERKS DEPT.

FIREWORKS SALES PERMIT APPLICATION

***PERMIT TO BE ON LOCATION AT ALL TIMES**

General Conditions

1. The City of Irwindale requires that prior to the issuance of a permit for the sale of fireworks, the permit shall be approved by the City Council. This application must be completed in full and submitted to the Deputy City Clerk's office no later than **June 1st** of the applicable year (or the Thursday preceding when June 1st falls on a Friday, Saturday, Sunday, or holiday).
2. A **$50.00** deposit of a cashier's check or cash must be attached to this application.
3. A copy of the current year's SBOE Temporary Seller's Permit and proof of payment of the previous year's sales tax must be attached to this application.
4. Enclosed is a copy of Irwindale Municipal Code Section 8.16 authorizing and regulating the sale of fireworks. Any violation of said regulations will result in immediate revocation of the temporary sales permit granted.

Organization Status ☐Veteran ☐Patriotic ☐Welfare ☒Charitable ☐Civic Betterment ☐Religious

Name of Organization IRWINDALE SISTER CITY

Organization Address 4221 BELLECHASSE AVE, COVINA CA 91722
Street Address

COVINA (City) CA (State) 91722 (Zip)

Phone (626) 484-0445 Fax ( ) E-Mail amazengrace@hotmail.com

Location of Meeting Place 5050 N. IRWINDALE (outside
Street Address

IRWINDALE (City) CA (State) 91706 (Zip)

Location of Fireworks Stand 16000-16030 ARROW HWY
Street Address

Emergency Contact GRACE L. COX (626) 484-0445
Name and Phone Number of Person in Charge of Stand

Name and Addresses of Officers of Organization
(attach additional sheets, if needed)

Officer's Name GRACE L. COX Title PRESIDENT Phone (626) 484-0445
Home Address 1129 ESSEX ST, GLENDORA CA 91740

Officer's Name ROSALVA BRECEDA Title VICE-PRES Phone (626) 523-2263
Home Address 2437 PARKROSE AVE, IRWINDALE CA 91010

Officer's Name CEDRONIA MOTA Title TREASURER Phone (626) 261-8753
Home Address 4221 BELLECHASSE AVE, COVINA CA 91722

OFFICE USE ONLY

Date Application Received 5/19/21 Received By [illegible]

money order # 26818420601

(Please attach a copy of the receipt)

Date **$50.00** Refundable Permit Fee Paid 00159116 ☐ Cash ☑ Cashier's Check

Received By [illegible]

Approvals and Conditions:

Planning _____

Public Works _____

Police _____

City Manager _____

City Council _____ (Date)

Attachments: _____

_____

Other provisions: _____

_____

Permittee agrees to comply with all applicable laws and to maintain the premises in good condition and to return said premises in the same condition as they were before said use.

Unless greater or lesser coverage is requested, permittee agrees to furnish the City of Irwindale evidence of liability insurance in the amounts of FIFTY THOUSAND DOLLARS ($50,000) for Public Liability and ONE HUNDRED THOUSAND DOLLARS ($100,000) for Property Damage, in the form of a certificate, covering the entire period of this permit, naming the City of Irwindale as additional insured. Permittee waives all claims against the City of Irwindale, its officers, agents and employees, for fees or damage caused by, arising out of, or in any way connected with the exercise of this permit and permittee agrees to save harmless, indemnify and defend city, its officers, agents and employees from any and all loss, damage of liability which may be suffered or incurred by City, its officers, agents and employees caused by, arising out of or in any way connected with exercise by permittee of the rights hereby permitted, except those arising out of the sole negligence of City.

Permittee agrees to all the terms and conditions of this permit including any provisions listed and any attachments.

Applicant's Signature: [signature] **Date:** 5/19/21

City of Irwindale
Permission to use Property for Sale of Fireworks

(This completed form must be attached to Fireworks Sales Permit Application)

In accordance with City of Irwindale's Municipal Code Section 8.16.040 I hereby give permission for IRWINDALE SISTER CITY (Name of Organization) to use the property located at 16000 - 16030 ARROW HWY, IRW (Address) for the purpose of selling fireworks on the following dates(s) JUNE 29, 2021 - JULY 4, 2021.

I/We agree to save harmless said City of Irwindale, its officers and employees from any and all claims, damages or losses to persons or property resulting from use of the above mentioned property by applicant, their invitees, or anyone attending the event whether or not caused by negligence of such person.

OWNER OF PROPERTY

Signature(s)

William K. Tam, City of Irwindale

Name (Please type or print)

626-430-2200

Telephone Number

IRWINDALE - SALVATIERRA GTO, MEXICO

A SISTER CITY CORPORATION

P.O. BOX 2023 - IRWINDALE, CALIFORNIA 91706

RECEIVED
MAY 19 2021
CITY OF IRWINDALE
CITY CLERKS DEPT.

May 17, 2021

Honorable Mayor and City Council
City of Irwindale
5050 North Irwindale Avenue
Irwindale, CA 91706

The Irwindale Sister City Group is requesting that we be granted permission to sell 4th of July 2021 fireworks in the City of Irwindale. The sales will be from June 29th through July 4th,2021 and will be located at 16004 Arrow Highway.

Your favorable response would be greatly appreciated.

Sincerely,

Dolores Amador

Dolores Amador
Secretary

CERTIFICATE OF LIABILITY INSURANCE

11/1/2021

DATE (MM/DD/YYYY) 11/2/2020

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PRODUCER Lockton Companies 3280 Peachtree Road NE, Suite #250 Atlanta GA 30305 (404) 460-3600	CONTACT NAME: PHONE (A/C, No, Ext): E-MAIL ADDRESS:	FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Everest Indemnity Insurance Company	10851
INSURED 1359665 American Promotional Events, Inc. DBA TNT Fireworks, Inc. 555 North Gilbert Avenue Fullerton CA 92833 XXX0261	INSURER B : Arch Specialty Insurance Company	21199
	INSURER C : Berkshire Hathaway Homestate Ins Co	20044
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 12253695 **REVISION NUMBER:** XXXXXXX

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [X] OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [ ] PRO-JECT [X] LOC OTHER:	Y	N	SI8GL00242-201	11/1/2020	11/1/2021	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG $	$ 1,000,000 $ 500,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY			NOT APPLICABLE			COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) $	$ XXXXXXX $ XXXXXXX $ XXXXXXX $ XXXXXXX $ XXXXXXX
B	X UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [ ] RETENTION $	Y	N	UXP0056189-07	11/1/2020	11/1/2021	EACH OCCURRENCE AGGREGATE $	$ 5,000,000 $ 5,000,000 $ XXXXXXX
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N	AMWC137851	11/1/2020	11/1/2021	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Property Located @ SEC Irwindale & Arrow Hwy., Irwindale, CA 91706 (XXX0261) Certificate holder is an additional insured on the General Liability as required by written contract subject to policy terms, conditions, and exclusions.

CERTIFICATE HOLDER

12253695
Sister Cities Association- Irwindale & the City of Irwindale, their officers, agents and employees when acting in their official capacities as such
5050 North Irwindale Avenue
Irwindale CA 91706

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

© 1988-2016 ACORD CORPORATION. All rights reserved.

INSPECTION DATE: 6/26 **TNT FIREWORKS** OPW

SALES ASSOCIATE BENNETT CITY IRWINDALE

LOCATION# XXX0261 ORGANIZATION IRWINDALE SISTER CITIES ASSOC.

SIZE 32x8 TYPE OPW BACK DOORS 0 A-FRAMES 1

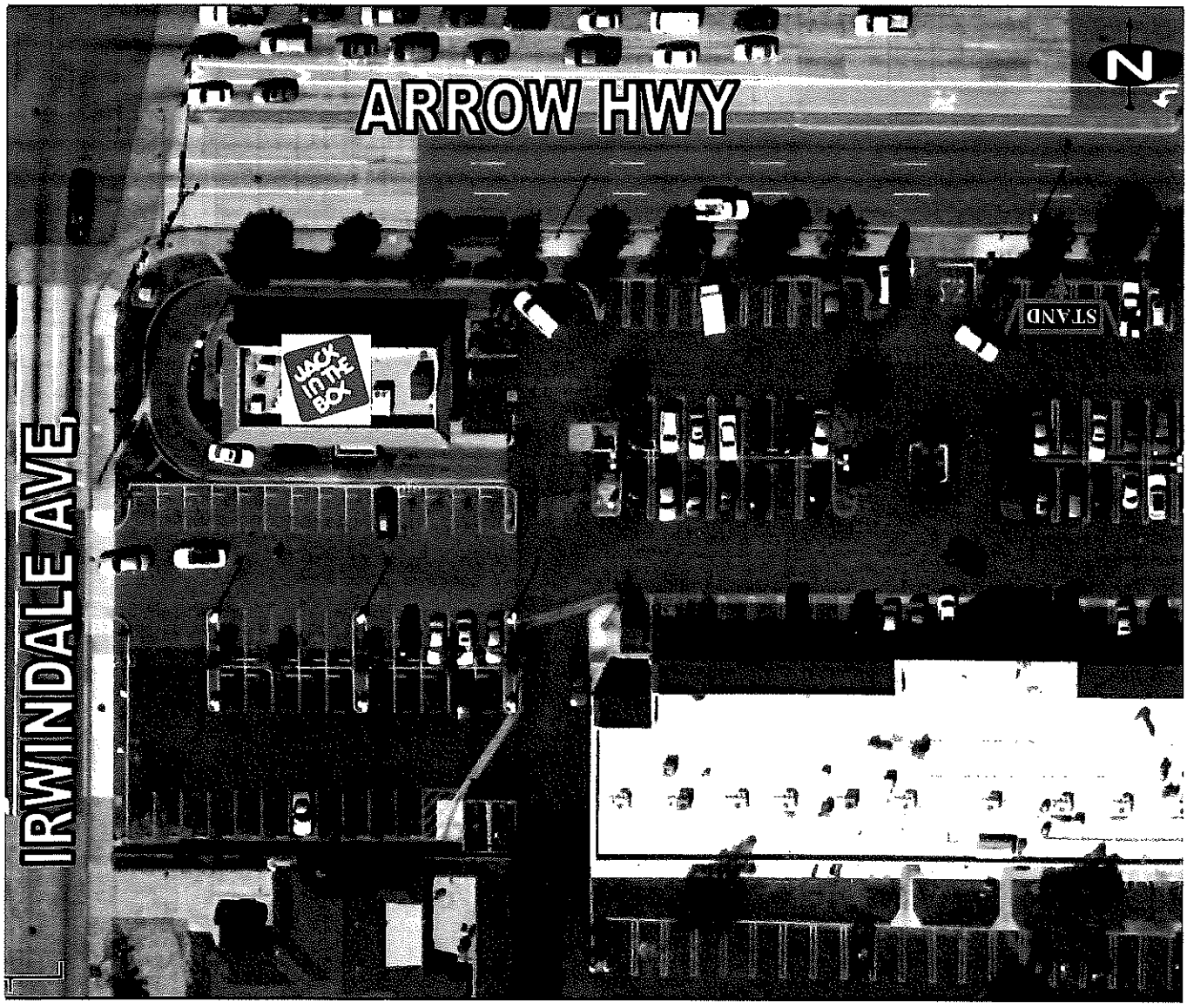
SET-UP 6/22 DOWN DATE 7/10 LIGHTS OPW

ADDRESS 16000-16030 ARROW HWY

INTERSECTION SEC ARROW HWY & IRWINDALE AVENUE

THOMAS GUIDE — COUNTY LA PAGE GRID

SPECIAL INSTRUCTIONS FACE STAND TO STREET WITH BACK OF THE STAND INLINE WITH THE PARKING STRIPES



STATE OF CALIFORNIA, NATURAL RESOURCES AGENCY
DEPARTMENT OF FORESTRY AND FIRE PROTECTION
RETAIL FIREWORKS LICENSE APPLICATION
FWX-15 (REV. 12/18)

Complete and return all copies to the Office of State Fire Marshal with the required fee of $50.00 made payable to "CAL FIRE". **Applications must be received prior to June 15th of the current year.**

Office of State Fire Marshal
2251 Harvard Street, Suite 400
Sacramento, CA 95815
(916) 568-2943

LICENSEE INFORMATION

Name (First, Last): SISTER CITIES ASSOCIATION	Phone Number: (714) 738 - 1002
Mailing Address (Street Address, City, CA, Zip): 555 N. GILBERT ST., FULLERTON, CA 92833	
Local Contact Person and Phone Number (if different from Licensee above): Steve Bennett	

STAND INFORMATION

Physical Address (Street Address, City, CA, Zip): 16000-16034 ARROW HWY , IRWINDALE, CA 91706	
County of Stand Location: LOS ANGELES	

WHOLESALE FIREWORK VENDOR INFORMATION

Business Name:	TNT FIREWORKS	License No.:	W-1081
Contact Name:	RICK POE	Phone Number:	(714) 738 - 1002

FIRE AUTHORITY HAVING JURISDICTION

Fire Department: Los Angeles County Fire Department
Physical Address (Street Address, City, CA, Zip): 1320 N. Eastern Ave, Los Angeles, CA 90063

STATE FIRE MARSHAL
JUNE 28 JULY 6
2021 2021
B 0001496

Von Costa — 4-1-2021
Signature of Fire Authority Having Jurisdiction — Date

Signature of Retail Booth Applicant — 3/11/2021
Date

-NOTICE-

COPY OF THIS NOTICE MUST BE POSTED AT STAND WITH A COPY OF THE LOCAL PERMIT

A validated license has been issued to this organization shown above for the sale of Safe and Sane fireworks at the location indicated. After a permit has been issued by the authority having jurisdiction this license allows the sale of only classified "Safe and Sane" fireworks at the approved location from NOON, JUNE 28th to NOON, July 6th, of the year indicated. **NOTE:** Retail licensees are required to be at least 21 years of age, employees of fireworks stands must be at least 18 and fireworks may not be sold to anyone under the age of 16.

755673 XXX0261

For CAL FIRE DAO Use Only: Index-5942, PCA-59420, Source Code-125700-06

White-Licensee Yellow-Fire Authority Pink-SFM File

OSP 20 560150

CC Item 2A

☒City Council
☐Successor Agency
☐Housing Authority
☐Reclamation Authority
☐Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: *June 9, 2021*

To: Honorable Mayor and Members of the City Council

From: William K. Tam, City Manager

Issue: *Update on City of Irwindale Centralized Video Surveillance System*

City Manager's Recommendation:

(1) Receive the report on the number of video surveillance cameras recommended for installation throughout City facilities, parks, and playgrounds.

(2) Authorize staff to proceed with the preparation of a Request for Proposal (RFP) for the City of Irwindale Centralized Video Surveillance System.

(3) Adopt Resolution No. 2021-52-3264 entitled, "A Resolution of the City Council of the City of Irwindale Appropriating $400,000 from the City's General Fund Reserve Balance for the Citywide Video Surveillance System.

Administrative Action:

Submitted by:

Theresa Olivares, Assistant City Manager
(626) 430-2294

Prepared by:

Jeff Wagner, IT Manager

Reviewed by:

Adrian R. Guerra, City Attorney

Eva Carreon, Finance Director / City Treasurer

Approved by:

William K. Tam, City Manager

Background and Analysis:

At the May 12, 2021 City Council meeting staff presented an overview of the status of the video surveillance systems installed throughout City facilities. Staff advised the Council of the estimated $300,000 budget to replace the cameras, cabling and digital video recorders, and to expand the video monitoring and recording (including the storage retention of 365 days) to the remaining City facilities, Irwindale Park, and Jardin de Roca Park. Staff received confirmation that video cameras may be placed in the City's school busses, increasing the estimated cost for the citywide surveillance cameras to $400,000.

Council directed staff to bring forward a report recommending camera placement locations for the Council's consideration. In a collaboration between City IT and Police Department staff, the attached facilities maps indicate staff's recommended camera placement and camera direction; taking in to consideration privacy concerns and safety measures for staff and the public:

- Monitoring public areas within City facilities.
- Provide camera coverage for the public areas of City parks and playgrounds.
- Monitoring public counters and parking areas

City Hall / PD facility (Fig 1)	27 cameras
Library (Fig 2)	4 cameras
Recreation (Fig 2)	16 cameras
Swimming Pool (Fig 3)	5 cameras
Public Works Yard (Fig 4)	2 cameras
Senior Center (Fig 5)	13 cameras
Annex (PW Engineering & Planning) (Fig 5)	8 cameras
Public Services (2nd St) (Fig 6)	4 cameras
PW Transfer Station (Fig 7)	3 cameras
Jardin de Roca Park (Fig 8)	3 cameras
Picnic Shelter (Fig 9)	2 cameras
TOTAL	87 cameras

Additionally, staff has consulted with the City Attorney's office and CJPIA regarding the use of cameras in public places and school busses. As recommended by the City Attorney's office and CJPIA, staff will prepare a policy for the City Council's consideration regarding the purpose of the cameras' use, staff responsibilities, placement and installation of the cameras, access and monitoring, review of recording, operation, training, and storage and retention of records.

With the approval of this report, staff will prepare the required RFP for a Centralized Citywide Video Surveillance System. It is estimated that the RFP will be finalized and released in July. The proposals received will be presented to the Council for consideration at a future meeting.

Fiscal Impact:
There are no funds budgeted for the purchase and installation of a citywide surveillance camera system in the FY 2020-2021 budget, therefore an appropriation in the amount of $400,000 from the City's General Fund Reserve Balance is required.

Attachment(s):
1. Resolution No. 2021-52-3264
2. Proposed Camera Placement Facility Maps

RESOLUTION NO. 2021-52-3264

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROPRIATING $400,000 FROM THE CITY'S GENERAL FUND RESERVE BALANCE FOR THE CITYWIDE VIDEO SURVEILLANCE SYSTEM

WHEREAS, the Irwindale City Council has made a priority and commitment to ensure staff's safety, the public's safety, and deter crimes from taking place by utilizing video surveillance to monitor the interior and exterior of City facilities; and

WHEREAS, the existing video surveillance system consists of several different systems in need of replacement due to outdated technology and aging infrastructure; and

WHEREAS, on May 12, 2021, the City Council directed staff to identify locations for the placement of video cameras in City facilities, parks, playgrounds, and school busses; and

WHEREAS, staff estimates a $400,000 cost for the purchase of a citywide video surveillance system; and

WHEREAS, the City Council desires to approve the appropriation from the City's General Fund Reserve Balance in the amount of $400,000.

NOW, THEREFORE, the City Council of the City of Irwindale, California, resolves, and determines and orders as follow:

SECTION 1. The City Council hereby appropriates $400,000 of the General Fund Reserve Balance for the purchase of a citywide video surveillance system.

SECTION 2. The City Council further specifically authorizes and directs City staff to promptly take any and all actions necessary to implement each and every term and provision contained therein.

SECTION 3. The Chief Deputy City Clerk shall certify to the passage and adoption of this resolution, and the same shall thereupon take effect and be in force.

PASSED AND ADOPTED this 9th day of June 2021.

_____
H. Manuel Ortiz
Mayor

ATTEST

_____
Laura M. Nieto, MMC
Chief Deputy City Clerk

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } ss.
CITY OF IRWINDALE }

I, Laura M. Nieto, Chief Deputy City Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution No. 2021-52-3264 was adopted at a regular meeting of the City Council held on June 9, 2021, by the following vote:

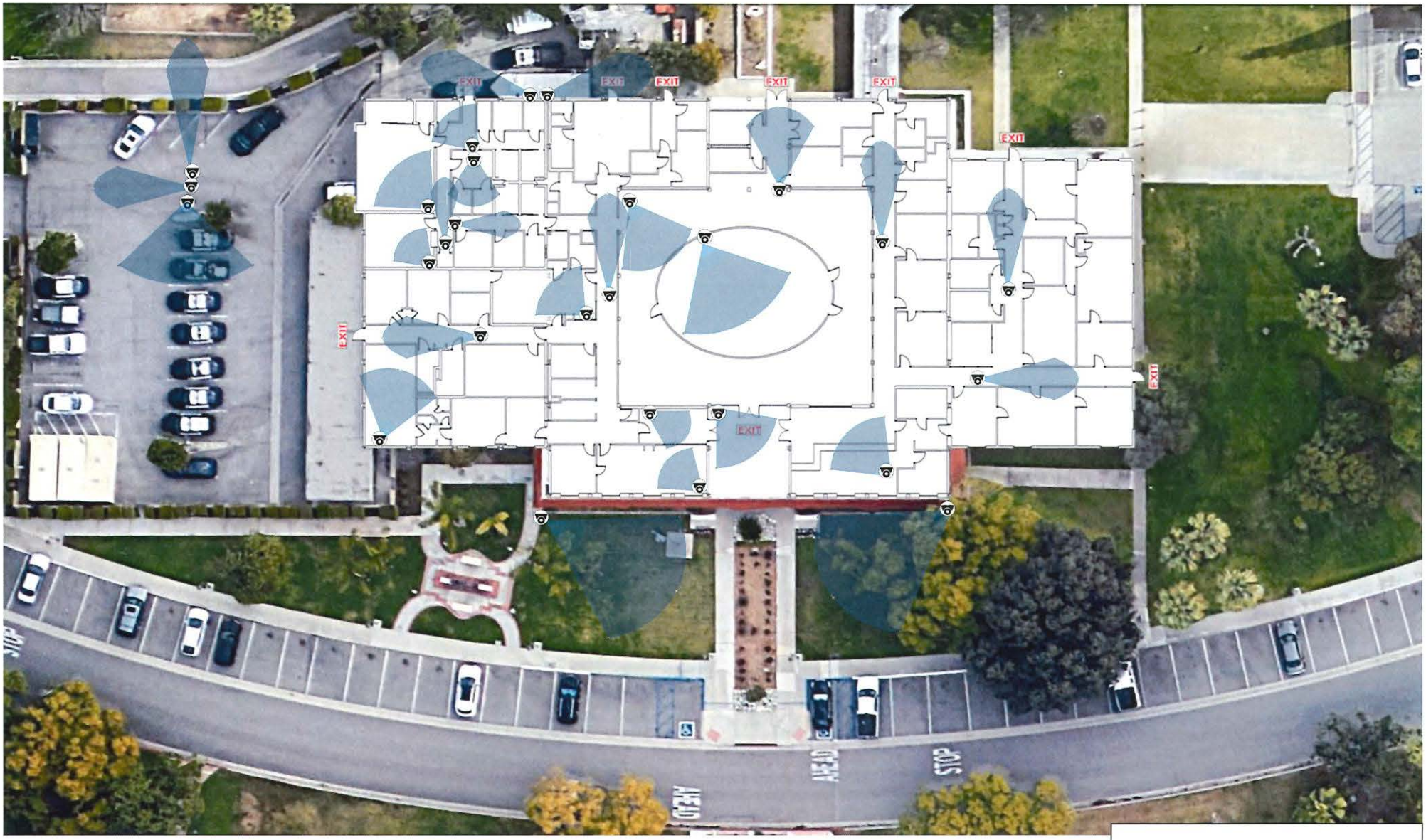
AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

_____
Laura M. Nieto
Chief Deputy City Clerk



IRWINDALE CITY HALL / POLICE DEPARTMENT
(Fig. 1)



LIBRARY / RECREATION
(Fig. 2)



SWIMMING POOL
(Fig. 3)



Public Service Yard
(Fig. 4)



ANNEX (PW ENGINEERING / PLANNING)
& SENIOR CENTER
(Fig. 5)



PUBLIC SERVICES (2nd ST)
(Fig. 6)



LIMITED VOLUME TRANSFER STATION
(Fig. 7)



JARDIN DE ROCA PARK
(Fig. 8)



Irwindale Park Picnic Shelter / Playground
(Fig. 9)



IRWINDALE PLAZA/PARKS OVERHEAD
(Fig. 10)

CC, HA, RA Item 3A

☒City Council
☐Successor Agency
☒Housing Authority
☒Reclamation Authority
☐Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: June 9, 2021

To: Honorable Mayor and Members of the City Council
Housing Authority Board
Reclamation Authority Board

From: William K. Tam, City Manager/Executive Director

Issue: Adoption of the Fiscal Year 2021-22 Budget and Establishing the Appropriations Limit for Fiscal Year 2021-22

City Manager/Executive Director's Recommendation:

It is recommended that the City Council, Housing Authority Board and Reclamation Authority Board convene concurrently to conduct the duly noticed public hearing on the proposed budgets.

Following conclusion of the public hearing, the City Council should introduce Ordinance No. 757, and all governing boards should adopt their respective resolutions pertaining to the proposed FY 2021-22 Budget, as listed below:

That the City Council introduce City Ordinance No. 757 entitled: "**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ADOPTING THE BUDGET FOR FISCAL YEAR 2021-2022,"** reading by title only and waiving further reading thereof

That the City Council adopt Resolution No. 2021-47-3259 entitled: "**A RESOLUTION OF CITY COUNCIL OF THE CITY OF IRWINDALE ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021-2022"**

That the Irwindale Housing Authority adopt Resolution No. HA 2021-03-102 entitled: "**A RESOLUTION OF THE IRWINDALE HOUSING AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR 2021-2022"**

That the Irwindale Reclamation Authority adopt Resolution No. RA 2021-02-027 entitled: "**A RESOLUTION OF THE IRWINDALE RECLAMATION AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR 2021-2022"**

Administrative Action:

Submitted by:
Eva Carreon, Finance Director/Treasurer
626) 430-2221

Reviewed by:
Adrian R. Guerra, City Attorney/Agency Counsel *Electronically Approved*

Eva Carreon, Finance Director/Treasurer

Approved by:

William K. Tam, City Manager/Executive Director

Background and Analysis

The FY 2021-2022 budget preparation process started in February 2021, after Finance Staff distributed to all City Departments their budget worksheets, guidelines and deadlines for compiling the FY 2021-2022 Budget. The budget process also included budget meetings held during the month of April, for the City Manager to meet individually with City Departments to review their budgets. During these meetings, City Departments had the opportunity to also discuss additional budget needs to maintain optimal departmental operations. This year, departments submitted a substantial number of budget requests for consideration, which included requests for both personnel and operations budget increases.

Concerted efforts were placed by Staff to reduce the amount of budget requests by either deferring items where safe to do so, or addressing them with alternate funding sources if available. Additionally, significant budget cuts were also made throughout most City department budgets to offset the budget requests wherever possible. The budget cuts made totaled $544,000, and included expense items such as contractual services, maintenance services, supplies accounts and personnel costs related to overtime and part-time wages. However, many of these budget cuts were contingent on certain new budget requests being approved. If not all budget requests were to get approved, some budget cuts would need to be restored.

Budget Workshop #1

On May 17, 2021, a Budget Workshop was held during which the City Council/ Boardmembers were presented with the Preliminary FY 2021-2022 Budget. The Budget Workshop started with a review of the Preliminary Revenue and Expenditure Budgets prior to the addition of any budget increase requests. The table below shows the preliminary budget summary for the General Fund as follows:

General Fund	Revenue	Expenditures	Surplus / (Deficit)
Operating Budget	21,401,970	(20,016,130)	1,385,840
Capital/One-Time Items	10,382,170	(105,060)	10,277,110
Capital Projects	-	(857,400)	(857,400)
Total:	**31,784,140**	**(20,978,590)**	**10,805,550**

During the Budget Workshop, the City Council/Boardmembers were provided with a detailed presentation by each City Department describing the need for the personnel and operating budgets being requested for their consideration to be added to the FY 2021-2022 Budget. The City Council/Boardmembers also had the opportunity to ask questions of City Staff pertaining to their budget requests.

The General Fund Revenue projected for FY 2021-2022 includes over $9.7 million of one-time revenue from building related fees expected during the fiscal year. Therefore, City Staff also presented ways in which these one-time funds could be utilized to provide future financial benefits to the City.

All budget requests presented to the City Council/Boardmembers are summarized in the following tables:

Dept	Personnel Budget Requests	General Fund	Mining Impact Fund	AB 939 Fund
Police	Unfreeze Police Captain Position	283,810		
Police	Hire 2 additional Police Officers	316,860		
Police	Hire additional Community Services Officer (Part-Time)	18,610		
Police	Freeze 3 (of 5) Reserved Officer PT Positions	(35,990)		
	Total Police Dept Personnel Request	583,290	-	-
Admin	Reclassify Econ Dev Coordinator to Assistant to the City Manager	4,420	2,950	
Admin	Add Management Analyst Position	39,770	79,540	13,260
	Total Administration Personnel Request	44,190	82,490	13,260
Finance	Reclassify Finance Analyst to Senior Finance Analyst	4,240	1,130	280
Finance	Reclassify Finance Intern to New Accountant Position	24,270	24,270	
	Total Finance Dept Personnel Request	28,510	25,400	280
Recreation	Add (1) PPT Position - Senior Recreation Leader	66,570		
Library	Change Contractual Tutors to P/T Employees (AB 5)	16,800		
CommDev	Unfreeze Associate Planner position	57,550	38,370	
PWEng	Reclassify Assistant Engineer to Assistant City Engineer	10,060	6,710	
PWEng	New Engineering Technician Position	61,090	40,720	
	Total PW Engineering Personnel Request	71,150	47,430	-
PW Serv	Reclassify 4 PPT Maintainance Aides to Full-Tiime	10,770		
PW Serv	Reclassify Janitor to Maintenance Aide	6,150		
	Total Public Services Personnel Request	16,920	-	-
	Total Personnel Budget Requests:	**884,980**	**193,690**	**13,540**

Dept	Operations Budget Requests	General Fund		Mining Impact Fund	
		Operating	Capital/ One-Time	Operating	Capital/ One-Time
Admin	Revise distribution for reduced Joe A. Gonsalves Contract	11,360		17,040	
Admin	Professional Portraits for Council and Commissioners		5,000		
Admin	Computers/Tablets for City Council and Commissions		10,950		
Recreation	New Recreation Vehicle (Tahoe)		48,000		
Recreation	New Computer System - CivicRec (replace RecPRO)	4,800	9,020		
Recreation	New Recreation Classes (Skateboarding, WaterPolo Clinic)	1,600	400		
Recreation	Special Events - Fiesta Mariachi Fest	6,000			
Recreation	New software - ePACT Software Emergency Network	1,500	1,900		
Recreation	Vehicles - Golf Cart/Gator		16,000		
Recreation	Replace all Fitness Equipment		81,000		
Sr Center	New Computer Systems - MySeniorCenter Software	2,100	11,400		
PW Serv	Street Repair/Minor-Extraordinary Emergency Street Repairs	20,000		30,000	
PW Serv	Building Repair & Maintenance-Routine & Extraordinary	8,100			
PW Serv	2 New Vehicles for Park Maintenance Division		60,000		
PW Serv	1 New Vehicles for Project Mgr/Construction Compliance		30,000		
PW Serv	Lawnmower Purchase (gas operated)		40,000		
PW Serv	Purchase Used Bus		90,000		
Comm Dev	Consultant-Housing Element Update & General Plan Update		250,000		250,000
	TOTAL OPERATING BUDGET REQUESTS:	**55,460**	**653,670**	**47,040**	**250,000**

Special One-Time Budget Requests	General Fund	Mining Impact Fund
	Capital/ One-Time	Operating
Pay Off PERS Loan to Reclamation Fund	5,530,000	
Eliminate remaining Reclamation Cap Annual Transfer		(60,000)
Startup Advance for new CalPERS Trust - CEPPT	1,000,000	
Total:	6,530,000	(60,000)

Capital Projects	General Fund
	Capital / One-Time
Irwindale Park Phase 4 & 5	2,300,000
Recreation/Library Building Improvements	1,400,000
Project for Our Lady of Guadalupe Mission	1,434,000
Total:	5,134,000

Due to the substantial amount of budget requests, all items were presented as informational during the Budget Workshop to allow the City Council/Boardmembers the opportunity for comments and questions.

A second Budget Workshop was scheduled to provide the City Council/Boardmembers time to consider all the information presented before providing City Staff direction on which items could be added to the FY 2021-2022 Budget.

Budget Workshop #2

On May 26, 2021, a second Budget Workshop was held as a follow up to the first Budget Workshop. A summarized version of all budget requests was presented to the City Council/Boardmembers for their direction on which items to add to the FY 2021-2022 Budget. Additional time was also provided for more comments and questions needed related to the budget requests.

As noted earlier, the FY 2021-2022 Revenue Budget includes over $9.7 million in revenue to be received related to several large development projects in the City. This revenue is one-time revenue and cannot be used to fund operating budgets. Therefore, City Staff is recommending using the one-time revenue for items that will benefit the City financially in the future.

During the Budget Workshop #2, a second presentation was also provided to the City Council/Boardmembers illustrating how the special one-time budget requests will provide long-term financial benefits to the City.

The special one-time budget requests and the explanation of the future financial benefits is recapped below:

	Special One-Time Budget Requests	General Fund	Mining Impact Fund
		Capital/ One-Time	Operating
1	Pay Off PERS Loan to Reclamation Fund	5,530,000	
2	Eliminate remaining Reclamation Cap Annual Transfer		(60,000)
3	Startup Advance for new CalPERS Trust - CEPPT	1,000,000	
	Total:	6,530,000	(60,000)

1) City Staff is recommending the full payoff of the CalPERS Unfunded Actuarial Liability (UAL) Loan from the Reclamation Fund, in the amount of $5,530,000.
   a) This loan was made as part of a three-year paydown plan of the City's UAL that was approved on June 27, 2018. As estimated at that time, this plan was approved to pay down the City's UAL in order to save the City over $25.8 million in interest payments to CalPERS over 30 years.
   b) The repayment of this loan was to start in FY 2020-2021, however due to the budget challenges resulting from the COVID-19 Pandemic, the City Council approved the deferral of the repayment for one year. This repayment plan includes a 2% interest rate over 10 years.
   c) On December 9, 2019, the City Council approved a revision to the Reclamation Fund's financial growth schedule, which included the potential restructuring of the UAL Loan repayment over 20 years, with a lower interest rate of 1%.
   d) This revised loan repayment would reduce the annual payment from $615,636 to $306,447. The cumulative interest that the General Fund would pay over the 20 years is $598,934 million.
   e) As stated above, it would be a greater financial benefit to the City to use one-time revenue to pay off the entire loan to the Reclamation Fund, as this will

provide a savings of interest expense of $598,934, and will eliminate the need to include the $306,447 annual payment to the General Fund operating budget over the next 20 years.

