

AGENDA

Regular Meeting of the Bradbury City Council To be held on Tuesday, August 16, 2022 Closed Session Immediately Following at the Bradbury Civic Center 600 Winston Avenue, Bradbury, CA 91008

Pursuant to California Government Code section 54953(e)(1), the City is allowing Council Members, Staff and the public to participate in this City Council meeting by means of a Zoom video or telephone call. You will be able to hear the entire proceedings (other than the Closed Session) and to speak during Public Comment, Public Hearing, and other authorized times. Members of the public must maintain silence and mute their microphones and telephones except during those times. The Zoom information is https://us02web.zoom.us/j/82469910725, One tap mobile +16699009128,, 82469910725#, or dial (669) 900-9128 and enter code 824 6991 0725#

OPEN SESSION 7:00 PM

Each item on the agenda, no matter how described, shall be deemed to include any appropriate motion, whether to adopt a minute motion, resolution, payment of any bill, approval of any matter or action, or any other action. Items listed as "For Information" or "For Discussion" may also be subject of an "action" taken by the Board or a Committee at the same meeting.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

ROLL CALL: Mayor Lathrop, Mayor Pro-Tem Barakat, Councilmembers Hale, Lewis and Bruny

APPROVAL OF THE AGENDA: Majority vote of City Council to proceed with City Business

DISCLOSURE OF ITEMS REQUIRED BY GOVERNMENT CODE SECTION 1090 & 81000 ET. SEQ.

PUBLIC COMMENT

Anyone wishing to address the City Council on any matter that is not on the agenda for a public hearing may do so at this time. Please state your name and address clearly for the record and limit your remarks to five minutes.

Please note that while the City Council values your comments, the City Council cannot respond nor take action until such time as the matter may appear on a forthcoming agenda.

Routine requests for action should be referred to City staff during normal business hours, 8:30 am - 5:00 pm, Monday through Friday, at (626) 358-3218.

The City of Bradbury will gladly accommodate disabled persons wishing to communicate at a City public meeting. If you require special assistance to participate in this meeting, please call the City Manager's Office at (626) 358-3218 at least 48 hours prior to the scheduled meeting.

ACTION ITEMS*

1. CONSENT CALENDAR

All items on the Consent Calendar are considered by the City Council to be routine and will be enacted by one motion unless a Council Member request otherwise, in which case the item will be removed and considered by separate action. All Resolutions and Ordinances for Second Reading on the Consent Calendar, the motion will be deemed to be "to waive the reading and adopt."

- A. Minutes: Regular Meeting of July 19, 2022
- B. Resolution No. 22-22: Demands & Warrants for August 2022
- C. Monthly Investment Report for the month of July 2022

2. Approval of Consultant Agreement with De Novo Planning Group for Update of the Safety Chapter of the Health and Safety Element of the General Plan

California Government Code section 65302(g) regulating General Plans requires the City to update its Safety Element (the Safety Chapter of the Health and Safety Element) with the revision of the Housing Element. It is recommended that the City Council approve the Agreement between the City and De Novo (Attachment #1) for services to update the City's Safety Element at a not-to-exceed amount of \$37,250.

3. Presentation – An Update by California American Water on the Lemon Avenue Reservoir

California American Water presented to the City Council during the February 2022 meeting about the demo, filling, and landscaping of the Lemon Avenue Reservoir. The initial estimate is that 26,000 cubic yards of import soil was needed. Since the February meeting, California American Water has revised their plan to now estimate 15,000 cubic yards of import.

4. Presentation – Southern California Edison

Southern California Edison will be making a presentation to the City Council regarding their wildfire prevention efforts.

5. Discussion on the Annexation of the Royal Oaks Retirement Community

This item reviews the background on the 2021 redistricting, efforts to annex a portion of Royal Oaks Drive North, and presents options for the City Council to explore if the City of Duarte were to annex the Royal Oaks Retirement Community.

6. Discussion on the Upcoming Retirement of the City Clerk

This item covers and discusses the upcoming retirement of the long-term City Clerk and the challenges associated with her departure. This informal discussion has no formal recommended actions and is expected to be discussed over an extended period of time.

7. Discussion on Use of CalRecycle Funds

After contacting Duarte about a partnership, City staff presented a potential water refill station to be replaced with CalRecycle funds. It became complicated due to an existing partnership between Duarte and a third-party organization. Since then, the City of Duarte has designated two more potential locations for a water refill station to be installed. It is recommended that the City Council review both potential locations and approve one of the proposed areas for the installation of a water refill station for the City of Duarte at a not to exceed amount of \$7,500.

8. Discussion on Bradbury Night Out

This item covers and discusses the recent Bradbury Night Out event that took place at City Hall on July 28, 2022. This is an informal discussion with no formal recommended actions.

9. Matters from the City Manager

10. Matters from the City Attorney

11. Matters from the City Council

Mayor Lathrop

League of California Cities
Duarte Education Foundation
Director of Bradbury Disaster Committee
Area "D" Office of Disaster Management

Mayor Pro-Tem Barakat

LA County Sanitation Districts
San Gabriel Valley Council of Governments (SGVCOG)
San Gabriel Valley Mosquito & Vector Control District
Foothill Transit

Councilmember Hale

Councilmember Lewis

Councilmember Bruny

Duarte Community Education Council (CEC)

12. ITEMS FOR FUTURE AGENDAS

CLOSED SESSION

CALL TO ORDER/ROLL CALL

PUBLIC COMMENT - REGARDING CLOSED SESSION ONLY

RECESS TO CLOSED SESSION REGARDING:

A. Appointment of Temporary Public Employee Government Code Section 54957 (b)(1)

Title: Management Analyst

REPORT FROM CLOSED SESSION

ADJOURNMENT

The City Council will adjourn to a Regular Meeting at the Bradbury Civic Center, 600 Winston Ave., Bradbury, CA 91008 on Tuesday, September 20, 2022 at 7:00 p.m.

- * ACTION ITEMS Regardless of a staff recommendation on any agenda item, the City Council will consider such matters, including action to approve, conditionally approve, reject or continue such item. Further information on each item may be procured from City Hall.
- "I, Claudia Saldana, City Clerk, hereby certify that I caused this agenda to be posted at the Bradbury City Hall entrance gate on Friday, August 12, 2022 at 5:00 p.m."

CITY CLERK - CITY OF BRADBURY

MINUTES OF A REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF BRADBURY HELD ON TUESDAY, JULY 19, 2022 AT THE BRADBURY CIVIC CENTER 600 WINSTON AVENUE, BRADBURY, CA 91008

CALIFORNIA GOVERNMENT CODE SECTION 54953(e)(1):

Pursuant to California Government Code Section 54953(e)(1), the City is allowing Councilmembers, Staff and the public to participate in this meeting by means of a Zoom video or telephone call. Participants will be able to hear the entire proceedings and be able to speak during Public Comment, Public Hearing, and other authorized times. Members of the public must maintain silence and mute their microphones and telephones except during those times.

MEETING CALLED TO ORDER:

The Regular Meeting of the City Council of the City of Bradbury was called to order by Mayor Pro-Tem Lathrop at 7:00 p.m. followed by the Pledge of Allegiance.

ROLL CALL:

<u>PRESENT:</u> Mayor Pro-Tem Lathrop, Councilmembers Barakat, Hale, Lewis and Bruny

ABSENT: None

<u>STAFF:</u> City Manager Kearney, City Attorney Reisman, Assistant City Attorney Kranitz, City Clerk Saldana and Management Analyst Musa

APPROVAL OF AGENDA:

Mayor Pro-Tem Barakat made a motion to approve the agenda to proceed with City business. Councilmember Hale seconded the motion, which carried unanimously.

DISCLOSURE OF ITEMS REQUIRED BY GOV. CODE SECTION 1090 & 81000 ET SEQ,:

In compliance with the California Political Reform Act, each City Councilmember has the responsibility to disclose direct or indirect potential for a personal financial impact as a result of participation in the decision-making process concerning agenda items.

City Attorney Reisman stated that he was not aware of any conflicts of interest.

PUBLIC COMMENT:

None

CONSENT CALENDAR:

All items on the Consent Calendar are considered by the City Council to be routine and will be enacted by one motion unless a Councilmember requests otherwise, in which case the item will be removed and considered by separate action. All Resolutions and Ordinances for Second Reading on the Consent Calendar are deemed to "waive further reading and adopt."

- A. Minutes: Regular Meeting of June 21, 2022
- B. Minutes: Adjourned Meeting of June 26, 2022
- C. Resolution No. 22-19: Demands & Warrants for July 2022
- D. Monthly Investment Report for the month of June 2022

- E. Resolution No. 22-20: Authorizing Signatures for Accounts in the name of "City of Bradbury"
- F. Second Reading and Adoption of Ordinance No. 383:
 AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF
 BRADBURY, CALIFORNIA, AMENDING VARIOUS PROVISIONS
 OF TITLE IX (DEVELOPMENT CODE) OF THE BRADBURY
 MUNICIPAL CODE RELATING TO SENATE BILL 9 AND
 SECONDARY LIVING QUARTERS
- G. Resolution No. 22-21: Approval of Project Funded by SB1: The Road Repair and Accountability Act

CORRECTION TO MINUTES AND DEMANDS & WARRANTS:

City Manager Kearney stated that there was one correction to the June 21, 2002 minutes (first paragraph on page 5). Mayor Lathrop (not Councilmember Hale) requested that Burrtec's power point presentation be included in the agenda packet next year.

City Manager Kearney stated that there is a correction to the Demands & Warrants. Checks #17026 and #17027, payable to RKA, have been voided and the charges related to the Starlite Sewer Extension removed. The Starlite Sewer Extension is a Bradbury Estates Project and should not be billed to the City. Replacement Checks #17040 and #17041 to RKA have been added to the revised Demands & Warrants.

MOTION TO APPROVE CONSENT CALENDAR:

Councilmember Hale made a motion to approve the Consent Calendar as amended. Councilmember Lewis seconded the motion, which was carried by the following roll call vote:

APPROVED:

AYES: Mayor Lathrop, Mayor Pro-Tem Barakat,

Councilmembers Hale, Lewis and Bruny

NOES: None

ABSENT: Councilmember Bruny

Motion passed 5:0

PRESENTATION BY SOUTHERN CALIFORNIA EDISON POSTPONED TO AUGUST MEETING:

Jeannette Soriano, Government Relations Manager, was online to make a presentation to the City Council regarding Edison's wildfire prevention efforts. Due to technical difficulties with the sound, the City Council asked Ms. Soriano to attend the August City Council meeting to make the presentation in person.

APPROVAL OF CONSULTANT
AGREEMENT WITH DE NOVO PLANNING
GROUP FOR UPDATE OF THE SAFETY
CHAPTER OF THE HEALTH AND SAFETY
ELEMENT OF THE GENERAL PLAN:

City Manager Kearney stated that Government Code Section 65302(g) regulating General Plans requires the City to update its Safety Element (the Safety Chapter of the Health and Safety Element) with the revision of the Housing Element.

California Government Code Section 65302(g) relating to Safety Elements of the General Plan has been amended to include analysis of additional topics, including those related to wildfires and climate adaptation and resiliency. While the recent hazard mitigation plan addresses many of the wildfire requirements, it does not address climate adaptation and resiliency. Staff does not have the expertise to prepare this update.

Chapter of the Health & Safety Element. Only De Novo Planning Group provided a response. De Novo is a wellrespected planning firm that has prepared Safety Element updates for a number of cities (i.e. Gardena and Hawhorne). De Novo has provided a proposal for \$37,250. The project is PROPOSAL: billed on the time expended, but it is a "not-to-exceed contract." Staff has checked with other cities updating their Safety

Element as to costs and it is in line with those cities.

It is recommended that the City Council approve the Agreement between the City of Bradbury and De Novo Planning Group, Inc. for services to update the City's Safety Element and a not-to-exceed amount of \$37,250.

The City reached out to two consultants that is has been working with to obtain a proposal for the update of the Safety

Councilmember Hale inquired why we need to do this now. Assistant City Attorney Kranitz stated that it is usually done concurrently with the Housing Element Update. Councilmember Bruny asks if there was anything else the City has to do as part of the Housing Element Update. Lisa Kranitz clarified that the Safety Element is part of the General Plan, not the Housing Element.

Mayor Bruce Lathrop inquired about the due date. City Manager Kearney stated that the project schedule is included in the proposal.

Councilmember Lewis stated that he would like to see a work product from De Novo, because he is afraid they will take another city's Safety Element and just cut and paste it for Bradbury. Acting City Attorney Kranitz stated that the Safety Element is not a cut and paste project.

Councilmember Hale stated that he would like to see progress reports at the next two City Council meetings.

Mayor Lathrop made a motion to approve the Agreement between the City of Bradbury and De Novo Planning Group, Inc. for services to update the City's Safety Element at a not-toexceed amount of \$37,250. The motion died to a lack of second.

Assistant City Attorney Kranitz stated that the City could be sued for not having a complete General Plan.

Mayor Lathrop wants De Novo to focus on fire safety.

Councilmember Hale suggested to postpone the discussion for one month and get a sample of another city's Safety Element.

RECOMMENDATION:

DISCUSSION:

MOTION DIED DUE TO A LACK OF SECOND:

DISCUSSION POSTPONED TO AUGUST MEETING:

DISCUSSION ON THE UPCOMING RETIREMENT OF THE CITY CLERK:

City Manager Kearney stated that this is a discussion about the upcoming retirement of Claudia Saldana, the City's long-term City Clerk, and the challenges associated with her departure. This is an informal discussion with no formal recommended actions. Rather, this item seeks initial input from the City Council on how they would like to proceed. It is expected that there will be multiple discussions on this item in the next few months.

City Manager Kearney stated that Claudia Saldana started working for the City of Bradbury on June 16, 1988. Thirty-four (34) years later, Ms. Saldana has decided that she will be retiring sometime next year (2023). At this point, the exact date has not been finalized yet.

Claudia's position has morphed with the City's needs over the last 34 years. Today Claudia's position has three main functions. These roles and responsibilities are equivalent in other cities to 1) City Clerk, 2) Accounting Technician, and 3) Executive Assistant to the City Manager.

The City Clerk and Executive Assistant roles are quite similar and can be seen merged in other cities; however; they are starkly different than the responsibilities of the Accounting Technician. Given the differences, City Manager Kearney stated that he is expecting difficulties recruiting for the position once Claudia retires.

City Manager Kearney stated that the cities of Bradbury, Rolling Hills and Hidden Hills are often compared to one another since their city populations, budgets and staff sizes are relatively similar. When inquiring about their staffing situations, the City of Rolling Hills employs a City Clerk who also acts as the City Manager's Assistant; however, they contract out all of their financial work. The City of Hidden Hills has a City Clerk, but also has an Accounting Specialist that manages all of the City's finances.

Some inquiring was done with the financial firm serving the City of Rolling Hills. The City of Rolling Hills currently contracts with a firm for an Accountant at \$84/hour, two Accounting Technicians at \$26/hour each, and a Finance Director at \$79/hour. Rolling Hills has the firm do most things financially related, which includes CPA type work, grants management, payroll, budgeting, budget presentations, budget reports to the City Council, bank deposits, etc. At this time more exploration would be needed on a firm's level of involvement if Bradbury were to move forward with a financial firm.

City Manager Kearney stated that the current Finance Director, Suresh Malkani, gets paid \$80/hour and he comes to the office once a week for ½ day.

Salary is another issue once Claudia retires. City Manager Kearney stated that in his opinion salaries and salary scales have been able to remain below market rate throughout the years because Claudia's long tenure with Bradbury. The City Manager (CM) and Management Analyst (MA) have historically been "revolving door" positions due to the salary discrepancies, especially with the Management Analyst position rotating approximately once every 1.5 years. As the CM and MA have come and gone, Claudia remained the stabilizing force at City Hall. This rang true when Kevin Kearney first arrived as CM.

Both the CM and the MA had left at the same time in 2017 for better paying jobs, and it was Claudia's tenure that allowed the City to remain stable for approximately two months until an Interim City Manager was appointed.

To help facilitate this discussion, Staff provided the City Council with the following items: 1) Accounting Specialist job description from the City of Hidden Hills, 2) City of Avalon's Deputy City Clerk/Senior Administrative Assistant to sow how a City Clerk's roles are sometimes merged with other administrative (non-financial) roles and 3) the City of Rolling Hills' recent City Clerk/Executive Assistant recruitment.

City Manager Kearney stated that the situation that we had in 2017, when two employees left at the same time, could happen again. Councilmember Lewis stated that all City Staff should be cross-trained for such an event.

Councilmember Hale inquired about getting a payroll service.

Councilmember Bruny suggested to hire a replacement for Claudia six months before she retires. Councilmember Lewis felt that three months would be enough time.

This was an informal discussion and the City Council took no formal action. It is expected that there will be multiple discussions regarding this item over the next few months.

City Manager Kearney stated that Bradbury Night Out is next Thursday, July 28, 2022 from 6-8 p.m. Councilmember Hale stated that he will be out of town.

City Attorney Reisman stated that he has a report for the Closed Session.

MAYOR LATHROP: Nothing to report

DISCUSSION:

NO ACTION TAKEN:

MATTERS FROM THE CITY MANAGER:

MATTERS FROM THE CITY ATTORNEY:

MATTERS FROM THE CITY COUNCIL:

COUNCILMEMBER BARAKAT: Nothing to report

COUNCILMEMBER HALE: Nothing to report

COUNCILMEMBER LEWIS: Nothing to report

COUNCILMEMBER BRUNY: Nothing to report

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ITEMS FOR FUTURE AGENDAS:	Presentation by Southern California Edison in person at the August 16th meeting.
	CLOSED SESSION
PUBLIC COMMENT REGARDING CLOSED SESSION ONLY:	None
RECESS TO CLOSED SESSION:	The City Council adjourned to a Closed Session to discuss the following: Conference with Legal Counsel
	Existing Litigation: Government Code Section 54956.9(d)(1) Case Name: CALIFORNIANS FOR HOMEOWNERSHIP, INC. V. City of Bradbury Case No.: Los Angeles Superior Court #22STCP01381
REPORT FROM CLOSED SESSION:	City Attorney Reisman reported that the City Council met in Closed Session to discuss Existing Litigation and voted unanimously to instruct the City Attorney and Assistant City Attorney to approve a settlement agreement and issue a check.
ADJOURNMENT:	At 8:00 p.m. Mayor Lathrop adjourned the meeting to a regular meeting to be held on Tuesday, August 16, 2022 at 7:00 p.m.
	MAYOR - CITY OF BRADBURY
ATTEST:	
CITY CLERK – CITY OF BRADBURY	

RESOLUTION NO. 22-22

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, APPROVING DEMANDS AND WARRANTS NO. 17042 THROUGH NO. 17058 (PRE-RELEASED CHECKS) AND DEMANDS AND WARRANTS NO. 17059 THROUGH NO. 17087 (REGULAR CHECKS)

The City Council of the City of Bradbury does hereby resolve as follows:

<u>Section 1.</u> That the demands as set forth hereinafter are approved and warrants authorized to be drawn for payment from said demands in the amount of \$5,291.07 (pre-released Checks) and \$62,155.69 at August 16, 2022 from the General Checking Account

PRE-RELEASED CHECKS (due before City Council Meeting):

<u>Check</u>	Name and (Due Date)	<u>Description</u>		Amount
17042	U.S. Bank (6/30/22)	Custody Charges for June 2022 Safekeeping Fees <i>Acct. 101-14-7010</i>		\$29.75
17043	DUDEK (7/13/22)	Community Wildfire Protection Plan <i>Acct. 219-21-7761</i>		\$65.00
17044	California American Water (8/1/22)	Service Address: 600 Winston Ave (City Hall) Acct. 101-16-6400 1775 Woodlyn (Royal Oaks Trail) Acct. 200-48-6400	\$391.20 <u>\$672.47</u>	\$1,063.67
17045	California American Water (8/2/22)	Service Address: 301 Mt Olive Drive Irrigation 2410 Mt Olive Lane Irrigation 2256 Gardi Street Acct. 200-48-6400	\$171.96 \$83.68 <u>\$56.36</u>	\$312.00
17046	Secretary of State (7/25/22)	Filing Fee for Notice of a Joint Power Agreement Acct. 102-42-7630 (Stormwater)		\$1.00
17047	Olympus Party Rentals (7/27/22)	Bradbury Night Out (tables, chairs, tablecloths) Acct. 101-11-6100		\$692.51
17048	Nona Rosa Pizza (7/28/22)	Bradbury Night Out (85 pizzas and soft drinks) Acct. 101-11-6100		\$1,699.00

<u>Check</u>	Name and (Due Date)	<u>Description</u>		<u>Amount</u>
17049	Delta Dental (8/1/22)	<u>Dental Insurance:</u> City Manager (family) Acct. 101-12-5100	\$131.43	
		City Clerk <i>Acct. 101-13-5100</i>	\$42.88	
		Management Analyst Acct. 101-16-5100	<u>\$42.88</u>	\$217.19
17050	Vision Service Plan	Vision Insurance:	404.00	
	(8/1/22)	City Manager (family) Acct. 101-12-5100	\$61.07	
		City Clerk	\$23.66	
		Acct. 101-13-5100 Management Analyst Acct. 101-13-5100	<u>\$23.66</u>	\$108.39
47054	TI 6	D : 1/5 14000		
17051	The Standard (8/1/22)	Basic Life and AD&D: City Manager Acct. 101-12-5100	\$9.25	
		City Clerk <i>Acct. 101-13-5100</i>	\$9.25	
		Management Analyst Acct. 101-13-5100	<u>\$9.25</u>	\$27.75
17052	Charter Communications (8/9/22)	Spectrum Enterprise Internet Acct. 101-16-6230		\$169.98
17053	Southern California Edison (8/15/22)	2298 Gardi Street Acct. 200-48-6400		\$40.91
17054	Southern California Edison (8/15/22)	City Hall Utilities Acct. 101-16-6400		\$467.43
17055	The Gas Company (8/16/22)	City Hall Utilities Acct. 101-16-6400		\$15.78
17056	Staples (8/15/22)	Office Supplies Acct. 101-16-6200		\$236.43
17057	Frontier (8/15/22)	Fire Alarm Line Acct. 101-23-7420		\$112.28
17058	T-Mobile (8/18/22)	Mobile Business Internet (Hot Spot) Acct. 113-20-8120		\$32.00
		Total Pre-R	Released Checks	\$5,291.07

REGULAR CHECKS:

<u>Check</u>	Name and (Invoice Date)	<u>Description</u>		Amount
17059	Consensus Cloud Solutions (7/31/22)	E-Fax Services for Nov 2021 thru Aug Acct. 101-16-6230	2022	\$102.90
17060	Dog Waste Depot (8/4/22)	Dog Waste Bags (30-roll case) Acct. 102-42-7630 (Stormwater)		\$97.44
17061	DUDEK (7/15/22)	Chadwick Ranch Estates Fire Protection Plan Acct. 103-00-2039		\$980.00
17062	DUDEK (7/20/22)	Chadwick Ranch Estates Fire Protection Plan Acct. 103-00-2039		\$1,162.50
17063	Californians for Homeownership, Inc. (7/19/22)	Settlement Agreement between Californians for Homeownership and the City of Bradbury Acct. 101-15-6125		\$5,000.00
17064	Jones & Mayer (7/31/22)	<u>City Attorney:</u> July Retainer <i>Acct. 101-15-7020</i> 243 Barranca Ave Receivership	\$2,900.00 \$106.50	
		Acct. 101-15-7070 CA for Homeownership Hours Acct. 101-15-7070	\$1,347.50	
		Chadwick Ranch Acct. 103-00-2039	\$3,230.50	
		Code Enforcement (1550 Lemon) Acct. 101-23-7450	\$412.50	
		Street Widening Project Acct. 200-48-7750	\$275.00	
		Zoning/General Plan Acct. 101-15-7075	<u>\$1,457.50</u>	\$9,729.50
17065	California JPIA	Pollution Liability Insurance <i>Acct. 101-16-6300</i>		\$158.00
17066	Kevin Kearney (Aug 2022)	Monthly Cell Phone Allowance Acct. 101-12-6440		\$75.00
17067	City of Los Angeles (7/27/22)	LARA Membership Fee for FY 22/23 Acct. 101-30-6030		\$164.41

<u>Check</u>	Name and (Invoice Date)	<u>Description</u>		<u>Amount</u>
17068	Michael Baker International (6/24/22)	Chadwick Ranch Estates Professional Services through period ending May 29, 2022 Acct. 1-3-00-2039		\$4,125.00
17069	Molly Maid (7/29/22)	11-Jul-2022 Cleaning 18-Jul-2022 Cleaning 28-Jul-2022 Cleaning <i>Acct. 101-16-6260</i>	\$105.00 \$105.00 <u>\$105.00</u>	\$315.00
17070	Molly Maid (8/10/22)	01-Aug-2022 Cleaning 03-Aug-2022 Cleaning 08-Aug-2022 Cleaning <i>Acct.</i> 101-16-6260	\$105.00 \$105.00 <u>\$105.00</u>	\$315.00
17071	City of Monrovia (7/27/22)	Transportation Services for July 2022 Acct. 204-40-7325 (Prop C)		\$704.07
17072	Pasadena Humane Society (7/31/22)	Animal Control Services for July 2022 Acct. 101-25-7000		\$982.80
17073	Post Alarm Systems (8/3/22)	City Hall Monitoring for Sep 2022 Fire & Intrusion Systems Acct. 101-23-7420		\$132.92
17074	Priority Landscape Services (7/20/22)	Planted (17) Red Lantana by side door of City Hall Cleaned Weeds in Overflow	\$595.00 \$300.00	
		Parking Lot at City Hall Trimmed Olive Tree by main door Extra Clean Up for BNO Acct. 101-21-7020	\$80.00 <u>\$100.00</u>	\$1,075.00
17075	Priority Landscape Services (8/1/22)	August 2021 Landscape Services: Bradbury Civic Center Acct. 101-21-7020	\$220.45	
		Royal Oaks Drive North Acct. 101-21-7015	\$434.59	
		Lemon Trail <i>Acct. 101-21-7045</i>	\$144.87	
		Mt. Olive Drive Entryway & Trail <i>Acct. 101-21-7035</i>	<u>\$585.77</u>	\$1,385.68
17076	Priority Landscape Services (7/30/22)	Planted (9) Lantana and Installed ½ yard Bark Blend Mulch at City Hall Acct. 101-21-7020	\$306.00 <u>\$56.00</u>	\$362.00

17077	Southern Calif. Edison (8/1/22)	Street Lights Acct. 200-48-6410		\$954.83
17078	LA County Sheriff's Dept. (7/15/22)	June 2022 Law Enforcement Services Acct. 101-23-7410		\$10,578.30
17079	Suresh Malkani (July 2022)	Finance Director Services (19.75 hrs @ \$86.80/hours) Acct. 101-14-5010		\$1,714.30
17080	TeamLogic IT (8/1/22)	Computer Services & Supplies Acct. 113-20-8120		\$684.00
17081	UltraSystems (7/21/22)	Chadwick Ranch Estates Preparation of an EIR Acct. 103-00-2039		\$1,178.50
17082	U.S. Bank (7/31/22)	Custody Charges for July 2022 Safekeeping Fees Acct. 101-14-7010		\$73.00
17083	U.S. Bank Corporate Payment Systems (7/22/22)	Kevin Kearney Visa Card: SCPMA-HR Membership Acct. 101-30-6030 Cerveteca Culver City (CM Mtg) ABM Parking Culver City Acct. 101-12-6025 ZOOM (tech funds) Acct. 113-20-8120 Amazon.com (tech funds) Acct. 113-20-8120 CCMF Membership Acct. 101-30-6030 BeenVerified.com Acct. 101-23-7420	\$50.00 \$22.55 \$3.00 \$49.00 \$74.41 \$400.00 \$52.44 \$651.40	
17083	U.S. Bank Corporate Payment Systems (7/22/22)	Sophia Musa Visa Card: Canva (BNO Postcards) Acct. 101-11-6100 USPS (stamps) Acct. 101-20-6120 Broadvoice (City Hall phone) Acct. 101-16.6440 Amazon.com (new flag) Acct. 101-16-6450	\$95.00 \$116.00 \$170.08 \$32.36 \$413.44	
17083	U.S. Bank Corporate Payment Systems (7/22/22)	Claudia Saldana Visa Card: Big Lots (paper towels) Acct. 101-16-6450 Big Lots (bottled water) Acct. 101-16-6450	\$10.91 \$4.99 \$15.90	\$1,080.74

City Planner (Hourly Services) \$3,960.00 \$7,860.00 Acct. 101-20-7240 \$3,960.00 \$7,860.00 Acct. 101-20-7240 \$3,960.00 Acct. 101-20-7240 \$3,900.00 Acct. 101-20-7210 City Planner (Retainer) \$3,900.00 Acct. 101-20-7210 City Planner (Hourly Services) \$3,877.50 \$7,777.50 Acct. 101-20-7240 Acct. 101-16-6470 Acct. 101-16-6470 Acct. 101-16-6470 Acct. 101-16-6470 Acct. 101-11-6100 Acct. 101-10-02011 Acct. 101-10-02011	17084	VCA Code Group (5/11/22))	April 3 to April 30, 2022: City Planner (Retainer) Acct. 101-20-7210	\$3,900.00	
City Planner (Retainer)			City Planner (Hourly Services)	\$3,960.00	\$7,860.00
Acct. 101-20-7240 17086 City of Bradbury Petty Cash (Jul 2022) The Home Depot \$29,70 Petty Cash (Jul 2022) Acct. 101-16-6470 USPS (mail BNO Postcards) \$77,40 Vons (gift cards for BNO) \$100.00 \$240.63 Acct. 101-11-6100 17087 Michael Baker International Professional Services through (7/26/22) Period ending July 24, 2022 Acct. 1-3-00-2039 AUGUST 2022 PAYROLL: ACH Kevin Kearney Salary: City Manager \$12,500.00 Acct. 101-12-5010 Withholdings (3.128.34) \$9,371.66 Acct. 101-00-2011 ACH Claudia Saldana (Aug 2022) Acct. 101-13-5010 Withholdings (1.648.07) \$4,409.85 Acct. 101-00-2011 ACH Sophia Musa (Aug 2022) Acct. 101-16-5010 Withholdings (970.77) Acct. 101-00-2011 PERS Employee Share Acct. 101-00-2011 \$83,717.45 Acct. 101-00-2011 PERS Employee Share Acct. 101-16-5100	17085	-	City Planner (Retainer)	\$3,900.00	
Petty Cash (Jul 2022)			- · · · · · · · · · · · · · · · · · · ·	<u>\$3,877.50</u>	\$7,777.50
Acct. 101-16-6470	17086		•	\$29.70	
USPS (mail BNO Postcards) \$77.40 Vons (gift cards for BNO) \$100.00 \$240.63			•	\$33.53	
Vons (gift cards for BNO) \$100.00 \$240.63		()		\$77.40	
International (7/26/22) Professional Services through period ending July 24, 2022 Acct. 1-3-00-2039 Total Regular Checks \$62,155.69 AUGUST 2022 PAYROLL: ACH Kevin Kearney (Aug 2022) Acct. 101-12-5010 Withholdings (3,128.34) \$9,371.66 ACH Claudia Saldana (Aug 2022) Acct. 101-00-2011 ACH Claudia Saldana (Aug 2022) Acct. 101-13-5010 Withholdings (1,648.07) \$4,409.85 ACCT. 101-00-2011 ACH Sophia Musa (Aug 2022) Acct. 101-16-5010 Withholdings (970.77) Acct. 101-100-2011 PERS Employee Share (339.36) \$3,717.45 Acct. 101-16-5100			Vons (gift cards for BNO)		\$240.63
AUGUST 2022 PAYROLL: ACH Kevin Kearney (Aug 2022) Salary: City Manager \$12,500.00 Withholdings (3,128.34) \$9,371.66 ACH Claudia Saldana (Aug 2022) Acct. 101-00-2011 ACH Claudia Saldana (Aug 2022) Acct. 101-13-5010 Withholdings (1,648.07) \$4,409.85 ACH Sophia Musa (Aug 2022) Acct. 101-16-5010 Withholdings (970.77) Acct. 101-00-2011 PERS Employee Share (339.36) \$3,717.45	17087	International	Professional Services through period ending July 24, 2022		\$3,146.67
ACH Kevin Kearney (Aug 2022) (Aug 2022) (Acct. 101-12-5010 Withholdings Acct. 101-00-2011 ACH Claudia Saldana (Aug 2022) (Aug 2022) (Aug 2022) (Acct. 101-13-5010 Withholdings Acct. 101-00-2011 ACH Sophia Musa (Aug 2022) (Aug			Total Re	egular Checks	\$62,155.69
(Aug 2022) Acct. 101-12-5010 Withholdings Acct. 101-00-2011 ACH Claudia Saldana (Aug 2022) Acct. 101-13-5010 Withholdings (Aug 2022) Acct. 101-13-5010 Withholdings (1,648.07) Acct. 101-00-2011 ACH Sophia Musa (Aug 2022) Acct. 101-16-5010 Withholdings (970.77) Acct. 101-00-2011 PERS Employee Share Acct. 101-16-5100	AUGUST 2	2022 PAYROLL:			
ACCT. 101-00-2011 ACH Claudia Saldana Salary: City Clerk \$6,057.92 (Aug 2022) Acct. 101-13-5010 Withholdings (1,648.07) \$4,409.85 ACCT. 101-00-2011 ACH Sophia Musa Salary: Management Analyst \$5,027.58 (Aug 2022) Acct. 101-16-5010 Withholdings (970.77) Acct. 101-00-2011 PERS Employee Share (339.36) \$3,717.45 Acct. 101-16-5100	ACH	-		\$12,500.00	
(Aug 2022) Acct. 101-13-5010 Withholdings Acct. 101-00-2011 ACH Sophia Musa (Aug 2022) Acct. 101-16-5010 Withholdings (970.77) Acct. 101-00-2011 PERS Employee Share Acct. 101-16-5100 (339.36) \$3,717.45			-	(3,128.34)	\$9,371.66
Acct. 101-00-2011 ACH Sophia Musa Salary: Management Analyst \$5,027.58 (Aug 2022) Acct. 101-16-5010 Withholdings (970.77) Acct. 101-00-2011 PERS Employee Share (339.36) \$3,717.45 Acct. 101-16-5100	ACH			\$6,057.92	
(Aug 2022) Acct. 101-16-5010 Withholdings (970.77) Acct. 101-00-2011 PERS Employee Share (339.36) \$3,717.45 Acct. 101-16-5100			——————————————————————————————————————	(1,648.07)	\$4,409.85
Acct. 101-00-2011 PERS Employee Share (339.36) \$3,717.45 Acct. 101-16-5100	ACH	•		\$5,027.58	
PERS Employee Share (339.36) \$3,717.45 Acct. 101-16-5100				(970.77)	
Total Payroll \$17,498.96					
			PERS Employee Share	(339.36)	\$3,717.45

ELECTRONIC FUND TRANSFER (EFT) PAYMENTS FOR AUGUST 2022:

CITY CLERK - CITY OF BRADBURY

EFT	Aetna	Health Insurance for August 2022:		
	(Aug 2022)	City Manager	\$1,731.46	
		Acct. 101-12-5100		
		City Clerk	\$929.38	
		Acct. 101-13-5100		
		Management Analyst	<u>\$747.00</u>	\$3,407.84
		Acct. 101-16-5100		
EFT	EDD	State Tax Withholdings	\$1,126.07	
	(Aug 2022)	SDI	\$259.44	\$1,385.51
		Acct. 101-00-2011		. ,
EFT	Dept. of Treasury	Federal Tax Withholdings	\$2,557.38	
	Internal Revenue Service	Social Security	\$2,924.60	
	(Aug 2022)	Medicare	<u>\$683.98</u>	\$6,165.96
		(Employee's portion of Social Security		
		and Medicare is matched by the City)		
		Acct. 101-00-2011		
EFT	California PERS	City Manager	\$1,944.42	
	(Aug 2022)	Acct. 101-12-5100		
		City Clerk	\$937.52	
		Acct. 101-13-5100		
		Management Analyst	<u>\$714.92</u>	\$3,596.86
		Acct. 101-16-5100		
EFT	California PERS	GASB 68 Invoice		
	(8/3/22)	Misc. First Level	\$350.00	
		Misc. PEPRA New Members	<u>\$350.00</u>	\$700.00
		Acct. 101-14-7020		
			MAYOR – CITY OF	BRADBURY
ATTEST:				
MIILJI.				

Reso. No. 22-22 Page 7 of 8 August 16, 2022

'I, Claudia Saldana, City Clerk, hereby certify that the foregoing Resolution, being Resolution No. 22-22, was duly adopted by the City Council of the City of Bradbury, California, at a regular meeting held on the 16th day of August, 2022 by the following roll call vote:"
AYES: NOES: ABSENT:
CITY CLERK – CITY OF BRADBURY



Remit payment and make checks payable to: STAPLES CREDIT PLAN DEPT. 11 - 0005337241 PO BOX 9001036 LOUISVILLE, KY 40290-1036

INVOICE DETAIL

see Ck# 17056

BILL TO: Acct: 6011 1000 5337 241 CITY OF BRADBURY	SHIP TO: CLAUDIA SALDANA CITY OF BRADBURY 600 WINSTON ST	Amount Due:	Trans Da	ate:	DUE DATE:	Invoice #:
		\$55.28	06/16/2	22	08/15/22	3090454201
	BRADBURY CA 91008	PO:		Store	: 100088887, WE	STBORO, MA

PRODUCT	SKU#	QUANTITY	UNIT PRICE	TOTAL PRICE
ADAMS CARBONLESS RECEIPT	356188	1.0000 EA	\$25.49	\$25.49
STAPLES MULTIUSE COPY PAP	1149611	1.0000 EA	\$64.49	\$64.49
COUPONDISCOUNT	558100	1.0000 ST	-\$4.75	-\$4.75
COUPONDISCOUNT	558100	1.0000 ST	-\$1.58	-\$1.58
COUPONDISCOUNT	558100	1.0000 ST	-\$3.17	-\$3.17
COUPONDISCOUNT	558100	1.0000 ST	-\$9.50	-\$9.50
COUPONDISCOUNT	558100	1.0000 ST	-\$10.25	-\$10.25
COUPONDISCOUNT	558100	1.0000 ST	-\$3.42	-\$3.42
COUPONDISCOUNT	558100	1.0000 ST	-\$6.83	-\$6.83
Purchased by: CLAUDIA SAI	LDANA	SUBTOTAL		\$50.48

Order #: 9980656390 TAX \$4.80
TOTAL \$55.28

Acct: 6011 1000 5337 241 CITY OF BRADBURY SHIP TO: CLAUDIA SALDANA CITY OF BRADBURY 600 WINSTON ST BRADBURY CA 91008
 Amount Due:
 Trans Date:
 DUE DATE:
 Invoice #:

 \$54.73
 06/22/22
 08/15/22

 PO:
 Store: 100088887, WESTBORO, MA

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
EARTHCHOICE 11 X 17 MULTI	755068	2.0000 EA	\$24.99	\$49.98

Purchased by: CLAUDIA SALDANA Order #: 9909095329

 SUBTOTAL
 \$49.98

 TAX
 \$4.75

 TOTAL
 \$54.73

BILL TO: Acct: 6011 1000 5337 241 CITY OF BRADBURY

PRODUCT

SHIP TO: CLAUDIA SALDANA CITY OF BRADBURY 600 WINSTON ST BRADBURY CA 91008

Amount Due:	Trans Da	te:	DUE DATE:	Invoice #:		
\$43.77	07/08/22	2	08/15/22	3100862141		
PO:		Store: 100088887, WESTBORO, MA				

UNIT PRICE TOTAL PRICE

QUANTITY

OLIABITITY

ADAMS CARBONLESS RECEIPT	356188	1.0000 EA	\$25.99	\$25.99	
AVERY READY INDEX CUSTOMI	257451	1.0000 EA	\$5.99	\$5.99	
ADAMS HIGH IMPACT PHONE M	570964	1.0000 EA	\$7.99	\$7.99	
Purchased by: CLAUDIA SA	LDANA	SUBTOTAL		\$39.97	
Order #: 9909260398		TAX		\$3.80	
		TOTAL		\$43.77	

SKU#

CVIII

BILL TO: Acct: 6011 1000 5337 241 CITY OF BRADBURY

DDODUCT

SHIP TO: CLAUDIA SALDANA CITY OF BRADBURY 600 WINSTON ST BRADBURY CA 91008

Amount Due:	Trans Date:	DUE DATE:	Invoice #:		
\$82.65	07/13/22	08/15/22	3103185501		
PO:	Stor	e: 100088887. WE	STBORO, MA		

LIMIT DDICE

PRODUCI	2KU #	QUANTITY	UNIT PRICE	TOTAL PRICE
STAPLES MULTIUSE COPY PAP	1149611	1.0000 EA	\$64.49	\$64.49
TRU RED NOTEPADS 85 X 117	24419932	1.0000 EA	\$39.49	\$39.49
COUPONDISCOUNT	558100	1.0000 ST	-\$28.50	-\$28.50
Purchased by: CLAUDIA SAI	LDANA	SUBTOTAL		\$75.48
Order #: 9980886015		TAX		\$7.17
		TOTAL		\$82.65





P.O. BOX 6343 FARGO ND 58125-6343



 ACCOUNT NUMBER
 4246 0445 5575 6224

 STATEMENT DATE
 07-22-2022

 AMOUNT DUE
 \$4,028.09

 NEW BALANCE
 \$4,028.09

PAYMENT DUE ON RECEIPT

CORPORATE ACCOUNT ACTIVITY

CITY OF BRADBURY ATTN CLAUDIA SALDANA 600 WINSTON AVE. BRADBURY CA 91008-1123 * 1,080.74

Please make check payable to"U.S. Bank"

U.S. BANK CORPORATE PAYMENT SYSTEMS P.O. BOX 790428 ST. LOUIS, MO 63179-0428

Check # 17083 4246044555756224 000402809 000402809

ase tear payment coupon at perforation.

		CORPOR	ATE ACCO	UNT SUN	MARY			
1TY OF BRADBURY 246 0445 5575 6224	Previous Balance	Purchases And Other + Charges	Cash + Advances +	Cash Advance Fees +	Late Payment Charges	- Credits	- Payments	New = Balance
Company Total	\$3,740.02	\$1,159.52	\$0.00	\$.00	\$0.00	\$78.78	\$792.67	\$4.028.09

		ADBURY 75-6224	TOTAL CORPORATE ACTIVITY \$792.67 CR						
Post Date	Tran Date	Reference Number	Transaction Description		Amount				
6-27	06-25	74798262178000000000706	PAYMENT - THANK YOU 00000 C		792.67 PY				

NEW ACTIVITY

	I KEARN 0446-027		CREDITS \$78.78	PURCHASES \$730.18	CASH ADV \$0.00	TOTAL ACTI	VITY 51.40
Post Date	Tran Date	Reference Number	Trans	action Description			Amount
06-28 06-29 06-30	06-22 06-28 06-28 06-30 06-29	245593021739000114 246921621791000334 246921621801008417 746921621811005253 240113421800000387	93879 AMZN 29727 TST* (39649 AMZN	A-HR 323-6107166 (MKTP US*NM6ST CERVETECA - CULV MKTP US AMZN.C I.US 888-799-9666 V	BJ93 AMZN.COM/B /ER C CULVER CIT COM/BILL WA	Y CA	50.00 78.78 22.55 78.78 CR 49.00

CUSTOMER SERVICE CALL	ACCOUNT	NUMBER	ACCOUNT SUMMARY		
800-344-5696	4246-0445-	5575-6224	PREVIOUS BALANCE PURCHASES & OTHER CHARGES	3,740.02 1,159.52	
	STATEMENT DATE DISPUTED AMOUNT		CASH ADVANCES	.00	
	07/22/22	.00	CASH ADVANCE FEES LATE PAYMENT	.00	
			CHARGES	.00	
SEND BILLING INQUIRIES TO:	AMOUN	T DITE	CREDITS	78.78	
U.S. Bank National Association	AMOON	I DOL	PAYMENTS	792.67	
:/O U.S. Bancorp Purchasing Card Program P.O. Box 6335 Fargo, ND 58125-6335	4,028	3.09	ACCOUNT BALANCE	4,028.09	



Company Name: CITY OF BRADBURY

Corporate Account Number: 4246 0445 5575 6224

Statement Date: 07-22-2022

see Ck# 17083

				NEW AC	ΓΙVΙΤΥ		
Post T Date D		Reference Number	Tran	saction Descrip	tion		Amount
07-01 0 07-04 0 07-06 0 07-08 0	07-02 07-05	2478930218144920263 2469216218310049814 2449215218685230969 2444346218815129374	5281 AMZ 3343 PAYE	N MKTP US*JA PAL *CCMF 402	DIFF GARAG CULVE 6715MR3 AMZN.COM -935-7733 CA D.COM 855-9046471 N	/BILL WA	3.00 74.41 400.00 52.44
SOPHIA 4246-04			CREDITS \$0.00	PURCHASES \$413.44		TOTAL ACTIVITY \$413.44	
Post T Date D		Reference Number	Trans	saction Descript	tion		Amount
06-23 0 07-11 0 07-15 0 07-20 0	7-08 7-14	7424537217322468064 2413746219000135009 2445351219501703125 2469216220010069558	8352 USPS 6394 BROA	5 PO 052274082 ADVOICE 888-32	YLIM 4029357733 0 DUARTE CA 25-5875 CA 67A6IG3 AMZN.COM,	/BILL WA	95.00 116.00 170.08 32.36
CLAUDI 4246-047			CREDITS \$0.00	PURCHASES \$15.90		TOTAL ACTIVITY \$15.90	
Post Ti Date D		Reference Number	Trans	action Descript	ion		Amount
07-19 07 07-20 07		2413746219930062754 [,] 2413746220030063390 ₄		OTS STORES - OTS STORES -	#4170 DUARTE CA #4170 DUARTE CA		10.91 4.99

Department: 00000 Total: Division: 00000 Total:

\$1,080.74 \$1,080.74

Monthly Investment Report for the month of July 2022 City of Bradbury

CASH ON DEPOSIT BY ACCOUNT

CASH & INVESTMENTS ON DEPOSIT BY FUND

Total									BMW Bank of NA	l exas Exchange Bank Crowley CD	Webbank	Ally Bank CD			Local Agency Investment Fund (LAIF)	Investments:			Wells Fargo Bank - General Checking	Bank Accounts:
&									↔	↔	↔	€9			€				€	
5,480,667.53									248,000.00	249,000.00	243,000.00	247,000.00			3,371,707.68				1,121,959.85	Amount
									12/10/2024	7/9/2024	7/18/2023	9/26/2022			n/a				n/a	Maturity
									0.90%	0.50%	2.75%	1.95%			1.09%				0%	Interest Rate
Total	CWPP Grant Fund (219) ARPA Fund (220)	County Park Grant Fund (217)	COPS Fund (215)	Measure W Fund (213)	Measure M Fund (212)	Measure R Fund (210)	Recycling Grant Fund (209)	STPL Fund (208)	Sewer Fund (206)	TDA Fund (205)	Prop C Fund (204)	Prop A Fund (203)	SB 1 Gas Tax Fund (201)	Gas Tax Fund (200)	Technology Fee Fund (113)	Long Term Planning Fee Fund (112)	Deposits Fund (103)	Utility Users Tax Fund (102)	General Fund (101)	Funds
\$ 5,480,667.53	\$12,413.82 \$127,983.00	\$9,233.45	\$352,398.70	\$10,863.82	\$62,723.65	\$84,795.93	\$31,409.09	\$1,052.93	\$0.00	\$6.53	\$19,965.57	\$30,773.88	\$13,312.80	\$369.26	\$12,091.26	\$6,221.20	\$3,701.19	\$590,322.03	\$4,111,029.42	Amount

	5.480.667.53	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
	Total	l
0,100,001.00	- S - 5 480 667 53	

I hereby certify that there are sufficient funds available to meet the City's obligations for the next three (3) months. This report is prepared in accordance with the guidelines established in the Statement of Investment Policy adopted November 21, 2017

Submitted By:

City Manager Kevin Kéarney

Reviewed By:

City Treasurer Laurie Stiver

Revenues

Acct. Number	Account Description	2021-22 Budget	2021 YTD @ 06		2022-23 Budget		2-23 7/31/2022
General Fund:	and the control of th						
101-00-4000	Operating Transfers In	665,476	667,520	100%	-	-	#DIV/0!
101-00-4010	Property Tax-Current Secured	481,798	460,505	96%	490,000	21,501	4%
101-00-4030	Property Tax-Current Unsecured	18,000	14,490	81%	20,000	-	0%
101-00-4060	Public Safety Augmentation F	11,000	11,865	108%	11,000	1,055	10%
101-00-4070	Delinquent Taxes	8,000	9,451	118%	9,000	-	0%
101-00-4100	Sales & Use Tax	3,000	2,832	94%	3,500	-	0%
101-00-4110	Franchise Fee-Cable TV	27,000	18,229	68%	20,000	-	0%
101-00-4111	PEG Fees	-	3,653	#DIV/0!	-	-	#DIV/0!
101-00-4120	Franchise Fee-SC Edison	19,500	19,739	101%	20,000	-	0%
101-00-4130	Franchise Fee-SC Refuse	39,500	28,975	73%	25,000	8,986	36%
101-00-4140	Franchise Fee-SC Gas Co.	3,550	3,836	108%	3,500	-	0%
101-00-4150	Franchise Fee-Cal Am Water	47,500	46,363	98%	50,000	-	0%
101-00-4160	AB939 Refuse Admin. Fee	20,000		0%	10,000	20,400	204%
101-00-4190	Real Property Transfer Tax	22,500	31,832	141%	35,000	1,375	4%
101-00-4200	Motor Vehicle In-Lieu	145,000	146,411	101%	145,000	· <u>-</u>	0%
101-00-4210	Dist & Bail Forfeiture	1,200	280	23%	400	116	29%
101-00-4220	Fines-City	2,500	1,595	64%	2,500	_	0%
101-00-4350	Business License	40,000	26,301	66%	29,000	1,906	7%
101-00-4360	Movie & TV Permits	-	•	#DIV/0!	15,000	_	0%
101-00-4370	Bedroom License Fee	10,000	5,150	52%	6,500	_	0%
101-00-4410	Variances & CUPs	1,635	1,635	100%	1,635	1,635	100%
101-00-4420	Lot Line Adjustment/Zone Changes	_	_	#DIV/0!	3,800	-	0%
101-00-4440	Subdivisions/Lot Splits	_	_	#DIV/0!	4,800	_	0%
101-00-4460	Planning Dept. Review	65,000	32,305	50%	36,000	5,917	16%
101-00-4470	Building Construction Permit	100,000	76,437	76%	100,000	1,752	2%
101-00-4480	Building Plan Check Fees	100,000	122,931	123%	100,000	1,702	0%
101-00-4485	Landscape Plan Check Permit	9,000	11,942	133%	10,000	_	0%
101-00-4490	Green Code Compliance	10,000	15,472	155%	25,000	29	0%
101-00-4500	Civic Center Rental Fee	900	360	40%	900		0%
101-00-4530	Environmental & Other Fees	2,500	1,854	74%	2,500	742	30%
101-00-4540	City Engineering Plan Check	100,000	58,717	59%	90,000	733	1%
101-00-4600	Interest Income	50,000	6,545	13%	12,000	6,388	53%
101-00-4700	Sales of Maps & Publications	100	15	15%	12,000	0,300	#DIV/0!
101-00-4800	Other Revenue	-		#DIV/0!		-	#DIV/0! #DIV/0!
101-00-4850	Cal-Am Loan Repayment	4,820	4,820	100%	4,500	-	#DIV/0!
101-00-4900	Reimbursements	2,000	12,664	633%	15,000	-	
101-00-4920	Sale of Prop. A Funds	2,000	12,004	#DIV/0!	15,000	-	0% #D1//01
101-23-4950	Vacant Property Registry Fee	100	-		-	-	#DIV/0!
101-24-4610	Donations	500	-	0%	_	-	#DIV/0!
101 24 4010	Total General Fund Revenues		500	100%	4 204 525	70.505	#DIV/0!
	Total General Fund Revenues	2,012,079	1,911,176	95%	1,301,535	72,535	6%
Utility Users Tax	c Fund:						
102-00-4600	Interest	5,000	4,778	96%	12,000		0%
102-00-4830	Electric	-	-	#DIV/0!	-,5	_	#DIV/0!
	•	5,000	4,778	96%	12,000		0%
Deposits Fund:	•	-,	-,		,,		<u> </u>
103-00-2039	Chadwick Ranch Development	75,000	101,225	135%	60,000		0%
	-	75,000	101,225	135%	60,000	-	0%
	-	,	,		55,000		070

Long Term Planning Fee Fund:

Revenues

Acct. Number	Account Description	2021-22 Budget	2021 YTD @ 06		2022-23 Budget	2022- YTD @ 07/	
112-00-4490	Long-Term Planning Fee	4,000	4,651		7,500	5 5	0%
112-00-4600	LTP Fee Interest Income	150	4,031		125	3	
	211 1 00 miorost moonio	4,150	4,679		7,625	5	0% 0%
		4,100	4,073	11370	7,025	3	0%
Technology Fe	ee Fund:						
113-00-4520	Technology Fee	11,000	6,991	64%	17,500	155	1%
113-00-4600	Technology Fee Interest Income	500	215		550	100	0%
		11,500	7,206		18,050	155	1%
Gas Tax Fund:							
200-00-4600	Interest	200	88		250		0%
200-48-4260	Gas Tax	35,000	27,833		28,250		0%
		35,200	27,921	79%	28,500	_	0%
SB1 Gas Tax F							
201-00-4000	Transfers In						
201-00-4260	Gas Tax	30,000	17,238		19,700	3,763	19%
201-00-4600	Gas Tax Interest	300	361	120%	750		0%
		30,300	17,599	58%	20,450	3,763	18%
Prop. A Fund:							
203-40-4260	Prop. A Transit Funds	25.000	00 500	4000/	00.000		
203-40-4200	•	25,000	26,566		22,000	2,720	12%
203-00-4000	Prop. A Transit Interest	200	94	47%	600		0%
		25,200	26,660	106%	22,600	2,720	12%
Prop. C Fund:							
204-48-4260	Prop. C Funds	00.000	00.000	000/	40.000		
204-48-4600	Prop. C Interest	23,000	22,036	96%	18,000	2,256	13%
204-40-4000	Flop. C interest	450	151	34%	350	0.050	0%
		23,450	22,187	95%	18,350	2,256	12%
Transportation	Development Act Fund:						
205-48-4260	TDA Funds	5,000	4,587	92%	5,000	413	8%
205-48-4600	TDA Interest	-	18	#DIV/0!	30	410	0%
		5,000	4,605	92%	5,030	413	8%
			1,000	02.70	0,000	710	0.70
Sewer Fund:							
206-50-4600	Sewer Fund Interest	_	2,641	#DIV/0!	10,000		0%
206-50-4606	Winston Ave. Assessment	_	, _	#DIV/0!	74,423	_	0%
		_	2,641	#DIV/0!	84,423	-	0%
					·		
STPL Fund:							
208-00-4600	STPL Interest	10	8	80%	20		0%
		10	8	80%	20		0%
D !! 0	·- •						
Recycling Gran							
209-00-4260	Recycling Grant Funds	5,000	5,000	100%	5,000		0%
209-00-4600	Recycling Grant Interest	100	50	50%	150		0%
		5,100	25,153	493%	5,150	-	0%
Measure R Fun							
210-48-4260	Measure R Funds	18,000	16,524	92%	13,500	1,691	13%
210-00-4600	Measure R Interest	300	582	194%	1,200		0%
		18,300	17,106	93%	14,700	1,691	12%

