



COUNTY OF LOS ANGELES  
DEPARTMENT OF PARKS AND RECREATION

*"Parks Make Life Better!"*

Norma E. García-González, Director

Alina Bokde, Chief Deputy Director

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December 09, 2025

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, California 90012

Dear Supervisors:

**CHARTER OAK PARK PAVING RENOVATIONS PROJECT  
ESTABLISH AND APPROVE CAPITAL PROJECT  
APPROVE PROJECT SCOPE AND BUDGET  
APPROVE APPROPRIATION ADJUSTMENT  
AUTHORIZE USE OF JOB ORDER CONTRACT  
CAPITAL PROJECT NO. 8A151  
(SUPERVISORIAL DISTRICT 5) (FY2025-26, 4-VOTES)**

**SUBJECT**

Approval of the recommended actions will find the proposed Charter Oak Park Paving Renovations Project exempt from the California Environmental Quality Act; establish and approve the proposed capital project; approve the project scope, budget and appropriation adjustment; and authorize the Director of the County of Los Angeles Department of Parks and Recreation, or her designee, to deliver the proposed Project through a Board-approved Job Order Contract.

**IT IS RECOMMENDED THAT THE BOARD:**

1. Find the proposed Charter Oak Park Paving Renovations Project categorically exempt from the California Environmental Quality Act, for the reasons stated in this Board letter and in the records of the project.
2. Establish and approve the proposed Charter Oak Park Paving Renovations Project, Capital Project Number 8A151, with a total project budget of \$630,000.
3. Approve an appropriation adjustment to reflect an increase of \$630,000 in appropriation to the proposed Charter Oak Park Paving Renovations Project, Capital Project No. 8A151, fully offset with

grant revenue from the Los Angeles County Regional Park and Open Space District, Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation Measure of 2016 (Measure A) annual allocation grant program, to fully fund the proposed project.

4. Authorize the Director of the County of Los Angeles Department of Parks and Recreation, or her designee, to deliver the proposed Charter Oak Paving Renovations Project through a Board-approved Job Order Contract.

### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the recommended actions will find the proposed Charter Oak Park Paving Renovations Project (Project) exempt from the California Environmental Quality Act (CEQA); establish Capital Project No. 8A151; approve the proposed Project scope, budget, and appropriation adjustment; and authorize the County of Los Angeles Department of Parks and Recreation (LA County Parks) to implement the proposed Project through a Board-approved Job Order Contract (JOC).

The proposed Project is located at Charter Oak Park, a 12-acre community park located at 20261 E. Covina Boulevard, Covina in the unincorporated community of Charter Oak. According to the 2016 Los Angeles Countywide Parks Needs Assessment, the proposed Project is located in a study area experiencing a high park need. Charter Oak Park also serves many communities in the East San Gabriel Valley experiencing moderate to high park need including unincorporated Covina.

Dedicated in 1963, Charter Oak Park included a recreation building, playground, picnic area and parking lot and continues to provide a variety of recreational amenities including baseball diamonds, basketball courts, an outdoor fitness area, and indoor community rooms. The parking lot and paved pathways serving the park have suffered damage from the roots of mature trees and the asphalt paving has outlived its useful life.

The proposed Project scope will renovate the existing asphalt parking lot, repair portions of existing pathways, replace park identification sign according to design standards, and remodel related amenities.

Prior to the start of construction, details of the parking lot renovations, pathway repairs, and park identification sign will be shared on-site with the public.

The proposed Project will be delivered through a Board-approved JOC.

### **Implementation of Strategic Plan Goals**

The proposed recommendations will further the County Strategic Plan Goals to Realize Tomorrow's Government Today (North Star 3) through Equity-Centered Policies and Practices (Focus Area C) by implementing projects that are equity-based and seek racial, social, and economic equity in County parks (Strategy 3.C.i) and through Internal Controls and Processes (Focus Area G) by effectively managing County park assets in ways that are fiscally responsible and align with the County's highest priority needs (Strategy 3.G.ii).

### **Implementation of County Sustainability Goals**

The OurCounty Sustainability Plan, adopted in 2019, establishes goals to address the environmental impacts of climate change and the subsequent social challenges. The proposed Project will be designed to achieve the goals creating accessible parks, public lands, and public spaces that create

opportunities for respite, recreation, ecological discovery, and cultural activities (Goal 6) through projects that maintain parks and enhance the safety and comfort of pedestrian connectivity to parks in communities with high park need (Strategy 6A) so that all may enjoy their benefits.

### **FISCAL IMPACT/FINANCING**

The total estimated cost of the proposed Project includes consultant services, construction, change order/contingency, and County services. The proposed Project Schedule and Budget Summary are included in Attachment I.