2) Approving the one-time payoff of the UAL loan would also benefit the Mining Impact Fund by eliminating the need for the annual transfers of $60,000.
   a) On December 9, 2019 the Reclamation's Fund Cap and growth schedule was revised to $13.4 million over 20 years. By approving the payoff of the UAL, this goal would still be reached, as the Reclamation's Fund Balance will increase from $4.8 million to $9.9 million, thereby generating substantially increased interest earnings annually for this fund.
   b) City Staff's analysis, using a 1.6% interest rate, shows the Reclamation Fund balance would grow to $13.6 million over the next 20 years. As a note, interest earnings fluctuate annually depending on the economy, and the City is required to adhere to its adopted Investment Policy.
   c) The City has been able to earn as high as 2-3% during a good economy, and staff believes the estimated interest earnings are achievable.

3) City Staff is recommending the use of $1,000,000 of the one-time revenue to establish a California Employers Pension Prefunding Trust (CEPPT), which is an IRS Section 115 Trust for the City's pension obligations.
   a) A Section 115 Trust allows cities to deposit funds into the trust that will earn significantly higher interest earnings than is allowable under the regular City investment policies. However, the funds deposited and interest earned in the trust can only be used for designated obligations.
   b) Prior to this fiscal year, the establishment of a trust for pension obligations was not allowed by the IRS. This was only for other retiree benefit obligations, more formally known as Other Post Employment Benefits (OPEB).
   c) In 2011 the City established this type of trust for its OPEB, called the California Employer's Retiree Benefit Trust (CERBT). An actuarial valuation report is conducted every two years that establishes the "Annually Determined Contribution" (ADC) amount that is recommended to be deposited annually. This amount is net of the actual payments made to CalPERS for the retiree medical premiums.
   d) The CERBT's performance summary provided by CalPERS reflects an annualized rate of return over the past 11 years of 9.58%, and it is expected that the CEPPT's interest earnings will perform equally as well.
   e) Staff recommends establishing a CEPPT as soon as possible with the recommended $1 million budget request so the City may be able to start earning higher interest. This will help build the funds in this trust to fund future pension obligations and provide a stabilization for the City's budget from pension rate and UAL fluctuations.
   f) Staff also recommends establishing a funding policy for contributing to the fund annually.
   g) In the future, using funds from the trust for its pension obligations and UAL will allow the City to use the budget intended for pension costs toward other expenditures, such as the Resident Benefit Program.

After much deliberation, the City Council/Boardmembers voted to approve all budget requests presented, except for the following:

Dept	Budget Requests Not Approved	General Fund	
		Operating	One-Time
Police	Unfreeze Police Captain Position	283,810	
Public Services	Reclassify Janitor to Maintenance Aide	6,150	
Public Services	Purchase Used Bus (Budget Request Rescinded by Dept)		90,000
Recreation	Add (1) PPT Position - Senior Recreation Leader	66,570	
Recreation	Vehicles - Golf Cart/Gator		16,000
	TOTAL:	**356,530**	**106,000**

FY 2021-2022 Revised Expenditures

City Staff finalized the proposed FY 2021-2022 Budget for adoption, with only the approved budget requests included in the revised budget totals.

The following table provides a breakdown of the revised expenditure totals based on the City Council/Boardmembers' direction. Also included in these totals are two additional required budget adjustments (noted as items A and B), followed by an explanation of these adjustments.

Revised Expenditures	General Fund			Mining Impact Fund			AB 939 Fund
	Operating	One-Time	Cap Projects	Operating	One-Time	Cap Projects	
Preliminary Expenditure Budget	**20,016,130**	**105,060**	**857,400**	**4,217,300**	**4,200**	**740,000**	**245,130**
Total Personnel Budget Requests	884,890	-	-	193,690	-	-	13,540
Total Operating Budget Requests	55,460	653,670	-	47,040	250,000	-	-
Budget Requests Not Approved/Removed	(356,530)	(106,000)	-	-	-	-	-
A) Prior Budget Cuts Reinstated-PT Wages	100,000	-	-	-	-	-	-
B) General Plan Update-Increased Cost	-	75,000	-	-	75,000	-	-
One-Time - Payoff CalPERS Loan	-	5,530,000	-	(60,000)	-	-	-
One-Time - Advance for Pension Trust	-	1,000,000	-	-	-	-	-
Capital Projects	-	-	5,134,000	-	-	-	-
Revised Budget Increase Totals:	683,820	7,152,670	5,134,000	180,730	325,000	-	13,540
Revised Expenditure Budget	**20,699,950**	**7,257,730**	**5,991,400**	**4,398,030**	**329,200**	**740,000**	**258,670**

A) As was reported during the Budget Workshop #1 presentation, the Preliminary Budget totals include budget cuts that were contingent on the approval of certain budget requests. The Recreation Department requested a Permanent Part-Time Senior Recreation Leader that would have offset the need for $100,000 in Part-Time Recreation Aide wages. Since this position was not approved, the $100,000 cut in part-time wages needs to be added back to the Recreation personnel budget.

B) The budget requests approved by the City Council/Boardmembers included a one-time request from the Community Development Department of $500,000 for the estimated cost of professional services required for preparing the General Plan and Housing Element Update. This budget is allocated 50% ($250,000) to the General Fund and 50% ($250,000) to the Mining Impact Fund. A recent RFP process for the General Plan Update has revealed that the cost is projected to be closer to $650,000. Therefore, a budget increase of $150,000 has been included in the table above, also allocated 50% ($75,000) to the General Fund and 50% ($75,000) to the Mining Impact Fund.

FY 2021-2022 Revised Budget Summaries

Based on the revised expenditures listed above, the updated FY 2021-2022 Budget Summaries are listed below for the City's two major funds, the General Fund and Mining Impact Fund:

General Fund	Revenue	Expenditures	Surplus / (Deficit)
Revised Operating Budget	21,401,970	(20,699,950)	702,020
Revised One-Time Items	10,382,170	(7,257,730)	3,124,440
Sub-Total:	31,784,140	(27,957,680)	3,826,460
Revised Capital Projects	-	(5,991,400)	(5,991,400)
Revised Totals:	**31,784,140**	**(33,949,080)**	**(2,164,940)**

Mining Impact Fund	Revenue	Expenditures	Surplus / (Deficit)
Revised Operating Budget	4,725,000	(4,398,030)	326,970
Revised One-Time Items	-	(329,200)	(329,200)
Sub-Total:	4,725,000	(4,727,230)	(2,230)
Revised Capital Projects	-	(740,000)	(740,000)
Revised Totals:	**4,725,000**	**(5,467,230)**	**(742,230)**

Irwindale Housing Authority (HA)

As part of the implementation of ABX1 26, on February 1, 2012, the Irwindale Housing Authority formally assumed all housing assets and functions of the former redevelopment agency Low and Moderate Income Housing Fund. This fund makes up the primary activity of the Housing Authority, and the FY 2021-2022 Budget includes $350,400 in expenditures for housing program operations, which includes costs for the Las Casitas Rental Subsidy Program, contractual services for consultants, legal services, audit services, and administrative personnel costs.

Funds for the First Time Homebuyer Program have been appropriated in prior years, and carried forward for continuation of this multi-year project. A budget of approximately $7.3 million is anticipated to be carried forward to FY 2021-22 for this program.

Irwindale Reclamation Authority (RA)

The Irwindale Reclamation Authority includes the Reclamation Fund which accounts for financial assurance transfers from the Mining Impact Fund to build the reclamation fund balance if needed for pit reclamations. These annual contributions are pursuant to mining agreements with United Rock, Hanson, and Vulcan mining companies. The FY 2021-22 Budget for the Reclamation Fund includes transfers in the amount of $42,260 from the Mining Impact Fund to cover the projected FY 2021-22 projected expenditures of $42,260 for legal services and Reclamation Authority quarterly meeting stipends.

The Reclamation Authority also includes the Olive Pit Royalty Fund, which was established in 2016 for project oversight and reclamation specifically for the Olive Pit Project. This fund accounts for all expenditures of the Olive Pit oversight operations. The FY 2021-22 Revenue Budget for the Olive Pit Royalty Fund includes $1.5 million in royalty payments from United Rock, and the Expenditure Budget consists of $74,220 in operating expenditures and $1,425,780 in transfers to the General Fund.

Capital Projects Fund

Every year the City has multiple capital projects budgeted and in various stages of progress. The funding sources for capital projects vary, however most capital projects are funded by the General Fund and the Mining Impact Fund, with additional funding provided by Special Revenue Funds, Grants or other project contributions.

The City's entire capital projects program is accounted for in the Capital Projects Fund (Fund 48). Transfers are made into this fund from the City Funds budgeted to fund the capital projects. The Capital Projects Fund helps facilitate the tracking of all capital projects, particularly those funded by multiple funding sources.

The Capital Projects Schedule included in the budget workbook provides a detailed listing of all Capital Projects currently planned and budgeted. For FY 2021-2022, the total new Capital Project Budget is $8 million, funded by multiple funds including the General Fund, Mining Impact Fund, various special revenue funds, grants and project contributions.

Fiscal Impact:

Ordinance No. 757 adopting the FY 2021-2022 Budget includes Exhibit A which lists the proposed revenue and expenditure budgets for all funds of the City, Housing Authority and Reclamation Authority.

The table below recaps the General Fund FY 2021-2022 Budget Summary:

General Fund	Revenue	Expenditures	Surplus / (Deficit)
Revised Operating Budget	21,401,970	(20,699,950)	702,020
Revised One-Time Items	10,382,170	(7,257,730)	3,124,440
Sub-Total:	31,784,140	(27,957,680)	3,826,460
Revised Capital Projects	-	(5,991,400)	(5,991,400)
Revised Totals:	**31,784,140**	**(33,949,080)**	**(2,164,940)**

The FY 2021-2022 General Fund Operating Budget reflects an operating surplus of $702,020. However, the substantial One-Time and Capital Project budgets will cause an overall deficit of $2.1 million.

The General Fund Reserve balance is currently projected to be $29 million at the end of FY 2020-2021. Adoption of the proposed FY 2021-2022 Budget will reduce the fund balance by the $2.1 million deficit, resulting in a projected General Fund Reserve balance of $26.9 million as of June 30, 2022.

Attachments:
Ordinance No. 757
Resolution No. 2021-47-3259
Resolution No. HA 2021-03-102
Resolution No. RA 2021-02-027

ORDINANCE NO. 757

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ADOPTING THE BUDGET FOR FISCAL YEAR 2021-2022

WHEREAS, a copy of the Proposed Budget for FY 2021-22 has been posted electronically with the City Council Agenda for public review and in the Office of the Deputy City Clerk, and

WHEREAS, the City Council conducted a duly noticed public hearing to consider the proposed budget on June 9, 2021.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF IRWINDALE DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. The budget for the City of Irwindale for Fiscal Year 2021-22, was prepared and submitted by the City Manager, and as modified by the City Council, is hereby approved and adopted. The operating and capital budget amounts are hereby authorized for the fiscal year within departments by fund, as listed on Exhibit A.

SECTION 2. From the effective date of said budget, the total amount as stated therein for each departmental activity account shall be appropriated subject to expenditure pursuant to all applicable ordinances of the City and statutes of the State. The operating budget may be reallocated by the City Manager providing there is no change in the total appropriations within any funds as authorized by the City Council.

SECTION 3. At the close of the fiscal year, unexpended appropriations in the operating budget will be unencumbered as necessary to underwrite the expense of outstanding purchase commitments. Unexpended appropriations for authorized, but uncompleted projects may be carried forward to the next succeeding budget upon approval by the City Manager.

SECTION 4. Total appropriations within the funds will be increased only by amendment of the budget by resolution approved by the City Council.

SECTION 5. The City Manager may reduce expenditure appropriations within funds as a method of fiscal control, and the Director of Finance may decrease revenue estimates to reflect economic change during the fiscal period.

SECTION 6. The Director of Finance is hereby authorized to transfer monies in accordance with the interfund transfers listed in said budget, and to transfer monies to cover operational expenditures of the City through transfers of funds in such amounts, and at such times during the fiscal year as may be determined necessary to the competent operation and control of City business, or to provide adequate cash flow,

except that no such transfer shall be made in contravention of State law or City ordinances.

SECTION 7. Adjustments made by the City Council during the budget hearing and documented in the minutes for this action will be incorporated with the final printed budget document. The City Manager is hereby authorized to approve any corrections in the budget document that are clerical in nature. Additionally, the City Council may amend the budget at any time by adoption of appropriate budget resolutions.

SECTION 8. The Chief Deputy City Clerk shall certify the passage of this Ordinance and shall cause the same to be posted in accordance with law.

PASSED, APPROVED, AND ADOPTED this 23th day of June 2021.

_____
H. Manuel Ortiz, Mayor

ATTEST:

_____
Laura M. Nieto, CMC
Chief Deputy City Clerk

State of California }
County of Los Angeles } ss.
City of Irwindale }

I, Laura M. Nieto, Chief Deputy City Clerk of the City of Irwindale, California, do hereby certify that the foregoing Ordinance No. 757 was duly introduced at a regular City Council meeting held on the 9th day of June 2021, and adopted at a regular meeting of the City Council held on the 23th day of June 2021, by the following roll call vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

_____
Laura M. Nieto, CMC
Chief Deputy City Clerk

AFFIDAVIT OF POSTING

I, Laura Nieto, Chief Deputy City Clerk, certify that I caused a copy of Ordinance No. 757, adopted by the City Council of the City of Irwindale at its regular meeting held June 23, 2021, to be posted at the City Hall, Library, and Post Office on June __, 2021.

Dated: June ____, 2021

_____
Laura M. Nieto, CMC
Deputy City Clerk

Exhibit A

City of Irwindale
FY 2021-2022
Budget Summary

Fund No	Fund		FY 2021-22 Revenues	FY 2021-22 Expenditures	Surplus (Deficit) FY 2021-22
General Fund					
01	General Fund	On-Going Budget	$ 21,401,970	$ (20,699,950)	$ 702,020
		Capital/One-Time Items	$ 10,382,170	$ (7,257,730)	$ 3,124,440
		Capital Projects Transfers	$ -	$ (5,991,400)	$ (5,991,400)
		TOTAL GENERAL FUND	$ 31,784,140	$ (33,949,080)	$ (2,164,940)
Irwindale Housing Authority Fund					
11	Irwindale Housing Authority		$ 400	$ (6,180)	$ (5,780)
12	IHA-Low/Mod Housing Asset Fund		$ 25,000	$ (350,400)	$ (325,400)
		TOTAL HOUSING AUTHORITY FUNDS	$ 25,400	$ (356,580)	$ (331,180)
Mining Impact Fund					
13	Mining Impact	On-Going Budget	$ 4,725,000	$ (4,398,030)	$ 326,970
		Capital/One-Time Items	$ -	$ (326,200)	$ (326,200)
		Capital Projects Transfers	$ -	$ (740,000)	$ (740,000)
		TOTAL MINING IMPACT FUND	$ 4,725,000	$ (5,464,230)	$ (739,230)
Reclamation Authority					
14	Reclamation Fund		$ 62,260	$ (42,260)	$ 20,000
19	Olive Pit Royalty Fund		$ 1,500,500	$ (1,500,000)	$ 500
		TOTAL RECLAMATION AUTHORITY FUNDS	$ 1,562,760	$ (1,542,260)	$ 20,500
Grants & Special Revenue Funds					
15	AB939 Recycling Fund		$ 261,000	$ (258,670)	$ 2,330
21	State Gas Tax Fund		$ 73,050	$ (73,050)	$ -
22	Air Quality Improvement Fund		$ 1,700	$ (1,700)	$ -
25	Proposition A Fund		$ 29,010	$ (35,000)	$ (5,990)
26	Proposition C Fund		$ 24,020	$ (24,020)	$ -
27	Measure R Fund		$ 18,010	$ (18,010)	$ -
28	TDA Article 3 Fund		$ 5,000	$ (5,000)	$ -
29	Measure M Fund		$ 20,410	$ (20,410)	$ -
30	Measure W Fund		$ 432,700	$ (432,700)	$ -
32	Community Development Block Grant Fund		$ 9,330	$ (9,330)	$ -
		TOTAL GRANT & OTHER SPECIAL REVENUE FUNDS	$ 874,230	$ (877,890)	$ (3,660)
Assessment Districts					
44	Street Light Assmt District-IBC Fund		$ 13,400	$ (13,400)	$ -
45	Sewer Maintenance Assmt District-IBC Fund		$ 118,330	$ (118,330)	$ -
		TOTAL ASSESSMENT DISTRICT REVENUE FUNDS	$ 131,730	$ (131,730)	$ -
Capital Projects Fund					
47	Development Impact Fee Fund		$ 365,600	$ (365,600)	$ -
48	Capital Projects Fund		$ 2,875,000	$ (2,875,000)	$ -
TOTAL BUDGETS:			**$ 42,343,860**	**$ (45,562,370)**	

RESOLUTION NO. 2021-47-3259

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE ESTABLISHING THE APPROPRIATIONS LIMIT FOR FISCAL YEAR 2021-2022

WHEREAS, Article XIIIB of the California Constitution requires that each entity of government establish an appropriations limit each year; and

WHEREAS, Article XIIIB, as amended by Proposition 111, allows cities to annually increase the appropriations limit by two factors: (1) either the city population change or the population growth of the entire county and (2) either the change in California per capita income or the change in the local assessment roll due to non-residential construction; and

WHEREAS, Article XIIIB, as amended, further provides that the current year's appropriations limit for each city shall be the 1986-87 appropriations limit adjusted from that year forward by growth factors as provided by Proposition 111; and

WHEREAS, a city must select by a vote of the City Council the cost-of-living factors to compute its appropriations limit. The city may select either the percentage change in California per capita income or the percentage change in local assessment roll due to non-residential new construction, and either the city's own population growth or that of the county as the adjustment options;

NOW THEREFORE, be it resolved by the City Council of the City of Irwindale, California, as follows:

SECTION 1. That the percentage change in the local assessment roll over the prior year due to non-residential construction in the city, and the population growth in the city are selected as the adjustment factors to compute the appropriations limit, as presented in Exhibit A.

SECTION 2. That the appropriations limit for Fiscal Year 2021-22 is determined to be $12,125,081,560.

PASSED, APPROVED AND ADOPTED this 9th day of June 2021.

_____
H. Manuel Ortiz, Mayor

ATTEST:

_____
Laura M. Nieto, CMC
Chief Deputy City Clerk

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } ss.
CITY OF IRWINDALE }

I, Laura M. Nieto, Chief Deputy City Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution No. 2021-47-3259 was duly adopted by the City Council of the City of Irwindale at a regular meeting thereof held on the 9th day of June 2021, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSTAIN: Councilmembers:

ABSENT: Councilmembers:

Laura M. Nieto, CMC
Chief Deputy City Clerk

"Exhibit A"

CITY OF IRWINDALE
FISCAL YEAR 2021-22
CALCULATION OF APPROPRIATIONS LIMIT FY 2021-22

A.	Percentage Change in Per Capita Personal Income for State FY 21/22 Over Prior Year	5.7300	*(a)*
B.	Irwindale City Population Percentage Change 1/1/2020 - 1/1/2021	(0.0700)	*(a)*
C.	LA County Population Percentage Change 1/1/2020 - 1/1/2021	(0.8900)	*(a)*
D.	% change in local assm't roll due to nonresidential construction 2020/2021	40.3000	*(b)*
E.	Per Capita Personal Income coverted to a factor (A +100)/100 =	1.0573	
F.	Irwindale City Population Change converted to a factor (B +100)/100 =	0.9993	
G.	Change in local assmt roll due to nonresidential construction factor (D+100)/100=	1.4030	
H.	LA County Population Change converted to a factor (C+100)/100=	0.9911	
I.	Calculation of Factor		
	Option 1. G x F = (Percentage change in local assessment roll over preceeding year due to non-residential construction x Irwindale City Pop. Change factor)	1.40201790	
	Option 2. G x H = (Percentage change in local assessment roll over preceeding year due to non-residential construction x LA County Pop. Change factor)	1.39051330	
J.	Appropriation Limit for FY 21/22:		
	Option 1. FY 20/21 Appropriations Limit x Option 1 factor	**12,125,081,560**	
	Option 2. FY 20/21 Appropriations Limit x Option 2 factor	12,025,586,245	

(a) State of CA Dept of Finance, Demographic Unit, May 2021 Price & Population Information Report.
(b) Los Angeles County Assessors Office as reported by Hdl Coren & Cone, 2019-20 to 2020-21 Property Tax Reports.

RESOLUTION NO. HA 2021-03-102

A RESOLUTION OF THE IRWINDALE HOUSING AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR 2021-2022

WHEREAS, the Irwindale Housing Authority received the Proposed Budget for FY 2021-22 ("Proposed Budget"); and

WHEREAS, a copy of the Proposed Budget for FY 2021-22 has been posted electronically with the Housing Authority Agenda for public review and in the Office of the Deputy City Clerk, and

WHEREAS, the Proposed Budget for the Irwindale Housing Authority is included as part of the FY 2021-22 Annual Budget document for the City of Irwindale, and will be reviewed by the Housing Authority Board during the joint meeting on June 9, 2021.

NOW, THEREFORE, THE IRWINDALE HOUSING AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Proposed Budget, on file in the Office of the City Clerk of the City of Irwindale, incorporated herein by reference, and attached hereto, is hereby adopted, as listed on Exhibit A.

SECTION 2. That the Housing Authority Assistant Secretary shall certify to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 9th day of June 2021.

_____
H. Manuel Ortiz, Chair

ATTEST:

_____
Laura M. Nieto, CMC
Assistant Secretary

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } ss.
CITY OF IRWINDALE }

I, Laura M. Nieto, Assistant Secretary of the Irwindale Housing Authority, do hereby certify that the foregoing Resolution No. HA 2021-03-102 was adopted at a regular meeting of the Irwindale Housing Authority held on June 9, 2021, by the following vote:

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

ABSTAIN: Commissioners:

Laura M. Nieto, CMC
Assistant Secretary
Irwindale Housing Authority

Exhibit A

City of Irwindale
FY 2021-2022
Budget Summary

Fund No	Fund		FY 2021-22 Revenues	FY 2021-22 Expenditures	Surplus (Deficit) FY 2021-22
General Fund					
01	General Fund	On-Going Budget	$ 21,401,970	$ (20,699,950)	$ 702,020
		Capital/One-Time Items	$ 10,382,170	$ (7,257,730)	$ 3,124,440
		Capital Projects Transfers	$ -	$ (5,991,400)	$ (5,991,400)
		TOTAL GENERAL FUND	$ 31,784,140	$ (33,949,080)	$ (2,164,940)
Irwindale Housing Authority Fund					
11	Irwindale Housing Authority		$ 400	$ (6,180)	$ (5,780)
12	IHA-Low/Mod Housing Asset Fund		$ 25,000	$ (350,400)	$ (325,400)
	TOTAL HOUSING AUTHORITY FUNDS		$ 25,400	$ (356,580)	$ (331,180)
Mining Impact Fund					
13	Mining Impact	On-Going Budget	$ 4,725,000	$ (4,398,030)	$ 326,970
		Capital/One-Time Items	$ -	$ (326,200)	$ (326,200)
		Capital Projects Transfers	$ -	$ (740,000)	$ (740,000)
		TOTAL MINING IMPACT FUND	$ 4,725,000	$ (5,464,230)	$ (739,230)
Reclamation Authority					
14	Reclamation Fund		$ 62,260	$ (42,260)	$ 20,000
19	Olive Pit Royalty Fund		$ 1,500,500	$ (1,500,000)	$ 500
	TOTAL RECLAMATION AUTHORITY FUNDS		$ 1,562,760	$ (1,542,260)	$ 20,500
Grants & Special Revenue Funds					
15	AB939 Recycling Fund		$ 261,000	$ (258,670)	$ 2,330
21	State Gas Tax Fund		$ 73,050	$ (73,050)	$ -
22	Air Quality Improvement Fund		$ 1,700	$ (1,700)	$ -
25	Proposition A Fund		$ 29,010	$ (35,000)	$ (5,990)
26	Proposition C Fund		$ 24,020	$ (24,020)	$ -
27	Measure R Fund		$ 18,010	$ (18,010)	$ -
28	TDA Article 3 Fund		$ 5,000	$ (5,000)	$ -
29	Measure M Fund		$ 20,410	$ (20,410)	$ -
30	Measure W Fund		$ 432,700	$ (432,700)	$ -
32	Community Development Block Grant Fund		$ 9,330	$ (9,330)	$ -
	TOTAL GRANT & OTHER SPECIAL REVENUE FUNDS		$ 874,230	$ (877,890)	$ (3,660)
Assessment Districts					
44	Street Light Assmt District-IBC Fund		$ 13,400	$ (13,400)	$ -
45	Sewer Maintenance Assmt District-IBC Fund		$ 118,330	$ (118,330)	$ -
	TOTAL ASSESSMENT DISTRICT REVENUE FUNDS		$ 131,730	$ (131,730)	$ -
Capital Projects Fund					
47	Development Impact Fee Fund		$ 365,600	$ (365,600)	$ -
48	Capital Projects Fund		$ 2,875,000	$ (2,875,000)	$ -
TOTAL BUDGETS:			**$ 42,343,860**	**$ (45,562,370)**	

RESOLUTION NO. RA 2021-02-027

A RESOLUTION OF THE IRWINDALE RECLAMATION AUTHORITY ADOPTING THE BUDGET FOR FISCAL YEAR 2021-2022

WHEREAS, the Irwindale Reclamation Authority received the proposed budget for FY 2021-22 ("Proposed Budget"); and

WHEREAS, a copy of the Proposed Budget has been on file in the Office of the City Clerk and the Library for public review; and

WHEREAS, the Proposed Budget for the Irwindale Reclamation Authority is included as part of the FY 2021-22 Annual Budget document for the City of Irwindale, and will be reviewed by the Reclamation Authority Board during the joint meeting on June 9, 2021.

NOW, THEREFORE, THE IRWINDALE RECLAMATION AUTHORITY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Proposed Budget, on file in the Office of the City Clerk of the City of Irwindale, incorporated herein by reference, and attached hereto, is hereby adopted, as listed on Exhibit A.

SECTION 2. That the Reclamation Authority Acting Assistant Secretary shall certify to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 9th day of June 2021.

_____
H. Manuel Ortiz, Chair

ATTEST:

_____
Laura M. Nieto, CMC
Assistant Secretary

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } ss.
CITY OF IRWINDALE }

I, Laura M. Nieto, Assistant Secretary of the Irwindale Reclamation Authority, do hereby certify that the foregoing Resolution No. RA 2021-02-027 was adopted at a regular meeting of the Irwindale Reclamation Authority held on June 9, 2021, by the following vote:

AYES: Commissioners:

NOES: Commissioners:

ABSENT: Commissioners:

ABSTAIN: Commissioners:

Laura M. Nieto
Assistant Secretary
Irwindale Reclamation Authority

Exhibit A

City of Irwindale
FY 2021-2022
Budget Summary

Fund No	Fund		FY 2021-22 Revenues	FY 2021-22 Expenditures	Surplus (Deficit) FY 2021-22
General Fund					
01	General Fund	On-Going Budget	$ 21,401,970	$ (20,699,950)	$ 702,020
		Capital/One-Time Items	$ 10,382,170	$ (7,257,730)	$ 3,124,440
		Capital Projects Transfers	$ -	$ (5,991,400)	$ (5,991,400)
		TOTAL GENERAL FUND	$ 31,784,140	$ (33,949,080)	$ (2,164,940)
Irwindale Housing Authority Fund					
11	Irwindale Housing Authority		$ 400	$ (6,180)	$ (5,780)
12	IHA-Low/Mod Housing Asset Fund		$ 25,000	$ (350,400)	$ (325,400)
		TOTAL HOUSING AUTHORITY FUNDS	$ 25,400	$ (356,580)	$ (331,180)
Mining Impact Fund					
13	Mining Impact	On-Going Budget	$ 4,725,000	$ (4,398,030)	$ 326,970
		Capital/One-Time Items	$ -	$ (326,200)	$ (326,200)
		Capital Projects Transfers	$ -	$ (740,000)	$ (740,000)
		TOTAL MINING IMPACT FUND	$ 4,725,000	$ (5,464,230)	$ (739,230)
Reclamation Authority					
14	Reclamation Fund		$ 62,260	$ (42,260)	$ 20,000
19	Olive Pit Royalty Fund		$ 1,500,500	$ (1,500,000)	$ 500
		TOTAL RECLAMATION AUTHORITY FUNDS	$ 1,562,760	$ (1,542,260)	$ 20,500
Grants & Special Revenue Funds					
15	AB939 Recycling Fund		$ 261,000	$ (258,670)	$ 2,330
21	State Gas Tax Fund		$ 73,050	$ (73,050)	$ -
22	Air Quality Improvement Fund		$ 1,700	$ (1,700)	$ -
25	Proposition A Fund		$ 29,010	$ (35,000)	$ (5,990)
26	Proposition C Fund		$ 24,020	$ (24,020)	$ -
27	Measure R Fund		$ 18,010	$ (18,010)	$ -
28	TDA Article 3 Fund		$ 5,000	$ (5,000)	$ -
29	Measure M Fund		$ 20,410	$ (20,410)	$ -
30	Measure W Fund		$ 432,700	$ (432,700)	$ -
32	Community Development Block Grant Fund		$ 9,330	$ (9,330)	$ -
		TOTAL GRANT & OTHER SPECIAL REVENUE FUNDS	$ 874,230	$ (877,890)	$ (3,660)
Assessment Districts					
44	Street Light Assmt District-IBC Fund		$ 13,400	$ (13,400)	$ -
45	Sewer Maintenance Assmt District-IBC Fund		$ 118,330	$ (118,330)	$ -
		TOTAL ASSESSMENT DISTRICT REVENUE FUNDS	$ 131,730	$ (131,730)	$ -
Capital Projects Fund					
47	Development Impact Fee Fund		$ 365,600	$ (365,600)	$ -
48	Capital Projects Fund		$ 2,875,000	$ (2,875,000)	$ -
TOTAL BUDGETS:			**$ 42,343,860**	**$ (45,562,370)**	

CC Item 3B

☒City Council
☐Successor Agency
☐Housing Authority
☐Reclamation Authority
☐Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: June 9, 2021

To: Honorable Mayor and Members of the City Council

From: William K. Tam, City Manager

Issue: Site Plan and Design Review (DA) No. 01-2021 for the development of an approximate 12,016 square-foot, two-story office and warehouse industrial building for property located at 2511 Buena Vista Street in the M-2 (Heavy Manufacturing) Zone [APN: 8533-001-066].

City Manager's Recommendation:

That the City Council take the following actions:

1. Adopt Resolution No. 2021-44-3256 approving Site Plan and Design Review (DA) No. 01-2021.

Administrative Actions:

Submitted by:

Marilyn Simpson, AICP,
Community Development Director
(626) 430-2209

Marilyn Simpson

Prepared by:

Lisa Chou, Planning Technician

Reviewed by:

Adrian Guerra, City Attorney — **Electronically Approved**

Eva Carreon, Finance Director / City Treasurer

Approved by:

William Tam, City Manager

BACKGROUND/HISTORY

The Irwindale Successor Agency, formerly known as Irwindale Community Redevelopment Agency, held ownership of the subject parcel.

Following the dissolution of the redevelopment agencies in 2012 per Assembly Bill 1484, the Successor Agency prepared the Long-Range Property Management Plan (LRPMP) to delineate the proposed disposition of each of the twenty-five properties. Known as Site No. 13 of the LRPMP, 2511 Buena Vista Street was among the eighteen properties to be sold pursuant to the LRPMP.

On March 22, 2017, the Successor Agency approved a Purchase and Sales Agreement (PSA) with DD Systems Inc. authorizing the sale of the subject parcel with the guarantee to develop the property with an approximately 13,000 square-foot industrial concrete tilt-up building consisting of 3,000 square feet of office space and 7,000 square feet of warehouse with associated parking lot improvements and building design consistent with the surrounding development.

On October 1, 2020, DD Systems Inc. sold the subject property to Flexspace PMIC LLC. to develop the parcel as intended by the original PSA.

On May 19, 2021, the Planning Commission unianimously recommended that the City Council approve Site Plan and Design Review (DA) No. 01-2021.

The subject parcel is currently a dirt lot that is bordered by a developed business park to the north and the LA County Flood Control to the west.

GENERAL PLAN AND ZONING

The site is designated in the General Plan as Industrial/Business Park. The property is currently zoned M-2 (Heavy Manufacturing). The following zones and uses surround the site:

Direction	Existing Land Use	Zoning District
North	Industrial Business Park	M-2 Heavy Manufacturing
South	Production Plant and Quarry	M-2 Heavy Manufacturing
East	Recycling Facility	M-2 Heavy Manufacturing
West	LA County Flood Control District	M-2 Heavy Manufacturing

ENVIRONMENTAL REVIEW

The proposed project is exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15332 (Class 32; In-Fill Development Projects) of the CEQA Guidelines. If action is taken to approve the project, a Notice of Exemption (NOE) will be filed with the County Clerk. The NOE is on file at the Community Development Department and available for review by the public.

PROJECT DESCRIPTION

Located on approximately 0.52 acres on the corner of Buena Vista Street and Miguel Miranda Avenue, the proposed two-story office and warehouse building totals ±12,016 square feet with ±9,290 square feet of warehouse space and ±2,726 square feet of office space. It is anticipated that the project operations will be conducted during typical daytime business hours from 7am to 5pm. All operations will be conducted inside the building per Subsection 17.56.030(B).

Architecture/Design

The proposed tilt-up office and warehouse building will incorporate many of the desired design elements from the Commercial and Industrial Design Guidelines. The building incorporates multiple architectural features to break up the expansive exterior walls with architectural projections and details around the windows and doors. The proposed parapets vary in height to frame different sections of the building to create visual interest. The multi-color palette, arched accent panels and doors, and iron grate are a few elements that work harmoniously together to add depth and character to the building. The layout, landscaping, and design of the site complements the existing Industrial Business Park to the north of the subject property.

Project Landscaping

Approximately 21.1%, or 4,783.9 square feet, of the project site is proposed for landscaping, which is in compliance with the Irwindale Municipal Code.