Revenues

Acct. Number	Account Description	2021-22 Budget	2021 YTD @ 06		2022-23 Budget	2022 YTD @ 0	2-23 7/31/2022
Measure M Fun	nd .						
212-48-4260	Measure M Funds	16,500	18,699	113%	16,000	1,915	12%
212-00-4600	Measure M Interest	400	392	98%	800	•	0%
		16,900	19,091	113%	16,800	1,915	11%
Measure W Fur	a d						
213-48-4260		50 500	50.004	40504	======		
	Measure W Funds	50,500	53,094	105%	50,506		0%
213-48-4600	Measure W Interest			#DIV/0!	1,000		0%
0:4:	f D III O f ((0000) T	50,500	53,094	105%	51,506		0%
	n for Public Safety (COPS) Fund:						
215-23-4260	COPs Funds	100,000	161,285	161%	100,000		0%
215-00-4600	COPs Interest	2,500	2,902	116%	5,500		0%
		102,500	164,187	160%	105,500		0%
County Park Gr	ant:						
217-00-4210	County Park Grant	_	_	#DIV/0!			#DIV/0!
217-00-4600	Grant Fund Interest Income	500	74	15%	650		#DIV/0!
217 00 1000	Ordine Fund Interest moome	500	74	15%	650	_	0%
		300	77	1370	030		070
Fire Safe Grant	:						
219-00-4260	Community Wildfire Protection Plan	24,994	16,033	64%	5,000		0%
219-00-4600	Fire Safe Grant Interest Income	75	1	1%	50		0%
		25,069	16,034	64%	5,050	_	0%
ARPA Fund:							
220-00-4215	ARPA Revenues	100.000		00/	475.000	407.000	700/
220-00-4213		100,000	4 000	0%	175,000	127,983	73%
220-00-4600	Interest Income	-	1,032	#DIV/0!	1,200		0%
		100,000	1,032	1%	176,200	127,983	73%
	Total Revenues	2,545,758	2,426,456	95%	1,954,139	213,436	11%

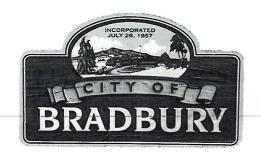
	Account Description	2021-22 Budget	2-231 YTD @ 06		2022-23 Budget		1-22 7/31/2022
General Fund:							
City Council							
101-11-6100	Events and awards	6,500	922		14,000	3,581	26%
101-11-6110	City Newsletter	-		#DIV/0!	400	265	66%
101-11-6500	Community Support (homelessness)	3,000	3,000	100%	4,000	·	0%
01/ 55		9,500	3,922	41%	18,400	3,846	21%
City Manage							
101-12-5010		126,720	130,753		150,000	12,500	8%
101-12-5100		50,747	51,256		58,099	4,834	8%
101-12-6020	•	5,000	3,076		5,000	600	12%
101-12-6025	Expense Account	1,500	280		1,500	75	5%
101-12-6050	Mileage	1,000	489	49%	1,000	-	0%
101-12-6440	Cell Phone	1,000	900	90%	900	_	0%
		185,967	186,754	100%	216,499	18,009	8%
City Clerk Di							
101-13-5010	Salaries	67,000	67,000	100%	72,695	6,058	8%
101-13-5100	Benefits	30,000	27,793	93%	29,359	2,406	8%
101-13-6020	Meetings & Conferences	-		#DIV/0!	-		#DIV/0!
101-13-6050	-	100	107	107%	100		0%
101-13-6210	Special Department Supplies	275		0%	500		0%
101-13-6220	Election Supplies	500	564	113%	600		0%
101-13-6225	Codification	3,000	4,854	162%	3,500	655	19%
101-13-7000	Contract Election Services	15,000		0%	-		#DIV/0!
		115,875	100,318	87%	106,754	9,119	9%
Finance Divis	sion:						
101-14-5010	Salaries	15,789	17,033	108%	25,000	1,080	4%
101-14-5100	Benefits	1,355	512	38%	-		#DIV/0!
101-14-6210	Special Department Supplies	400	400	100%	500		0%
101-14-6230	Contracted Computer Services	1,000	1,981	198%	1,500		0%
101-14-7010	Contracted Banking Services	4,500	4,540	101%	4,000	539	13%
101-14-7020	Contracted Audit Services	19,000	10,000	53%	17,000		0%
101-14-7040	GASB Reports	700	700	100%	1,000		0%
		42,744	35,166	82%	49,000	1,619	3%
City Attorney	Division:					,	
	City Attorney Retainer	31,800	29,162	92%	34,800	2,650	8%
101-15-7070	City Attorney Special Service	3,000	14,080	469%	2,000	2,981	149%
101-15-7075	Development Code Update			#DIV/0!	7,000	1,400	20%
101-15-7080	Seminars & Training	-	· -	#DIV/0!	1,000	,	0%
101-15-6125	City Attorney-Planning	3,000	_	0%	10,000		0%
101-15-7450	City Attorney-Code Enforcement	2,000		0%	2,000		0%
		39,800	57,615	145%	56,800	7,031	12%
General Gove	ernment Division:	•	•		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	.,	
101-16-5010	Salaries	55,605	55,605	100%	60,331	5,028	8%
101-16-5100	Benefits	14,286	16,724	117%	21,297	1,583	7%
101-16-6010	Seminars & Training	1,000	496	50%	1,000	.,	0%
101-16-6020	Meetings & Conferences	200	712	356%	1,000		0%
101-16-6040	Transportation & Lodging	500		0%	1,000		0%
101-16-6050	Mileage	300	371	124%	400		0%
101-16-6120	Postage	700	253	36%	400	58	15%
101-16-6200	Office Supplies	3,000	990	33%	2,000	50	0%
101-16-6210	Special Departmental Supplies	3,000	997		16,100		0%
101-16-6230	Computer & Website Services	10,000	2,396	#DIV/0!		471	
101-16-6240	PERS UAL Payment	6,291	2,396 9,598		4,000		12%
101-16-6241	PERS Replacement Benefit Contribution	2,600		153%	12,920	12,490	97%
101-16-6242		200	2,823	109% 0%	3,000		0% 0%
.0. 10 02-72	35/12/10/Milidai 1 66	200		U70	200		0%

	Account Description	2021-22 Budget	2-231 YTD @ 06		2022-23 Budget		31-22 7/31/2022
101-16-6250	Copier & Duplications			#DD (/O)			#DD #401
101-16-6300	Insurance	20.407	-	#DIV/0!	40.000	10 151	#DIV/0!
101-16-6400	Utilities	39,187	36,652		40,000	42,451	106%
101-16-6440	Telephone	7,380	7,081	96%	5,500	737	13%
101-16-6450	Building Operations	2,100	1,689		2,000	168	8%
101-16-6460	Building & Cleaning Service	1,200	504		2,000	34	2%
101-16-6470	Maintenance & Supplies	4,500	4,500	100%	4,000	780	20%
101-16-7435	Redistricting	20,500	21,468	105%	1,000	-	0%
101-16-6415	Street Signs	65,000	40,250	62%	-	-	#DIV/0!
101-10-0415	Street Signs	6,000	202.400	0%	10,000		0%
Engineering	Division:	240,549	203,109	84%	188,148	63,800	34%
	Contracted Engineering Services	90.000	E4.0E0	000/	00.000	40.000	050/
101-19-1230	Contracted Engineering Services	80,000 80,000	54,950	69%	80,000	19,908	25%
Planning 70	ning & Development Division:	80,000	54,950	69%	80,000	19,908	25%
101-20-6020	Meetings & Conferences						
101-20-6120	Postage	500	35	7%	300		0%
101-20-6210	Special Department Supplies	500	80	16%	300		0% 0%
101-20-6240	Environmental Filing Fees	500	00	0%	-		#DIV/0!
101-20-7210	City Planner Retainer	46,800	20 125	64%	46,800	2 000	
101-20-7210	Contracted Building & Safety	120,000	30,125		•	3,900	8%
101-20-7240	City Planner Special Service		73,235	61%	90,000	1,422	2%
101-20-7245	General Plan update	15,000	6,765	45%	10,000	3,135	31%
101-20-72-45	Development Code Update	2.000	33,436		15,000		0%
101-20-7073	Development Code Opdate	2,000 185,300	143,676	<u>0%</u> 78%	162 400	0 457	#DIV/0!
Parks & Land	dscape Maintenance Division:	105,500	143,070	1070	162,400	8,457	5%
	Royal Oaks Trail Maintenance	10,000	10,332	103%	10,000	1,020	10%
101-21-7020	City Hall Grounds Maintenance	7,000	9,540	136%	7,500	220	3%
101-21-7025	Trail Maintenance	10,000	2,758	28%	10,000	220	0%
101-21-7035	Mt.Olive Entrance & Trail	12,000	6,184	52%	12,000	445	4%
101-21-7045	Lemon/RO Horse Trail	7,000	1,685	24%	7,000	145	4% 2%
101-21-7060	Street Tree Trimming	15,000	16,956	113%	15,000	145	0%
		61,000	47,455	78%	61,500	1,830	3%
Public Safety	/ Division:	0.,000	47,400	7070	01,000	1,000	3 70
101-23-6210			42	#DIV/0!	50	1	2%
101-23-7410		126,940	105,783	83%	128,000	10,578	8%
	City Hall Security	3,000	4,770	159%	3,500	232	7%
101-23-7450	Code Enforcement	12,000	1,439	12%	1,500	202	0%
101-23-7757	AED Purchase	,	.,	#DIV/0!	1,000		#DIV/0!
		141,940	112,034	79%	133,050	10,811	8%
Emergency P	Preparedness Division:	,	, ,_,, , , ,	. 0 70	.00,000	10,011	0,0
101-24-6010	Seminars & Training	110	65	59%	100		0%
101-24-6020	Meetings & Conferences	500		0%	500		0%
101-24-6030	Memberships & Dues	400	360	90%	450		0%
101-24-6100	Events & Awards	200		0%	200		0%
101-24-6470	Maintenance & Supplies	5,500	261	5%	5,000		0%
101-24-6480	Civic Center Generator	1,000	291	29%	300		0%
101-24-7245	Hazard Mitigation Plan	-		#DIV/0!	-		#DIV/0!
· -	3	7,710	977	13%	6,550	-	0%
		.,	. ,	.070	5,555		0 70

	Account Description	2021-22 Budget	2-231 YTD @ 06		2022-23 Budget		31-22 7/31/2022
Animal & Po	st Control Division:						
	Animal Control Services	11,450	10,496	92%	8,500	954	11%
101-25-7010	Pest Control Services	500	10,100	0%	500	304	0%
	•	11,950	10,496		9,000	954	11%
	nental Relations Division:				,		
101-30-6030	Memberships & Dues	10,500	12,078		11,000	9,157	83%
		10,500	12,078	115%	11,000	9,157	83%
	General Fund Totals	1,132,835	968,550	85%	1,099,101	154,541	14%
Utility Users Ta	y Fund:						
	Development Code Update						
102-42-7630		90,000	16,128	18%	1,600	1	0%
		90,000	16,128	18%	1,600	1	0%
	•	00,000	10,120	1070	1,000	<u> </u>	0 70
Deposits Fund:							
103-00-2039	Chadwick Ranch Development	75,000	92,263	123%	50,000	4,360	9%
		75,000	92,263	123%	50,000	4,360	9%
	nning Fee Fund:						
112-20-7245	General Plan Expense	2,000	-	0%	-	_	#DIV/0!
112-20-7245	General Plan Expense	2,000	-	-		-	#DIV/0!
Technology Fe	e Fund:						
113-20-4500	Permit Digitizing	_	_	#DIV/0!			#DIV/0!
113-20-7730	Website	3,000	1,800	60%	5,000		0%
113-20-8120	Capital Equipment-Server & Copier	10,000	19,648	196%	12,000	3,260	27%
		13,000	21,448	165%	17,000	3,260	19%
Gas Tax Fund:							
200-48-6400	Utilities-Select System	11,000	11,389	104%	11,000	1,026	9%
200-48-6410	Street Lights	10,000	10,468	105%	11,000	955	9%
200-48-7000	PW Contract Services	1,000	763	76%	600		0%
200-48-7290 200-48-7750	Street Sweeping Wild Rose Project	4,000	4,384	110%	4,000		0%
200-40-7750	Wild Rose Project	25,097	14,168	56%	6,430	4.004	0%
SB1 Gas Tax Fi	ınd:	51,097	41,172	81%	33,030	1,981	6%
	Wild Rose Project	81,615	18,281	22%	61,070	33,329	55%
	City Wide Slurry Seal	01,010	10,201	#DIV/0!	01,070	00,020	#DIV/0!
	-	81,615	18,281	22%	61,070	33,329	55%
Prop. A Fund:	-						
203-00-7600	Sale of Prop. A Funds						
	<u>-</u>			#DIV/0!	_	-	#DIV/0!
Prop. C Fund:	Manahanahina 9 Duna						
204-20-6030 204-40-7325	Memberships & Dues Transit Services	900	353	39%	400		0%
204-48-7745	Royal Oaks North Curb Extension	9,000	7,745	86%	8,449	704	8%
204-48-7750	Wild Rose Project	36,570	15,348		24 220		
204-40-1130	- Villa Rose i Toject	46,470	23,446	50%	21,220 30,069	704	20/
Transportation	Development Act Fund:	-tu, -t 10	20,440	3076	30,008	104	2%
205-48-7045		_	2,600	#DIV/0!	5,000		0%
205-48-7720		_	_,000	#DIV/0!	-		#DIV/0!
	Royal Oaks & Mt. Olive Trail Rehab.	5,000	2,920	58%	_		#DIV/0!
205-00-7760	Return of Funds	-	· -	#DIV/0!	_		#DIV/0!
	-	5,000	5,520		5,000	-	#DIV/0!

**************************************	Account Description	2021-22 Budget	2-231-22 YTD @ 06/30/2022		2022-23 Budget		
Sewer Fund:							
206-50-7601	Mt. Olive Lane Sewer Project	_	_	#DIV/0!	_	_	#DIV/0!
206-50-7602	DUSD Message Board	_	_	#DIV/0!	_	_	#DIV/0!
206-50-7606	Winston Ave Project	_	_	#DIV/0!	-	_	#DIV/0!
	•	665,476		0%			#DIV/0!
STPL Fund:							<i>"</i> D. 770.
208-48-7750	Wild Rose Project	1,055	_	0%	1,055		0%
	•	1,055	_	0%	1,055	_	0%
					1,000		0 70
Recycling Gra	nt Fund:						
209-35-7300	Recycling Education	5,000	_	0%	5,000	_	0%
		5,000	_	-	5,000	-	
Measure R Fur	nd:						
210-48-7750	Wild Rose Project	88,739	_	0%	88,739	-	0%
		88,739	-	0%	88,739	_	0%
Measure M Fun	d			***************************************		······································	
212-48-7750	Wild Rose Project	58,470		0%	58,470		0%
		58,470	-	0%	58,470	-	0%
Measure W Fun	d						
213-42-7630	NPDES Stormwater Compliance				50,506		
		50,500	42,230	84%	50,506	-	0%

Citizen's Option	n for Public Safety (COPS) Fund:						
	Contract Services Sheriff	50,000	50,000	100%			#DIV/0!
215-23-7411	Contract CSO Services & Supplies	56,500	52,116	92%	55,000		0%
		106,500	102,116	96%	55,000	-	0%
County Park Gr							
217-21-7650	Civic Center Park	1,000	-	0%	1,000		0%
		1,000	-	0%	1,000	-	0%
	14-USFS-SFA-0053:						
219-21-7761	Community Wildfire Protection Plan	30,934	3,555	11%	5,000	65	1%
		30,934	3,555	11%	5,000	65	1%
ARPA Fund:							
220-00-5000	Operating Transfers Out	-	-	#DIV/0!	132,500		0%
220-00-6215	ARPA Expenses	100,000	-	0%	5,300		0%
		100,000	_	0%	137,800	-	0%
	Total Expenditures	2,604,691	1,334,709	51%	1,699,440	198,241	12%



Bruce Lathrop, Mayor (District 4) Richard Barakat, Mayor Pro Tem (District 3) Richard T. Hale, Council Member (District 1) Monte Lewis, Council Member (District 2) Elizabeth Bruny, Council Member (District 5)

City of Bradbury Agenda Memo

TO:

Honorable Mayor and Members of the City Council

FROM:

Kevin Kearney, City Manager

DATE:

August 16, 2022

SUBJECT:

APPROVAL OF CONSULTANT AGREEMENT WITH DE NOVO PLANNING GROUP FOR UPDATE OF THE SAFETY CHAPTER OF THE HEALTH AND SAFETY ELEMENT OF THE GENERAL PLAN

- ATTACHMENTS: 1) Professional Services Agreement for Preparation of an Update to the Safety Chapter of the Safety Element of the General Plan
 - 2) De Novo Proposal
 - 3) City of LA: Safety Element Background & Summary of Amendments
 - 4) Introducing SB 379: Climate Adaptation and Resiliency Strategies
 - 5) SCAG: Southern California Climate Adaptation Framework

SUMMARY

California Government Code section 65302(g) regulating General Plans requires the City to update its Safety Element (the Safety Chapter of the Health and Safety Element) with the revision of the Housing Element.

It is recommended that the City Council approve the Agreement between the City and De Novo (Attachment #1) for services to update the City's Safety Element at a not-to-exceed amount of \$37,250.

BACKGROUND

California Government Code section 654302(g) relating to Safety Elements of the General Plan has been amended to include analysis of additional topics, including those related to wildfires and climate adaptation and resiliency. While the recent hazard mitigation plan addresses many of the wildfire requirements, it does not address climate adaptation and resiliency. Staff does not have the expertise to prepare this update.

FOR CITY COUNCIL AGENDA 8-16

AGENDA ITEM#

The City reached out to two consultants that it has been working with to obtain a proposal for the update of the Safety Chapter of the Health and Safety Element. Only De Novo Planning Group provided a response. De Novo is a well-respected planning firm that has prepared updates for a number of Safety Elements, including the cities of Gardena and Hawthorne.

Staff reached out to other cities and found the Safety Element with the climate adaptation of both the Cities of Rolling Hills and Gardena –

- Rolling Hills Safety Element: https://cms5.revize.com/revize/rollinghillsca/Safety%20Element_Final_March%2
 02022.pdf
- Gardena's Climate Vulnerability Assessment:
 https://cms7files.revize.com/bradburyca/Gardena Appendix%20A Climate%20V ulnerability%20Assessment FINAL%20FOR%20ADOPTION.pdf

A representative from De Novo will be present during the meeting to answer any questions from the City Council

FINANCIAL ANALYSIS

De Novo has provided a proposal for \$37,250 (Attachment #2). The project is billed on the time expended, but it is a not-to-exceed contract. Staff has checked with other cities updating their Safety Element as to costs and is in line with those cities. For example, Hidden Hills paid \$65,000 for updating its Safety Element.

RECOMMENDATION

It is recommended that the City Council approve the Agreement between the City and De Novo (Attachment #1) for services to update the City's Safety Element at a not-to-exceed amount of \$37,250.

ATTACHMENT #1

PROFESSIONAL SERVICES AGREEMENT FOR PREPARATION OF AN UPDATE TO THE SAFETY CHAPTER OF THE SAFETY ELEMENT OF THE GENERAL PLAN

(City of Bradbury /De Novo Planning Group, Inc.)

1. <u>IDENTIFICATION</u>

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of Bradbury, a California municipal corporation ("City"), and De Novo Planning Group, Inc., a California corporation ("Consultant"), authorized to do business in the State of California. Based on the mutual promises and covenants contained herein, the Parties hereto agree as follows:

2. <u>RECITALS</u>

NOW, THEREFORE, for and in consideration of the mutual covenants and conditions herein contained, City and Consultant agree as follows:

- A. City has a statutory duty under the State Planning and Zoning law to update the Safety Chapter of the Health and Safety Element of its General Plan at the same time as it updates its Housing Element. City Staff does not have the ability to handle these tasks in house and requires the assistance of consultants.
- B. The City Council of Bradbury approved a consultant agreement with Veronica Tam to update the City's Housing Element. Tam's proposal did not include an update to the Safety Chapter of the General Plan.
- C. The City solicited proposals to update the Safety Chapter from two known professionals capable of performing such work.
 - D. De Novo was the only consultant to submit a proposal.
- E. City has determined that Consultant is qualified by virtue of experience, training, education and expertise to provide such services.
- F. City has determined that the public interest, convenience and necessity require the execution of this Agreement.
 - G. The parties desire to enter into this Agreement based on the terms set forth below.

3. **DEFINITIONS**

- 3.1 "Scope of Services": Such professional services as are set forth in the proposal to City dated May 23, 2022, which proposal is attached hereto as Exhibit A (the "Proposal") and incorporated herein by this reference.
- 3.2 "Approved Fee Schedule": The fees for the services hereunder shall be as set forth

in the chart attached to Exhibit A.

- 3.3 "Effective Date": This Agreement shall be effective upon the signature of both parties.
- 3.4 "Expiration Date": The date upon which City takes final action upon the Health and Safety Element of the City's General Plan.

4. <u>TERM</u>

The term of this Agreement shall commence at 12:00 a.m. on the Effective Date and shall expire at 11:59 p.m. on the Expiration Date unless extended by written agreement of the parties or terminated earlier in accordance with Section 17 ("Termination") below.

5. <u>CONSULTANT'S SERVICES</u>

- 5.1 Consultant shall perform the services identified in the Scope of Services.
- 5.2 Consultant shall perform all work in accordance with the professional standards of Consultant's profession and in a manner reasonably satisfactory to City. Consultant shall comply with all applicable federal, state and local laws and regulations, including the conflict of interest provisions of Government Code Section 1090 and the Political Reform Act (Government Code Section 81000 et seq.).
- 5.3 During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute.
- Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Jim Kasama shall be the Project Manager and Amanda Tropiano shall be the Principal in charge. No change shall be made to these key personnel without consent of the City.

6. <u>COMPENSATION</u>

- 6.1 City agrees to compensate Consultant for the services provided under this Agreement at the hourly rates set forth in attachment "A."
- 6.2 Consultant shall submit invoices for the services performed pursuant to this Agreement no more than once a month, but at least every two months. The invoice shall itemize the services rendered during the billing period and the amount due. Within ten business days of receipt of the invoice, City shall notify Consultant in writing of any disputed amounts included on the invoice. Within forty-five calendar days of receipt of the invoice, City shall pay all undisputed amounts

included on the invoice. City shall not withhold applicable taxes or other payroll deductions from payments made to Consultant unless otherwise required by law.

7. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products" herein) originally developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon use or dissemination by City. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant. Any substantive modification of the Documents by City, or at City's direction, or any use of the completed Documents for other City projects, or any use of uncompleted Documents, without the written consent of Consultant, shall be at City's sole risk and without liability or legal exposure to Consultant. City agrees to hold Consultant harmless from all damages, claims, expenses and losses arising out of any reuse of the Documents for purposes other than those described in this Agreement, unless Consultant consents in writing to such reuse.

8. <u>RELATIONSHIP OF PARTIES</u>

Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not represent that it is, or that any of its agents or employees are, in any manner employees of City. Under no circumstances shall Consultant or its employees look to the City as its employer. Consultant and its employees shall not be entitled to any benefits from City.

9. <u>CONFIDENTIALITY</u>

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement may be deemed confidential by City, and if so deemed, shall not be disclosed by Consultant without prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data shall be returned to City upon the termination or expiration of this Agreement. The preceding restriction shall not apply to information which is in the public domain, was previously known to Consultant, was acquired by Consultant from others who have no confidential relationship to City with respect to same, or which through no fault of Consultant, comes into the public domain. Consultant shall not be restricted from releasing information, including confidential information, in response to a subpoena, court order, or other legal process. Consultant shall not be required to resist such subpoena, court order, or legal process, but shall promptly notify City in writing of the demand for information before Consultant responds to such demand.

10. <u>INDEMNIFICATION</u>

10.1 To the fullest extent permitted by law, Consultant shall indemnify and hold harmless City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury

to any person, whether physical, emotional, consequential or otherwise, and injury to any property to the extent caused by Consultant's alleged negligence, recklessness or willful misconduct of Consultant or any of its officers, employees, servants, agents, or subcontractors, or anyone directly or indirectly employed by either Consultant or its subcontractors, in the performance of this Agreement or its failure to comply with any of its obligations contained in this Agreement, except such loss or damage which is caused by the sole active negligence or willful misconduct of the City. Such costs and expenses shall include reasonable attorneys' fees due to counsel of City's choice, expert fees and all other costs and expenses of litigation.

- 10.2 City shall have the right, but not the obligation, to offset against any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly, any indemnification arising under this Section 10 and any amount due City from Consultant arising from Consultant's failure to (i) pay taxes on amounts received pursuant to this Agreement; (ii) satisfy obligations to any governmental entity, or (iii) comply with applicable workers' compensation laws.
- 10.3 The obligations of Consultant under this Section 10 are not limited by the provisions of any workers' compensation statute or similar act.
- 10.4 Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth in this Section 10 from each and every subcontractor or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. If Consultant fails to obtain such indemnity obligations from others as required herein, or if such agreements prove to be inadequate to protect City for any reason, Consultant agrees to be fully responsible and to indemnify, hold harmless and defend City, its officers, agents, employees and volunteers from and against any and all claims and losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subcontractors or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice.
- 10.5 City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies apply to the claim, demand, damage, liability, loss, cost or expense.

11. INSURANCE

During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's

performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

- 11.1.1 Comprehensive General Liability Insurance with coverage limits of not less than One Million Dollars (\$1,000,000) for each occurrence and in the aggregate for any personal injury including products and operations hazard, contractual insurance, broad form property damage, independent consultants, personal injury, death, loss underground hazard, and explosion and collapse hazard where applicable. General Liability coverage shall be amended so that Consultant and its managers, affiliates, employees, agents, and other persons necessary or incidental to its operation are insureds. Coverage shall be at least as broad as Insurance Services Office form no. GL 0002 (Ed. 01/96) covering Comprehensive General Liability and Insurance Services Office form no. GL 0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence") Form no. CG 0001.
- 11.1.2 Automobile Liability Insurance for vehicles used in connection with the performance of this Agreement with minimum limits of One Million Dollars (\$1,000,000) per claimant and One Million dollars (\$1,000,000) per incident. Coverage shall be at least as broad as the coverage described in Insurance Services Office Form Number CA 0001 (Ed. 12/93) covering Automobile Liability, Code 1 "any auto", or Code 2 "owned autos" and Endorsement CA 0025. Coverage shall also include Code 8 "hired autos" and Code 9 "non-owned autos."
- 11.1.3 Worker's Compensation insurance if and as required by the laws of the State of California.
- 11.1.4 Professional Errors and Omissions Insurance with coverage limits of not less than One Million Dollars (\$1,000,000).
- 11.2 Consultant shall require each of its subcontractors to maintain insurance coverages that meet all of the requirements of this Agreement.
- 11.3 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.
- 11.4 Consultant agrees that if it does not keep the aforesaid insurance in full force and effect this Agreement, at City's option, shall immediately terminate.
- 11.5 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the policies required by this Agreement are in effect in the required amounts and naming the City and its officers, employees, agents and volunteers as additional insureds. Consultant shall file with City's Risk Manager such certificate(s) prior to commencement of work under this Agreement.

- 11.6 Consultant shall provide proof to the City's Risk Manager that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage at least two weeks prior to the expiration of the coverages.
- 11.7 The general liability and automobile policies of insurance required by this Agreement shall contain endorsements naming City and its officers, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the words "endeavor to" with regard to any notice provisions.
- 11.8 The insurance provided by Consultant shall be primary to any other coverage available to City. Any insurance or self-insurance maintained by City and/or its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.
- 11.9 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation against the City.
- 11.10 Any deductibles or self-insured retentions must be declared to and approved by the City. Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.
- 11.11 Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 10 of this Agreement.

12. <u>MUTUAL COOPERATION</u>

- 12.1 City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available for the proper performance of Consultant's services under this Agreement.
- 12.2 If any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require in the defense of that claim or action.

13. <u>RECORDS AND INSPECTIONS</u>

Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

14. PERMITS AND APPROVALS

Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary for Consultant's performance of this Agreement. This includes, but shall not be limited to, professional licenses, encroachment permits and building and safety permits and inspections.

15. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the parties may, from time to time, designate in writing).

If to City: City of Bradbury 600 Winston Avenue Bradbury, CA 91008 Attn: Kevin Kearney

Email – kkearney@cityofbradbury.org

Telephone: (626) 358-3218 Facsimile: (626) 303-5154 If to Consultant: De Novo Planning Group, Inc.

180 East Main Street, Suite 108

Tustin, CA 92780

Attn: Amanda Tropiano, Principal Email: atropiano@denovoplanning.com

Telephone: 916/580-9818

With courtesy copy to:

Cary S. Reisman, City Attorney City of Bradbury Jones & Mayer 3777 N. Harbor Blvd. Email: csr@jones-mayer.com

Fullerton, CA 92835

Telephone: (714) 446-1400 Facsimile: (714) 446-1448

16. **SURVIVING COVENANTS**

The parties agree that the covenants contained in Section 9, Section 10, Paragraph 12.2 and Section 13 of this Agreement shall survive the expiration or termination of this Agreement.

TERMINATION 17.

- City may terminate this Agreement for any reason on five calendar days' written 17.1. notice to Consultant for any reason. Consultant may terminate this Agreement for any reason on thirty calendar days' written notice to City and only for cause. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.
- 17.2 If City terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid for work performed in accordance with the terms and conditions of this agreement at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

18. [OMITTED]

19. **GENERAL PROVISIONS**

- 19.1 Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any party other than Consultant.
- 19.2 In the performance of this Agreement, Consultant shall not discriminate against any employee, subcontractor, or applicant for employment because of race, color, creed, religion, sex, marital status, sexual orientation, national origin, ancestry, age, physical or mental disability medical condition or any other unlawful basis.

- 19.3 The captions appearing at the commencement of the sections hereof, and in any sub-paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph at the head of which it appears, the section or paragraph, and not such heading, shall govern construction of this Agreement. Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular and vice versa, in any place or places herein in which the context requires such substitution(s).
- 19.4 The waiver by City or Consultant of any breach of any term, covenant or condition of this Agreement shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition of this Agreement. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in a writing signed by one authorized to bind the party asserted to have consented to the waiver.
- 19.5 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the reasonable control of Consultant.
- 19.6 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance from the exercise by any party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such party of any of all of such other rights. powers or remedies. If legal action shall be necessary to enforce any term, covenant or condition herein contained, the party prevailing in such action, whether or not reduced to judgment, shall be entitled to its reasonable court costs. including any accountants' and attorneys' fees incurred in such action. The venue for any litigation shall be Los Angeles County, California and Consultant hereby consents to jurisdiction in Los Angeles County for purposes of resolving any dispute or enforcing any obligation arising under this Agreement.
- 19.7 If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and enforced to the fullest extent permitted by law. This Agreement shall be governed and construed in accordance with the laws of the State of California.

19.8 All documents referenced as exhibits in this Agreement are hereby incorporated into this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between the parties with respect to the transactions contemplated herein. No prior oral or written agreements are binding upon the parties. Amendments hereto or deviations here from shall be effective and binding only if made in writing and executed by City and Consultant.

TO EFFECTUATE THIS AGREEMENT, the parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

"City"	"Consultant"
City of Bradbury	De Novo, Planning Group
By: Bruce A. Lathrop, Mayor	By:
Bruce A. Laumop, Wayor	
Date:	July 12, 2022 Date:
Attest:	
Claudia Saldana, City Clerk	
Approved as to form:	
Cary S. Reisman, City Attorney	
City of Bradbury	

ATTACHMENT #2

De Novo Planning Group

A Land Use Planning, Design, and Environmental Firm

May 23, 2022

City of Bradbury Lisa Kranitz, Assistant City Attorney 600 Winston Avenue Bradbury, CA 91008 Via email: lkranitzlaw@gmail.com

SUBJECT: Proposal to Prepare a Focused Update to the Health and Safety Element

Dear Ms. Kranitz,

On behalf of De Novo Planning Group, thank you for the opportunity to submit this proposal to prepare a focused update to the City's Health and Safety Element. Based on our understanding of the project, our team's familiarity with Bradbury, and our deep experience preparing General Plan Elements, including Safety Elements, we are confident that we can prepare the document pursuant to the requirements specified in the California Government Code.

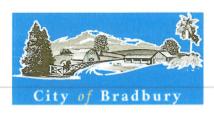
De Novo Planning Group is a land use and environmental planning firm, specializing in community planning, environmental studies, design, and development services. The firm's Principal-level staff have successfully completed hundreds of projects consisting of comprehensive general plans, specific plans, housing and safety elements, environmental impact reports, negative declarations, initial studies, NEPA analyses, climate action plans, hazard mitigation plans, biological assessments, wetland delineations, and development projects throughout California. De Novo Planning Group has full-service offices in northern California (Corporate Office – 1020 Suncast Lane, Suite 106, El Dorado Hills, CA 95762) and southern California (180 East Main Street, Suite 108, Tustin, CA 92780).

Our team is ready and excited to address this topic for the City of Bradbury based on trusted research and innovative planning principles, and we will listen to the community to ensure that their values and priorities are reflected in this planning document. We work regularly with cities throughout California to undertake focused as well as comprehensive updates to their General Plans, and all of our ongoing General Plan projects address the California Government Code as it relates to the Safety Element requirements.

We truly appreciate being considered for this project. We are confident that our experience, record of success, and Principal-level attention to every project will prove to be extremely valuable to the City. We have the ability and are ready to take on the assignment. Amanda Tropiano is the principal contact and is authorized to sign agreements and bind De Novo Planning in our proposal. Ms. Tropiano can be reached at (714) 453-7711 or atropiano@denovoplanning.com.

Sincerely.

DE NOVO PLANNING GROUP Amanda Tropiano, Principal



PROJECT UNDERSTANDING AND APPROACH

We understand that the City of Bradbury is seeking a qualified land use planning consultant to assist the City with a focused update to its Health and Safety Element in accordance with the California Government Code, including legislation passed since the City's Health and Safety Element was last updated.

The Health and Safety Element will be updated for consistency with both the City's Housing Element Update (being prepared under separate contract) and the requirements of Senate Bill (SB) 379, SB 99, and SB 1241. Specifically, SB 379 requires that upon the next revision of the General Plan (or local hazard mitigation plan), the Safety Element is to be updated as necessary to address climate adaptation and resilience strategies applicable to the City. SB 99 requires the City to review and update the Safety Element to include information identifying residential developments in hazard areas that do not have at least two emergency evacuation routes. Fire hazard zones and seismic hazard zones will be addressed. Likewise, SB 1241 requires that the Safety Element be reviewed and updated as necessary to address the risk of fire in State Responsibility Areas and Very High Fire Hazard Severity Zones.

Given the nature of the project, a categorical exemption from the California Environmental Quality Act (CEQA) should be sufficient subject to CEQA Guidelines Section 15061(b)(3) since the project only involves policies, programs, and actions to meet State law specific to General Plan safety elements and would not result in any direct or indirect physical changes to the environment. The project is an update to an existing policy document to comply with new laws and reinforce existing policy direction. Implementation of the Health and Safety Element Update would not have a significant effect on the environment. De Novo will prepare the Notice of Exemption as part of this project.

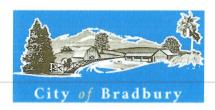
SCOPE OF WORK

De Novo will prepare a focused update to the City's Health and Safety Element to ensure that it is consistent with State requirements (Government Code Section 65302(g)). In addition, the City's updated Health and Safety Element will be consistent with the Hazard Mitigation Plan (2019) and Community Wildfire Protection Plan (2022). Preparation of the updated Health and Safety Element will include the tasks outlined below.

TASK 1: PROJECT ADMINISTRATION

1.1 Project Kickoff Meeting and Schedule Development

Within one week of receiving a notice to proceed, the De Novo Team will conduct a kickoff meeting with City staff to refine the project work scope and to discuss roles and responsibilities, project schedule, data collection needs, and document review procedures. The work scope will be refined based on our discussions and critical project milestones, and a clear project schedule will be established. The De Novo Principal and Principal Planner will attend the kickoff meeting. We will prepare the meeting agenda, as well as a meeting summary identifying project goals and follow-up action items.



1.2 Project Coordination

For the duration of the project, the De Novo Principal Planner will conduct bi-weekly Zoom meetings/conference calls with City staff to ensure project coordination and to support close collaboration. These meetings/calls will allow the team to review project status and to discuss issues, documents, and plan presentations. This task also involves the time necessary for management and administration of the project, including invoicing and progress reports.

Task 1 Deliverables:

- Kickoff meeting with City staff
- Kickoff meeting agenda and summary (electronic)
- Project schedule with updates as needed (electronic)
- Data needs list (electronic)
- Bi-weekly Zoom meetings/conference calls with the City staff

TASK 2: Public Hearings

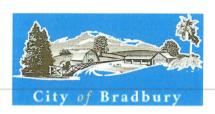
De Novo will lead the public hearing process for review and approval of the updated Health and Safety Element.

2.1 Public Hearings

De Novo's Principal Planner will attend two (2) public hearings related to the Health and Safety Element Update – one with the Planning Commission and one with the City Council. This scope assumes that public hearings will continue to be held virtually. De Novo will prepare and present a PowerPoint presentation for the hearings. We will submit the materials electronically to City staff for review prior to each hearing. City staff will be responsible for public notices and staff reports. Any additional hearings will be billed on a time and materials basis at the written direction of City staff.

Task 2 Deliverables:

Two (2) public hearings



TASK 3: REVIEW OF CURRENT HEALTH AND SAFETY ELEMENT

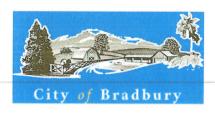
3.1 Review of Current Health and Safety Element and Identification of Necessary Revisions

De Novo will complete a review of the City's Health and Safety Element for consistency with State law including, but not limited to, SB 379, SB 99, and SB 1241 and will identify the specific sections of the Health and Safety Element that must be updated to comply with State law. Specifically, SB 379 requires that upon the next revision of the General Plan or Local Hazard Mitigation Plan, the Safety Element must be updated as necessary to address climate adaptation and resilience strategies applicable to the City. This review and update is to include all of the following:

- 1. A vulnerability assessment that identifies the risks that climate change poses to the City and the geographic areas at risk from climate change impacts.
- 2. A set of adaptation and resilience goals, policies, and objectives based on the information specified in the climate vulnerability assessment for the protection of the community.
- 3. A set of feasible implementation measures designed to carry out the goals, policies, and objectives identified pursuant to the adaptation objectives, including but not limited to the following:
 - Feasible methods to avoid or minimize climate change impacts associated with new uses of land;
 - The location, when feasible, of new essential public facilities outside of at-risk areas, including but not limited to hospitals and health care facilities, emergency shelters, emergency command centers, and emergency communications facilities, or identifying construction methods or other methods to minimize damage if these facilities are located in at-risk areas;
 - The designation of adequate and feasible infrastructure located in an at-risk area;
 - Guidelines for working cooperatively with relevant local, regional, state, and federal agencies;
 and
 - The identification of natural infrastructure that may be used in adaptation projects, where feasible (e.g., urban tree planting to mitigate high heat days).

Although the City did update its Hazard Mitigation Plan in 2019, the updated document does not address climate change or resiliency planning consistent with the requirements of SB 379. For this reason, De Novo will prepare a separate stand-alone Climate Vulnerability Assessment (CVA) to analyze these topics and provide the background necessary to guide the development of new goals, policies, and actions to be included in the Health and Safety Element (see Task 3.2).

SB 99 requires the City to review and update the Safety Element to address the risk of fire for land classified as state responsibility areas, and land classified as very high fire hazard severity zones. The review shall also include information identifying residential developments in hazard areas that do not



have at least two emergency evacuation routes and shall address risks associated with the effects of seismically induced surface rupture, ground shaking, ground failure, tsunami, seiche, and dam failure; slope instability leading to mudslides and landslides; subsidence; liquefaction; and other seismic hazards and geologic hazards known to the legislative body; flooding; and wildland and urban fires (see Task 3.3).

3.2 Climate Vulnerability Assessment

In accordance with SB 379, De Novo will prepare a Climate Vulnerability Assessment (CVA) that identifies the risks that climate change poses to the City. The purpose of the CVA is to inform City policies, plans, programs, and guidance to promote effective and integrated action to safeguard from climate change. This CVA will describe vulnerabilities in terms of social vulnerabilities and physical vulnerabilities. Social vulnerabilities examine how populations, communities, and social systems are affected by climate change. Physical vulnerabilities examine how infrastructure, critical facilities, and land are affected by climate change. The analysis will be qualitative in nature and based on existing available information. No new air quality modeling is included in this task.

3.3 Residential Emergency Evacuation Route Analysis

De Novo will prepare an analysis consistent with Senate Bill 99 to identify residential developments in high hazard zones that do not have at least two emergency evacuation routes. High hazard zones will include CAL FIRE's High Hazard Severity Zones and seismic hazard zones. A GIS map and layers will be prepared identifying access for residential areas in high hazard zones.

Task 3 Deliverables:

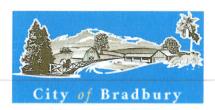
- Climate Vulnerability Assessment including one (1) round of review (electronic)
- Residential Emergency Evacuation Route Analysis including one (1) round of review (electronic)

TASK 4: HEALTH AND SAFETY ELEMENT UPDATE

4.1 Administrative Draft Health and Safety Element

De Novo will prepare a comprehensive, formatted Administrative Draft Health and Safety Element incorporating the components described above. We will work within the format of the current element, updating the text and graphics as needed. Our scope assumes that the City will provide De Novo with an editable version of the existing document. We request that we receive one consolidated set of City comments on the Administrative Draft Element and we expect two rounds of review will be required.

Given that there are Very High Fire Hazard Severity Zones in Bradbury, the update to the City's Health and Safety Element must be reviewed by the Board of Forestry and Fire Protection. De Novo will work closely with CAL FIRE's Land Use Planning Manager for the Los Angeles region to prepare the updated Element and provide responses to CAL FIRE's General Plan Safety Element Assessment checklist. We recommend that CAL FIRE be provided the revised Administrative Draft Health and Safety Element for informal review and comment; any revisions necessary to comply with the California Government Code as they relate to fire protection planning will be made prior to releasing the Public Review Draft.



4.2 Public Review Draft Health and Safety Element

We will incorporate the City's comments on the Administrative Draft Health and Safety Element and create a Public Review Draft for public review. We expect that De Novo and City staff will work collaboratively to facilitate review by the public, as described in Task 2.

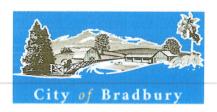
The Public Review Draft will also be formally reviewed by the Board of Forestry and Fire Protection for consistency with the California Government Code requirements related to fire protection planning. As is standard practice, the regional CAL FIRE Land Use Planning Manager will review the Element for consistency with the Government Code, complete the CAL FIRE General Plan Safety Element Assessment, and make a presentation to the Board at a regularly scheduled Board meeting (the Board typically meets monthly). The Board must review and consider the draft Health and Safety Element before the City Council can adopt the update. De Novo will prepare the necessary support materials to facilitate the Board's review. A representative from the City should be available to participate in the Board meeting (virtual) to answer any City-specific questions the Board may have.

4.3 Final Health and Safety Element

During the public hearing process, the Planning Commission and City Council may direct revisions to the Health and Safety Element. Following the final City Council hearing, De Novo will make the directed revisions. Since the extent of the revisions cannot be known at this time, we have provided an allowance that assumes revisions will be minor (based on our prior experience with such documents).

Task 4 Deliverables:

- Administrative Draft Health and Safety Element including two (2) rounds of review (electronic)
- Public Review Draft Health and Safety Element including one (1) round of review (electronic)
- Final Health and Safety Element adopted by City Council including one (1) round of review (electronic)



PROJECT SCHEDULE

We have provided a realistic schedule based on our experience with focused Safety Element Updates. However, we understand there may be timing considerations that need to be addressed; therefore, we anticipate further discussion with the City as part of the kickoff meeting to better understand any schedule needs, including City review times. Our team has a strong history of accommodating and meeting specific scheduling needs of our clients. We proactively work with our clients to accommodate scheduling requests and establish expectations through the identification of key milestones, interdependent tasks, and responsibilities.

Kickoff Meeting: Within 1 week of contract/notice to proceed

Project Schedule: 10 days from kickoff meeting

Climate Vulnerability Assessment (CVA): 4-6 weeks from kickoff

Evacuation Route Analysis: 4-6 weeks from kickoff

Completion of Admin Draft H&SE: 6-8 weeks from completion of CVA and

Evacuation Route Analysis

City Review Admin Draft H&SE: 2 weeks

Revised Admin Draft H&SE: 1-2 weeks

City Review Revised Admin Draft H&SE: 1 week

Prepare Public Review H&SE: 1 week

Final H&SE: 2 weeks from City Council adoption

							-				
	Pri	Principal	Principal	Principal Planner	Associat	Associate Planner	9	GIS	De Nove	De Novo Subtotal	ACTIVITY
									10	TOTALS	TOTALS
TASK/ACTIVITY	Hours	\$175	Hours	\$150	Hours	\$105	Hours	\$95	Hours	Fee	Fee
TASK 1: PROJECT ADMINISTRATION											
1.1 Project Kickoff Meeting and Schedule Development	2	\$350	2	\$300		\$0		\$0	4	\$650	\$650
1.2 Project Coordination	4	\$700	16	\$2,400		\$0		\$0	20	\$3,100	\$3,100
TASK 1 SUBTOTAL	9	\$ 1,050	18	\$2,700	0	. \$	0	- \$	24	\$ 3,750	\$3,750
TASK 2: COMMUNITY ENGAGEMENT											
2.1 Public Hearings	8	\$1,400	12	\$1,800	9	\$630	2	\$190	28	\$4,020	\$4,020
TASK 2 SUBTOTAL	80	\$ 1,400	12	\$ 1,800	9	\$ 630	2	\$ 190	28	\$ 4,020	\$4,020
TASK 3: REVIEW OF CURRENT HEALTH AND SAFETY ELEMENT	-										
3.1 Review of Current H&SE and Identification of Necessary	2	\$350	4	\$600	20	\$2,100		0\$	26	\$3,050	\$3,050
3.2 Climate Vulnerability Assessment	2	\$350	8	\$1,200	40	\$4,200	4	\$380	54	\$6,130	\$6,130
3.3 Residential Emergency Evacuation Route Analysis	2	\$350	2	\$300	9	\$630	20	\$1,900	30	\$3,180	\$3,180
TASK 3 SUBTOTAL	9	\$ 1,050	14 \$	\$ 2,100	99	\$ 6,930	24	\$ 2,280	110	\$ 12,360	\$12,360
TASK 4: HEALTH AND SAFETY ELEMENT UPDATE											
4.1 Administrative Draft Health and Safety Element	8	\$1,400	32	\$4,800	20	\$2,100	8	\$760	89	090'6\$	090'6\$
4.2 Public Review Draft Health and Safety Element	9	\$1,050	20	\$3,000	12	\$1,260	4	\$380	42	\$5,690	\$5,690
4.3 Final Health and Safety Element	2	\$350	8	\$1,200	9	\$630	2	\$190	18	\$2,370	\$2,370
TASK 4 SUBTOTAL	16	\$2,800	09	\$9,000	38	\$3,990	14	\$1,330	128	\$17,120	\$17,120
Subtotals	36	\$6,300	104	\$15,600	110	\$11,550	40	\$3,800	290	\$37,250	\$37,250
TOTAL FEE (NOT TO EXCEED FEE)											\$37,250

NOTES: Direct costs are billed at no markup. De Novo Planning Group reserves the right to reallocate budget between various tasks provided the overall project budget does not change.

ATTACHMENT #3



FACT SHEET

Safety Element 2021 Targeted Update – Background and Summary of Amendments

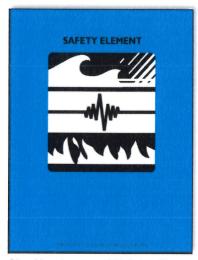
Introduction

The City of Los Angeles is preparing a targeted update to the General Plan Safety Element in coordination with the Housing Element 2021-2029 Update, scheduled for adoption in late 2021. This document provides a background on why the Safety Element is being updated, a summary of the updates being made to the Safety Element, and FAQs with links to resources and information.

Background

California State law requires that each city prepare and adopt a general plan, which is a local government's blueprint for meeting the community's long-term vision for the future. The safety element is one of the nine Statemandated elements of the general plan. General plan elements are generally composed of background and technical information, goal and policies, and implementation programs describing action items for the future.1

Recent State of California legislation requires that the City of Los Angeles' Safety Element be reviewed and updated as necessary alongside the City's Housing Element 2021-2029 update. The existing



City of Los Angeles, 1996 Safety Element

A goal is a statement of a desired future. A policy is a stated position to guide decision making. It indicates a commitment of the local legislative body to a particular course of action. An implementation program is an action, procedure, or technique that carries out general plan policy.

City of Los Angeles General Plan Safety Element was adopted in 1996. While the Housing Element is undergoing a comprehensive update, the update to the Safety Element is limited to targeted amendments that ensure consistency with legislative mandates and the other General Plan elements.

Summary of State Law Requirements for the Safety Element

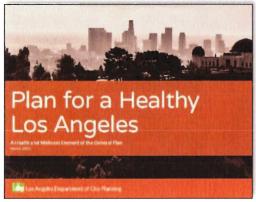
State law requires that a city's general plan include a safety element to address protection of its people from unreasonable risks associated with disasters, including earthquakes, floods, fires, landslides, and other hazards identified by the local community.

The safety element must identify hazards and hazard abatement provisions to guide local decisions related to zoning, subdivisions, and entitlement permitting, and should also integrate hazard and risk reduction strategies. In addition, the State recently adopted new legislation that requires safety elements to provide additional information related to flooding, wildfires, emergency evacuation, and climate change.

The City reviewed these recent State requirements and several long-range citywide plans and programs that relate to safety, including the existing 1996 Safety Element, the 2018 Local Hazard Mitigation Plan, the 2020 Floodplain Management Plan, Resilient Los Angeles, and LA's Green New Deal. These plans provide much of the content required for the Safety Element to comply with State law. Relevant material from these plans will be consolidated and summarized for inclusion in the updated Safety Element.

Related State Law Requirements for General Plan Elements

The update of two or more general plan elements triggers a State requirement to address environmental justice under the provisions of Senate Bill (SB) 1000. Therefore, the City is required to review existing environmental justice policies to ensure compliance with State law and document the review. The Plan for a Healthy Los Angeles, adopted in 2015, is the General Plan Element that contains the majority of the City's environmental justice policies and programs. The City will make a technical amendment to the Plan for a Healthy Los Angeles alongside the Safety



City of Los Angeles, 2015 Plan for Healthy Los

Element to clarify its role as a compilation of environmental justice policies for the City.

Safety Element 2021 Update Summary

The following three main components of the Safety Element 2021 targeted update are summarized below:

- 1. Amendments to goals, policies, and objectives;
- 2. Integration of updated background information and mapping; and
- 3. Incorporation of programs from other citywide planning documents.

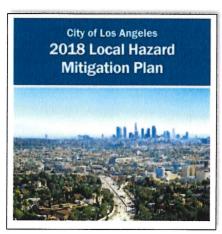
Goals, Policies, and Objectives

The current Safety Element provides three main goals that establish the City's intent to prevent, respond to, and recover from disasters. These goals are supported by three objectives and 18 policies. The City will maintain the current approach of including highlevel goals and objectives that consider multiple types of hazards as part of this Safety Element update.

New State legislation requires that cities include goals, policies, objectives, and feasible implementation measures that place a greater emphasis on wildfires, flooding, and climate change. Wildfire and flooding are topics addressed in the existing Safety Element, though climate change is not considered as explicitly. However, the City addresses climate change adaptation and resilience in other long-range plans, such as Resilient Los Angeles, and LA's Green New Deal. As part of the targeted update to the Safety Element, relevant policies from these other plans will be incorporated into the Safety Element, centralizing information in the City's General Plan and providing a framework for updates to other implementing documents, allocation of resources, and actions required of City staff and collaborating agencies.

Background Information and Mapping

The State requires that general plans include background information and supporting exhibits within the safety element to identify potential hazards, including slope instability, seismic risk, flooding, wildland and urban fires, and to identify approaches to climate adaptation and resilience. Information on most of these hazards, including supporting exhibits, is currently included in both the existing Safety Element and 2018 Local Hazard Mitigation Plan. This can create confusion, as the documents are updated on different timelines and maintained by different departments.



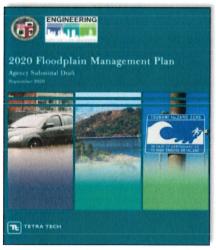
City of Los Angeles, 2018 Local Hazard Mitigation Plan

To reduce duplication, the City will replace repetitive descriptions and exhibits within the Safety Element with references to the Local Hazard Mitigation Plan, which was last updated in 2018. The information in the 2018 Local Hazard Mitigation Plan is sufficient to satisfy most State requirements. Where additional information is required to satisfy State mandates, information will be included in the Safety Element 2021 targeted update, or in the next update to the Local Hazard Mitigation Plan.

Programs

General plans typically include programs to implement the high-level vision set in the goals and policies chapter. The current Safety Element does not include a distinct listing of programs, instead describing more generally that policies are implemented by different City departments responsible for public safety and emergency response. These current programs do not include implementation details, such as targets and timelines.

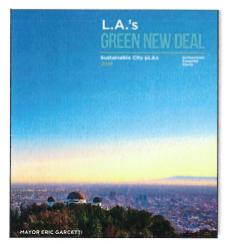
The updated Safety Element will incorporate programs from the 1996 Safety Element, the 2018 Local Hazard Mitigation Plan, the 2020 Floodplain Management Plan, Resilient Los Angeles, LA's Green New Deal and other related plans into a revised Chapter 4, Implementation, that includes a table of programs that implement one or more policies. The program format will generally consist of a title, program description, timeframe for when the program will be achieved, a list of responsible departments involved in implementation of the program, and related policies that the subject program is implementing.



City of Los Angeles, 2020 Floodplain Management Plan



City of Los Angeles, 2018 Resilient Los Angeles



City of Los Angeles, 2019 Green New Deal

FAQ's

What is the Safety Element?

The safety element is one of the nine State-mandated elements of the general plan. State law requires a city's safety element to address protection of its people from unreasonable risks associated with disasters, including earthquakes, floods, fires, and landslides. Other locally relevant safety issues, such as airport land use, emergency response, and hazardous materials spills may also be included.

What types of safety issues are not addressed in the Safety Element?