The proposed Project is fully funded by the Los Angeles County Regional Park and Open Space District, Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, and Water Conservation Measure of 2016 (Measure A) annual allocation grant program in the amount of \$630,000.

Approval of the appropriation adjustment (Attachment II) will reflect a total increase of \$630,000 in appropriation to the Charter Oak Park Paving Renovations Project, Capital Project No. 8A151, fully offset with Measure A funds, to fully fund the proposed Project.

### **OPERATING BUDGET IMPACT**

Based on the Project description, LA County Parks does not anticipate any one-time or ongoing costs. The Project has maintenance requirements that will be fulfilled with existing LA County Parks staff and resources.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

Approval of the recommended actions will authorize LA County Parks to deliver the proposed Project utilizing a Board-approved JOC, as the work involves repair, remodeling, and refurbishing of County facilities. The standard Board-directed clauses that provide for contract termination, renegotiation, and hiring qualified displaced County employees will be included in the JOC.

The JOC contractor who is awarded this contract will be required to fully comply with Los Angeles County Code Chapter 2.200 (Child Support Compliance Program), Chapter 2.203 (Contractor Employee Jury Service Program), and Chapter 2.201 (Living Wage Program).

The proposed Project will proceed in accordance with the Board's consolidated Local and Targeted Worker Hire Policy (LTWHP) adopted on September 6, 2016, and last amended on June 11, 2019. The proposed Project will include a best-efforts goal that at least 30 percent (30%) of the total California craft worker hours for refurbishment work on the Project be performed by local residents.

In accordance with the Board's Civic Art Policy, adopted on December 7, 2004, and last amended on August 4, 2020, the proposed Project budget for the Charter Oak Park Paving Renovations Project, CP No. 8A151, is exempt from the Civic Art Allocation as the eligible project costs are under \$500,000.

Additionally, projects funded with Measure A require funding acknowledgement, public access and maintenance and operations of the project in perpetuity. Therefore, deed restrictions identifying the projects must be recorded, as appropriate.

## **ENVIRONMENTAL DOCUMENTATION**

The proposed Project is categorically exempt from the California Environmental Quality Act. The Project, which includes the renovation of an existing asphalt parking lot and portions of existing pathways; the replacement of a park identification sign, and the remodeling of related amenities, is within certain classes of projects that have been determined not to have a significant effect on the environment in that they meet the criteria set forth in sections 15301 (d) and 15302(c) of the State CEQA Guidelines and Classes 1 (c) and 2 (e) of the County's Environmental Document Reporting Procedures and Guidelines, Appendix G. The proposed Project provides for restoration or rehabilitation of deteriorated or damaged structures, facilities, or mechanical equipment to meet current standards of public health and safety, and replacement or reconstruction of existing structures and facilities involving negligible or no expansion of capacity.

Based on the proposed Project records, it will comply with all applicable regulations, and there are no cumulative impacts, unusual circumstances, damage to scenic highways, listing on hazardous waste site lists compiled pursuant to Government Code section 65962.5, or indications that they may cause a substantial adverse change in the significance of a historical resource that would make the exemption inapplicable.

Upon your Board's approval of the recommended actions, LA County Parks will file a Notice of Exemption with the County Clerk in accordance with section 21152 of the California Public Resources Code.

## **CONTRACTING PROCESS**

Implementation of the improvements will be completed using a combination of Board approved JOC and County Purchase Orders (PO). A Board-approved JOC will deliver the paving and parking lot renovations. County PO is authorized for the purchase and installation of park identification sign and flatwork. The combination of the two delivery methods will allow for the most expedient and cost-effective implementation of the proposed Project. Where used, LA County Parks has made the determination that JOC is the most appropriate procurement method for delivery of the construction scope.

LA County Parks will be required to comply with requirements of the grant agreement. County Counsel is consulted prior to execution of the grant agreement.

## **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The recommended actions will require temporary closure of park facilities including the parking lot and will have limited impacts to County services at the facility. LA County Parks will minimize and mitigate disruption by phasing work and providing advanced notification to the public.

## **CONCLUSION**

Upon approval by the Board, please instruct the Executive Officer-Clerk of the Board to forward one adopted copy of this letter to the Chief Executive Office, Capital Projects Division, and one adopted copy to the County of Los Angeles Department of Parks and Recreation.