Building Height

Building height for the proposed project ranges from forty (40) to forty-five (45) feet, which is consistent with the M-2 (Heavy Manufacturing) zoning with no maximum height limitation. Architectural features include roof accents and varied height parapets throughout the south, east and west elevation.

Access and Circulation

Access to and from the project site will be through a thirty (30) foot driveway fronting Buena Vista Street. Internal circulation will be through the twenty-six feet and three inches (26'-3") drive-aisle that connects the driveway to the warehouse loading area.

Parking

Based on IMC Chapter 17.64, the minimum required parking space is eighteen (18) and eighteen (18) parking spaces will be provided.

Buena Vista Street Improvements

An existing sidewalk along Buena Vista Street adjacent to the project site will be retained. A 20-foot wide landscaped setback area will be provided along both the Buena Vista Street and Miguel Miranda Avenue street frontage, as required per the Irwindale Municipal Code requirement for the M-2 (Heavy Manufacturing) zone.

Project Fencing and Screening

A six (6) foot high concrete masonry wall is planned along the western project boundary adjacent to the LA County Flood Control District. All uses will be located within the building or within an area enclosed on all sides with a view-obscuring masonry wall, which is

consistent with the Irwindale Municipal Code requirements for screening of uses in the M-2 (Heavy Manufacturing) zone.

ANALYSIS

Before Site Plan and Design Review are approved, the applicant must show, to the satisfaction of the City Council, the existence of the following findings of fact. Staff has determined that the findings can be made based on the analysis below.

1. The proposed project is in conformance with the general plan, zoning ordinance, and other ordinances and regulations of the City.

   The proposed project is the development of a two-story office and warehouse building on a site with a General Plan land use designation of Industrial/Business Park and M-2 (Heavy Manufacturing) zoning. The proposed project is a 12,016 square feet building with an overall floor area ratio of 52.9%. The proposed project complies with all Zoning Code development standards established for the M-2 (Heavy Manufacturing) zone with respect to land use, building height, landscaping, and meets the zoning code requirements for parking.

2. The proposed project is in conformance with any redevelopment plan and regulations of the community redevelopment agency and any executed owner's participation agreement or disposition and development agreement.

   The project is not subject to any redevelopment plan, regulations of any community redevelopment agency or any executed owner's participation agreement or disposition and development.

3. The following are so arranged as to avoid traffic congestion, to ensure the public health, safety, and general welfare, and to prevent adverse effect on surrounding properties:

   a) Facilities and improvements,
   The proposed project is served by existing improved roadways and utilities. The proposed development does not require the construction or installation of additional public improvements to serve the project. Development Impact Fees have been calculated via total square footage and using industrial land use factors. Fees are due at the time of building permit issuance.

   b) Pedestrian and vehicular ingress, egress, and internal circulation,
   The proposed project provides for adequate and safe pedestrian and vehicular ingress and egress to and from the site onto existing roadways, public sidewalks, and internal circulation. Ingress and egress for the project site are provided via a thirty (30) foot driveway on Buena Vista Street.

   c) Setbacks,
   The project has been designed to comply with the required front setbacks of twenty (20) feet for the M-2 (Heavy Manufacturing) zone.

d) Height of buildings,
There is no maximum building height limitation in the M-2 (Heavy Manufacturing) zone. The proposed two-story office and warehouse has an overall height of approximately forty (40) feet. Various architectural features such as parapets and the pyramid roof extend the height to forty-five (45) feet.

e) Signs,
Based on the approximate square footage of the building, the allowable amount of total signage will be ±120.16 square feet.

f) Mechanical and utility service equipment,
The proposed parapet walls and equipment placement will block visibility from the public right of way. Any surface level equipment or storage is required to be screened with a solid gate of landscaping where appropriate. In addition, all equipment that is surface level will be placed as not to impede any vehicular or pedestrian travel including ADA access. Noise that is created by any mechanical equipment must comply with the noise standards of Chapter 9.28 "Noise Regulation."

g) Landscaping,
The landscaping requirement has been met through plants appropriate to the location, building type, and building scale. Plants selected are all within the low or moderate water use category.

h) Grading,
The project has been designed to take advantage of the existing topography, thus reducing grading activities on site. Precise grading plans will be prepared to address building specific needs.

i) Lighting,
All lighting is designed to complement the structure and oriented to properly illuminate the site as not to create "dark pockets" that could support nefarious activities or spill onto other properties, creating a nuisance.

j) Parking,
Per IMC Subsection 17.64.030.P(2) "Offices not providing customer service on the premises" requires a minimum one (1) space for each 350 square feet of gross floor area and IMC Subsection 17.64.030(V) "Warehouse and storage buildings" requires (1) parking space for each 1,000 square feet of the first 20,000 square feet of gross floor area. Based on the proposed square footage of 2,726 for offices and 9,290 for warehouse, eighteen (18) parking stalls are required and will be provided. There are thirteen (13) standard parking stalls, one (1) ADA stall and four (4) compact stalls.

k) Drainage,
The project shall comply City requirements for Low Impact Development and will collect stormwater runoff in an on-site infiltration basin.

l) Intensity of land use,
This in-fill project aims to fulfill the Purchase and Sales Agreement between the Successor Agency and the original landowner and is the best use for the underutilitized irregularly shaped parcel. Projected truck trips are three (3) times a day via small delivery trucks or UPS delivery and will not have a significant impact on existing streets. The proposed use is consistent with the General Plan designation of Industrial Business Park and Zoning designation of M-2 (Heavy Manufacturing), as well as, adjacent land uses.

4. That the proposed development is consistent with applicable City design guidelines and historic design themes, and provides for appropriate exterior building design and appearance consistent and complementary to present and proposed buildings and structures in the vicinity of the subject project while still providing for a variety of designs, forms and treatments.

   The proposal project is an in-fill project being developed on an underutilitized parcel surrounded by existing developed industrial area. The project site will be designed and constructed to meet the M-2 (Heavy Manufacturing) development standards and Irwindale Commercial and Industrial Design Guidelines requirements regarding height, setback, style, material, and color. The building will incorporate multiple architectural features to break up the expansive exterior walls with architectural projections and details around the windows. The layout, landscaping, and design of the subject site complements existing adjacent industrial buildings.

FISCAL IMPACT

The entire cost for this construction will be covered by the Applicant/Developer. There will be no impact on the City's budget.

ATTACHMENTS

A: Resolution No. 2021-44-3256 with Conditions of Approval
B: Project Plans
C: City of Irwindale Planning Commission Staff Report & Resolution No. 800(21) and exhibits, dated May 19, 2021

ATTACHMENT "A"

RESOLUTION NO. 2021-44-3256

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF IRWINDALE APPROVING SITE PLAN AND DESIGN REVIEW (DA) NO. 01-2021 FOR THE DEVELOPMENT OF A ±12,016 SQUARE FOOT TWO-STORY OFFICE AND WAREHOUSE INDUSTRIAL BUILDING LOCATED AT 2511 BUENA VISTA STREET IN THE M-2 (HEAVY MANUFACTURING) ZONE SUBJECT TO CONDITIONS AS SET FORTH HEREIN AND MAKING FINDINGS IN SUPPORT THEREOF AND FINDING THE PROJECT EXEMPT FROM CEQA PURSUANT TO SECTION 15332 (Class 32; In-Fill Development Projects).

A. RECITALS.

(i) Binh Tran of ZBT Group, as project manager for Flexspace PMIC LLC., the Applicant, has made a request for the approval of a Site Plan and Design Review (SP&DR) (DA) pursuant to Section 17.70 of the IMC, to allow for the development of a two-story office and warehouse industrial building located at 2511 Buena Vista Street.

(ii) The Subject Property is zoned M-2 (Heavy Manufacturing). Hereinafter in this Resolution, the subject applications shall be referred to as the "Application."

(iii) Following the dissolution of the redevelopment agencies in 2012 per Assembly Bill 1484, the Irwindale Successor Agency, formerly known as Irwindale Community Redevelopment Agency, prepared the Long-Range Property Management Plan (LRPMP) to delineate the proposed disposition of each of the twenty-five properties.

(iv) Known as Site No. 13 of the LRPMP, 2511 Buena Vista Street was among the eighteen properties to be sold pursuant to the LRPMP.

(v) On March 22, 2017, the Successor Agency approved a Purchase and Sale Agreement (PSA) with DD Systems Inc. authoring the sale of the subject parcels with the guarantee to develop the property with an approximately 13,000 square-foot industrial concrete tilt-up building consisting of 3,000 square feet of office space and 7,000 square feet of warehouse and associated parking lot improvements and building design consistent with the surrounding development.

(vi) On October 1, 2020, DD Systems Inc. sold the subject property to Flexspace PMIC LLC. to develop the parcel as intended by the original PSA.

(vii) The subject parcel is currently a vacant dirt lot that is bordered by an existing developed business park to the north and the LA County Flood Control District to the west.

(viii) On March 4, 2020, the State of California Executive Department issued Executive Order N-25-20, proclaiming a State of Emergency as a result of the threat of COVID-19.

(ix) On May 19, 2021, the Irwindale Planning Commission conducted a duly noticed public hearing through a conference call/webinar, as required by law on the Application and in compliance with Executive Order N-25-20 (relating to COVID-19), closed the public hearing and recommended that the City Council approve the Site Plan and Design Review (DA), subject to the approval of a Resolution, which would detail the specific Conditions under which the Application was approved.

(x) On June 9, 2021, the City Council conducted a duly noticed public hearing, as required by law, on the Application.

(xi) All legal prerequisites to the adoption of this Resolution have occurred.

B. RESOLUTION.

NOW, THEREFORE, it is hereby found, determined and resolved by the City Council of the City of Irwindale as follows:

1. The City Council hereby specifically finds that all of the facts set forth in Recitals, Part A, of this Resolution are true and correct.

2. Based upon substantial evidence presented to this City Council during the public hearing conducted with regard to the Application, including written staff reports, verbal testimony, site plans and Conditions of Approval attached hereto as Exhibit "A," this City Council hereby specifically finds as follows:

a. The proposed project is in conformance with the general plan, zoning ordinance, and other ordinances and regulations of the City.

The proposed project is the development of a two-story office and warehouse building on a site with a General Plan land use designation of Industrial/Business Park and M-2 (Heavy Manufacturing) zoning. The proposed project is a 12,016 square feet building with an overall floor area ratio of 52.9%. The proposed project complies with all Zoning Code development standards established for the M-2 (Heavy Manufacturing) zone with respect to land use, building height, landscaping, and meets the zoning code requirements for parking.

b. *The proposed project is in conformance with any redevelopment plan and regulations of the community redevelopment agency and any executed owner's participation agreement or disposition and development agreement.*

The project is not subject to any redevelopment plan, regulations of any community redevelopment agency or any executed owner's participation agreement or disposition and development.

c. *The following are so arranged as to avoid traffic congestion, to ensure the public health, safety, and general welfare, and to prevent adverse effect on surrounding properties:*

1) *Facilities and improvements,*

The proposed project is served by existing improved roadways and utilities. The proposed development does not require the construction or installation of additional public improvements to serve the project. Development Impact Fees have been calculated via total square footage and using industrial land use factors. Fees are due at the time of building permit issuance.

2) *Pedestrian and vehicular ingress, egress, and internal circulation,*

The proposed project provides for adequate and safe pedestrian and vehicular ingress and egress to and from the site onto existing roadways, public sidewalks, and internal circulation. Ingress and egress for the project site are provided via a thirty (30) foot driveway on Buena Vista Street.

3) *Setbacks,*

The project has been designed to comply with the required front setbacks of twenty (20) feet for the M-2 (Heavy Manufacturing) zone.

4) *Height of buildings,*

There is no maximum building height limitation in the M-2 (Heavy Manufacturing) zone. The proposed two-story office and warehouse has an overall height of approximately forty (40) feet. Various architectural features such as parapets and the pyramid roof extend the height to forty-five (45) feet.

5) *Signs,*

Based on the approximate square footage of the building, the allowable amount of total signage will be ±120.16 square feet.

6) *Mechanical and utility service equipment,*

The proposed parapet walls and equipment placement will block visibility from the public right of way. Any surface level equipment or storage is required to be screened with a solid gate of landscaping where appropriate. In addition, all equipment that is surface level will be placed as not to impede

any vehicular or pedestrian travel including ADA access. Noise that is created by any mechanical equipment must comply with the noise standards of Chapter 9.28 "Noise Regulation."

7) *Landscaping,*

The landscaping requirement has been met through plants appropriate to the location, building type, and building scale. Plants selected are all within the low or moderate water use category.

8) *Grading,*

The project has been designed to take advantage of the existing topography, thus reducing grading activities on site. Precise grading plans will be prepared to address building specific needs.

9) *Lighting,*

All lighting is designed to complement the structure and oriented to properly illuminate the site as not to create "dark pockets" that could support nefarious activities or spill onto other properties, creating a nuisance.

10) *Parking,*

Per IMC Subsection 17.64.030.P(2) "Offices not providing customer service on the premises" requires a minimum one (1) space for each 350 square feet of gross floor area and IMC Subsection 17.64.030(V) "Warehouse and storage buildings" requires (1) parking space for each 1,000 square feet of the first 20,000 square feet of gross floor area. Based on the proposed square footage of 2,726 for offices and 9,290 for warehouse, eighteen (18) parking stalls are required and will be provided. There are thirteen (13) standard parking stalls, one (1) ADA stall and four (4) compact stalls.

11) *Drainage,*

The project shall comply City requirements for Low Impact Development and will collect stormwater runoff in an on-site infiltration basin.

12) *Intensity of land use,*

This in-fill project aims to fulfill the Purchase and Sales Agreement between the Successor Agency and the original landowner and is the best use for the underutilized irregularly shaped parcel. Projected truck trips are three (3) times a day via small delivery trucks or UPS delivery and will not have a significant impact on existing streets. The proposed use is consistent with the General Plan designation of Industrial Business Park and Zoning designation of M-2 (Heavy Manufacturing), as well as, adjacent land uses.

d. *The proposed development is consistent with applicable city design guidelines and historic design themes, and provides for appropriate exterior building design and appearance consistent and complementary to present and*

proposed buildings and structures in the vicinity of the subject project while still providing for a variety of designs, forms and treatments.

The proposal project is an in-fill project being developed on an underutilitized parcel surrounded by existing developed industrial area. The project site will be designed and constructed to meet the M-2 (Heavy Manufacturing) development standards and Irwindale Commercial and Industrial Design Guidelines requirements regarding height, setback, style, material, and color. The building will incorporate multiple architectural features to break up the expansive exterior walls with architectural projections and details around the windows. The layout, landscaping, and design of the subject site complements existing adjacent industrial buildings.

3. The City, as the Lead Agency, determined that the project as proposed is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15332 (Class 32; In-Fill Development Projects), and would not have a significant effect on the environment. The project qualifies for an exemption as an infill development project as it is consistent with the General Plan designation and policies and Zoning regulations, is located within the City limits, surrounding by urban uses and is less than five acres in size, has no value for endangered, rare or threatened species, would not result in any significant effects related to traffic, noise, air quality or water quality, and can be adequately served by all required utilities and public services.

4. Based upon the substantial evidence and conclusions set forth herein above, the City Council hereby approves the Application subject to the conditions set forth in Exhibit "A" attached hereto and by this reference incorporated herein, which conditions are deemed necessary to protect the public health, safety and general welfare and are reasonable and proper in accordance with the intent and purposes of Title 17 of the Irwindale Municipal Code.

5. This Resolution shall be effective upon adoption.

6. The Chief Deputy City Clerk shall:

   a. Certify to the adoption of this Resolution; and

   b. Forthwith transmit a certified copy of this Resolution, by certified mail, to the Applicant at the address of record set forth in the Application.

PASSED, APPROVED AND ADOPTED this 9th day of June 2021.

_____

H. Manuel Ortiz, Mayor

ATTEST:

Laura M. Nieto, MMC
Chief Deputy City Clerk

STATE OF CALIFORNIA }
COUNTY OF LOS ANGELES } ss.
CITY OF IRWINDALE }

I, Laura M. Nieto, Chief Deputy City Clerk of the City of Irwindale, do hereby certify that the foregoing Resolution No. 2021-44-3256 was duly adopted by the City Council of the City of Irwindale, at a regular meeting held on the 9th day of June 2021, by the following vote:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

ABSTAIN: Councilmembers:

Laura M. Nieto, MMC
Chief Deputy City Clerk

CITY COUNCIL RESOLUTION NO. 2021-44-3256

Site Plan and Design Review No. 01-2021
One (1) new two-story office and warehouse
2511 Buena Vista Street
Irwindale, CA 91076

A. GENERAL

1. The uses authorized by this Site Plan and Design Review Permit allow for construction and operation of one (1) new two-story office and warehouse industrial building totaling ±12,016 square feet with ±9,290 square feet of warehouse space and ±2,726 square feet of office space. The project will include a total of 18 parking spaces with 2 loading docks. The total far area ratio for the project will be approximately 52.9%.

2. A grading permit shall be obtained within twelve (12) months from the date of approval. Thereafter, if the activities have been abandoned for ninety (90) or more days, the Site Plan and Design Review Permit approval shall expire and become null and void, unless a written request for extension is received by the Community Development Department at least thirty (30) days prior to such expiration or abandonment. Upon receipt of written request for extension, the Community Development Manager/City Planner may grant an extension of this Site Plan and Design Review Permit approval for a period not to exceed one (1) year from the original date of expiration, or may refer such request to the City Council for determination.

3. Prior to the issuance of a business license and/or occupancy permit and/or final inspection by the Community Development Department, all applicable conditions of approval (except those involving construction permits) shall be completed to the reasonable satisfaction of the City.

4. The Applicant shall defend, indemnify and hold harmless the City of Irwindale, its agents, officers, or employees from any claims, damages, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void or annul, any approval of the City, its advisory agencies, appeal boards, or legislative body concerning Site Plan and Design Review Permit No. 01-2021. The City will promptly notify the permittee of any such claim, action, or proceeding against the City and will cooperate fully in the defense.

5. The use and improvements authorized by this Site Plan and Design Review Permit shall conform to the plans as finally approved by the City (dated May 13, 2021) as conditioned herein, and any appreciable modification of the plans or mode of operation, as determined by the Community Development Manager/City Planner, shall require the prior approval of the City Council pursuant to the amendment of the Site Plan and Design Review Permit.

6. The Applicant agrees to allow City inspectors access to the site to reasonably inspect the site during normal working hours to assure compliance with these conditions and other codes. Any and all fees required to be paid to any public agency shall be paid prior to obtaining any permits for this project.

7. The Applicant shall maintain and use the project location and facility thereon in full compliance with all codes, standards, policies and regulations imposed by the City, County, State, or Federal agencies with jurisdiction over the facility.

8. It shall be required that the subject location and its contents, including but not limited to, structures, fences or garden/block walls, and vehicles are maintained free and clear of any graffiti. The Applicant shall be held responsible for the immediate removal of any and all graffiti found on-site within 48 hours of its application.

9. The premises will be secured with appropriate security lighting, to obtain a minimum of 1-foot candles over the entire site. A photometric lighting plan shall be submitted, subject to the review and approval of the Community Development Department and the Police Department.

10. In accordance with the provisions of Government Code Section 66020(d)(1), the imposition of fees, dedications, reservations, or exactions for this project are subject to protest by the applicant at the time of approval or conditional approval of the project, or within 90 days after the date of imposition of the fees, dedications, reservations, or exactions imposed on the project.

11. Prior to occupancy of the project, all users of the facility shall comply with the City of Irwindale M-2 (Heavy Manufacturing) zoning standards and regulations through the business license, zoning compliance, and occupancy process.

B. COMMUNITY DEVELOPMENT DEPARTMENT

1. The signed Final Conditions of Approval shall be photocopied and included as a sheet in the plans submitted to the Building Division for plan check.

2. All landscaping for the project shall be drought resistant low water with drip irrigation, low flow bubblers and water efficient rotor heads where applicable. Native plants shall be used where feasible. Landscaping shall be provided as shown on the approved Conceptual Landscape Plan (date stamped May 13, 2021) and as modified pursuant to City Building Plan Check review of Precise Landscape and Irrigation plans.

3. Landscape and irrigation plans shall be prepared by a licensed landscape architect, and are subject to the approval of the Community Development Manager and the City Engineer. Landscape plans shall be consistent with the Commercial and Industrial Design Guidelines. Vision clearance shall be maintained at all vehicle entrances and exits. Landscape planters throughout the site shall incorporate river rock.

4. Project landscaping shall comply with Irwindale Municipal Code Chapter 15.30, "Water Efficient Landscape Standards and Guidelines."

5. A complete, permanent, automatic irrigation system shall be provided for all landscaped areas.

6. All landscaped planters shall be surrounded by a six (6) inch horizontal concrete curb.

7. The following invasive plants shall not be used in landscaping:

- *Carpobrotus edulis* (ice plant)
- *Hedera helix, H. Hibernica, H. caneriensis* (English ivy, Irish ivy, Algerian ivy
- *Vinca Major* (periwinkle)
- *Pennisetum setaceum* and all cultivars and varieties (fountain grass)
- *Cortaderia selloana, C. jubata* and all cultivars and varieties (pampas grass)
- *Retama monosperma, Genista monspessulana, Cytisus striatus,Cytisus scoparius,* and *Spartium junceum* (broom – bridal, French, Portuguese, Scotch, Spanish)
- *Acacia Cyclops* (acacia or western coastal wattle)
- *Myoporum laetum* (myoporum)
- *Washingtonia robusta* and *Phoenix canariensis* (Mexican fan palm and Canary Island date palm)
- *Schinus terevinthifolius* (Brazilian pepper)
- *Eucalyptus globules, E. camaldulensis* (eucalyptus, blue gum, and red gum)

8. At least ten (10) percent of the total gross land area of the site (in this case, 2,267 square feet) shall be landscaped.

9. All plant material, including trees, shall be maintained in good condition and replaced in the event they die or become diseased.

10. All perimeter fencing, block walls, etc. shall be maintained in satisfactory condition in accordance with all applicable codes.

11. All utility equipment such as backflow units and transformers shall be screened with evergreen screen shrubs as allowed.

12. All masonry walls and driveway gates shall be decorative consistent with the building design and the Commercial and Industrial Design Guidelines. The design of the walls and gates shall be subject to the review and approval of the Community Development Department.

13. The entrance to all driveways shall be concrete color mixed and stamped to simulate terracotta tiles.

14. All building design and construction, including the type, texture, color, and durability of the exterior building materials shall comply with the City's Commercial and Industrial Design Guidelines.

15. Trash enclosures (6'-0" high min.) with solid metal self-closing and self-latching gates shall be provided. The enclosures shall be built with decorative materials to match the type, texture, and color of the materials used in the construction of the building. Gates shall remain closed at all times when the trash receptacles are not in use.

16. All rooftop mechanical equipment, including heating and air conditioning units, antennas, and other electronic devices, shall be completely and decoratively screened from view from all public rights of way and adjacent properties and shall be integrated into the design and construction of the building[1]. All rooftop equipment and screening shall be shown on the plans and elevations, and shall be consistent with the building design and construction materials in texture and color. Such rooftop equipment screening shall be subject to the review and approval of the Community Development Department.

17. All rooftop wireless telecommunications antennas operated by third parties are subject to the provisions of Chapter 17.90 of the Irwindale Municipal Code shall require a separate permit in accordance with the provisions of the Municipal Code.

18. A chain link fence with green screening shall be installed and maintained around the perimeter of the site at all times during construction.

19. Should the proposed use not comply with uses permitted with the M-2 Heavy Manufacturing Zone, the tenant will be required to apply for a Conditional Use Permit to authorize the specific use.

20. Development Impact Fees, in the amounts currently established by the Irwindale City Council, shall be due at the time of building permit issuance.

21. This project shall be subject to the City of Irwindale's utility tax.

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[1] **Photo voltaic equipment is exempt from this requirement.**

C. FIRE DEPARTMENT

1. Fire Department vehicular access roads must be installed and maintained in a serviceable manner prior to and during the time of construction. Fire Code 501.4

   ACTION REQUIRED: Provide verbatim note on site plan

2. Provide a minimum unobstructed width of 28 feet, exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance ""clear to sky"" Fire Department vehicular access to within 150 feet of all portions fo the exterior walls of the fire story of the building, as measured by an approved route around the exterior of the building above the lowest level of the Fire Department vehicular access road is more than 30 feet high, or the building is more than three stories. The access roadway shall be located a minimum of 15 feet and a maximum of 30 feet from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official. Fire Code 503.1.1 & 503.2.2.

   ACTION REQUIRED: Cross-hatch the Fire Department vehicle access on the site plan, and clearly show the required width.

3. Fire apparatus access roads shall be designed and maintained to support the imposed load of fire apparatus weighing 38 tons and shall be surfaced so as to provide all-weather driving capabilities. Fire apparatus access roads having a grade of 10 percent or greater shall have a paved or concrete surface. Fire Code 503.2.3

   ACTION REQUIRED: Provide a typical roadway section clearly indicating the type of surfacing material(s) and their thicknesses on the site plan.

4. Fire Department vehicular access roads shall be provided with a 32 foot centerline turning radius. Fire Code 503.2.4

   ACTION REQUIRED: Indicate the centerline, inside and outside turning radii for each change in direction on the site plan.

5. Dead-end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved Fire Department turnaround. Fire Code 503.2.5
   ACTION REQUIRED: Cross-hatch the Fire Department turnaround on the site plan. Include the dimensions of the turnaround. The orientation of the turnaround shall be properly placed in the direction of travel of the access roadway.

6. Provide approved signs or other approved notices or markings that include the words NOI PARKING – FIRE LANE. Signs shall have a minimum dimension of 12 inches wide by 18 inches high and have red letters on a white reflective background. Signs shall be provided for fire apparatus access roads, to clearly indicate the entrance to such road, or prohibit the obstruction thereof and at intervals, as required by the Fire Inspector. Fire Code 503.3.

   ACTION REQUIRED: Provide verbatim note on site plan.

7. When security gates are provided, maintain a minimum access width of 26 feet. The security gate shall be provided with an approved means of emergency operation, and shall be maintained operational at all times and replaced or repaired when defective. Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F220. Gates shall be of the swinging or sliding type. Construction of gates shall be materials that allow manual operation by one person. Fire Code 503.6.

   ACTION REQUIRED: Provide verbatim note on site plan; and indicate the access width of the security gate on the site plan. Also indicate the means of emergency operation, and the requirement that it be maintained operational at all times.

8. Structures and outdoor storage underneath High Voltage Transmission Lines (66 kilovolts or greater) shall comply with Fire Code 316.6 and County of Los Angeles Fire Department Regulation 27. Any proposed construction or land use within 100 feet of the drip line of High Voltage Transmission lines shall be subject to review by the Fire Marshal.

   ACTION REQUIRED: Provide verbatim note and indicate on the Site Plan the location of all drip lines and provide the dimension from the drip line(s) to all proposed structures and property lines.

9. A minimum 5 foot wide approved firefighter access walkway leading from the fire department access road to all required openings in the building exterior walls shall be provided for firefighting and rescue purposes. Fire Code 504.1

   ACTION REQUIRED: Clearly identify firefighter walkway access routes on the site plan. Indicate the slope and walking surface material. Clearly show the required width.

10. Security barriers, visual screen barriers or other obstruction shall not be installed on the roof of any building in such a manner as to obstruct fire fighter access or egress in the event of fire or other emergency. Parapets shall not

exceed 48 inches from the top of the parapet to the roof surface on more than two sides. Fire Code 504.5

ACTION REQUIRED: Clearly indicate the height of all parapets in a section view.

11. Approved building address numbers, building numbers or approved building identification shall be provided and maintained so as to be plainly visible and legible from the street fronting the property. The number shall contrast with their background, be Arabic numerals or alphabet letter, and be a minimum of 4 inches high with a minimum stroke width of 0.5 inch. Fire Code 505.1

    ACTION REQUIRED: Provide Verbatim note on site plan

12. Fire apparatus access roads shall be identified with approved signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be of an approved size, weather resistant and be maintained under replaced by permanent signs. Fire Code 505.2

    ACTION REQUIRED: Provide verbatim note on site plan.

13. An approved key box, listed in accordance with UL 1037 shall be provided as required by Fire Code 506. The location of each key box shall be determined by the Fire Inspector.

    ACTION REQUIRED: Provide verbatim note on site plan.

14. Every application for building permit shall be accompanied by evidence indicating that the proposed structure is provided with reliable water supply capable of supplying the required fire flow as required by Fire Code 507.1.1

    ACTION REQUIRED: Complete and return the ""Fire Flow Availability"" Form 196, with fire flow information provided by the water purveyor from the closest fire hydrant along the lot frontage.

15. The required fire flow for fire hydrants at this location is 1500 gpm, at 20 psi residual pressure, for a duration of 2 hours over and above maximum daily domestic demand. Fire Code 507.3 and Appendix B.

    ACTION REQUIRED: Provide the following note on site plan.

16. The required fire flow for a single private ON-SITE fire hydrant at this location is 1250 gpm at 20 psi residual pressure. If more than one on-site fire hydrant is required, the on-site fire flow shall be the same as required for public fire hydrants in accordance with Appendix Table B105.1. Fire Code C106

ACTION REQUIRED: Provide verbatim note on site plan. Indicate the required fire flor when more than one on-site hydrant is required.

17. Spacing of fire hydrants shall not exceed the distances specified in Fire Code C105.2 & C106.

    ACTION REQUIRED: Shall all existing public and private on-site fire hydrants on the site plan. Include the location of all public fire hydrants within 300 feet of the lot frontage on both sides of the street. Specify size of fire hydrant(s) and dimension(s) to property lines. Additional fire hydrant requirements may be necessary after this information is provided.

18. The fire hydrant requirements for this project are as follows: Install _____ PUBLIC Fire hydrant(s). Update _____ PUBLIC fire hydrant(s). Relocate _____ PUBLIC fire hydrant(s). Install _____ ON-SITE fire hydrant(s). Location(s): Pending on location of fire hydrants Fire Code 507.5, C105.2.2, C106.

    ACTION REQUIRED: Show new/upgraded/relocated hydrant locations on site plan.

19. All fire hydrants shall measure 6"" x 4"" x 2-1/2"", brass or bronze, conforming to American Water Works Association Standard C503, or approved equal.

    ACTION REQUIRED: Provide verbatim note on site plan.

20. A receipt from the water purveyor that shows that all funds have been paid for the installation and/or upgrade of the required public fire hydrants is required. Also, a letter from the water purveyor or installing contractor that indicates the approximate date the work will be started and completed for the fire hydrant is required.

    ACTION REQUIRED: Provide proof of payment and letter stating the time of installation from the water purveyor

21. All required PUBLIC fire hydrants shall be installed, tested and accepted prior to beginning construction. Fire Code 501.4

    ACTION REQUIRED: Provide verbatim note on site plan.

22. All on-site fire hydrants shall be installed, tested and approved prior to building occupancy. Fire Code 901.5.1

    ACTION REQUIRED: Provide verbatim note on site plan.

23. Plans showing underground piping for private on-site fire hydrants shall be submitted to the Sprinkler Plan Check Unit for review and approval prior to installation. Fire Code 901.2, County of Los Angeles Fire Department Regulation 7

    ACTION REQUIRED: Provide verbatim note on site plan

24. This Water and Access plan review ONLY, site plan, floor plan and elevations shall be submitted separately for Building plan review and approval. Plan will not be approved for high piled storages, plan for high piled storage shall be submitted separately for plan review and approval.

D. PUBLIC WORKS/ENGINEERING

STREETS

1. All off-site improvements within the Public Right-of-Way shall be performed in accordance with City Standards to the satisfaction of the City Engineer. Construction plans shall be reviewed and approved by the City Engineer.

2. The owner/developer shall bear the full cost to remove and reconstruct all damaged or deficient sidewalk, driveways, curb and gutter as directed by the City Engineer. Sidewalk and driveways to be reconstructed shall meet ADA standards.

3. The owner/developer shall pay to the City $46,440, for the full cost to resurface the existing street frontage on Miguel Miranda Avenue and Buena Vista Street (full width) and construct an ADA curb ramp on the northwest corner of the intersection of Buena Vista Street and Miguel Miranda Avenue. The City shall perform the construction of these improvements. The full cost of the above mentioned amount shall be due at the time of building permit issuance.

4. Street lighting fixtures shall be upgraded to LED fixtures along the Miguel Miranda Avenue property frontage and developer/owner shall bear the full cost to design and install a new street light along the Buena Vista Street frontage in accordance with Los Angeles County standards and to the satisfaction of the City Engineer.

5. Adequate "on-site" parking shall be provided per City requirements.

6. The owner/developer shall bear the full cost for the actual cost for the installation, replacement or modification of traffic control signs, striping and pavement markings required in conjunction with the development.

7. The owner/developer shall design and construct ADA accessible driveway approaches. All improvements shall be constructed in accordance with the City standards to the satisfaction of the City Engineer. Pedestrian easements may be required depending on the design chosen.

CITY UTILITIES

8. Storm drains, catch basins, connector pipes, and appurtenances for the site specific storm drain system shall be designed and constructed in accordance with Los Angeles County standards and the City Engineer's requirements. The owner/developer shall submit grading and drainage plans to the City Engineer for review and approval. The grading and drainage plans shall be prepared by a licensed civil engineer and comply with Los Angeles County grading permit requirements. A hydrology study shall be included with the drainage plan.

9. The owner/developer shall pay for the entire cost for the design, engineering construction, permitting and inspection of any upgrade to the water main and connections as required by the serving water company for the proposed development.

10. The owner/developer shall obtain a Storm Drain Connection Permit from the City of Irwindale and/or Los Angeles County Flood Control District for connection(s) to the existing storm drain system.

11. The owner/developer shall pay for the entire cost for the design, engineering construction, permitting and inspection of any new and/or upgrade to any existing Fire Hydrant as required by the Los Angeles County Fire Department.

12. Sanitary sewers shall be constructed in accordance with City specifications to serve the subject development. The plans for the sanitary sewers shall be approved by the City Engineer. A sewer study shall be submitted along with the sanitary sewer plans.