The City's Safety Element does not address safety issues related to crime and policing. except in the context of disasters such as traffic safety during or following a disaster. Rather, the Framework Element of the General Plan covers policing and crime prevention. Other General Plan elements that address safety include the Housing Element, which details safety in relation to housing units; the Mobility Plan 2035 (Transportation Element), which states "Safety First" as one of its five top-level transportation goals, and sets a vision for zero transportation-related fatalities; and the Air Quality Element and Noise Element, which deal with public and environmental health and welfare related to air pollutant emissions and environmental noise.

Why update the Safety Element?

The current Safety Element requires targeted updates to bring it into compliance with recent State law. State legislation requires that the Safety Element be reviewed and updated as necessary alongside the Housing Element, which is scheduled for adoption in Fall 2021, and now requires additional information related to flooding, wildfire, and climate resilience. Government Code Section 65302(q) describes required background information and provides policy and program guidance for safety element updates. Please see https://leginfo.legislature.ca.gov for further information.

How is the Safety Element currently implemented?

The current Safety Element is implemented by several City departments.

- The Emergency Operations Organization (EOO) and Emergency Management Department (EMD) are the primary City agencies that implement the Safety Element. They centralize the direction and control of the planning, coordination, and management of disaster preparedness, mitigation, response, and recovery.
- The <u>Department of Building and Safety</u> administers and revises the Building Code to maximize the resilience of new and existing structures. A recent example is the Soft Story Retrofit Program.

- The Department of <u>City Planning</u> integrates hazard concerns into planning and land use, through zoning and policy decisions made during Community Plan Updates, targeted resilience programs like the Venice Local Coastal Program. and land use entitlements specific to hazard areas like oil drilling zones.
- The Los Angeles Fire Department uses regulations like mandated brush clearance and red flag parking restrictions to implement the fire safety provisions of the Safety Element.

These are just some of the many ways the City works to achieve the hazard-related goals set in the Safety Element. The revised program list in the updated Safety Element will be used by the City to guide department work programs, identify expertise that may be required, allocate necessary resources, and organize the engagement and interdepartmental and interagency coordination required to carry out the programs within the established timeframes.

What is the relationship between the General Plan, Community Plans, and the Zoning Code?

The City's General Plan provides the structure for all planning and land use activities in the City. It articulates the City's vision and goals in the broadest terms. The City's 35 Community Plans comprise the Land Use Element of the General Plan. The Zoning Code translates the policies set in the General Plan and Community Plans into specific rules and regulations, which are applied to every plot of land in the city.

The City of Los Angeles is geographically divided into 35 Community Plan Areas (and two Special Purpose Districts: Port of Los Angeles and Los Angeles World Airports). Los Angeles City Planning has embarked on a separate, but related, effort to update these plans. Additionally, the City is preparing the City's new Zoning Code, which will be available for Community Plans' update efforts and will help implement the vision of the updated General Plan.

How does the Safety Element relate to other planning efforts, including Community Plan Updates and the Housing Element?

The Safety Element must be consistent with other General Plan Elements, including the Land Use Element (comprised of 35 Community Plans) and the Housing Element. The Safety Element lays the groundwork for citywide hazard planning and programming and the Community Plan updates will carry out those policies and programs related to locally identified hazards and community concerns. For example, a Community Plan that includes Very High Fire Hazard Severity Zones will consider that designation when making zoning decisions, generally designating lower zoning densities for hazard areas. Similarly, when considering recommendations to meet the Los Angeles Regional Housing Needs Allocation, the Housing Element will consider hazard designations as identified in the Safety Element. Safety Element staff are working closely with both the community planning and housing teams to ensure the required consistency.

What plans are being considered in the Safety Element update?

The City has reviewed several long-range citywide plans and programs that relate to hazard and disaster safety, including the existing 1996 Safety Element, 2018 Local Hazard Mitigation Plan, 2020 Floodplain Management Plan, Resilient Los Angeles, and LA's Green New Deal. These plans provide most of the content required for the Safety Element to comply with State law. Relevant material from these plans will be consolidated and summarized for inclusion in the Safety Element.

How is climate change and resilience being considered in the Safety Element update?

New policy language will be incorporated from LA's Green New Deal, Resilient Los Angeles, and the 2020 Floodplain Management Plan to offer additional direction on retrofitting the City to be more resilient against the increase in severity of hazards and disasters associated with climate change. Safety Element targeted updates will incorporate programs from Resilient Los Angeles that address climate change, adaptation, and increasing the resiliency of underserved communities, reflecting the significant planning work the City has already completed, consistent with new State requirements related to climate change for general plans.

How is the updated Safety Element considering wildfires?

Wildfires are addressed in the existing Safety Element. The City will review and update existing information, as necessary. Additionally, the City Planning Department will collaborate with the Los Angeles Fire Department regarding appropriate policy revisions and cross referencing other more detailed documents that establish fire suppression and other important standards. The Safety Element targeted update will also

incorporate programs from the 2018 Local Hazard Mitigation Plan that address and minimize wildfire risk.

What types of disasters are discussed in the Local Hazard Mitigation Plan?

The 2018 Local Hazard Mitigation Plan addresses the following hazards: adverse weather, climate change and sea-level rise, dam failure, drought, earthquake, flood. landslide, tsunami, wildland/urban interface fire, and human-caused hazards like terrorism and cyber attacks. The Safety Element will be revised to clarify that the goals, policies, and objectives of the Safety Element pertain to this full list of hazards.

How is Environmental Justice addressed in the Safety Element and General Plan?

The update of two or more General Plan Elements triggers a State requirement to address environmental justice. The Plan for a Healthy Los Angeles addresses environmental justice with a collection of goals, policies and programs that seek to further the fair treatment of people of all races, cultures, and incomes with respect to the development, adoption, implementation, and enforcement of environmental laws. regulations, and policies. The City will make technical amendments to this Element at the same time the Safety Element is updated to clarify compliance with State regulations.

What is the process for adopting the updated Safety Element?

The adoption process for the update of the Safety Element began in early 2021, when a Notice of Preparation for an EIR to assess both the Housing and Safety Elements was launched with a series of scoping meetings. Public webinars, hearings, and consideration by the City Planning Commission, Council Committees, and City Council will follow through summer and fall 2021. State agencies such as the California Geologic Survey, California Office of Emergency Services, and California Board of Forestry and Fire Protection will also review the updated documents prior to their adoption by the Council, anticipated in late 2021.

How can the public be involved in the process and stay informed?

Sign up for email updates to be notified of upcoming engagement opportunities. Please email OurLA2040@lacity.org with any guestions.

ATTACHMENT #4

Introducing SB 379: Climate Adaptation and Resiliency Strategies

SB 379 Quick Facts

- Adopted on October 8, 2015.
- Applies to all cities and counties in California.
- Created to ensure that climate adaptation is integrated into the general plan process.
- Builds upon the requirements of <u>AB 162</u>, which requires flood protection to be considered in the safety elements of general plans and <u>SB 1241</u>, which requires the consideration of fire protection.
- Supports the State's overall adaptation strategy, <u>Safeguarding California</u>, by ensuring cities and counties are providing for the safety of their communities and planning for adaptation to climate change impacts.

What does SB 379 require?

Requires the safety elements of general plans to be reviewed and updated to include climate adaptation and resiliency strategies. The review and update must consist of the following components:

- 1. **A vulnerability assessment** that identifies the risks climate change poses to the local jurisdiction and the geographic areas at risk from climate change.
- 2. **Set of adaptation and resilience goals, policies, and objectives** based on the information specified in the vulnerability assessment.
- 3. **Set of feasible implementation measures** designed to carry out the goals, policies, and objectives identified in the adaptation objectives.

What is the implementation timeframe?

- If a city or county currently has an adopted Local Hazard Mitigation Plan (LHMP), then starting January 1, 2017, upon the next revision of a LHMP, climate adaptation strategies must be addressed in the safety element of the general plan.
 - Important note: If an existing LHMP or Climate Adaptation Plan (CAP) contains climate adaptation information that complies with SB 379, then the safety element of a general plan can be updated by summarizing and referencing the adaptation information already contained in the LHMP or CAP.
- If a city or county has <u>not</u> adopted a LHMP, then the safety element of the general plan must be updated to address climate adaptation and resiliency strategies by January 1, 2022.

Understand requirements of SB 379

Review existing LHMP and/or CAP

Review existing LHMP Approach (See diagram on reverse side)

* If the existing LHMP or CAP already satisfies the requirements of the 3-Step Approach, proceed to updating the safety element.

3-Step Approach to SB 379 Implementation

#1: ASSESS

Conduct a vulnerability assessment to identify risks to climate change in local jurisdictions.

Informational resources to assist with assessment:

- Cal-ADAPT
- <u>California Adaptation Planning Guide</u>
- Information from local agencies on vulnerable assets, resources, and populations.
- Information from local agencies on current ability to deal with climate impacts.
- Historical data on natural events and hazards.
- Public agencies with the responsibility to protect health, safety, and environment.



#2: DEVELOP

Create a set of adaptation and resilience goals, policies, and objectives based on information identified in the vulnerability assessment.

Factors to consider when developing strategies:

- Consider co-benefits link adaptation goals to social equity and public health strategies.
- Conduct outreach and build support community and staff understanding and buy-in are critical to effectively build resilience.
- Climate change does not recognize political boundaries – build collaborative relationships with adjacent jurisdictions.
- Consider cost, environmental impacts, funding, timing, and compatibility with other plans.



#3: IMPLEMENT

Create a set of feasible implementation measures designed to carry out the goals identified in step 2.

Examples of implementation measures:

- Undertake strategies to identify, engage, and work collaboratively with key agencies.
- Identify natural infrastructure approaches to building resilience (e.g., wetland restoration, forest protection, or urban tree planting).
- Develop early warning systems.

- Create a plan to develop seawalls and storm surge barriers and dune reinforcement.
- Relocation of essential public facilities away from at-risk areas.
- Designation of adequate infrastructure and safety procedures in at-risk areas.







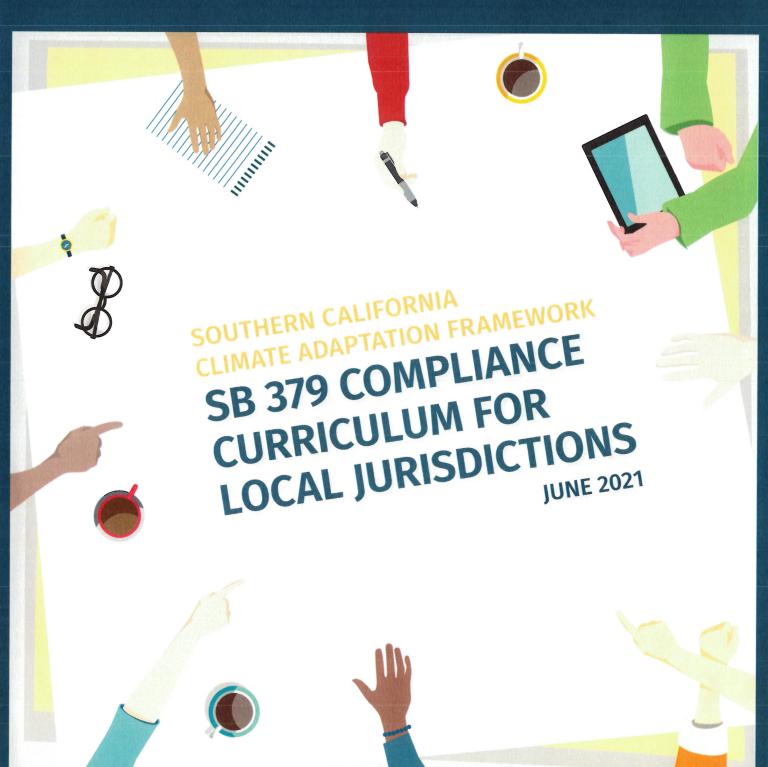






ATTACHMENT #5





SOUTHERN CALIFORNIA CLIMATE ADAPTATION FRAMEWORK

SB 379 COMPLIANCE CURRICULUM FOR LOCAL JURISDICTIONS

JUNE 2021

Table of Contents

Section 1: Introduction and Background	
Section 2: Summary of SCAG's Adaptation Planning Resources	
Section 3: SB 379 Compliance Curriculum	,
Section 4: Planning for Equitable Climate Adaptation	
Section 5: Case Studies	



ABOUT SCAG

SCAG is the nation's largest metropolitan planning organization (MPO), representing six counties, 191 cities and more than 19 million residents. SCAG undertakes a variety of planning and policy initiatives to encourage a more sustainable Southern California now and in the future.

VISION

Southern California's Catalyst for a Brighter Future

MISSION

To foster innovative regional solutions that improve the lives of Southern Californians through inclusive collaboration, visionary planning, regional advocacy, information sharing, and promoting best practices.

visit us at scag.ca.gov

INTRODUCTION AND BACKGROUND

1.1 | Introduction

Local governments, communities, and individuals across Southern California are already feeling and will continue to experience the impacts of sea-level rise, extreme heat, increasingly frequent and damaging wildfires, abrupt and severe rain events, and other climate-related issues. These impacts are often having acute and disproportionate negative impacts on communities already disadvantaged. As climate change continues to affect communities throughout the SCAG region, local governments need to integrate climate adaptation and resilience into local planning to prepare for and cope with the unavoidable consequences of a changing climate.

Beginning in February 2019, the Southern California Association of Governments (SCAG) initiated the Southern California Climate Adaptation Framework (SoCal CAF) - a suite of efforts to provide local jurisdictions and stakeholders with regionally-relevant resources and tools to help the region plan for climate change impacts - supported by funding from a Caltrans' SB 1 Adaptation Planning Grant. The SoCal CAF materials are published and publicly available on the SoCal CAF project website available through SCAG's webpage.

Local governments play a critical role in adaptation planning and building climate resilience in their communities. In October 2015, Senate Bill 379 (SB 379) was signed into law, amending Government Code Section 65302(g), to require all cities and counties in California to incorporate climate adaptation and resilience into the general plan safety element or by reference to other planning documents (e.g., climate action/adaptation plan, local hazard mitigation plan, or other similar plans).

1.2 | Purpose of this Guidebook

SB 379 requires local governments to address climate change adaptation and resilience in the safety elements of their general plan updates, but there has been limited guidance at the regional or local level on integrating climate adaptation and resilience strategies into safety elements. The purpose of this guidebook is to provide a SB 379 "compliance curriculum" for local jurisdictions that links existing SCAG resources and tools to support local safety element updates, which will ultimately enhance both local and regional climate resilience. Surveys conducted by the Governor's Office of Planning and Research (OPR) indicate that a majority of local jurisdictions intend to comply with SB 379 by updating the safety element of the general plan. This document is meant to help jurisdictions primarily address this requirement utilizing the SoCal CAF and additional regional resources to update safety elements pursuant to SB 379. Additionally, the curriculum can be similarly applied to updating other plans (e.g., climate action/adaptation plan or local hazard mitigation plan) to comply with SB 379.

KEY TERMS

Vulnerability Assessment

Vulnerability is the degree to which an asset or population group is susceptible to climate hazards. It is a function of an asset's exposure, sensitivity and capacity to adapt to climate change stressors. A vulnerability assessment is typically a screening level analysis to better understand the potential impacts and vulnerabilities to climate change hazards and to begin defining future adaptation responses. The vulnerability assessment incorporates the quantitative results regarding exposure of assets and facilities and utilizes qualitative data concerning sector or assets' sensitivity and adaptive capacity in order to understand their vulnerability to climate change. The assessment yields a relative ranking of vulnerability, within and across asset categories. Assets found to be vulnerable are candidates for inclusion in the risk assessment and adaptation planning phases, based on their criticality. (Southern California Adaptation Planning Guide, SCAG 2020)

Climate Mitigation

A human intervention to reduce the human impact on the climate system; it includes strategies to reduce greenhouse gas sources and emissions and enhancing greenhouse gas sinks. (General Plan Guidelines, OPR 2017)

Climate Adaptation

Adjustment or preparation of natural or human systems to a new or changing environment that moderates harm or exploits beneficial opportunities. (General Plan Guidelines, OPR 2017)

Resilience

The ability of a social or ecological system to absorb disturbances while retaining the same basic structure and ways of functioning, the capacity for self-organization, and the capacity to adapt to stress and change. (General Plan Guidelines, OPR 2017)

https://opr.ca.gov/docs/20200626-SB379-Report.pdf, https://opr.ca.gov/planning/general-plan/

1.3 | Overview of SB 379 Statutory Requirements

SB 379 is an important implementation component of the State's overall climate adaptation strategy intended to ensure that local governments are planning for climate change. SB 379 requires city and county safety elements of general plans to be reviewed and updated to include climate adaptation and resilience strategies. Specifically, the review and update must include three main components:

- A VULNERABILITY ASSESSMENT that identifies the risks that climate change poses to the local jurisdiction and the
 geographic areas at risk from climate change impacts.
- A SET OF ADAPTATION AND RESILIENCE GOALS, POLICIES, AND OBJECTIVES based on the information in the VULNERABILITY ASSESSMENT for the protection of the community.
- A SET OF FEASIBLE IMPLEMENTATION MEASURES designed to carry out the identified goals, policies, and objectives.

These three components are a high-level summary of the SB 379 statutory requirements. You can reference the statue for what is specifically required under each of these three main components. Please see Section 3 for further guidance on those specific requirements under Step 2.2 and Step 4.1. Local governments across the State are at different stages of adaptation planning, whether they are just beginning or have existing climate change analyses and policies in place. SB 379 allows for cities and counties to comply with the law by either (i) updating the safety element of their general plan OR (ii) using an existing local hazard mitigation plan (LHMP), climate action or adaptation plan (CAAP or CAP) or similar plan that adequately addresses the regulatory requirements of SB 379. If your jurisdiction plans to use a standalone or separate plan, it must satisfy the three main components of the law above and be incorporated by reference into the safety element including a summary that explains how each requirement of the law has been met. See Section 5 for case studies of jurisdictions achieving SB 379 compliance through both methods.

There are two timelines for compliance depending on whether your jurisdiction has a current LHMP. Local jurisdictions that already have an adopted LHMP as of January 1, 2017 will need to update safety element of the general plan pursuant to SB 379 upon the next revision of the LHMP. Local jurisdictions who do not have an adopted LHMP will need to update safety element of the general plan pursuant to SB 379 by January 1, 2022.

The full text of the law can be found online at leginfo.legislature.ca.gov.



1.4 | Other Regulatory Drivers of Adaptation Planning

Assembly Bill 162 (2007) requires that, upon the next revision of the housing element on or after January 1, 2009, cities and counties address flood hazards and safety in the land use, conservation, safety, and housing elements of their general plans.

Senate Bill 1241 (2012) revised the safety element requirements to require all cities and counties whose planning area is within the state responsibility area (SRA) or very high fire hazard severity zones (VHFHSZs), as defined by CAL FIRE, to address and incorporate specific information regarding wildfire hazards and risk, and policies and programs to address and reduce unreasonable risks associated with wildfire. Upon the next revision of the housing element on or after January 1, 2014, the bill requires those cities and counties to review and update the safety element to consider the advice in the Office of Planning and Research's most recent publication of "Fire Hazard Planning, General Plan Technical Advice Series" as well as: information regarding fire hazards, a set of goals, policies, and objectives based on identified fire hazards, and a set of feasible implementation measures designed to carry out those goals, policies, and objectives.

Senate Bill 1000 (2016) stipulates that cities and counties with Disadvantaged Communities ², as defined by SB 1000 in Government Code Section 65302(h), incorporate environmental justice policies in their general plans through either a stand-alone element, or by integrating relevant goals, policies, and objectives throughout other elements. The bill requires cities and counties to identify Disadvantaged Communities (as defined in SB 1000), include policies and objectives to reduce unique or compounded health risks in Disadvantaged Communities, promote civic engagement in the public decision-making process, and address the needs of Disadvantaged Communities. Compliance with SB 1000 is triggered when two or more elements in a general plan are revised after January 1, 2018. For example, an update to

the safety and housing elements would trigger the need to comply with SB 1000 if the city or county has Disadvantaged Communities. See <u>Section 4: Planning for Equitable Climate Adaptation</u> for information on the connection between SB 379 and SB 1000 compliance.

Senate Bill 1035 (2018) requires regular updates to the safety element chapter of the general plan. New information regarding flood and fire hazards must be included and climate change adaptation and resilience must be addressed as part of the update. After 2022, safety elements must be updated upon each revision of the housing element or local hazard mitigation plan, but no less often than once every 8 years. Housing element revisions are typically on 4-8 year cycles and LHMP revisions are on 5-year cycles.

Senate Bill 99 (2019) requires that, upon the next revision of the housing element on or after January 1, 2020, the safety element must be updated to include information identifying residential developments in hazard areas that do not have at least two emergency evacuation routes (i.e., points of ingress and egress).

Senate Bill 747 (2019) requires that, upon the next revision of a LHMP on or after January 1, 2022, or beginning on or before January 1, 2022, if a local jurisdiction has not adopted a LHMP, the safety element must be reviewed and updated as necessary to identify evacuation routes and their capacity, safety, and viability under a range of emergency scenarios. If a LHMP, emergency operations plan, or other document that fulfills commensurate goals and objectives, a local agency may use that information in the safety element to comply with this requirement by summarizing and incorporating by reference such a plan or other document into the safety element.

The full text of these laws may be found online <u>leginfo</u>. <u>legislature.ca.gov</u>.

3

^{2 &}quot;Disadvantaged Communities" means an area identified by the California Environmental Protection Agency pursuant to Section 39711 of the Health and Safety Code or an area that is a low-income area (an area with household incomes at or below 80 percent of the statewide median income or with household incomes at or below the threshold designated as low income by the Department of Housing and Community Development's list of state income limits adopted pursuant to Section 50093) that is disproportionately affected by environmental pollution and other hazards that can lead to negative health effects, exposure, or environmental degradation.

SUMMARY OF SCAG'S ADAPTATION PLANNING RESOURCES

2.1 | Southern California Adaptation Planning Framework

The Southern California Adaptation Planning Framework (SoCal CAF) provides planning and mapping tools, resources, studies and scientific data to SCAG's local and regional jurisdictions to help plan for and manage the negative impacts of climate change. These tools and resources are available on the SCAG website, where a series of reference guides are included to quickly orient the user of the Framework to the range of available materials. Section 3 of this guidebook will walk you through how to use these materials to comply with SB 379. Available materials include:

- Public engagement workshop templates and materials (Phase 0)
- General Plan gap analysis of SCAG member agencies regarding the inclusion of adaptation goals, objectives and policies (Step 1.2)
- Gap analysis of county-level climate change vulnerability analyses in the SCAG region (Step 2.1)
- Interactive online map identifying climate change hazards in the SCAG region (Step 2.2)
- Scenario modeling of transportation and population displacement impacts due to extreme events related to climate change hazards in the SCAG region (Step 2.2)
- Public engagement best practices based on a literature review and interviews with communitybased organizations (Step 2.4)
- Results of jurisdictional interviews on local adaptation planning and regional coordination needs (Step 2.4)

- Climate adaptation tracking metrics for cities and counties (Step 3.2)
- Climate change indicators and tracking metrics for metropolitan planning agencies (Step 3.2)
- Matrix of adaptation strategies and actions for a variety of climate change hazards (Step 3.3)
- Model adaptation policy language for inclusion in general plans and local coastal programs (Step 3.3)
- Strategies for funding and financing climate-safe infrastructure (Phase 4)
- Climate adaptation project prioritization tool (Step 4.1)
- Climate change adaptation project tracking tool (Step 4.1)
- Project checklist form for incorporating resilience features into the design and siting of new or existing development and infrastructure (Step 4.1)

2.2 | Southern California Adaptation Planning Guide

The Southern California Adaptation Planning Guide (SoCal APG) was developed as part of the SoCal CAF to help local governments in SCAG's 6-county region work together to plan and prepare for the impacts of climate change. The SoCal APG describes the range of climate change hazards the SCAG region is likely to face in the coming decades, describes adaptation principles geared to the region, and outlines a general process of adaptation planning that can be applied by any agency, no matter where they fall across the spectrums of funding, available resources, knowledge of vulnerabilities, and planning complexity. It provides member agencies, including towns, cities, counties and subregional organizations with a compendium of tools, resources, and best practices to efficiently advance their adaptation planning using the best resources available. The SoCal APG aligns with and leverages the extensive foundation of guidelines developed through other state climate programs. In particular, it aligns closely with the California Adaptation Planning Guide (California APG) developed by the Cal OES in much of its guidance, nomenclature, and its recommended 4-phase process for adaptation planning. The SoCal APG differs from the California APG in that it focuses on the local communities of Southern California by identifying case studies and best practice examples from SCAG member jurisdictions to illustrate each phase in the adaptation planning process. It also references and provides guidance on the use of data and tools that have been specifically developed for adaptation planning in the SCAG region.

2.3 | Housing Element Parcel Tool

The Housing Element Parcel Tool (HELPR) is a web-mapping tool developed by SCAG to help local jurisdictions and stakeholders understand local land use, site opportunities, and environmental sensitivities for aligning housing planning with the state Department of Housing and Community Development's (HCD) 6th cycle housing element requirements, as well as state laws requiring the update of safety elements upon the next revision of a housing element. The tool is principally based on updated, curated versions of parcel-level land use data and other datasets which have been available through SCAG's open data portal. This tool can be utilized to incorporate climate hazard considerations in housing element planning, consistent with requirements under SB 379 and SB 1035. It also allows for downloads of tabular and spatial parcel data for external use. Additionally, the tool provides visualizations of parcels impacted by wildfire risks, 1 and 2 meters of sea level rise, 100-year flood plains, earthquake fault zones, liquefaction susceptibility zones, landslide hazard zones, California protected areas, wildlife habitat areas, active river and wetland areas, locations of rare plants and animals, and Natural Community Conservation Plans/Habitat Conservation Plans reserve areas. Access to the HELPR tool is available on SCAG's website. Documentation on datasets utilized and application functionality is available within the tool.

2.4 | Green Region Initiative

The Green Region Initiative (GRI) serves as a tool for jurisdictions within the SCAG region to measure and track sustainability progress in the region across 12 categories and 29 sustainability indicators. The map aims to foster collaboration through the sharing of best practices across the 191 cities and six counties in the SCAG region. SCAG regularly monitors and reports on plans and programs related to regional resilience, including climate adaptation, through the GRI. Please refer to the GRI on SCAG's website for information on local sustainability policies and practices across the region.

COMPLIANCE CURRICULUM

The following Compliance Curriculum has been developed to assist local governments with meeting the requirements of SB 379 to comprehensively plan for climate adaptation at the local level. The Compliance Curriculum is designed to follow the SoCal APG four-phase adaptation planning process. This section will walk you through the four-phase adaptation planning process step-by-step, providing SoCal CAF tools and resources to support your jurisdictions with satisfying the statutory requirements of SB 379. This curriculum has been designed to help local governments utilize SCAG's suite of climate planning tools and resources to comply with SB 379, no matter how far along your jurisdiction is in the adaptation planning process.

Phase 0: Outreach & Engagement

Things to Prepare	Resources
☑ Public Outreach Plan	☑ SoCal APG
☑ Public Outreach Materials	☑ SoCal CAF Outreach Toolkit: Community Capacity Building Workshop Templates
☑ Communication Materials on SB 379	☑ Governor's Office of Planning and Research Adaptation Clearinghouse

Successful adaptation planning and compliance with SB 379 requires engagement with your jurisdictional community members and stakeholders. Engaging all voices of the community is key to ensuring long-term success and achieving a more prepared and resilient community.

When first preparing for public engagement with your community, we suggest reviewing the International Association for Public Participation (IAPS2) Spectrum of Public Participation as a model for the public's role in any public participation process. Used internationally, the Spectrum is found in public participation plans around the world. Recognizing that jurisdictions have varying capacities for public participation and engagement, SCAG recommends aiming for Collaborate along the Spectrum to build continued trust and support before, during, and after achieving SB 379 compliance. Public participation at the Collaborate level aligns with the degree of collaboration suggested throughout the SoCal APG. More information on the IAP2 Spectrum and its use in climate adaptation outreach and engagement can be found on page 34 of the SoCal APG.





To help attune planning staff to the voices of the community, the SoCal CAF Outreach Toolkit: Community Capacity Building Workshop Templates (Outreach Toolkit) provides local jurisdictions with suite of templates, worksheets, and discussion materials to initiate and hold ongoing conversations with community members to better understand your jurisdiction's climate-related challenges. Because it can be difficult to engage constituents in a dialogue about climate change due to differing viewpoints and experiences, the Outreach Toolkit approaches climate change conversations on a personal level, beginning with conversations about how climate change has affected you directly and expanding conversations to potential climate strategies your community would like to pursue. The Outreach Toolkit resources are rooted in best practice research relating to climate change communication and includes conversational questions, such as:

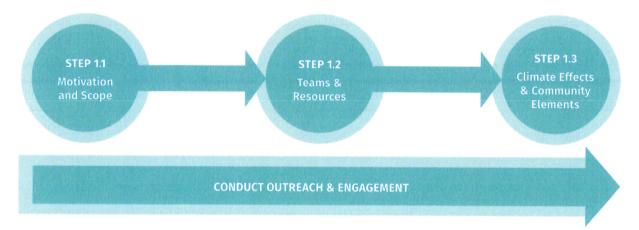
- What words and values resonate with your community?
- What effects of climate change have you felt?
- What communication strategies encourage you to take climate action?

Through interactive community workshops, planning staff can better understand and effectively engage with stakeholders to plan for climate change. The *Outreach Toolkit* features templates for local convenings, including meeting flyers, workshop materials, activities related to climate change, and guidance on tailoring climate change messaging and strategies to reach different audiences.

The full collection of the Outreach Toolkit resources can be found on SCAG's Regional Climate Adaptation Framework website.

Phase 1: Explore, Define, and Initiate

Climate adaptation planning compliance begins with a scoping phase that includes understanding your jurisdiction's SB 379 compliance status, the necessary resources to achieve compliance, and gaining a preliminary understanding of climate change effects on your jurisdiction and community.



STEP 1.1: DETERMINE MOTIVATION AND SCOPE

Things to Prepare	Resources
☑ Identify Existing Documents	☑ SCAG GRI
for SB 379 Compliance	☑ SoCal CAF General Plan and Vulnerability Assessment Gap Analyses
☑ Identify Intra- and Interdepartmental Stakeholders	☑ Local General Plan, Local Hazard Mitigation Plan (LHMP), Climate Action or Adaption Plan (CAP/CAAP) if available
☑ Timeline to Meet SB 379 Requirements	☐ Governor's Office of Planning and Research Adaptation Clearinghouse

The first step towards compliance of SB 379 begins with an audit of existing sustainability, adaptation, and resilience efforts by your local government. Local governments have two options to comply with SB 379:

- Updating the general plan safety element to include climate adaptation and resilience strategies if an LHMP has not been adopted; OR
- If an existing LHMP or CAP/CAAP contains climate adaptation and resilience strategies that comply with the requirements of SB 379, the safety element can be updated by summarizing and referencing the adaptation information already incorporated in the LHMP, CAP/CAAP, or similar plan.

Under option (1) of SB 379 compliance, the safety element of the general plan must be updated to address climate adaptation and resilience strategies if your city or county has not adopted an LHMP. If your jurisdiction has not adopted an LHMP, continue to Step 1.2.

Under option (2), a summary of an existing LHMP, CAP/CAAP, or similar plan may already satisfy the SB 379 regulatory requirements. Begin by reviewing your existing General Plan, LHMP, or CAP/CAAP, if applicable, to see if your existing plans address and contain climate adaptation and resilience strategies.

To help with the review of existing adaptation documents across the region, SCAG conducted a gap analysis of cities, counties, and tribal governments within the SCAG region that have adopted, or are in the process of adopting, climate adaptation policies as part of their general plans, local hazard

OUTREACH & ENGAGEMENT CONSIDERATIONS

The scoping phase presents an opportunity to shape and define how public engagement will be implemented for the remainder of the process. Meaningful engagement – which will likely require time, and resources as well as targeted and accessible outreach – with members from the most impacted communities early on in the planning process is essential to building a coalition of stakeholders who can be consulted throughout the planning process. Please reference pages 71-72 of the SoCal APG for best practices, tools, and resources that can assist in creating an equitable engagement strategy for Phase 1 that is inclusive, effective, and enduring

Adaptation STORYMAPS Introduction Adaptation Policy Adaptation Poli

Green Region Initiative: Adaptation Indicator

mitigation plans, or stand-alone plans (e.g., climate action plans). The gap analysis findings can be found under *Appendix C of the SoCal APG*, "Gap Analysis of Climate Adaptation Policies in the SCAG Region." Data from the gap analysis are presented in the "Adaptation Indicator" tab of *SCAG's Green Region Initiative* (GRI), which can be found on *SCAG's Green Region Initiative* website.

You can begin an audit of your SB 379 compliance by searching for your jurisdiction under the *GRI Adaptation Indicator* for insight into your jurisdiction's status of climate adaptation planning and the degree to which the policies addressed various climate change risks.

If your existing planning documents already include a vulnerability assessment, adaptation and resilience goals, policies, objectives, AND feasible implementation measures, you may jump to Phase 4, Step 4.3.

STEP 1.2: ASSEMBLE PROJECT TEAM(S) & RESOURCES

Once you have determined which of the two SB 379 compliance options is appropriate for your jurisdiction, you may begin identifying intra- and interdepartmental project team members and resources and developing a timeline for achieving SB 379 compliance by January 1, 2022.

Although development of a SB 379 compliance project team is not a requirement of achieving SB 379, we strongly recommend including review of project team members and resources prior to initiating development of an SB 379-compliant document. As the purpose of this guidebook is to focus on explicit requirement of SB 379, details on assembling an SB 379 compliance project team have been excluded. More information on Step 1.2 can be found in the SoCal APG on the SCAG Regional Climate Adaptation Framework website.

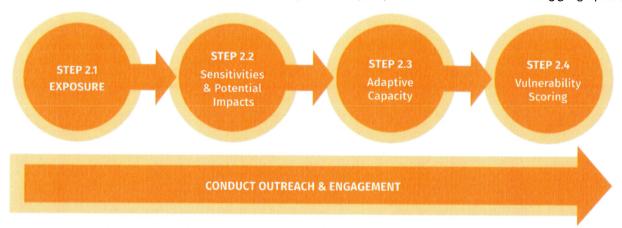
STEP 1.3: IDENTIFY COMMUNITY CLIMATE HAZARDS AND CRITICAL ASSETS AT RISK

Things to Prepare Resources ✓ List of Existing Policies and/or Plans that include Climate Adaptation Goals, Strategies, Policies, etc. ✓ Local General Plan, Local Hazard Mitigation Plan (LHMP), Climate Action or Adaptation Plan (CAP/CAAP) if available ✓ SoCal CAF General Plan and Vulnerability Assessment Gap Analyses ✓ Governor's Office of Planning and Research Adaptation Clearinghouse

With an understanding of which option your jurisdiction will take to achieve SB 379 compliance and an understanding of your jurisdiction's resources to assemble a project team, the next step is to compile existing plans, policies, and technical documents containing climate adaptation, resilience, and sustainability goals and strategies for your jurisdictions. As a preliminary exercise to Phase 2, identify the climate-related hazards expected to impact your jurisdiction and community, as well as the types of community assets potentially at risk from those hazards.

Phase 2: Assess Vulnerability

With a baseline understanding of your jurisdiction's needs, the next step is to assess the existing vulnerabilities that impact your jurisdiction by conducting a **VULNERABILITY ASSESSMENT**. For SB 379 compliance, an assessment of your jurisdiction's vulnerabilities must include identifying the risks climate change poses to your jurisdiction and the surrounding geographic area.



STEP 2.1: IDENTIFY CLIMATE HAZARD EXPOSURE

Things to Prepare

☑ List of Existing Policies and/or Plans that include Climate Adaptation Goals, Strategies, Policies, etc.

Resources

- ☑ Local General Plan, Local Hazard Mitigation Plan (LHMP), Climate Action or Adaptation Plan (CAP/CAAP) if available
- ☑ SoCal CAF General Plan and Vulnerability Assessment Gap Analyses
- oxdots SoCal CAF Adaptation Infrastructure Impacts and Resilience Project Tracker
- ☑ Governor's Office of Planning and Research Defining Vulnerable Communities Guide
- ☑ Governor's Office of Planning and Research Adaptation Clearinghouse

Understanding the risks of climate change to your jurisdiction involves studying the impacts of climate hazards to your surrounding geographic area as climate hazards often cross jurisdictional boundaries.

To help jurisdictions understand the current status of climate change vulnerability assessments across the Southern California region, SCAG conducted a county-wide gap analysis of vulnerability assessments. The gap analysis highlights regional progress made in assessing climate vulnerabilities and gaps that may need to be addressed either regionally or by the cities within each county jurisdiction. For the purposes of this gap analysis, the following climate hazards and asset types were assessed:

- Climate Hazards: Drought; Severe Storms/Wind; Extreme Heat; Inland Flooding; Landslides; Sea Level Rise/Coastal Flooding; Wildfire; Air Quality, Human Health and Ecological Hazards
- Assets: Natural and Managed Resources; Land Use and Community Development; Infrastructure; Public Health, Socioeconomics and Equity

The "Gap Analysis of Existing Countywide Climate Change Vulnerability Assessments in the SCAG Region" report can be found under *Appendix C of the SoCal APG* on the SCAG *Regional Climate Adaptation Framework* website. Findings from the report reflect data as of January 2020. The findings from this report can help provide an overview of the primary climate change vulnerabilities impacting your jurisdiction, as well as secondary impacts requiring further assessment and a unique set of policies, objectives, and strategies to address overlapping impacts.

OUTREACH & ENGAGEMENT CONSIDERATIONS

Community input during the vulnerability assessment phase is critical to develop an on-the-ground understanding of climate vulnerabilities and to ensure that community needs and priorities are centered. A vulnerability assessment is required as part of SB 379, and your communities are your best experts. Please reference page 102 of the SoCal APG for best practices for Phase 2 of the planning process.

STEP 2.2: CHARACTERIZE SENSITIVITIES & POTENTIAL IMPACTS

Things to Prepare ☑ Identify Community Populations and Assets Sensitive to Climate

☑ List of Historic and Potential **Future Climate Impacts**

Change Hazards

☑ List of Climate Impacts of ... **Greatest Concern**

Resources

- ☑ Local General Plan, Local Hazard Mitigation Plan (LHMP), Climate Action or Adaptation Plan (CAAP) if available
- ☑ SoCal CAF General Plan and Vulnerability Assessment Gap Analyses
- ☑ Housing Element Parcel Tool (HELPR)
- ☑ Governor's Office of Planning and Research Defining Vulnerable Communities Guide
- ☑ Governor's Office of Planning and Research Adaptation Clearinghouse

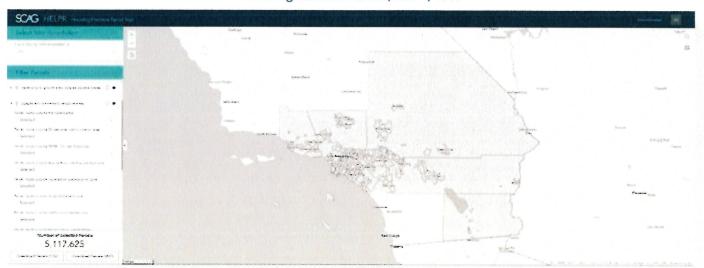
Building off Step 2.1, your jurisdiction's vulnerability assessment will need to include studying historical and potential impacts of climate change to your jurisdiction and surrounding geographic area.

In the vulnerability assessment, you will need to address specific requirements outlined in the text of the statute under Government Code Section 65302(g)(4)(A) regarding flooding (see Government Code Section 65302(g)(2)) and wildland and urban fires (see Government Code Section 65302(g)(3)). The statute also specifies the following information from federal, state, regional, and local agencies that should be referenced to assist in developing both the vulnerability assessment and the adaptation and resilience goals, policies, and objectives:

- Information from the Internet-based Cal-Adapt tool.
- Information from the most recent version of the California Adaptation Planning Guide.
- Information from local agencies on the types of assets, resources, and populations that will be sensitive to various climate change exposures.
- Information from local agencies on their current ability to deal with the impacts of climate change.
- Historical data on natural events and hazards, including locally prepared maps of areas subject to previous risk, areas that are vulnerable, and sites that have been repeatedly damaged.
- Existing and planned development in identified at-risk areas, including structures, roads, utilities, and essential public facilities.
- Federal, state, regional, and local agencies with responsibility for the protection of public health and safety and the environment, including special districts and local offices of emergency services.

After reviewing the status of climate vulnerability assessment at the county-level, planning staff at the local and regional level can turn to the "managed retreat" strategies developed through the SoCal CAF. "Managed retreat" strategies include analyses on transportation zones with limited ingress and egress routes. As part of the SoCal CAF, SCAG mapped climate hazards and studied the impacts of climate change on regional transportation networks - including looking at evacuation patterns from cell phone location data before and after major wildfires recently occurring in California. Additionally, SCAG developed and modeled regional

Housing Element Parcel (HELPR) Tool



relocation scenarios in recognition of the need for potential managed retreat strategies in areas most vulnerable to climate hazards. Through this work, SCAG identified "stranded" areas that may lose access to local and regional transportation networks due to climate hazard events, such as a large-scale wildfire or flood. Additionally, SCAG identified travel-time impacts to non-stranded zones anticipated to accommodate significant travel detours in the event of a disruptive climate hazard event. Travel demand modeling of these scenarios allows jurisdictions across the SCAG region to compare the results of the climate hazard scenarios and develop land use and transportation policies that can guide responses to chronic climate hazards, such as wildfire and sea level rise. In the face of a disaster, impacts are felt across jurisdictional lines, impacting both relocations away from disaster areas and access to safer destinations.

Please reach out to SCAG for downloadable files of the climate risk and managed retreat data layer analyses.

Lastly, your SB 379 compliance project team can turn to SCAG's Housing Element Parcel Tool (HELPR) to identify community populations sensitive to climate change hazards. HELPR is a web-mapping tool developed by SCAG to help local jurisdictions and stakeholders understand local land use, site opportunities, and environmental sensitivities for aligning housing planning with the state Department of Housing and Community Development's (HCD) 6th cycle housing element requirements. HELPR includes visualizations of parcels impacted by wildfire risks, 1 and 2 meters of sea level rise, 100-year flood plains, earthquake fault zones, liquefaction susceptibility zones, landslide hazard zones, California protected areas, wildlife habitat areas, active river and wetland areas, locations of rare plants and animals, and Natural Community Conservation Plans/Habitat Conservation Plans reserve areas. Select your jurisdiction through the HELPR tool and review the highlighted community populations and assets identified as sensitive to climate change hazards. HELPR will help identify primary and secondary climate hazard risks relevant to your jurisdiction, providing a baseline of adaptation and resilience objectives your jurisdiction will need to address for SB 379 compliance. See below for an image of the climate hazard filters included within HELPR.

Access HELPR by visiting SCAG's website. Documentation on datasets utilized and application functionality is available within the tool, as well as the option to download tabular and spatial parcel data for external use.

STEP 2.3: CHARACTERIZE ADAPTIVE CAPACITY

Things to Prepare

- ☑ List of Existing Policies and/ or Plans that include Climate Adaptation Goals, Strategies, Policies, etc.
- Matrix Describing Existing and Potential Factors Enhancing Adaptive Capacity of your Jurisdiction

Resources

- Local General Plan, Local Hazard Mitigation Plan (LHMP), Climate Action and Adaptation Plan (CAAP) if available
- SoCal CAF General Plan and Vulnerability Assessment Gap Analyses
- ☑ HELPR
- ☑ Governor's Office of Planning and Research Defining Vulnerable Communities Guide
- ☐ Governor's Office of Planning and Research Adaptation Clearinghouse

With information on your jurisdiction's existing policies and/or plans that include climate adaptation and resilience strategies (Step 2.1) and information on climate change sensitive populations and assets (Step 2.2), you can now move onto assessing the adaptative capacity of your jurisdiction. Understanding the factors that impact adaptive capacity of your jurisdiction will influence the set of adaptation and resilience goals, policies, objectives, and implementation measures to ensure your planning document includes climate adaptation and resilience strategies that are SB 379 compliant.

Adaptive capacity refers to the ability of community populations and assets to adjust to climate change stressors and cope with the consequences. Adaptive capacity can be provided through physical design (e.g., back-up generator), or it can take the form of policies, plans, programs, governance, or institutions.

An adaptive capacity analysis examines the viability of plans to maintain system performance in the face of climate hazards. If the asset is damaged or destroyed, how quickly can it be repaired or brought back online, or how quickly can functions be restored? Is there system redundancy? For example, if a major highway is shut down, are there other routes that can receive the traffic to avoid a back-up? If a substation goes down, are there other substations on the electricity grid that can pick up the load?

Continue to make use of the recommended Resources under Step 2.2 to determine the existence of policies, programs, and strategies that can help manage the climate impacts unique to your jurisdiction. As noted in Step 2.1, potential climate hazards and assets that can be evaluated for adaptative capacity can include:

- Climate Hazards: Drought; Severe Storms/Wind; Extreme Heat; Inland Flooding; Landslides; Sea Level Rise/Coastal Flooding; Wildfire; Air Quality, Human Health and Ecological Hazards
- Assets: Natural and Managed Resources; Land Use and Community Development; Infrastructure; Public Health,
 Socioeconomics and Equity

Details on conducting an adaptive capacity analysis can be found under Phase 2, Step 2.3 of the SoCal APG.

STEP 2.4: PRIORITIZE CLIMATE CHANGE VULNERABILITIES

Things to Prepare Resources List of Existing Policies and/ or Plans that include Climate Adaptation Goals, Strategies, Policies, etc. ✓ Table Summarizing Vulnerabilities and Consequence SoCal CAF Outreach Toolkit: Outreach Strategy ✓ SoCal CAF Outreach Toolkit: Regional Coordination Strategy ✓ Governor's Office of Planning and Research Defining Vulnerable Communities Guide ✓ Governor's Office of Planning and Research Adaptation Clearinghouse

Building off Step 2.3 and your matrix of assets that can be evaluated for adaptive capacity, your next step is to prioritize climate change vulnerabilities based on a systematic method of scoring that considers potential impacts and adaptive capacity. Vulnerability scoring helps clarify which climate change impacts pose the greatest threats and should be prioritized when conducting a vulnerability assessment for your jurisdiction and when determining which adaptation and resilience strategies to incorporate into your general plan safety element for SB 379 compliance. Shown below is the recommended scoring rubric for adaptative capacity as developed under the *California Adaptation Planning Guide*. Further details on prioritizing climate change vulnerabilities and conducting a vulnerability scoring rubric can be found under Phase 2, Step 2.4 of the *SoCal APG*. See Section 5 for a case study on climate hazard identification and prioritization from the City of Hermosa Beach.

Score	Potential Impact	Adaptive Capacity
Low	Impact is unlikely based on projected exposure; would result in minor consequences to public health, safety, and/or other metrics of concern.	The population or asset lacks capacity to manage climate impact; major changes would be required.
Medium	Impact is somewhat likely based on projected exposure; would result in some consequences to public health, safety, and/or other metrics of concern.	The population or asset has some capacity to manage climate impact; some changes would be required.
High	Impact is highly likely based on projected exposure; would result in substantial consequences to public health, safety, and/or other metrics of concern.	The population or asset has high capacity to manage climate impact; minimal to no changes are required.

OUTREACH & ENGAGEMENT CONSIDERATIONS

vulnerability, the best approaches to scoring vulnerability, the best approach should be informed by community priorities. Expanding on the climate conversation resources and templates of the *Outreach Toolkit*, consider developing an on-the-ground understanding of climate vulnerabilities through collaboration with community members both internal an external to your organization. Expanded outreach and engagement efforts include:

- Target stakeholder interviews or focus groups
- Storytelling timelines of historic climate disasters and SE 379 compliance
- Asset mapping for greater community understanding of climate vulnerability data
- Community-based participatory research with non-profit organizations, universities, etc.

In addition to the community capacity building workshop templates and materials, the *Outreach Toolkit* also includes SCAG's outreach strategy for developing the *SoCal CAF*. While the *CAF*: *Regional Coordination Strategy* may not directly align with developing and evaluating your community assets for adaptive capacity, this report can serve as best practice examples on how to engage with communities on-the-ground:

The CAF: Regional Coordination Strategy summarizes the outreach and engagement strategies and activities carried throughout development of the SoCal CAF. Outreach and engagement activities included three distinct types of outreach that occurred during different phases of the Project with distinct purposes. These activities included: (1) public outreach, (2) jurisdictional outreach, and (3) regional (subreach).

The CAF: Regional Coordination Strategy can be found in the Communication & Outreach Toolkit posted on the SCAG Climate Adaptation Framework website.

Phase 3: Define Adaptation Framework & Strategies



Once you have completed a vulnerability assessment that identifies the risks that climate change poses to your jurisdiction, the next step in fulfilling the SB 379 requirements is to articulate a **SET OF ADAPTATION AND RESILIENCE GOALS, POLICIES, AND OBJECTIVES** based off the findings of the vulnerability assessment. Determining adaptation goals, policies, and objectives is not only a requirement of SB 379, but an important part of developing a community vision for adaptation and resilience in the face of climate change. A set of initial goals, policies, and objectives can be built upon existing local plans and should reflect what is important to your community.

OUTREACH & ENGAGEMENT CONSIDERATIONS

Continued engagement is key to developing adaptation strategies so that the community can choose the direction to take towards resilience. To comply with SB 379, a set of adaptation and resilience goals, policies, and objectives must be articulated. Stakeholder and community input will aid in "ground-truthing" the appropriate adaptation strategies as well as the feasibility of those strategies. Additionally, input from the community and stakeholders will be critical while prioritizing strategies to meet the greatest vulnerabilities or needs of the community. Please reference page 27 of the SoCal APG for best practices, tools, and resources for Phase 3 of the planning process.

STEP 3.1: SUMMARIZE VULNERABILITY

While Step 3.1 is not a requirement of SB 379 compliance, more information on summarizing your jurisdiction's vulnerabilities can be found in the *SoCal APG*. It may be helpful to follow the *SoCal APG* guidance on summarizing vulnerability to incorporate as part of the narrative of your vulnerability assessment when updating the safety element pursuant to SB 379.

STEP 3.2: CONFIRM VISION AND GOALS

Things to Prepare	Resources
☑ Vision, Goals, and Objectives Statements	☑ SoCal CAF Outreach Toolkit
☑ A Set of Adaptation and Resilience Goals and	☑ SoCal APG
Objectives	☑ Principles and Metrics for SCAG Jurisdictions
	☑ Governor's Office of Planning and Research Adaptation Clearinghouse

SCAG has developed a host of planning resources and tools to help planning staff address vulnerabilities by developing and prioritizing adaptation strategies. Beginning with the *SoCal APG*, you can consult the list of sample goals and objectives described in Phase 1, as well as a matrix of adaptation strategies and actions mentioned in Phase 3 as a starting point. Goals, objectives, and strategies should ultimately be refined to address the specific needs and priorities identified in Phase 0, as well as vulnerabilities identified in Phase 2. The *SoCal APG* offers four sample adaptation goals for the SCAG region:

- Resilient Communities
- Resilient Natural Environment
- · Resilient Infrastructure and Built Environment
- Resilient Processes

These four goals can be a useful organizing framework to address climate adaptation and resilience in safety element updates and/or other planning documents. You can also find a list of objectives for each of these four goals outlined in the SoCal APG on pages 50-52 and in greater detail in the Principles and Metrics for SCAG Jurisdictions. This document also provides a menu of sample climate adaptation objectives associated with each goal and a suite of metrics for each of the goals. The Principles and Metrics for SCAG Jurisdictions can be found under Appendix F of the SoCal APG. These goals and objectives should be tailored to reflect your community's unique conditions, needs, priorities, and vision.

STEP 3.3: PREPARE ADAPTATION STRATEGIES

Things to Prepare	Resources
☑ A List of Adaptation Strategies that	☑ SoCal APG
Address the Vulnerability Assessment	☑ Matrix of Adaptation Strategies and Actions
	☑ Library of Model Policies (General Plans, Local Coastal Programs)
	oxdot Governor's Office of Planning and Research Adaptation Clearinghouse

An adaptation strategy can be a policy, program, project, or action (for actions, see Phase 4) that increases resilience to climate change hazards. Climate adaptation strategies should be crafted in a manner that fits within the framework appropriate to the plan or program being developed (e.g., the general plan safety element, climate action or adaptation plan). Typically, for general plans, the framework includes goal statements with multiple objectives and/or policies associated with each goal. Following this framework is one option to comply with SB 379.

While each jurisdiction will have unique community-driven needs and vulnerabilities, you can identify climate adaptation strategies and actions that are applicable to your context and community by referencing the *Matrix of Adaptation Strategies* and Actions, found under Appendix B of the SoCal APG. This matrix provides over 275 climate adaptation strategies and actions organized and which can be filtered by climate hazards (e.g., multiple hazards, inland flood, extreme heat, etc.) and assets (e.g., agriculture, energy infrastructure, public transit, vulnerable populations, etc.). As many strategies and actions are cross-cutting and can apply to multiple hazards or multiple assets, it is recommended to filter by "multiple hazards" first.

Climate Change Hazard Partner with major employers that manage outdoor workers to sugment training, including Vuintrapie Papulations Multiple historys policymeters businesses, and the general public assurance of adequate water, shade, and rest breaks, protection from poor air quality training on heaf miks, and restor born disease evolutions Expand public out rach and equipments Partner with agricultural employers to make sure workers have adequate protection from extreme Ulumpia Hazarda Vulnerable Populations collows like a businesses, and the general subits is conditions and that healthy and safe working conditions are maintained identify and protect communities vulnerable to Facilitate planning and implementation of adaptation measures in communities with unequal kulnerable Populations purpose from climate risks or insufficient resources to respond to these risks, and incorporate nartetgabe lepoit of streng survivas otra vitupe lettermonaum dentity and protect communities vulnerable to Focus planning and intervention programs on neighborhoods that currently expenence social or Multiple respires Vulnerable Populations environmental injustice of Beer a disproportionate burden of potential public health (reparts

Snapshot of Matrix of Adaptation Strategies

Another tool that can help you develop a set of adaptation and resilience goals, policies, and objectives pursuant to SB 379 is SCAG's Library of Model Policies, found under Appendix F of the SoCal APG. The library consists of a summary document and spreadsheet compiling a large selection of model policies that address various aspects of climate adaptation. The matrix can be used as an additional starting point to update safety elements pursuant to SB 379 and assist with integrating climate adaptation into other general plan elements. Most of the policies address multiple climate hazards, but there are also model policies for specific climate hazards related to extreme heat, air quality and vector borne disease, drought, severe storm/wind, inland flood, landslide, and wildfire. The general plan model policies are meant to be used as a starting point and should be refined to suit the unique context of your local community. SCAG has also developed a suite of model policies for coastal communities that are vulnerable to sea level rise, also found under Appendix F of the SoCal APG. This resource can assist coastal communities with

Snapshot of Library of Model Policies



incorporating policies into their local coastal programs (LCPs), as well as the safety element, to mitigate and adapt to sea level rise and flooding risks.