The Honorable Board of Supervisors

12/9/2025

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Should you have any questions, please contact Tanya Finney at (626) 588-5336 or [tfinney@parks.lacounty.gov](mailto:tfinney@parks.lacounty.gov), Jorge Gutierrez at (626) 588-5347 or [jgutierrez2@parks.lacounty.gov](mailto:jgutierrez2@parks.lacounty.gov), or Johanna Hernandez at (626) 588-5370 or [bjh@parks.lacounty.gov](mailto:bjh@parks.lacounty.gov).

Respectfully submitted,



Norma E. Garcia-Gonzalez

Director

NEGG:AB:CK:GB:JG:tf

Enclosures

c: Chief Executive Officer  
County Counsel  
Executive Officer, Board of Supervisors  
Auditor Controller  
Arts and Culture (Civic Art Division)  
LA County Parks

**ATTACHMENT I**

**CHARTER OAK PARK PAVING RENOVATIONS PROJECT  
ESTABLISH AND APPROVE CAPITAL PROJECT  
APPROVE PROJECT SCOPE AND BUDGET  
APPROVE APPROPRIATION ADJUSTMENT  
AUTHORIZE USE OF JOB ORDER CONTRACTS  
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(SUPERVISORIAL DISTRICT 5) (FY2025-26, 4-VOTES)**

**I. PROJECT SCHEDULE SUMMARY**

Project Activity	Scheduled Completion Date
Board Approval	December 2025
Construction Award	February 2026
Substantial Completion	December 2026
Project Acceptance	March 2027

**II. PROJECT BUDGET SUMMARY**

Project Activity	Proposed Project Budget
Construction	
Construction	\$ 513,000
Change Orders	\$ 57,000
<b>Subtotal</b>	<b>\$ 570,000</b>
Consultant Services	\$ 15,000
County Services	\$ 45,000
<b>TOTAL</b>	<b>\$ 630,000</b>

**ATTACHMENT II**

**CHARTER OAK PARK PAVING RENOVATIONS PROJECT  
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**APPROPRIATION ADJUSTMENT**

**(SEE ATTACHED)**

December 09, 2025

COUNTY OF LOS ANGELES

### REQUEST FOR APPROPRIATION ADJUSTMENT

DEPARTMENT OF PARKS AND RECREATION

**AUDITOR-CONTROLLER:**

THE FOLLOWING APPROPRIATION ADJUSTMENT IS DEEMED NECESSARY BY THIS DEPARTMENT. PLEASE CONFIRM THE ACCOUNTING ENTRIES AND AVAILABLE BALANCES AND FORWARD TO THE CHIEF EXECUTIVE OFFICER FOR HER RECOMMENDATION OR ACTION.

**ADJUSTMENT REQUESTED AND REASONS THEREFORE**

**FY 2025-26**

**4 - VOTES**

SOURCES		USES	
PARKS AND RECREATION CHARTER OAK PARK PAVING RENOVATIONS PROJECT A01-CP-91-R410-65043-8A151 REGIONAL PARK AND OPEN SPACE DISTRICT-MEASURE A INCREASE REVENUE	630,000	PARKS AND RECREATION CHARTER OAK PARK PAVING RENOVATIONS PROJECT A01-CP-6014-65043-8A151 CAPITAL ASSETS - B & I INCREASE APPROPRIATION	630,000
<b>SOURCES TOTAL</b>	<b>\$ 630,000</b>	<b>USES TOTAL</b>	<b>\$ 630,000</b>

**JUSTIFICATION**

Reflects an increase of \$630,000 in appropriation to the Charter Oak Park Paving Renovations Project, Capital Project No. 8A151, fully offset with grant revenue from the Los Angeles County Regional Park and Open Space District, Safe, Clean Neighborhood Parks, Open Space, Beaches, Rivers Protection, & Water Conservation Measure of 2016 (Measure A) annual allocation grant program, to fully fund the project.

**Carolyn Bernardez** Digitally signed by Carolyn Bernardez  
Date: 2025.11.12 16:59:20 -08'00'

**AUTHORIZED SIGNATURE**

Carolyn Bernardez, Chief Financial Officer

BOARD OF SUPERVISOR'S APPROVAL (AS REQUESTED/REVISED)

REFERRED TO THE CHIEF  
EXECUTIVE OFFICER FOR---

ACTION

RECOMMENDATION

Andrea  
BY Turner  
Digitally signed by  
Andrea Turner  
Date: 2025.11.13  
08:33:40 -08'00'

AUDITOR-CONTROLLER

B.A. NO. **058**

DATE **11/13/25**

APPROVED AS REQUESTED

APPROVED AS REVISED

CHIEF EXECUTIVE OFFICER

Matthew J.  
BY Diaz  
Digitally signed by  
Matthew J. Diaz  
Date: 2025.11.13  
12:47:30 -08'00'

DATE **11/13/25**