13. The owner/developer shall obtain a Sewer Connection Permit from the City of Irwindale and/or Los Angeles County Sanitation District for connection(s) to the existing sewer system.

14. Prior to the issuance of building permits, the owner/developer shall provide the City of Irwindale a will-serve letter and approved Form - 196 from the water utility provider, Los Angeles County Fire Department and Los Angeles County Sanitation District.

TRAFFIC

15. The owner/developer shall install red curb for truck access along the Buena Vista Street frontage to prohibit parking. All improvements shall be constructed in accordance with the City standards to the satisfaction of the City Engineer. Construction plans shall be reviewed and approved by the City Engineer.

16. A pedestrian easement shall be provided to the City along the Miguel Miranda Avenue frontage, and anywhere else deemed necessary by the City Engineer to meet sidewalk ADA requirements.

17. An Easement Agreement for all easements (e.g., reciprocal access; surface drainage; utilities, etc.) shall be prepared and shall be executed and recorded in the Office of the Los Angeles County Recorder. Such agreements and any CC&Rs shall be subject to the approval of the City Attorney.

MISCELLANEOUS

18. Any changes to the site plan shall be reviewed and approved by the City Planner and City Engineer.

E. BUILDING AND SAFETY

1. The signed Final Conditions of Approval shall be photocopied and included as a sheet in the plans submitted to the Building Division for plan check.

2. Building permits shall be obtained from the Building and Safety Division an all construction shall be in compliance with the current Irwindale Building Code.

F. PUBLIC WORKS SERVICES

1. Any constructed walls that face the public right-of-way shall implement anti-graffiti management practices such as planting vines on the wall.

2. All pedestrian and approach ramps in the public right-of-way shall meet ADA requirements.

3. Onsite trash enclosure area shall have sufficient space for solid waste and organic waste receptacles and shall be covered from the elements per Title 14, Division 7, Section 17313 of the California Code of Regulations and Building Code Manual County of Los Angeles Department of Public Works Building and Safety Division 312 Article 2.

4. City of Irwindale requests irrigation and landscaping plans within the public right-of-way and parkways (when available). The plans shall be submitted to the Public Works Services Manager for review and approval.

5. All utilities and signs within the public right-of-way shall meet horizontal and vertical ADA clearance requirements.

6. Existing approach ramp shall be removed if it does not serve operational use. If deemed non-functional the approach ramp shall be replaced with curb, gutter, and sidewalk to match existing adjacent conditions per Standard Plans and Specifications for Public Works Construction (Greenbook latest edition).

7. The owner and/or developer shall remove and reconstruct all damaged, deficient, or substandard sidewalk, driveways, curb, and gutter as directed by the City Engineer and the Public Works Services Manager.

8. The owner and/or developer/applicant is responsible for obtaining encroachment permit(s) prior to any type of work in the public right-of-way.

9. Easements shall remain in place, free of any obstructions that can cause blockage or flooding. Parking area shall not be developed on the storm drain easement.

10. Any work within easements on the project site shall require proper permits from the easement holder (City of Irwindale, County of Los Angeles, etc.).

11. The owner/developer shall comply with the National Pollutant Discharge Elimination System (NPDES) program and shall require the general contractor to implement storm water/urban runoff pollution prevention controls and Best Management Practices (BMPs) on all construction sites in accordance with the City Code. The owner/developer will also be required to submit a Certification for the project and may be required to prepare a Storm Water Pollution Prevention Plan (SWPPP). Projects over five acres in size will be required to file a Notice of Intent (NOI) with the California Environmental Protection Agency's State Water Resources Control Board (SWRCB). The owner/developer can obtain the current application packet by contacting the SWRCB, Construction Storm Water Unit, at (866) 563-3107 or by downloading the forms from the following website : www.waterboards.ca.gov/water_issues/programs/stormwater/construction.shtml.

    The project shall also conform to the City's Ordinance regarding the requirements for the submittal of a Standard Urban Storm Water Mitigation Plan ("SUSMP"), and the requirements of Low Impact Development ("LID"). The SUSMP includes a requirement to implement Post Construction BMPs

to infiltrate the first 3/4" of runoff from all storm events and to control peak-flow discharges.

12. Unless exempted by the Los Angeles Regional Water Quality Control Board, a Covenant and Restriction ensuring the provisions of the approved SWPPP shall also be required.

13. No dumping or unpermitted discharges are allowed into the Los Angeles River via Buena Vista Channel, catch basins, direct discharge, and storm drains.

2511 BUENA VISTA - OFFICE/WAREHOUSE

ABBREVIATIONS

ACOUST	ACOUSTICAL
ADD	ADDITIONAL
ADJ	ADJACENT
AL	ALUMINUM
BD	BOARD
BLDG	BUILDING
BLKG	BLOCKING
BM	BEAM
BOT	BOTTOM
CAB	CABINET
C.L.	CENTERLINE
CLG	CEILING
C.T.	CERAMIC TILE
COL	COLUMN
CONC	CONCRETE
CONT	CONTINUOUS
CONTR	CONTRACTOR
DET	DETAIL
D.F.	DRINKING FOUNTAIN
DIA	DIAMETER
DIM	DIMENSION
DN	DOWN
D.S.	DOWN SPOUT
DWG	DRAWING
EA	EACH
EV	ELEVATION
ELEC	ELECTRICAL
EXT	EXTERIOR
EXIST'G	EXISTING
F.A.U.	FORCED AIR UNIT
F.D.	FLOOR DRAIN
F.E.	FIRE EXTINGUISHER
FIN	FINISH
F.F.	FINISH FLOOR
F.O.S.	FACE OF STUD
FLR	FLOOR
FR	FRAME
FT	FEET
FTG	FOOTING
F.S.	FLOOR SINK
GA	GAUGE
G.I.	GALVANIZED IRON
GL	GLASS
GRD	GRADE
GYP BD	GYPSUM BD.
H.B.	HOSE BIBB
HRDW	HARDWARE
H.C.	HOLLOW CORE
HDR	HEADER
HGT	HEIGHT
H.M.	HOLLOW METAL
HORIZ	HORIZONTAL
HVAC	HEATING, VENTILATION AND AIR CONDITIONING
INSUL	INSULATION
INT	INTERIOR
JST	JOIST
LAM	LAMINATED
LAV	LAVATORY
LT WT	LIGHTWEIGHT
MAS	MASONRY
MAT	MATERIAL
MAX	MAXIMUM
MECH	MECHANICAL
MIN	MINIMUM
MISC	MISCELLANEOUS
MTL	METAL
M.O.	MASONRY OPENING
N.I.C.	NOT IN CONTRACT
NO.	NUMBER
N.T.S.	NOT TO SCALE
OCC	OCCUPANCY
O.C.	ON CENTER
O.D.	OVERFLOW DRAIN
O.F.	OWNER FURNISHED
C.I.	CONTRACTOR INSTALLED
OPEN'G	OPENING
P.L.	PROPERTY LINE
PLYWD	PLYWOOD
PLAST	PLASTER
PL	PLATE
P.T.	PRESSURE TREATED
R	RISER
R.D.	ROOF DRAIN
REINF	REINFORCING
REQ'D	REQUIRED
RM	ROOM
R.O.	ROUGH OPENING
SC	SOLID CORE
SHT	SHEET
SIM	SIMILAR
STRUCT	STRUCTURAL
SQ FT	SQUARE FEET
TYP	TYPICAL
U.N.O.	UNLESS NOTED OTHERWISE
VCT	VINYL COMPOSITION TILE
VERT	VERTICAL
V.I.F.	VERIFY IN FIELD
W.I.	WROUGHT IRON
W/	WITH
WD	WOOD
WDW	WINDOW
W.H.	WATER HEATER

REFERENCE SYMBOLS

DETAIL REFERENCE	A3-4 — DETAIL NUMBER / SHEET NUMBER
SECTION REFERENCE	A3-4 — SECTION LETTER / SHEET NUMBER
ELEVATION REFERENCE	A3-4 — ELEVATION NUMBER / SHEET NUMBER
DOOR REFERENCE	6 — DOOR NUMBER
WINDOW REFERENCE	B — WINDOW LETTER
NOTE REFERENCE	4 — NOTE NUMBER
STOREFRONT REFERENCE	A — STOREFRONT LETTER
REVISION REFERENCE	2 — REVISION NUMBER
ROOM NUMBER AND INTERIOR ELEVATION REFERENCE	1 WALL NUMBER; 101 ROOM NUMBER; A-8 INTERIOR ELEVATION SHEET NUMBER; 2 / 4 / 3

PLAN KEYS

SOFFIT OR DROP CEILING (8'-0" A.F.F. UNLESS NOTED OTHERWISE)

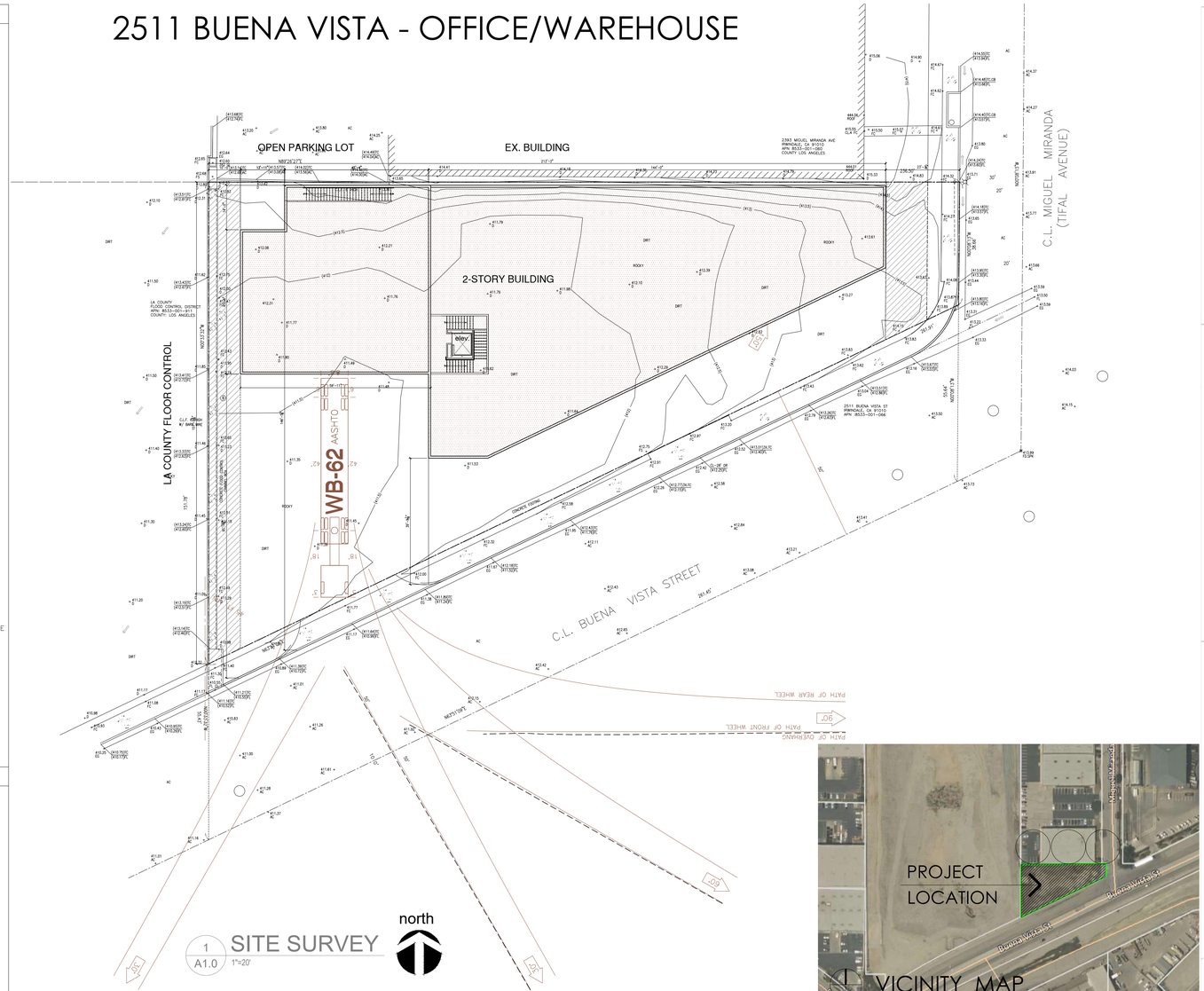
GYPSUM BOARD POTSHELF OR SPANDREL (REFER TO PLAN OR SECTION FOR HEIGHT)

FLOOR PLAN LEGEND

OSB: OBSCURED GLASS
TEMP: TEMPERED GLASS
GB: GLASS BLOCK
SL: SLIDER
SH: SINGLE HUNG
FD: FRENCH DOOR
HC: HOLLOW CORE
SC: SOLID CORE
S&P: SELVES & POLE
BP: BI-PASS
4040 4'-0"x4'-0"
2668 2'-6"x6'-8"
16070 16'-0"x7'-0"
FX: FIXED GLASS

EXISTING WALL
NEW WALL
DEMO WALL
EXIT ROUTE

INTERIOR ELEVATIONS (A, B, C, D)



1 A1.0 SITE SURVEY 1"=20'

1 VICINITY MAP



The following comments are from other departments and will be included as conditions of approval for the project.

Engineering/Public Works
STREETS

1. All off-site improvements within the Public Right-of-Way shall be performed in accordance with City Standards to the satisfaction of the City Engineer. Construction plans shall be reviewed and approved by the City Engineer.
2. The owner/developer shall bear the full cost to remove and reconstruct all damaged or deficient sidewalk, driveways, curb and gutter as directed by the City Engineer. Sidewalk and driveways to be reconstructed shall meet ADA standards.
3. The owner/developer shall pay to the City $40,440, for the full cost to resurface the existing street frontage on Miguel Miranda Avenue and Buena Vista Street (full width) and construct an ADA curb ramp on the northwest corner of the intersection of Buena Vista Street and Miguel Miranda Avenue. The City shall perform the construction of these improvements.
4. Street lighting fixtures shall be upgraded to LED fixtures along the Miguel Miranda Avenue property frontage and developer/owner shall bear the full cost to design and install a new street light along the Buena Vista Street frontage in accordance with Los Angeles County standards and to the satisfaction of the City Engineer.
5. Adequate "on-site" parking shall be provided per City requirements.
6. The owner/developer shall bear the full cost for the actual cost for the installation, replacement or modification of traffic control signs, striping and pavement markings required in conjunction with the development.
7. The owner/developer shall design and construct ADA accessible driveway approaches. All improvements shall be constructed in accordance with the City standards to the satisfaction of the City Engineer. Pedestrian easements may be required depending on the design chosen.

CITY UTILITIES

8. Storm drains, catch basins, connector pipes, and appurtenances for the site specific storm drain system shall be designed and constructed in accordance with Los Angeles County standards and the City Engineer's requirements. The owner/developer shall submit grading and drainage plans to the City Engineer for review and approval. The grading and drainage plans shall be prepared by a licensed civil engineer and comply with Los Angeles County grading permit requirements. A hydrology study shall be included with the drainage plan.
9. The owner/developer shall pay for the entire cost for the design, engineering construction, permitting and inspection of any upgrade to the water main and connections as required by the serving water company for the proposed development.
10. The owner/developer shall obtain a Storm Drain Connection Permit from the City of Irwindale and/or Los Angeles County Flood Control District for connection(s) to the existing storm drain system.
11. The owner/developer shall pay for the entire cost for the design, engineering construction, permitting and inspection of any new and/or upgrade to any existing Fire Hydrant as required by the Los Angeles County Fire Department.
12. Sanitary sewers shall be constructed in accordance with City specifications to serve the subject development. The plans for the sanitary sewers shall be approved by the City Engineer. A sewer study shall be submitted along with the sanitary sewer plans.
13. The owner/developer shall obtain a Sewer Connection Permit from the City of Irwindale and/or Los Angeles County Sanitation District for connection(s) to the existing sewer system.
14. Prior to the issuance of building permits, the owner/developer shall provide the City of Irwindale a will-serve letter and approved Form - 106 from the water utility provider, Los Angeles County Fire Department and Los Angeles County Sanitation District.

TRAFFIC

15. The owner/developer shall install red curb for truck access along the Buena Vista Street frontage to prohibit parking. All improvements shall be constructed in accordance with the City standards to the satisfaction of the City Engineer. Construction plans shall be reviewed and approved by the City Engineer.
16. A pedestrian easement shall be provided to the City along the Miguel Miranda Avenue frontage, and anywhere else deemed necessary by the City Engineer to meet sidewalk ADA requirements.
17. An Easement Agreement for all easements (e.g., reciprocal access; surface drainage; utilities, etc.) shall be prepared and shall be executed and recorded in the Office of the Los Angeles County Recorder. Such agreements and any CC&Rs shall be subject to the approval of the City Attorney.

MISCELLANEOUS

18. Any changes to the site plan shall be reviewed and approved by the City Planner and City Engineer.

Public Works Services

1. Any constructed walls that face the public right-of-way shall implement anti-graffiti management practices such as planting vines on the wall.
2. All pedestrian and approach ramps in the public right-of-way shall meet ADA requirements.
3. On-site trash enclosure area shall have sufficient space for solid waste and organic waste receptacles and shall be covered from the elements.
4. City of Irwindale requires irrigation and landscaping plans within the public right-of-way and parkways (when available). The plans shall be submitted to the Public Works Services Manager for review and approval.
5. All utilities and signs within the public right-of-way shall meet horizontal and vertical ADA clearance requirements.
6. Existing approach ramp shall be removed if it does not serve operational use. If deemed non-functional the approach ramp shall be replaced with curb, gutter, and sidewalk to match existing adjacent conditions per Standard Plans and Specifications for Public Works Construction (Greenbook latest edition).
7. The owner and/or developer shall remove and reconstruct all damaged, deficient, or substandard sidewalk, driveways, curb, and gutter as directed by the City Engineer and the Public Works Services Manager.
8. The owner and/or developer/applicant is responsible for obtaining encroachment permit(s) prior to any type of work in the public right-of-way.
9. Easements shall remain in place, free of any obstructions that can cause blockage or flooding. Parking area shall not be developed on the storm drain easement.
10. Any work within easements on the project site shall require proper permits from the easement holder (City of Irwindale, County of Los Angeles, etc.).
11. The owner/developer shall comply with the National Pollutant Discharge Elimination System (NPDES) program and shall require the general contractor to implement storm water/urban runoff pollution prevention controls and Best Management Practices (BMPs) on all construction sites in accordance with the City Code. The owner/developer will also be required to submit a Certification for the project and may be required to prepare a Storm Water Pollution Prevention Plan (SWPPP). Projects over five acres in size will be required to file a Notice of Intent (NOI) with the California Environmental Protection Agency's State Water Resources Control Board (SWRCB). The NOI must be filed with the SWRCB prior to grading. This can be done by contacting the SWRCB, Construction Storm Water Unit, at (866) 563-3107 or by downloading the forms from the following website : www.waterboards.ca.gov/water_issues/programs/stormwater/construction.shtml.

The project shall also conform to the City's Ordinance regarding the requirements for the submittal of a Standard Urban Storm Water Mitigation Plan ("SUSMP"), and the requirements of Low Impact Development ("LID"). The SUSMP includes a requirement to implement Post Construction BMPs to infiltrate the first .5/4" of runoff from all storm events and to control peak flow discharges.

12. Unless exempted by the Los Angeles Regional Water Quality Control Board, a Covenant and Restriction ensuring the provisions of the approved SWPPP shall also be required.
13. No dumping or unpermitted discharges are allowed into the Los Angeles River via Buena Vista Channel, catch basins, direct discharge, and storm drains.

Please feel free to contact me at your convenience at 626-430-2240, from 8:00 am to 6:00 pm, Monday through Thursday.

Sincerely,

Lisa Choi
Planning Technician

C: File (SP&DR(DA) No. 01-2021)

Enclosures: Minimum Plan Submittal Requirements Non-Residential Construction
Building Code Manual

CC: Binh Tran
ZBT group
401 Marion Blvd.
Fullerton, CA 92835

PROJECT SUMMARY			
OWNER/DEVELOPER	FLEXSPACE PMIC LLC.		
ADDRESS	715 ANOAKIA LN, ARCADIA, CA 91006		
CONTACT PERSON	BOYU ZHANG		
PROJECT ADDRESS	2511 N. BUENA VISTA ST., IRWINDALE, CA 91504		
ASSESSOR PARCEL NO.	8533-001-066		
SCOPE OF WORK	NEW 2-STORY OFFICE/WAREHOUSE		
CALIFORNIA BUILDING CODE	2019CBC,CEC, CMC, CPC, GREEN CODE		
ZONE	M-2		
NUMBER OF STORIES	2-STORY 45' HIGH MAX.		
CONSTRUCTION TYPE	V-N WITH AUTOMATIC FIRE SPRINKLERS		
OCCUPANCY	B,S-1, F-1		
FIRE SPRINKLER	YES		
LOT AREA	22,672		
FAR:	1.89		
COVERAGE	12,016	53.0%	
LANDSCAPE	4,731	20.9%	
HARDSCAPE: PARKING	7,888	34.8%	
STANDARD-9'x19'	11		
EV-9'x19'	2		
ADA-VAN-9'x19'	1		
COMPACT-8.5'x15'	4	22.2%	25% MAX
TOTAL PARKING SPACES	18		
LOADING-9.5'x20'	2		

PARKING ANALYSIS		REQUIRED	PROVIDED
1ST FLOOR WAREHOUSE (1:1000)	9,290	9.3	
2ND FLOOR OFFICE (1:350)	2,726	7.8	
TOTAL	12,016	17	18
FRONT SETBACK		20'	20'

UTILITY COMPANIES	
ELECTRIC	SOUTHERN CALIFORNIA EDISON
WATER	

TEAM

DEVELOPER: FLEXSPACE PIMC, LLC
2511 BUENA VISTA ST., IRWINDALE, CA
BILLZHANG@POTATOCONSTRUCTION.COM

DESIGNER: ZBT GROUP
401 MARION BLVD, FULLERTON, CA 92835
BINH@ZBTGROUP.COM . 714.476.7778

LANDSCAPE: ROYAL OAK DESIGN
2456 HUNTINGTON WAY, LA VERNE, CA 91750

MEP : CDI ENGINEERING
16520 BAKE PKWY, #100, IRVINE, CA 92618

CIVIL: CALLAND ENGINEERING
574 E. LAMBERT ROAD, BREA, CA 92821

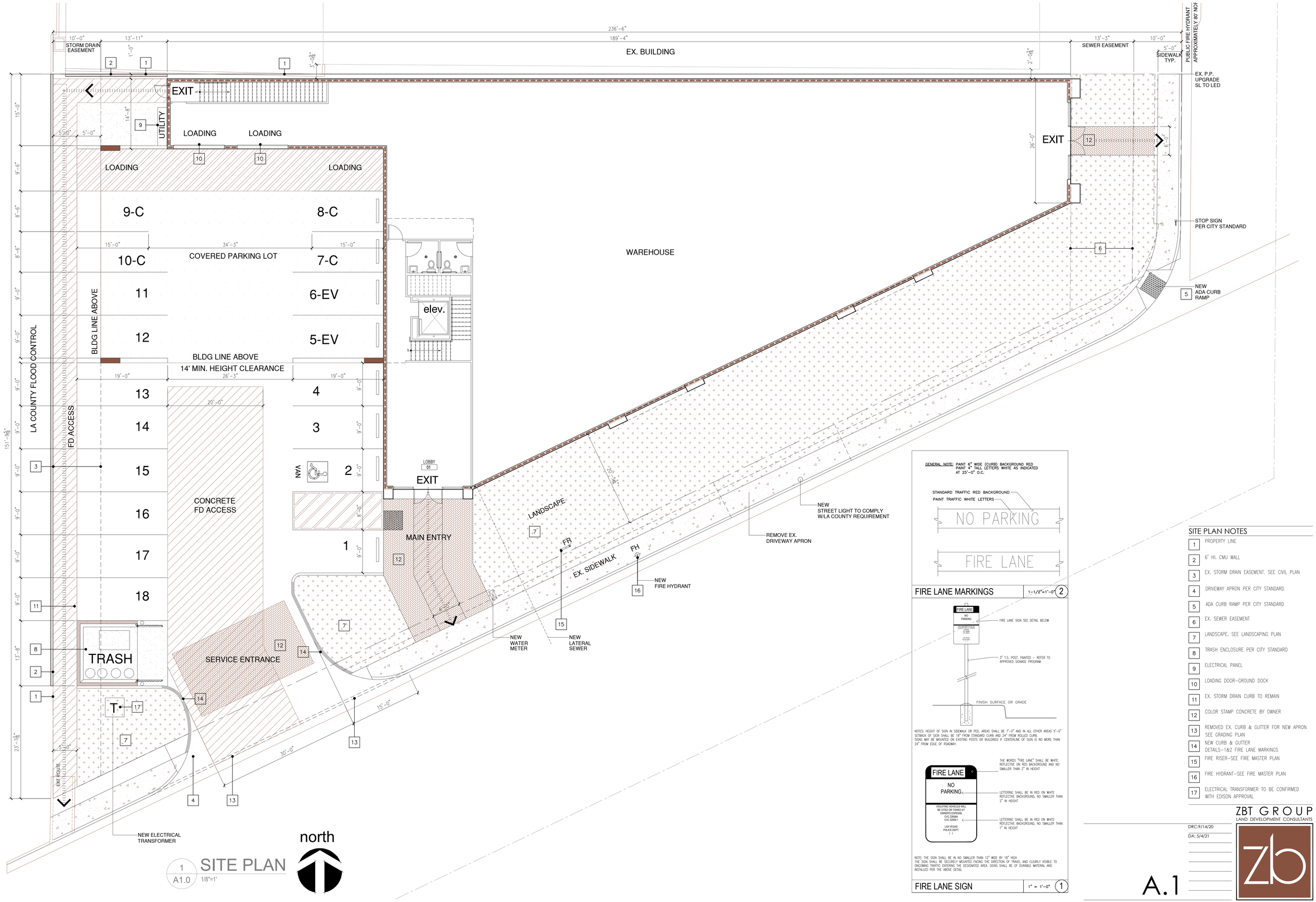
SHEET INDEX

A.0 COVER SHEET
A.1 SITE PLAN
A.2 ROOF PLAN-FIRE NOTES
A.3 FIRST FLOOR
A.4 SECOND FLOOR
A.5 BUILDING ELEVATIONS
A.6 BUILDING SECTIONS

ZBT GROUP
LAND DEVELOPMENT CONSULTANTS

DRC:9/14/20
DA: 5/4/21

A.0



1 A1.0 SITE PLAN 1/8"=1'

GENERAL NOTE: PAINT 6" WIDE (CURB) BACKGROUND RED
PAINT 4" TALL LETTERS WHITE AS INDICATED AT 25'-0" O.C.

FIRE LANE MARKINGS 1-1/2"=1'-0" 2

FIRE LANE SIGN 1" = 1'-0" 1

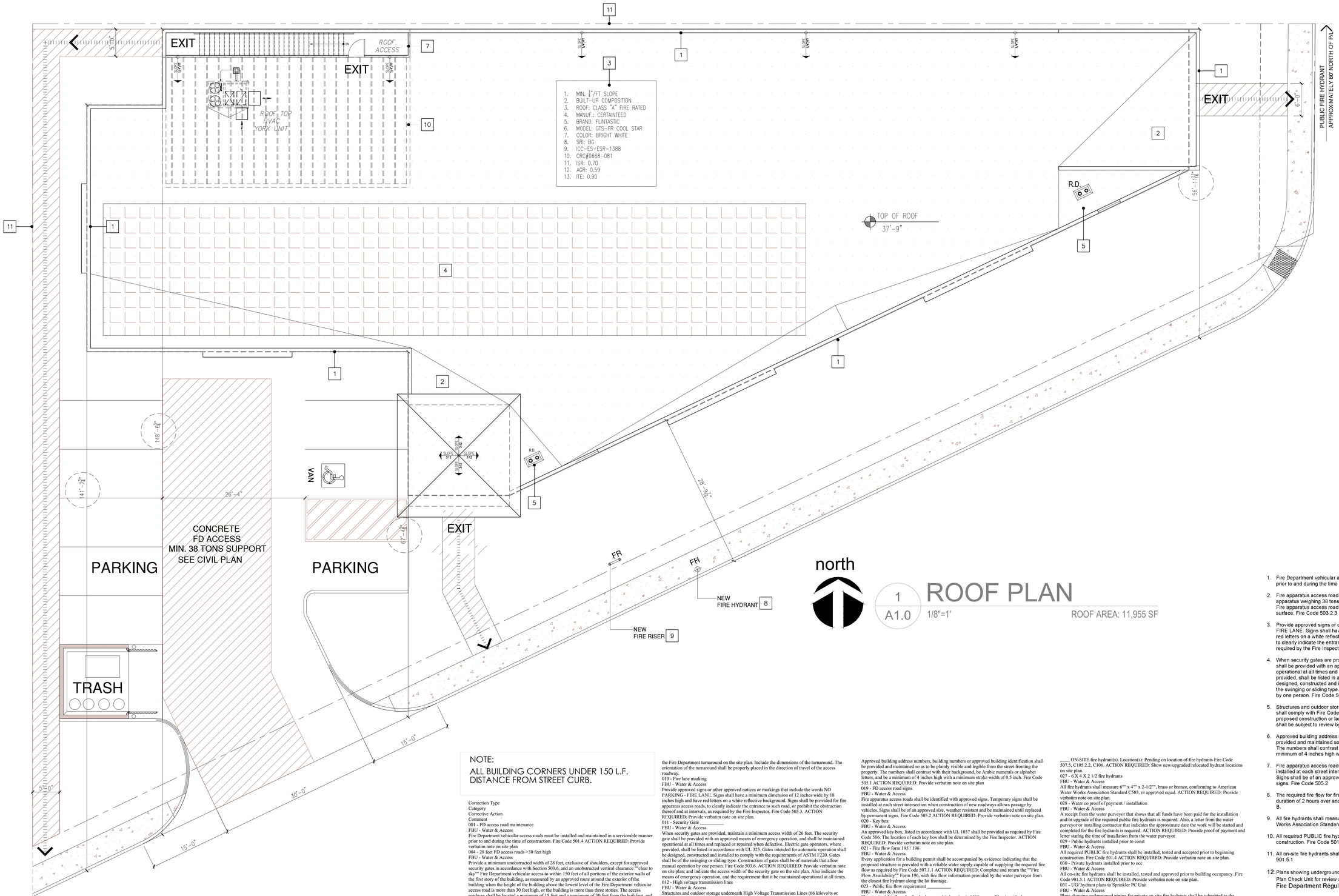
SITE PLAN NOTES

1. PROPERTY LINE
2. 6' HI. CMU WALL
3. EX. STORM DRAIN EASEMENT. SEE CIVIL PLAN
4. DRIVEWAY APRON PER CITY STANDARD
5. ADA CURB RAMP PER CITY STANDARD
6. EX. SEWER EASEMENT
7. LANDSCAPE. SEE LANDSCAPING PLAN
8. TRASH ENCLOSURE PER CITY STANDARD
9. ELECTRICAL PANEL
10. LOADING DOOR-GROUND DOCK
11. EX. STORM DRAIN CURB TO REMAIN
12. COLOR STAMP CONCRETE BY OWNER
13. REMOVED EX. CURB & GUTTER FOR NEW APRON SEE GRADING PLAN
14. NEW CURB & GUTTER DETAILS-1&2 FIRE LANE MARKINGS
15. FIRE RISER-SEE FIRE MASTER PLAN
16. FIRE HYDRANT-SEE FIRE MASTER PLAN
17. ELECTRICAL TRANSFORMER TO BE CONFIRMED WITH EDISON APPROVAL

ZBT GROUP
LAND DEVELOPMENT CONSULTANTS

DRC:9/14/20
DA: 5/4/21

A.1



ROOF NOTES

1. PARAPET W/S.M. CAP WRAP UNDERLAYMENT OVER WD. PLATE AND LAP WALL BLDG PAPER.
2. CANT STRIP OVER MTL. FLASHING
3. COMPOSITE BUILT-UP ROOF CLASS-A FIRE RATED O/30# FELT UNDERLAYMENT. SLOPE TO DRAIN
4. FUTURE SOLAR PANELS
5. ROOF DRAIN W/OVERFLOW ALT. SCUPPER TO DOWNSPOUT.
6. HVAC PACKAGE UNIT
7. UPPER ROOF OVER STAIRWAY
8. FIRE HYDRANT
9. FIRE RISER
10. METAL TUBE TRELLIS, PAINTED WHITE
11. PROPERTY LINE

1 A1.0 ROOF PLAN

1/8"=1' ROOF AREA: 11,955 SF

NOTE:

ALL BUILDING CORNERS UNDER 150 L.F. DISTANCE FROM STREET CURB.