STEP 3.4: PRIORITIZE ADAPTATION STRATEGIES

Things to Prepare Resources ☑ Stakeholder and community input on greatest ☑ SoCal APG vulnerabilities/needs ☑ Financing Climate-safe Infrastructure report and resources ☑ A prioritized list of adaptation strategies ☐ Governor's Office of Planning and Research Adaptation Clearinghouse

Phase 3 of the SoCal APG outlines several criteria on pages 125-126 that can assist you with prioritizing adaptation strategies for updating your safety element, LHMP, CAP/CAAP, or other plan in compliance with SB 379. Continual engagement with members of the community and stakeholders should be conducted (you can reference the resources outlined in Phase 0) to prioritize strategies and meet the needs of your community.

When developing and prioritizing adaptation strategies, it is also important to consider funding options and availability. SCAG prepared a report titled Funding and Financing Climatesafe Infrastructure that serves as a guide for local agencies on climate adaptation funding and financing, with a focus on infrastructure. The report is available in Appendix E of the SoCal APG. The report characterizes the climate adaptation infrastructure funding gap, provides over-arching strategies and policy guidance based on recent state publications, and summarizes challenges that local agencies face. In addition to grant opportunities, local matching funds, tax increment/ benefit districts, and special tax measures, the materials also outline impacts from the insurance and bond markets to municipal budgets. It provides an adaptation finance toolkit to assist you prepare (see Step 3.3) and prioritize (see Step 3.4) your adaptation strategies. Consider consulting this report when developing adaptation strategies to increase the likelihood of obtaining funding to carry out the last requirement of SB 379, which is to create a set of feasible implementation measures (see Phase 4).

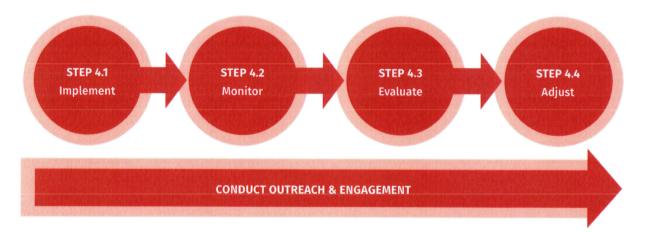
Recognizing the public health and economic crises presented by COVID-19, SCAG also prepared a report titled COVID-19 Economic Recovery Strategies for Climate Adaptation. The report includes recommendations on incorporating climate adaptation into a local agency's long term capital improvement

BEST PRACTICES TO CONSIDER WHEN DEVELOPING ADAPTATION STRATEGIES

plan, as well as information and trends of potential public funding sources, strategies, and planning opportunities to tie adaptation and resilience into economic recovery efforts. The report is available under Appendix E of the SoCal APG. See Section 5 for a case study on a vulnerability assessment.

Phase 4: Implement, Monitor, Evaluate, and Adjust

Once you have articulated a set of adaptation and resilience goals, policies, and objectives, the next step in complying with SB 379 is to apply a SET OF FEASIBLE IMPLEMENTATION MEASURES meant to carry out the identified goals, policies, and objectives. How you organize these implementation measures may depend on whether you are complying with SB 379 through a safety element. LHMP, or CAAP/CAP. For example, implementing actions can be incorporated into the general plan implementation matrix if you are working on a safety element update.



STEP 4.1: IMPLEMENT

Things to Prepare

- ☑ A set of feasible implementation measures
- ☑ Considerations of implementation measures for populations and **Disadvantaged Communities** impacted by climate hazards

Resources

- ☑ SoCal APG
- ☑ Matrix of Adaptation Strategies and Actions
- ☑ Project Checklists for Climate Adaptation
- ☑ Adaptation Infrastructure Impacts and Resilience Project Tracker
- ☑ Decision Tree Toolkit for Local Governments
- ☑ Financing Climate-safe Infrastructure report and resources
- ☐ Governor's Office of Planning and Research Adaptation Clearinghouse

Phase 4 of the SoCal APG provides step-by-step guidance on establishing feasible implementation actions to support the goals, policies, and objectives developed through Phase 3. To assist with implementation of climate adaptation, you can reference the SoCal APG for additional resources, toolkits, and examples as well as the Climate Adaptation Strategy Matrix mentioned above in

Step 3.3 to select implementing actions for the goals, policies,

and objectives chosen in Phase 3.

In addition, SCAG prepared a set of Project Checklists for Climate Adaptation that offer a template for incorporating climate adaptation elements into local project approval processes, such as residential and commercial development and infrastructure projects, and identify appropriate adaptation measures that may be needed to make new development resilient to climate-change. The checklists address several climate hazards (drought, extreme heat, inland flooding, landslide, sea level rise/coastal flooding. and wildfire) and are intended to help project proponents and city planning staff consider climate change hazards and vulnerabilities during the permit review and approval process, and incorporate elements or design changes to ensure projects are resilient to the anticipated impacts of climate change. Specifically, you can use the checklists to screen thresholds for

OUTREACH & ENGAGEMENT CONSIDERATIONS

Implementing all the work done throughout Phases 1-3 is critical to building climate resilience in your community. Similarly, it is critical to maintain partnerships and engagement with community members and stakeholders as you implement, monitor, and improve adaptation action. SB 379 requires applying a set of feasible implementation measures to your adaptation planning. This will require outreach and engagement during the implementation phase to bolster community support and understanding for climate adaptation. Please reference pages 147-148 of the SoCal APG for ideas, best practices, and an example for continuing your outreach and engagement during the culminating phase of the adaptation planning process.

Snapshot of Project Checklists for Climate Adaptation

Climate Hazard	Screening Threshold Questions (If the answer to any of the following questions is "Yes", then the checklist for that hazard must be completed	Links or Sources of Information
Drought	Would project consume water resources in its construction or operation and if so, are the water sources supplying the project at risk from drought? Yes No	Urban Water Management Plan applicable to the project's location
Extreme Heat	Is the area where your project is located expected to experience more than 30 heat health days per year over the project lifetime? Yes No No	Maps based on California Heat Assessment Tool (CHAT): https://www.cal-heat.org/
Inland Flooding	Is the project located in the 100-year or larger FEMA floodplain, otherwise known as the 1% annual chance flood? Yes No Using Cal-Adapt, will the project watershed be subject to an increase of extreme precipitation events? Yes No	FEMA Flood Maps: https://msc.fema.gov/portal/hom e
Landslides	Is the project located in area of moderate or high susceptibility to landslide hazards? Yes No	USGS landslide susceptibility map: https://maps.conservation.ca.gov/cg s/lsi/
Sea Level Rise/ Coastal Flooding	Is the project in a SLR vulnerability zone, or will any infrastructure or resources that the project relies upon be affected by SLR (e.g., beaches, groundwater)? Yes □ No □	Use detailed local SLR maps, if available. Alternatively, use Our Coast Our Future tool: http://data.pointblue.org/apps/ocof/cms/index.php?page=flood-map
Wildfire	Is the project located in a high or very high fire hazard zone? Yes □ No □	CalFIRE Maps - https://osfm.fire.ca.gov/divisions/wil dfire-planning-engineering/wildland- hazards-building-codes/fire-hazard- severity-zones-maps/

Projects answering 'Yes' to any one of questions in Table 1 must complete the checklist for that hazard. If the answer to any question in Table 1 is 'No', the checklist for that climate hazard does not need to be completed. However, it is recommended that the project manager or department reviewing the project retain this document in their project records.

the covered climate hazards, reference the detailed checklists for each hazard, assess a project's vulnerability, assess potential consequences of a project based on several factors, and assess a project's adaptive capacity based on the adaptation measures incorporated into its design. While the checklists were developed to be used on a project-scale, they can also offer ideas for developing feasible implementation measures to minimize the effects of and be resilient to climate change as your community changes and grows. For example, an implementation measure could be "develop project checklists for climate hazards" for the objective "incorporate climate change into local project approval processes".

Along with the project checklists, an Adaptation Infrastructure Impacts and Resilience Project Tracker Tool can help you quickly ascertain the extent of risks in your jurisdiction, including populations impacted by hazards and Disadvantaged Communities impacted by hazards. The spreadsheet tracking tool allows you to track where vulnerabilities exist, suggested or planned mitigation efforts and implementation status, as well as a list of planned projects that should undertake a vulnerability assessment. The tool includes fields for relevant data and information important for project tracking and prioritization (e.g., risk category, impacted community category, severity of risk, proposed mitigation strategy, cost of mitigation, impacted population, among others). This tool can assist you with selecting potential projects and offer ideas for implementation measures. You can find the checklists along with the project tracker under Appendix H of the SoCal APG.

To help choose and prioritize feasible implementation measures, you can use the *Decision Tree Toolkit for Local Governments* to perform a high-level benefit-cost analysis that is based on generalized inputs, but can also be substituted with locally-relevant inputs, for project categories and land use types. The toolkit is a spreadsheet that first assesses the severity of risk and urgency of timely mitigation to provide an early prioritization score of projects. If a benefit-cost analysis is warranted, you would be required to enter minimal additional project-specific information and local data, if available. The benefit-cost analysis tool will provide a more robust analysis with better local data. The tool includes a step for identifying potential funding mechanisms for

the project. A key aspect of this tool allows you to identify co-benefits, where a given mitigation measure may be able to address multiple risk categories and may be eligible for more funding sources than a mitigation without co-benefits. This tool relies on the data input for each project or risk in the Adaptation Infrastructure Impacts and Resilience Project Tracker Tool, which contains information about the risk category, mitigation, cost, funding potential, and other factors. The Decision Tree Toolkit can be found in Appendix D of the SoCal APG.

SCAG's Funding and Financing Climate-safe Infrastructure report, mentioned above in Step 3.4 and found in Appendix E of the SoCal APG, provides a detailed list of funding sources for funding climate adaptation infrastructure. The report can be used to identify feasible implementation measures, as required by SB 379, through the lens of available and likely adaptation funding sources.

The implementation actions you choose should be suited to your local circumstances, but you must specifically address the following in your implementation measures to comply with SB 379.

Required by SB379

Feasible methods to avoid or minimize climate change impacts associated with new uses of land.

The location, when feasible, of new essential public facilities outside of at-risk areas, including, but not limited to, hospitals and health care facilities, emergency shelters, emergency command centers, and emergency communications facilities, or identifying construction methods or other methods to minimize damage if these facilities are located in at-risk areas.

The designation of adequate and feasible infrastructure located in an at-risk area.

Guidelines for working cooperatively with relevant local, regional, state, and federal agencies.

The identification of natural infrastructure that may be used in adaptation projects. Where feasible, the plan shall use existing natural features and ecosystem processes, or the restoration of natural features and ecosystem processes, when developing alternatives for consideration.

SCAG Resources

- ☑ Matrix of Adaptation Strategies and Actions
- ☑ Project Checklists for Climate Adaptation
- ☑ HELPR
- ☑ Project Checklists for Climate Adaptation
- ☑ Adaptation Infrastructure Impacts and Resilience Project Tracker
- ☑ Decision Tree Toolkit for Local Governments
- ☑ HELPR
- ☑ Library of Model Policies (General Plans, Local Coastal Programs)
- ☑ Matrix of Adaptation Strategies and Actions
- ☑ Project Checklists for Climate Adaptation
- ☑ SoCal APG
- ☑ SoCal CAF Outreach toolkit
- ☑ Library of Model Policies (General Plans, Local Coastal Programs)
- ☑ Matrix of Adaptation Strategies and Actions
- ☑ Principles and Metrics for SCAG Jurisdictions

STEP 4.2: MONITOR

You can find more information on this step in the SoCal APG, but this step is not explicitly required as part of SB 379. It is important to monitor changing conditions and track the effectiveness of adaptation strategies to ensure that they adequately and effectively address community vulnerability. You can reference this step of the SoCal APG, the Principles and Metrics for Local Jurisdictions, as well as the Adaptation Infrastructure Impacts and Resilience Project Tracker when updating the safety element pursuant to SB 379.

STEP 4.3: EVALUATE

You can find more information on this step in the SoCal APG, but this step is not explicitly required as part of SB 379. Climate science, conditions, best practices, and communities are constantly evolving. As the adaptation planning process is

BEST PRACTICES TO CONSIDER WHEN PREPARING IMPLEMENTATION MEASURES

- · Foster local political buy in
- · Seek sustained commitment
- Focus actions where the money is
- · Piggyback on successful local projects
- · Use existing processes, groups, or sources of funding
- Consider your jurisdiction's partners
- · Do not be afraid to build something new

cyclical, adjustments may be needed to the vulnerability assessment (Phase 2) and strategies you have identified and prioritized (Phase 3). You can reference this step of the SoCal APG when making future updates to your safety element, even if you have already achieved SB 379 compliance.

STEP 4.4: ADJUST

Things to Prepare	Resources
☑ SB 379-Compliant Document	☑ SoCal APG
	Local General Plan, Local Hazard Mitigation Plan (LHMP), Climate Action or Adaption Plan (CAP/CAAP) if available

If an existing LHMP, CAP/CAAP, or similar planning document contains climate adaptation and resilience strategies that comply with the requirements of SB 379, the safety element can be amended and updated by summarizing and referencing the adaptation information already incorporated in the LHMP, CAP/CAAP, or similar plan.

To ensure your existing LHMP, CAP/CAAP, or other adaptation document complies with the requirements of SB 379, evaluate your selected adaptation document for the following:

- The strategies were successfully implemented and new priorities are needed.
- Implementation is not achieving the results expected.
- · The strategy has an unintended consequence.
- Funding has changed.
- Political and/or public priorities have changed.
- New climate science data is available.
- Other significant changes in the environment or circumstances.

COMPLIANCE CURRICULUM

SoCal CAF Adaptation Infrastructure Impacts and Resilience Project Tracker

SoCal CAF General Plan and Vulnerability Assessment Gap Analyses

· Local General Plan, LHMP, or CAP/CAAP if available

 Governor's Office of Planning and Research Adaptation Clearinghouse SoCal CAF General Plan and Vulnerability Assessment Gap Analyses Local General Plan, LHMP, or CAP/CAAP if available Local General Plan, LHMP, or CAP/CAAP if available Financing Climate-Safe Infrastructure Report and Resources Governor's Office of Planning and Research Defining Vulnerable Communities, Guide Governor's Office of Planning and Research Adaptation Clearinghouse Matrix of Adaptation Strategies and Governor's Office of Planning and Research Adaptation Clearinghouse Library of Model Policies (General Governor's Office of Planning and SoCal CAF Outreach Toolkit: Outreach Strategy Governor's Office of Planning and Research Defining Vulnerable Communities Guide Principles and Metrics for SCAG Governor's Office of Planning and Research Defining Vulnerable Communities Guide Governor's Office of Planning and Research Defining Vulnerable Communities Guide Plans, Local Coastal Programs) SoCal CAF General Plan and Vulnerability SoCal CAF General Plan and Vulnerability SoCal CAF Outreach Toolkit SoCal CAF Outreach Toolkit: Regional Governor's Office of Planning and Research Adaptation Clearinghouse Research Adaptation Clearinghouse Local General Plan, LHMP, or CAP/CAAP if available Governor's Office of Planning and · Governor's Office of Planning and Research Adaptation Clearinghouse Assessment Gap Analyses Assessment Gap Analyses Jurisdictions SoCal APG SoCal APG SoCal APG Housing Element Parcel Tool (HELPR) Coordination Strategy Actions N/A · HELPR STEP 2.3 STEP 2.2 & Strategies Adaptation PHASE 3 A SET OF ADAPTATION Exposure **STEP 2.1 Vulnerability** PHASE 2 Assess ENGAGEMENT **OUTREACH &** PHASE 0 SB 379 REGULATORY REQUIREMENTS Implement, Monitor, **Evaluate, and Adjust** MEASURES designed to PHASE 4 SB 379 REGULATORY A SET OF FEASIBLE IMPLEMENTATION REQUIREMENTS Explore, Define & Initiate PHASE 1 SB 379 REGULATORY REQUIREMENTS **Implement** STEP 4.1 **STEP 4.2** Monitor STEP 4.3 Decision Tree Toolkit for Local Governments · Financing Climate-safe Infrastructure report Matrix of Adaptation Strategies and Actions Project Checklists for Climate Adaptation Resource Summary Adaptation Infrastructure Impacts and Research Adaptation Clearinghouse Local General Plan, Local Hazard Mitigation Plan (LHMP), Climate Action or Adaption Governor's Office of Planning and SoCal CAF General Plan and Vulnerability N/A · Governor's Office of Planning and Research Adaptation Clearinghouse Resilience Project Tracker N/A Local General Plan, LHMP, or CAP/CAAP if available Plan (CAP/CAAP) if available Assessment Gap Analyses SoCal CAF General Plan and Vulnerability Assessment Gap Analyses Local General Plan, LHMP, or CAP/CAAP if available and resources Planning and Research Adaptation Clearinghouse · Governor's Office of · SoCal APG · SCAG GRI

· Governor's Office of Planning and Research Adaptation Clearinghouse

Research Adaptation Clearinghouse

PLANNING FOR EQUITABLE CLIMATE ADAPTATION

4.1 | The Importance of Environmental Justice in Climate Adaptation Planning

Environmental Justice (EJ) is about equal and fair access to a healthy environment, with the goal of protecting underrepresented and vulnerable communities from incurring disproportionate environmental impacts. Climate change is not only an issue of the environment, but also an issue of environmental justice and human rights. Disruptions from climate change, whether individual events or worsening cumulative effects, will impact the region's public health, vulnerable populations, economy, natural resources, built environment, transportation system, housing and water supplies, utility infrastructure and emergency services to varying degrees. With the impacts of climate change already being felt, vulnerable communities continue to bear disproportionate burdens and experience the adverse impacts of climate change, even if many contribute little to the underlying causes. The ability to adapt to climate change is critical to prevent further heightened disparities in health outcomes across populations.

4.2 | Overview of SB 1000 Statutory Requirements

SB 1000 aims to encourage local jurisdictions and community stakeholders throughout California to proactively plan for and address environmental justice concerns at the outset when developing all components of a general plan, including the safety element. As mentioned in Section 1.4, the law requires a local jurisdiction with Disadvantaged Communities to prepare an EJ element or integrate EJ policies into other elements when two or more elements in a general plan are revised after January 1, 2018. Local jurisdictions with Disadvantaged Communities can comply with SB 1000 by incorporating EJ policies in their general plans through either a stand-alone element, or by integrating relevant goals, policies, and objectives throughout other elements. As you prepare your updated safety element to include climate adaptation and resilience strategies, we recommend including EJ policies as part of our SB 379-compliant safety element for efficient use of your jurisdiction's resources.

SB 379's statutes relate closely to SB 1000 in that both involve assessing vulnerabilities of local communities and developing general plan goals, policies, and objectives to address those vulnerabilities. Similar to SB 379 (see Section 1.3), there are three major statutory components of SB 1000:

- Identify objectives and policies to reduce the unique or compounded health risks in disadvantaged communities by
 means that include, but are not limited to, the reduction of pollution exposure, including the improvement of air quality,
 and the promotion of public facilities, food access, safe and sanitary homes, and physical activity.
- Identify objectives and policies to promote civic engagement in the public decision-making process.
- Identify objectives and policies that prioritize improvements and programs that address the needs of disadvantaged communities.

4.3 | Summary of SB 1000 Resources

CALIFORNIA ENVIRONMENTAL JUSTICE ALLIANCE'S SB 1000 IMPLEMENTATION TOOLKIT

The California Environmental Justice Alliance (CEJA) is a statewide, community-led alliance working to advance environmental, health, and social justice and co-sponsored the SB 1000 bill. In October 2017, CEJA prepared a SB 1000 Implementation Toolkit that provides guidance on implementing SB 1000. The toolkit describes the EJ planning process, identifying Disadvantaged Communities, strategies for community engagement, considerations for developing goals, objectives, and policies, sample case studies, and potential funding sources.

Section 5 of the toolkit describes the SB 1000 requirement to develop the eight EJ-related goals and objectives (these are listed out in the toolkit as well as #1 in Section 4.2 above).

SB 1000 EJ Goals and Objectives

Table 5-1 SB 1000 Goals, Objectives, and Policies **Objectives and Policies** 5.9 / Reduce Minimize greenhouse gas emissions Impacts of Increase renewable energy and access Climate Change Promote energy efficiency Develop extreme heat adaptation plans Promote flood-resistant development and Support increased resilience for transportation, particularly for persons with limited mobility Prioritize disproportionately-vulnerable populations Implement measures to reduce risks to fire hazards Develop preventive and protective strategies against climate change impacts

California Environmental Justice Alliance. (October 2017). SB 1000 Implementation Toolkit. Retrieved from: https://caleja.org/2017/09/sb-1000-toolkit-release/

Specifically, the toolkit recommends integrating climate-related policies between general plan elements, including the safety element pursuant to SB 379 and possible EJ stand-alone element. Although addressing climate change impacts in Disadvantaged Communities is not explicitly required as one of the eight goals under SB 1000, reducing climate vulnerabilities can help to reduce community health risks and promote EJ, consistent with the intent of SB 1000. The toolkit offers ideas of objectives and policies related to the EJ and climate adaptation goal to "reduce impacts of climate change" in Section 5.9. These objectives and policies can be used and tailored to your local community to comply with aspects of SB 1000 and SB 379.

You can find the toolkit through CEJA's website.

GOVERNOR'S OFFICE OF PLANNING AND RESEARCH'S GENERAL PLAN GUIDELINES, CHAPTER 4, SECTION 8

In June 2020, the Governor's Office of Planning and Research (OPR) released an updated *Environmental Justice Element (EJ) of the General Plan Guidelines*. The guidelines serve as a "how to" resource for drafting general plan elements in compliance with SB 1000. Specifically, the updated Section 8 of Chapter 4 guidelines include:

- A brief history of EJ in California
- A summary of SB 1000, and the regulatory and policy context related to EJ
- Guidance for determining whether an EJ element or equivalent is required in your local jurisdiction, including identifying the location of Disadvantaged Communities
- Guidance for community engagement when addressing EJ and Disadvantaged Communities
- Guidance for developing EJ goals, policies, and programs pursuant to SB 1000

You can find the EJ element guidelines, as well as general plan guidelines for all elements, on OPR's website.

SECTION 5

SOCAL CASE STUDIES

As outlined in this guidebook, local governments have several methods of achieving SB 379 compliance:

- Updating the general plan safety element to include climate adaptation and resilience strategies if an LHMP has not been adopted; OR
- If an existing LHMP or CAP/CAAP contains (i) a VULNERABILITY ASSESSMENT, (ii) a SET OF ADAPTATION AND RESILIENCE
 GOALS, POLICIES, AND OBJECTIVES, and (iii) SET OF FEASIBLE IMPLEMENTATION MEASURES that comply with the
 requirements of SB 379, the safety element can be updated by summarizing and referencing the adaptation information
 already incorporated in the LHMP, CAP/CAAP, or similar plan.

This section consists of case studies of jurisdictions achieving SB 379 compliance through the following methods:

- General Plan Safety Element Update
- Local Hazard Mitigation Plan
- Climate Action/Adaptation Plan
- Other approaches
- Vulnerability Assessment
- SB 1000 Environmental Justice Element

5.1 General Plan Safety Element: City of South Gate, General Plan 2035 (March 2018)



Mitigation Plan (LHMP) and an update to the General Plan Safety Element. Together, the two documents provide the City's framework to mitigate local risks to natural In July 2015, the City of South Gate kicked off the development of a Local Hazard hazards and plan for a resilient future.

address climate adaptation and resiliency strategies applicable to the City. The City for emergency protection. The Local Hazard Mitigation Plan prepared in support In March 2018, the South Gate City Council adopted an updated Safety Element created by human activity such as hazardous materials and incidents that call which addresses geologic, seismic, flood, and fire hazards, as well as hazards of their Safety Element complies with SB 379, requiring the Safety Element to achieved SB 379 compliance under Option 1. Shown to the right is a sample of the LHMP mitigation measures included within the updated Safety Element.

Visit the City of South Gate: Safety Element website to view the approved General Plan Safety Element and Local Hazard Mitigation Plan.

Climate Adaptation Goals, Objectives, and Policies

Goal 5: Educated and empowered community members prepare for, mitigate, respond to, and recover from hazards that affect their family and property. Objective 5.1: Foster a high level of public understanding of local hazards.

- 5.1.1 Provide access to information on natural hazards to all cultural and language groups in the City.
- 5.1.2 Provide coordinated public information on disaster and emergency preparedness.
- disseminate up-to-date information on natural disaster preparation. 5.1.3 Consult with Los Angeles County and utility providers to
- related facilities to provide adequate community noticing and processes 5.1.4 Require new developers of industrial uses or hazardous materialfor community notifications and complaints.
- 5.1.5 Maintain and disseminate up-to-date resources on hazards information, including areas within FEMA flood hazard zones.
- 5.1.6 Collaborate with responsible agencies to disseminate information on flood hazards to building owners and residents in dam inundation areas, or those in areas of other localized flooding risk.
- 5.1.7 Consult with Los Angeles County to improve emergency flood alert
- 5.1.8 Coordinate with the South Coast Air Quality Management District messaging and notification of extreme heat days or days with poor air and local service providers to provide coordinated community

Objective 5.2: Empower the community to access hazard mitigation resources and support optimal levels of safety.

- 5.2.1 Continue participation in the National Flood Insurance Protection Program.
- 5.2.2 Publicize the availability of flood insurance to South Gate residents and business owners.
- 5.2.3 Require developments in the 100- and 500-year floodplain and appropriate flood mitigation actions, for incorporation into project other high-risk inundation areas to disclose flood risks and identify
- Community Emergency Response Team (CERT) training, in conjunction 5.2.4 Promote neighborhood disaster preparedness through with Los Angeles County.
- 5.2.5 Address the needs of individuals with limited mobility or limited access to transportation for access to safe and comfortable shelter during extreme heat events or other severe weather events.
- South Gate General Plan 2035 4



In March 2018, the City of Hermosa Beach adopted the updated Local Hazard Mitigation Plan (LHMP). The LHMP represents the City's commitment to creating a more resilient community and taking actions to reduce risk and lessen the effects of climate hazards on the people and property of the City. Development of the LHMP included formation of a hazard mitigation planning team (Step 1.2), outreach to neighboring jurisdictions (Step 2.4), and conducting a vulnerability assessment (Phase 2).

The City achieved SB 379 compliance under Option 2 by including LHMP implementation plans, background studies, and references of the LHMP throughout PLAN Hermosa, the City's 2017 Integrate General Plan and Coastal Land Use Plan

Shown to the right are the summary tables of climate hazards identified and prioritized by the City during development of the LHMP (Step 2.4). Prioritization of climate hazards helped to inform and develop the City's hazard mitigation goals and actions.

Visit the *City of Hermosa Beach: Hazard Mitigation Plan we*bsite to view the approved 2017 City of Hermosa Beach Local Hazard Mitigation Plan. The City's list of mitigation strategies and goals can be found under Chapter 7 of the LHMP.

Climate Hazard Prioritization Index

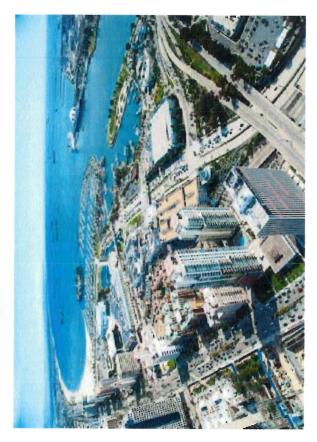
Category: Probability	bility Assigned Weight: 45%	Score
Unlikely	Extremely rare with no documented history of occurrences or events. Annual probability of less than 0.001.	-
Possible	Rare occurrences with at least one documented or anecdotal historic event. Annual probability of between 0.01 and 0.001.	2
Likely	Occasional occurrence with at least two or more documented historic events. Annual probability of between 0.1 and 0.01.	e
Highly Likely	Frequent events with a well-documented history of occurrence. Annual probability of greater than 0.1.	4
Category: Magnitude	itude Assigned Weight: 30%	Score
Negligible	Negligible property damages (less than 5% of critical and non-critical conficient and intersections). The property damages (less than 5% of critical and intersections) in the critical conficient of the critical conficient and intersections.	

Category: Magnitude	Assigned Weight: 30%	Score
Negligible	Negligible property damages (less than 5% of critical and non-critical facilities and infrastructure). Injuries or illnesses are treatable with first aid and there are no deaths. Negligible quality of life lost. Shut down of critical facilities for less than 24 hours.	-
Limited	Slight property damages (greater than 5% and less than 25% of critical and non-critical facilities and infrastructure). Injuries and illnesses do not result in permanent disability and there are no deaths. Moderate quality of life lost. Shut down of critical facilities for more than 1 day and less than 1 week.	2
Criffcal	Moderate property damages (greater than 25% and less than 50% of critical and non-critical facilities and infrastructures). Injuries or illnesses result in permanent disability and at least one death. Shut down of anifical facilities for more than 1 week and less than 1 month.	m
Calastrophic	Severe property damages (greater than 50% of critical and non-critical facilities and infrastructure). Injuries or illnesses result in permanent disability and multiple deaths. Shut down of critical accilities for more than I month.	4

Summary of Climate Hazard Identification and Prioritization

Hazard	Probability (45%)	Magnitude/ Severity (30%)	Warning Time (15%)	Duration (10%)	Weighted	Risk Level
Climate Change	4	3	3	4	3.55	High
Earthquake	es	4	4	4	3.55	High
Severe Weather	4	es	2	60	3.30	High
Flooding + Sea Level Rise	4	60	2	2	3.20	High
Hazardous Material Release	4	2	4	-	3.10	High
Drought	4	2	-	4	2.95	Moderate
Extreme Heat	6	2	2	9	2.55	Moderate
Tsunami	2	65	4	_	2.50	Moderate
Terrorism	2	60	4		2.50	Moderate
Wildfire	-	-	67	-	130	mo!

Beach, Proposed Climate Action and Adaptation Plan 5.3: Climate Action/Adaptation Plan: City of Long (November 2020)



description includes a list of implementation actions, co-benefits, and an equity heat, poor air quality, and drought. Each climate action and adaptation "action" includes an assessment of the City's climate vulnerabilities and objectives and strategies, titled "actions," to reduce city-wide GHG emissions and adapt and increase resilience to climate risks, such as sea level rise, flooding, extreme The City of Long Beach proposed Climate Action and Adaptation Plan (CAAP) strategy.

measures. The City Council confirmed the plan in January 2021 and it is anticipated These components comply with SB 379 under Option 2, which requires an existing resilience goals, policies, and objectives, and (iii) set of feasible implementation CAP/CAAP to include (i) a vulnerability assessment, (ii) a set of adaptation and to be adopted by Fall 2021. Shown to the right is a sample of Sea Level Rise and Flooding adaptation objectives and actions from the "Adaptation Actions" chapter of the proposed CAAP.

Visit the City of Long Beach: Climate Action And Adaptation Plan (CAAP) website to view the complete proposed CAAP.

Adaptation Objectives and Actions Sea Level Rise and Flooding

Sea Level Rise + Flooding

Control of the last of the las		
City form and position and former-booking and means reports and development account to proposed and levil and floosing equate	102	spakes and agreen of handplanning history as interested in the property of a most of the paper but chosen to an experience of the property of the property of
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Control of the contro	22222	R.D.C. Separat base management R.D.C. Separat base management R.D.C. Separat base of Separate

Update and Augment Floodplain Regulations as

Equity Strategy

FD-12

FLD-53:

PLD-15: leads throught and FLD-14

Transportation Authority/Western Riverside Council of 5.4: Other Approaches: San Bernardino County Governments, Resilient IE (February 2020)

County Transportation Authority (SBCTA)/Western Riverside Council of Governments San Bernardino County Resilience Strategy (2019) and Western Riverside Adaptation Shown to the right are samples of adaptation and resilience strategies from the and Resiliency Strategy (2019) – two resources part of the joint San Bernardino (WRCOG) Resilient IE project.

SBCTA and WRCOG jurisdictions, the strategies and policies can provide a template mitigate risks associated with climate adaptation on the region's transportation IE were developed following vulnerability assessments and findings unique to infrastructure. While the adaptation and resilience strategies within Resilient for climate adaptation, resiliency, and hazard planning strategies for SB 379 Resilient IE works to support regional and local efforts to prepare for and compliance.

the Resilient IE Toolkit containing adaptation and resilience strategies and analyses Visit the Western Riverside Council of Governments Resilient IE website to access that cities can use to meet SB 379 requirements.

Adaptation and Resilience Strategies

Implementation of the following strategies promotes regional resilience in San Bernardino County.

Strategy #	Strategy # San Bernardino Strategy	Priority Sector
1.1	Identify funding programs and other support services for local Agencies to Pursue that help provide resources for economically disabinantaged communities to adapt.	Disadvantaged Communities
71	Encourage local agencies to identify and map cooling centers in locations accessible to vulnerable populations and established standardized temperature friggers for when they will be opened.	Disadvantaged Communities
1.3	Identify ways for individuals with restricted mobility to reach cooling centers.	Disadvantaged Communities
1.4	Encourage and coordinate emergency and cooling centers to establish backup power and water resources in case of power outages and emergencies.	Disadvantaged Communities

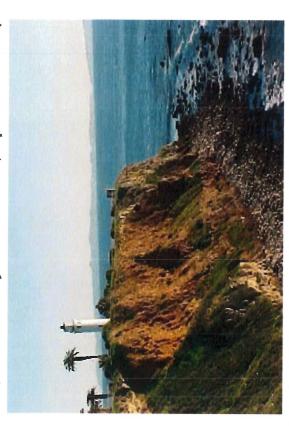
WACOG should implement the following strategies to increase subregional resilience.

	WRCOG Strategy	Key Issue	
1.2	Incorporate extreme heat and air quality annexes into emergency Planning and Emergency operations plans.	Planning and Emergency Response Framework	
7	Establish resiliency hub locations in communities throughout the Planning and Emergency WRCOG subregion.	Planning and Emergency Response Framework	
1.4	Collaborate with jurisdictions in the WRCOG subregion to protect. Planning and Emergency existing critical facilities from extreme heat, flooding, landslides, Response Framework severe weather, and wildfire.	Planning and Emergency Response framework	
15	1.5 increase hazard monitoring to facilitate rapid response and Planning and Emergency recovery.	Planning and Emergency Response Framework	
		Control of the Contro	Ī

Local governments should implement the following strategies to increase local and subregional resilience

	Local Government Strategy	Key Issue
I & I	Integrate climate change adaptation considerations into general plans, Local Hazard Mitigation Plans, emergency operations plans, and other public safety documents.	Planning and Emergency Response Frameworks
₹ 8-	Incorporate extreme heat and air quality annexes into emergency. Planning and Emergency operations plans. Response Frameworks	Planning and Emergency Response Frameworks
₩ ¥	Establish resiliency hub locations in communities throughout the Planning and Emérgency WRCOG subregion.	Planning and Emergency Response Frameworks
8 8 8	Collaborate with jurisdictions in the WRCOG subregion to protect. Planning and Emergency existing critical facilities from extreme heat, flooding, landslides, Response Frameworks severe weather, and wildfire.	Planning and Emergency Response Frameworks
Ĕ	increase hazard monitoring to facilitate rapid response and recovery.	Planning and Emergency Response frameworks

5.5: Vulnerability Assessment: City of Rancho Palos Verdes, Vulnerability Assessment (September 2019)



In September 2019, the South Bay Cities Council of Governments on behalf of the City of Rancho Palos Verdes completed a vulnerability assessment on the potential impacts of climate change on critical facilities and residents' well-being.

The vulnerability assessment followed state guidelines from OPR and the California APG framework to develop climate projects for the City based on the Cal-Adapt tool, obtain information on the types of structures and populations exposed/sensitive to climate hazards, and consult maps identifying areas with high risks. Part 1 of the vulnerability assessment outlines the climate projections for the City, broken out by climate hazard. Part 2 offers a risk assessment for both physical vulnerabilities (e.g., flood and sea level rise) as well as social vulnerabilities (e.g., people with disabilities and children).

Shown to the right are examples of maps from the City's risk assessment, showing the exposure of critical facilities to flood risk (top) and the percentage of people with disabilities – who are disproportionately affected by climate hazards – by census tract in the City.

The vulnerability assessment is just one piece of complying with SB 379 but will lay the foundation for developing the required strategies and implementing actions.

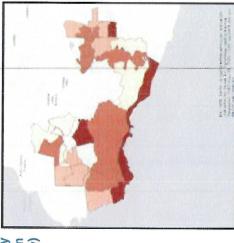
Visit the City of Rancho Palos Verdes' website to access their vulnerability assessment as well as updated safety element.

Analysis of Critical Facilities Vulnerable to Flooding





Analysis of Social Vulnerability (percentage of population with disability)





5.6: Vulnerability Assessment: County of Ventura, **Vulnerability Assessment (December 2018)**



In December 2018, the County of Ventura published the Ventura County (VC) Resilient resources and infrastructure in the unincorporated coastal areas of the county and Coastal Adaptation Vulnerability Assessment report to evaluate the variety of associated risks of future damage due to coastal hazards.

infrastructure, and the potential losses of spending and tax revenue due to impacts assessment to study the economic impacts to populations, infrastructure, and economic analysis shows the estimated the value of damage to property, key intersection of various coastal hazard types, as well as a social vulnerability ecological goods and services along the County coast. The findings from the The vulnerability assessment consisted of both a spatial analysis on the to the County's beaches and beach parks. Shown to the right is the map analysis of coastal erosion along the Ventura County coast, one of the coastal hazards reviewed, as well as the results of the economic

Vulnerability Assessment and 2040 Ventura County General Plan which incorporates findings from the assessment.5.7: SB 1000 Environmental Justice Element: City of Port Hueneme, Proposed 2045 General Plan Social Equity Chapter (April 2021) Visit the County of Ventura website for more information on the County's

Analysis of Coastal Erosion Hazards



Economic Analysis of Coastal Erosion Hazards

Item	Cost/Value	Cost Basis	Source
posodka tou – sISM1	\$125,000	Pertank	EPA
LUSTs exposed	\$1,500,000	Per tank	EPA
2005 Goleta flood costs	\$500,000	Goleta	City of Goleta
1998 Goleta flood costs in	\$4-5,000,000	1998 flood adjusted	City of Goleta
Consider Of and an inch	The state of the s		
CAPPING OF WORLDS AND	SIMOME	Per well	City of Goletia
Capping Oil Well - in water	\$800,000	Per weil	City of Goleta
Oil spill costs	\$257,000,000	Total cost	LATimes
Trails	\$170	Per linear foot	Ellwood Trails Project
Road Replacement	\$280	Per linear foot	Nichols Consulting Engineers
Manihole Cover Retrofits	\$150	Per manhole	GSW
Wastewater Lift Station	\$150,000	Per lift	GSW
Property Tax Parcel	Updated using HPI	Sale Price	County Assessor
Buildings/ Structures	Size of building	\$/sq. ft.	FEMA
Flood Damage to Buildings	Current Market Value	Depth damage curve	USACE
Above Ground Power Lines	\$10	Per linear foot	SCE
Below Ground Power Lines	\$30	Per linear foot	45

5.7: SB 1000 Environmental Justice Element: City of Port Hueneme, Proposed 2045 General Plan Social Equity Chapter (April 2021)



In April 2021, the City of Port Hueneme released a Notice of Preparation for a comprehensive update of all elements of the existing Port Hueneme General Plan, as well the inclusion of a Social Equity and Climate Action Plan (CAP) as new elements under the General Plan. The Social Equity component of the plan will meet SB 1000 requirements such as identification of disadvantaged communities within the City and engagement with communities to promote equitable access to environmental benefits.

In conjunction with the General Plan update, the CAP will include development of a community-wide greenhouse gas (GHG) inventory, GHG reduction targets, and GHG mitigation strategies to also achieve SB 379 compliance.

The City of Port Hueneme provides one example of SB 1000 compliance triggered by updates to two or more general plan elements, as noted under Section 4.2.

Shown to the right are findings from the *Port Hueneme General Plan Background Report*: Social Equity which include data on the City's CalEnviroScreen environmental indicator scores and preparation schedule for the General Plan

Visit the City of Port Hueneme website for more information on the City's General Plan update.

CalEnviroScreen Scores and Indicators

Table 12-2 Port Hueneme CalEnviroScreen Overall Scores

Centus Tract			Percentile	Percentie
111004330	52	30.55%	45	49
6111004304	50	SV 600K	11	45
6111004305	16	25-30%	23	2
6111004400	36	20.73%	78	3

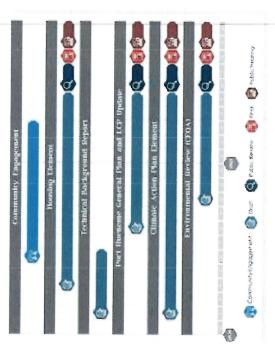
lable 12-3 CallinviroScreen Scores for Exposure Indicators

	-						
Consus Tract	Grane		PM 2.5 Decel PM	Pesticide Use	Traffic	Orinking Water Consaminants	Toxic Release
6111004200	90	41	318	0	a	\$9	*\$
6111064304	9	41	Z,	R	5	3	43
6113004305	Q.	7	3	77.9	20	2	75
6111004400	9	41	(8)	9	=	55	8
Source Offstea, 2018	3018						

table 12-4 CalEnviroScreen Scores for Environmental Effect Indicators

611004000 0 75 89 0 0 01100011100011101 20 0		Ster	The state of the s	Threats	Bodies	Hazards Was
GELIEOMEDN 20 0 84 C	6111064300	0	30	62	0	6
	6211004304	R	0	20	0	0
\$223004365 0 92 99 41	6111004305	٥	26	86	#	3%
6211004400 30 67 99 49	6111004400	S	69	66	9	3

General Plan Update Schedule



SOUTHERN CALIFORNIA CLIMATE ADAPTATION FRAMEWORK

SB 379 COMPLIANCE CURRICULUM FOR LOCAL JURISDICTIONS

JUNE 2021



MAIN OFFICE

900 Wilshire Blvd., Ste. 1700, Los Angeles, CA 90017 Tel: (213) 236-1800

REGIONAL OFFICES

IMPERIAL COUNTY

1503 North Imperial Ave., Ste. 104 El Centro, CA 92243 Tel: (213) 236-1967

ORANGE COUNTY

OCTA Building 600 South Main St., Ste. 741 Orange, CA 92868 Tel: (213) 236-1997

RIVERSIDE COUNTY

3403 10th St., Ste. 805 Riverside, CA 92501 Tel: (951) 784-1513

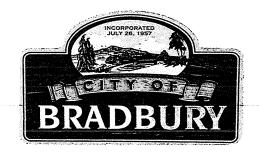
SAN BERNARDINO COUNTY

1170 West 3rd St., Ste. 140 San Bernardino, CA 92410 Tel: (213) 236-1925

VENTURA COUNTY

4001 Mission Oaks Blvd., Ste. L Camarillo, CA 93012 Tel: (213) 236-1960

visit us at scag.ca.gov



Bruce Lathrop, Mayor (District 4)

Richard Barakat, Mayor Pro Tem (District 3)

Richard T. Hale, Council Member (District 1)

Monte Lewis, Council Member (District 2)

Elizabeth Bruny, Council Member (District 5)

City of Bradbury Agenda Memo

TO:

Honorable Mayor and Members of the City Council

FROM:

Kevin Kearney, City Manager

DATE:

August 16, 2022

SUBJECT:

PRESENTATION - AN UPDATE BY CALIFORINA AMERICAN

WATER ON THE LEMON AVENUE RESERVOIR

ATTACHMENTS: 1) Bradbury Municipal Code Dealing with Open Space

2) CalAm Draft Project Maps and Specs.

<u>SUMMARY</u>

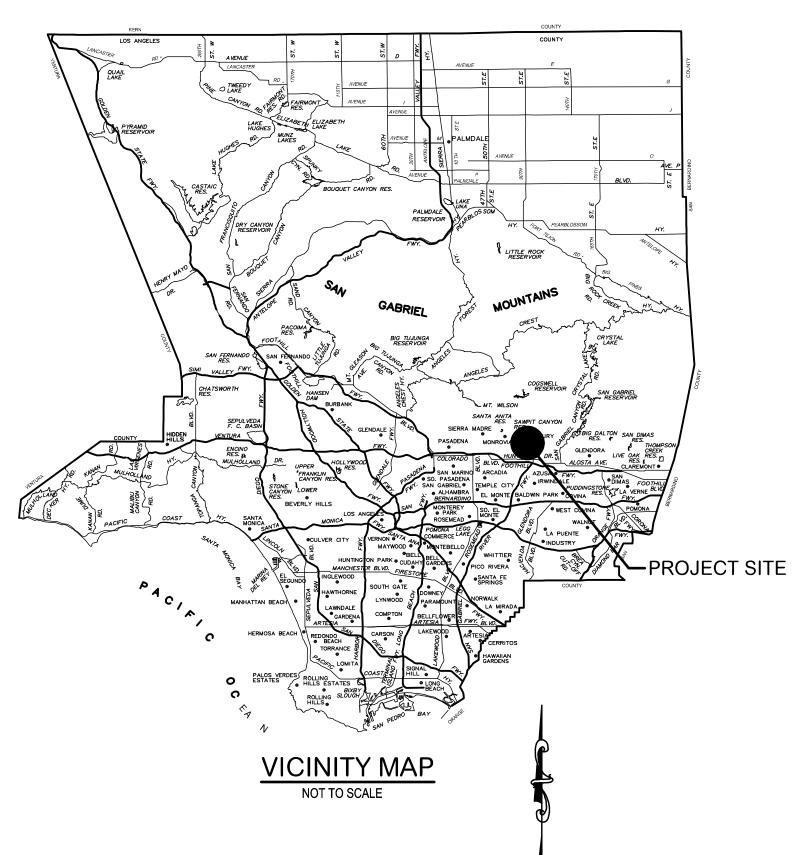
California American Water ('CalAm') has been coordinating with City Staff on the demo. filling, and landscaping of the Lemon Avenue Reservoir. During the February 2022 City Council meeting, CalAm presented plans that included estimates of 26,000 cubic yards of import soil transported by an approximate 3,250 haul trucks to fill the Reservoir. It was assumed soils import and grading would take place over 25 days, which translated into about 130 trucks per day (3,250 trucks/25 days = 130 trucks per day).

During the February meeting, the City Council commented that the import of soils seemed excessive, especially since CalAm did not have immediate plans to develop the site. Since the February meeting, CalAm has revised their plans and reduced the volume of import. The initial estimates of 26,000 cubic yards of import soil has now been reduced to approximately 15,000 cubic yards.

The current haul route from the project site is west on Lemon Avenue, then south on Mountain Avenue to the 210 freeway. The route passes by the Wild Rose Elementary School, in Monrovia, and an additional assessment would be conducted on the health risks.

It is unknown at this time what will happen to the Reservoir site in the long term. CalAm has conducted a study on system-wide water storage, and the results of the study suggested it as a site for additional water storage. However, Staff has been told that the timeline associated with the construction of such water storage is unknown.

ATTACHMENT #1



PROJECT INFORMATION

(GENERAL INFORMATION)

 EARTHWORK VOLUMES CUT____ (CY), FILL_15,431_(CY)**** OVER EXCAVATION! ALLUVIAL REMOVAL & COMPACTION - (CY)*

EXPORT 0 (CY), EXPORT LOCATION: ON SITE '

 TOTAL DISTURBED AREA 1.34 (ACRES)*

 TOTAL PROPOSED LANDSCAPE AREA ____58,234 _SQUARE FEET

PRE-DEVELOPMENT IMPERVIOUS AREA 1.34 (ACRES) POST-DEVELOPMENT IMPERVIOUS AREA 0 (ACRES)

WASTE DISCHARGE IDENTIFICATION NUMBER (WDID #) _____*****

CONSTRUCTION AND DEMOLITION DEBRIS RECYCLING AND REUSE PLAN (RPP ID)

TOTAL PROJECT AREA 1.34 ACRES

CLIENT / OWNER INFORMATION

CALIFORNIA AMERICAN WATER 8657 GRAND AVENUE ROSEMEAD, CA 91770

(PROPERTY INFORMATION)

- TRACT/PARCEL MAP No. _ LOT/PARCEL No. SUBDIVISION OF THE RANCHO AZUSA DE DUARTE LOT 30
- PROPERTY OWNER CALIFORNIA AMERICAN WATER *
- ASSESSORS ID NUMBER 8527 025 020 *

(ZONING AND REGIONAL PLANNING INFORMATION)

PROPERTY ZONING: <u>EXISTING RESERVOIR</u> *

INTENDED LAND USE: OPEN SPACE (FOR PROPOSED GRADED AREAS I.E. ... SINGLE FAMILY RESIDENCE)

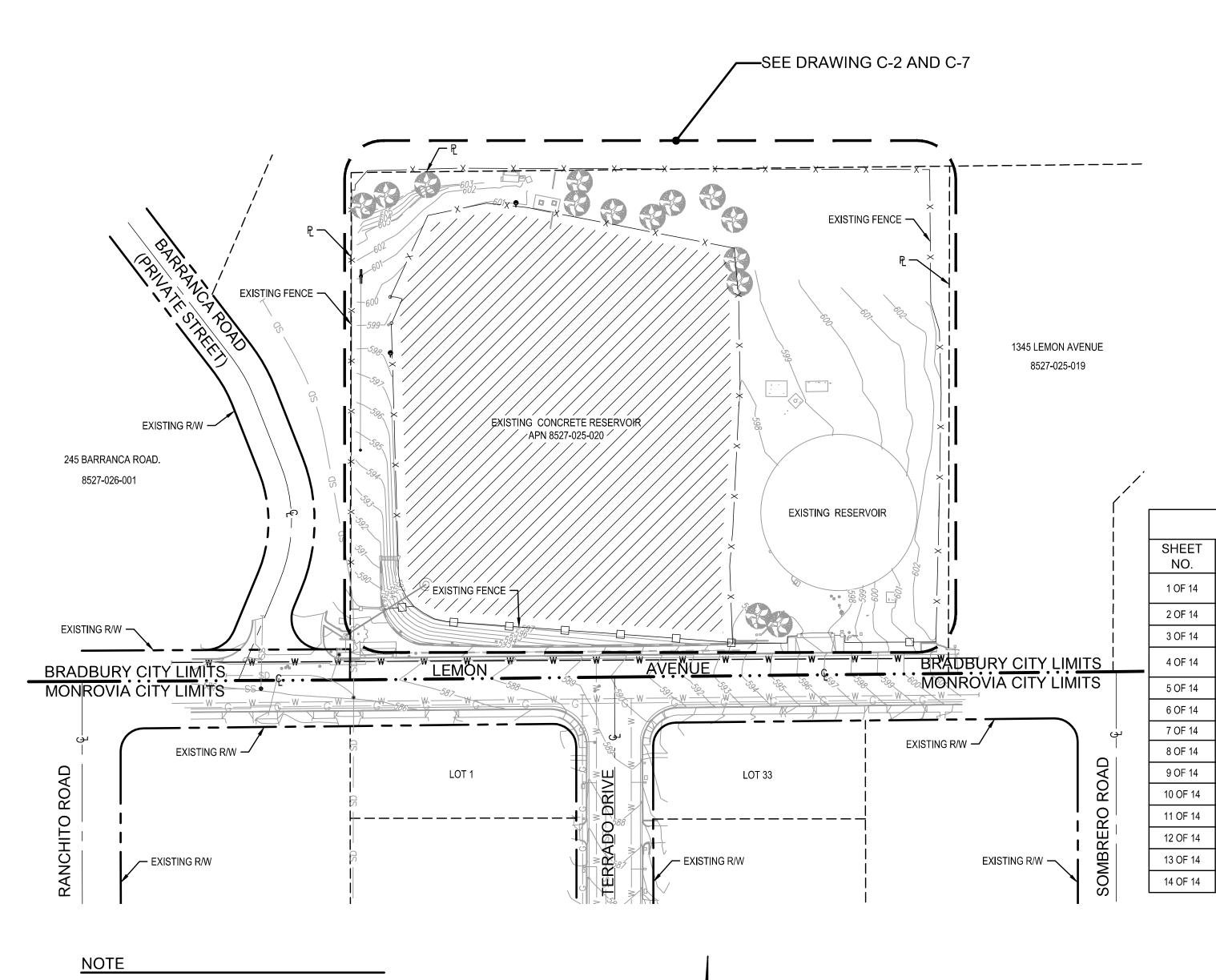
- 1. CONTRACTOR IS REQUIRED TO PULL A SPARK ARRESTER PERMIT FROM L.A. COUNTY FIRE PER SECTION 318.12 OF LACFC. ALL CONSTRUCTION SHALL BE PERFORMED IN COMPLIANCE WITH THIS PERMIT.
- 2. GRADING OPERATION IS LIMITED TO LESS THAN 5,000 CY PER DAY FOR 3 DAYS MAXIMUM IN A 365 DAY. THE CONTRACTOR SHALL NOT ACQUIRE A PERMIT FROM SCAQMD PER RULE 403. EARTH MOVING IN EXCESS OF THESE AMOUNTS ARE NOT APPROVED.
- 3. ITEM MARKED ** CONTRACTOR SHALL PREPARE AND SECURE THE NECESSARY PERMIT FROM CITY OF BRADBURY AND THE THE CONTRACTOR SHALL PREPARE AN EROSION AND SEDIMENT CONTROL PLAN (ESCP) AND PREPARE THE NOTICE OF INTENT WITH A STATE SWPPP AND OBTAIN A WASTE DISCHARGER IDENTIFICATION NUMBER. THE CONTRACTOR SHALL FOLLOW ALL OF THE REQUIREMENTS FOR SWPPP AND ESCP AND FILE THE NOTICE OF TERMINATION UPON COMPLETION OF THE PROJECT.
- 4. ITEM MARKED *** CONTRACTOR SHALL PREPARE AND SECURE THE NECESSARY PERMIT FROM CITY OF BRADBURY. PARTIAL CONSTRUCTION AND DEMOLITION DEBRIS FORMS ARE AVAILABLE FROM LACO. PROOF OF APPROVAL FROM ENVIRONMENTAL PROGRAMS IS REQUIRED PRIOR TO GRADING PLAN APPROVAL.
- 5. ITEM MARKED **** BASED ON ESTIMATES OF IMPORT SOIL CHARACTERISTICS SHRINKAGE OF 10% IS ANTICIPATED RESULTING IN A NET EXPORT VALUE OF 0 CY FROM THE SITE. IT IS THE CONTRACTOR'S RESPONSIBILITY TO DETERMINE THE ACTUAL SHRIMKAGE OF IMPORT SOILS TO ENSURE AN EXPORT VALUE OF 0 CY FROM THE SITE.
- 6. ITEM MARKED ***** CONTRACTOR SHALL SECURE A TRANSPORTATION PERMIT FROM CITY OF MONROVIA. CONTACT SOPHIA NAKOV (626) 256-8235 FOR PERMIT APPLICATION REQUIREMENTS. THE CONTRACTOR IS RESPONSIBLE FOR PAYING ALL PERMIT FEES.



