

**WEST COVINA PROPOSED MUNICIPAL HEALTH DEPARTMENT REVIEW**

SCOPE OF SERVICES:  
**TASKS AND DELIVERABLES**  
**FOR ESTABLISHING CITY OF WEST COVINA HEALTH DEPARTMENT**

**CONSULTANT:** TRANSTECH ENGINEERS, INC.

**CONTRACT PERIOD:** MAY 4, 2021 – JUNE 30, 2022

This table lists tasks and summarizes deliverables identified in contract with the above listed consultant for the period shown above. The contract notes, “While the tasks are listed in rough order of execution, due to the abbreviated time frame the Team will work on multiple tasks simultaneously.”<sup>1</sup>

Jerri Potras, September 2024

TASK	DELIVERABLES <sup>2</sup>
1. Public Health Officer Services	Memo to City Manager detailing support required for a local public health officer.
2. Coordination with County and State Authorities	Memo describing steps required to obtain health department certification.
3. Legal Issues	Assistance and information as needed.
4. Determine Staffing Needs for Environmental Health Retail Food Facility Inspection Program	Program workplan including staffing requirements.
5. Program Staffing	Fully staffed Retail Food Inspection Program
6. Equipment and Supplies	Descriptions, quantities and specs for needed supplies sufficient to support City procurement.
7. Outreach to Regulated Community	<ul style="list-style-type: none"> <li>• Notice to regulated establishments of intent to assume responsibility for environmental health food inspections.</li> <li>• Content for City website and social media.</li> <li>• Mechanism to respond to questions or concerns of regulated community.</li> <li>• Appearance at public hearings or City Council meetings as required.</li> <li>• Conduct up to two (2) public workshops to inform and receive comment from regulated community.</li> <li>• Notice to regulated establishments upon formal assumption of responsibility for inspections.</li> </ul>
8. Operating Procedures	<ul style="list-style-type: none"> <li>• Standard Operating Procedures Manual.</li> <li>• Research and document records management requirements.</li> <li>• Documentation forms &amp; report templates.</li> <li>• Sample Notices.</li> <li>• Recommended software platform(s).</li> </ul>
9. Fee Schedule and Report	<ul style="list-style-type: none"> <li>• Proposed fee schedule for adoptions.</li> <li>• Forecast of 21.22 revenues and expenses.</li> <li>• Estimated startup costs.</li> </ul>
10. Framework for Assumption of Additional Public Health Department Functions	Roadmap for assumption of additional functions with 1-, 3- and 5-year timeline.
11. Operational Assessment	Assessment Reports providing the Public Health Officer and City Manager with documentation of Health Department Inspection and permitting operations, with recommendations for needed changes, if any.

**Notes**

<sup>1</sup> City of West Covina. (2021, May 21). Page 23. *Professional Services Agreement with Transtech Engineers, Inc. for Health Department Services*. [www.westcovina.org/departments/west-covina-health-department](http://www.westcovina.org/departments/west-covina-health-department).

<sup>2</sup> For deliverable details, see pages 23 – 26 of the *Professional Services Agreement with Transtech Engineers, Inc.* dated May 21, 2021 posted on the city of West Covina website at [www.westcovina.org/departments/west-covina-health-department](http://www.westcovina.org/departments/west-covina-health-department).