Correction Type
Category
Corrective Action
Comment
001 - FD access road maintenance
FBU - Water & Access
Fire Department vehicular access roads must be installed and maintained in a serviceable manner prior to and during the time of construction. Fire Code 501.4 ACTION REQUIRED: Provide verbatim note on site plan
004 - 28 feet FD access roads >30 feet high
FBU - Water & Access
Provide a minimum unobstructed width of 28 feet, exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance ""clear to sky"" Fire Department vehicular access to within 150 feet of all portions of the exterior walls of the first story of the building, as measured by an approved route around the exterior of the building when the height of the building above the lowest level of the Fire Department vehicular access road is more than 30 feet high, or the building is more than three stories. The access roadway shall be located a minimum of 15 feet and a maximum of 30 feet from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official. Fire Code 503.1.1 & 503.2.2. ACTION REQUIRED: Cross-hatch the Fire Department vehicle access on the site plan, and clearly show the required width.
005 - FD access road surface _____
FBU - Water & Access
Fire apparatus access roads shall be designed and maintained to support the imposed load of fire apparatus weighing 38 tons and shall be surfaced so as to provide all-weather driving capabilities. Fire apparatus access roads having a grade of 10 percent or greater shall have a paved or concrete surface. Fire Code 503.2.3 ACTION REQUIRED: Provide a typical roadway section clearly indicating the type of surfacing material(s) and their thicknesses on the site plan.
006 - 32 foot turning radius
FBU - Water & Access
Fire Department vehicular access roads shall be provided with a 32 foot centerline turning radius. Fire Code 503.2.4 ACTION REQUIRED: Indicate the centerline, inside and outside turning radii for each change in direction on the site plan.
007 - Dead end roads > 150 feet
FBU - Water & Access
Dead-end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved Fire Department turnaround. Fire Code 503.2.5 ACTION REQUIRED: Cross-hatch the Fire Department turnaround on the site plan. Include the dimensions of the turnaround. The orientation of the turnaround shall be properly placed in the direction of travel of the access roadway.
010 - Fire lane marking
FBU - Water & Access
Provide approved signs or other approved notices or markings that include the words NO PARKING - FIRE LANE. Signs shall have a minimum dimension of 12 inches wide by 18 inches high and have red letters on a white reflective background. Signs shall be provided for fire apparatus access roads, to clearly indicate the entrance to such road, or prohibit the obstruction thereof and at intervals, as required by the Fire Inspector. Fire Code 503.3. ACTION REQUIRED: Provide verbatim note on site plan.
011 - Security Gate _____
FBU - Water & Access
When security gates are provided, maintain a minimum access width of 26 feet. The security gate shall be provided with an approved means of emergency operation, and shall be maintained operational at all times and replaced or repaired when defective. Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F220. Gates shall be of the swinging or sliding type. Construction of gates shall be of materials that allow manual operation by one person. Fire Code 503.6. ACTION REQUIRED: Provide verbatim note on site plan; and indicate the access width of the security gate on the site plan. Also indicate the means of emergency operation, and the requirement that it be maintained operational at all times.
012 - High voltage transmission lines
FBU - Water & Access
Structures and outdoor storage underneath High Voltage Transmission Lines (66 kilovolts or greater) shall comply with Fire Code 316.6 and County of Los Angeles Fire Department Regulation 27. Any proposed construction or land use within 100 feet of the drip line of High Voltage Transmission lines shall be subject to review by the Fire Marshal. ACTION REQUIRED: Provide verbatim note and indicate on the Site Plan the location of all drip lines and provide the dimension from the drip line(s) to all proposed structures and property lines.
015 - 5 foot walking FD access
FBU - Water & Access
A minimum 5 foot wide approved firefighter access walkway leading from the fire department access road to all required openings in the buildings exterior walls shall be provided for firefighting and rescue purposes. Fire Code 504.1 ACTION REQUIRED: Clearly identify firefighter walkway access routes on the site plan. Indicate the slope and walking surface material. Clearly show the required width.
016 - Roof top barriers and parapets
FBU - Water & Access
Security barriers, visual screen barriers or other obstructions shall not be installed on the roof of any building in such a manner as to obstruct firefighter access or egress in the event of fire or other emergency. Parapets shall not exceed 48 inches from the top of the parapet to the roof surface on more than two sides. Fire Code 504.5 ACTION REQUIRED: Clearly indicate the height of all parapets in a section view.
017 - Building address numbers
FBU - Water & Access
Approved building address numbers, building numbers or approved building identification shall be provided and maintained so as to be plainly visible and legible from the street fronting the property. The numbers shall contrast with their background, be Arabic numerals or alphabet letters, and be a minimum of 4 inches high with a minimum stroke width of 0.5 inch. Fire Code 505.1 ACTION REQUIRED: Provide verbatim note on site plan
019 - FD access road signs
FBU - Water & Access
Fire apparatus access roads shall be identified with approved signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be of an approved size, weather resistant and be maintained until replaced by permanent signs. Fire Code 505.2 ACTION REQUIRED: Provide verbatim note on site plan.
020 - Key box
FBU - Water & Access
An approved key box, listed in accordance with UL 1037 shall be provided as required by Fire Code 506. The location of each key box shall be determined by the Fire Inspector. ACTION REQUIRED: Provide verbatim note on site plan.
021 - Fire flow form 195 / 196
FBU - Water & Access
Every application for a building permit shall be accompanied by evidence indicating that the proposed structure is provided with a reliable water supply capable of supplying the required fire flow as required by Fire Code 507.1.1 ACTION REQUIRED: Complete and return the ""Fire Flow Availability"" Form 196, with fire flow information provided by the water purveyor from the closest fire hydrant along the lot frontage.
023 - Public fire flow requirement _____
FBU - Water & Access
The required fire flow for fire hydrants at this location is 1500gpm, at 20 psi residual pressure, for a duration of 2 hours over and above maximum daily domestic demand. Fire Code 507.3 and Appendix B. ACTION REQUIRED: Provide the following note on site plan.
024 - On site fire flow requirement
FBU - Water & Access
The required fire flow for a single private ON-SITE fire hydrant at this location is 1250 gpm at 20 psi residual pressure, more than one on-site fire hydrant is required, the on-site fire flow shall be the same as required for public fire hydrants in accordance with Appendix Table B105.1. Fire Code C106 ACTION REQUIRED: Provide verbatim note on site plan. Indicate the required fire flow when more than one on-site hydrant is required.
025 - Hydrant spacing requirements
FBU - Water & Access
Spacing of fire hydrants shall not exceed the distances specified in Fire Code C105.2 & C106. ACTION REQUIRED: Show all existing public and private on-site fire hydrants on the site plan. Include the location of all public fire hydrants within 300 feet of the lot frontage on both sides of the street. Specify size of fire hydrant(s) and dimension(s) to property lines. Additional fire hydrant requirements may be necessary after this information is provided.
026 - Public / private hydrant quantity _____
FBU - Water & Access
The fire hydrant requirements for this project are as follows: Install _____ PUBLIC fire hydrant(s). Upgrade _____ PUBLIC fire hydrant(s). Relocate ___ PUBLIC fire hydrant(s). Install ____ ON-SITE fire hydrant(s). Location(s): Pending on location of fire hydrants Fire Code 507.5, C105.2.2, C106. ACTION REQUIRED: Show new/upgraded/relocated hydrant locations on site plan.
027 - 6 X 4 X 2 1/2 fire hydrants
FBU - Water & Access
All fire hydrants shall measure 6"" x 4"" x 2-1/2"", brass or bronze, conforming to American Water Works Association Standard C503, or approved equal. ACTION REQUIRED: Provide verbatim note on site plan.
028 - Water co proof of payment / installation
FBU - Water & Access
A receipt from the water purveyor that shows that all funds have been paid for the installation and/or upgrade of the required public fire hydrants is required. Also, a letter from the water purveyor or installing contractor that indicates the approximate date the work will be started and completed for the fire hydrants is required. ACTION REQUIRED: Provide proof of payment and letter stating the time of installation from the water purveyor
029 - Public hydrants installed prior to const
FBU - Water & Access
All required PUBLIC fire hydrants shall be installed, tested and accepted prior to beginning construction. Fire Code 501.4 ACTION REQUIRED: Provide verbatim note on site plan.
030 - Private hydrants installed prior to occ
FBU - Water & Access
All on-site fire hydrants shall be installed, tested and approved prior to building occupancy. Fire Code 901.5.1 ACTION REQUIRED: Provide verbatim note on site plan.
031 - UG hydrant plans to Sprinkler PC Unit
FBU - Water & Access
Plans showing underground piping for private on-site fire hydrants shall be submitted to the Sprinkler Plan Check Unit for review and approval prior to installation. Fire Code 901.2, County of Los Angeles Fire Department Regulation 7 ACTION REQUIRED: Provide verbatim note on site plan
00-FSPGEN - TYPE IN A SPECIFIC REQUIREMENT
FSU - GENERAL
This Water and Access plan review ONLY, site plan, floor plan and elevations shall be submitted separtely for Building plan review and approval. Plan will not be approved for high piled storages, plan for high piled storage shall be submitted separtley for plan review and approval.

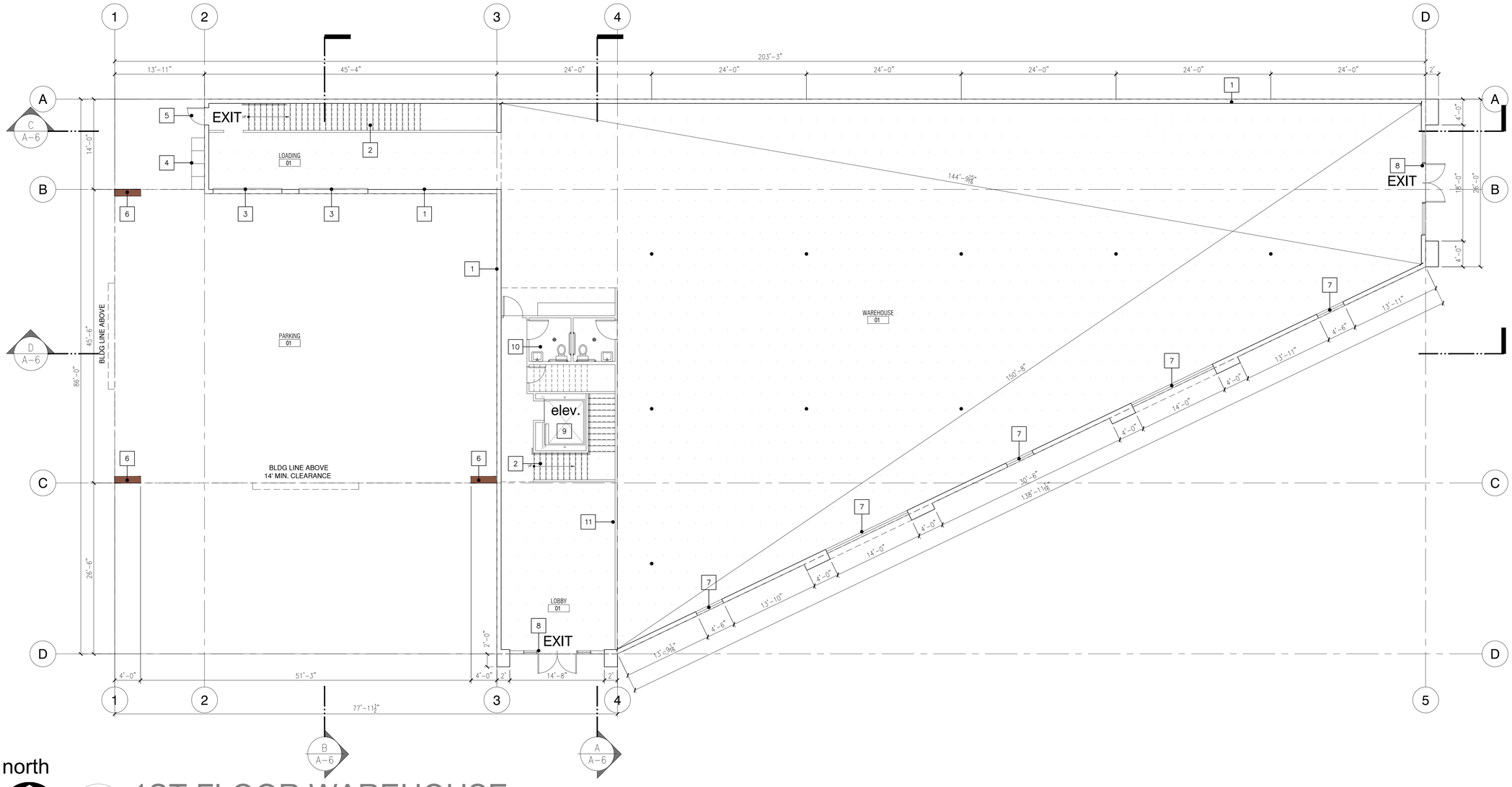
FIRE DEPARTMENT NOTES

1. Fire Department vehicular access roads must be installed and maintained in a serviceable manner prior to and during the time of construction. Fire Code 501.4
2. Fire apparatus access roads shall be designed and maintained to support the imposed load of fire apparatus weighing 38 tons and shall be surfaced so as to provide all-weather driving capabilities. Fire apparatus access roads having a grade of 10 percent or greater shall have a paved or concrete surface. Fire Code 503.2.3
3. Provide approved signs or other approved notices or markings that include the words NO PARKING - FIRE LANE. Signs shall have a minimum dimension of 12 inches wide by 18 inches high and have red letters on a white reflective background. Signs shall be provided for fire apparatus access roads, to clearly indicate the entrance to such road, or prohibit the obstruction thereof and at intervals, as required by the Fire Inspector. Fire Code 503.3
4. When security gates are provided, maintain a minimum access width of 26 feet. The security gate shall be provided with an approved means of emergency operation, and shall be maintained operational at all times and replaced or repaired when defective. Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F220. Gates shall be of the swinging or sliding type. Construction of gates shall be of materials that allow manual operation by one person. Fire Code 503.6
5. Structures and outdoor storage underneath High Voltage Transmission Lines (66 kilovolts or greater) shall comply with Fire Code 316.6 and County of Los Angeles Fire Department Regulation 27. Any proposed construction or land use within 100 feet of the drip line of High Voltage Transmission lines shall be subject to review by the Fire Marshal.
6. Approved building address numbers, building numbers or approved building identification shall be provided and maintained so as to be plainly visible and legible from the street fronting the property. The numbers shall contrast with their background, be Arabic numerals or alphabet letters, and be a minimum of 4 inches high with a minimum stroke width of 0.5 inch. Fire Code 505.1
7. Fire apparatus access roads shall be identified with approved signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be of an approved size, weather resistant and be maintained until replaced by permanent signs. Fire Code 505.2
8. The required fire flow for fire hydrants at this location is 1500gpm, at 20 psi residual pressure, for a duration of 2 hours over and above maximum daily domestic demand. Fire Code 507.3 and Appendix B.
9. All fire hydrants shall measure 6"" x 4"" x 2-1/2"", brass or bronze, conforming to American Water Works Association Standard C503, or approved equal.
10. All required PUBLIC fire hydrants shall be installed, tested and accepted prior to beginning construction. Fire Code 501.4
11. All on-site fire hydrants shall be installed, tested and approved prior to building occupancy. Fire Code 901.5.1
12. Plans showing underground piping for private on-site fire hydrants shall be submitted to the Sprinkler Plan Check Unit for review and approval prior to installation. Fire Code 901.2, County of Los Angeles Fire Department Regulation 7

ZBT GROUP
LAND DEVELOPMENT CONSULTANTS

DRC:9/14/20
DA: 5/4/21

A.2



north

1
A1.0

1ST FLOOR WAREHOUSE

1/8"=1'

G.F.A: 9,290 SF

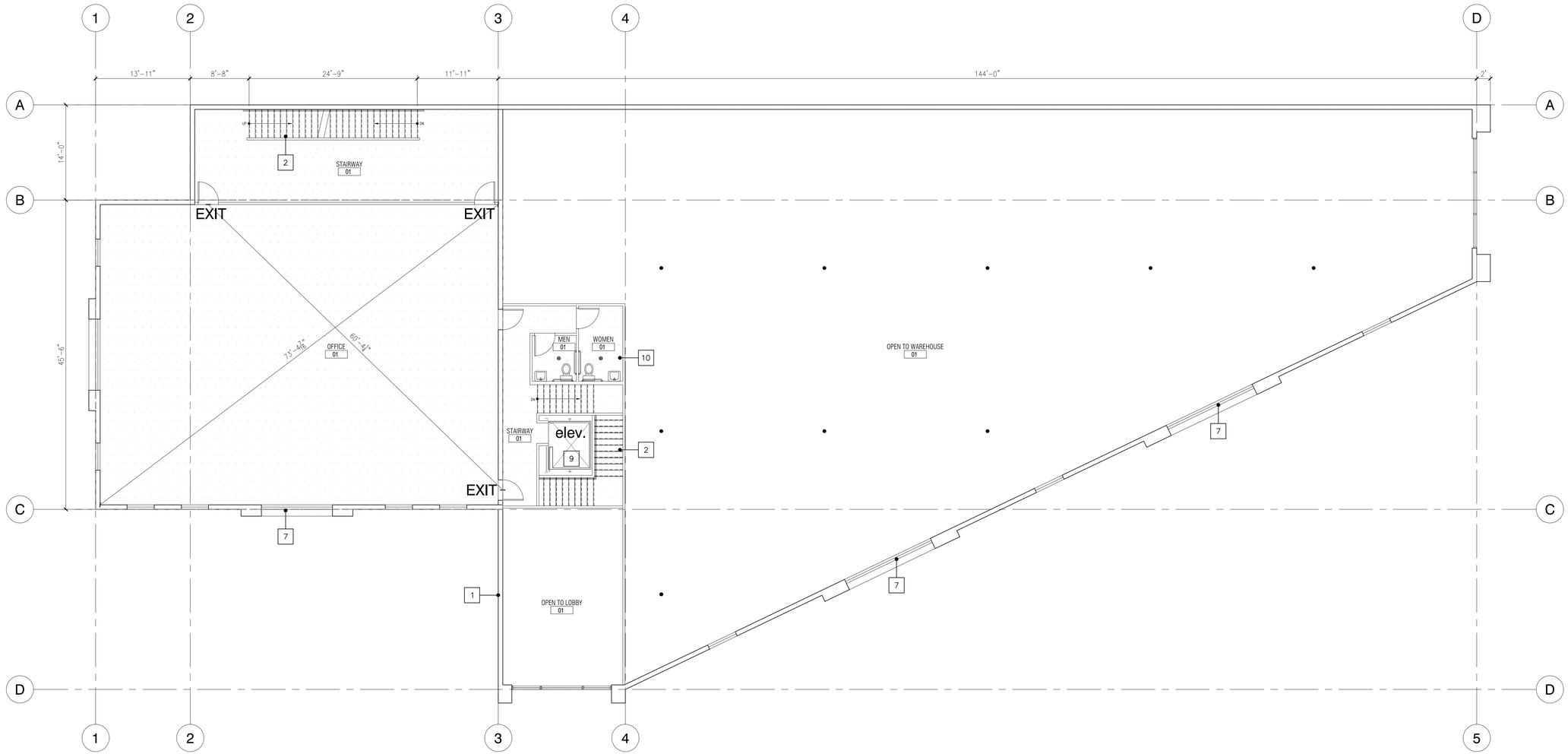
PLAN NOTES

1. TILT-UP WALL
2. PREFAB METAL STAIRWAY
3. 10'x10' ROLL-UP METAL DOOR
4. ELECTRICAL CABINET
5. 3'x7' METAL EXIT DOOR
6. STRUCTURAL COLUMN-SEE STRUCTURAL PLAN
7. NO REFLECTIVE GLAZING
8. PANIC HARDWARE GLASS DOORS
9. ELEVATOR
10. ADA RESTROOM COMPLIANCE
11. FULL HEIGHT WALL TO CEILING

ZBT GROUP
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DRC:9/14/20
DA: 5/4/21

A.3



north

1
A1.0

2ND FLOOR OFFICE

1/8"=1'

G.F.A.: 2,726 SF

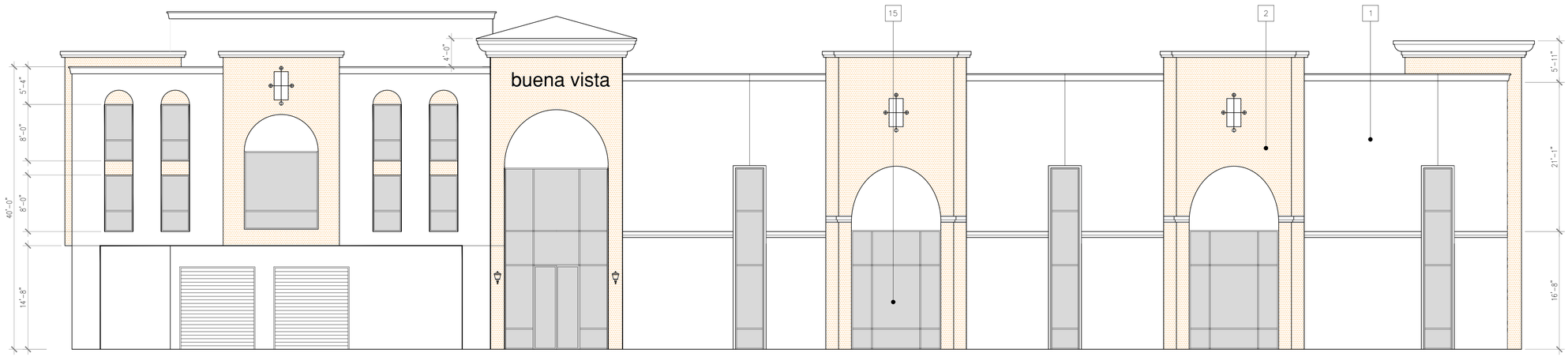
PLAN NOTES

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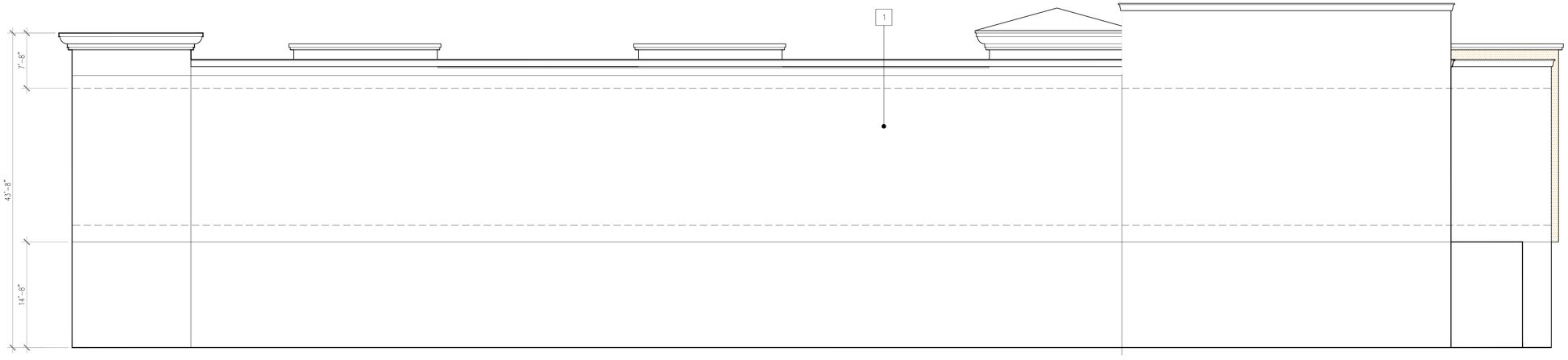
ZBT GROUP
LAND DEVELOPMENT CONSULTANTS

DRC:9/14/20
DA: 5/4/21

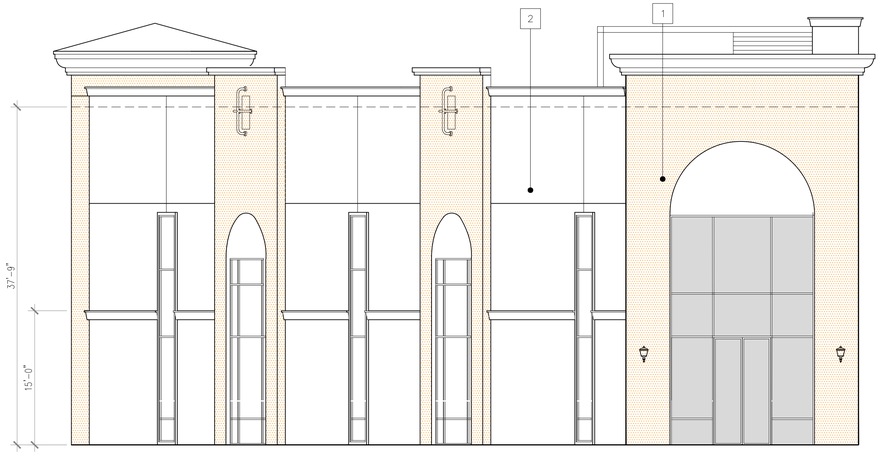
A.4



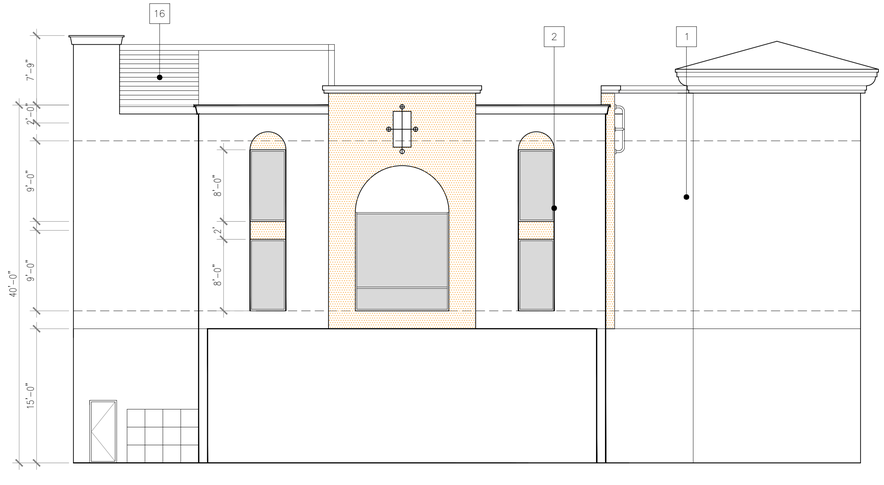
1 A1.0 SOUTH ELEVATION 1/8"=1'



1 A1.0 NORTH ELEVATION 1/8"=1'



1 A1.0 EAST ELEVATION 1/8"=1'



1 A1.0 WEST ELEVATION 1/8"=1'

ELEVATION NOTES

1. STUCCO W/FINISH PER LIGHT YELLOW COLOR SCHEDULE
2. STUCCO W/FINISH PER DARK YELLOW COLOR SCHEDULE
3. MANUFACTURED STONE VENEER–INSTALL PER MANUF SPECS
4. HARDIE PANEL SIDING–INSTALL PER MANUF SPECS.
5. PRECAST TRIM–SEE DETAILS
6. WOOD TRIM–SEE DETAILS
7. MANUFACTURED TILE ROOF–INSTALL PER MANUF SPECS
8. DECORATIVE WROUGHT IRON GUARDRAIL AT 42" A.F.F.–SEE DETAILS
9. SHUTTER–SEE DETAIL
10. EXPOSED RAFTER TAILS–SEE DETAILS
11. RECESSED WINDOWS–SEE DETAILS
12. EXTERIOR LIGHTING FIXTURES–SEE DETAILS
13. STUCCO COVERED FOAM CORBEL–SEE DETAILS
14. ADDRESS SIGN LIT FROM LIGHT ABOVE–NUMBER SHALL CONTRAST WITH BACKGROUND. 4" HIGH LETTERS MIN. WITH $\frac{1}{2}$" STROKE MIN.
15. NO REFLECTIVE GLASS FOR WINDOWS AND DOORS PER DESIGN GUILD
16. METAL TUBE TRELLIS WITH LOUVER. PAINTED WHITE

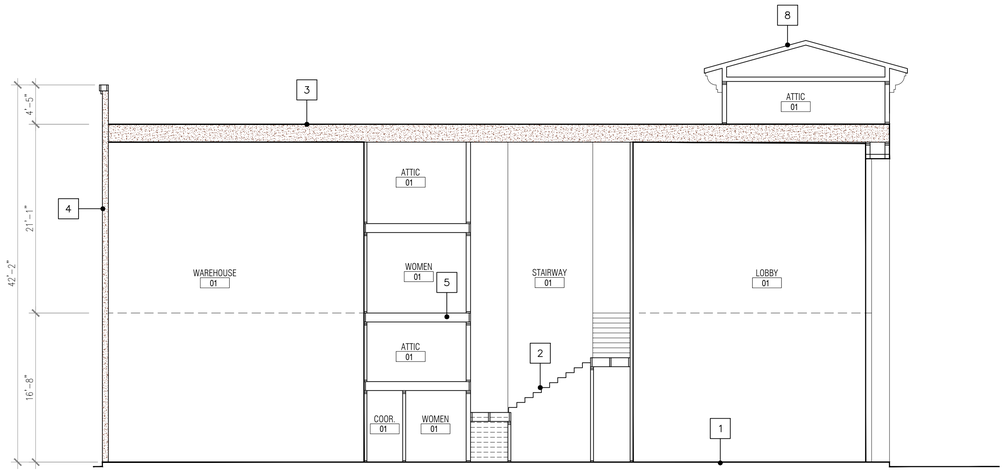
GENERAL NOTES:

1. ALL EXTERIOR WOOD/COMPOSITE TRIM TO BE PRIMED, PAINTED, FINISHED AND INSTALLED PER MANUF SPECS.
2. ALL EXTERIOR GLASS SHALL BE DUAL GLAZED WITH ONE PANE TEMPERED PER TITLE–24
3. PROVIDE 2 LAYERS GRADE "D" PAPER OVER ALL WOOD BASED SHEATHING AT EXTERIOR WALLS.

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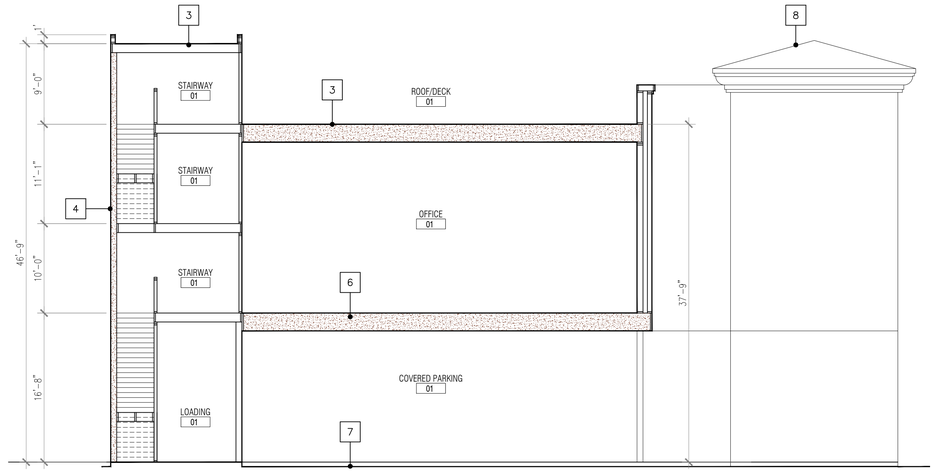
DRC:9/14/20
DA: 5/4/21

A.5



1 A1.0 SECTION-A

1/8"=1'



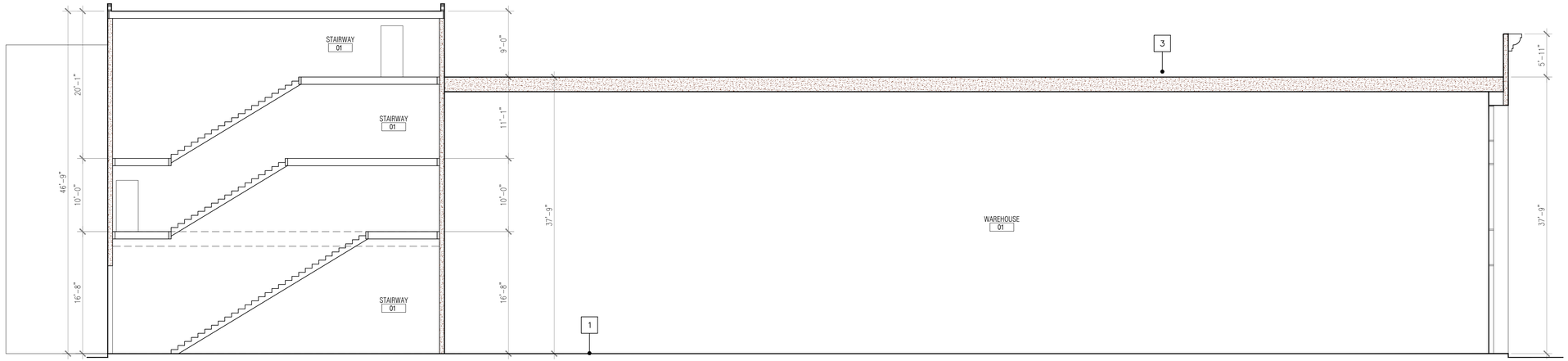
1 A1.0 SECTION-B

1/8"=1'

SECTION NOTES

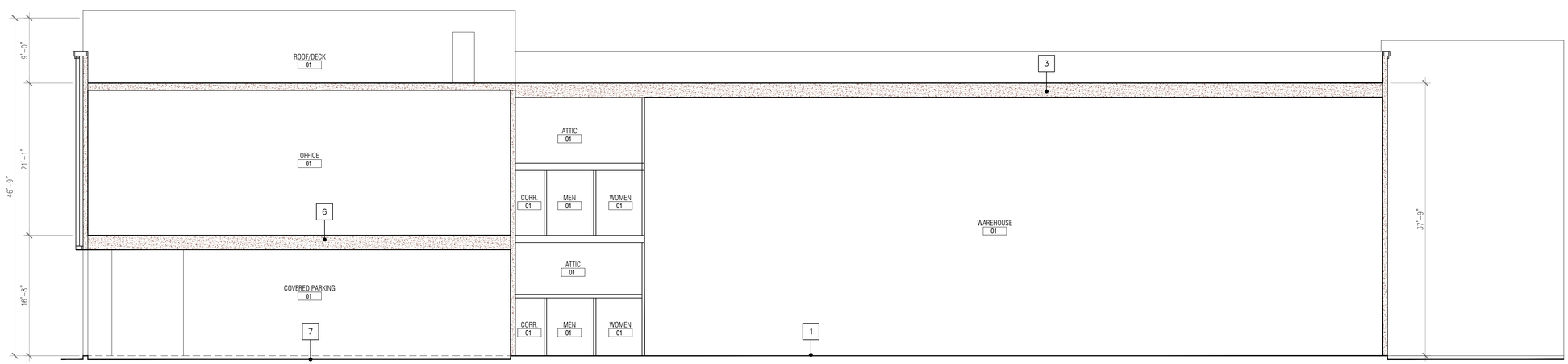
THESE ARE ARCHITECTURAL SECTIONS ONLY. AS SUCH THEY ARE INTENDED TO REPRESENT THE GENERAL CONFIGURATION OF THE BUILDING. SEE STRUCTURAL ENGINEER DRAWINGS FOR ALL REQUIRED STRUCTURAL ELEMENTS AND THEIR CONFIGURATIONS

1. CONC. SLAB. SEE STRUCTURAL ENGINEER'S DRAWINGS FOR SPECIFIC FOUNDATION DESIGN AND REQUIREMENTS. VERIFY ALL FOUNDATION REQUIREMENTS WITH CURRENT SOIL REPORT.
2. PREFAB METAL STAIRWAY BY OTHER
3. CLASS "A" ROOF SYSTEM
4. TILT-UP WALL-SEE STRUCTURAL PLAN
5. 2x WOOD FLOOR SYSTEM-SEE STRUCTURAL PLAN
6. CONCRETE DECK-SEE STRUCTURAL PLAN
7. CONCRETE DRIVEWAY-SEE CIVIL PLAN



1 A1.0 SECTION-C

1/8"=1'



1 A1.0 SECTION-D

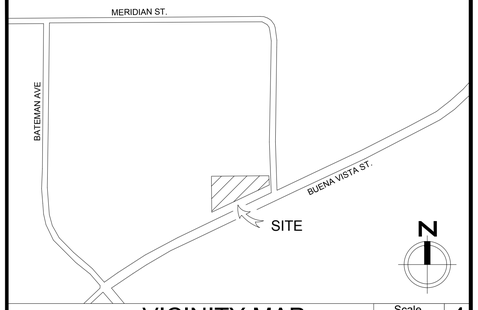
1/8"=1'

ZBT GROUP
LAND DEVELOPMENT CONSULTANTS

DRC:9/14/20

DA: 5/4/21

A.6



VICINITY MAP | Scale NTS | 4

UNDERGROUND PIPINGNOTES

1) INSTALLATION SHALL STRICTLY CONFORM TO NFPA 14 (2016) AND THE REQUIREMENTS OF LA COUNTY FIRE DEPARTMENT.
2) ALL MATERIALS INSTALLED SHALL BE UL LISTED AND/OR FM APPROVED FOR FIRE PROTECTION USE, WHERE SUCH LISTING IS APPLICABLE.
3) PIPE SHALL BE CLASS 200, C900 PVC OR AWWA C51, CLASS 350 DUCTILE IRON AS NOTED.
4) FITTINGS SHALL BE CLASS 250 DUCTILE IRON WITH FLANGED OR MECHANICAL JOINT ENDS, AS REQUIRED.
5) MINIMUM COVER SHALL BE 3'-0" IN TRAFFIC ZONES AND 2'-6" IN PEDESTRIAN ZONES.
6) THRUST RESTRAINT PER NFPA 24 SHALL BE PROVIDED AT ALL CHANGES OF DIRECTION AND/OR ELEVATION.
7) PIPE SHALL BE INSTALLED WITH SAND OR EQUIVALENT MATERIAL SURROUNDING THE ZONE, AS REQUIRED BY THE AUTHORITY HAVING JURISDICTION.
8) ALL PIPE AND FITTINGS BELOW GRADE SHALL BE WRAPPED AND/OR COATED AGAINST CORROSION IN ACCORDANCE WITH FIRE AND WATER DEPARTMENT REQUIREMENTS.
9) ALL PIPE PENETRATING CONCRETE OR MASONRY BUILDING WALLS AND FLOOR SLABS SHALL BE PROVIDED WITH 2" CLEAR SPACE AROUND THE OUTSIDE DIAMETER OF PIPE. HOLES FOR PENETRATIONS SHALL BE SLEEVED OR CORED IN ACCORDANCE WITH THE AUTHORITY HAVING JURISDICTION.
10) ALL ABOVE GROUND VALVES CONTROLLING FIRE PROTECTION WATER SUPPLIES SHALL BE EQUIPPED WITH TAMPER SWITCHES AND CONNECTED TO AN APPROVED CENTRAL ALERT STATION.
11) ALL PIPES AND FITTINGS SHALL BE HYDROSTATICALLY TESTED FOR 2 HOURS AT 200 PSI. AFTER ACCEPTANCE OF PRESSURE TEST, ALL PIPE RUNS SHALL BE FLUSHED PER NFPA 24 (2016).
12) ALL VISUAL, HYDRO, AND FLUSHING OF UNDERGROUND PIPING SHALL BE INSPECTED BY THE AUTHORITIES HAVING JURISDICTION.