CALIFORNIA AMERICAN WATER

BRADBURY, CA

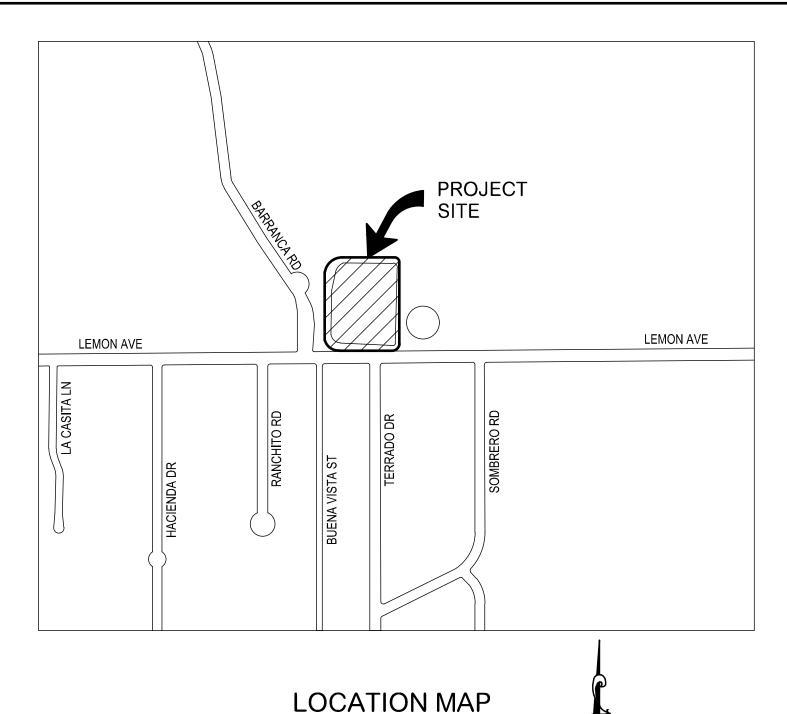
LEMON RESERVOIR RETIREMENT PROJECT



NO EXPORT OF EXCESS DIRT. EXCESS DIRT MUST BE PLACED TO BE :

2. < 3' AT ITS DEEPEST POINT AND LESS THAN 50 C.Y.

3. < 5' AT ITS DEEPEST POINT AND LESS THAN 20 C.Y.





UTILITY CONTACTS

ELECTRICAL

MONROVIA, CA 91016

TELEPHONE

SOUTHERN CALIFORNIA EDISON

SANDRA SOLIS

DAVID SCHARRER

(626) 430-3522

FRONTIER COMMUNICATIONS

SOUTHERN CALIFORNIA GAS COMPANY 1981 LUGONIA AVE

SHEET TITLE

GENERAL GRADING AND ENVIRONMENTAL NOTES

EARTH WORK NOTES ABBREVIATION AND LEGEND TOPOGRAPHIC SURVEY AND HORIZONTAL AND

OAK TREES PRESERVATION GENERAL NOTES

OAK TREES PRESERVATION GENERAL NOTES

SHEET INDEX

VERTICAL CONTROL PLAN

EXISTING OAK TREE PROTECTION PLAN

WELL AND RESERVOIR DRAIN LINE

PRELIMINARY LANDSCAPE PLANTING PLAN

SITE DEMOLITION PLAN

SITE GRADING PLAN

SITE GRADING SECTIONS

EROSION CONTROL PLAN

TRUCK HAUL ROUTE

TITLE SHEET

NO.

G-1

C-2

CITY ENGINEER

	A	
	/ =	*

CAL-AMERICA WATER

ROSEMEAD, CA 91770

MONROVIA, CA 91016

CITY OF MONROVIA PUBLIC WORKS (626) 357-7931

8657 GRAND AVE

<u>SEWER</u>

ERIC ROJAS

(626) 614-2534

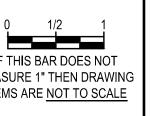
CALIFORNIA

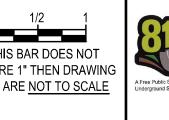
DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN AND ANY OTHER LINES NOT OF RECORD OR NOT SHOWN ON THESE PLANS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR

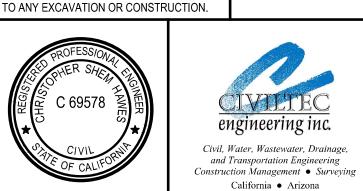
NOTIFYING "BLUE STAKE" AT 1-800-STAKE IT

(1-800-782-5348) TWO WORKING DAYS PRIOR

MEASURE 1" THEN DRAWING ITEMS ARE NOT TO SCALE







118 West Lime Avenue Monrovia, CA 91016 Phone: 626.357.0588 Fax: 626.303.7957 Web: www.civiltec.com

APPROVED BY:

DATE

RCE

CALIFORNIA-AMERICAN WATER LEMON RESERVOIR RETIREMENT PROJECT TITLE SHEET, VICINITY MAP, LOCATION MAP, UTILITY CONTACTS, LIST OF DRAWINGS CH: CSH DR: CEI DWG: G-1 SHEET 1 OF 14

GENERAL NOTES

- ALL GRADING AND CONSTRUCTION SHALL CONFORM TO THE 2019 CITY OF BRADBURY BUILDING CODES AND THE STATE MODEL WATER EFFICIENCY LANDSCAPE ORDINANCE UNLESS SPECIFICALLY NOTED ON THESE PLANS.
- ANY MODIFICATIONS OF OR CHANGES TO APPROVED GRADING PLANS MUST BE APPROVED BY THE CITY ENGINEER.
- NO GRADING SHALL BE STARTED WITHOUT FIRST NOTIFYING THE CITY ENGINEER. A PRE-GRADING MEETING AT THE SITE IS REQUIRED BEFORE THE START OF THE GRADING WITH THE FOLLOWING PEOPLE PRESENT: OWNER, GRADING CONTRACTOR, DESIGN CIVIL ENGINEER, SOILS ENGINEER, GEOLOGIST, CITY GRADING INSPECTOR(S) OR THEIR REPRESENTATIVES, AND WHEN REQUIRED THE ARCHEOLOGIST OR OTHER JURISDICTIONAL AGENCIES. PERMITTEE OR HIS AGENT ARE RESPONSIBLE FOR ARRANGING PRE-GRADE MEETING AND MUST NOTIFY THE CITY ENGINEER AT LEAST TWO BUSINESS DAYS PRIOR TO PROPOSED PRE-GRADE MEETING.
- APPROVAL OF THESE PLANS REFLECT SOLELY THE REVIEW OF PLANS IN ACCORDANCE WITH THE CITY OF BRADBURY BUILDING CODES AND DOES NOT REFLECT ANY POSITION BY THE CITY OF BRADBURY OR THE DEPARTMENT OF PUBLIC WORKS REGARDING THE STATUS OF ANY TITLE ISSUES RELATING TO THE LAND ON WHICH THE IMPROVEMENTS MAY BE CONSTRUCTED. ANY DISPUTES RELATING TO TITLE ARE SOLELY A PRIVATE MATTER NOT INVOLVING THE CITY OF BRADBURY OR THE DEPARTMENT OF PUBLIC
- ALL GRADING AND CONSTRUCTION ACTIVITIES SHALL COMPLY WITH CITY OF BRADBURY CODE, TITLE 12, SECTION 12.12.030 THAT CONTROLS AND RESTRICTS NOISE FROM THE USE OF CONSTRUCTION AND GRADING EQUIPMENT FROM THE HOURS OF 8:00 PM TO 6:30 AM, AND ON SUNDAYS AND HOLIDAYS. (MORE RESTRICTIVE CONSTRUCTION ACTIVITY TIMES MAY GOVERN, AS REQUIRED BY THE DEPARTMENT OF REGIONAL PLANNING AND SHOULD BE SHOWN ON THE GRADING PLANS WHEN APPLICABLE.)
- CALIFORNIA PUBLIC RESOURCES CODE (SECTION 5097.98) AND HEALTH AND SAFETY CODE (SECTION 7050.5) ADDRESS THE DISCOVERY AND DISPOSITION OF HUMAN REMAINS. IN THE EVENT OF DISCOVERY OR RECOGNITION OF ANY HUMAN REMAINS IN ANY LOCATION OTHER THAN A DEDICATED CEMETERY, THE LAW REQUIRES THAT GRADING IMMEDIATELY STOPS AND NO FURTHER EXCAVATION OR DISTURBANCE OF THE SITE, OR ANY NEARBY AREA WHERE HUMAN REMAINS MAY BE LOCATED, OCCUR UNTIL THE FOLLOWING HAS BEEN MEASURES HAVE BEEN TAKEN:
- A. THE COUNTY CORONER HAS BEEN INFORMED AND HAS DETERMINED THAT NO INVESTIGATION OF THE CAUSE OF DEATH IS
- B. IF THE REMAINS ARE OF NATIVE AMERICAN ORIGIN. THE DESCENDANTS FROM THE DECEASED NATIVE AMERICANS HAVE MADE A RECOMMENDATION FOR THE MEANS OF TREATING OR DISPOSING, WITH APPROPRIATE DIGNITY, OF THE HUMAN REMAINS AND ANY ASSOCIATED GRAVE GOODS.
- THE LOCATION AND PROTECTION OF ALL UTILITIES IS THE RESPONSIBILITY OF THE PERMITTEE
- ALL EXPORT OF MATERIAL FROM THE SITE, IF REQUIRED, MUST GO TO A PERMITTED SITE APPROVED BY THE CITY ENGINEER OR A LEGAL DUMPSITE. RECEIPTS FOR ACCEPTANCE OF EXCESS MATERIAL BY A DUMPSITE ARE REQUIRED AND MUST BE PROVIDED TO THE CITY ENGINEER UPON REQUEST.
- A COPY OF THE GRADING PERMIT AND APPROVED GRADING PLANS MUST BE IN THE POSSESSION OF A RESPONSIBLE PERSON AND AVAILABLE AT THE SITE AT ALL TIMES.
- SITE BOUNDARIES, EASEMENTS, DRAINAGE DEVICES, RESTRICTED USE AREAS SHALL BE LOCATED PER CONSTRUCTION STAKING BY FIELD ENGINEER OR LICENSED SURVEYOR. PRIOR TO GRADING, AS REQUESTED BY THE CITY ENGINEER, ALL PROPERTY LINES, EASEMENTS, AND RESTRICTED USE AREAS SHALL BE STAKED.
- NO GRADING OR CONSTRUCTION SHALL OCCUR WITHIN THE PROTECTED ZONE OF ANY OAK TREE AS REQUIRED PER TITLE CHAPTER -22.56-THE CITY OF BRADBURY ZONING CODE. THE PROTECTED ZONE SHALL MEAN THAT AREA WITHIN THE DRIP LINE OF AN OAK TREE EXTENDING THERE FROM A POINT AT LEAST FIVE FEET OUTSIDE THE DRIP LINE, OR 15 FEET FROM THE TRUNK(S) OF A TREE, WHICHEVER IS GREATER.
- ALL GRADING AND CONSTRUCTION WITHIN THE PROTECTED ZONE OF ALL OAK TREES SHALL BE PER OAK TREE ARBORIST REPORT ALL RECOMMENDATIONS IN THE OAK TREE REPORT MUST BE COMPLIED WITH AND ARE A PART OF THE GRADING PLAN. A COPY OF THE OAK TREE REPORTS SHALL BE MAINTAINED IN THE POSSESSION OF A RESPONSIBLE PERSON AVAILABLE AT THE SITE AT ALL
- 13. THE STANDARD RETAINING WALL DETAILS SHOWN ON THE GRADING PLANS ARE FOR REFERENCE ONLY. STANDARD RETAINING WALLS ARE NOT CHECKED, PERMITTED, OR INSPECTED PER THE GRADING PERMIT, A SEPARATE RETAINING WALL PERMIT IS REQUIRED FOR ALL STANDARD RETAINING WALLS.
- NOTE: THIS NOTE ONLY APPLIES TO STANDARD RETAINING WALLS. GEO GRID FABRIC AND SEGMENTAL RETAINING WALLS DO NOT REQUIRE A SEPARATE RETAINING WALL PERMIT DETAILS AND CONSTRUCTION NOTES FOR ALL GEO GRID WALLS MUST BE ON THE GRADING PLAN.
- 15. A PREVENTIVE PROGRAM TO PROTECT THE SLOPES FROM POTENTIAL DAMAGE FROM BURROWING RODENTS IS REQUIRED PER SECTION J101.8 OF THE COUNTY OF LOS ANGELES BUILDING CODE. OWNER IS TO INSPECT SLOPES PERIODICALLY FOR EVIDENCE OF BURROWING RODENTS AND A FIRST EVIDENCE OF THEIR EXISTENCE SHALL EMPLOY AN EXTERMINATOR FOR THEIR REMOVAL.
- IF GRADING AUTHORIZED BY THIS PLAN IS TO EXTEND THROUGH THE RAINY SEASON, NOVEMBER 1 THROUGH APRIL 15 OF THE FOLLOWING YEAR. SEPARATE UPDATED PLANS FOR EROSION CONTROL MUST BE SUBMITTED PRIOR TO OCTOBER PER THE CITY OF
- 17. TRANSFER OF RESPONSIBILITY: IF THE FIELD ENGINEER, THE SOILS ENGINEER, OR THE ENGINEERING GEOLOGIST OF RECORD IS CHANGED DURING GRADING, THE WORK SHALL BE STOPPED UNTIL THE REPLACEMENT HAS AGREED IN WRITING TO ACCEPT THEIR RESPONSIBILITY WITHIN THE AREA OF TECHNICAL COMPETENCE FOR APPROVAL UPON COMPLETION OF THE WORK. IT SHALL BE THE DUTY OF THE PERMITTED TO NOTIFY THE CITY ENGINEER IN WRITING OF SUCH CHANGE PRIOR TO THE RECOMMENCEMENT OF SUCH GRADING.

INSPECTION NOTES

- 18. THE CONTRACTOR SHALL NOTIFY THE CITY ENGINEER AT LEAST ONE WORKING DAY IN ADVANCE OF REQUIRED INSPECTIONS AT FOLLOWING STAGES OF THE WORK. (SECTION J105.7 OF THE BUILDING CODE.)
- BEFORE THE START OF ANY EARTH DISTURBING ACTIVITY OR CONSTRUCTION.
- (B) <u>INITIAL</u> WHEN THE SITE HAS BEEN CLEARED OF VEGETATION AND UNAPPROVED FILL HAS BEEN SCARIFIED, BENCHED OR OTHERWISE PREPARED FOR FILL. FILL SHALL NOT BE PLACED PRIOR TO THIS INSPECTION. NOTE: PRIOR TO ANY CONSTRUCTION ACTIVITIES, INCLUDING GRADING, ALL STORM WATER POLLUTION PREVENTION MEASURES INCLUDING EROSION CONTROL DEVICES WHICH CONTAIN SEDIMENTS MUST BE INSTALLED.
- (C) ROUGH WHEN APPROXIMATE FINAL ELEVATIONS HAVE BEEN ESTABLISHED; DRAINAGE TERRACES, SWALES AND BERMS INSTALLED AT THE TOP OF THE SLOPE; AND THE STATEMENTS REQUIRED IN THIS SECTION HAVE BEEN RECEIVED.
- (D) <u>FINAL</u> WHEN GRADING HAS BEEN COMPLETED; ALL DRAINAGE DEVICES INSTALLED; SLOPE PLANTING ESTABLISHED, IRRIGATION SYSTEMS INSTALLED AND THE AS-BUILT PLANS, REQUIRED STATEMENTS, AND REPORTS HAVE BEEN SUBMITTED AND APPROVED.
- 19 IN ADDITION TO THE INSPECTION REQUIRED BY THE CITY ENGINEER FOR GRADING, REPORTS AND STATEMENTS SHALL BE SUBMITTED TO THE CITY ENGINEER IN ACCORDANCE WITH SECTION J105 THE CITY OF BRADBURY BUILDING CODE.
- 20. UNLESS OTHERWISE DIRECTED BY THE CITY ENGINEER, THE FIELD ENGINEER FOR ALL ENGINEERED GRADING PROJECTS SHALL PREPARE ROUTINE INSPECTION REPORTS AS REQUIRED UNDER SECTION J 105.11 THE CITY OF BRADBURY BUILDING CODE. THESE REPORTS, KNOWN AS "REPORT OF GRADING ACTIVITIES", SHALL BE SUBMITTED TO THE CITY ENGINEER AS FOLLOWS:
 - 1. BI-WEEKLY DURING ALL TIMES WHEN GRADING OF 400 CUBIC YARDS OR MORE PER WEEK IS OCCURRING ON THE SITE;
- 2. MONTHLY, AT ALL OTHER TIMES; AND
- 3. AT ANY TIME WHEN REQUESTED IN WRITING BY THE CITY ENGINEER.

SUCH "REPORT OF GRADING ACTIVITIES" SHALL CERTIFY TO THE CITY ENGINEER THAT THE FIELD ENGINEER HAS INSPECTED THE GRADING SITE AND RELATED ACTIVITIES AND HAS FOUND THEM IN COMPLIANCE WITH THE APPROVED GRADING PLANS AND SPECIFICATIONS, THE BUILDING CODE, ALL GRADING PERMIT CONDITIONS, AND ALL OTHER APPLICABLE ORDINANCES AND REQUIREMENTS. THIS FORM IS AVAILABLE AT THE FOLLOWING WEBSITE TTP://DPW.LACOUNTY.GOV/BSD/DG/DEFAULT.ASX. "REPORT OF GRADING ACTIVITIES" MAY BE SCANNED AND UPLOADED AT THE WEBSITE OR FAXED TO (310) 530-5482. FAILURE TO PROVIDE REQUIRED REPORTS WILL RESULT IN A "STOP WORK ORDER."

- 21. ALL GRADED SITES MUST HAVE DRAINAGE SWALES, BERMS, AND OTHER DRAINAGE DEVICES INSTALLED PRIOR TO ROUGH GRADING APPROVAL PER-SECTION J105.7 THE CITY OF BRADBURY BUILDING CODE.
- 22. THE GRADING CONTRACTOR SHALL SUBMIT THE STATEMENT TO THE GRADING INSPECTOR AS REQUIRED BY SECTION J105.12 THE
- CITY OF BRADBURY BUILDING CODE AT THE COMPLETION OF ROUGH GRADING.
- -23. FINAL GRADING MUST BE APPROVED BEFORE OCCUPANCY OF BUILDINGS WILL BE ALLOWED PER SECTION J105 OF THE CITY OF
- BRADBURY BUILDING CODE. 24. PROVISIONS SHALL BE MADE FOR CONTRIBUTORY DRAINAGE AT ALL TIMES.

AGENCY NOTES

- 25. AN ENCROACHMENT PERMIT FROM CITY OF BRADBURY IS REQUIRED FOR ALL WORK WITHIN OR AFFECTING ROAD RIGHT OF WAY. ALL WORK WITHIN ROAD RIGHT OF WAY SHALL CONFORM TO CITY OF BRADBURY ENCROACHMENT PERMIT.
- 26. PERMISSION TO OPERATE IN VERY HIGH FIRE HAZARD SEVERITY ZONE MUST BE OBTAINED FROM THE FIRE PREVENTION BUREAU OR THE LOCAL FIRE STATION PRIOR TO COMMENCING WORK.
- CONTRACTOR SHALL BE RESPONSIBLE FOR ALL CONSTRUCTION/DEMOLITION, GRADING, AND STORAGE OF BULK MATERIALS MUST NOT EXCEED THE EXCAVATION THRESHOLDS REQUIRING A LOCAL AQMD RULE 403 PERMIT FOR FUGITIVE DUST. A 403 PERMIT WILL NOT BE ACQUIRED BY THE CONTRACTOR FOR THIS PROJECT AND GRADING OPERATIONS SHALL NOT EXCEED THE THRESHOLDS REQUIRING A PERMIT. INFORMATION ON RULE 403 IS AVAILABLE AT AQMD'S WEBSITE HTTP://AVAQMD.CA.GOV.

GENERAL GEOTECHNICAL NOTES

- 28. ALL WORK MUST BE IN COMPLIANCE WITH THE RECOMMENDATIONS INCLUDED IN THE GEOTECHNICAL CONSULTANT'S REPORT(S) AND THE APPROVED GRADING PLANS AND SPECIFICATIONS.
- 29. GRADING OPERATIONS MUST BE CONDUCTED UNDER PERIODIC INSPECTIONS BY A GEOTECHNICAL CONSULTANT CONTRACTED BY THE CONTRACTOR AND APPROVED BY CITY AND CAW WITH MONTHLY INSPECTION REPORTS TO BE SUBMITTED TO THE CITY ENGINEER. CONTRACTOR IS RESPONSIBLE FOR PAYMENT OF INSPECTION.
- 30. THE GEOTECHNICAL CONSULTANT SHALL PROVIDE SUFFICIENT INSPECTIONS DURING THE PREPARATION OF THE NATURAL GROUND AND THE PLACEMENT AND COMPACTION OF THE FILL TO BE SATISFIED THAT THE WORK IS BEING PERFORMED IN ACCORDANCE WITH THE PLAN AND APPLICABLE CODE REQUIREMENTS. CONTRACTOR IS RESPONSIBLE FOR PAYMENT OF INSPECTION.
- 31. ROUGH GRADING MUST BE APPROVED BY A FINAL ENGINEERING GEOLOGY AND SOILS ENGINEERING REPORT PREPARED BY CONTRACTOR'S GEOTECHNICAL CONSULTANT. AN AS-BUILT GEOLOGIC MAP MUST BE INCLUDED IN THE FINAL GEOLOGY REPORT PROVIDE A FINAL REPORT STATEMENT THAT VERIFIES WORK WAS DONE IN ACCORDANCE WITH REPORT RECOMMENDATIONS AND CODE PROVISIONS (SECTION J105.12 OF THE CITY OF BRADBURY BUILDING CODE). THE FINAL REPORT(S) MUST BE SUBMITTED TO
- 32. FOUNDATION, WALL AND POOL EXCAVATIONS MUST BE INSPECTED AND APPROVED BY THE CONSULTING GEOLOGIST AND SOIL ENGINEER. PRIOR TO THE PLACING OF STEEL OR CONCRETE.
- 33. BUILDING PADS LOCATED IN CUT/FILL TRANSITION AREAS SHALL BE OVER-EXCAVATED A MINIMUM OF THREE (3) FEET BELOW THE PROPOSED BOTTOM OF FOOTING.

FILL NOTES

- 34. ALL FILL SHALL BE COMPACTED TO THE FOLLOWING MINIMUM RELATIVE COMPACTION CRITERIA:
- A. 90 PERCENT OF MAXIMUM DRY DENSITY OF ASTM 1557 MODIFIED PROCTOR LABORATORY MAXIMUM DENSITY
- 93 PERCENT OF MAXIMUM DRY DENSITY DEEPER THAN 15 FEET BELOW FINISH GRADE. UNLESS A LOWER RELATIVE COMPACTION (NOT LESS THAN 90 PERCENT OF MAXIMUM DRY DENSITY) IS JUSTIFIED BY THE GEOTECHNICAL CONSULTANT.

THE RELATIVE COMPACTION SHALL BE DETERMINED BY A.S.T.M. SOIL COMPACTION TEST D1557-91 WHERE APPLICABLE: WHERE NOT APPLICABLE, A TEST ACCEPTABLE TO THE CITY ENGINEER SHALL BE USED. (SECTION J107.5 THE CITY OF BRADBURY **BUILDING CODE.)**

- 35. FIELD DENSITY SHALL BE DETERMINED BY A METHOD ACCEPTABLE TO THE CITY ENGINEER. (SECTION J107.5 THE CITY OF BRADBURY BUILDING CODE.) HOWEVER, NOT LESS THAN 10% OF DENSITY TESTS SHOULD BE SAND CONE TESTS. THE REQUIRED DENSITY TEST, UNIFORMLY DISTRIBUTED AND SHALL BE OBTAINED BY THE SAND CONE METHOD.
- 36. SUFFICIENT TESTS OF THE FILL SOILS SHALL BE MADE TO DETERMINE THE RELATIVE COMPACTION OF THE FILL IN ACCORDANCE
- A. ONE TEST FOR EACH TWO-FOOT VERTICAL LIFT.

WITH THE FOLLOWING MINIMUM GUIDELINES:

- B. ONE TEST FOR EACH 1,000 CUBIC YARDS OF MATERIAL PLACED.
- C. ONE TEST AT THE LOCATION OF THE FINAL FILL SLOPE FOR EACH BUILDING SITE (LOT) IN EACH FOUR-FOOT VERTICAL LIFT OR POSITION THEREOF.
- ONE TEST IN THE VICINITY OF EACH BUILDING PAD FOR EACH FOUR-FOOT VERTICAL LIFT OF PORTION THEREOF
- 37. SUFFICIENT TESTS OF FILL SOILS SHALL BE MADE TO VERIFY THAT THE SOIL PROPERTIES COMPLY WITH THE DESIGN REQUIREMENTS, AS DETERMINED BY THE GEOTECHNICAL CONSULTANT, CONTRACTED BY THE CONTRACTOR, INCLUDING SOIL TYPES, SHEAR STRENGTHS PARAMETERS AND CORRESPONDING UNIT WEIGHTS IN ACCORDANCE WITH THE FOLLOWING GUIDELINES:
 - PRIOR AND SUBSEQUENT TO PLACEMENT OF THE FILL, SHEAR TESTS SHALL BE TAKEN ON EACH TYPE OF SOIL OR SOIL MIXTURE TO BE USED FOR ALL FILL SLOPES STEEPER THAN THREE (3) HORIZONTAL TO ONE VERTICAL.
 - SHEAR TEST RESULTS FOR THE PROPOSED FILL MATERIAL MUST MEET OR EXCEED THE DESIGN VALUES DETERMINED BY THE GEOTECHNICAL CONSULTANT IN THE GEOTECHNICAL REPORT TO DETERMINE SLOPE STABILITY REQUIREMENTS. OTHERWISE, THE SLOPE MUST BE REEVALUATED USING THE ACTUAL SHEAR TEST VALUE OF THE FILL MATERIAL THAT IS IN PLACE.
- C. FILL SOILS SHALL BE FREE OF DELETERIOUS MATERIALS.

EROSION CONTROL (EC)

PRESERVATION OF EXISTING VEGETATION

EARTH DIKES AND DRAINAGE SWALES

VELOCITY DISSIPATION DEVICES

SOIL PREPARATION / ROUGHENING

NON-VEGETATIVE STABILIZATION

STREAMBANK STABILIZATION

SCHEDULING

HYDRAULIC MULCH

GEOTEXTILES AND MATS

HYDROSEEDING

SOIL BINDERS

STRAW MULCH

SLOPE DRAINS

RESERVED

WOOD MULCHING

COMPOST BLANKETS

EC-2

EC-5

EC-6

EC-7

EC-9

EC-10

EC-11

EC-12

EC-13

EC-14

EC-16

- 38. FILL SHALL NOT BE PLACED UNTIL STRIPPING OF VEGETATION, REMOVAL OF UNSUITABLE SOILS, AND INSTALLATION OF SUBDRAIN (IF ANY) HAVE BEEN INSPECTED AND APPROVED BY THE SOIL ENGINEER. THE CITY ENGINEER MAY REQUIRE A "STANDARD TEST METHOD FOR MOISTURE, ASH, ORGANIC MATTER, PEAT OR OTHER ORGANIC SOILS" ASTM D-2974-87 ON ANY SUSPECT MATERIAL. DETRIMENTAL AMOUNTS OF ORGANIC MATERIAL SHALL NOT BE PERMITTED IN FILLS. SOIL CONTAINING SMALL AMOUNTS OF ROOTS MAY BE ALLOWED PROVIDED THAT THE ROOTS ARE IN A QUANTITY AND DISTRIBUTED IN A MANNER THAT WILL NOT BE DETRIMENTAL TO THE FUTURE USE OF THE SITE AND THE SOILS ENGINEER APPROVES THE USE OF SUCH MATERIAL.
- 39. ROCK OR SIMILAR MATERIAL GREATER THAN 3 INCHES IN DIAMETER SHALL NOT BE PLACED IN THE FILL UNLESS RECOMMENDATIONS FOR SUCH PLACEMENT HAVE BEEN SUBMITTED BY THE SOIL ENGINEER AND APPROVED IN ADVANCE BY THE CITY ENGINEER. LOCATION, EXTENT, AND ELEVATION OF ROCK DISPOSAL AREAS MUST BE SHOWN ON AN "AS BUILT" GRADING PLAN.
- 40. CONTINUOUS INSPECTION BY THE GEOTECHNICAL CONSULTANT, OR A RESPONSIBLE REPRESENTATIVE, SHALL BE PROVIDED DURING ALL FILL PLACEMENT AND COMPACTION OPERATIONS WHERE FILLS HAVE A DEPTH GREATER THAN 30 FEET OR SLOPE SURFACE STEEPER THAN 2:1. (SECTION J107.8 THE CITY OF BRADBURY BUILDING CODE.)
- 41. CONTINUOUS INSPECTION BY THE GEOTECHNICAL CONSULTANT, OR A RESPONSIBLE REPRESENTATIVE, SHALL BE PROVIDED DURING ALL SUBDRAIN INSTALLATION. (SECTION J107.2 OF THE CITY OF BRADBURY BUILDING CODE)
- 42. ALL SUBDRAIN OUTLETS ARE TO BE SURVEYED FOR LINE AND ELEVATION. SUBDRAIN INFORMATION MUST BE SHOWN ON AN "AS-BUILT" GRADING PLAN.
- 43. FILL SLOPES IN EXCESS OF 2:1 STEEPNESS RATIO ARE TO BE CONSTRUCTED BY THE PLACEMENT OF SOIL AT SUFFICIENT DISTANCE BEYOND THE PROPOSED FINISH SLOPE TO ALLOW COMPACTION EQUIPMENT TO BE OPERATED AT THE OUTER LIMITS OF THE FINAL SLOPE SURFACE. THE EXCESS FILL IS TO BE REMOVED PRIOR TO COMPLETION OF ROUGH GRADING. OTHER CONSTRUCTION PROCEDURES MAY BE USED WHEN IT IS DEMONSTRATED TO THE SATISFACTION OF THE CITY ENGINEER THAT THE ANGLE OF SLOPE, CONSTRUCTION METHOD AND OTHER FACTORS WILL HAVE EQUIVALENT EFFECT. (SECTION J107.5 OF THE CITY OF BRADBURY BUILDING CODE.)

NS-2

NS-7

NS-8

NS-9

NS-10

NS-11

NS-12

NS-13

NS-15

NON-STORMWATER

MANAGEMENT (NS)

WATER CONSERVATION PRACTICES

PAVING AND GRADING OPERATIONS

TEMPORARY STREAM CROSSING

ILLICIT CONNECTION/DISCHARGE

PORTABLE WATER/IRRIGATION

VEHICLE AND EQUIPMENT CLEANING

VEHICLE AND EQUIPMENT MAINTENANCE

VEHICLE AND EQUIPMENT FUELING

DEMOLITION ADJACENT TO WATER TEMPORARY BATCH PLANTS

DEWATERING OPERATIONS

CLEAR WATER DIVERSION

PILE DRIVING OPERATIONS

CONCRETE CURING

CONCRETE FINISHING

MATERIAL OVER WATER

PLANTING AND IRRIGATION NOTES

- 44. PLANTING AND IRRIGATION ON GRADED SLOPES MUST COMPLY WITH THE FOLLOWING MINIMUM GUIDELINES:
 - A. THE SURFACE OF ALL CUT SLOPES MORE THAN 5 FEET IN HEIGHT AND FILL SLOPES MORE THAN 3 FEET IN HEIGHT SHALL BE PROTECTED AGAINST DAMAGE BY EROSION BY PLANTING WITH GRASS OR GROUNDCOVER PLANTS. SLOPES EXCEEDING 15 FEET IN VERTICAL HEIGHT SHALL ALSO BE PLANTED WITH SHRUBS, SPACED AT NOT TO EXCEED 10 FEET ON CENTERS; OR TREES, SPACED AT NOT TO EXCEED 20 FEET ON CENTERS, OR A COMBINATION OF SHRUBS AND TREES AT EQUIVALENT SPACING, IN ADDITION TO THE GRASS OR GROUNDCOVER PLANTS. THE PLANTS SELECTED AND PLANTING METHODS USED SHALL BE SUITABLE FOR THE SOIL AND CLIMATIC CONDITIONS OF THE SITE. PLANT MATERIAL SHALL BE SELECTED WHICH WILL PRODUCE A COVERAGE OF PERMANENT PLANTING EFFECTIVELY CONTROLLING EROSION. CONSIDERATION SHALL BE GIVEN TO DEEP-ROOTED PLANTING MATERIAL NEEDING LIMITED WATERING, MAINTENANCE, HIGH ROOT TO SHOOT RATIO, WIND SUSCEPTIBILITY AND FIRE-RETARDANT CHARACTERISTICS. ALL PLAN MATERIAL MUST BE APPROVED BY THE CITY ENGINEER. (SECTION J110.3 OF THE CITY OF BRADBURY BUILDING CODE). THE LANDSCAPE PLAN HAS BEEN PREPARED TO COMPLY WITH THESE REQUIREMENTS.
 - NOTE: PLANTING MAY BE MODIFIED FOR THE SITE IF SPECIFIC RECOMMENDATIONS ARE PROVIDED BY BOTH THE SOILS ENGINEER AND AN ENGINEER. SPECIFIC RECOMMENDATIONS MUST CONSIDER SOILS AND CLIMATIC CONDITIONS. IRRIGATION REQUIREMENTS, PLANTING METHODS, FIRE RETARDANT CHARACTERISTICS, WATER EFFICIENCY, MAINTENANCE NEEDS, AND OTHER REGULATORY REQUIREMENT. RECOMMENDATIONS MUST INCLUDE A FINDING THAT THE ALTERNATIVE PLANTING WILL PROVIDE A PERMANENT AND EFFECTIVE METHOD OF EROSION CONTROL. MODIFICATIONS TO PLANTING MUST BE APPROVED BY THE CITY ENGINEER PRIOR TO INSTALLATION.
 - B. SLOPES REQUIRED TO BE PLANTED BY SECTION J110.3 SHALL BE PROVIDED WITH AN APPROVED SYSTEM OF IRRIGATION THAT IS DESIGNED TO COVER ALL PORTIONS OF THE SLOPE. IRRIGATION SYSTEM PLANS SHALL BE SUBMITTED AND APPROVED PRIOR TO INSTALLATION. A FUNCTIONAL TEST OF THE SYSTEM IS REQUIRED. FOR SLOPES LESS THAN 20 FEET IN VERTICAL HEIGHT, HOSE BIBS TO PERMIT HAND WATERING WILL BE ACCEPTABLE IF SUCH HOSE BIBS ARE INSTALLED AT CONVENIENTLY ACCESSIBLE LOCATIONS WHERE A HOSE NO LONGER THAN 50 FEET IS NECESSARY FOR IRRIGATION. THE REQUIREMENTS FOR PERMANENT IRRIGATION SYSTEMS HAVE BEEN REMOVED UPON SPECIFIC RECOMMENDATION OF A LANDSCAPE ARCHITECT OR EQUIVALENT —— AUTHORITY THAT, BECAUSE OF THE TYPE OF PLANTS SELECTED, THE PLANTING METHODS USED AND THE SOIL AND CLIMATIC— CONDITIONS AT THE SITE, IRRIGATION ONLY NOT BE NECESSARY TEMPORARILY FOR THE MAINTENANCE OF THE SLOPE PLANTING. (SECTION J110.4 OF THE CITY OF BRADBURY BUILDING CODE)
 - C. NO OTHER GOVERNMENTAL AGENCIES HAVE ADDITIONAL REQUIREMENTS FOR LANDSCAPING AND IRRIGATION. IT IS THE RESPONSIBILITY OF THE APPLICANT TO COORDINATE WITH OTHER AGENCIES TO MEET THEIR REQUIREMENTS WHILE MAINTAINING COMPLIANCE WITH THE CITY OF BRADBURY BUILDING CODE.
- THE PLANTING AND IRRIGATION SYSTEMS SHALL BE INSTALLED AS SOON AS PRACTICAL AFTER ROUGH GRADING. PRIOR TO FINAL GRADING APPROVAL ALL REQUIRED SLOPE PLANTING MUST BE WELL ESTABLISHED FOR A PERIOD OF 12 MONTH. (SECTION J110.7 OF THE CITY OF BRADBURY BUILDING CODE.)
- 46. LANDSCAPE IRRIGATION SYSTEM SHALL BE DESIGNED AND MAINTAINED TO PREVENT SPRAY ON STRUCTURES. (TITLE 31, SECTION— 5.407.2.1)
- 47. PRIOR TO ROUGH GRADE APPROVAL THIS PROJECT DOES NOT REQUIRE A LANDSCAPE PERMIT.
- CONSULTANT HAS PREPARED AN IRRIGATION AND LANDSCAPE PLAN. IN ACCORDANCE WITH STATE CODE OF REGULATION 1881 AT RESERVOIR SITE. PLANS HAVE BEEN PREPARED BY PROFESSIONAL EXPERIENCED IN DESIGN OF DROUGHT TOLERANT LANDSCAPE AND WATER EFFICIENT IRRIGATION SYSTEMS LANDSCAPE PLANS HAVE BEEN ACKNOWLEDGED BY THE CITY AS DIRECTED ABOVE. FEES FOR PLAN CHECK AND PERMIT ARE REQUIRED TO BE PAID BY THE COUNTY. ALLOW 90-120 DAYS FOR REVIEW AND APPROVAL OF LANDSCAPE AND IRRIGATION PLANS BY THE CITY OF BRADBURY.

ENVIRONMENTAL NOTES

IN THE EVENT THAT ANY ARCHAEOLOGICAL MATERIALS (E.G., STONE TOOLS, POTTERY, OR MILLING-RELATED ARTIFACTS LIKE MANOS OR METATES, OR HISTORIC-AGE CANS AND GLASS FRAGMENTS) ARE ENCOUNTERED DURING GROUND-DISTURBING CONSTRUCTION ACTIVITIES, ALL ACTIVITIES MUST BE SUSPENDED IN THE VICINITY TO THE FIND UNTIL THE DEPOSITS ARE RECORDED AND EVALUATED BY A QUALIFIED ARCHAEOLOGIST. IF ANY HUMAN REMAINS ARE FOUND DURING CONSTRUCTION, THE REQUIREMENTS OF CEQA GUIDELINES 15064.5(E) AND ASSEMBLY BILL 2641 SHALL BE FOLLOWED.

BEST MANAGEMENT PRACTICE NOTES

- 1. EVERY EFFORT SHOULD BE MADE TO ELIMINATE THE DISCHARGE OF NON-STORMWATER FROM THE PROJECT SITE AT ALL TIMES.
 - ERODED SEDIMENT AND OTHER POLLUTANTS MUST BE RETAINED ON-SITE AND MAY NOT BE TRANSPORTED FROM THE SITE VIA SHEET FLOW, SWALES, AREA DRAINS, NATURAL DRAINAGE COURSES OR WIND.
- 3. STOCKPILES OF EARTH AND OTHER CONSTRUCTION RELATED MATERIALS MUST BE PROTECTED FROM BEING TRANSPORTED FROM THE
- FUELS, OILS, SOLVENTS, AND OTHER TOXIC MATERIALS MUST BE STORED IN ACCORDANCE WITH THEIR LISTING AND ARE NOT TO CONTAMINATE THE SOIL AND SURFACE WATERS. ALL APPROVED STORAGE CONTAINERS ARE TO BE PROTECTED BY THE WEATHER. SPILLS MUST BE CLEANED UP IMMEDIATELY AND DISPOSED OF IN A PROPER MANNER. SPILLS MAY NOT BE WASHED INTO THE DRAINAGE SYSTEM.
- EXCESS OR WASTE CONCRETE MAY NOT BE WASHED INTO THE PUBLIC WAY OR ANY OTHER DRAINAGE SYSTEM, PROVISIONS SHALL BE MADE TO RETAIN CONCRETE WASTES ON-SITE UNTIL THEY CAN BE DISPOSED OF AS SOLID WASTE.
- TRASH AND CONSTRUCTION RELATED SOLID WASTES MUST BE DEPOSITED INTO A COVERED RECEPTACLE TO PREVENT CONTAMINATION OF RAINWATER AND DISPERSAL BY WIND.
- SEDIMENTS AND OTHER MATERIALS MAY NOT BE TRACKED FROM THE SITE BY VEHICLE TRAFFIC. THE CONSTRUCTION ENTRANCE ROADWAYS MUST BE STABILIZED AS TO INHIBIT SEDIMENTS FROM BEING DEPOSITED INTO THE PUBLIC WAY. ACCIDENTAL DEPOSITION MUST BE SWEPT UP IMMEDIATELY AND MAY NOT BE WASHED DOWN BY RAIN OR OTHER MEANS.
- ANY SLOPES WITH DISTURBED SOILS OR DENUDED OF VEGETATION MUST BE STABILIZED SO AS TO INHIBIT EROSION BY WIND AND
- "I CERTIFY THAT THIS DOCUMENT AND ALL ATTACHMENTS WERE PREPARED UNDER MY DIRECTION OR SUPERVISION IN ACCORDANCE WITH A SYSTEM DESIGNED TO ENSURE THAT QUALIFIED PERSONNEL PROPERLY GATHER AND EVALUATE THE INFORMATION SUBMITTED. BASED ON MY INQUIRY OF THE PERSON OR PERSONS WHO MANAGE THE SYSTEM OR THOSE PERSONS DIRECTLY RESPONSIBLE FOR GATHERING THE INFORMATION, TO THE BEST OF MY KNOWLEDGE AND BELIEF, THE INFORMATION SUBMITTED IS TRUE, ACCURATE, AND COMPLETE. I AM AWARE THAT SUBMITTING FALSE AND/ OR INACCURATE INFORMATION, FAILING TO UPDATE THE ESCP TO REFLECT CURRENT CONDITIONS, OR FAILING TO PROPERLY AND/ OR ADEQUATELY IMPLEMENT THE ESCP MAY RESULT IN REVOCATION OF GRADING AND/ OR OTHER PERMITS OR OTHER SANCTIONS PROVIDED BY LAW."

PRINT NAME(OWNER OR AUTHORIZED AGENT OF OWNER)	DATE
SIGNATURE(OWNER OR AUTHORIZED AGENT OF OWNER)	DATE

TEMPORARY SEDIMENT

STREET SWEEPING AND VACUUMING

STORM DRAIN INLET PROTECTION

ACTIVE TREATMENT SYSTEMS

COMPOST SOCKS AND BERMS

CONTROL (SE)

SILT FENCE

SEDIMENT BASIN

SEDIMENT TRAP

CHECK DAM

FIBER ROLLS

GRAVEL BAG BERM

SANDBAG BARRIER

STRAW BALE BARRIER

TEMPORARY SILT DIKE

BIOFILTER BAGS

SE-1

SE-2

SE-3

SE-4

SE-5

SE-6

SE-7

SE-8

SE-9

SE-10

SE-14

THE FOLLOWING BMPs AS OUTLINED IN, BUT NOT LIMITED TO, THE LATEST EDITION OF THE CASQA CONSTRUCTION BMP ONLINE HANDBOOK OR CALTRANS STORMWATER QUALITY HANDBOOKS (CONSTRUCTION SITE BMP MANUAL), MAY APPLY DURING TH CONSTRUCTION OF THIS PROJECT (ADDITIONAL MEASURES MAY BE REQUIRED IF DEEMED APPROPRIATE BY THE PROJECT ENGINEER OR THE CITY ENGINEER). THE CONTRACTOR IS REQUIRED TO PREPARE THE SWPPP AND OBTAIN APPROVAL WITH AN ID NUMBER FROM THE CITY ENGINEER AND THE QUALIFIED SWPPP DEVELOPER AND PRACTITIONER.

WASTE MANAGEMENT

CONTROL (WM)

MATERIAL USE

WM-4

WM-5

WM-8

WM-9

AND MATERIAL POLLUTION

MATERIAL DELIVERY AND STORAGE

SPILL PREVENTION AND CONTROL

HAZARDOUS WASTE MANAGEMENT

CONTAMINATED SOIL MANAGEMENT

SANITARY/SEPTIC WASTE MANAGEMENT

CONCRETE WASTE MANAGEMENT

STOCKPILE MANAGEMENT

SOLID WASTE MANAGEMENT

LIQUID WASTE MANAGEMENT

TRAFFIC CONTROL NOTES:

- 1. IT IS THE RESPONSIBILITY OF THE CONTRACTOR PERFORMING WORK ON A PUBLIC STREET TO INSTALL AND MAINTAIN THE TRAFFIC CONTROL DEVICES ACCORDING TO THE LATEST CALIFORNIA MUTCD TO INSURE THE SAFE MOVEMENT OF TRAFFIC AND PEDESTRIANS THROUGH OR AROUND THE WORK AREA AND PROVIDE MAXIMUM PROTECTION AND SAFETY TO CONSTRUCTION WORKERS. THE CONTRACTOR SHALL SUBMIT A TRAFFIC CONTROL PLAN FOR APPROVAL PRIOR TO START OF WORK FOR ANY CONDITIONS. THE CONTRACTOR IS RESPONSIBLE FOR PREPARING HIS OWN TRAFFIC CONTROL PLAN FOR REVIEW AND APPROVAL BY THE CITY ENGINEER FOR ALL ASPECTS OF THE WORK.
- 2. FLASHING ARROW BOARD(S) ARE MANDATORY FOR LANE CLOSURES ON MAJOR STREETS. THEY SHALL OPERATE UNTIL TRAFFIC CONTROL IS REMOVED. FLASHING WARNING LIGHTS ARE TO WARN DRIVERS OF APPROACHING CONSTRUCTION AND STEADY BURNING LIGHTS ARE TO DELINEATE THE CHANGE OF STREET ALIGNMENT, AND BARRICADES ARE TO PROTECT THE WORK AREA. ALL BARRICADES SHALL BE EQUIPPED WITH FLASHING/STEADY BURN WARNING AT NIGHT TIME. ALL DELINEATORS SHALL BE 36" OR HIGHER AND EQUIPPED WITH WHITE REFLECTIVE SLEEVES AT NIGHT TIME.
- 3. ALL OPEN TRENCHES SHALL BE COVERED WITH NON-SKID STEEL PLATES OR TEMPORARY ASPHALT PAVEMENT BEFORE AND AFTER WORK HOURS. WORK AREA SHALL BE ENCLOSED WITH TEMPORARY FENCE.
- 4. ALL SIGNS DELINEATORS, BARRICADES, ETC., SHALL CONFORM TO THE STATE OF CALIFORNIA STANDARD SPECIFICATIONS LATEST EDITION, THE CALIFORNIA DEPARTMENT OF TRANSPORTATION MUTCD PART 6, AND THE "WATCH", LATEST EDITION, ALL BARRICADES SHALL BE EQUIPPED WITH FLASHING/STEADY BURN WARNING LAMPS AT NIGHT. ALL CONES, DELINEATORS, BARRICADES, AND "K" RAIL SHALL BE REFLECTORIZED, ALL TRAFFIC CONTROL SHALL BE KEPT IN THEIR PROPER POSITION AT ALL TIMES, AND SHALL BE REPAIRED, REPLACED, OR CLEANED AS NECESSARY TO PRESERVE THEIR APPEARANCE AND CONTINUITY, ANY DEVICES NOT PART OF THE REQUIRED TRAFFIC CONTROL OR DETOURS SHALL BE REMOVED FROM THE VIEW OF THE TRAVELING PUBLIC IMMEDIATELY.
- 5. WHERE NECESSARY, PROPERLY POST "TEMPORARY NO PARKING ANYTIME" SIGNS AT LEAST 5 DAYS BEFORE START OF WORK. THE SIGN SHALL LIST CBC651 CODE REFERENCE.
- 6. VEHICULAR AND PEDESTRIAN ACCESS TO ADJACENT PROPERTIES SHALL BE PROVIDED AT ALL TIMES. CLOSED SIDEWALKS SHALL BE POSTED WITH "SIDEWALK CLOSED" SIGNS AT EACH APPROACH TO THE CLOSURE AND APPROVED ALTERNATE ROUTE PROVIDED.
- PROTECT TRAFFIC SIGNAL DETECTORS IN PLACE OR REPLACE WITHIN 5 CALENDAR DAYS OF FINAL PAVING, ALL DETECTORS DAMAGED BY THE WORK SHALL BE REPLACED TO THE STANDARDS OF THE CITY TRAFFIC ENGINEER.
- 8. NOTIFY CITY ENGINEER AT LEAST 72 HOURS PRIOR TO ANY WORK IN THE RIGHT-OF-WAY
- 9. ANY REVISIONS TO THE TRAFFIC CONTROL PLANS OR REQUIREMENTS SHALL BE APPROVED BY THE CITY ENGINEER.
- 10. CONTRACTOR SHALL NOTIFY ALL AFFECTED RESIDENTS AND BUSINESS FIVE WORKING DAYS PRIOR TO CONSTRUCTION. ACCESS TO ALL DRIVEWAYS MUST REMAIN OPEN AT ALL TIME.
- 11. NO MORE THAN 500 FEET OF ROADWAY SHALL BE CLOSED AT A TIME.
- 12. UPON COMPLETION OF A PHASE, REMOVE ALL SIGNS AND TEMPORARY STRIPPING INSTALLED FOR THE COMPLETED PHASE UNLESS
- INDICATED TO REMAIN FOR THE FOLLOWING PHASE. 13. ALL LANE CLOSURE SIGNS SHALL BE REMOVED OR COVERED WHEN LANES ARE OPEN.
- SIGNING MAY BE MOUNTED ON WOODEN POSTS OR PORTABLE SUPPORTS UNLESS OTHERWISE INDICATED ON THE PLAN.
- 15. FIVE FOOT CLEARANCE SHALL BE MAINTAINED BETWEEN OPEN EXCAVATION AND ADJACENT MOVING TRAFFIC LANE. OPEN TRENCH WITH LESS THAN FIVE FEET OF CLEARANCE SHALL BE STEEL-PLATED OR BACK FILLED IMMEDIATELY AFTER EXCAVATION.
- 16. ALL STRIPING AND PAVEMENT MARKINGS SHALL BE REPLACED IN KIND.
- 17. TRAFFIC SIGNALING SHALL REMAIN IN OPERATION AT ALL TIMES IF THERE IS A CONFLICT WITH CONSTRUCTION AND TRAFFIC SIGNAL OPERATION NEEDS TO BE CHANGED, CONTRACTOR SHALL CONTACT THE TRAFFIC ENGINEER FOR COORDINATION AND APPROVAL.
- 18. G-20-2 "END ROAD WORK" SIGN, AS APPROPRIATE, SHALL BE PLACED AT THE END OF THE WORK ZONE.
- 19. ALL BARRICADES SHALL BE TYPE II OR TYPE III.
- 20. THE CITY PERMIT INSPECTOR RESERVE THE RIGHT TO REVISE THESE TRAFFIC CONTROL PLANS IN USE AND TO MAKE ANY NECESSARY CHANGES AS FIELD CONDITIONS WARRANT. ANY CHANGES SHALL SUPERSEDE THESE PLANS AND BE DONE SOLELY AT THE CONTRACTOR'S EXPENSE.
- 21. CONTRACT SHALL OBTAIN LANE CLOSURE PERMITS FOR ANY WORK IN THE CITY OF MONROVIA AS WELL.
- 22. ALL TEMPORARY TRAFFIC CONTROL MARKINGS SHALL BE PER CALTRANS STANDARD SPECIFICATIONS.
- 23. DURING NON WORKING HOURS ALL TRENCHES WILL BE PAVED OR PLATED AND ALL TRAFFIC WILL BE RETURNED TO NORMAL PATTERNS AND ALL SIGNS AND BARRICADES WILL BE REMOVED
- 24. CONTRACTOR IS RESPONSIBLE FOR TAKING BEFORE AND AFTER PICTURES THROUGHOUT THE PROJECT AREA TO LIMIT LIABILITY FROM POTENTIAL DAMAGE.
- 25. ONLY ONE DRIVEWAY APPROACH MAY BE IMPACTED AT ANY GIVEN TIME.
- 26. REMOVE EXISTING ROAD SIGN DURING CONSTRUCTION AND RE-INSTALL AFTER CONSTRUCTION.
- 27. NO QUEING OF TRUCKS IN LEMON IS ALLOWED THAT WILL DISTURB ACCESS TO ADJACENT PROPERTY OR INTERSECTIONS. TRUCKS ARE TOO QUEUE ONSITE IN EXISTING ACCESS PATHWAYS AND TURN AROUND ABILITY IS TO TEMPORARILY BE PROVIDED BY CONTRACTOR ON-SITE SO THAT TRUCKS ENTERING AND LEAVING THE SITE ONTO LEMON ARE TO BE ABLE TO DO SO WITHOUT BACKING INTO THE STREET.

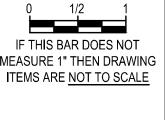


CALIFORNIA AMERICAN WATER

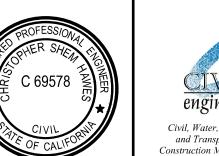
No. DATE: NOTICE TO CONTRACTORS: THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN AND ANY OTHER LINES NOT OF RECORD OR NOT SHOWN ON THESE PLANS. THE CONTRACTOR SHALL BE RESPONSIBLE FOR

IF THIS BAR DOES NOT NOTIFYING "BLUE STAKE" AT 1-800-STAKE IT (1-800-782-5348) TWO WORKING DAYS PRIOR TO ANY EXCAVATION OR CONSTRUCTION.

REVISION:







Phone: 626.357.0588 Fax: 626.303.7957 engineering inc. Civil, Water, Wastewater, Drainage and Transportation Engineering Construction Management • Surveying California • Arizona

Web: www.civiltec.com

CALIFORNIA-AMERICAN WATER LEMON RESERVOIR RETIREMENT PROJECT

GENERAL GRADING AND ENVIRONMENT NOTES

CH: CSH DR: CEI DWG: G-2 SHEET 2 OF 14 CITY FNGINFFR RCE DATE

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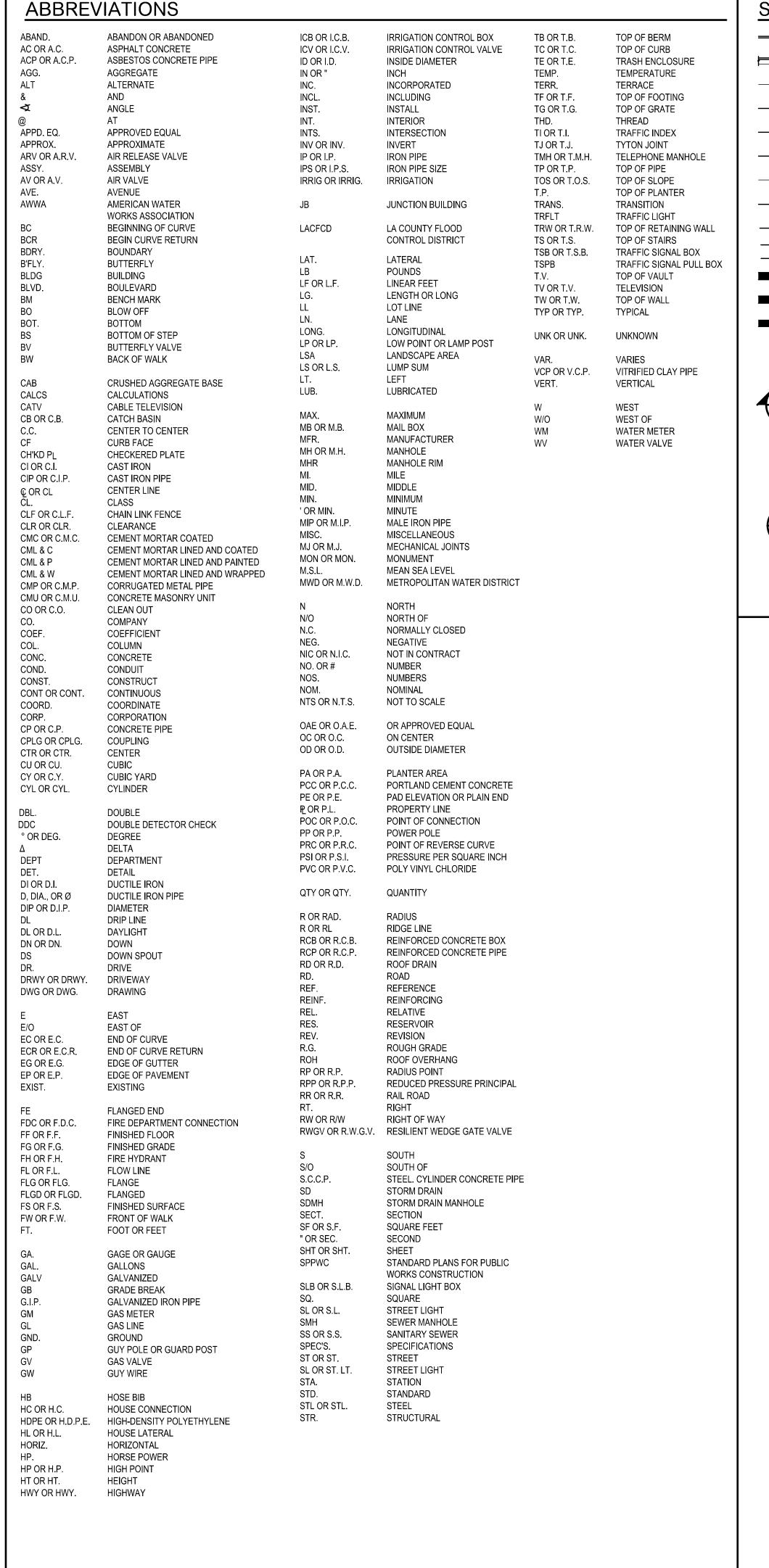
WE-1 WIND EROSION CONTROL

TEMPORARY TRACKING

STABILIZED CONSTRUCTION ENTRANCE/EXIT

STABILIZED CONSTRUCTION ROADWAY

ENTRANCE/OUTLET TIRE WASH



SITE IMPROVEMENT LEGEND CONCRETE CURB LINE CONCRETE CURB & GUTTER DAYLIGHT LINE **FLOW** X CHAIN LINK FENCE GRADE BREAK EDGE OF A. C. PAVEMENT MASONRY WALL PROPOSED RETAINING WALL LIMITS OF GRADING AND PERMIT —SECTION LETTER SECTION LETTER SECTION -DRAWING NUMBER FROM WHICH DRAWING NUMBER WHICH THE SECTION APPEARS THE SECTION WAS TAKEN. —DETAIL LETTER - DETAIL LETTER

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THE DETAIL APPEARS

EARTHWORK SPECIFICATIONS

1.00 PREPARATION OF AREAS TO BE FILLED

1.10 CLEARING AND GRUBBING

- 1.11. VEGETATION, SUCH AS BRUSH, GRASS, ROOTS AND OTHER DELETERIOUS MATERIAL SHALL BE SUFFICIENTLY REMOVED AND PROPERLY DISPOSED OF IN A METHOD ACCEPTABLE TO THE OWNER, GOVERNING AGENCIES AND THE GEOTECHNICAL CONSULTANT, CARE SHOULD BE TAKEN NOT TO ENCROACH UPON OR APPROPRIATE AGENCIES TO REMAIN. PAVEMENTS, FLATWORK OR OTHER CONSTRUCTION SHOULD NOT EXTEND UNDER THE "DRIP LINE" OF DESIGNATED TREES TO REMAIN.
- 1.12. THE CONTRACTOR SHALL HIRE A GEOTECHNICAL CONSULTANT APPROVED BY CAW AND THE CITY THAT SHALL EVALUATE THE EXTENT OF THESE REMOVALS DEPENDING ON SPECIFIC SITE CONDITIONS. EARTH FILL MATERIAL SHALL NOT CONTAIN MORE THAN 3 PERCENT OF ORGANIC MATERIALS (BY DRY WEIGHT: ASTM D 2974-00). NESTING OF THE ORGANIC MATERIALS SHALL NOT BE ALLOWED.
- 1.13. IF POTENTIAL HAZARDOUS MATERIAL ARE ENCOUNTERED, THE CONTRACTOR SHALL STOP WORK IN THE AFFECTED AREA, AND A HAZARDOUS MATERIAL SPECIALIST SHALL BE INFORMED IMMEDIATELY FOR PROPER EVALUATION AND HANDLING OF THESE MATERIALS PRIOR TO CONTINUING TO WORK IN THAT AREA. AS PRESENTLY DEFINED BY THE STATE OF CALIFORNIA, MOST REFINED PETROLEUM PRODUCTS (GASOLINE, DIESEL FUEL, MOTOR OIL, GREASE, COOLANT, ETC.) HAVE CHEMICAL CONSTITUENTS THAT ARE CONSIDERED TO BE HAZARDOUS WASTE. AS SUCH, THE INDISCRIMINATE DUMPING OR SPILLAGE OF THESE FLUIDS ONTO THE GROUND MAY CONSTITUTE A MISDEMEANOR, PUNISHABLE BY FINES AND/OR IMPRISONMENT, AND SHALL NOT BE ALLOWED.

1.20 PROCESSING

EXISTING GROUND THAT HAS BEEN DECLARED SATISFACTORY FOR SUPPORT OF FILL, BY THE GEOTECHNICAL CONSULTANT, SHALL BE SCARIFIED TO A MINIMUM DEPTH OF 6 INCHES (15 CM). EXISTING GROUND THAT IS NOT SATISFACTORY SHALL BE OVER-EXCAVATED AS SPECIFIED IN THE OVEREXCAVATION NOTE. SCARIFICATION SHALL CONTINUE UNTIL SOILS ARE BROKEN DOWN AND FREE OF LARGE CLAY LUMPS OR CLODS AND THE WORKING SURFACE IS REASONABLY UNIFORM, FLAT, AND FREE OF UNEVEN FEATURES THAT WOULD INHIBIT UNIFORM COMPACTION.

1.30 OVEREXCAVATION

IN ADDITION TO REMOVALS AND OVER-EXCAVATIONS SHOWN ON THE PLANS AND THE GRADING PLAN, SOFT, LOOSE, DRY, SATURATED, SPONGY, ORGANIC-RICH, HIGHLY FRACTURED OR OTHERWISE UNSUITABLE GROUND SHALL BE OVER-EXCAVATED TO COMPETENT GROUND AS EVALUATED BY THE GEOTECHNICAL CONSULTANT DURING GRADING. ALL UNDOCUMENTED FILL SOILS UNDER PROPOSED STRUCTURE FOOTPRINTS SHOULD BE EXCAVATED.

DRAWING NUMBER FROM WHICH

THE DETAIL WAS TAKEN.

WHERE FILLS ARE TO BE PLACED ON GROUND WITH SLOPES STEEPER THAN 5:1 (HORIZONTAL TO VERTICAL UNITS), (>20 PERCENT GRADE) THE GROUND SHALL BE STEPPED OR BENCHED. THE LOWEST BENCH OR KEY SHALL BE A MINIMUM OF 15 FEET (4.5 M) WIDE AND AT LEAST 2 FEET (0.6 M) DEEP, INTO COMPETENT MATERIAL AS EVALUATED BY THE GEOTECHNICAL CONSULTANT. OTHER BENCHES SHALL BE EXCAVATED A MINIMUM HEIGHT OF 4 FEET (1.2 M) INTO COMPETENT MATERIAL OR AS OTHERWISE RECOMMENDED BY THE GEOTECHNICAL CONSULTANT. FILL PLACED ON GROUND SLOPING FLATTER THAN 5:1 (HORIZONTAL TO VERTICAL UNITS), (<20 PERCENT GRADE) SHALL ALSO BE BENCHED OR OTHERWISE OVER-EXCAVATED TO PROVIDE A FLAT SUBGRADE FOR THE FILL.

1.32. EVALUATION/ACCEPTANCE OF FILL AREAS

ALL AREAS TO RECEIVE FILL, INCLUDING REMOVAL AND PROCESSED AREAS, KEY BOTTOMS, AND BENCHES, SHALL BE OBSERVED, MAPPED, ELEVATIONS RECORDED, AND/OR TESTED PRIOR TO BEING ACCEPTED BY THE GEOTECHNICAL CONSULTANT AS SUITABLE TO RECEIVE FILL. THE CONTRACTOR SHALL OBTAIN A WRITTEN ACCEPTANCE (DAILY FIELD REPORT) FROM THE GEOTECHNICAL CONSULTANT PRIOR TO FILL PLACEMENT. A LICENSED SURVEYOR SHALL PROVIDE THE SURVEY CONTROL FOR DETERMINING ELEVATIONS OF PROCESSED AREAS, KEYS AND BENCHES.

2.00. FILL MATERIAL

2.10. FILL QUALITY

MATERIAL TO BE USED AS FILL SHALL BE ESSENTIALLY FREE OF ORGANIC MATTER AND OTHER DELETERIOUS SUBSTANCES EVALUATED AND ACCEPTED BY THE GEOTECHNICAL CONSULTANT AND CITY ENGINEER PRIOR TO PLACEMENT. SOILS OF POOR QUALITY, SUCH AS THOSE WITH UNACCEPTABLE GRADATION, HIGH EXPANSION POTENTIAL, OR LOW STRENGTH SHALL BE PLACE IN AREAS ACCEPTABLE TO THE GEOTECHNICAL CONSULTANT OR MIXED WITH OTHER SOILS TO ACHIEVE SATISFACTORY FILL MATERIAL

2.11. OVERSIZE

OVERSIZE MATERIAL DEFINED AS ROCK, OR OTHER IRREDUCIBLE MATERIAL WITH A MAXIMUM DIMENSION GREATER THAN 6 INCHES (15 cm), SHALL NOT BE BURIED OR PLACE IN FILL UNLESS LOCATION, MATERIALS AND PLACEMENT METHODS ARE SPECIFICALLY ACCEPTED BY THE GEOTECHNICAL CONSULTANT. PLACEMENT OPERATIONS SHALL BE SUCH THAT NESTING OF OVERSIZED MATERIAL DOES NOT OCCUR AND SUCH THAT OVERSIZE MATERIAL IS COMPLETELY SURROUNDED BY COMPACTED OR DENSIFIED FILL. OVERSIZE MATERIAL SHALL NOT BE PLACED WITHIN 10 FEET (3 m) MEASURED VERTICALLY FROM FINISH GRADE, OR WITHIN 2 FEET (0.61 m) OF FUTURE UTILITIES OR UNDERGROUND CONSTRUCTION.

2.12. IMPORT

IF IMPORTING OF FILL MATERIAL IS REQUIRED FOR GRADING, PROPOSED IMPORT MATERIAL SHALL MEET THE REQUIREMENTS OF FILL QUALITY DESCRIBED HEREIN, AND BE FREE OF HAZARDOUS MATERIALS ("CONTAMINANTS") AND ROCK LARGER THAN 3-INCHES (8 cm) IN LARGEST DIMENSION. ALL IMPORT SOILS SHALL HAVE AN EXPANSION INDEX (EI) OF 20 OR LESS AND A SULFATE CONTENT NO GREATER THAN (≤) 500 PARTS-PER-MILLION (PPM). A REPRESENTATIVE SAMPLE OF A POTENTIAL IMPORT SOURCE SHALL BE GIVEN TO THE GEOTECHNICAL CONSULTANT AT LEAST FOUR FULL WORKING DAYS BEFORE IMPORTING BEGINS. SO THAT THE SUITABILITY OF THIS IMPORT MATERIAL CAN BE DETERMINED AND APPROPRIATE TESTS PERFORMED. CITY OF BRADBURY MUST APPROVE SOURCE OF IMPORT SOIL.

3.00. FILL PLACEMENT AND COMPACTION

3.10. FILL LAYERS

APPROVED FILL MATERIAL SHALL BE PLACED IN AREAS PREPARED TO RECEIVE FILL, AS DESCRIBED IN PREPARATION OF AREAS TO BE FILLED, ABOVE, IN NEAR-HORIZONTAL LAYERS NOT EXCEEDING 8 INCHES (20 cm) IN LOOSE THICKNESS. THE GEOTECHNICAL CONSULTANT MAY ACCEPT THICKER LAYERS IF TESTING INDICATES THE GRADING PROCEDURES CAN ADEQUATELY COMPACT THE THICKER LAYERS. AND ONLY IF THE CITY ENGINEER APPROVE. EACH LAYER SHALL BE SPREAD EVENLY AND MIXED THOROUGHLY TO ATTAIN RELATIVE UNIFORMITY OF MATERIAL AND MOISTURE THROUGHOUT.

3.11. FILL MOISTURE CONDITIONING

FILL SOILS SHALL BE WATERED, DRIED BACK, BLENDED AND/OR MIXED, AS NECESSARY TO ATTAIN A RELATIVELY UNIFORM MOISTURE CONTENT AT OR SLIGHTLY OVER OPTIMUM. MAXIMUM DENSITY AND OPTIMUM SOIL MOISTURE CONTENT TESTS SHALL BE PERFORMED IN ACCORDANCE WITH THE AMERICAN SOCIETY OF TESTING AND MATERIALS (ASTM) TEST METHOD D 1557-09.

3.12. COMPACTION OF FILL

AFTER EACH LAYER HAS BEEN MOISTURE-CONDITIONED, MIXED, AND EVENLY SPREAD, EACH LAYER SHALL BE UNIFORMLY COMPACTED TO NOT-LESS-THAN (>) 90 PERCENT OF THE MAXIMUM DRY DENSITY AS DETERMINED BY ASTM TEST METHOD D 1557-09. IN SOME CASES, STRUCTURAL FILL MAY BE SPECIFIED TO BE UNIFORMLY COMPACTED TO AT-LEAST (>) 95 PERCENT OF THE ASTM D 1557-09 MODIFIED PROCTOR LABORATORY MAXIMUM DRY DENSITY. FOR FILLS THICKER THAN (>) 15 FEET (4.5 m), THE PORTION OF FILL DEEPER THAN 15 FEET BELOW PROPOSED FINISHED GRADE SHALL BE COMPACTED TO 95 PERCENT OF THE ASTM D 1557-09 LABORATORY MAXIMUM DENSITY. COMPACTION EQUIPMENT SHALL BE ADEQUATELY SIZED AND BE EITHER SPECIFICALLY DESIGNED FOR SOIL COMPACTION OR OF PROVEN RELIABILITY TO EFFICIENTLY ACHIEVE THE SPECIFIED LEVEL OF COMPACTION WITH UNIFORMITY.

3.13. COMPACTION OF FILL SLOPES

IN ADDITION TO NORMAL COMPACTION PROCEDURES SPECIFIED ABOVE, COMPACTION OF SLOPES SHALL BE ACCOMPLISHED BY BACK ROLLING OF SLOPES WITH SHEEPSFOOT ROLLERS AT INCREMENTS OF 3 TO 4 FEET (1 TO 1.2 m) IN FILL ELEVATIONS, OR BY OTHER METHODS PRODUCING SATISFACTORY RESULTS ACCEPTABLE TO THE GEOTECHNICAL CONSULTANTS. UPON COMPLETION OF GRADING, RELATIVE COMPACTION OF THE FILL, OUT TO THE SLOPE FACE, SHALL BE AT LEAST 90 PERCENT OF THE ASTM D 1557-09 LABORATORY MAXIMUM DENSITY.

3.14. COMPACTION TESTING

FIELD-TESTS FOR MOISTURE CONTENT AND RELATIVE COMPACTION OF THE FILL SOILS SHALL BE PERFORMED BY THE GEOTECHNICAL CONSULTANT. LOCATION AND FREQUENCY OF TESTS SHALL BE PER TESTING SCHEDULE REQUIREMENTS OR BASED ON FIELD CONDITIONS ENCOUNTERED. COMPACTION TEST LOCATIONS WILL NOT NECESSARILY BE SELECTED ON A RANDOM BASIS. TEST LOCATIONS SHALL BE SELECTED TO VERIFY ADEQUACY OF COMPACTION LEVELS IN AREAS THAT ARE JUDGED TO BE PRONE TO INADEQUATE COMPACTION (SUCH AS CLOSE TO SLOPE FACES AND AT THE FILL/BEDROCK BENCHES).

3.15. COMPACTION TEST LOCATIONS

THE GEOTECHNICAL CONSULTANT SHALL DOCUMENT THE APPROXIMATE ELEVATION AND HORIZONTAL COORDINATES OF EACH DENSITY TEST LOCATION. THE CONTRACTOR SHALL COORDINATE WITH THE PROJECT SURVEYOR HIRED BY THE CONTRACTOR TO ASSURE THAT SUFFICIENT GRADE STAKES ARE ESTABLISHED SO THAT THE GEOTECHNICAL CONSULTANT CAN DETERMINE THE TEST LOCATIONS WITH SUFFICIENT ACCURACY. ADEQUATE GRADE STAKES SHALL BE PROVIDED.

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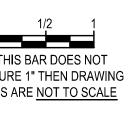


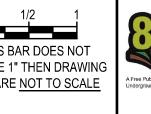
CALIFORNIA AMERICAN WATER

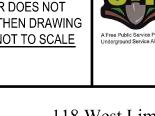
REVISION:

NOTICE TO CONTRACTORS: THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN AND

IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING ITEMS ARE NOT TO SCALE









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CALIFORNIA-AMERICAN WATER LEMON RESERVOIR RETIREMENT PROJECT

ANY OTHER LINES NOT OF RECORD OR NOT

CONTRACTOR SHALL BE RESPONSIBLE FOR

(1-800-782-5348) TWO WORKING DAYS PRIOR

NOTIFYING "BLUE STAKE" AT 1-800-STAKE IT

TO ANY EXCAVATION OR CONSTRUCTION.

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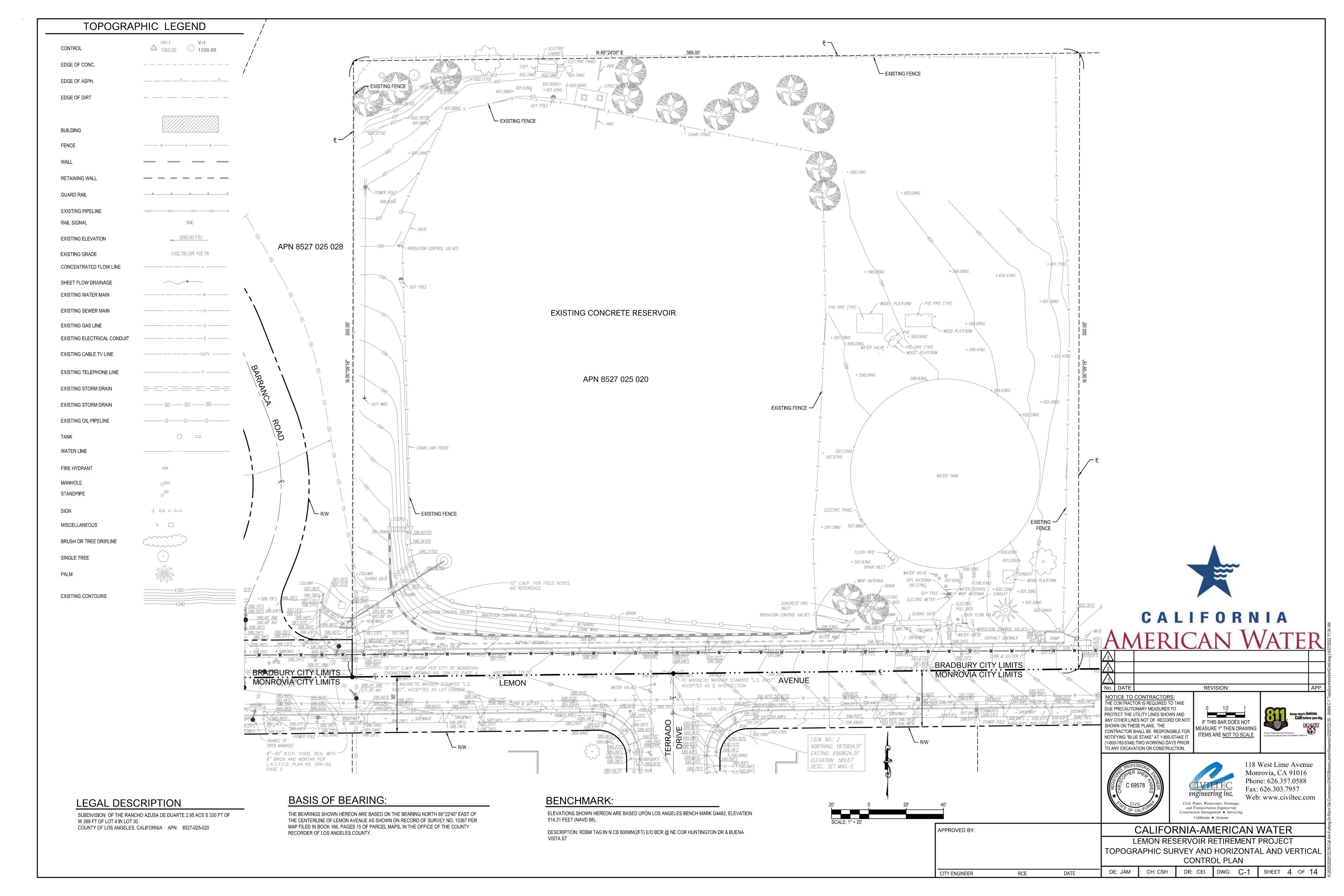
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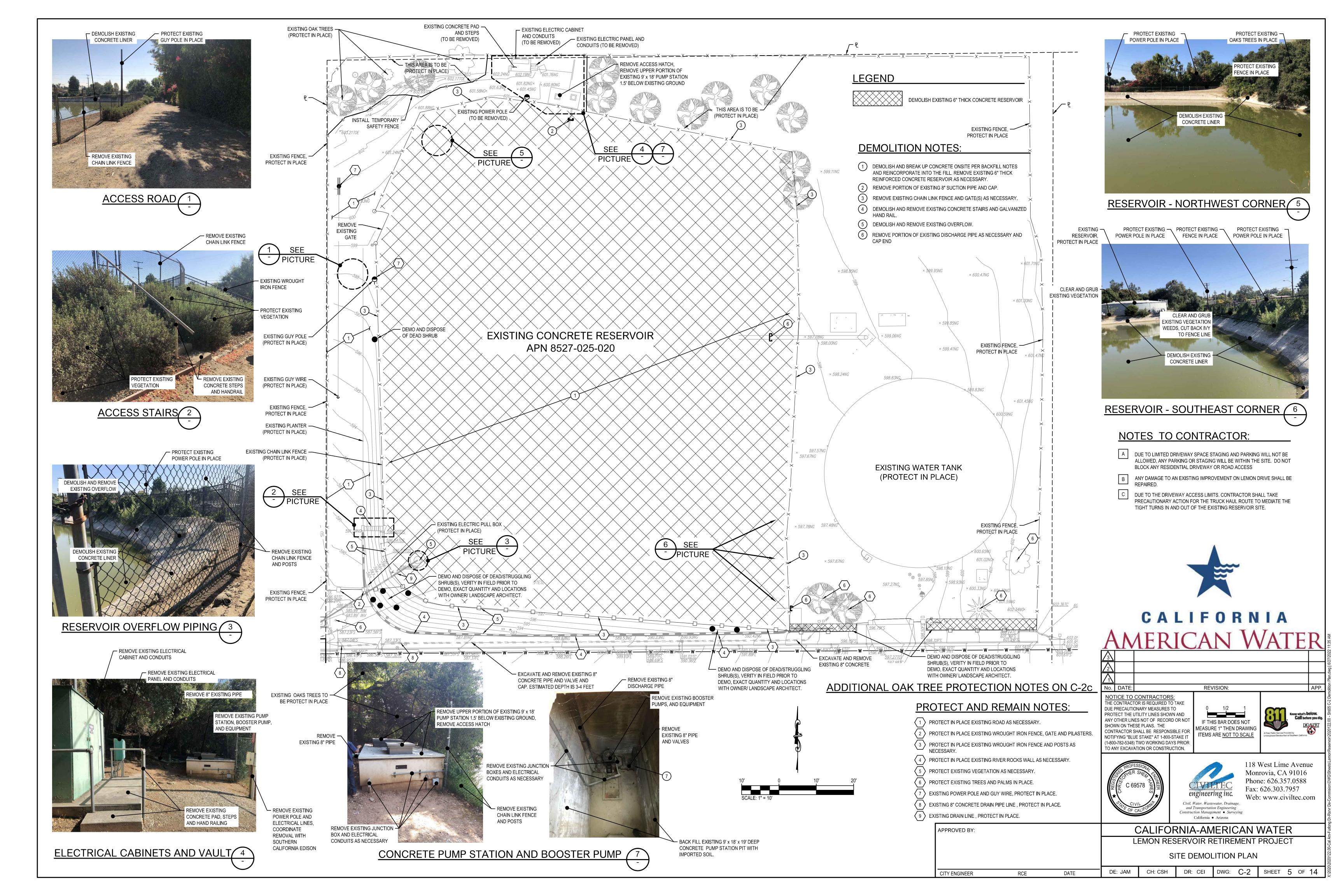
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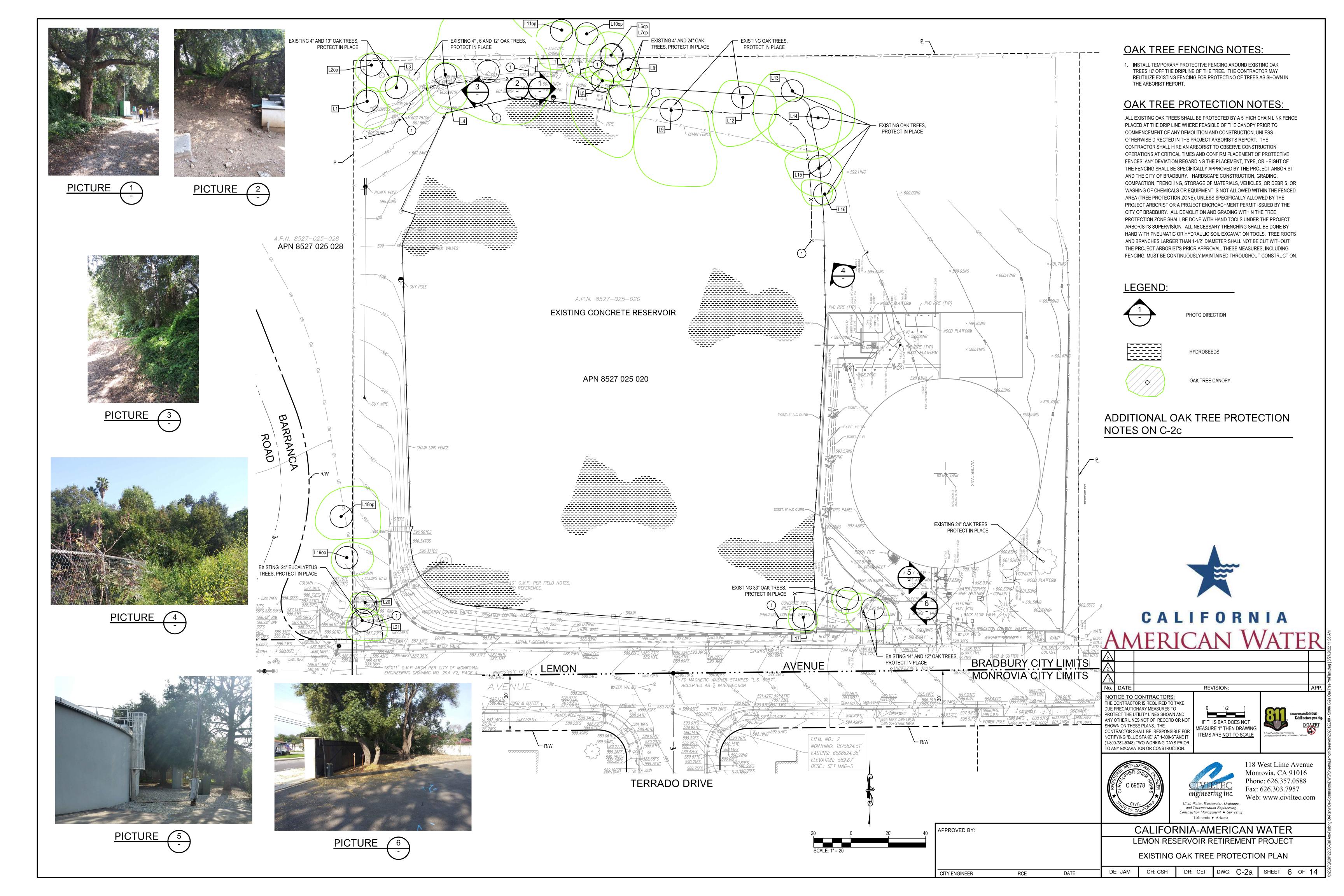
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EARTH WORK NOTES, ABBREVIATION AND LEGEND

California • Arizona







CONSTRUCTION MITIGATION AND PRESERVATION RECOMMENDATIONS

THESE RECOMMENDATIONS ARE DESIGNED FOR THE TREES THAT WILL REMAIN AND REQUIRE PHYSICAL PROTECTION THAT SHOULD BE IN PLACE PRIOR TO CONSTRUCTION. THESE PROTECTIONS MAY INCLUDE FENCING OR OTHER BARRIERS AND INCLUDE THE

PRESENCE OF A QUALIFIED ARBORIST TO MONITOR ACTIVITIES AND ENSURE THE TREES THAT REMAIN ARE PROTECTED. IT IS RECOMMENDED THAT THE PROJECT ARBORIST/ ARBORIST OF RECORD (AOR) IS PRESENT FOR THE PRE-CONSTRUCTION MEETING. FENCING IS REQUIRED TO BE INSTALLED AND INSPECTED BY THE PROJECT ARBORIST PRIOR TO THE BEGINNING OF WORK ON-SITE.

- TREE PROTECTION FENCING SHOULD BE A CHAIN LIKE FENCE WITH AN ACCESS GATE AT LEAST 4 FEET HIGH WITH 2 INCH BY 6-INCH STEEL POSTS INSTALLED AT 8 FEET ON CENTER. POST LOCATIONS TO BE INSTALLED UNDER OBSERVATION BY A QUALIFIED CONSULTING ARBORIST TO AVOID ROOT DAMAGE. PROVIDE A MINIMUM 8.5 INCH BY 11-INCH RETROREFLECTIVE SIGN SPACED A MAXIMUM OF EVERY 100 FEET ALONG EACH FENCE PERIMETER. THE SIGNS SHOULD DISPLAY THE FOLLOWING INFORMATION: "TREE PROTECTION ZONE"
- NAME AND CONTACT INFORMATION OF PROJECT OWNER OR AUTHORIZED REPRESENTATIVE
- 2. AVOID MECHANICAL INJURY AND COMPACTION TO ROOTS, ROOT FLARES, TRUNKS, AND BRANCHES. BREAK AND LIFT OFF ASPHALT AND CONCRETE BY HAND OR USING EQUIPMENT THAT CAN CAREFULLY REACH IN WHILE LOCATED OUTSIDE THE DRIPLINE. A QUALIFIED ARBORIST IS RECOMMENDED BE PRESENT TO OBSERVE THE AREA WITH THE ROOTS EXPOSED, PRIOR TO UNDERTAKING ANY ROOT PRUNING OR
- 3. LAY STEEL PLATES OVER 4 INCHES OF WOOD CHIP MULCH ACROSS THE PARKWAY STRIP WHERE CONSTRUCTION TRAFFIC MUST RUN THROUGH TREE PROTECTION ZONES. ADD MULCH PERIODICALLY AS NEEDED TO MAINTAIN THE 4-INCH-THICK LAYER.
- 4. LAY% INCH PLYWOOD CLIPPED TOGETHER WITH HURRICANE CLIPS OVER 4 INCHES OF BARK CHIP MULCH IN FLAT AREAS TO PROTECT THE AREAS WITHIN THE CANOPIES OF PROTECTED TREES IF MACHINERY OR EQUIPMENT NEEDS TO PASS THROUGH THE AREA.
- 5. KEEP EXPOSED ROOTS MOIST WITH SEVERAL LAYERS OF WET BURLAP OVER THE SURFACE. FOR AREAS WHERE A WALL IS BEING REMOVED, IT IS RECOMMENDED TO TEMPORARILY SHORE THE AREA WITH PLYWOOD TO ALLOW FOR WATERING AND PREVENT SOIL EROSION.
- 6. NO CONSTRUCTION STAGING, WASHOUT OR DISPOSAL OF CONSTRUCTION MATERIALS OR BYPRODUCTS SHOULD BE PLACED WITHIN THE TREE PROTECTION ZONE. AVOID STORING SOIL OR MATERIAL ON UNPROTECTED NATURAL GRADE. CONTAINMENT TO BE PROVIDED FOR CONCRETE, PAINT, STUCCO, AND OTHER
- EQUIPMENT SHOULD NOT IDLE UNDER THE DRIPLINES OF TREES. SIGNIFICANT BURN CAN OCCUR TO LEAVES AND BARK FROM EXHAUST AND HEAT.
- 7. THE TREE/ROOT PROTECTION ZONE SHOULD BE IRRIGATED SUFFICIENTLY WITH CLEAN, POTABLE WATER TO KEEP THE TREE IN GOOD HEALTH AND VIGOR BEFORE, DURING AND AFTER CONSTRUCTION. TREES SHOULD BE SOAKED AT EACH WATERING EVENT SO THAT WATER REACHES A DEPTH OF 2-3 FEET TO HELP FLUSH SALTS DOWN IN THE SOIL PROFILE. MONITOR MOISTURE LEVELS USING A SOIL CORE SAMPLER OR OTHER MOISTURE SAMPLING DEVICE PRIOR TO WATERING.
- 8. MULCH IN THE FORM OF WOOD/BARK CHIPS IS RECOMMENDED FOR APPLICATION OVER THE SURFACE OF THE SOIL TO 4 INCHES DEEP TO PRESERVE MOISTURE AND IMPROVE SOIL CONDITION. THE SOIL IS RECOMMENDED TO BE WATERED BEFORE AND AFTER APPLICATION OF MULCH.
- 9. TREES SHOULD BE PRUNED BY QUALIFIED TREE CARE SERVICE CONTRACTOR WITH UNDER OBSERVATION BY THE PROJECT ARBORIST USING SPECIFICATIONS DEVELOPED FROM THE BEST MANAGEMENT PRUNING PRACTICES (2019) PART OF ANZI A300 OR EQUIVALENT. TREES SHOULD BE PRUNED AS NEEDED, NOT ON A SET SCHEDULE. MORE INFORMATION IS AVAILABLE AT WW.ISA-ARBOR.COM.
- 10.TREES SHOULD BE INSPECTED ON A PERIODIC BASIS BY A QUALIFIED TREE CONSULTANT. THE RELATIVE AGE, CONDITION AND TARGETS UNDER THE TREE SHOULD DETERMINE THE INSPECTION FREQUENCY. IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO ESTABLISH AND IMPLEMENT AN APPROPRIATE INSPECTION SCHEDULE BASED ON THE RECOMMENDATION PROVIDED BY A QUALIFIED ARBORICULTURAL CONSULTANT

I FAVE LEAF LITTER WITHIN THE PROTECTED ZONE INSIDE THE FENCING TO HELP RETAIN SOIL MOISTURE. IF THE SOIL IS DRY AS JUDGED BY A QUALIFIED ARBORIST, WATER CAN BE APPLIED IN THE OUTER 2/3 OF THE ROOT ZONE AWAY FROM THE TRUNK TO A DEPTH OF 24 INCHES. MULCH IN THE FORM OF BARK CHIPS IS RECOMMENDED FOR APPLICATION OVER THE SURFACE OF THE SOIL TO FOUR INCHES DEEP TO PRESERVE MOISTURE AND IMPROVE SOIL

IRRIGATION

TRENCHING FOR IRRIGATION SHOULD BE KEPT COMPLETELY OUTSIDE THE PROTECTED ZONE OF PROTECTED TREES. IRRIGATION MAY NEED TO BE ABOVE GRADE TO AVOID DAMAGE TO TREE ROOTS. A DRY ZONE SHOULD BE MAINTAINED 10 FEET FROM THE TRUNK OF PROTECTED TREES. A CONTINUOUSLY WET SOIL CONDITION NEAR THE BASE OF THE TREE, FAVORS THE GROWTH OF PREDATORY DISEASE ORGANISMS. THE TWO PROMINENT PATHOGENS IN SOUTHERN CALIFORNIA ARE ROOT ROT (PHYTOPHTHORA SPP.) AND OAK ROOT FUNGUS (ARMILLARIA ME/LEA). IT IS RECOMMENDED THAT IRRIGATION SHOULD NOT SPRAY THE TREE TRUNKS. CARE SHOULD BE TAKEN WITH IRRIGATION UPSLOPE FROM PROTECTED TREES TO AVOID RUNOFF.

PLANTING

LAWN OR HIGH-WATER USE PLANTS ARE NOT RECOMMENDED WITHIN THE TREE PROTECTION ZONE. LIMIT PLANTING OF NEW LOW WATER PLANTS TO THE OUTSIDE 2/3 OF THE ROOT PROTECTION ZONE. PLANTS COMPETE WITH TREES FOR WATER, NUTRIENTS, AND ROOT SPACE. PLANTS THAT REQUIRE FREQUENT SUMMER IRRIGATION SHOULD BE KEPT OUTSIDE THE PROTECTED ZONE. LOCALLY NATIVE PLANTS THAT CAN TOLERATE SUMMER DRYNESS ARE MOST SUITABLE FOR PLANTING UNDER MATURE TREES. THESE PLANTS COME FROM THE MEDITERRANEAN, SOUTH AFRICA, AUSTRALIA, BAJA CALIFORNIA, AND CALIFORNIA. RESOURCES FOR PLANTING IDEAS CAN BE FOUND AT THE THEODORE PAYNE FOUNDATION IN SUNLAND TUJUNGA (WWW.THEODOREPAYNE.ORG).

BARK MULCH OR LEAF LITTER CAN BE BENEFICIAL IN THE ROOT ZONE OF TREES. IT IS RECOMMENDED THAT A 4- INCH THICK LAYER OF MINIMUM 2-INCH DIAMETER BARK CHIPS BE PLACED THROUGHOUT THE PROTECTION ZONE OF EACH TREE. KEEP THE BARK AT LEAST 6-INCHES AWAY FROM THE TRUNK OF THE TREE. MULCHES ENCOURAGE BENEFICIAL FUNGUS (SUCH AS TRICHODERMA SPP.), RETAIN MOISTURE, AND SUPPRESS WEEDS.

HEALTHY SOIL PROMOTES HEALTHY TREE GROWTH. MULCH LEAVES OR OTHER ORGANIC MATERIAL ENCOURAGE EARTHWORM AND MICROBIAL ACTIVITY. EARTHWORMS AERATE AND ROTOTILL THE SOIL, BRINGING NUTRIENTS TO THE ROOTS. FERTILIZATION CAN LEAD TO A FLUSH OF GROWTH THAT MAY ATTRACT INSECTS OR CAUSE THE TREE TO SPLIT APART.

WATERING AND FERTILIZATION

WARM WEATHER AND MOISTURE COMBINE TO ENCOURAGE THE GROWTH OF WOOD DECAY FUNGUS AND OTHER PATHOGENS. WATERING SHOULD BE RESTRICTED TO ONCE A MONTH OR LESS DURING THE SUMMER, WHEREVER FEASIBLE. WINTER RAINFALL CAN SUPPLY SUFFICIENT WATER FOR MOST TREES IF THE LEAF LITTER IS ALLOWED TO STAY UNDER THE CANOPY. TOO MUCH WATER CAN ALSO BE A PROBLEM. IF THE SPACES BETWEEN THE SOIL PARTICLES (PORE SPACES) ARE FILLED WITH WATER, THE TREE IS UNABLE TO GET ADEQUATE OXYGEN. LOW SOIL OXYGEN CAN CAUSE ROOTS TO SUFFOCATE AND DIE.

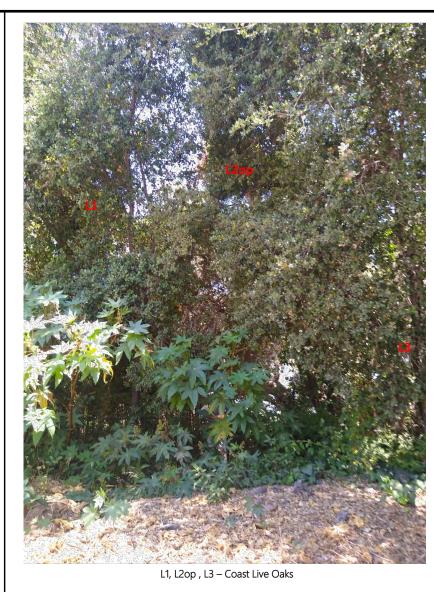
PRUNING

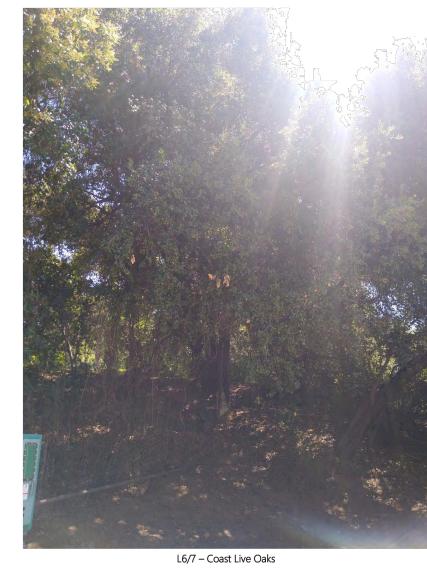
MATURE TREES GENERALLY REQUIRE MINIMAL PRUNING EXCEPT TO PROVIDE CLEARANCE, REDUCE END-WEIGHT, AND REMOVE CROSSING BRANCHES AND DEADWOOD. HOWEVER, IF A TREE HAS AN INHERENT STRUCTURAL DEFECT, PROPER PRUNING PRACTICES MAY REDUCE THE POTENTIAL FOR THE TREE TO HAVE A CATASTROPHIC FAILURE. ALWAYS CONSULT QUALIFIED PROFESSIONAL ARBORIST FOR ADVICE.

GRADE CHANGES

SOIL OR DEBRIS OVER THE NATURAL GRADE OF A MATURE TREE IN THE ROOT ZONE CAN HAVE A SIGNIFICANT IMPACT. AS LITTLE AS SIX INCHES CAN LEAD TO DECLINE. DRAINAGE PATTERNS SHOULD BE MAINTAINED TO PREVENT WATER GATHERING AT THE BASE OF A TREE. EXCESS SOIL SHOULD BE REMOVED BY HAND UNDER OBSERVATION BY A QUALIFIED ARBORIST. THE FLARE AT THE ROOT CROWN SHOULD JUST BE VISIBLE.

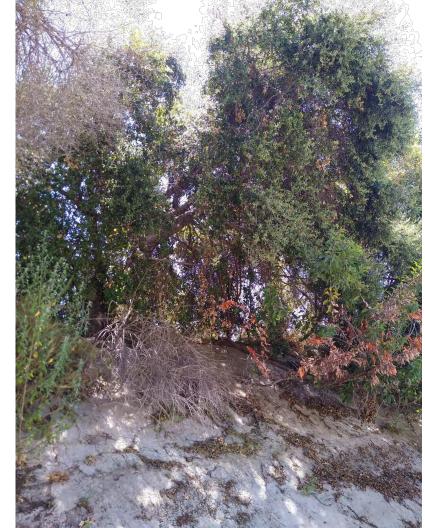
TREES SHOULD BE INSPECTED ON A PERIODIC BASIS BY A QUALIFIED TREE CONSULTANT. THE RELATIVE AGE, CONDITION AND TARGETS UNDER THE TREE SHOULD DETERMINE THE INSPECTION FREQUENCY. IT IS THE RESPONSIBILITY OF THE PROPERTY OWNER TO ESTABLISH AND IMPLEMENT AN APPROPRIATE INSPECTION SCHEDULE BASED ON THE RECOMMENDATION PROVIDED BY A QUALIFIED ARBORICULTURAL CONSULTANT.



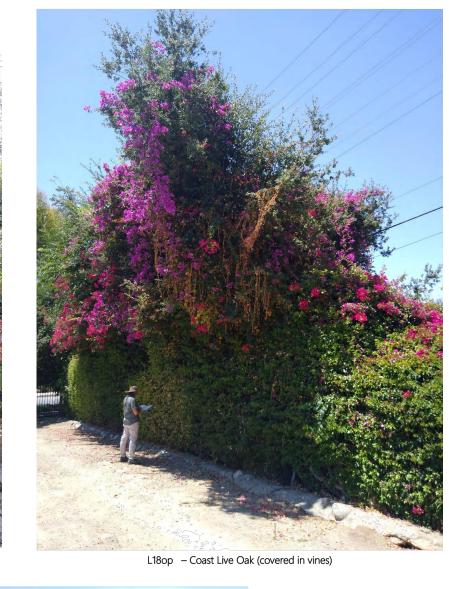


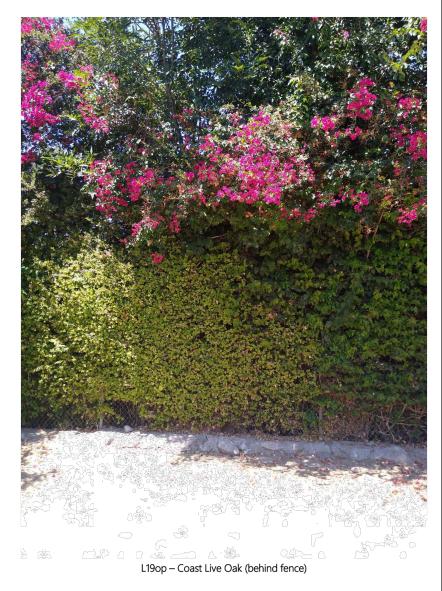


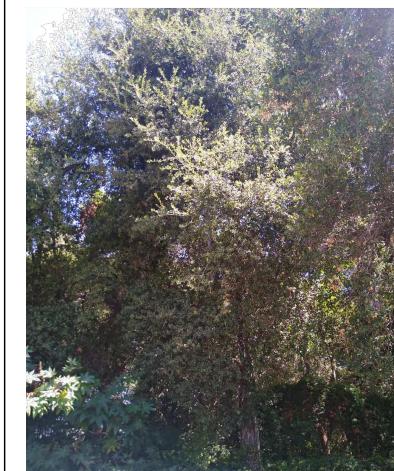
L12 – Coast Live Oak



L15 – Coast Live Oak



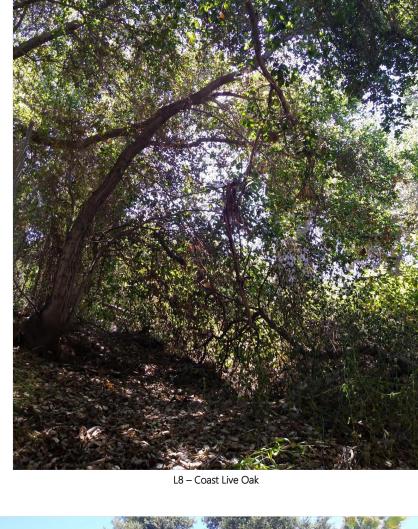




L4 – Coast Live Oak

L5 – Coast Live Oak

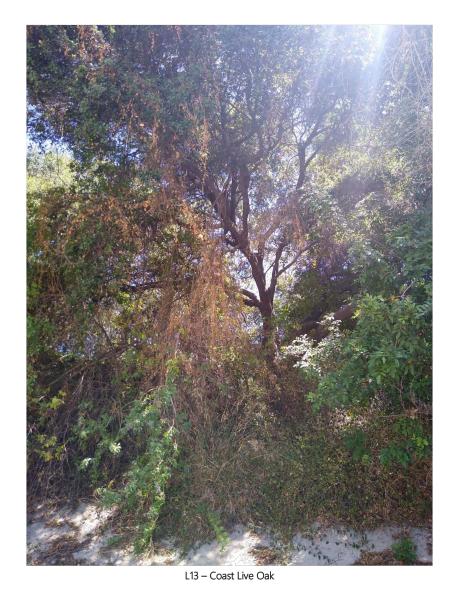








L10op and L11op – Coast Live Oaks









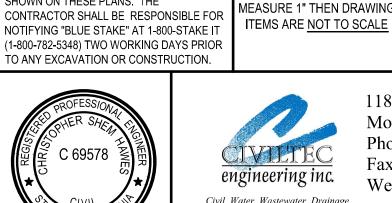














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APPROVED BY:

CALIFORNIA-AMERICAN WATER LEMON RESERVOIR RETIREMENT PROJECT

OAK TREES PRESERVATION GENERAL NOTES

NOTICE TO CONTRACTORS:

SHOWN ON THESE PLANS. THE

THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO

PROTECT THE UTILITY LINES SHOWN AND

ANY OTHER LINES NOT OF RECORD OR NOT

DR: CEI DWG: C-2b SHEET 7 OF 14 CH: CSH CITY ENGINEER RCE DATE

Common Manual Common Manua											_	
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A coast live out Co											,	
A coal howard Caperage eygling Caperage eygli											· ·	
Control Cont												
A count live case County											• • •	
Incompany Continue	L4	coast live oak	Quercus agrifolia		45			8 B	Χ	encroach 10-30%		45 30 35 40, remove naping on S @ 4', strip cuts, deadwood 15%, 75% canopy density
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fence removal and concrete rem											fence removal and concrete	
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L16 coast live oak Quercus agrifolia 2	145		O	45.40		25	20	F. D.	V			10.15.20.15
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canopy is slightly over the access	L18op	coast live oak	Quercus agrifolia		9	30	15	6 B	Χ	-		
L19op coast live oak <i>Quercus agrifolia</i> 9 25 15 6 B X											canopy is slightly over the access	
	L19op	coast live oak	Quercus agrifolia		9	25	15	6 B	Χ	-	road	hedged

ID	Common Name	Latin Name	dbh	height	spread	structu	ire health	Promine	ent Significant	Impacts	Impact Type	notes
L20	coast live oak	Quercus agrifolia	9,8	:	25	25	5 B+	X			the access entrance for this project will require improvements that would impact this trees canopy and may require pruning.	5 20 15 10, co-dom trunks @base, needs pruining for truck clearance STR prune, 25% lean to S
L21	lemon-scented gum	Corymbia citriodora	3	30			4 B-		Х		the access entrance for this project will require improvements that would impact this trees canopy and may require pruning.	psyllid damage, stab cuts, dieback, needs to be pruned for truck clearance, topped or wind damage,

ADDITIONAL OAK TREE PROTECTION NOTES

TREE PROTECTION DURING CONCRETE REMOVAL PHASE (REMOVING CONCRETE BOTTOM TO TOP)
THE CONCRETE SHALL BE REMOVED FROM THE BOTTOM UP WITHOUT THE CONCRETE ABOVE FAILING, THE
EXISTING CONCRETE ON THE UPPER PART OF THE RESERVOIR SHALL REMAIN INTACT UNTIL THE SOIL HAS BEEN
BUILT UP TO APPROXIMATELY 4 FEET FROM THE TOP. AT THAT TIME, SECTIONS CAN BE REMOVED IF THE TEST
SECTIONS SHALL BE REMOVED WITHOUT DAMAGE. THE WORK IS RECOMMENDED TO BE DONE SO THAT
SECTIONS OF EXPOSED SOIL ARE NOT LEFT OVER A WEEKEND OR OPEN DURING A RAIN EVENT.

DETERMINE ROOT BALL DEPTH WITH GROUND PENETRATING RADAR

CHECK ROOT DEPTH FOR SAMPLE TREES TO UNDERSTAND THE EXTENT OF HOLDING ROOTS AWAY FROM THE RESERVOIR WALL PRIOR TO WALL REMOVAL. THIS IS TO ASSESS TIPPING POTENTIAL FOR TREES.

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REMOVE A TEST SECTION OF CONCRETE

A TEST SECTION 3-4 FEET WIDE BY 4 FEET LONG SHALL BE REMOVED AT THE EDGE OF THE ROOTZONE OF A SELECTED OAK TREE TO DETERMINE THE DEPTH OF ROOTS. IF THE SOIL IS NOT HELD IN PLACE WELL BY THE ROOTS, THEN TEMPORARY SHORING SHALL NEED TO BE PUT IN PLACE TO HOLD THE SOIL UNTIL THE AREA CAN BE BACKFILLED.

PROVIDE ADDITIONAL SUPPORT

PROVIDE ADDITIONAL SUPPORT WITH STURDY TIEDOWN STRAPS AND HEAVY POSTS IF IT IS DETERMINED THAT THE ROOTBALL IS NOT ADEQUATE TO SUPPORT THE WEIGHT OF THE TREE WITH THE WALL REMOVED. (SUPPORT THE STATIC LOAD).

DETERMINE A FINAL IMPLEMENTATION STRATEGY

ONCE THE TESTS ARE COMPLETE, DETERMINE HOW LARGE A SECTION OF CONCRETE IS RECOMMENDED TO BE REMOVED AT A TIME TO PRESERVE ROOT STRUCTURE/SOIL VOLUME OF PROTECTED TREES. WORK WITH CONTRACTOR AND ENGINEERING TO IMPLEMENT A STRATEGY THAT PROTECTS ROOT STRUCTURE AND MINIMIZES THE TIME THAT ROOTS ARE OPEN TO THE AIR. ROOTS THAT ARE EXPOSED TO AIR MORE THAN 24 HOURS ARE RECOMMENDED TO BE COVERED WITH WET BURLAP AND KEPT MOIST UNTIL THEY CAN BE RECOVERED WITH SOIL IN THE WARM SEASON (MARCH – NOVEMBER).

CONSIDER PUNCHING HOLES IN THE VERTICAL WALL BELOW THE ROOT ZONE FOR THE SECTIONS OF WALL BELOW THE TOP SECTION OF WALL WHERE ROOTS ARE LOCATED, IF ALLOWABLE, PUNCH HOLES IN THE WALL INSTEAD OF REMOVING COMPLETELY. THEN REMOVE THE TOP 4 FEET COMPLETELY AS DESCRIBED IN THE STEPS ABOVE.

MONITOR

THE CONTRACTOR SHALL RETAIN THE ARBORIST TO MONITOR TREES AFTER DECOMMISSIONING IS COMPLETE FOR HEALTH AND STRUCTURE AT 3 MONTHS AND 1 YEAR FROM COMPLETION OF PROJECT. CHECK FOR ANY MOVEMENT IN TREES IMPACTED BY CONSTRUCTION ACTIVITIES AND PROVIDE RECOMMENDATIONS IN A BRIEF LETTER REPORT TO THE CITY OF BRADBURY IF ACTIONS ARE NEEDED.