LACoFD REG 7 VERBATIM NOTES

a) IT IS THE RESPONSIBILITY OF THE OWNER TO PROPERLY MAINTAIN THE INTEGRITY OF THE FIRE PROTECTION SYSTEM IN AN OPERABLE CONDITION AT ALL TIMES.

b) THE FIRE PROTECTION CONTRACTOR WILL PROVIDE OWNER WITH THE NECESSARY INSTRUCTION MANUALS FOR THE UPKEEP OF THE SYSTEM, AS WELL AS COPY OF NFPA 25.

c) ONLY NEW SPRINKLERS SHALL BE EMPLOYED IN THE INSTALLATION OF THE SPRINKLER SYSTEM.

d) THE SYSTEM SHALL ONLY EMPLOY THE USE OF APPROVED MATERIALS AND DEVICES.

e) FIRE PROTECTION PLANS SHALL BE APPROVED PRIOR TO THE INSTALLATION OF ANY PIPE. A SET OF APPROVED PLANS SHALL BE MAINTAINED AT ALL TIMES ON THE JOBSITE.

f) AN APPOINTMENT SHALL BE MADE A MINIMUM OF TWO WORKING DAYS IN ADVANCE WITH THE APPROPRIATE FIRE PREVENTION DIVISION REGIONAL OFFICE FOR ALL INSPECTIONS AND TESTS.

g) ALL UNDERGROUND MAINS AND LEAD-IN CONNECTIONS SHALL BE FLUSHED, AS INDICATED IN NFPA PRIOR TO CONNECTING TO THE OVERHEAD PIPING. THE FLUSHING SHALL CONTINUE UNTIL THE WATER IS CLEAR. FLUSHING SHOULD BE PERFORMED AT THE TIME OF THE HYDROSTATIC TEST, AND SHALL BE WITNESSED BY A FIRE PREVENTION DIVISION INSPECTOR.

h) SYSTEM PIPING SHALL BE HYDROSTATICALLY TESTED AT 200 PSI FOR TWO HOURS OR AT 50 PSI ABOVE THE SYSTEM OPERATING PRESSURE, WHICHEVER IS GREATER.

i) FIRE DEPARTMENT CONNECTIONS SHALL BE LOCATED ON THE ADDRESS SIDE OF THE BUILDING, FACE THE STREET, BE VISIBLE AND ACCESSIBLE, HAVE NST FEMALE INLETS, HAVE PROTECTIVE CAPS, AND ACCESSIBLE APPROVED CHECK VALVE LOCATED IN THE MAIN LINE (AS CLOSE TO THE INLETS AS POSSIBLE).

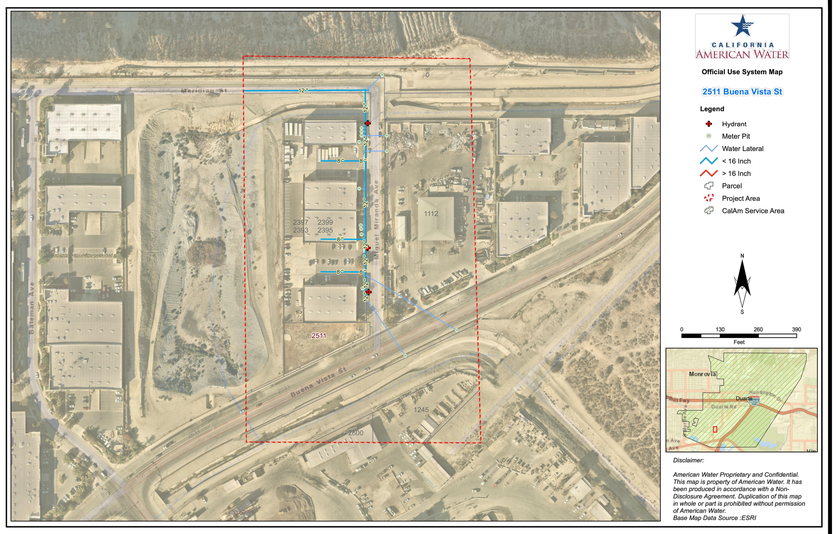
j) ALL VALVES AND FIRE DEPARTMENT CONNECTIONS SHALL HAVE PERMANENTLY AFFIXED SIGNS, INDICATING THEIR FUNCTION.

k) A STOCK OF SPARE SPRINKLER OF EACH STYLE, TYPE, AND TEMPERATURE RATING ALONG WITH A SPRINKLER WRENCH SHALL BE LOCATED AT THE MAIN RISER.

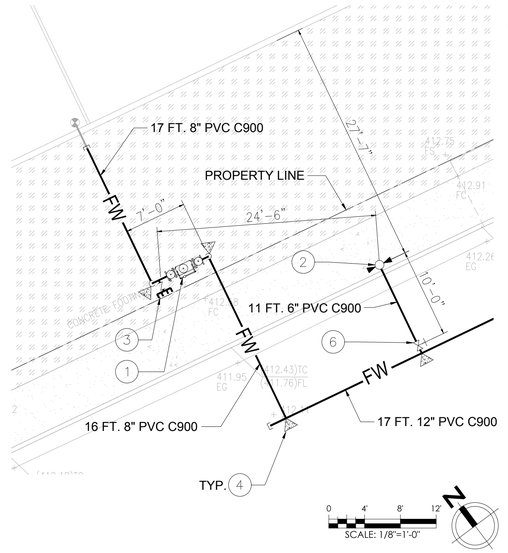
l) ANY PORTION OF A WET FIRE PROTECTION SYSTEM EXPOSED TO FREEZING TEMPERATURES SHALL BE ADEQUATELY PROTECTED. (HEAT TAPE IS NOT AN ACCEPTABLE METHOD OF PROTECTION)

m) WELDING SHALL BE PERFORMED PER NFPA 13 REQUIREMENTS.

n) AUTOMATIC SPRINKLER SYSTEMS SHALL BE SUPERVISED BY A LISTED/APPROVED CENTRAL, PROPRIETARY, OR REMOTE STATION, OR A LOCAL ALARM WHEN APPROVED BY THE CHIEF, WHICH WILL GIVE AN AUDIBLE SIGNAL AT A CONSTANTLY ATTENDED LOCATED WHEN THE NUMBER OF SPRINKLERS IS 06 OR MORE.



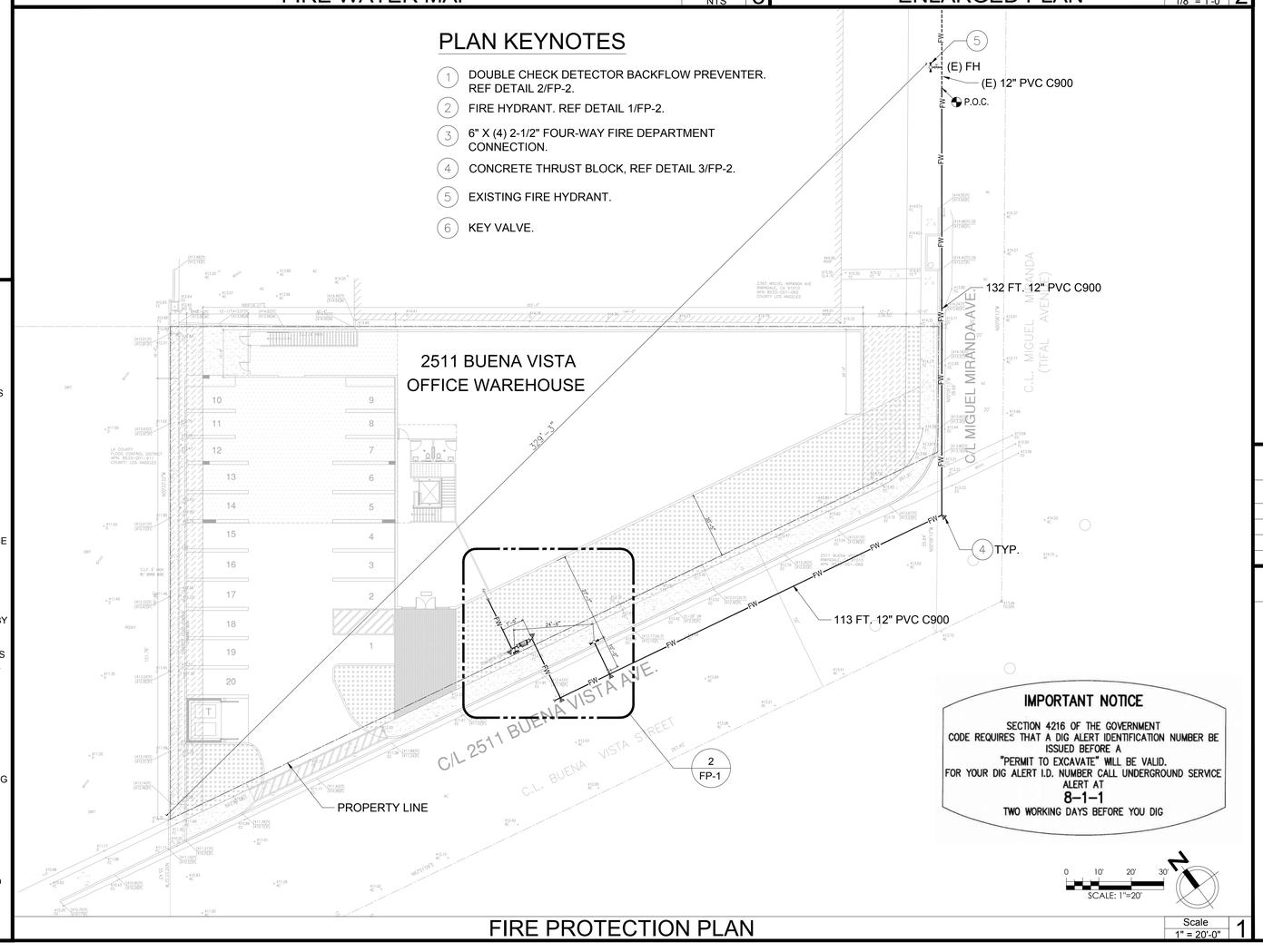
FIRE WATER MAP | Scale NTS | 3



ENLARGED PLAN | Scale 1/8" = 1'-0" | 2

PLAN KEYNOTES

1. DOUBLE CHECK DETECTOR BACKFLOW PREVENTER. REF DETAIL 2/FP-2.
2. FIRE HYDRANT. REF DETAIL 1/FP-2.
3. 6" X (4) 2-1/2" FOUR-WAY FIRE DEPARTMENT CONNECTION.
4. CONCRETE THRUST BLOCK, REF DETAIL 3/FP-2.
5. EXISTING FIRE HYDRANT.
6. KEY VALVE.



IMPORTANT NOTICE

SECTION 4216 OF THE GOVERNMENT CODE REQUIRES THAT A DIG ALERT IDENTIFICATION NUMBER BE ISSUED BEFORE A "PERMIT TO EXCAVATE" WILL BE VALID. FOR YOUR DIG ALERT I.D. NUMBER CALL UNDERGROUND SERVICE ALERT AT **8-1-1** TWO WORKING DAYS BEFORE YOU DIG

FIRE PROTECTION PLAN | Scale 1" = 20'-0" | 1

LEGEND

	PIPE-TURN DOWN
	PIPE-TURN UP
FW	NEW FIRE WATER LINE
FW	(E) FIRE WATER LINE
	GATE VALVE
	CHECK VALVE
	BACKFLOW PREVENTER
	FIRE DEPARTMENT CONNECTION 6" X (4) 2-1/2" FOUR-WAY
	POINT OF CONNECTION
	THRUST BLCK
	RISER
	FIRE HYDRANT
DN	DOWN
EXIST/(E)	EXISTING
(N)	NEW
(R)	RELOCATED
FF	FINISH FLOOR
CLG	CEILING
TYP	TYPICAL
U.N.O.	UNLESS NOTED OTHERWISE

SCOPE OF WORK

NEW UNDERGROUND FIRE SERVICE FOR A PROPOSED OFFICE/WAREHOUSE.

MAXIMUM DEMAND FOR BUILDING FIRE SPRINKLER SYSTEM

WAREHOUSE STORAGE FIRE SPRINKLER SYSTEM DEMAND	= 1,500 GPM
COMBINED INSIDE AND OUTSIDE HOSE ALLOWANCE	= 500 GPM
TOTAL DEMAND	= 2,000 GPM

CODES AND STANDARDS

2019 CALIFORNIA BUILDING CODE
2019 CALIFORNIA FIRE CODE
2019 CALIFORNIA PLUMBING CODE
2016 NFPA 14 - STANDARD FOR INSTALLATION OF STANDPIPE AND HOSE SYSTEMS

BUILDING INFORMATION

PROJECT: PROPOSED 13,185 S.F. OFFICE/WAREHOUSE ON VACANT LOT
OWNER: FLEXSPACE PIMC, LLC.
PROJECT ADDRESS: 2511 BUENA VISTA AVE. IRWINDALE, CA 91504
TYPE OF CONSTRUCTION: III-B
ZONING: M-2

SHEET INDEX

SHEET NO.	SHEET TITLE
FP-1	FIRE PROTECTION PLAN
FP-2	FIRE PROTECTION DETAILS

STAMP OF APPROVAL

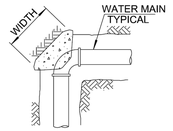
REVISION | DATE | DESCRIPTION | #

PROPOSED OFFICE / WAREHOUSE
2511 N. BUENA VISTA AVE. IRWINDALE, CA 91504

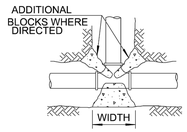
ACER FIRE PROTECTION
4661 MANE STREET
MONTCLAIR, CALIFORNIA 91765
OFFICE: (626) 224-7800 C-16 #1047478

FIRE PROTECTION CONTRACTOR
ACER FIRE PROTECTION
C-16 # 1047478
EXP. 12/31/2022
STATE OF CALIFORNIA

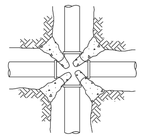
Job No:	Sheet: FP-1
Drawn by:	
FIRE PROTECTION PLAN	
Date:	01/25/2021
Scale:	AS SHOWN



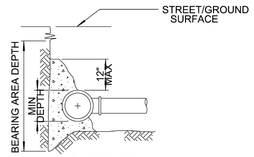
BEND



TEE PLAN



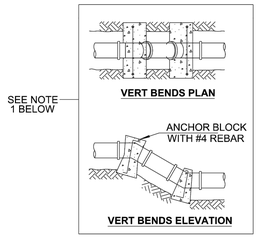
CROSS



TEE ELEVATION

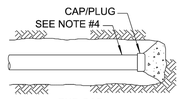


REDUCER



VERT BENDS PLAN

VERT BENDS ELEVATION



END CAP

NOTES:

1) THE ANCHOR BLOCKS ON VERTICAL BENDS REQUIRE ENGINEER APPROVAL.
2) A MINIMUM OF 6" OF CONCRETE SHALL BE POURED ON WETTED UNDISTURBED OR COMPACTED SOIL BENEATH EACH INSTALLATION.
3) TEE SHALL BE CONCRETE BLOCKED A MINIMUM OF 6" ON ALL THREE SIDES.
4) USE 12" - 18" LENGTH OF PIPE BETWEEN THE END CAP AND THE LAST JOINT AS A BOND BREAKER ON DEAD END BLOCKING.

CONCRETE THRUST BLOCK DETAILS

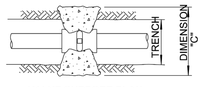
Scale NTS | 3

VALVE SUPPORT BLOCK

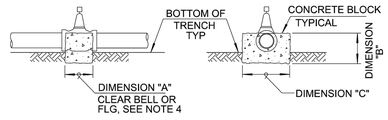
VALVE SIZE	DIMENSION "A"	DIMENSION "B"
4"	12"	12"
6"	12"	12"
8"	13"	14"
10"	14"	16"
12"	15"	18"
DIMENSION "C" = TRENCH WIDTH PLUS TWO TIMES THE PIPE DIAMETER		

THRUST AND ANCHOR BLOCKS

MINIMUM BEARING AREA IN SQUARE FOOT SEE NOTE 2				
MAIN SIZE	TEES	90° BEND	45° BEND	22½° BEND
4"	4	5	3	1.5
6"	8	10	5	2.5
8"	12	16	9	4.5
10"	17	24	13	6.5
12"	24	33	19	9.5



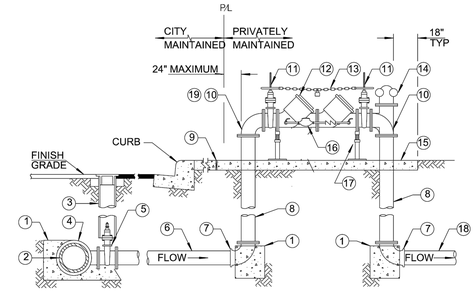
VALVE SUPPORT PLAN



VALVE SUPPORT ELEVATION

NOTES:

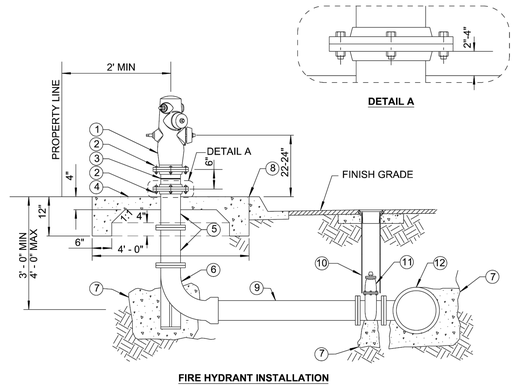
1) BEARING AREA BASED ON SOIL BEARING VALUE OF 1500 PSF AND 225 PSI LINE PRESSURE AND A MINIMUM OF 36" COVER:
   FOR BEARING= 1000 PSF, 1.5 x AREA SHOWN
   FOR BEARING= 500 PSF, 3.0 x AREA SHOWN
2) ENGINEER SHALL DETERMINE SIZES, REFER TO SPECIFICATIONS FOR THRUST AND ANCHOR BLOCK SIZING.
3) THRUST BLOCKS SHALL BE CENTERED ON THE FITTING SO THAT THE BEARING AREA IS EXACTLY OPPOSITE THE RESULTANT DIRECTION OF THRUST.
4) CONCRETE SHALL BE PLACED SO THAT FITTINGS AND VALVES WILL BE ACCESSABLE FOR REPAIR OR REPLACEMENT.



ITEM NO	SIZE AND DESCRIPTION	ITEM NO	SIZE AND DESCRIPTION
1	CONCRETE THRUST BLOCK	12	APPROVED DOUBLE CHECK DETECTOR ASSEMBLY
2	WATER MAIN	13	CHAIN WITH LOCK
3	GATE WELL WITH CAP	14	FLANGED TEE WITH "FDC" (4-WAY)
4	SIZE x SIZE MJ/ FLG x FLG TEE	15	CONCRETE SLAB MINIMUM 4" THICK x 36" WIDE x AS REQUIRED
5	FLG x MJ/ FLG RWGV	16	3/4" BYPASS, METER
6	C-900 PVC PIPE	17	ADJUSTABLE VALVE SUPPORT
7	MJ x FLG 90□ BEND	18	PVC OR DI PIPE
8	FLANGED DUCTILE IRON PIPE		
9	COLD JOINT STRIP		
10	FLANGED 90□ BEND		
11	FLANGED OS&Y RWGV WITH HAND WHEEL		

BACKFLOW PREVENTER & FDC DETAIL

Scale NTS | 2



DETAIL A

FIRE HYDRANT INSTALLATION

ITEM NO.	DESCRIPTION	ITEM NO.	DESCRIPTION
1	6" WET BARREL FIRE HYDRANT	5	6" CAST IRON EXTENSION NON-GROOVED SPOOL - AS REQUIRED (F, F)
2	.75" X 3.5" MIN HEX HEAD BREAKAWAY (SHEAR) BOLTS AND NUTS (ASTM A307) SHALL BE 3/ 4" NC THREAD. HEX HEAD ON TOP OF FLANGES (ALL)	6	6" LONG RADIUS DI BASE ELBOW (F, PO / MJ)
3	6" CAST IRON BREAKAWAY SPOOL WITH 0.25"-V (SINGLE OR DOUBLE) BREAK OFF GROOVE	7	CONCRETE THRUST BLOCK
4	EXISTING SIDEWALK	8	COLD JOINT STRIP
		9	PIPE - 6" C-900 PVC
		10	GATE WELL WITH CAP
		11	6" GATE VALVE (F/ MJ, F)
		12	TEE - 12"X6" (MJ, MJ, F)

FIRE HYDRANT DETAIL

Scale NTS | 1

REVISION

#	DESCRIPTION	DATE

PROPOSED OFFICE / WAREHOUSE
2511 N. BUENA VISTA AVE, IRWINDALE, CA 91504

ACER FIRE PROTECTION
4661 MAINE STREET
MONTCLAIR, CALIFORNIA 91763
OFFICE: (626) 224-7800 C-16 #1047478

FIRE PROTECTION CONTRACTOR
ACER FIRE PROTECTION
C-16 # 1047478
EXP. 12/31/2022
STATE OF CALIFORNIA

Job No:	Sheet:
Drawn by:	FP-2
FIRE PROTECTION DETAILS	
Date:	01/ 25/ 2021
Scale:	AS SHOWN

EASEMENT NOTES

(A) – AN EASEMENT TO INSTALL AND MAINTAIN AN UNDERGROUND SANITARY SEWER PIPE AND ANCILLARY IMPROVEMENTS AND RIGHTS INCIDENTAL THERETO, GRANTED TO SHAW/IRWINDALE, LLC, A LIMITED LIABILITY COMPANY, AS SET FORTH IN A DOCUMENT RECORDED ON JULY 19, 2002, AS INSTRUMENT NO. 02-1679288, OF OFFICIAL RECORDS.

STORM DRAIN EASEMENT

(B) – AN EASEMENT TO INSTALL AND MAINTAIN AN UNDERGROUND SANITARY SEWER PIPE AND ANCILLARY IMPROVEMENTS AND RIGHTS INCIDENTAL THERETO, GRANTED TO SHAW/IRWINDALE, LLC, A LIMITED LIABILITY COMPANY, AS SET FORTH IN A DOCUMENT RECORDED ON JULY 19, 2002, AS INSTRUMENT NO. 02-1679289, OF OFFICIAL RECORDS.

NOTES

THERE MAY BE EASEMENTS OF RECORD DELINEATED AND REFERENCED ON THE UNDERLYING MAPS OR THERE MAY BE OTHER RECORDED EASEMENTS WITHIN THE AREA BEING ADJUSTED THAT ARE NOT SHOWN ON THIS DOCUMENTTHAT COULD ENCUMBER THE PROPERTY SHOWN HEREON.

THIS IS AN ABOVEGROUND SURVEY. THE UNDERGROUND UTILITIES, IF SHOWN, ARE BASED ON INFORMATION PROVIDED BY THE VARIOUS UTILITY COMPANIES AND OR PUBLIC AGENCIES AND THESE LOCATIONS SHOULD BE CONSIDERED APPROXIMATE. THERE MAY BE ADDITIONAL UNDERGROUND UTILITIES NOT SHOWN ON THIS DRAWING.

SCALE: 1" = 10'
GRAPHIC SCALE
5 0 5 10 20
(IN FEET)

2393 MIGUEL MIRANDA AVE
IRWINDALE, CA 91010
APN 8533-001-060
COUNTY LOS ANGELES

2511 BUENA VISTA ST
IRWINDALE, CA 91010
APN :8533-001-066

LA COUNTY
FLOOD CONTROL DISTRICT
APN: 8533-001-911
COUNTY: LOS ANGELES

C.L. MIGUEL MIRANDA
(TIFAL AVENUE)

C.L. BUENA VISTA STREET

N89°26'27"E
N00°33'32"W
N00°08'13"W
N63°51'09"E

236.50'
261.91'
261.45'
151.78'
55.43'
55.64'
38.66'
50'
30'
20'
10'

CONCRETE FLOOD CONTROL CHANNEL BOX
CONCRETE FOOTING
C.L.F. 6' HIGH
C.L.F. 6' HIGH W/ BARB WIRE
NO STOPPING SIGN
STOP SIGN
SIGN 40MPH
ROCKY
DIRT
AC
PP446152E
GW-2

PROFESSIONAL LAND SURVEYOR
BRADLEY KEITH OWENS
L 7819
STATE OF CALIFORNIA

BRADLEY K. OWENS — OCTOBER 7, 2020
BRADLEY K. OWENS — DATE
LICENSED LAND SURVEYOR
STATE OF CALIFORNIA
REGISTERED NO. 7819

BENCHMARK INFORMATION

BENCHMARK NO. 405492 – LOS ANGELES COUNTY PUBLIC WORKS

DESCRIPTION:

LEAD & TACK AT THE NORTHEAST CORNER BUENA VISTA ST & AVENIDA BARBOSA 1FT EAST OF B.C.R.

ELEVATION: 406.281 FEET – NAVD 88 – QUAD YEAR 2013

LEGAL DESCRIPTION

THE LAND REFERRED TO HEREIN BELOW IS SITUATED IN THE COUNTY OF LOS ANGELES, STATE OF CALIFORNIA AND IS DESCRIBED AS FOLLOWS:

THAT PORTION OF LOT 20 OF J.R. LOTTUS TRACT NO. 1, IN THE CITY OF IRWINDALE, COUNTY OF LOS ANGELES, STATE OF CALIFORNIA, AS PER MAP RECORDED IN BOOK 14 PAGE 29 OF MAPS, IN THE OFFICE OF THE COUNTY RECORDER OF SAID COUNTY, DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF SAID LOT 20; THENCE WESTERLY ALONG THE NORTHERLY LINE OF SAID LOT TO THE INTERSECTION OF SAID NORTHERLY LINE WITH THE COURSE DESCRIBED AS "SOUTH 0° 33' 27" EAST 795.49 FEET" IN THE BOUNDARY LINE OF THE LAND CONDEMNED FOR FLOOD CONTROL PURPOSES IN CASE NO. 602743, A CERTIFIED COPY OF THE DECREE IN SAID CASE BEING RECORDED DECEMBER 2, 1952 AS INSTRUMENT NO. 3102 IN BOOK 40428 PAGE 344 OF OFFICIAL RECORDS OF SAID COUNTY; THENCE SOUTHERLY ALONG SAID COURSE AND ITS SOUTHERLY PROLONGATION TO THE CENTER LINE OF BUENO DRIVE, 100 FEET WIDE, AS DESCRIBED IN THE DEED TO SAID COUNTY OF LOS ANGELES, RECORDED JULY 14, 1954 AS NSTRUMENT NO. 2746 IN BOOK 45060 PAGE 356 OF SAID OFFICIAL RECORDS; THENCE NORTHEASTERLY ALONG SAID CENTER LINE TO THE EASTERLY LINE OF SAID LOT 20; THENCE NORTHERLY ALONG SAID EASTERLY LINE TO THE POINT OF BEGINNING.

APN: 8533-001-066

LEGEND

- FIRE HYDRANT
- EDGE PAVEMENT
- WATER VALVE
- METER, PULL BOX
- CONCRETE
- STREET LIGHT
- WOOD FENCE (WDF)
- WROUGHT IRON FENCE (WIF)
- CHAINLINK FENCE (CLF)
- BLOCK WALL
- AC — ASPHALT PAVEMENT
- CATV — CABLE TELEVISION BOX
- CHIM — CHIMNEY
- ℄ — CENTERLINE
- D — DIRT
- EM — ELECTRICAL METER
- FC — FINISHED CONCRETE
- FF — FINISHED FLOOR
- FH — FIRE HYDRANT
- FL — FLOWLINE
- FCB — FINISHED CONCRETE BRICK
- GB — GRADE BREAK
- GW — GUY WIRE
- H.PT — HIGH POINT
- L.PT — LOW POINT
- NG — NATURAL GROUND
- OH — OVER HANG
- P — PEDESTAL, UTILITY UNKNOWN
- PA — PLANTER AREA
- PB — PULL BOX, UNKNOWN UTILITY
- PP — POWER POLE (ELECTRIC)
- TR — TOP MANHOLE RIM
- R/W — RIGHT OF WAY
- SDMH — STORM DRAIN MANHOLE
- SSMH — SANITARY SEWER MANHOLE
- TC — TOP OF CURB
- TG — TOP OF GRATE
- TW — TOP OF WALL
- TX — TOP OF 'X'
- T — TELE COMMUNICATION
- WM — WATER METER
- WV — WATER VALVE

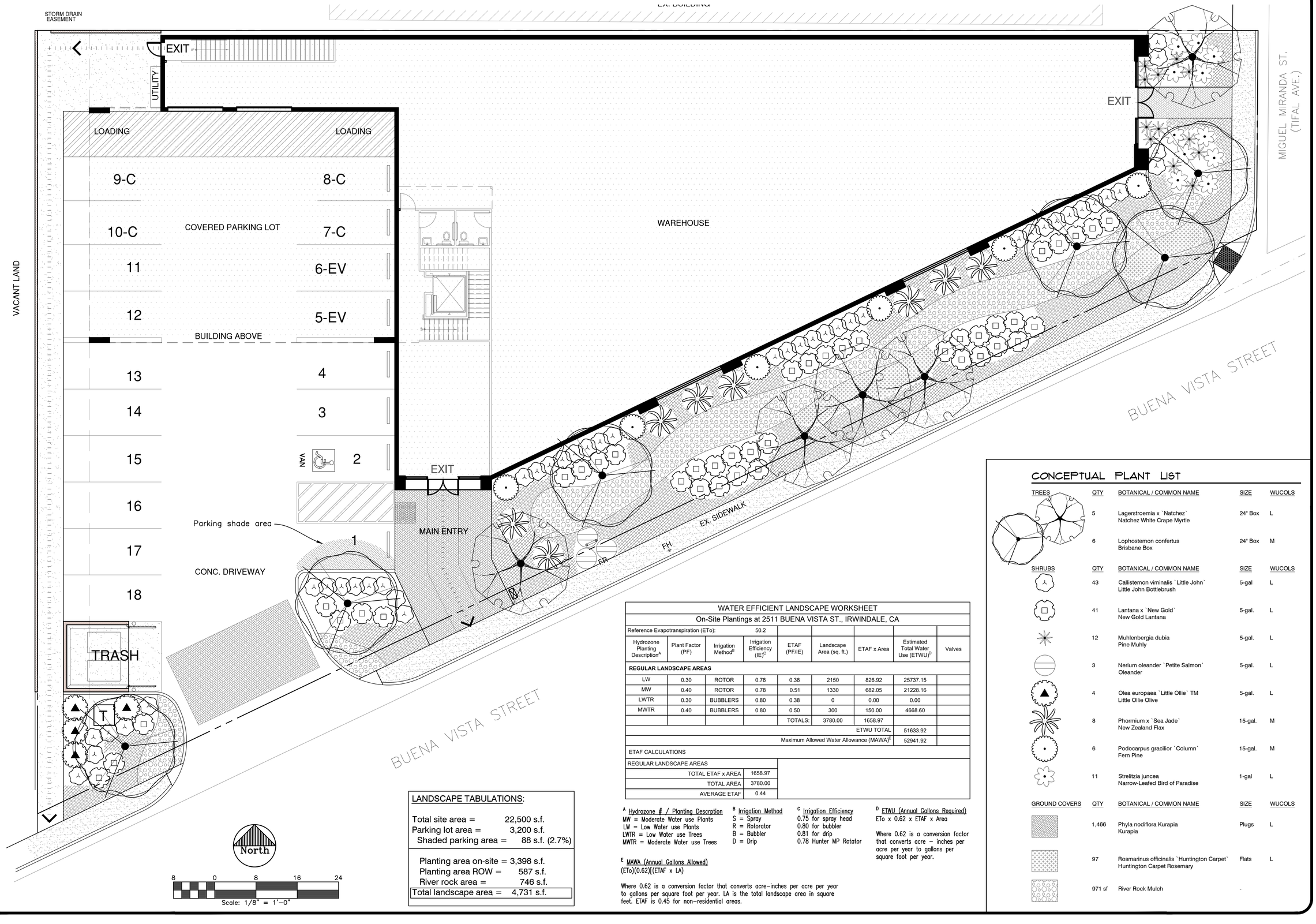
REVISIONS			
NO.	DESCRIPTION	DATE	APP'D
1			BKO

BRADLEY K. OWENS
LAND SURVEYING & MAPPING
353 E. CENTER ST. # 115
ANAHEIM, CALIFORNIA 92805
PHONE: (714) 746-3420
brad_owens@att.net

SHEET TITLE: TOPOGRAPHIC SURVEY
PROJECT: 2511 BUENA VISTA STREET
IRWINDALE, CA 91706
VACANT LAND - APN: 8533-001-066

DATE 10/6/20
SCALE 1" = 10'
DRAWN B. K. O.
CHECKED B. K. O.