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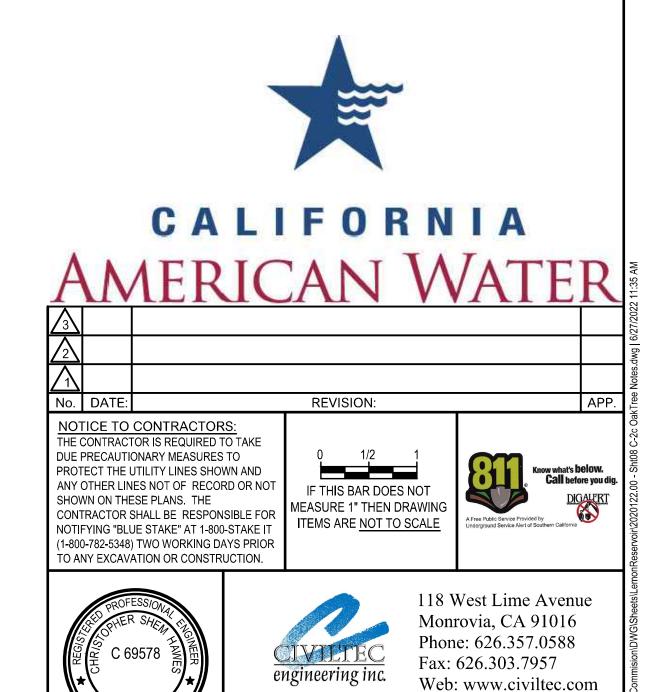
ISA CERTIEIEN ARRORIST WE4264A

ISA CERTIFIED ARBORIST WE4264A ISA TREE RISK ASSESSMENT QUALIFIED

MEMBER, AMERICAN SOCIETY OF CONSULTING ARBORISTS MEMBER, CALIFORNIA NATIVE PLANT SOCIETY

OAK TREE PROTECTION NOTES

- NO UTILITY OR EXCAVATION WORK SHALL BEGIN IN AREAS WHERE TREE PRESERVATION AND TREATMENT MEASURES HAVE NOT BEEN COMPLETED AND APPROVED. A PRE-CONSTRUCTION CONFERENCE WITH THE PROJECT ARBORIST TO REVIEW PROCEDURES FOR PROTECTION AND MANAGEMENT OF ALL SIGNIFICANT, HERITAGE OR MITIGATION TREES IS REQUIRED.
- 2. TREE PROTECTION FENCING SHALL BE REQUIRED. TREE PROTECTION FENCING SHALL BE INSTALLED, MAINTAINED AND REPAIRED BY THE CONTRACTOR DURING SITE CONSTRUCTION. DURING CONSTRUCTION ACTIVITY ON SITE, AT LEAST A 3-INCH LAYER OF COURSE MULCH SHALL BE PLACED AND MAINTAINED OVER ROOT PROTECTION ZONE. EXISTING FENCING SHALL BE MAINTAINED IN PLACE TO PROTECT TREES UNTIL MAJOR DEMOLITION AND GRADING IS COMPLETED.
- 3. THE CONTRACTOR SHALL AVOID CUTTING ROOTS LARGER THAN ONE-INCH DIAMETER WHEN EXCAVATING NEAR EXISTING TREES. EXCAVATIONS IN THE VICINITY OF TREES SHALL PROCEED WITH CAUTION. THE CONTRACTOR SHALL CONTACT THE CITY INSPECTOR FOR GUIDANCE.
- 4. EXPOSED ROOTS SHALL BE COVERED AT THE END OF WORK DAY USING TECHNIQUES SUCH AS COVERING WITH SOIL, MULCH OR WET BURLAP.
- 5. NO EQUIPMENT, VEHICLES OR MATERIALS SHALL BE OPERATED OR STORED WITHIN THE ROOT PROTECTION ZONE OF ANY TREE NEAR THE PROJECT. THE ROOT PROTECTION ZONE SHALL BE AN AREA DEFINED BY AN AVERAGE RADIUS EXTENDING OUTWARD FROM THE TRUNK OF THE TREE A DISTANCE OF ONE (1) LINEAR FOOT FOR EACH INCH DIAMETER BREAST HEIGHT (4.5') OF THE TREE. A 10-INCH DIAMETER TREE WILL HAVE A 10 FOOT RADIUS ROOT PROTECTION ZONE.
- 6. ANY TREE REMOVAL SHALL BE APPROVED BY THE CITY OF BRADBURY AND PROJECT
- 7. TREES WHICH ARE DAMAGED OR LOST DUE TO THE CONTRACTOR'S NEGLIGENCE DURING CONSTRUCTION SHALL BE MITIGATED TO THE CITY'S SATISFACTION.
- 8. TREES SHALL BE MAINTAINED IN A HEALTHY CONDITION FOR THE DURATION OF THE CONTRACT FOR THIS PROJECT. MAINTENANCE SHALL INCLUDE BUT IS NOT LIMITED TO: IRRIGATING, FERTILIZING, PRUNING AND OTHER MAINTENANCE AS NEEDED. PRUNING SHALL BE DONE BY A CERTIFIED ARBORIST WITH A CITY ISSUED TREE MAINTENANCE LICENSE UNDER DIRECTION OF THE CITY ARBORIST. IRRIGATION MAY BE PROVIDED BY TEMPORARY MEASURES SUCH AS DE-CONTAMINATED 55 GALLON DRUMS (5-6) PLACED WITHIN THE DRIP LINE OF EACH TREE AND FILLED TWICE A WEEK.
- 9. DEMOLITION SHALL BE DONE IN PHASES TO ENSURE THAT EXISTING TREES ARE PROTECTED. GRAVITY WALLS THAT CURRENTLY SUPPORT TREES SHALL NOT BE REMOVED UNTIL COMPETENT FILL IS SEQUENTIALLY BROUGHT TO ADEQUATELY SUPPORT EXISTING TREES DURING WALL REMOVAL.
- 10. TREE F10, F11, F17op, F2, F9, REQUIRE SPECIAL SHORING DURING DEMOLITION. GRAVITY WALL ALIGNMENTS UNDERNEATH THE CANOPY OF THE TREE SHALL BE CORED THROUGH IN 1' DIAMETER HOLES AT ROUTINE INTERVALS TO MAINTAIN SHORING OF THE TREE UNTIL COMPETENT FILL IS BROUGHT TO GRADE TO PROTECT THE TREE FROM FALLING. REFERENCE DRAWING L-1 FOR LIMIT OF TREE CANOPY.



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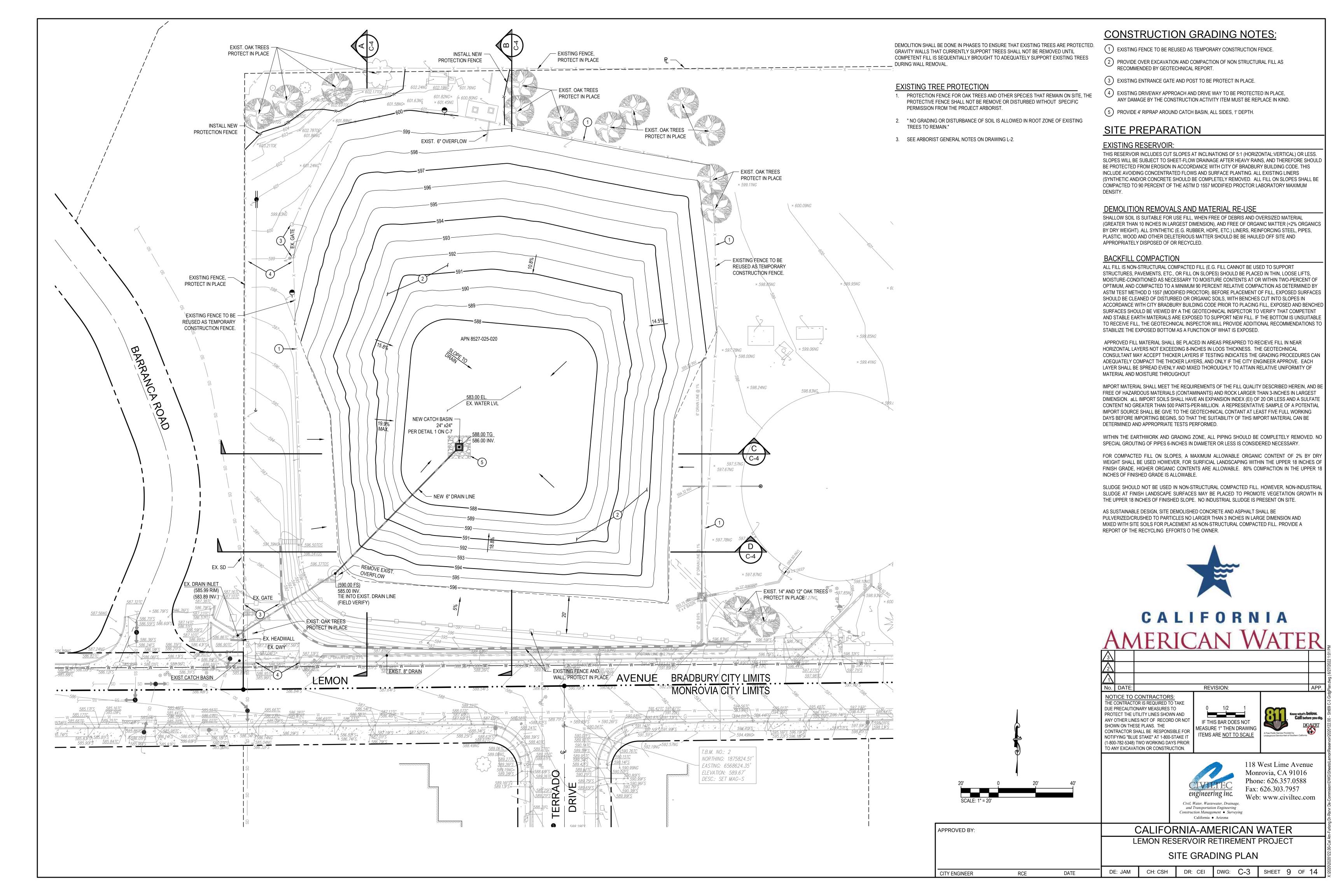
CALIFORNIA-AMERICAN WATER

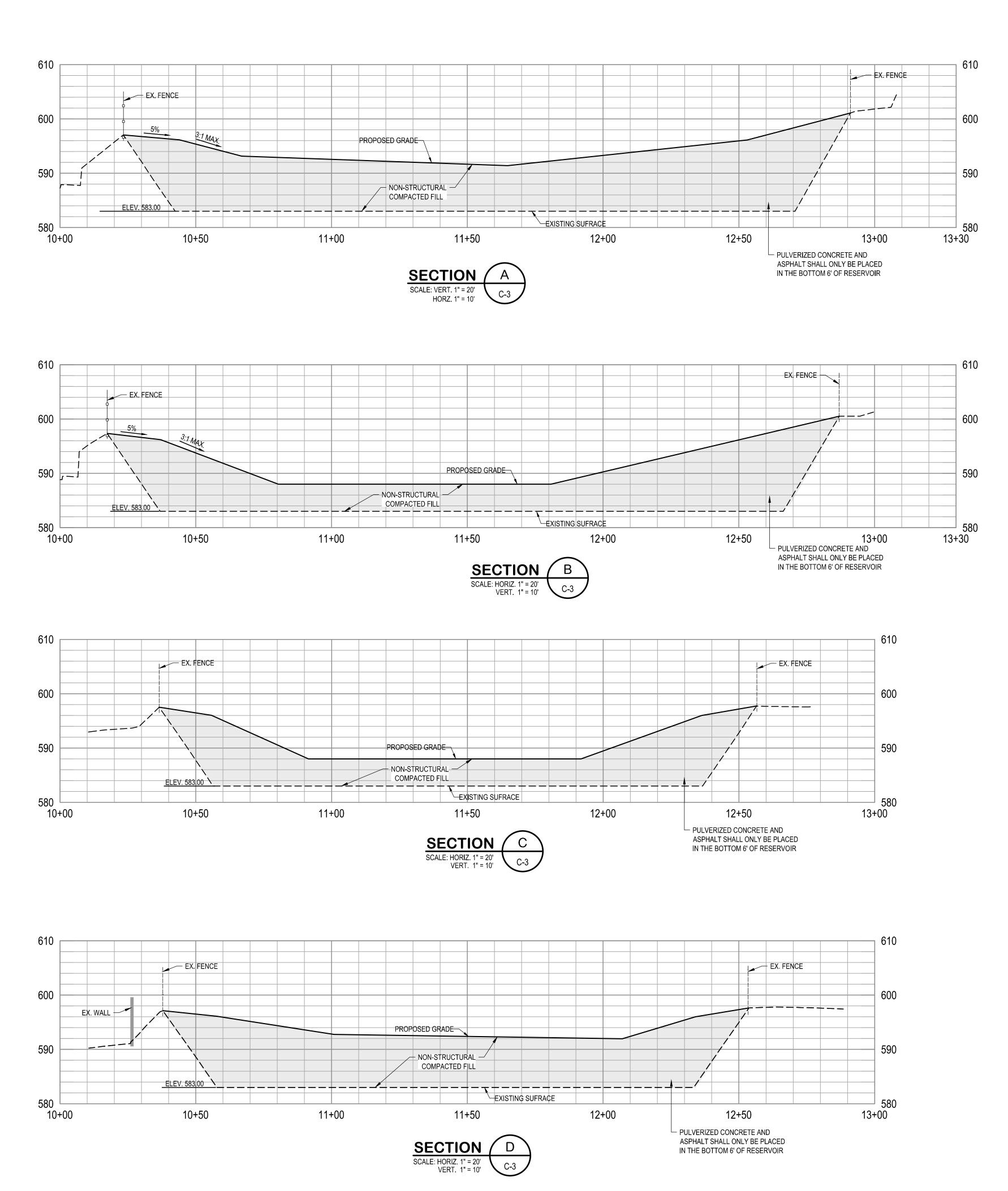
LEMON RESERVOIR RETIREMENT PROJECT

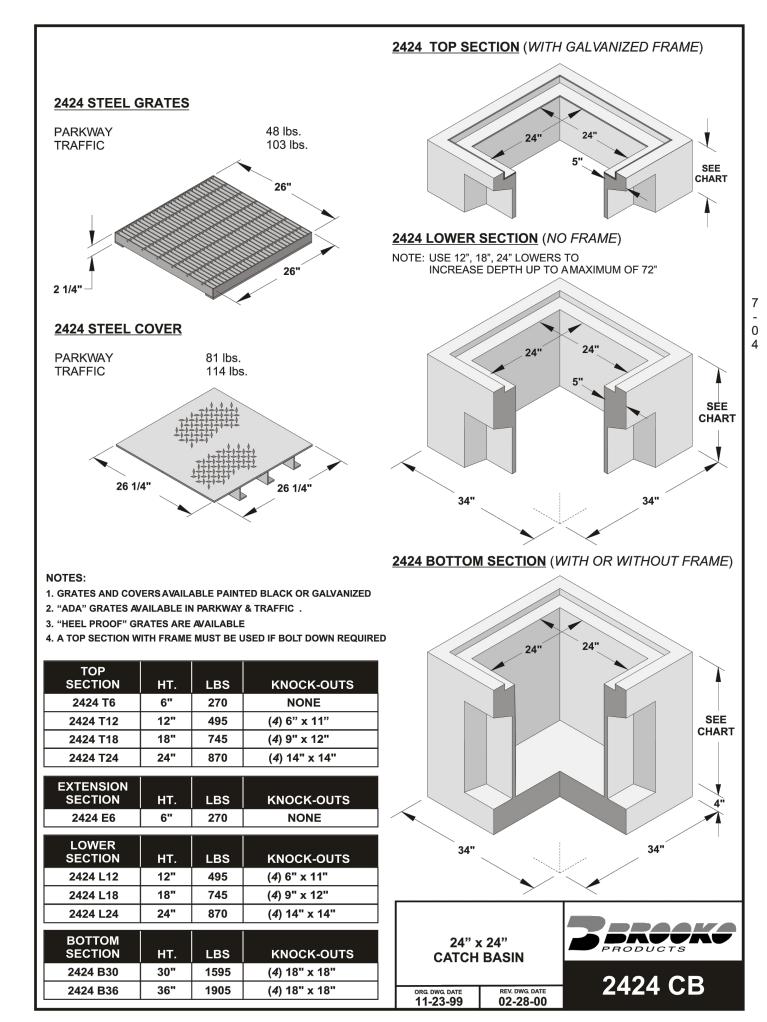
OAK TREES PRESERVATION GENERAL NOTES

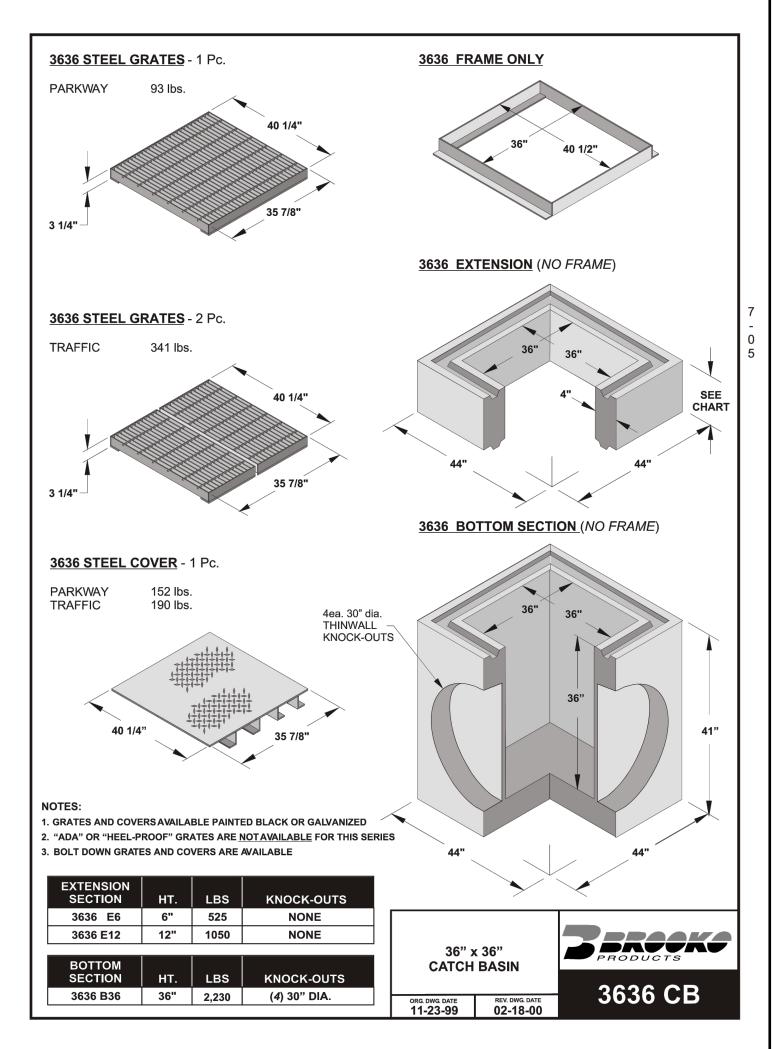
CITY ENGINEER RCE DATE

DE: JAM CH: CSH DR: CEI DWG: C-2c SHEET 8 OF 14







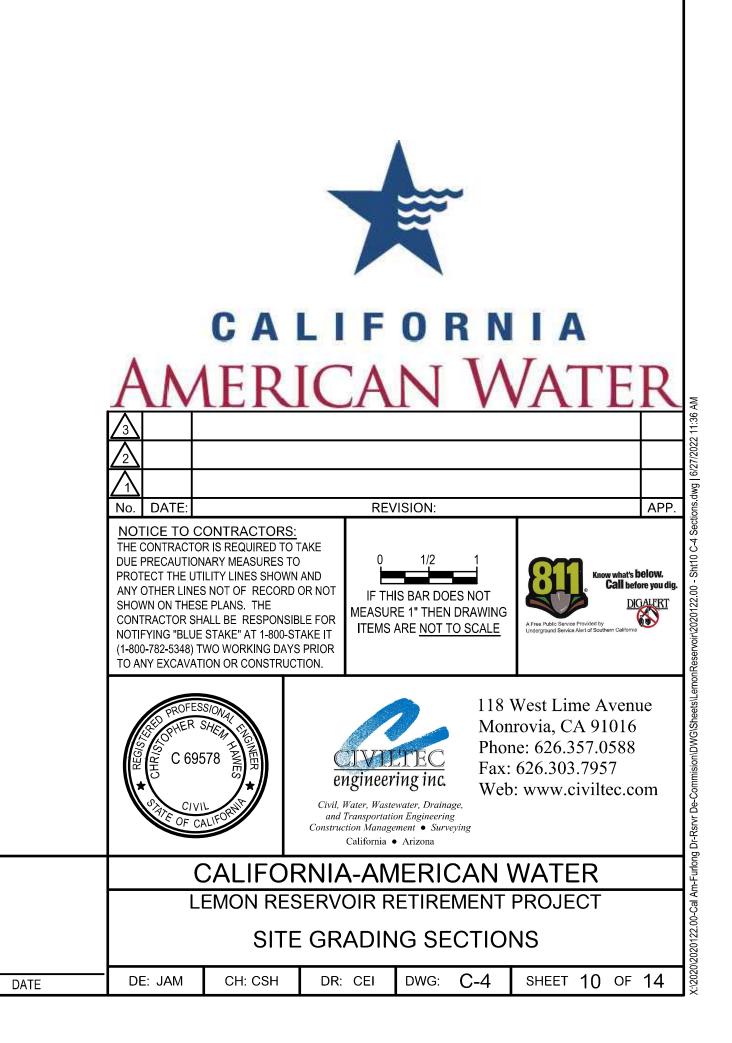


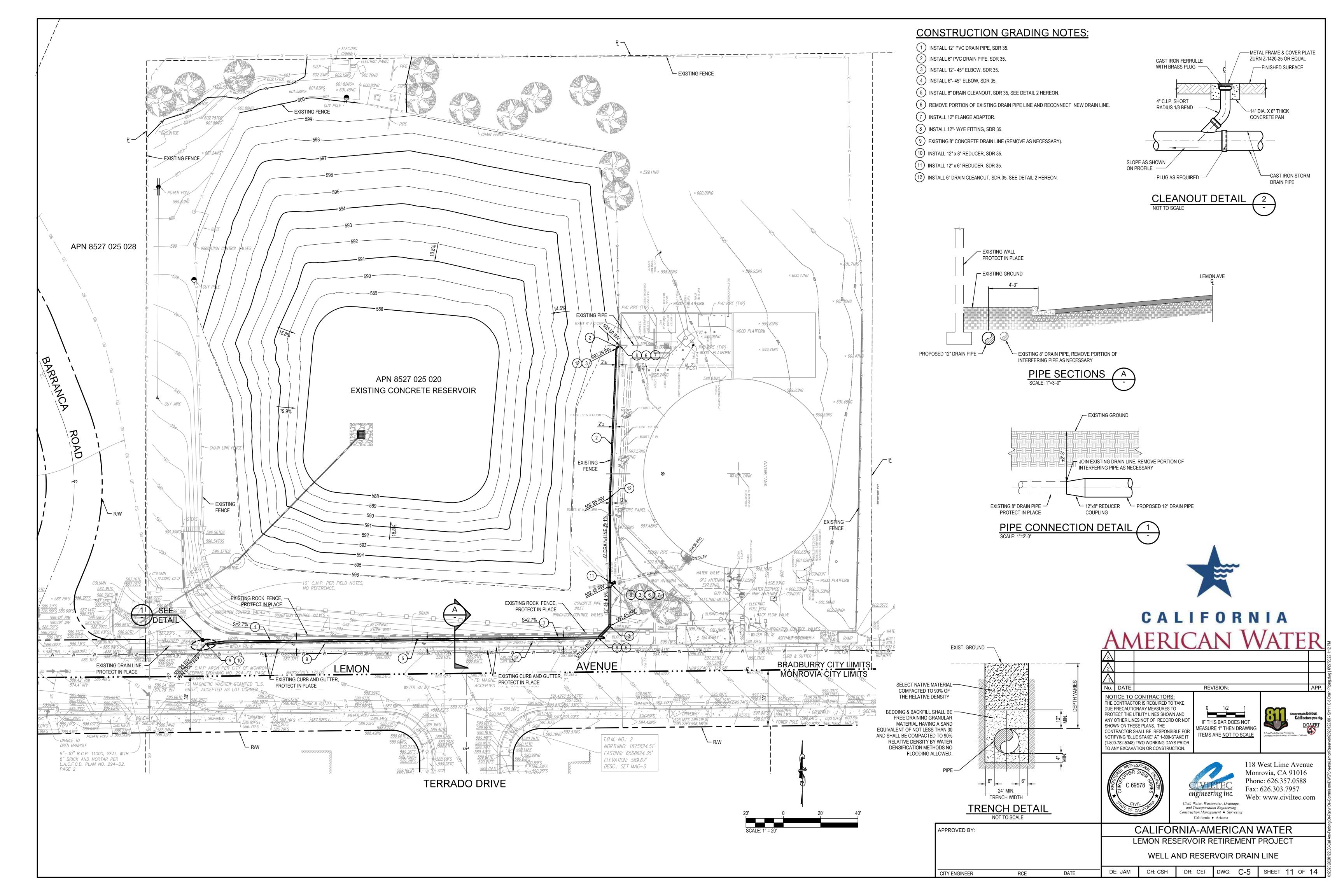


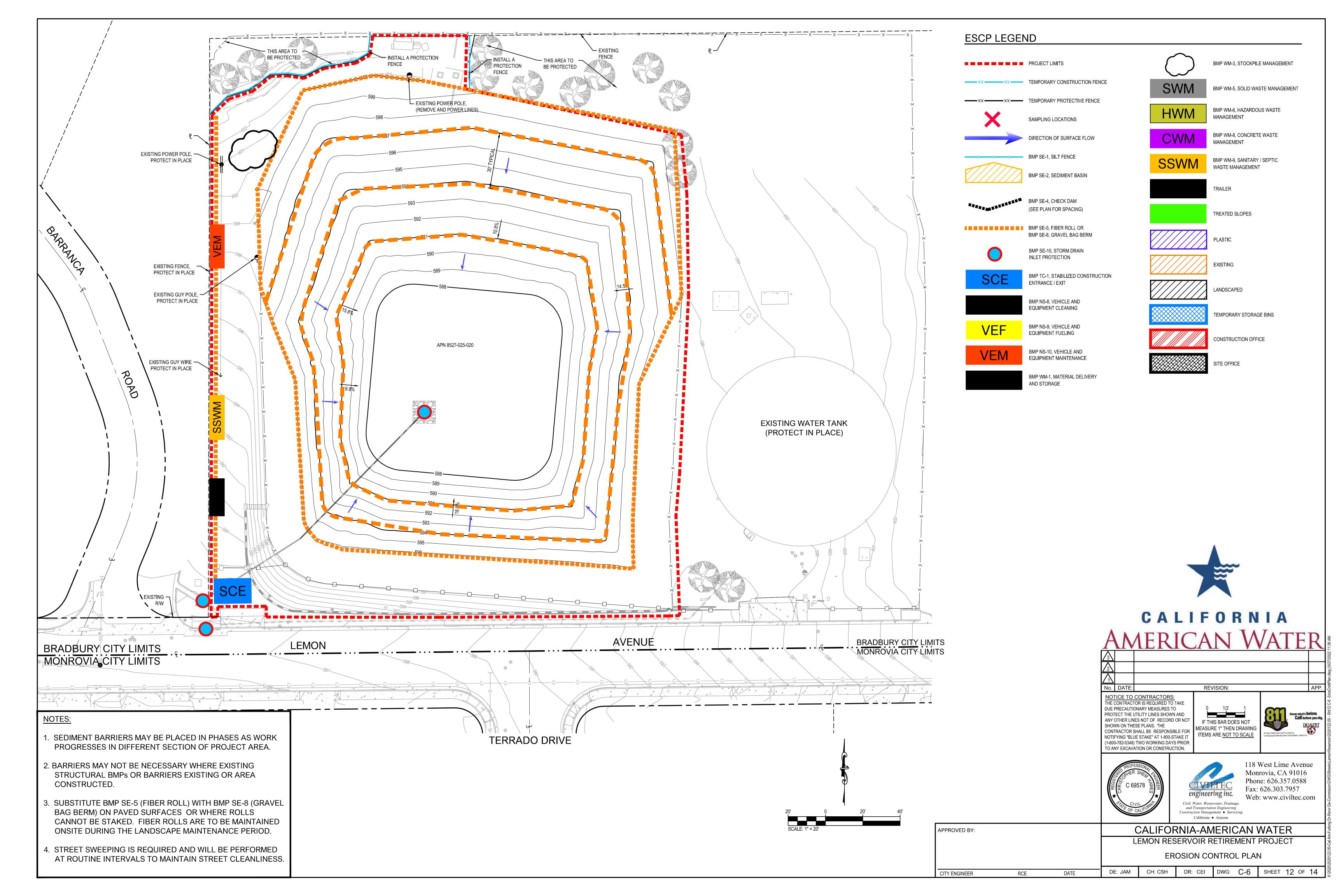
APPROVED BY:

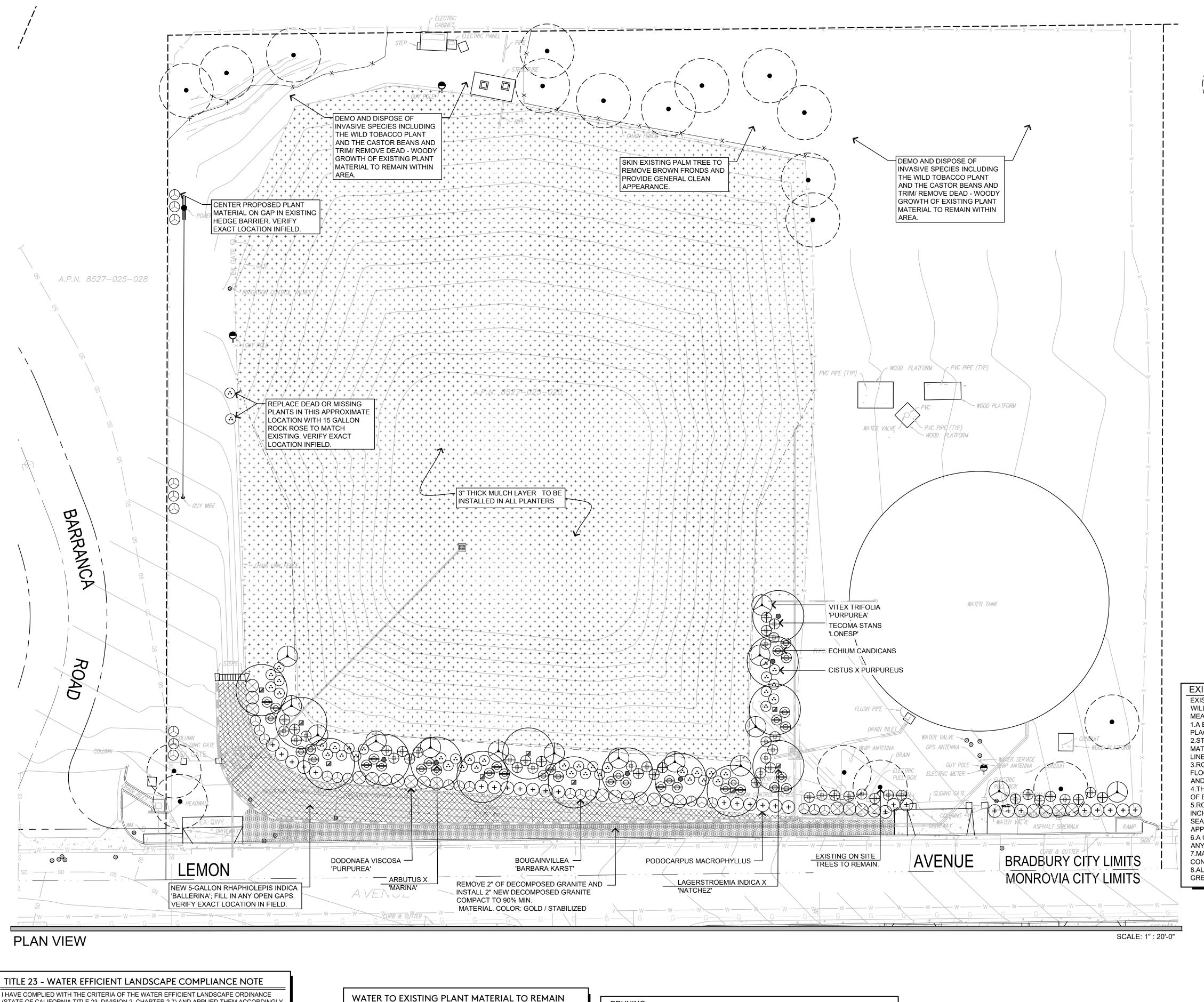
CITY ENGINEER

RCE









PLANTING LEGEND

	BOTANICAL NAME	COMMON NAME	SIZE	SPACING	QUANTITY	' REMARKS	WUCO. ZONE
TREES							
•)-	- EXISTING ON SITE TREES TO RE	MAIN.					
•		MARINA STRAWBERRY TREE	24" BOX	PER PLAN	+/- 6	STANDARDS MATCHED	LOW
SHRUBS	- LAGERSTROEMIA INDICA X 'NATCHEZ'	NATCHEZ CRAPE MYRTLE	24" BOX	PER PLAN	+/- 9	STANDARDS MATCHED	MED
<u>SHRUBS</u>	BOUGAINVILLEA 'BARBARA KARST'	BARBARA KARST BOUGAINVILLEA	5 GALLON	4' O.C.	+/- 27	TRIANGLE SPACING	LOW
· —	- CISTUS X PURPUREUS	PURPLE ROCK ROSE	5 GALLON	4' O.C.	+/- 27	TRIANGLE SPACING	LOW
$\stackrel{\circ}{\gg} - \!\!\!\!$	- DODONAEA VISCOSA	PURPLE HOPSEED BUSH	15 GALLON	5' O.C.	+/- 25	TRIANGLE SPACING	MED
<u> </u>	'PURPUREA' - ECHIUM CANDICANS	PRIDE OF MADEIRA	5 GALLON	4' O.C.	+/- 36	TRIANGLE SPACING	LOW
カーーーー							
→+→	- PODOCARPUS MACROPHYLLUS	YEW PODOCARPUS	15 GALLON	5' O.C.	+/-29	TRIANGLE SPACING	MED
$\overline{}$	PODOCARPUS MACROPHYLLUSTECOMA STANS 'LONESP'	YEW PODOCARPUS GOLD STAR ESPERANZA	15 GALLON 5 GALLON	5' O.C. 4' O.C.	+/-29 +/- 48	TRIANGLE SPACING TRIANGLE SPACING	

1. QUANTITIES SHOWN ARE APPROXIMATE, CONTRACTOR SHALL VERIFY COUNTAND ADJUST BASED ON ACTUAL FIELD

TEL: 951-667-6106

OR APPROVED EQUAL

CONDITIONS AND SIZE OF PLANTERS.

2. ALL PLANT MATERIAL SHALL BE REVIEWED AND APPROVED BY REP. AND LANDSCAPE ARCHITECT.

3. INSTALL 3" SHREDDED MULCH FOR ALL LANDSCAPE AREAS.

SCARIFY REMAINING AND INSTALL 2" NEW

DECOMPOSED GRANITE MATERIAL. COLOR:

LANDSCAPE CONSTRUCTION LEGEND

GOLD / STABILIZED

SYMBOL	MATERIAL	MANUFACTURER	SQ. FT.
+ + + + + + + + + + + + + + + + + + +	3" THICK MULCH LAYER TO BE INSTALLED IN ALL PLANTERS	AGROMIN TEL: 1.805.485.9200 OR APPROVED EQU	+/- 62,075 S.F. AL
%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%%	REMOVE 2" OF DECOMPOSED GRANITE,	GAIL MATERIALS	+/- 1,570 S.F.

EXISTING TREE PIP NOTES

EXISTING TREES TO REMAIN ON SITE WITHIN THE AREA OF WORK WILL BE PROTECTED IN PLACE. THE FOLLOWING PROTECTION MEASURES WILL BE PROVIDED:

1.A BRIGHT YELLOW OR ORANGE TEMPORARY FENCE WILL BE PLACED AROUND EXISTING TREES AT THE DRIP LINE. 2.STOCKPILING, TOPSOIL DISTURBANCE, VEHICLE USE, AND MATERIAL STORAGE OF ANY KIND IS PROHIBITED WITHIN THE DRIP

3.ROOT SYSTEMS OF EXISTING TREES WILL BE PROTECTED FROM FLOODING, EROSION, CHEMICAL SPILLS, AND EXCESSIVE WETTING AND DRYING DURING DEWATERING.

4.THE EXISTING GRADE WILL BE MAINTAINED WITHIN THE DRIP LINE OF EXISTING TREES.

5.ROOTS OF EXISTING TREES WILL BE CUT APPROXIMATELY 6 INCHES BACK FROM NEW CONSTRUCTION AND ALL CUTS WILL BE SEALED WITH WOOD PAINT AS MANUFACTURED BY FLINTKOTE OR APPROVED EQUAL.

6.A CERTIFIED CONSULTING ARBORIST SHALL OVERSEE PRUNING O ANY ROOTS 6-IN OR GREATER IN DIAMETER. 7.MAINTAIN AND DOCUMENT A TREE WATERING SCHEDULE DURING CONSTRUCTION.

8.ALL DAMAGED TREES WILL BE REPLACED WITH ONE OF EQUAL OR GREATER SIZE

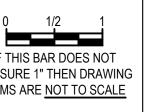


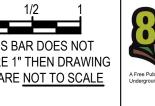
NOTICE TO CONTRACTORS: THE CONTRACTOR IS REQUIRED TO TAKE DUE PRECAUTIONARY MEASURES TO PROTECT THE UTILITY LINES SHOWN AND

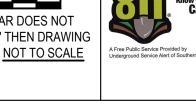
TO ANY EXCAVATION OR CONSTRUCTION.

SHOWN ON THESE PLANS. THE

ANY OTHER LINES NOT OF RECORD OR NOT IF THIS BAR DOES NOT MEASURE 1" THEN DRAWING CONTRACTOR SHALL BE RESPONSIBLE FOR ITEMS ARE NOT TO SCALE NOTIFYING "BLUE STAKE" AT 1-800-STAKE IT (1-800-782-5348) TWO WORKING DAYS PRIOR











118 West Lime Avenue Monrovia, CA 91016 hone: 626.357.0588 Fax: 626.303.7957 Web: www.civiltec.com

Construction Management • Surveying California • Arizona

CALIFORNIA-AMERICAN WATER LEMON RESERVOIR RETIREMENT PROJECT PRELIMINARY LANDSCAPE PLANTING PLAN

DE: BPA | CH: BPA | DR: BPA | DWG: LP.1

Signature

01/31/2023 Renewal Date

PRUNING OR TOPPING OF TREES IS NOT PERMITTED.

ALL PRUNING SHALL COMPLY WITH THE STANDARDS OF THE AMERICAN

NATIONAL STANDARDS INSTITUTE (ANSI) FOR TREE CARE OPERATIONS AND THE

INTERNATIONAL SOCIETY OF ARBORICULTURE (ISA) FOR TREE PRUNING. SEVERE

AGRONOMIC SOILS REPORT REQUIREMENT

NECESSARY AT THEIR EXPENSE.

EXISTING IRRIGATION SHALL NOT BE SHUT OFF TO EXISTING PLANT

MATERIAL TO REMAIN FOR A PERIOD 48 HOURS OR MORE. IN THE

EVENT WATER MUST REMAIN OFF, CONTRACTOR SHALL BE

RESPONSIBLE FOR HAND WATERING MATERIAL BY ANY MEANS

(STATE OF CALIFORNIA TITLE 23, DIVISION 2, CHAPTER 2.7) AND APPLIED THEM ACCORDINGLY

IT IS THE INTENT TO PROVIDE AN IRRIGATION DESIGN UTILIZING DRIP IRRIGATION SYSTEM FOR

SMART CONTROLLER WITH ONSITE WEATHER SENSOR AND REMOTE OPERATION THROUGH TH

INTERNET FROM CENTRAL LOCATION. CONTROLLER SHALL BE A TYPE WHICH AUTOMATICALLY

ADJUSTS RUNTIMES AND FREQUENCIES BASED, NOT ONLY ON HISTORICAL ET, BUT ACTUAL

THE ENTIRE SITE BURIED A CONSTANT 4" BELOW FINISH GRADE AND STAPLED DOWN @ 5' INTERVALS FOR ADDED PROTECTION. THE IRRIGATION SYSTEM SHALL BE CONTROLLED BY A

FOR THE EFFICIENT USE OF LANDSCAPE DESIGN PLAN.

LANDSCAPE IRRIGATION INTENT:

ONSITE WEATHER CONDITIONS.

BRANDON PETRUNIO,

RLA 5894:

AFTER MAJOR GRADING OPERATIONS ARE COMPLETED, CONTRACTOR SHALL OBTAIN SOIL SAMPLES FROM MIN 6" DEPTH AND SUBMIT TO AN APPROVED LABORATORY FOR ANALYSIS AND RECOMMENDATIONS. OBTAIN A MINIMUM OF 1 SAMPLE PER ACRE AND 1 SAMPLE AFTER IMPLEMENTATION OF FIRST REPORT FOR VERIFICATION SOIL MEETS SOILS LAB STANDARDS. REPORTS MUST BE SUBMITTED TO LANDSCAPE ARCHITECT, CITY AND OWNERS REP. FOR REVIEW AND APPROVAL.

SOIL SAMPLE

PRUNING

CONTRACTOR SHALL BE RESPONSIBLE TO TAKE SOIL SAMPLES OF EVERY LOAD OF IMPORTED SOIL TO SITE TO VERIFY SOIL CONDITION SCALE: 1": 20'-0" **GRAPHIC SCALE**

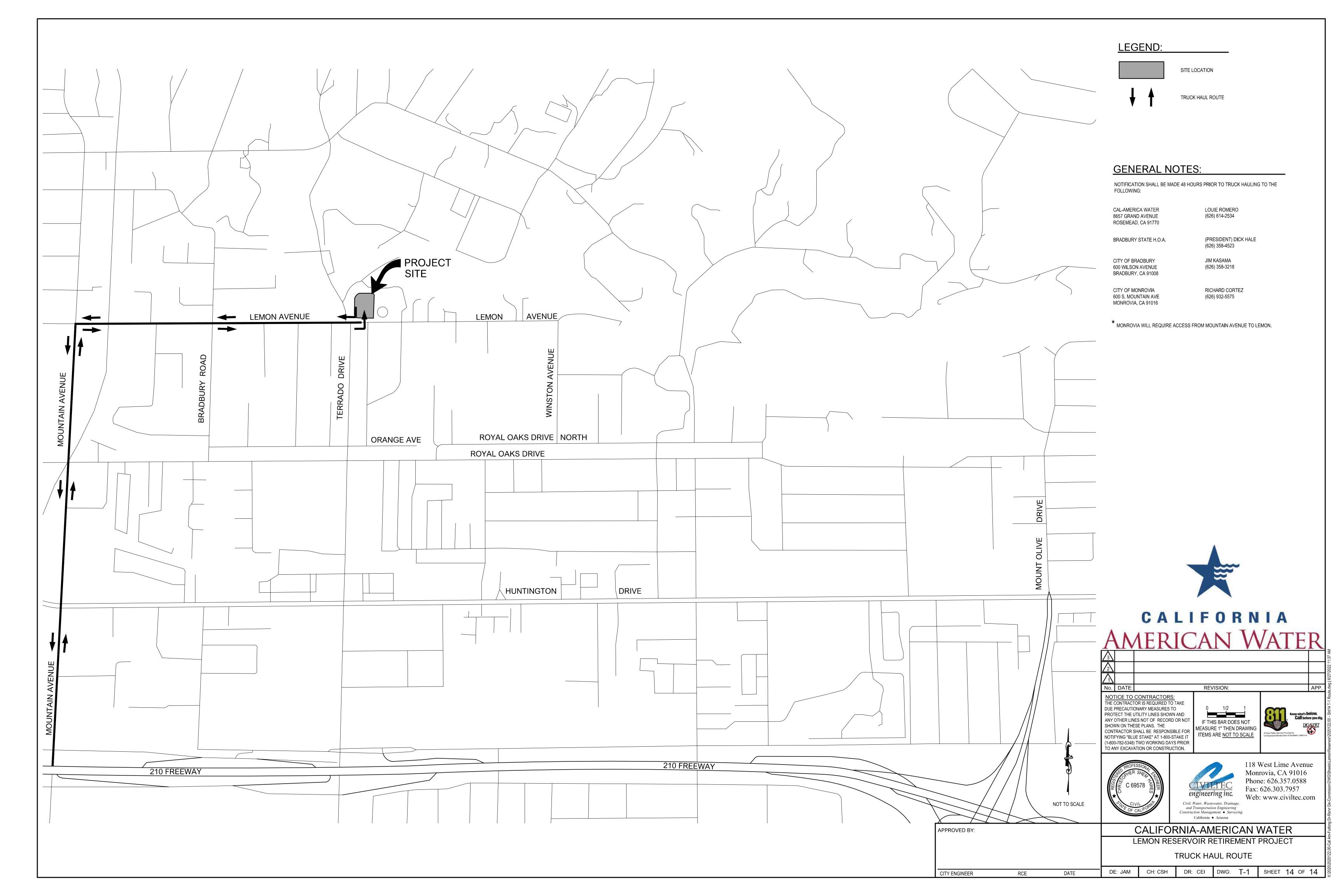
LANDSCAPE ARCHITECT:

LANDSCAPE ARCHITECTS

BRANDON PETRUNIO & ASSOCIATES, INC.

Design Studio: 301 N. San Dimas Ave., San Dimas, CA. 91773 Corp Office: 15699 Cherry Leaf Lane, Fontana, CA. 92336 T: (424) 235-8940, M: (951) 312-9943, E: brandon@bpalas.com

SHEET 13 OF 14



The Lemon Avenue Reservoir is zoned OS – Open Space. Here is the Bradbury Municipal Code dealing with such zoning:

Sec. 9.76.010. - Purpose of chapter.

Certain areas of the City are so located, configured, or possessed of such geologic features that the residential or other structural use thereof may endanger the health, safety and welfare of the residents of the City, or such areas are necessary for the preservation of natural resources within the community, and for said reasons these areas are classified herein as open space use, known and designated as Zone OS.

Sec. 9.76.020. - Permitted uses.

The following uses shall be permitted uses within the OS zone:

(1) Propagation nurseries and horticultural uses, provided that no dwellings, either temporary or permanent, be permitted in relation thereto, nor any on-premises sales or advertising.

Sec. 9.76.030. - Conditional uses.

The following public and private uses may be permitted within the OS zone only if the location and development are approved by the City as a conditional use pursuant to the provisions of Chapter 49 of this title:

- (1) Flood control channels, spreading grounds, settling basins, freeways, and parkways.
- (2) Parks, playgrounds, wildlife preserves, recreation areas, and such non-occupied buildings and structures as are accessory thereto.
- (3) Water wells, reservoirs, tanks, dams, treatment plants, gauging stations, pumping stations, and any use normal and appurtenant to the obtainment, storage and distribution of water.
- (4) Electric transmission substations, electric distribution stations, communications equipment building, microwave radio and telephone transmission facilities uses in the operation of public utility functions.

Sec. 9.76.040. - Uses expressly <u>prohibited</u>. The following uses are expressly prohibited within the OS zone:

- (1) Residential uses.
- (2) Commercial uses other than those regulated and under the regulation of the parks and/or City, County or State recreational agency.
- (3) Industrial uses.
- (4) Other uses. Any use not expressly permitted in <u>Section 9.76.020</u> or <u>9.76.030</u>.

Sec. 9.76.050. - Development standards.

All property in the OS zone shall be developed in accordance with the requirements specified in any conditional use permit granted therefor pursuant to <u>Chapter 49</u> of this title and according to the following standards:

- (1) Lot area. No limitation.
- (2) Lot dimension. No requirements.
- (3) Yards. Yards may be established by the Planning Commission pursuant to the conditions of approval that may be imposed as part of the project architectural review.
- (4) Population density. No dwelling units are permitted in this zone.
- (5) Lot coverage. No structures permitted except for accessory buildings or structures related to public, park and recreational facilities. In no case shall building coverage exceed ten percent of the total lot area.
- (6) Building height. No building or structure erected in this zone shall have a height greater than 18 feet.

INTEROFFICE MEMORANDUM

TO: CITY COUNCIL

FROM:

CLAUDIA SALDANA, CITY CLERK

SUBJECT: PRESENTATION BY SOUTHERN CALIFORNIA EDISON

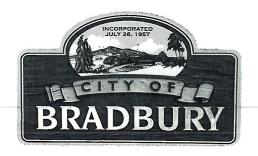
DATE:

8/16/22

CC:

CITY MANAGER, CITY ATTORNEY

THERE IS NO AGENDA MEMO FOR AGENDA ITEM #4 - PRESENTATION BY SOUTHERN CALIFORNIA EDISON ON WILDFIRE MITIGATION EFFORTS.



Bruce Lathrop, Mayor (District 4) Richard Barakat, Mayor Pro Tem (District 3)

Richard T. Hale, Council Member (District 1)

Monte Lewis, Council Member (District 2)

Elizabeth Bruny, Council Member (District 5)

City of Bradbury Agenda Memo

TO:

Honorable Mayor and Members of the City Council

FROM:

Kevin Kearney, City Manager

DATE:

August 16, 2022

SUBJECT:

DISCUSSION ON THE ANNEXATION OF THE ROYAL OAKS

RETIREMENT COMMUNITY

ATTACHMENTS: 1) LA County's GIS Assessor's Map

2) LA County's Assessor's Map

3) LA County's Assessor's Parcel Detail

4) Google Maps Aerial Map

5) Current District Map w/ District Populations 6) Draft/Outdated 'Wrap Around' District Map

7) State Elections Code: 21600-21609

SUMMARY

The City redistricted in 2021. As part of the process, the City Council directed Staff to annex a portion of Royal Oaks Drive North, directly below the Retirement Community, which was found to be in Los Angeles County territory. Such an annexation would ensure that Bradbury's District 3 meets regulations regarding district contiguousness. Staff recently learned that a City of Duarte Councilmember(s) desire to annex the Retirement Community, which would affect Bradbury's current District map and annexation efforts of Royal Oaks Drive North.

This item reviews the background on the 2021 redistricting, the efforts to annex a portion of Royal Oaks Drive North, and presents options for the City Council to explore if the City of Duarte were to annex the Retirement Community. It is recommended that the City Council direct Staff on how to proceed.

BACKGROUND

Every ten (10) years, local governments use new census data to redraw their district lines to reflect how local populations have changed. Districts must be redrawn every ten (10) years so that each district is substantially equal in population. This process ensures that every city councilmember represents about the same number of constituents.

To the extent practicable, district lines shall be adopted using the following criteria: (1) geographically contiguous districts (each city council district should share a common border with the next), (2) the geographic integrity of local neighborhoods or communities shall be respected in a manner that minimizes its division, (3) geographic integrity of a city shall be respected in a manner that minimizes its division, (4) easily identifiable boundaries that follow natural or artificial barriers, and (5) lines shall be drawn to encourage geographic compactness. In addition, boundaries shall not be drawn for purposes of favoring or discriminating against a political party.

The City of Bradbury first started the process of redistricting in July 2021 and retained the services of Bear Demographics & Research to assist in navigating through the myriad of State and Federal laws and regulations. This includes Elections Code § 21000 & 21600, Federal Voting Rights Act of 1965, AB 849 & AB 1276 (Fair Maps Act), SB 443, among others.

During the redistricting process, it was discovered that the entire length of Royal Oaks Drive North was not entirely in the City of Bradbury. The portion of the road and trail directly south of the Royal Oaks Retirement Community was actually in Los Angeles County territory, even though the City of Bradbury had been maintaining the road and trail for years. This issue ended up presenting challenges to ensure that District 3 (Barakat) was contiguous. California State Elections Code 21601(c)(1) states that "To the extend practical, council districts shall be geographically contiguous...Areas that are not separated by water and not corrected by a bridge, tunnel, or regular ferry service are not contiguous." In Bradbury's case, the Retirement Community acts as the body of water, and the road/trail acts as the bridge allowing contiguousness.

Staff presented various maps to make District 3 contiguous during the redistricting process, but the City Council ended up adopting a noncontiguous map through Ordinance No. 378. The adopted map showed the County portion of Royal Oaks Drive North road as Bradbury, which connects District 3. After adoption, the City Council directed Staff to work with the Los Angeles Agency Formation Commission (LAFCO) to expeditiously annex the County portion of Royal Oaks Drive North, which would make the adopted redistricting map compliant pursuant to the State Elections Code.

Ordinance No. 378 was adopted by the City Council on December 7, 2021. Since that time, Staff has been working with LAFCO on the annexation of the Royal Oaks Drive North section directly south of the Royal Oaks Retirement Community. Engineering plans

were submitted into LAFCO and both LAFCO and the City were working with the County to facilitate the annexation, which was anticipated to be eventually approved.

Staff was recently contacted by LAFCO, as they were contacted by City of Duarte Councilmember(s) inquiring about annexing the Royal Oaks Retirement Community. The justification was that the Retirement Community has remained in County territory for some time, the County area borders Duarte which could technically make an annexation possible, and the Retirement Community welcomes a city annexation. The problem with a Duarte annexation is that Duarte would need to also annex the trail and road directly south of the Retirement Community, which would make Bradbury's district map noncompliant since District 3 would be noncontiguous.

ANALYSIS

Since the incorporation of Bradbury in 1957, it is Staff's understanding that the Retirement Community has always been in unincorporated Los Angeles County. The Retirement Community has a lot size of approximately 17.71+/- acres and the County assessors map shows the property divided into three (3) legal lot lines (pursuant to the Subdivision Map Act).

The following are current resident estimates at the Retirement Community compared to Bradbury:

Population: Retirement Community 260
Bradbury 925

Registered Voters: Retirement Community 199

Bradbury 650

Staff has met with the Retirement Community's Executive Director recently to better understand the Community and their desire for annexation. Their reasons for desiring an annexation are the following:

- 1. **Minimum Wage**. The minimum wage in cities is different than unincorporated County. For example, Bradbury goes by the State's minimum wage, which is \$15 an hour. Unincorporated LA County's minimum wage is \$15.96.
- 2. **Debt Restructuring**. As a non-profit, the Retirement Community periodically participates in a Tax Equity and Fiscal Responsibility Act (TEFRA) hearing. The TEFRA hearings provide the public with an opportunity to comment on the use of tax-exempt bond proceeds by the specific borrowing institution to finance their capital needs. The Executive Director mentioned that these TEFRA hearings require coordination with municipalities, and trying to schedule with the County present timing issues, which affects interest rates.
- Permitting. The Retirement Community feels that planning approvals and permitting would be easier, quicker and more streamlined if through a city as opposed to the County.

4. **Resident Engagement**. An annexation with a city would make the residents of the Retirement Community feel more connected to a local government.