SHEET NO. 1 OF 1



CONCEPTUAL PLANT LIST

TREES	QTY	BOTANICAL / COMMON NAME	SIZE	WUCOLS
	5	Lagerstroemia x `Natchez` Natchez White Crape Myrtle	24" Box	L
	6	Lophostemon confertus Brisbane Box	24" Box	M

SHRUBS	QTY	BOTANICAL / COMMON NAME	SIZE	WUCOLS
	43	Callistemon viminalis `Little John` Little John Bottlebrush	5-gal	L
	41	Lantana x `New Gold` New Gold Lantana	5-gal.	L
	12	Muhlenbergia dubia Pine Muhly	5-gal.	L
	3	Nerium oleander `Petite Salmon` Oleander	5-gal.	L
	4	Olea europaea `Little Ollie` TM Little Ollie Olive	5-gal.	L
	8	Phormium x `Sea Jade` New Zealand Flax	15-gal.	M
	6	Podocarpus gracilior `Column` Fern Pine	15-gal.	M
	11	Strelitzia juncea Narrow-Leafed Bird of Paradise	1-gal	L

GROUND COVERS	QTY	BOTANICAL / COMMON NAME	SIZE	WUCOLS
	1,466	Phyla nodiflora Kurapia Kurapia	Plugs	L
	97	Rosmarinus officinalis `Huntington Carpet` Huntington Carpet Rosemary	Flats	L
	971 sf	River Rock Mulch	-	

LANDSCAPE TABULATIONS:

Total site area =	22,500 s.f.
Parking lot area =	3,200 s.f.
Shaded parking area =	88 s.f. (2.7%)
Planting area on-site =	3,398 s.f.
Planting area ROW =	587 s.f.
River rock area =	746 s.f.
Total landscape area =	4,731 s.f.

WATER EFFICIENT LANDSCAPE WORKSHEET

On-Site Plantings at 2511 BUENA VISTA ST., IRWINDALE, CA

Reference Evapotranspiration (ETo): 50.2

Hydrozone Planting Description[A]	Plant Factor (PF)	Irrigation Method[B]	Irrigation Efficiency (IE)[C]	ETAF (PF/IE)	Landscape Area (sq. ft.)	ETAF x Area	Estimated Total Water Use (ETWU)[D]	Valves
REGULAR LANDSCAPE AREAS								
LW	0.30	ROTOR	0.78	0.38	2150	826.92	25737.15	
MW	0.40	ROTOR	0.78	0.51	1330	682.05	21228.16	
LWTR	0.30	BUBBLERS	0.80	0.38	0	0.00	0.00	
MWTR	0.40	BUBBLERS	0.80	0.50	300	150.00	4668.60	
				TOTALS:	3780.00	1658.97		
						ETWU TOTAL	51633.92	
						Maximum Allowed Water Allowance (MAWA)[E]	52941.92	

ETAF CALCULATIONS

REGULAR LANDSCAPE AREAS	
TOTAL ETAF x AREA	1658.97
TOTAL AREA	3780.00
AVERAGE ETAF	0.44

[A] Hydrozone # / Planting Descrption
MW = Moderate Water use Plants
LW = Low Water use Plants
LWTR = Low Water use Trees
MWTR = Moderate Water use Trees

[B] Irrigation Method
S = Spray
R = Rotorator
B = Bubbler
D = Drip

[C] Irrigation Efficiency
0.75 for spray head
0.80 for bubbler
0.81 for drip
0.78 Hunter MP Rotator

[D] ETWU (Annual Gallons Required)
ETo x 0.62 x ETAF x Area

Where 0.62 is a conversion factor that converts acre – inches per acre per year to gallons per square foot per year.

[E] MAWA (Annual Gallons Allowed)
(ETo)(0.62)[(ETAF x LA)

Where 0.62 is a conversion factor that converts acre–inches per acre per year to gallons per square foot per year. LA is the total landscape area in square feet. ETAF is 0.45 for non–residential areas.

REVISIONS	BY

THESE DRAWINGS AND SPECIFICATIONS ARE PROPERTY AND COPYRIGHT OF ROYAL OAK DESIGN AND SHALL NOT BE USED ON ANY OTHER WORK EXCEPT BY PRIOR WRITTEN AGREEMENT WITH ROYAL OAK DESIGN. DIMENSIONS SHALL TAKE PRECEDENCE OVER SCALED DRAWINGS AND ALL DIMENSIONS SHALL BE VERIFIED ON THE JOB SITE. ANY DISCREPANCIES SHALL BE BROUGHT TO THE ATTENTION OF ROYAL OAK DESIGN PRIOR TO COMMENCEMENT OF ANY WORK.

ROYAL OAK DESIGN
Sylvia E. Lyons, Landscape Architect #1549
2456 Hummingbird Way
La Verne, CA 91750–2371
Telephone: (909)593–4158
Email: royaloakdesign@verizon.net

CONCEPTUAL LANDSCAPE PLAN

NEW 2-STORY OFFICE & WAREHOUSE BUILDING

2511 BUENA VISTA STREET, IRWINDALE, CA 91006

DEVELOPER:
FLEXSPACE PMIC LLC
1155 KAMAKANI LANE, ARCADIA, CA
626–298–9878

REGISTERED LANDSCAPE ARCHITECT
SYLVIA E. LYONS
NO. 1549
Exp. 12/31/21
5/11/2021
STATE OF CALIFORNIA

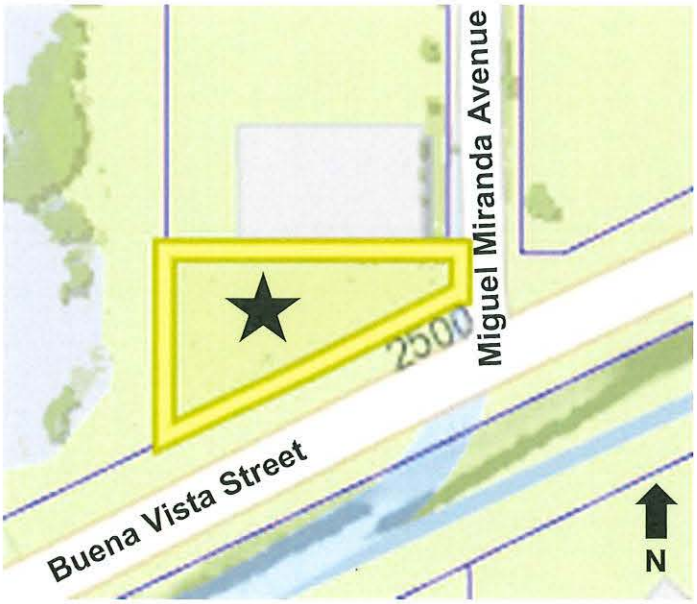
DRAWN: S.L.
DATE: 5/11/2021
SCALE: 1/8" = 1'–0"
JOB NO.: 5406
SHEET: L-1

ATTACHMENT "C"

CITY OF IRWINDALE
PLANNING COMMISSION STAFF REPORT

COMMUNITY DEVELOPMENT DEPARTMENT
PLANNING DIVISION

Date:	May 19, 2021	**Agenda Item No. 3-B**
To:	Honorable Chair and Members of the Planning Commission	
From:	Marilyn Simpson, Community Development Director	
Project Planner:	Lisa Chou, Planning Technician	
Project:	Site Plan and Design Review (DA) No. 01-2021 New Two-story Office and Warehouse	
Applicant:	Binh Tran, ZBT Group	
Property Owner:	Flexspace PMIC LLC.	
Project Location:	2511 Buena Vista Street (APN: 8533-001-066)	



Staff Recommendation: That the Planning Commission adopt Resolution No. 800(21) finding the project exempt from the California Environmental Quality Act (CEQA) and recommending that the City Council approve Site Plan and Design Review (DA) No. 01-2021, subject to the attendant Conditions of Approval.

REQUEST

Binh Tran of ZBT Group, as project manager for Flexspace PMIC LLC., is requesting Site Plan and Design Review approval for the development of an approximate 12,016 square-foot, two-story office and warehouse industrial building for property located at 2511 Buena Vista Street.

BACKGROUND/HISTORY

The Irwindale Successor Agency, formerly known as Irwindale Community Redevelopment Agency, held ownership of the subject parcel.

Following the dissolution of the redevelopment agencies in 2012 per Assembly Bill 1484, the Successor Agency prepared the Long-Range Property Management Plan (LRPMP) to delineate the proposed disposition of each of the twenty-five properties. Known as Site No. 13 of the LRPMP, 2511 Buena Vista Street was among the eighteen properties to be sold pursuant to the LRPMP.

On March 22nd, 2017, the Successor Agency approved a Purchase and Sales Agreement (PSA) with DD Systems Inc. authorizing the sale of the subject parcel with the guarantee to develop the property with an approximately 13,000 square-foot industrial concrete tilt-up building consisting of 3,000 square feet of office space and 7,000 square feet of warehouse with associated parking lot improvements and building design consistent with the surrounding development.

On October 1st, 2020, DD Systems Inc. sold the subject property to Flexspace PMIC LLC. to develop the parcel as intended by the original PSA.

The subject parcel is currently a dirt lot that is bordered by a developed business park to the north and the LA County Flood Control to the west.

GENERAL PLAN AND ZONING

The site is designated in the General Plan as Industrial/Business Park. The property is currently zoned M-2 (Heavy Manufacturing). The following zones and uses surround the site:

Direction	Existing Land Use	Zoning District
North	Industrial Business Park	M-2 Heavy Manufacturing
South	Production Plant and Quarry	M-2 Heavy Manufacturing
East	Recycling Facility	M-2 Heavy Manufacturing
West	LA County Flood Control District	M-2 Heavy Manufacturing

ENVIRONMENTAL REVIEW

The proposed project is exempt from the California Environmental Quality Act (CEQA), pursuant to Section 15332 (Class 32; In-Fill Development Projects) of the CEQA Guidelines. If action is taken to approve the project, a Notice of Exemption (NOE) will be filed with the County Clerk. The NOE is on file at the Community Development Department and available for review by the public.

PROJECT DESCRIPTION

Located on approximately 0.52 acres on the corner of Buena Vista Street and Miguel Miranda Avenue, the proposed two-story office and warehouse building totals ±12,016 square feet with ±9,290 square feet of warehouse space and ±2,726 square feet of office space. It is anticipated that the project operations will be conducted during typical daytime business hours from 7am to 5pm. All operations will be conducted inside the building per Subsection 17.56.030(B).

Architecture/Design

The proposed tilt-up office and warehouse building will incorporate many of the desired design elements from the Commercial and Industrial Design Guidelines. The building incorporates multiple architectural features to break up the expansive exterior walls with architectural projections and details around the windows and doors. The proposed parapets vary in height to frame different sections of the building to create visual interest. The multi-color palette, arched accent panels and doors, and iron grate are a few elements that work harmoniously together to add depth and character to the building. The layout, landscaping, and design of the site complements the existing Industrial Business Park to the north of the subject property.

Project Landscaping

Approximately 21.1%, or 4,783.9 square feet, of the project site is proposed for landscaping, which is in compliance with the Irwindale Municipal Code.

Building Height

Building height for the proposed project ranges from forty (40) to forty-five (45) feet, which is consistent with the M-2 (Heavy Manufacturing) zoning with no maximum height limitation. Architectural features include roof accents and varied height parapets throughout the south, east and west elevation.

Access and Circulation

Access to and from the project site will be through a thirty (30) foot driveway fronting Buena Vista Street. Internal circulation will be through the twenty-six feet and three inches (26'-3") drive-aisle that connects the driveway to the warehouse loading area.

Parking

Based on IMC Chapter 17.64, the minimum required parking space is eighteen (18) and eighteen (18) parking spaces will be provided.

Buena Vista Street Improvements

An existing sidewalk along Buena Vista Street adjacent to the project site will be retained. A 20-foot wide landscaped setback area will be provided along both the Buena Vista Street and Miguel Miranda Avenue street frontage, as required per the Irwindale Municipal Code requirement for the M-2 (Heavy Manufacturing) zone.

Project Fencing and Screening
A six (6) foot high concrete masonry wall is planned along the western project boundary adjacent to the LA County Flood Control District. All uses will be located within the building or within an area enclosed on all sides with a view-obscuring masonry wall, which is consistent with the Irwindale Municipal Code requirements for screening of uses in the M-2 (Heavy Manufacturing) zone.

ANALYSIS
Before Site Plan and Design Review are approved, the applicant must show, to the satisfaction of the Planning Commission and the City Council, the existence of the following findings of fact. Staff has determined that the findings can be made based on the analysis below.

1. The proposed project is in conformance with the general plan, zoning ordinance, and other ordinances and regulations of the City.

   The proposed project is the development of a two-story office and warehouse building on a site with a General Plan land use designation of Industrial/Business Park and M-2 (Heavy Manufacturing) zoning. The proposed project is a 12,016 square feet building with an overall floor area ratio of 52.9%. The proposed project complies with all Zoning Code development standards established for the M-2 (Heavy Manufacturing) zone with respect to land use, building height, landscaping, and meets the zoning code requirements for parking.

2. The proposed project is in conformance with any redevelopment plan and regulations of the community redevelopment agency and any executed owner's participation agreement or disposition and development agreement.

   The project is not subject to any redevelopment plan, regulations of any community redevelopment agency or any executed owner's participation agreement or disposition and development.

3. The following are so arranged as to avoid traffic congestion, to ensure the public health, safety, and general welfare, and to prevent adverse effect on surrounding properties:

   a) Facilities and improvements,
      The proposed project is served by existing improved roadways and utilities. The proposed development does not require the construction or installation of additional public improvements to serve the project. Development Impact Fees have been calculated via total square footage and using industrial land use factors. Fees are due at the time of building permit issuance.

   b) Pedestrian and vehicular ingress, egress, and internal circulation,

The proposed project provides for adequate and safe pedestrian and vehicular ingress and egress to and from the site onto existing roadways, public sidewalks, and internal circulation. Ingress and egress for the project site are provided via a thirty (30) foot driveway on Buena Vista Street.

c) Setbacks,
The project has been designed to comply with the required front setbacks of twenty (20) feet for the M-2 (Heavy Manufacturing) zone.

d) Height of buildings,
There is no maximum building height limitation in the M-2 (Heavy Manufacturing) zone. The proposed two-story office and warehouse has an overall height of approximately forty (40) feet. Various architectural features such as parapets and the pyramid roof extend the height to forty-five (45) feet.

e) Signs,
Based on the approximate square footage of the building, the allowable amount of total signage will be ±120.16 square feet.

f) Mechanical and utility service equipment,
The proposed parapet walls and equipment placement will block visibility from the public right of way. Any surface level equipment or storage is required to be screened with a solid gate of landscaping where appropriate. In addition, all equipment that is surface level will be placed as not to impede any vehicular or pedestrian travel including ADA access. Noise that is created by any mechanical equipment must comply with the noise standards of Chapter 9.28 "Noise Regulation."

g) Landscaping,
The landscaping requirement has been met through plants appropriate to the location, building type, and building scale. Plants selected are all within the low or moderate water use category.

h) Grading,
The project has been designed to take advantage of the existing topography, thus reducing grading activities on site. Precise grading plans will be prepared to address building specific needs.

i) Lighting,
All lighting is designed to complement the structure and oriented to properly illuminate the site as not to create "dark pockets" that could support nefarious activities or spill onto other properties, creating a nuisance.

j) Parking,
Per IMC Subsection 17.64.030.P(2) "Offices not providing customer service on the premises" requires a minimum one (1) space for each 350 square feet of gross floor area and IMC Subsection 17.64.030(V) "Warehouse and storage buildings" requires (1) parking space for each 1,000 square feet of the first 20,000 square feet of gross floor area. Based on the proposed square footage of 2,726 for offices and 9,290 for

warehouse, eighteen (18) parking stalls are required and will be provided. There are thirteen (13) standard parking stalls, one (1) ADA stall and four (4) compact stalls.

k) Drainage,
The project shall comply City requirements for Low Impact Development and will collect stormwater runoff in an on-site infiltration basin.

l) Intensity of land use,
This in-fill project aims to fulfill the Purchase and Sales Agreement between the City and the original landowner and is the best use for the underutilitized irregularly shaped parcel. Projected truck trips are three (3) times a day via small delivery trucks or UPS delivery and will not have a significant impact on existing streets. The proposed use is consistent with the General Plan designation of Industrial Business Park and Zoning designation of M-2 (Heavy Manufacturing), as well as, adjacent land uses.

4. That the proposed development is consistent with applicable City design guidelines and historic design themes, and provides for appropriate exterior building design and appearance consistent and complementary to present and proposed buildings and structures in the vicinity of the subject project while still providing for a variety of designs, forms and treatments.

   The proposal project is an in-fill project being developed on an underutilitized parcel surrounded by existing developed industrial area. The project site will be designed and constructed to meet the M-2 (Heavy Manufacturing) development standards and Irwindale Commercial and Industrial Design Guidelines requirements regarding height, setback, style, material, and color. The building will incorporate multiple architectural features to break up the expansive exterior walls with architectural projections and details around the windows. The layout, landscaping, and design of the subject site complements existing adjacent industrial buildings.

CONCLUSION
That the Planning Commission take the following action:

1. Adopt Resolution No. 800(21) recommending that the City Council approve Site Plan and Design Review (DA) No. 01-2021, subject to the proposed Conditions of Approval.

Alternative Actions:

2. Request that staff prepare a resolution of denial based on recommended Findings of Fact to be brought back at the next regularly scheduled Planning Commission meeting for adoption; OR

3. Request that the applicant revise the project and continue the hearing to a date certain.

ATTACHMENTS
Exhibit A: Resolution No. 800(21) with Conditions of Approval
Exhibit B: Project Plans

RESOLUTION NO. 800(21)

A RESOLUTION OF THE PLANNING COMMISSION OF THE CITY OF IRWINDALE RECOMMENDING CITY COUNCIL APPROVAL OF SITE PLAN AND DESIGN REVIEW (DA) NO. 01-2021 FOR THE DEVELOPMENT OF A ±12,016 SQUARE FOOT BUILDING FOR A TWO-STORY OFFICE AND WAREHOUSE INDUSTRIAL BUILDING LOCATED AT 2511 BUENA VISTA STREET IN THE M-2 (HEAVY MANUFACTURING) ZONE SUBJECT TO CONDITIONS AS SET FORTH HEREIN AND MAKING FINDINGS IN SUPPORT THEREOF AND FINDING THE PROJECT EXEMPT FROM CEQA PURSUANT TO SECTION 15332 (Class 32; In-Fill Development Projects).

A. RECITALS.

(i) Binh Tran of ZBT Group, as project manager for Flexspace PMIC LLC., the Applicant, has made a request for the approval of a Site Plan and Design Review (SP&DR) (DA) pursuant to Section 17.70 of the IMC, to allow for the development of a two-story office and warehouse industrial building located at 2511 Buena Vista Street.

(ii) The Subject Property is zoned M-2 (Heavy Manufacturing). Hereinafter in this Resolution, the subject applications shall be referred to as the "Application."

(iii) Following the dissolution of the redevelopment agencies in 2012 per Assembly Bill 1484, the Irwindale Successor Agency, formerly known as Irwindale Community Redevelopment Agency, prepared the Long-Range Property Management Plan (LRPMP) to delineate the proposed disposition of each of the twenty-five properties.

(iv) Known as Site No. 13 of the LRPMP, 2511 Buena Vista Street was among the eighteen properties to be sold pursuant to the LRPMP.

(v) On March 22nd, 2017, the Successor Agency approved a Purchase and Sale Agreement (PSA) with DD Systems Inc. authoring the sale of the subject parcels with the guarantee to develop the property with an approximately 13,000 square-foot industrial concrete tilt-up building consisting of 3,000 square feet of office space and 7,000 square feet of warehouse and associated parking lot improvements and building design consistent with the surrounding development.

(vi) On October 1st, 2020, DD Systems Inc. sold the subject property to Flexspace PMIC LLC. to develop the parcel as intended by the original PSA.

(vii) The subject parcel is currently a vacant dirt lot that is bordered by an existing developed business park to the north and the LA County Flood Control District to the west.

(viii) On March 4, 2020, the State of California Executive Department issued Executive Order N-25-20, proclaiming a State of Emergency as a result of the threat of COVID-19.

(ix) On May 19, 2021, the Irwindale Planning Commission conducted a duly noticed public hearing through a conference call/webinar, as required by law on the Application and in compliance with Executive Order N-25-20 (relating to COVID-19), closed the public hearing and recommended that the City Council approve the Site Plan and Design Review (DA), subject to the approval of a Resolution, which would detail the specific Conditions under which the Application was approved.

(x) All legal prerequisites to the adoption of this Resolution have occurred.

B. RESOLUTION.

NOW, THEREFORE, it is hereby found, determined and resolved by the Planning Commission of the City of Irwindale as follows:

1. The Planning Commission hereby specifically finds that all of the facts set forth in Recitals, Part A, of this Resolution are true and correct.

2. Based upon substantial evidence presented to this Planning Commission during the public hearing conducted with regard to the Application, including written staff reports, verbal testimony, site plans and Conditions of Approval attached hereto as Exhibit "A," this Planning Commission hereby specifically finds as follows:

a. The proposed project is in conformance with the general plan, zoning ordinance, and other ordinances and regulations of the City.

The proposed project is the development of a two-story office and warehouse building on a site with a General Plan land use designation of Industrial/Business Park and M-2 (Heavy Manufacturing) zoning. The proposed project is a 12,016 square feet building with an overall floor area ratio of 52.9%. The proposed project complies with all Zoning Code development standards established for the M-2 (Heavy Manufacturing) zone with respect to land use, building height, landscaping, and meets the zoning code requirements for parking.

b. The proposed project is in conformance with any redevelopment plan and regulations of the community redevelopment agency and any executed owner's participation agreement or disposition and development agreement.

The project is not subject to any redevelopment plan, regulations of any community redevelopment agency or any executed owner's participation agreement or disposition and development.

c. *The following are so arranged as to avoid traffic congestion, to ensure the public health, safety, and general welfare, and to prevent adverse effect on surrounding properties:*

1) *Facilities and improvements,*

The proposed project is served by existing improved roadways and utilities. The proposed development does not require the construction or installation of additional public improvements to serve the project. Development Impact Fees have been calculated via total square footage and using industrial land use factors. Fees are due at the time of building permit issuance.

2) *Pedestrian and vehicular ingress, egress, and internal circulation,*

The proposed project provides for adequate and safe pedestrian and vehicular ingress and egress to and from the site onto existing roadways, public sidewalks, and internal circulation. Ingress and egress for the project site are provided via a thirty (30) foot driveway on Buena Vista Street.

3) *Setbacks,*

The project has been designed to comply with the required front setbacks of twenty (20) feet for the M-2 (Heavy Manufacturing) zone.

4) *Height of buildings,*

There is no maximum building height limitation in the M-2 (Heavy Manufacturing) zone. The proposed two-story office and warehouse has an overall height of approximately forty (40) feet. Various architectural features such as parapets and the pyramid roof extend the height to forty-five (45) feet.

5) *Signs,*

Based on the approximate square footage of the building, the allowable amount of total signage will be ±120.16 square feet.

6) *Mechanical and utility service equipment,*

The proposed parapet walls and equipment placement will block visibility from the public right of way. Any surface level equipment or storage is required to be screened with a solid gate of landscaping where appropriate. In addition, all equipment that is surface level will be placed as not to impede any vehicular or pedestrian travel including ADA access. Noise that is created by any mechanical equipment must comply with the noise standards of Chapter 9.28 "Noise Regulation."

7) *Landscaping,*

The landscaping requirement has been met through plants appropriate to the location, building type, and building scale. Plants selected are all within the low or moderate water use category.

8) *Grading,*

The project has been designed to take advantage of the existing topography, thus reducing grading activities on site. Precise grading plans will be prepared to address building specific needs.

9) *Lighting,*

All lighting is designed to complement the structure and oriented to properly illuminate the site as not to create "dark pockets" that could support nefarious activities or spill onto other properties, creating a nuisance.

10) *Parking,*

Per IMC Subsection 17.64.030.P(2) "Offices not providing customer service on the premises" requires a minimum one (1) space for each 350 square feet of gross floor area and IMC Subsection 17.64.030(V) "Warehouse and storage buildings" requires (1) parking space for each 1,000 square feet of the first 20,000 square feet of gross floor area. Based on the proposed square footage of 2,726 for offices and 9,290 for warehouse, eighteen (18) parking stalls are required and will be provided. There are thirteen (13) standard parking stalls, one (1) ADA stall and four (4) compact stalls.

11) *Drainage,*

The project shall comply City requirements for Low Impact Development and will collect stormwater runoff in an on-site infiltration basin.

12) *Intensity of land use,*

This in-fill project aims to fulfill the Purchase and Sales Agreement between the City and the original landowner and is the best use for the underutilized irregularly shaped parcel. Projected truck trips are three (3) times a day via small delivery trucks or UPS delivery and will not have a significant impact on existing streets. The proposed use is consistent with the General Plan designation of Industrial Business Park and Zoning designation of M-2 (Heavy Manufacturing), as well as, adjacent land uses.

d. *The proposed development is consistent with applicable city design guidelines and historic design themes, and provides for appropriate exterior building design and appearance consistent and complementary to present and proposed buildings and structures in the vicinity of the subject project while still providing for a variety of designs, forms and treatments.*

The proposal project is an in-fill project being developed on an underutilitized parcel surrounded by existing developed industrial area. The project site will be designed and constructed to meet the M-2 (Heavy Manufacturing) development standards and Irwindale Commercial and Industrial Design Guidelines requirements regarding height, setback, style, material, and color. The building will incorporate multiple architectural features to break up the expansive exterior walls with architectural projections and details around the windows. The layout, landscaping, and design of the subject site complements existing adjacent industrial buildings.

3. The City, as the Lead Agency, determined that the project as proposed is exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15332 (Class 32; In-Fill Development Projects), and would not have a significant effect on the environment. The project qualifies for an exemption as an infill development project as it is consistent with the General Plan designation and policies and Zoning regulations, is located within the City limits, surrounding by urban uses and is less than five acres in size, has no value for endangered, rare or threatened species, would not result in any significant effects related to traffic, noise, air quality or water quality, and can be adequately served by all required utilities and public services.

4. Based upon the substantial evidence and conclusions set forth herein above, this Planning Commission hereby recommends that the City Council approve the Application subject to the conditions set forth in Exhibit "A" attached hereto and by this reference incorporated herein, which conditions are deemed necessary to protect the public health, safety and general welfare and are reasonable and proper in accordance with the intent and purposes of Title 17 of the Irwindale Municipal Code.

The Secretary shall:

a. Certify to the adoption of this Resolution; and

b. Forthwith transmit a certified copy of this Resolution, by certified mail, to the Applicant at the address of record set forth in the Application.

ADOPTED AND APPROVED this 19th day of May 2021.

Chair

ATTEST:

Marilyn Simpson
Secretary

I, Marilyn Simpson, Community Development Manager/City Planner of the City of Irwindale, do hereby certify that the foregoing Resolution was adopted at a regular meeting of the Planning Commission of the City of Irwindale held on the 19th day of May 2021, by the following vote:

AYES: COMMISSIONERS: R. Hartman, R. Chico, E. Burrola

NOES: COMMISSIONERS:

ABSENT: COMMISSIONERS: L. Corpis, A. Tapia

ABSTAIN: COMMISSIONERS:

Marilyn Simpson
Secretary

EXHIBIT "A"

PLANNING COMMISSION RESOLUTION NO. 800(21)

Site Plan and Design Review No. 01-2021
Flexspace PMIC LLC.
2511 Buena Vista Street

A. GENERAL

1. The uses authorized by this Site Plan and Design Review Permit allow for construction and operation of one (1) new two-story office and warehouse industrial building totaling ±12,016 square feet with ±9,290 square feet of warehouse space and ±2,726 square feet of office space. The project will include a total of 18 parking spaces with 2 loading docks. The total far area ratio for the project will be approximately 52.9%.

2. A grading permit shall be obtained within twelve (12) months from the date of approval. Thereafter, if the activities have been abandoned for ninety (90) or more days, the Site Plan and Design Review Permit approval shall expire and become null and void, unless a written request for extension is received by the Community Development Department at least thirty (30) days prior to such expiration or abandonment. Upon receipt of written request for extension, the Community Development Manager/City Planner may grant an extension of this Site Plan and Design Review Permit approval for a period not to exceed one (1) year from the original date of expiration, or may refer such request to the City Council for determination.

3. Prior to the issuance of a business license and/or occupancy permit and/or final inspection by the Community Development Department, all applicable conditions of approval (except those involving construction permits) shall be completed to the reasonable satisfaction of the City.

4. The Applicant shall defend, indemnify and hold harmless the City of Irwindale, its agents, officers, or employees from any claims, damages, action, or proceeding against the City or its agents, officers, or employees to attack, set aside, void or annul, any approval of the City, its advisory agencies, appeal boards, or legislative body concerning Site Plan and Design Review Permit No. 01-2021. The City will promptly notify the permittee of any such claim, action, or proceeding against the City and will cooperate fully in the defense.

5. The use and improvements authorized by this Site Plan and Design Review Permit shall conform to the plans as finally approved by the City (dated May 13, 2021) as conditioned herein, and any appreciable modification of the plans or mode of operation, as determined by the Community Development

Manager/City Planner, shall require the prior approval of the City Council pursuant to the amendment of the Site Plan and Design Review Permit.

6. The Applicant agrees to allow City inspectors access to the site to reasonably inspect the site during normal working hours to assure compliance with these conditions and other codes. Any and all fees required to be paid to any public agency shall be paid prior to obtaining any permits for this project.

7. The Applicant shall maintain and use the project location and facility thereon in full compliance with all codes, standards, policies and regulations imposed by the City, County, State, or Federal agencies with jurisdiction over the facility.

8. It shall be required that the subject location and its contents, including but not limited to, structures, fences or garden/block walls, and vehicles are maintained free and clear of any graffiti. The Applicant shall be held responsible for the immediate removal of any and all graffiti found on-site within 48 hours of its application.

9. The premises will be secured with appropriate security lighting, to obtain a minimum of 1-foot candles over the entire site. A photometric lighting plan shall be submitted, subject to the review and approval of the Community Development Department and the Police Department.

10. In accordance with the provisions of Government Code Section 66020(d)(1), the imposition of fees, dedications, reservations, or exactions for this project are subject to protest by the applicant at the time of approval or conditional approval of the project, or within 90 days after the date of imposition of the fees, dedications, reservations, or exactions imposed on the project.

11. Prior to occupancy of the project, all users of the facility shall comply with the City of Irwindale M-2 (Heavy Manufacturing) zoning standards and regulations through the business license, zoning compliance, and occupancy process.

B. COMMUNITY DEVELOPMENT DEPARTMENT

1. The signed Final Conditions of Approval shall be photocopied and included as a sheet in the plans submitted to the Building Division for plan check.

2. All landscaping for the project shall be drought resistant low water with drip irrigation, low flow bubblers and water efficient rotor heads where applicable. Native plants shall be used where feasible. Landscaping shall be provided as shown on the approved Conceptual Landscape Plan (date stamped May 13, 2021) and as modified pursuant to City Building Plan Check review of Precise Landscape and Irrigation plans.

3. Landscape and irrigation plans shall be prepared by a licensed landscape architect, and are subject to the approval of the Community Development Manager and the City Engineer. Landscape plans shall be consistent with the Commercial and Industrial Design Guidelines. Vision clearance shall be maintained at all vehicle entrances and exits. Landscape planters throughout the site shall incorporate river rock.

4. Project landscaping shall comply with Irwindale Municipal Code Chapter 15.30, "Water Efficient Landscape Standards and Guidelines."

5. A complete, permanent, automatic irrigation system shall be provided for all landscaped areas.

6. All landscaped planters shall be surrounded by a six (6) inch horizontal concrete curb.

7. The following invasive plants shall not be used in landscaping:

- *Carpobrotus edulis* (ice plant)
- *Hedera helix, H. Hibernica, H. caneriensis* (English ivy, Irish ivy, Algerian ivy
- *Vinca Major* (periwinkle)
- *Pennisetum setaceum* and all cultivars and varieties (fountain grass)
- *Cortaderia selloana, C. jubata* and all cultivars and varieties (pampas grass)
- *Retama monosperma, Genista monspessulana, Cytisus striatus,Cytisus scoparius,* and *Spartium junceum* (broom – bridal, French, Portuguese, Scotch, Spanish)
- *Acacia Cyclops* (acacia or western coastal wattle)
- *Myoporum laetum* (myoporum)
- *Washingtonia robusta* and *Phoenix canariensis* (Mexican fan palm and Canary Island date palm)
- *Schinus terevinthifolius* (Brazilian pepper)
- *Eucalyptus globules, E. camaldulensis* (eucalyptus, blue gum, and red gum)

8. At least ten (10) percent of the total gross land area of the site (in this case, 2,267 square feet) shall be landscaped.

9. All plant material, including trees, shall be maintained in good condition and replaced in the event they die or become diseased.

10. All perimeter fencing, block walls, etc. shall be maintained in satisfactory condition in accordance with all applicable codes.

11. All utility equipment such as backflow units and transformers shall be screened with evergreen screen shrubs as allowed.

12. All masonry walls and driveway gates shall be decorative consistent with the building design and the Commercial and Industrial Design Guidelines. The design of the walls and gates shall be subject to the review and approval of the Community Development Department.

13. The entrance to all driveways shall be concrete color mixed and stamped to simulate terracotta tiles.

14. All building design and construction, including the type, texture, color, and durability of the exterior building materials shall comply with the City's Commercial and Industrial Design Guidelines.

15. Trash enclosures (6'-0" high min.) with solid metal self-closing and self-latching gates shall be provided. The enclosures shall be built with decorative materials to match the type, texture, and color of the materials used in the construction of the building. Gates shall remain closed at all times when the trash receptacles are not in use.

16. All rooftop mechanical equipment, including heating and air conditioning units, antennas, and other electronic devices, shall be completely and decoratively screened from view from all public rights of way and adjacent properties and shall be integrated into the design and construction of the building[1]. All rooftop equipment and screening shall be shown on the plans and elevations, and shall be consistent with the building design and construction materials in texture and color. Such rooftop equipment screening shall be subject to the review and approval of the Community Development Department.

17. All rooftop wireless telecommunications antennas operated by third parties are subject to the provisions of Chapter 17.90 of the Irwindale Municipal Code shall require a separate permit in accordance with the provisions of the Municipal Code.

18. A chain link fence with green screening shall be installed and maintained around the perimeter of the site at all times during construction.

19. Should the proposed use not comply with uses permitted with the M-2 Heavy Manufacturing Zone, the tenant will be required to apply for a Conditional Use Permit to authorize the specific use.

20. Development Impact Fees, in the amounts currently established by the Irwindale City Council, shall be due at the time of building permit issuance.

21. This project shall be subject to the City of Irwindale's utility tax.

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[1] **Photo voltaic equipment is exempt from this requirement.**

C. FIRE DEPARTMENT

1. Fire Department vehicular access roads must be installed and maintained in a serviceable manner prior to and during the time of construction. Fire Code 501.4

   ACTION REQUIRED: Provide verbatim note on site plan

2. Provide a minimum unobstructed width of 28 feet, exclusive of shoulders, except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance ""clear to sky"" Fire Department vehicular access to within 150 feet of all portions fo the exterior walls of the fire story of the building, as measured by an approved route around the exterior of the building above the lowest level of the Fire Department vehicular access road is more than 30 feet high, or the building is more than three stories. The access roadway shall be located a minimum of 15 feet and a maximum of 30 feet from the building, and shall be positioned parallel to one entire side of the building. The side of the building on which the aerial fire apparatus access road is positioned shall be approved by the fire code official. Fire Code 503.1.1 & 503.2.2.

   ACTION REQUIRED: Cross-hatch the Fire Department vehicle access on the site plan, and clearly show the required width.

3. Fire apparatus access roads shall be designed and maintained to support the imposed load of fire apparatus weighing 38 tons and shall be surfaced so as to provide all-weather driving capabilities. Fire apparatus access roads having a grade of 10 percent or greater shall have a paved or concrete surface. Fire Code 503.2.3

   ACTION REQUIRED: Provide a typical roadway section clearly indicating the type of surfacing material(s) and their thicknesses on the site plan.

4. Fire Department vehicular access roads shall be provided with a 32 foot centerline turning radius. Fire Code 503.2.4

   ACTION REQUIRED: Indicate the centerline, inside and outside turning radii for each change in direction on the site plan.

5. Dead-end fire apparatus access roads in excess of 150 feet in length shall be provided with an approved Fire Department turnaround. Fire Code 503.2.5
   ACTION REQUIRED: Cross-hatch the Fire Department turnaround on the site plan. Include the dimensions of the turnaround. The orientation of the turnaround shall be properly placed in the direction of travel of the access roadway.

6. Provide approved signs or other approved notices or markings that include the words NOI PARKING – FIRE LANE. Signs shall have a minimum dimension of 12 inches wide by 18 inches high and have red letters on a white reflective background. Signs shall be provided for fire apparatus access roads, to clearly indicate the entrance to such road, or prohibit the obstruction thereof and at intervals, as required by the Fire Inspector. Fire Code 503.3.

   ACTION REQUIRED: Provide verbatim note on site plan.

7. When security gates are provided, maintain a minimum access width of 26 feet. The security gate shall be provided with an approved means of emergency operation, and shall be maintained operational at all times and replaced or repaired when defective. Electric gate operators, where provided, shall be listed in accordance with UL 325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F220. Gates shall be of the swinging or sliding type. Construction of gates shall be materials that allow manual operation by one person. Fire Code 503.6.

   ACTION REQUIRED: Provide verbatim note on site plan; and indicate the access width of the security gate on the site plan. Also indicate the means of emergency operation, and the requirement that it be maintained operational at all times.

8. Structures and outdoor storage underneath High Voltage Transmission Lines (66 kilovolts or greater) shall comply with Fire Code 316.6 and County of Los Angeles Fire Department Regulation 27. Any proposed construction or land use within 100 feet of the drip line of High Voltage Transmission lines shall be subject to review by the Fire Marshal.

   ACTION REQUIRED: Provide verbatim note and indicate on the Site Plan the location of all drip lines and provide the dimension from the drip line(s) to all proposed structures and property lines.

9. A minimum 5 foot wide approved firefighter access walkway leading from the fire department access road to all required openings in the building exterior walls shall be provided for firefighting and rescue purposes. Fire Code 504.1

   ACTION REQUIRED: Clearly identify firefighter walkway access routes on the site plan. Indicate the slope and walking surface material. Clearly show the required width.

10. Security barriers, visual screen barriers or other obstruction shall not be installed on the roof of any building in such a manner as to obstruct fire fighter access or egress in the event of fire or other emergency. Parapets shall not

exceed 48 inches from the top of the parapet to the roof surface on more than two sides. Fire Code 504.5

ACTION REQUIRED: Clearly indicate the height of all parapets in a section view.

11. Approved building address numbers, building numbers or approved building identification shall be provided and maintained so as to be plainly visible and legible from the street fronting the property. The number shall contrast with their background, be Arabic numerals or alphabet letter, and be a minimum of 4 inches high with a minimum stroke width of 0.5 inch. Fire Code 505.1

    ACTION REQUIRED: Provide Verbatim note on site plan

12. Fire apparatus access roads shall be identified with approved signs. Temporary signs shall be installed at each street intersection when construction of new roadways allows passage by vehicles. Signs shall be of an approved size, weather resistant and be maintained under replaced by permanent signs. Fire Code 505.2

    ACTION REQUIRED: Provide verbatim note on site plan.

13. An approved key box, listed in accordance with UL 1037 shall be provided as required by Fire Code 506. The location of each key box shall be determined by the Fire Inspector.

    ACTION REQUIRED: Provide verbatim note on site plan.

14. Every application for building permit shall be accompanied by evidence indicating that the proposed structure is provided with reliable water supply capable of supplying the required fire flow as required by Fire Code 507.1.1

    ACTION REQUIRED: Complete and return the “”Fire Flow Availability”” Form 196, with fire flow information provided by the water purveyor from the closest fire hydrant along the lot frontage.

15. The required fire flow for fire hydrants at this location is 1500 gpm, at 20 psi residual pressure, for a duration of 2 hours over and above maximum daily domestic demand. Fire Code 507.3 and Appendix B.

    ACTION REQUIRED: Provide the following note on site plan.

16. The required fire flow for a single private ON-SITE fire hydrant at this location is 1250 gpm at 20 psi residual pressure. If more than one on-site fire hydrant is required, the on-site fire flow shall be the same as required for public fire hydrants in accordance with Appendix Table B105.1. Fire Code C106

ACTION REQUIRED: Provide verbatim note on site plan. Indicate the required fire flor when more than one on-site hydrant is required.

17. Spacing of fire hydrants shall not exceed the distances specified in Fire Code C105.2 & C106.

    ACTION REQUIRED: Shall all existing public and private on-site fire hydrants on the site plan. Include the location of all public fire hydrants within 300 feet of the lot frontage on both sides of the street. Specify size of fire hydrant(s) and dimension(s) to property lines. Additional fire hydrant requirements may be necessary after this information is provided.

18. The fire hydrant requirements for this project are as follows: Install _____ PUBLIC Fire hydrant(s). Update _____ PUBLIC fire hydrant(s). Relocate _____ PUBLIC fire hydrant(s). Install _____ ON-SITE fire hydrant(s). Location(s): Pending on location of fire hydrants Fire Code 507.5, C105.2.2, C106.

    ACTION REQUIRED: Show new/upgraded/relocated hydrant locations on site plan.

19. All fire hydrants shall measure 6"" x 4"" x 2-1/2"", brass or bronze, conforming to American Water Works Association Standard C503, or approved equal.

    ACTION REQUIRED: Provide verbatim note on site plan.

20. A receipt from the water purveyor that shows that all funds have been paid for the installation and/or upgrade of the required public fire hydrants is required. Also, a letter from the water purveyor or installing contractor that indicates the approximate date the work will be started and completed for the fire hydrant is required.

    ACTION REQUIRED: Provide proof of payment and letter stating the time of installation from the water purveyor

21. All required PUBLIC fire hydrants shall be installed, tested and accepted prior to beginning construction. Fire Code 501.4

    ACTION REQUIRED: Provide verbatim note on site plan.

22. All on-site fire hydrants shall be installed, tested and approved prior to building occupancy. Fire Code 901.5.1

    ACTION REQUIRED: Provide verbatim note on site plan.

23. Plans showing underground piping for private on-site fire hydrants shall be submitted to the Sprinkler Plan Check Unit for review and approval prior to installation. Fire Code 901.2, County of Los Angeles Fire Department Regulation 7

    ACTION REQUIRED: Provide verbatim note on site plan

24. This Water and Access plan review ONLY, site plan, floor plan and elevations shall be submitted separately for Building plan review and approval. Plan will not be approved for high piled storages, plan for high piled storage shall be submitted separately for plan review and approval.

D. PUBLIC WORKS/ENGINEERING

STREETS

1. All off-site improvements within the Public Right-of-Way shall be performed in accordance with City Standards to the satisfaction of the City Engineer. Construction plans shall be reviewed and approved by the City Engineer.

2. The owner/developer shall bear the full cost to remove and reconstruct all damaged or deficient sidewalk, driveways, curb and gutter as directed by the City Engineer. Sidewalk and driveways to be reconstructed shall meet ADA standards.

3. The owner/developer shall pay to the City $46,440, for the full cost to resurface the existing street frontage on Miguel Miranda Avenue and Buena Vista Street (full width) and construct an ADA curb ramp on the northwest corner of the intersection of Buena Vista Street and Miguel Miranda Avenue. The City shall perform the construction of these improvements. The full cost of the above mentioned amount shall be due at the time of building permit issuance.

4. Street lighting fixtures shall be upgraded to LED fixtures along the Miguel Miranda Avenue property frontage and developer/owner shall bear the full cost to design and install a new street light along the Buena Vista Street frontage in accordance with Los Angeles County standards and to the satisfaction of the City Engineer.

5. Adequate "on-site" parking shall be provided per City requirements.

6. The owner/developer shall bear the full cost for the actual cost for the installation, replacement or modification of traffic control signs, striping and pavement markings required in conjunction with the development.

7. The owner/developer shall design and construct ADA accessible driveway approaches. All improvements shall be constructed in accordance with the City standards to the satisfaction of the City Engineer. Pedestrian easements may be required depending on the design chosen.

CITY UTILITIES

8. Storm drains, catch basins, connector pipes, and appurtenances for the site specific storm drain system shall be designed and constructed in accordance with Los Angeles County standards and the City Engineer's requirements. The owner/developer shall submit grading and drainage plans to the City Engineer for review and approval. The grading and drainage plans shall be prepared by a licensed civil engineer and comply with Los Angeles County grading permit requirements. A hydrology study shall be included with the drainage plan.

9. The owner/developer shall pay for the entire cost for the design, engineering construction, permitting and inspection of any upgrade to the water main and connections as required by the serving water company for the proposed development.

10. The owner/developer shall obtain a Storm Drain Connection Permit from the City of Irwindale and/or Los Angeles County Flood Control District for connection(s) to the existing storm drain system.

11. The owner/developer shall pay for the entire cost for the design, engineering construction, permitting and inspection of any new and/or upgrade to any existing Fire Hydrant as required by the Los Angeles County Fire Department.

12. Sanitary sewers shall be constructed in accordance with City specifications to serve the subject development. The plans for the sanitary sewers shall be approved by the City Engineer. A sewer study shall be submitted along with the sanitary sewer plans.

13. The owner/developer shall obtain a Sewer Connection Permit from the City of Irwindale and/or Los Angeles County Sanitation District for connection(s) to the existing sewer system.

14. Prior to the issuance of building permits, the owner/developer shall provide the City of Irwindale a will-serve letter and approved Form - 196 from the water utility provider, Los Angeles County Fire Department and Los Angeles County Sanitation District.

TRAFFIC

15. The owner/developer shall install red curb for truck access along the Buena Vista Street frontage to prohibit parking. All improvements shall be constructed in accordance with the City standards to the satisfaction of the City Engineer. Construction plans shall be reviewed and approved by the City Engineer.

16. A pedestrian easement shall be provided to the City along the Miguel Miranda Avenue frontage, and anywhere else deemed necessary by the City Engineer to meet sidewalk ADA requirements.

17. An Easement Agreement for all easements (e.g., reciprocal access; surface drainage; utilities, etc.) shall be prepared and shall be executed and recorded in the Office of the Los Angeles County Recorder. Such agreements and any CC&Rs shall be subject to the approval of the City Attorney.

MISCELLANEOUS

18. Any changes to the site plan shall be reviewed and approved by the City Planner and City Engineer.

E. BUILDING AND SAFETY

1. The signed Final Conditions of Approval shall be photocopied and included as a sheet in the plans submitted to the Building Division for plan check.

2. Building permits shall be obtained from the Building and Safety Division an all construction shall be in compliance with the current Irwindale Building Code.

F. PUBLIC WORKS SERVICES

1. Any constructed walls that face the public right-of-way shall implement anti-graffiti management practices such as planting vines on the wall.

2. All pedestrian and approach ramps in the public right-of-way shall meet ADA requirements.

3. Onsite trash enclosure area shall have sufficient space for solid waste and organic waste receptacles and shall be covered from the elements per Title 14, Division 7, Section 17313 of the California Code of Regulations and Building Code Manual County of Los Angeles Department of Public Works Building and Safety Division 312 Article 2.

4. City of Irwindale requests irrigation and landscaping plans within the public right-of-way and parkways (when available). The plans shall be submitted to the Public Works Services Manager for review and approval.

5. All utilities and signs within the public right-of-way shall meet horizontal and vertical ADA clearance requirements.

6. Existing approach ramp shall be removed if it does not serve operational use. If deemed non-functional the approach ramp shall be replaced with curb, gutter, and sidewalk to match existing adjacent conditions per Standard Plans and Specifications for Public Works Construction (Greenbook latest edition).

7. The owner and/or developer shall remove and reconstruct all damaged, deficient, or substandard sidewalk, driveways, curb, and gutter as directed by the City Engineer and the Public Works Services Manager.

8. The owner and/or developer/applicant is responsible for obtaining encroachment permit(s) prior to any type of work in the public right-of-way.

9. Easements shall remain in place, free of any obstructions that can cause blockage or flooding. Parking area shall not be developed on the storm drain easement.

10. Any work within easements on the project site shall require proper permits from the easement holder (City of Irwindale, County of Los Angeles, etc.).

11. The owner/developer shall comply with the National Pollutant Discharge Elimination System (NPDES) program and shall require the general contractor to implement storm water/urban runoff pollution prevention controls and Best Management Practices (BMPs) on all construction sites in accordance with the City Code. The owner/developer will also be required to submit a Certification for the project and may be required to prepare a Storm Water Pollution Prevention Plan (SWPPP). Projects over five acres in size will be required to file a Notice of Intent (NOI) with the California Environmental Protection Agency's State Water Resources Control Board (SWRCB). The owner/developer can obtain the current application packet by contacting the SWRCB, Construction Storm Water Unit, at (866) 563-3107 or by downloading the forms from the following website : www.waterboards.ca.gov/water_issues/programs/stormwater/construction.shtml.

    The project shall also conform to the City's Ordinance regarding the requirements for the submittal of a Standard Urban Storm Water Mitigation Plan ("SUSMP"), and the requirements of Low Impact Development ("LID"). The SUSMP includes a requirement to implement Post Construction BMPs

to infiltrate the first 3/4" of runoff from all storm events and to control peak-flow discharges.

12. Unless exempted by the Los Angeles Regional Water Quality Control Board, a Covenant and Restriction ensuring the provisions of the approved SWPPP shall also be required.

13. No dumping or unpermitted discharges are allowed into the Los Angeles River via Buena Vista Channel, catch basins, direct discharge, and storm drains.

SA Item 1A1

IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706

MAY 12, 2021
WEDNESDAY
8:24 P.M.

The Irwindale **SUCCESSOR AGENCY TO THE IRWINDALE COMMUNITY REDEVELOPMENT AGENCY** met in regular session at the above time and place.

ROLL CALL: Present: Councilmembers Albert F. Ambriz, Mark A. Breceda, Manuel R. Garcia; Mayor Pro Tem Larry G. Burrola; Mayor H. Manuel Ortiz

Present: William Tam, City Manager; Theresa Olivares, Assistant City Manager; Adrian Guerra, City Attorney; Ty Henshaw, Police Chief; Arsanious Hanna, City Engineer; Eva Carreon, Director of Finance; Marilyn Simpson, Community Development Director; Mary Hull, Human Resources Manager, Elizabeth Rodriguez, Public Services Director; Brandi Jones, Senior Planner; Jeff Wagner, Information Technology Manager; Iris Espino, Economic Development Coordinator; and Laura Nieto, Chief Deputy City Clerk

SPONTANEOUS COMMUNICATIONS There were no speakers.

CONSENT CALENDAR

MOTION A motion was made by Councilmember Breceda, seconded by Councilmember Garcia, to approve Consent Calendar, reading resolutions and ordinances by title only and waiving further reading thereof. The motion was unanimously approved.

ITEM NO. 1A1
MINUTES

MINUTES

No minutes for approval; no action necessary.

ITEM NO. 1B
WARRANTS

WARRANTS

The warrants were approved.

END OF CONSENT CALENDAR

NEW BUSINESS None.

PUBLIC HEARINGS None.

FUTURE AGENDA ITEMS REQUESTED BY COUNCIL MEMBERS None.

ADJOURNMENT There being no further business to conduct, the meeting was adjourned at 8:25 p.m.

Laura M. Nieto, MMC
Chief Deputy City Clerk

SA Item 1B

Electronic Payments

Successor Agency

May 2021

May 1 - 31, 2021

Number	Vendor Name	Date	Amount
578	2006 Sub Lien TA Ref Bond	5/4/2021	208,862.50

HA Item 1A1

IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706

MAY 12, 2021
WEDNESDAY
6:00 P.M.

The Irwindale **HOUSING AUTHORITY** met in special session at the above time and place.

ROLL CALL:

Present: Board Members Albert F. Ambriz, Mark A. Breceda, Manuel R. Garcia; Vice Chair Larry G. Burrola; Chair H. Manuel Ortiz

Also present: William Tam, Executive Director; Adrian Guerra, Board Attorney; and Laura Nieto, Chief Assistant Authority Secretary

SPONTANEOUS COMMUNICATIONS

There were no speakers.

RECESS TO CLOSED SESSION

At 6:00 p.m., the Housing Authority met in Closed Session to discuss the following:

Conference with Real Property Negotiators
Pursuant to California Government Code Section 54956.8

Property: 16154 Arrow Highway (APNS 8417-029-024 and 025)
Agency Negotiator: William K. Tam, Executive Director
Negotiating Parties: Rudolfo A. Dominguez Trustee
Under Negotiation: Price and terms of payment

ACTION: Update provided, no reportable action taken (Board Member Breceda declared a potential conflict of interest, did not participate in discussion, and exited the Council Chambers)

Property: 704 A. Street
Negotiating Parties: Housing Authority
Under Negotiation: Price and terms

ACTION: Update provided, no reportable action taken (Board Member Breceda declared a potential conflict of interest, did not participate in discussion, and exited the Council Chambers)

ADJOURNMENT

There being no further business to conduct, the meeting was adjourned at 6:37 p.m.

_____
Laura M. Nieto, MMC
Chief Assistant Authority Secretary

RA Item 1A1

IRWINDALE CITY COUNCIL CHAMBERS
5050 N. IRWINDALE AVENUE
IRWINDALE, CALIFORNIA 91706

MARCH 10, 2021
WEDNESDAY
8:38 P.M.

The Irwindale **RECLAMATION AUTHORITY** met in regular session at the above time and place.

ROLL CALL:

Present: Board Members Albert F. Ambriz, Mark A. Breceda, Manuel R. Garcia; Vice Chair Larry G. Burrola; Chair H. Manuel Ortiz

Also present: William Tam, Executive Director; Adrian Guerra, Board Attorney; Theresa Olivares, Assistant Executive Director; Ty Henshaw, Police Chief; Arsanious Hanna, City Engineer; Eva Carreon, Director of Finance; Marilyn Simpson, Community Development Manager; Mary Hull, Human Resources Manager, Elizabeth Rodriguez, Public Works Services Manager; Jeanette Duran, Finance Manager; Brandi Jones, Senior Planner; Jeff Wagner, Information Technology Manager; Iris Espino, Economic Development Coordinator; and Laura Nieto, Chief Assistant Authority Secretary

ANNOUNCEMENT

CHIEF ASSISTANT AUTHORITY SECRETARY NIETO

Chief Assistant Authority Secretary Nieto announced the following:

"As required by Government Code Section 54954.3, members of the City Council are also members of the Reclamation Authority, which is concurrently convening with the City Council this evening and each Council Member is paid an additional stipend of $300 for attending the Reclamation Authority meeting."

SPONTANEOUS COMMUNICATIONS

There were no speakers.

CARMEN ROMAN

Carmen Roman asked a clarifying question about the order in which the remaining items on the agenda would be discussed.

CONSENT CALENDAR

MOTION

A motion was made by Board Member Breceda, seconded by Board Member Ambriz, to approve the Consent Calendar; reading resolutions and ordinances by title only and waiving further reading thereof. The motion was unanimously approved.

ITEM NO. 1A
MINUTES

MINUTES

None for approval; no action necessary

ITEM NO. 1B
2021 1ST QUARTER MINING REPORT OF

2021 1ST QUARTER MINING REPORT OF NINE SMARA PITS

The report was received and filed.

NINE SMARA PITS

ITEM NO. 1C INVESTMENT QUARTERLY REPORT – DECEMBER 31, 2020

INVESTMENT QUARTERLY REPORT – DECEMBER 31, 2020

The Investment Quarterly Report for December 31, 2020, was received and filed.

END OF CONSENT CALENDAR

NEW BUSINESS

ITEM NO. 2A COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2020

COMPREHENSIVE ANNUAL FINANCIAL REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2020 (Presented as a joint item of the City Council, Successor Agency, and Housing Authority Items 2A)

DIRECTOR CARREON

Director Carreon introduced the report and presented Brian Gruber with Lance, Soll, and Lunghard, the city's auditing firm, who made a PowerPoint presentation.

DENA ZEPEDA

Dena Zepeda asked whether the firm also audited staff and management, as well as the Recreation Department's budget, to which Mr. Gruber advised that the audit covered all city departments and activities, with a focus on financial reporting. He added that the audit also ensures that the budget that was adopted by the Council is being reported on the city's financial statements.

CARMEN ROMAN

Carmen Roman stated her opinion that the financial documentation prepared by the Finance Department contains mistakes, and questioned the procedures that the auditing firm undertakes for its audit, to which Mr. Gruber responded by saying that the audit includes the financial statements produced by the Finance Department, including the city's general ledger, and that the audit includes tests and verifications of the accounting methods utilized by the city.

MOTION

A motion was made by Board Member Breceda, seconded by Board Member Garcia, to receive and accept the Comprehensive Annual Financial Report and Supplemental Audit Letters for the Fiscal year ended June 30, 2020. The motion was unanimously approved.

PUBLIC HEARINGS

None.

ADJOURNMENT There being no further business to conduct, the meeting was adjourned at 8:40 p.m.

_____
Laura M. Nieto, MMC
Chief Assistant Authority Secretary

RA Item 1B

☐City Council
☐Successor Agency
☐Housing Authority
☒Reclamation Authority
☐Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: June 09, 2021

To: Honorable Chairman and Members of the Irwindale Reclamation Authority

From: William K. Tam, Executive Director

Issue: 2021 Second Quarter Mining Report of Nine (9) SMARA Pits

Executive Director's Recommendation:

That the Irwindale Reclamation Authority receive and file this report.

Administrative Action:

Submitted by:

Arsanious Hanna
Authority Engineer/Building Official

Prepared by:

Francisco Carrillo
Construction Compliance Manager
Phone: (626) 430-2251

Reviewed by:

Adrian R. Guerra, Authority Counsel

Electronically Approved
by City Attorney

Eva Carreon
Authority Finance Director / Authority Treasurer

Approved by:

William Tam, Executive Director

Background and Analysis:

The table below summarizes the reporting from the 2021 second quarter mining report of the estimated production of five (5) pits governed by the Surface Mining and Reclamation Act of 1975 (SMARA Pits) currently conducting mining activity in the City.

Mine Site	Estimated Production March 2021 through May 2021 (Tons)	Estimated Remaining Reserve (Tons)
Lehigh Hanson Pit	552,938	55,492,278
Peck Road Gravel Pit	15,000	266,000
United Pit No. 3	No Production	370,470
Vulcan Reliance I	417,000	26,041,366
Vulcan Durbin	564,000	33,496,500

A total of approximately *1,548,938 tons* of material were produced during the reporting period, March 2021 through May 2021, from the five (5) SMARA Pits listed above. This is approximately *68,222 tons* more than reported in the previous quarter. Peck Road Gravel Pit and Vulcan Reliance I straddle jurisdiction lines between the cities of Irwindale and Monrovia, and Irwindale and Azusa, respectively. However, the amounts reported for those two sites are for production and backfill within the City of Irwindale only. There is currently no mining occurring in Monrovia's jurisdiction of the Peck Road Gravel Pit or in Azusa's jurisdiction of Vulcan Reliance I.

Below is a summary of the second quarter and current activity of the remaining four (4) SMARA Pits in the City.

Mine Site	Status	Activity
United Pit No. 2	Under Reclamation	Underwater fill east side of the pit
United Pit No. 4	Active	Processing Plant
Olive Pit	Active	Talus removal
Azusa Western Pit	Inactive	Inactive

During the 2021 second quarter reporting period, reclamation activity was also reported from three (3) SMARA Pits listed below. Below is a summary of the reclamation activity at these three SMARA Pits.

Mine Site	Estimated Fill (in tons) Placed March 2021 through May 2021 (C.Y.)
Lehigh Hanson Pit	89,415
United Pit No. 2	202,349
Vulcan Durbin Pit	98,800

As to the status of the City Owned Olive Pit, CA Mine ID # 91-19-0052:

The mining operator, United Rock Products, is still negotiating an easement needed for the pedestrian crossing at the railroad crossing before they can finalize the traffic signal design at the intersection of Los Angeles St. and Azusa Canyon Rd. Approximately *468,148 tons* of talus were removed from the site during this quarter, which was previously stockpiled during the construction of the access road.

Fiscal Impact:

None

RA Item 1D

☐City Council
☐Successor Agency
☐Housing Authority
☒Reclamation Authority
☐Joint Powers Authority

City of
IRWINDALE
AGENDA REPORT

Date: June 9, 2021

To: Reclamation Authority Board

From: William K. Tam, City Manager/Executive Director

Issue: Investment Quarterly Report for March 31, 2021.

City Manager/Executive Director's Recommendation:

For the Reclamation Board to receive and file the Investment Quarterly Report for March 31, 2021.

Administrative Action:

Submitted by:

Eva Carreon, Finance Director/City Treasurer
(626) 430-2221

Prepared by:

Jeanette Duran, Finance Manager

Reviewed by:

Adrian R. Guerra, City Attorney/Authority Counsel — ***Electronically Approved***

Eva Carreon, Finance Director/City Treasurer

Approved by:

William K. Tam, City Manager/Executive Director

Background and Analysis:

California Government Code Section 53646 requires that the City Treasurer submit a quarterly report of investments to the City Council/Board Members for review and compliance with the City's adopted investment policy.

The City's Investment Policy applies to all funds held by the City, Housing Authority, Successor Agency, and Reclamation Authority. The Reclamation Authority's funds are included in the City's cash and investment balances. The Investment Report for the quarter ending March 31, 2021 was presented to the City Council, Housing Authority, and Successor Agency Board on April 28, 2021. The Reclamation Authority was not scheduled to meet on that date, and therefore it is appropriate to present the same Quarterly Investment Report to the Reclamation Authority during their next regularly scheduled meeting.

The attached Investment Report summarizes the cash balances and investments as of March 31, 2021 for each agency. The City of Irwindale's balances include investments of all funds of the City and its agencies, which are pooled to maximize the interest yield. The cash balances in the general account with Bank of the West also include all funds of the City and its agencies, which also earn interest on the pooled cash balances. All investments comply with the City's Investment Policy.

Fiscal Impact:
There is no fiscal impact to receive and file this report.

Attachment:
City of Irwindale Investment Report – March 31, 2021

CITY OF IRWINDALE
INVESTMENT REPORT
March 31, 2021

DESCRIPTION OF SECURITY	PAR VALUE/ ORIGINAL COST	CURRENT YIELD TO MATURITY	PURCHASE DATE	MATURITY DATE	MARKET VALUE	INVESTMENT RATING
CITY OF IRWINDALE (POOLED - ALL FUNDS, INCLUDING RECLAMATION AUTHORITY)						
BANK OF THE WEST GENERAL ACCOUNT	$ 209,637	0.36%			$ 209,637	
LOCAL AGENCY INVESTMENT FUND (LAIF)	58,734,589	0.36%			$ 58,734,589	
CERTIFICATES OF DEPOSIT						
FIRSTRUST SVGS BK (SEMPRE)	240,000	1.90%	06/23/17	06/23/21	241,025	
MARINE BK (CIBH)	240,000	1.85%	06/29/17	06/29/21	241,068	
SIGNATURE BANK (COMMF)	240,000	1.85%	06/30/17	06/30/21	241,080	
GOLD COAST BANK (GDCOB)	240,000	1.90%	06/28/17	12/28/21	243,288	
CAPITAL ONE BANK (COF)	240,000	2.25%	12/29/16	12/29/21	243,941	
CITIZENS ST BK (CSBSH)	240,000	1.90%	06/30/17	12/30/21	243,310	
FIRST ST BANK (FRSTE)	240,000	2.00%	06/30/17	04/29/22	244,934	
BRIDGEWATER BK (BRDGW)	240,000	2.00%	06/29/17	06/29/22	245,662	
MARLIN BUSINESS BK (MRLN)	240,000	2.05%	06/29/17	06/29/22	245,810	
COMENITY CAP BK (ADSK)	240,000	2.25%	06/30/17	06/30/22	246,422	
Sub-Total Certificates of Deposit:	2,400,000				2,436,540	
Total City of Irwindale Investments (Pooled Funds):	**61,344,226**				**61,380,766**	
HOUSING AUTHORITY (Funds 11 & 12)						
BANK OF THE WEST GENERAL ACCOUNT	676,882	0.36%			676,882	
LOCAL AGENCY INVESTMENT FUND (LAIF)	11,220,358	0.36%			11,220,358	
	11,897,240				11,897,240	
SUCCESSOR AGENCY (Funds 50-66)						
BANK OF THE WEST GENERAL ACCOUNT	907,478	0.36%			907,478	
LOCAL AGENCY INVESTMENT FUND (LAIF)	20,977,107	0.36%			20,977,107	
	21,884,585				21,884,585	
GRAND TOTAL OF INVESTMENTS	**95,126,052**				**95,162,592**	

This investment portfolio is in conformity with the City of Irwindale's Investment Policy which was approved by City Council on June 10, 2020. The City Treasurer's cash management program and cash flow analysis indicates that sufficient liquidity is on hand to meet estimated future expenditures for a period of six months. The weighted average of maturity of the City's pooled investment portfolio is **0.02** years, and the weighted average yield of the City's pooled investments at cost is **0.398%.** Market prices of securities are obtained directly through Bank of the West. Due to timing, Bank of the West General Account balances are pre-reconciled and yield rates are based on the prior month account analysis statement.

Approved by _____ Eva Carreon, Director of Finance/City Treasurer