There are a few options the City Council can explore in response to a potential City of Duarte annexation of the Retirement Community:

1. The City of Bradbury could annex the Retirement Community. This would resolve any noncontiguous district issues. The Retirement Community is listed in Bradbury's General Plan as being within the City's 'Sphere of Influence' which would likely give Bradbury priority over Duarte in annexing the area. Consideration would need to be given to the sizable population and number of registered voters compared to those already in Bradbury. However, a Bradbury annexation would strengthen local control over the area in regards to planning, building, code enforcement, etc.

Should the City Council desire to annex the Retirement Community, California Elections Code 21603 allows the City to redistrict entirely if the territory being annexed is greater than 25 percent of the City's population. Initial estimates suggest that the annexation would increase the City's population by 28 percent. The same section also allows the City to consolidate the area into the nearest existing council district. A consolidation into District 3 would resolve any noncontiguous issues; yet, Districts 1 and 2 are additionally adjacent to the Retirement Community if the City desires another course of action.

- 2. The City of Duarte could annex the majority of the Retirement Community and Bradbury could annex a side and/or northern most section. This would allow for the ability to maintain a contiguous District 3 while not including the Retirement Community's population into the City of Bradbury. This option would require additional research on adjusting the three (3) lot lines that currently exist. An anticipated issue would be that the portion of Royal Oaks Drive North road, just directly south of the Retirement Community, would also be annexed in the City of Duarte. This option might include an agreement between Bradbury and Duarte that outlines how the road and trail would be maintained.
- 3. The City of Duarte could annex the entire Retirement Community. To maintain a contiguous District 3, the District could include a portion of road on Woodlyn Lane, a small portion of the road on Deodar Lane, and 682 Deodar Lane. Essentially, District 3 would 'wrap around' the eastern, northern, and western sides of the Retirement Community. Bradbury Staff considered this option during the 2021 redistricting and the 'wrap around' would look comparable to Attachment #6.
- 4. The City of Bradbury could continue with its current annexation plan through LAFCO since an application is already pending. This may require Bradbury to aggressively pursue the application during its process and during LAFCO public hearings. It is currently unknown on the application's level of success if Duarte decides to either challenge it or propose their own annexation plans.

FINANCIAL ANALYSIS

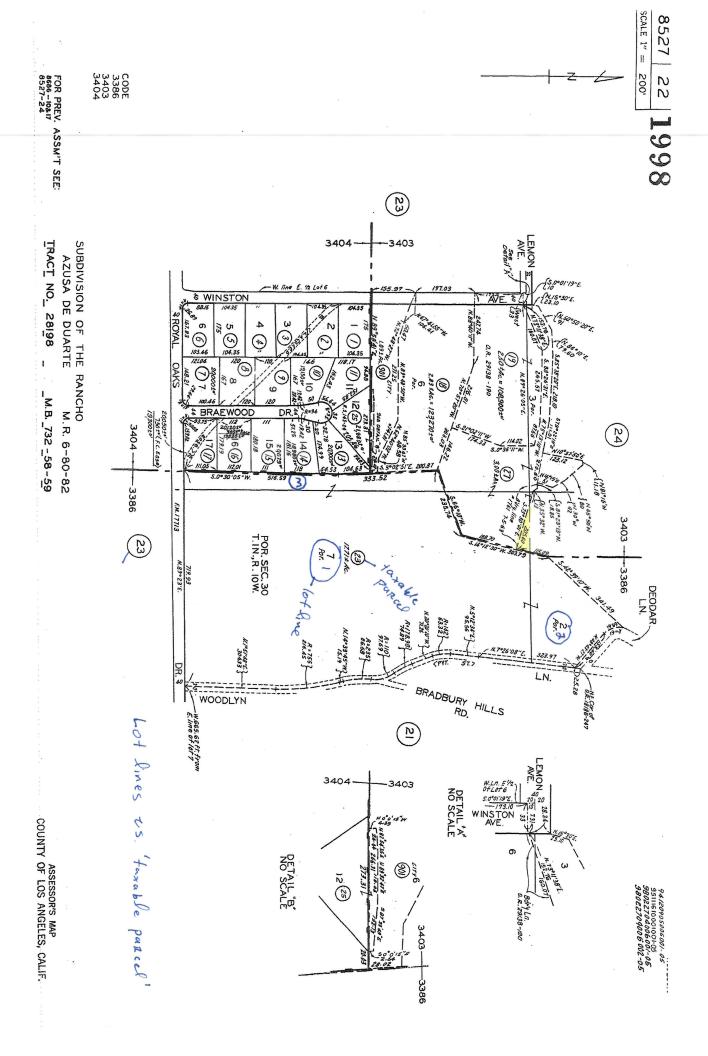
A Bradbury annexation of the Retirement Community is unlikely to produce significant property tax revenue since the property is a non-profit organization. After credits for the claimed non-profit exemption, initial estimates assume City property tax revenues to be approximately \$500 a year. There could be additional future revenue sources for services through planning reviews and building permits, but the amount is currently unknown. The Retirement Community pulls building permits from time-to-time for repairs, but there are no anticipated upcoming major projects or expansions.

Operationally, City Hall would perform an informal workload assessment to determine any impacts on staffing. There's an expectation that the City Planner would need to rezone and potentially make general plan amendments in response to an annexation and/or any lot line adjustments. From a building perspective, there may be additional qualifications or skillsets needed for inspections at a retirement community compared the City's standard residential dwellings. More generally, there's anticipation of increased complaints, front counter traffic, and code enforcement call-outs. More research would be needed to better understand these workloads.

Staff has entered into an informal contract with Bear Demographics and Research, Inc. for a not-to-exceed \$2,500 to provide initial consulting services on an hourly basis to advise Staff on a potential annexation and/or redistricting. Depending on how the annexation proceeds, there could be additional expenses covered under this informal contract. If expenses are anticipated to exceed the informal contract amount, Staff will bring the contract and expense for City Council review and approval.

RECOMMENDATION

This item reviews the background on the 2021 redistricting, the efforts to annex a portion of Royal Oaks Drive North, and presents options for the City Council to explore if the City of Duarte were to annex the Retirement Community. It is recommended that the City Council direct Staff on how to proceed.



Summary

AIN: 8527-022-023 4

Situs Address:

1763 ROYAL OAKS DR DUARTE CA 91010-1970

Use Type:

Institutional

Parcel Type:

Regular Fee Parcel

Tax Rate Area:

03386

Parcel Status:

ACTIVE

Create Date:

Delete Date: Tax Status:

CURRENT

Year Defaulted:

Exemption:

Welfare

Building (0110) & Land Overview

Design Type:

7500

Quality Class:

CX

of Units: Beds/Baths: 159

Building SqFt:

99/99 135,617

Year Built: Effective Year: 1959 1959

Land SqFt:

792,225

(https://maps.assessor.lacounty.gov/GeoCortex/Essentials/PAIS/REST/sites/PAIS/VirtualDirectory/AssessorMaps/ViewMap.html?val=8527-022)

Parcel Map (https://maps.assessor.lacounty.gov/GeoCortex/Essentials/PAIS/REST/sites/PAIS/VirtualDirectory/AssessorMaps/ViewMap.html?val=8527-022) / Map Index (https://maps.assessor.lacounty.gov/GeoCortex/Essentials/PAIS/REST/sites/PAIS/VirtualDirectory/AssessorMaps/ViewMap.html?val=8527-NDX)

1978 Base Value	Year	RC	2021 Current Roll	2022 Roll Preparation	
475,000	\$ 1978	L	842,325	859,171 \$	\$
16,888,382	\$ 2001	L	26,893,375	27,431,242 \$	\$
17.363.382	\$		27,735,700	28,290,413 \$	\$

Assessor's Responsible Division

District:

Hall of Administration

Region:

28

Cluster: 28741 HOSP - CONV-ASST

Hall of Administration (https://maps.google.com/?q=500+W.+Temple+St.+Room+180+Los+Angeles%2C+CA+90012-2770) ♥ 500 W. Temple St. Room 180 Los Angeles, CA 90012-2770

Phone: (213) 974-3108 Toll Free: 1 (888) 807-2111

M-F 7:30 am to 5:00 pm



, N









❤ Building and Land Characteristics

Land Information

Use Code = 7500 (Institutional)

Total SqFt (GIS): Total SqFt (PDB): 792,225 771,840

Usable SqFt: 771,448

Acres: Land W' x D':

720 x 1,072

Sewers: Flight Path: X-Traffic: Yes No No

Freeway:

No No

Corner Lot: Golf Front: Horse Lot:

View:

No No None Zoning:

(Refer Issuing Agency)

Code Split: Impairment: No None

Situs Address:

1763 ROYAL OAKS DR DUARTE CA 91010-1970

Legal Description (for assessment purposes):

SUB OF THE RANCHO AZUSA DE DUARTE LOT ON N LINE OF ROYAL OAKS DR (PER FM 17713) COM W THEREON 665.62 FT FROM E LINE OF LOT 7 IN SEC 30 T 1N R 10W TH W ON SD N LINE 719.93 FT TH N 0¢30'05" E 516.54 FT TH N 3¢02'51" W 333.52 FT TH N 66¢10' E 235.74 FT TH N 14¢12'30" E 303.79 FT TH N 42¢39'10" E 341.49 FT TH SE ON A CURVE CONCAVE TO NE (R=61 FT) 69.61 FT TH S 48¢43'21" E 155.4 FT TH S 7¢26'08" W 323.97 FT TH S 5¢12'34" W 95.56 FT TH S ON A CURVE CONCAVE TO E (R=142 FT) 63.32 FT TH S 20¢20'20" E 71.26 FT TH SE ON A CURVE CONCAVE TO NE (R=178.98 FT) 74.89 FT TH SE ON A CURVE CONCAVE TO SW (R=110 FT) 97.69 FT TH S ON A CURVE CONCAVE TO E (R=235 FT) 86.68 FT TH S 14¢33'45" E 15.19 FT TH SE ON A CURVE CONCAVE TO SW (R=755 FT) 216.45 FT TH S 1¢51'48" W 304.33 FT TO BEG PART OF LOTS 2, 6 AND 7 IN SEC 30 T 1N R 10W

Use Code: 7500 (Institutional)

7 = Institutional

5 = Homes for Aged and Others

0 = Unused or Unknown Code (No Meaning)

0 = One Story

Building Information

SUBPART: Design Type: 0110 7500

Quality Class:

CX

of Units: Beds/Baths: **Building SqFt:** 159 99/99 135,617

Year Built: **Effective Year:** 1959

1959 UC55 / / 0 Depreciation:

RCN Other: **RCN Other Trended:** \$ 1

Year Change:

\$ 1 2003

Design Type: 7500 7 = Institutional

5 = Home for Aged and Others

0 = Unused or Unknown Code (No Meaning)

0 = Unused or Unknown Code (No Meaning)

SUBPART: Design Type: 0210 7500 DX

Quality Class: # of Units:

60

Beds/Baths: **Building SqFt:**

60/60 49,995

Year Built: **Effective Year:** Depreciation:

1991 1991 UC55 / / 0

RCN Other: RCN Other Trended: \$ 70,030 \$ 144,752

Year Change:

1992

Design Type: 7500 7 = Institutional

5 = Home for Aged and Others

0 = Unused or Unknown Code (No Meaning) 0 = Unused or Unknown Code (No Meaning)

SUBPART: Design Type: 0310 7500

Quality Class:

CX

7/20/22, 3:46 PM

of Units:

2

Beds/Baths: **Building SqFt:** 1/2 2,100

Year Built: Effective Year: 1971 1971

Depreciation:

UC55 / / 0

RCN Other: RCN Other Trended: \$ 1 \$9

Year Change:

1972

Design Type: 7500

7 = Institutional

5 = Home for Aged and Others

0 = Unused or Unknown Code (No Meaning)

0 = Unused or Unknown Code (No Meaning)

SUBPART:

0410

Design Type:

7500

Quality Class:

D75

of Units:

Beds/Baths:

12/12

Building SqFt:

9,363

Year Built: Effective Year:

2002 2002

Depreciation:

UC55 / / 0

RCN Other:

\$ 63,120

RCN Other Trended:

\$ 113,742

Year Change:

2002

Design Type: 7500

7 = Institutional

5 = Home for Aged and Others

0 = Unused or Unknown Code (No Meaning)

0 = Unused or Unknown Code (No Meaning)

SUBPART:

9010

Design Type:

7500

Quality Class:

of Units:

57 94/99

Beds/Baths:

Building SqFt:

80,189

Year Built:

Effective Year:

Depreciation:

UC55//0

RCN Other: **RCN Other Trended:**

\$0 \$0

Year Change:

Design Type: 7500

7 = Institutional

5 = Home for Aged and Others

0 = Unused or Unknown Code (No Meaning)

0 = Unused or Unknown Code (No Meaning)

SUBPART:

Composite

Building SqFt:

0

SUMMARY:

Total 284

of Units: Beds/Baths:

266/272

Building SqFt: Avg SqFt/Unit: 277,264 976

▼ Events History

Ownership () Parcel Change ()

Show Re-Assessable Only:

Recording Date	Seq. #	Re-Assessed	# Parcels	%	Ver. Code	DTT Sale Price	A	ssessed Value
11/19/2020	50	No	1	00%-0	1	\$	9 \$	27,735,700
Sequence Number: Document Number:	50 1482820							
Ownership Code 1:	3 - Review Not	Required						
Ownership Code 2:	7 - Non-Reappr	aisable						

Ownership Code 2: 7 - Non-Reappraisable
Document Type: 8 - File Correction

Document Reason Code: R - Transfers Not Changing % Interests (SEC. 62A)

of Parcels Transferred: 1
% Interest Transferred: 00%-0

Verification Code: 1 - Single Parcel Sale, Unverified

09/16/1955 50 Yes 1 00%-0 \$ 0 \$

▼ Assessment History

Show All: ☐ Hide Inactive Rolls: ☐

Showing 1 to 10 of 74 entries.

Bill Number	Bill Type	Bill Status	Date to Auditor	Recording Date	Total Value	Land Value	Improvement Value
222-PSEG				11/19/2020	\$ 28,290,413 \$	859,171 \$	27,431,242
2210001	С	Α	09/12/2021	11/19/2020	\$ 27,735,700 \$	842,325 \$	26,893,375
2210000	R	ł	07/06/2021	09/16/1955	\$ 27,735,700 \$	842,325 \$	26,893,375
2200000	R	Α	07/06/2020	09/16/1955	\$ 27,451,305 \$	833,688 \$	26,617,617
2190000	R	Α	07/01/2019	09/16/1955	\$ 26,913,045 \$	817,342 \$	26,095,703
2180000	R	Α	07/19/2018	09/16/1955	\$ 26,385,339 \$	801,316 \$	25,584,023
2170000	R	Α	06/26/2017	09/16/1955	\$ 25,867,980 \$	785,604 \$	25,082,376
2160000	R	Α	07/05/2016	09/16/1955	\$ 25,360,765 \$	770,200 \$	24,590,565
2150000	R	Α	06/23/2015	09/16/1955	\$ 24,979,823 \$	758,631 \$	24,221,192
2140000	R	Α	06/24/2014	09/16/1955	\$ 24,490,504 \$	743,771 \$	23,746,733

« 1 2 3 4 5 ... »

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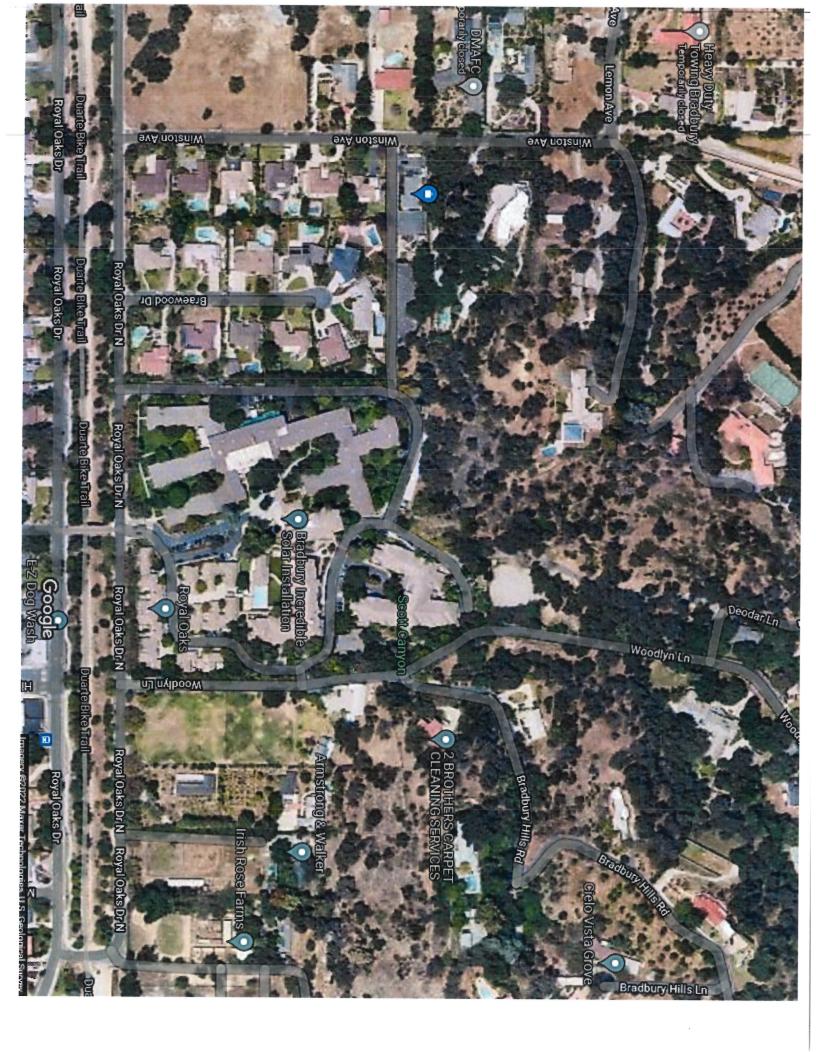
Contact Us (https://assessor.lacounty.gov/contact-us/) | Disclaimer (disclaimer) | FAQ (faq)

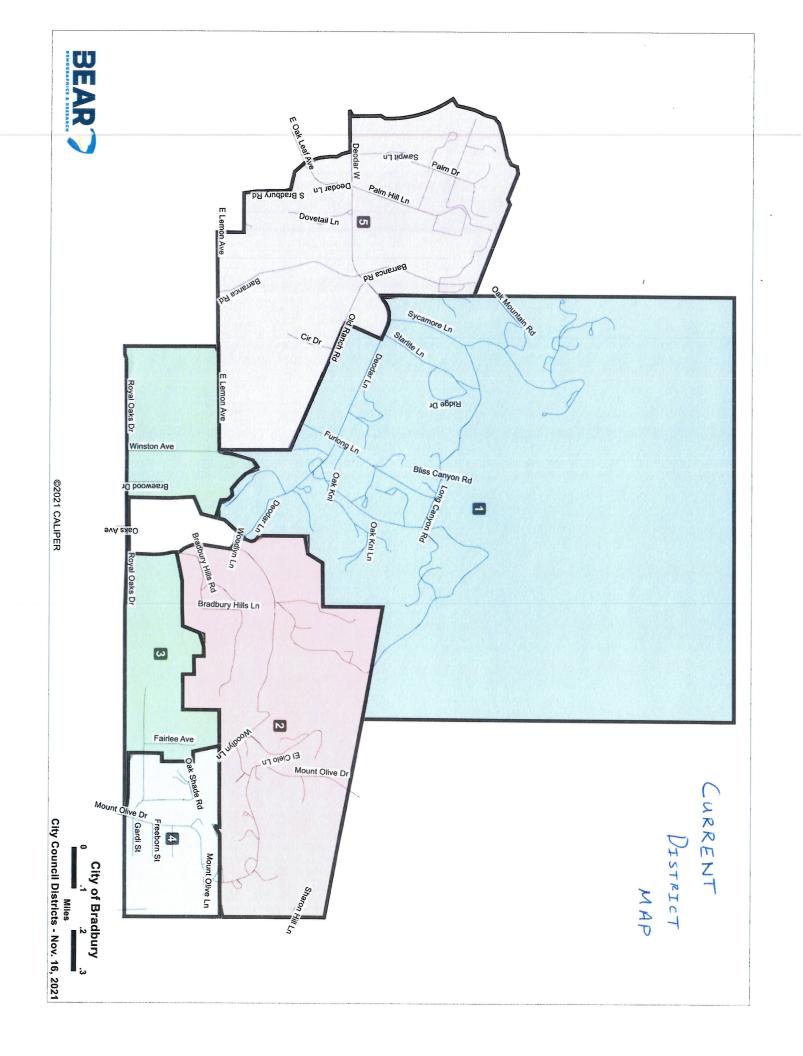
PDB Effective Date: 06/27/2022

f (https://facebook.com/LACAssessor)

in (https://www.linkedin.com/company/los-angeles-county-office-of-the-assessor)

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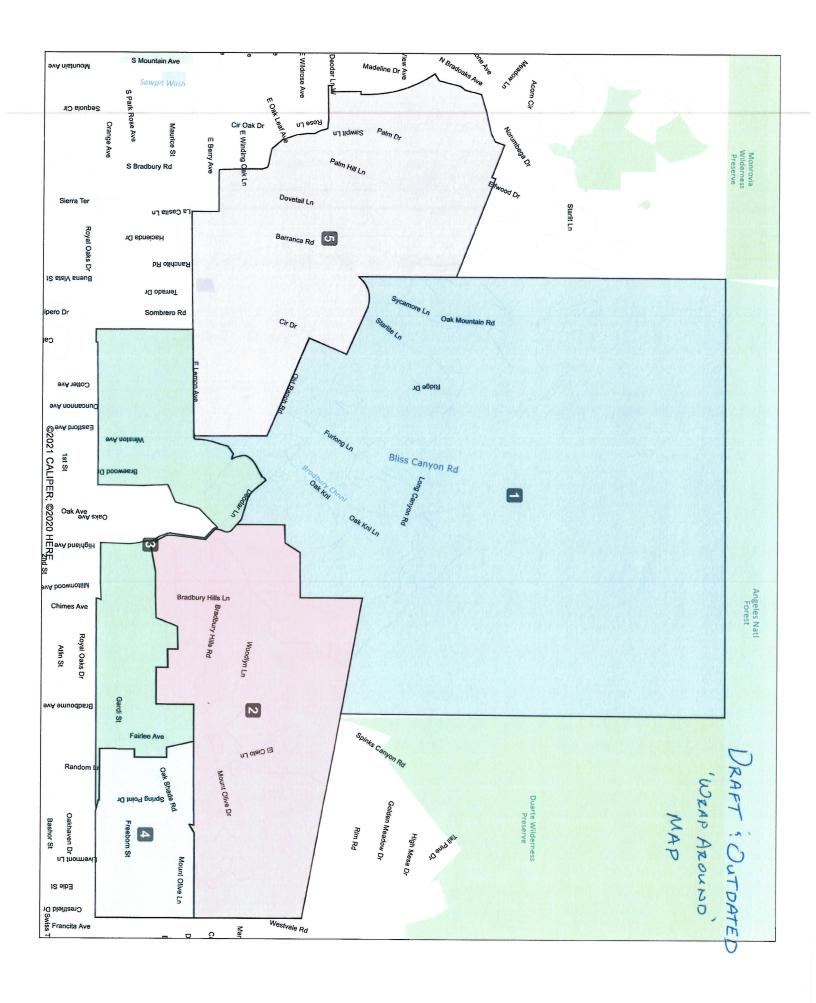


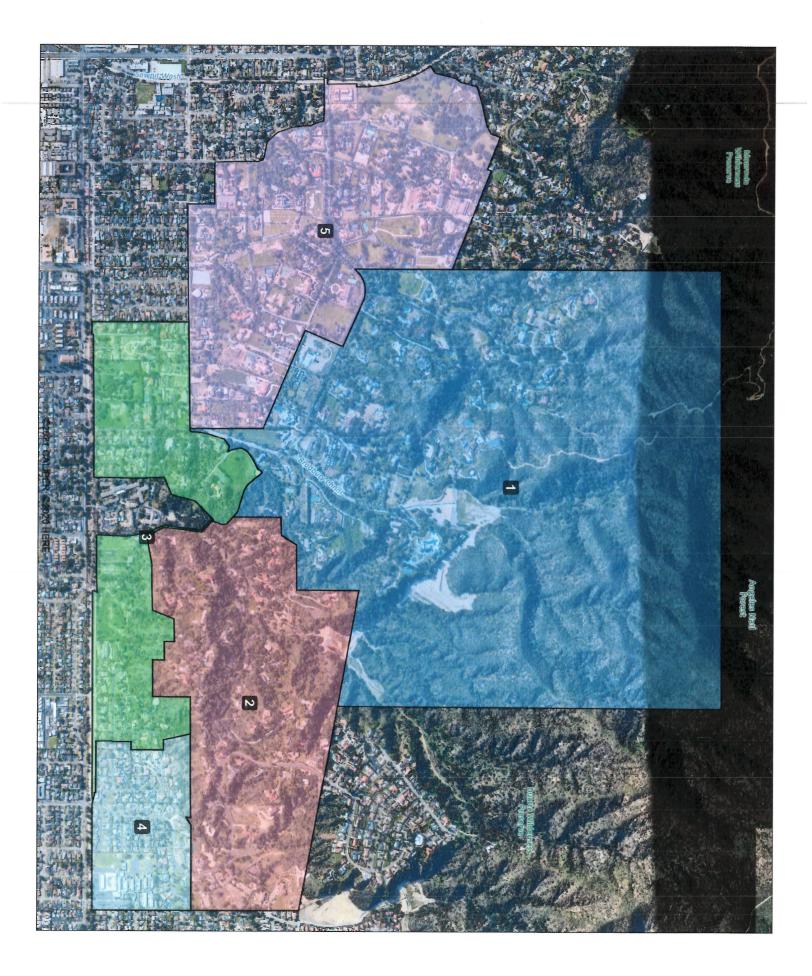




City of Bradbury Redistricting Profile

			The second secon				
	9.2%	-6.5%	1.6%	1.1%	2.7%	1.1%	% Deviation
2020 Census State Adjusted Redistricting Data	17	(12)	w	2	5	2	Deviation
	925	173	188	187	190	187	Total Population (Pop)
	Total	5	4	3	2	1	City Council Districts









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ELECTIONS CODE - FLEC

DIVISION 21. STATE AND LOCAL REAPPORTIONMENT [21000 - 23004] (Division 21 enacted by Stats. 1994, Ch. 920, Sec. 2.)

CHAPTER 7. City Elections [21600 - 21630] (Chapter 7 enacted by Stats. 1994, Ch. 920, Sec. 2.)

ARTICLE 1. General Law Cities [21600 - 21609] (Article 1 enacted by Stats. 1994, Ch. 920, Sec. 2.)

- 21600. (a) This article applies to a general law city that elects members of the city's legislative body by districts or from districts, as defined in Section 34871 of the Government Code.
- (b) This article shall not be interpreted to limit the discretionary remedial authority of any federal or state court. (Amended by Stats. 2020, Ch. 90, Sec. 9. (AB 1276) Effective January 1, 2021.)
- 21601. (a) Following a city's decision to elect its council using district-based elections, or following each federal decennial census for a city whose council is already elected using district-based elections, the council shall, by ordinance or resolution, adopt boundaries for all of the council districts of the city so that the council districts shall be substantially equal in population as required by the United States Constitution.
 - (1) Population equality shall be based on the total population of residents of the city as determined by the most recent federal decennial census for which the redistricting data described in Public Law 94-171 are available.
 - (2) Notwithstanding paragraph (1), an incarcerated person as that term is used in Section 21003, shall not be counted towards a city's population, except for an incarcerated person whose last known place of residence may be assigned to a census block in the city, if information about the last known place of residence for incarcerated persons is included in the computerized database for redistricting that is developed in accordance with subdivision (b) of Section 8253 of the Government Code, and that database is made publicly available.
- (b) The council shall adopt council district boundaries that comply with the United States Constitution, the California Constitution, and the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10301 et seq.).
- (c) The council shall adopt district boundaries using the following criteria as set forth in the following order of priority:
 - (1) To the extent practicable, council districts shall be geographically contiguous. Areas that meet only at the points of adjoining corners are not contiguous. Areas that are separated by water and not connected by a bridge, tunnel, or regular ferry service are not contiguous.
 - (2) To the extent practicable, the geographic integrity of any local neighborhood or local community of interest shall be respected in a manner that minimizes its division. A "community of interest" is a population that shares common social or economic interests that should be included within a single district for purposes of its effective and fair representation. Communities of interest do not include relationships with political parties, incumbents, or political candidates.
 - (3) Council district boundaries should be easily identifiable and understandable by residents. To the extent practicable, council districts shall be bounded by natural and artificial barriers, by streets, or by the boundaries of the city.
 - (4) To the extent practicable, and where it does not conflict with the preceding criteria in this subdivision, council districts shall be drawn to encourage geographical compactness in a manner that nearby areas of population are not bypassed in favor of more distant populations.

- (d) The council shall not adopt council district boundaries for the purpose of favoring or discriminating against a political party.
- (e) For purposes of this article, "adopt" or "adoption" in regard to council district boundaries means the passage of an ordinance or resolution specifying those boundaries.

(Amended by Stats. 2021, Ch. 320, Sec. 3. (SB 594) Effective September 27, 2021.)

- 21602. (a) (1) For redistricting occurring in 2031 and thereafter, the boundaries of the council districts shall be adopted by the council not later than 205 days before the city's next regular election occurring after January 1 in each year ending in the number two.
 - (2) For redistricting occurring before 2031 and where a city has a regular election occurring after January 1, 2022, and before July 1, 2022, the boundaries of the council districts shall be adopted by the council not later than 174 days before that election.
 - (3) For redistricting occurring before 2031 and where a city does not have a regular election occurring after January 1, 2022 and before July 1, 2022, the boundaries of the council districts shall be adopted by the council not later than 205 days before the city's next regular election occurring on or after July 1, 2022.
- (b) This section does not apply when a city transitions from at-large to district-based elections. (Amended by Stats. 2020, Ch. 90, Sec. 11. (AB 1276) Effective January 1, 2021.)
- 21603. (a) If the boundaries of a city expand by the addition of new territory, including through annexation of unincorporated territory or consolidation with another city, the council shall add that new territory to the nearest existing council district without changing the boundaries of other council district boundaries.
- (b) Notwithstanding subdivision (a), the council may adopt new boundaries for each council district under the circumstances described in subdivision (a) if both of the following conditions are met:
 - (1) There are more than four years until the council is next required to redistrict pursuant to Section 21601.
 - (2) The population of the new territory being annexed or consolidated is greater than 25 percent of the city's population, as determined by the most recent federal decennial census.

(Repealed and added by Stats. 2019, Ch. 557, Sec. 19. (AB 849) Effective January 1, 2020.)

- 21605. (a) After redistricting or districting pursuant to Section 21601 or 21603, a council shall not adopt new council district boundaries until after the next federal decennial census, except under the following circumstances:
 - (1) A court orders the council to redistrict.
 - (2) The council is settling a legal claim that its council district boundaries violate the United States Constitution, the federal Voting Rights Act of 1965 (52 U.S.C. Sec. 10301 et seq.), or this article.
 - (3) The boundaries of the city change by the addition of territory pursuant to Section 21603 or by the subtraction of territory.
- (b) This section does not prohibit a council from adopting council districts between federal decennial censuses if the council is adopting council districts for the first time, including when a city adopts council districts for the purpose of transitioning from electing its council members in at-large elections to elections by districts or from districts.

 (Amended by Stats. 2020, Ch. 90, Sec. 12. (AB 1276) Effective January 1, 2021.)
- 21606. (a) The term of office of any council member who has been elected and whose term of office has not expired shall not be affected by any change in the boundaries of the district from which the council member was elected.
- (b) At the first election for council members in each city following adoption of the boundaries of council districts, excluding a special election to fill a vacancy or a recall election, a council member shall be elected for each district under the new district plan that has the same district number as a district whose incumbent's term is due to expire. This subdivision does not apply when a city transitions from at-large to district-based elections.
- (c) Except as provided in subdivision (a), a person is not eligible to hold office as a member of a city council unless that person meets the requirements of Section 201 of the Elections Code and Section 34882 of the Government Code.

(Amended by Stats. 2020, Ch. 90, Sec. 13. (AB 1276) Effective January 1, 2021.)

<u>21607.</u> Before adopting the boundaries of a council district pursuant to Section 21601 or 21603, or for any other reason, the council shall hold public hearings on the proposal in accordance with Section 21607.1. This section does not apply when a city transitions from at-large to district-based elections.

(Amended by Stats. 2020, Ch. 90, Sec. 14. (AB 1276) Effective January 1, 2021.)

- **21607.1.** (a) Before adopting a final map, the council shall hold at least four public hearings at which the public is invited to provide input regarding the composition of one or more council districts.
 - (1) At least one public hearing shall be held before the council draws a draft map or maps of the proposed council boundaries.
 - (2) At least two public hearings shall be held after the council has drawn a draft map or maps of the proposed council boundaries.
- (b) At least one public hearing or public workshop shall be held on a Saturday, on a Sunday, or after 6 p.m. on a weekday Monday through Friday.
- (c) Public hearing buildings shall be accessible to persons with disabilities.
- (d) If a public hearing is consolidated with a regular or special meeting of the council that includes other substantive agenda items, the public hearing shall begin at a fixed time regardless of its order on the agenda, except that the council may first conclude any item being discussed or acted upon, including any associated public comment, when that time occurs. The time of the public hearing shall be noticed to the public.
- (e) The council may have city staff or a consultant conduct one or more public workshops in lieu of holding one of the public hearings required by paragraph (1) of subdivision (a).
- (f) The council may establish an advisory redistricting commission pursuant to Section 23002 to hold the public hearings required by paragraph (1) of subdivision (a).

(Added by Stats. 2019, Ch. 557, Sec. 24. (AB 849) Effective January 1, 2020.)

- 21608. (a) The council shall take steps to encourage residents, including those in underrepresented communities and non-English speaking communities, to participate in the redistricting public review process. These steps shall include a good faith effort to do all of the following:
 - (1) Providing information to media organizations that provide city news coverage, including media organizations that serve language minority communities.
 - (2) Providing information through good government, civil rights, civic engagement, and community groups or organizations that are active in the city, including those active in language minority communities, and those that have requested to be notified concerning city redistricting.
- (b) The council shall arrange for the live translation in an applicable language of a public hearing or workshop held pursuant to this article if a request for translation is made at least 72 hours before the hearing or workshop, unless less than five days' notice are provided for the hearing or workshop, in which case the request shall be made at least 48 hours before the hearing or workshop.
- (c) Notwithstanding Section 54954.2 of the Government Code, the council shall publish the date, time, and location for any public hearing or workshop on the internet at least five days before the hearing or workshop. However, if there are fewer than 28 days until the deadline to adopt boundaries, the council may publish the agenda on the internet for at least three days before the hearing or workshop.
- (d) (1) A draft map shall be published on the internet for at least seven days before being adopted as a final map by the council provided that, if there are fewer than 28 days until the deadline to adopt boundaries, the draft map may instead be published on the internet for at least three days.
 - (2) Each draft map prepared by a member of the council or by employees or contractors of the city shall be accompanied by information on the total population, citizen voting age population, and racial and ethnic characteristics of the citizen voting age population of each proposed council district, to the extent the city has that data.
 - (3) (A) The council and employees or contractors of the city shall not release draft maps of council districts earlier than three weeks after the block-level redistricting database required by subdivision (b) of Section 8253 of the Government Code is first made publicly available. This subparagraph does not prohibit the council from holding public hearings or workshops on the placement of council district boundaries before the earliest date that draft maps of council districts may be released.

- (B) If the period of time between the date that the redistricting database is made publicly available and the map adoption deadline is fewer than 90 days and more than 59 days, the waiting period required by subparagraph (A) is reduced to one week. If the period of time between the date that the redistricting database is made publicly available and the map adoption deadline is fewer than 60 days, then the waiting period required by subparagraph (A) is waived.
- (e) The council shall allow the public to submit testimony or draft maps in writing and electronically.
- (f) The city shall either record or prepare a written summary of each public comment and council deliberation made at every public hearing or workshop held pursuant to this article. The city shall make the recording or written summary available to the public within two weeks after the public hearing or workshop.
- (g) The council shall establish, and maintain for at least 10 years after the adoption of new council district boundaries, an internet web page dedicated to redistricting. The web page may be hosted on the city's existing internet website or another internet website maintained by the city. The web page shall include, or link to, all of the following information:
 - (1) A general explanation of the redistricting process for the city in English and applicable languages.
 - (2) The procedures for a member of the public to testify during a public hearing or to submit written testimony directly to the council in English and any applicable language.
 - (3) A calendar of all public hearing and workshop dates. A calendar listing that includes the time and location of the public hearing or workshop satisfies the notice required by subdivision (c).
 - (4) The notice and agenda for each public hearing and workshop.
 - (5) The recording or written summary of each public hearing and workshop.
 - (6) Each draft map considered by the council at a public hearing.
 - (7) The adopted final map of council district boundaries.
- (h) For purposes of this section, "applicable language" means any language that is spoken by a group of city residents with limited English proficiency who constitute 3 percent or more of the city's total population over four years of age for whom language can be determined. Before January 1, 2021, and before January 1 in every year ending in the number one thereafter, the Secretary of State shall post the applicable languages for each city in a conspicuous location on the Secretary of State's internet website. To determine the applicable languages for each city, in 2020 and in each year ending in the number zero thereafter, the Secretary of State, in consultation with the Statewide Database, shall request a special tabulation from the United States Bureau of the Census of the most recent data on limited English proficiency from the bureau's American Community Survey that satisfies this subdivision. If the bureau is unable to produce that data, the Secretary of State shall base the Secretary of State's determination on the table from the American Community Survey enumerating the number of residents with limited English proficiency that has the largest number of languages included, that is publicly available, and that was produced within the previous ten years.
- (i) This section does not apply when a city transitions from at-large to district-based elections.
- (j) Before January 1, 2021, and before January in each year ending in the number one thereafter, the Secretary of State shall publish on the internet a template explaining the city redistricting process that meets the requirements of paragraphs (1) and (2), inclusive, of subdivision (g). The Secretary of State shall publish the template in all of the languages into which ballots are required to be translated in the state pursuant to subdivision (h). The template shall be published in the same conspicuous location on the Secretary of State's internet website that is described in subdivision (h).

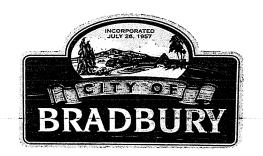
(Amended by Stats. 2020, Ch. 90, Sec. 15. (AB 1276) Effective January 1, 2021.)

- 21609. (a) If the council does not adopt council district boundaries by the deadlines set forth in Section 21602, the council shall immediately petition the superior court in the county in which the city is located for an order adopting council district boundaries. If the council does not petition the superior court within five days after the deadline, any resident of the city may file that petition and shall be entitled to recover the resident's reasonable attorney's fees and costs from the city for doing so.
- (b) (1) Upon finding that a petition filed pursuant to subdivision (a) is valid, the superior court shall adopt council district boundaries in accordance with the criteria set forth in Section 21601, which shall be used in the city's next

regular election. The superior court may also order the adjustment of electoral deadlines as necessary to implement the new council district boundaries in the next regular election.

- (2) The superior court may appoint a special master to assist the court with adopting the council district boundaries. The city shall pay the cost for the special master and associated costs.
- (3) The superior court or the special master shall hold one or more public hearings before the superior court adopts the council district boundaries.
- (4) Subject to the approval of the superior court, the special master may employ redistricting experts or other consultants or counsel, independent experts in the field of redistricting and computer technology, and other necessary personnel to assist them in their work. In addition, the special master may seek the full cooperation of the city in producing and using whatever data, computer models and programs, and technical assistance that was made available to the council and city personnel who are knowledgeable in the mechanics of drafting redistricting legislation. The superior court may assist the special master in securing the necessary personnel and the physical facilities required for their work, and to prepare for the prompt submission to the city of a request for city funding for the necessary expenses of the special master and the special master's staff.
- (5) The council district boundaries adopted by the superior court shall be immediately effective in the same manner as if the court's order were an enacted resolution or ordinance of the city council.

(Amended by Stats. 2020, Ch. 90, Sec. 16. (AB 1276) Effective January 1, 2021.)



Bruce Lathrop, Mayor (District 4) Richard Barakat, Mayor Pro Tem (District 3) Richard T. Hale, Council Member (District 1) Monte Lewis, Council Member (District 2) Elizabeth Bruny, Council Member (District 5)

City of Bradbury Agenda Memo

TO:

Honorable Mayor and Members of the City Council

FROM:

Kevin Kearney, City Manager

DATE:

August 16, 2022

SUBJECT:

DISCUSSION ON THE UPCOMING RETIREMENT OF THE CITY

CLERK

ATTACHMENTS: 1) Most Recent Bradbury Management Analyst Announcement

2) 'Accounting Specialist' Job Descriptions

3) 'City Clerk' Job Description

SUMMARY

This memorandum covers and discusses the upcoming retirement of Claudia Saldana, the City's long-term City Clerk, and the challenges associated with her departure. This is an informal discussion with no formal recommended actions. Rather, this item seeks initial input on how the City Council would like to handle the challenges due to the upcoming retirement. It is expected that multiple discussions will occur over this item.

During the July 2022 meeting, the City Council requested additional job descriptions for both the positions of City Clerk and Accounting Technician. Announcements attached for the Accounting Specialist are from the cities of Hidden Hills, Irwindale, Rolling Hills Estates, Sierra Madre, and San Marino. City Clerk job descriptions attached in this Agenda Memo include the cities of Rolling Hills, Avalon, Rolling Hills Estates, Westlake Village and 2 from Irwindale. The City Council additionally requested the most recent Bradbury job announcement for the Management Analyst.

DISCUSSION

Claudia Saldana is the current City Clerk and first started with the City on June 16, 1988. Thirty-four (34) years later, Ms. Saldana has decided that she will be retiring some time next calendar year. At this point, it seems the retirement will be closer to May/June, 2023. Claudia's position has morphed with the City's needs over the last thirty-four (34) years. She was first hired as the 'City Manager's Secretary' under Dolly Vollaire doing strictly administrative and clerical work, and Ms. Vollaire was the one managing the City's financials. When the scandal broke in 1993, Claudia was appointed as the City Clerk, and the City's Auditors had Claudia assume all of the financial work for the City in an attempt to create 'checks and balances.'

Today, Claudia's position has three (3) main functions. These roles and responsibilities are equivalent in other cities to 1) City Clerk, 2) Accounting Technician, and 3) Executive Assistant to the City Manager. The City Clerk and Executive Assistant roles are quite similar and can be seen merged in other cities; however, they are starkly different than the responsibilities of the Accounting Technician. Given the differences, I would expect difficulties recruiting for the position once Claudia retires.

The following is a brief list of Claudia's roles and responsibilities:

City Clerk	Accounting Technician	Executive Assistant
Elections	Accounts Payable & Receivables	Maintain Files
Minutes: Council & Planning	Prepare Deposits	Correspondence
Agendas: Council & Planning	Demands & Warrants	Assistance to City Manager
Public Records Requests	Online Banking	Clerical Work
F.P.P.C. Liaison	Payroll and Direct Deposits	Office Purchasing
Public Hearing Notices	Calculate Payroll	Processing Business Licenses
Records Management	Tax Forms (e.g. W2, 1099, etc.)	Manage All Business Licensing
Records Retention	Quarterly Tax Returns for Payroll	
Oaths of Office	Petty Cash	
Ordinances & Resolutions	Bank Reconciliations	
Proclamations	Process & Prepare Bills	
Deals w/ Construction Bid	Manage Financial Reports (e.g.	
Packages	State Comptroller, etc.)	
	Cut Checks	
	Interface w/ City Treasurer	
	Insurance Underwriting Reports	

The Cities of Bradbury, Rolling Hills, and Hidden Hills are often compared to one another since their city populations, budgets, and staff sizes are relatively similar. When inquiring about their staffing situations, the City of Rolling Hills employs a City Clerk that also acts as the City Manager's assistant; however, they contract out all of their financial work. The City of Hidden Hills has a City Clerk but also has an Accounting Specialist that manages all the City's finances.

Some brief inquiring was done with the City of Rolling Hills' financial firm. The City currently contacts with a firm for an Accountant at \$84 an hour, 2 Accounting Technicians at \$26 per hour each, and a Finance Director at \$79 per hour. Rolling Hills has the firm do most things financially related, which includes CPA type work, grants management, payroll, budgeting, budget presentations, and budget reports to the City Council, false alarm billings, bank deposits, etc. At this point, more exploration would be needed on a

firm's level of involvement if Bradbury were to move forward with a financial firm. It does seem that some of the burden could be shifted onto the current Bradbury's contracted Finance Director (who charges \$80 an hour) or the position might be eliminated entirely and just consolidated with the financial firm.

Salary is another issue once Claudia retires. It is my opinion that salaries and salary scales¹ have been able to remain below market rate throughout the years because of Claudia's long tenure with the City. The City Manager (CM) and Management Analyst (MA) have historically been 'revolving door' positions due to the salary discrepancies, especially with the Analyst position rotating approximately once every 1.5 years. As the CM and MA have come and gone, Claudia has remained the stabilizing force at City Hall. It didn't matter if the CM and MA had a high turnover, because Claudia became the backbone which provided stability during the turnover. This rang true when I first arrived as City Manager. Both the City Manager and Management Analyst had left at the same time in 2017 for better paying jobs, and it was Claudia's long tenure that allowed the City to remain stable. Had she not been around, there's a chance that the City Clerk position would have had a short tenure similar to the CM and MA. The person leading and managing the City in 2017 might have been someone with only a year or two of experience in the position.

This memorandum has addressed some of the issues associated with Claudia's upcoming retirement. This includes her morphed roles/responsibilities and salary. This agenda report includes salaries of the smaller cities throughout LA County for both the City Clerk and the Accounting Technician/Assistant. I have also included the salaries of the City Manager and Management Analyst since the memo had more holistically discussed salaries.

To help facilitate in this discussion, I have attached the following items: 1) Accounting Specialist job description from the City of Hidden Hills, 2) City of Avalon's Deputy City Clerk/Senior Administrative Assistant to show how a City Clerk's roles are sometimes merged with other administrative roles (non-financial roles) and 3) the City of Rolling Hills' recent City Clerk/Executive Assistant recruitment.

Below are the salary comparables:

^{1.} For those unfamiliar with government salary scales, positions are usually hired at the lowest end of the scale and then increase every year until they hit the highest end of the scale.

City Clerk		Active Sa	alary Scale
Title	City	Start	Max
City Clerk	City of Bradbury	\$72,695	Static
City Clerk	City of Hidden Hills	\$70,000	\$97,110
City Clerk/Executive Assistant	City of Rolling Hills	\$70,224	\$92,208
Deputy City Clerk/Sr. Admin. Assistant	City of Avalon	\$68,811	\$88,760
Chief Deputy City Clerk	City of Irwindale	\$96,540	\$117,345
Deputy City Clerk	City of Irwindale	\$63,445	\$77,117
City Clerk/Executive Assistant	City of Rolling Hills Estates	\$96,660	\$141,084
City Clerk/Executive Assistant	City of Westlake Village	\$99,060	\$142,440
Admin. Services Manager/City Clerk	City of Sierra Madre	\$86,933	\$108,567
City Clerk	City of San Marino	\$84,864	\$105,228
City Clerk	City of La Canada Flintridge	\$93,636	\$125,484
City Clerk	City of Duarte	\$99,216	\$116,484
	Average of All Salaries	\$83,507	\$110,166

Accounting Specialist/Technician		Active Salary Scale	
Title	City	Start	Max
Accounting Specialist	City of Hidden Hills	\$52,396	\$90,543
Accounting Technician	City of La Habra Heights	\$49,529	\$69,693
Finance Technician	City of Irwindale	\$54,440	\$66,173
Account Clerk II	City of Rolling Hills Estates	\$55,141	\$82,722
Accountant (Accountant does Technician work)*	City of Westlake Village		
Account Technician	City of Sierra Madre	\$48,688	\$59,181
Sr. Account Clerk	City of San Marino	\$53,544	\$65,316
Account Clerk	City of La Canada Flintridge	\$49,983	\$66,976
Accounting Specialist	City of Duarte	\$60,168	\$72,528
	Average of All Salaries	\$52,986	\$71,642

^{*}The City of Westlake Village's Accountant does the Technician equivalent work and has a salary schedule of \$82,644 - \$118,848. Both the position title and salary are outliers and were not included in the Average of Salaries.

City Manager

Title	City	Salary*
City Manager	City of Bradbury	\$150,000
City Manager	City of Hidden Hills	\$213,068
City Manager	City of Rolling Hills	\$214,034
City Manager/City Clerk	City of La Habra Heights	\$144,612
City Manager/City Clerk	City of Avalon	\$210,000
City Manager	City of Irwindale	\$222,752
City Manager	City of Rolling Hills	\$201,288
	Estates	
City Manager	City of Westlake Village	\$269,004
City Manager	City of San Marino	\$218,844
City Manager	City of La Canada-	\$222,384
	Flintridge	
City Manager	City of Duarte	\$214,197
	Average of All Salaries	\$207,289

^{*}City Manager salaries do not have ranges compared to other city positions. Their salaries are typically evaluated on a yearly basis, and this is where increases and/or bonuses are typically given.

Management Analyst		Active Salary Scale	
Title	City	Start	Max
Management Analyst	City of Bradbury	\$60,331*	Static
Management Analyst	City of Hidden Hills	\$60,000	\$80,000
Sr. Management Analyst ⁺	City of Rolling Hills	\$69,804	\$90,276
Management Analyst	City of Avalon	\$72,854	\$93,254
Management Analyst	City of Irwindale	\$73,577	\$89,434
Management Analyst	City of Rolling Hills	\$81,456	\$104,652
	Estates		
Administrative Analyst	City of Westlake Village	\$82,008	\$117,852
Management Analyst	City of Sierra Madre	\$64,734	\$80,844
Management Analyst	City of San Marino	\$70,416	\$85,908
Management Analyst	City of La Canada	\$68,784	\$92,172
	Flintridge		
Management Analyst	City of Duarte	\$66,168	\$84,528
	Average of All Salaries	\$70,012	\$91,892

^{*} This is Bradbury's current Management Analyst salary after 1 and a half CPI increases over the past 2 fiscal cycles. The original hiring salary placement was a static \$50,000 to \$55,000.

RECOMMENDATION

This is an informal discussion with no formal recommended actions. Rather, this item seeks initial input on how the City Council would like to handle the challenges due to the upcoming retirement.

⁺ The City of Rolling Hills has elected to have their singular Management Analyst (MA) position as a Sr. MA, instead of a regular, lower-level MA.

ATTACHMENT #1



CITY OF BRADBURY, CA

"Preserving Rural Tranquility"

Invites applications for

Management Analyst \$50,000 - \$55,000 annually

Application Deadline: Wednesday, November 4, 2020 at 4:00 pm

Position

The City of Bradbury is seeking an enthusiastic team player to work alongside the City Manager. Under general administrative direction, the position performs complex entry-level budgetary, legislative, financial, administrative and analytical supporting duties for the City Manager; oversees assigned administrative processes, procedures and programs; coordinates assigned activities, programs and special projects including grants and contract administration with outside agencies and the general public.

The City of Bradbury

The City of Bradbury is a small, residential/equestrian-orientated community of approximately 1,100 residents nestled at the base of the San Gabriel Mountains below Angeles National Forest in Los Angeles County. Incorporated since July 26, 1957, the City is a true "contract city." It has a small full-time staff and contracts for many of the services provided to its residents. The community encompasses 1.9 square miles, and includes 3.2 miles of public streets and roads. Bradbury is bordered on the west by the City of Monrovia and on the south and east by the City of Duarte. The City also includes the gated communities of the Bradbury Estates, Woodlyn Lane, and non-gated areas. Much of the City is zoned for agriculture and maintains open space in the foothills through two- and five-acre minimums. All areas of the City enjoy quiet residential streets which preserve the rural feeling that led to the City's founding. It is a General Law City operating under the City Council/City Manager form of government, and the City Manager oversees all city functions.

The City Council strives to provide the highest level of service and responsiveness to its residents.

Essential Duties and Responsibilities

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties are often required and assigned.

- Assist in the development and implementation of goals, objectives, programs, policies and procedures for assigned work areas, programs and special projects;
- > Continuously monitor and evaluate the efficiency and effectiveness of work areas, programs and operations as assigned;
- ➤ Develop programs and implement projects to improve service delivery efficiency and effectiveness in conjunction with the City Manager;
- Interpret regulations, ordinances, codes and laws to ensure compliance;
- Represent the City to outside agencies;
- > Explain and interpret City programs, policies and activities;

- Prepare and present staff reports and other necessary correspondence; conduct organizational and operational studies and investigations; recommend modifications to programs, policies, and procedures as appropriate;
- Review and analyze reports, legislation and related matters;
- In conjunction with the City Manager, participate in the preparation and administration of assigned budgets and special projects; maintain proper budgetary controls;
- Prepare technical records and reports on grants and special projects;
- Identify problems, opportunities for improvements, alternatives and make and justify recommendations regarding same;
- Serve as liaison to the City's Public Safety Committee;
- ➤ Provide information and assistance to the public regarding assigned programs and services including solid waste, energy efficiency, trail maintenance;
- Receive and respond to complaints and questions regarding assigned areas of responsibility;
- ➤ Develop public relations materials for the marketing of programs and services to the community, including but not limited to flyers, press releases, website updates, e-blasts, and preparation of the City newsletter.
- Assist in contract negotiations; monitor contract compliance;
- Prepare and monitor program grants and related proposals;
- Prepare and maintain necessary records, files and documents;
- Serve as the Deputy City Clerk, serving as the Clerk in the absence of the City Clerk;
- > Attendance at occasional evening meetings is required.
- Performs other related duties as required.

Supervision Responsibilities

Exercises direct supervision over professional, technical and administrative support staff.

Minimum Qualifications

A Bachelor's Degree in Public Administration, Business Administration, or other related field. Master's Degree is desirable and/or any equivalent combination of training and experience which provides the required skills, knowledge and abilities. Must be able to successfully meet and deal with the public and other employees. One year of administrative and analytical experience involving research, analysis, and/or recommendation of policies, procedures and actions on a variety of administrative issues is desired.

Compensation

- Salary: \$50,000 \$55,000 annually; salary to be negotiated at time of offer
- Fully paid medical, dental, and vision insurance for the City employee
- Fully paid death & disability, life insurance policies, short term disability & PERS level II survivor benefits
- PERS retirement City participates in the CalPERS retirement system. Employees who were CalPERS members prior to January 1, 2013 are enrolled in the 2%@60 formula. City pays full employee share. Employees enrolled in CalPERS after January 1, 2013 will be enrolled in the 2%@62 formula; City will pay 50% of the "normal cost". Participation in Social Security is required.
- Annual paid leave of 80 vacation hours, 11 paid holidays, 24 administrative leave hours, 48 hours of sick leave and 12 designated unpaid days.
- Work Schedule Monday Friday, 8:30 a.m. 5:00 p.m.

License/Certification Requirements:

Possession of a valid California driver's license; Class "C" or higher.

Application process

Application deadline: Wednesday, November 4, 2020 at 4:00 p.m.

The tentative recruitment timeline for the Management Analyst position is scheduled to occur as follows:

APPLICATION PROCESS	DATE/TIME FRAME*
Application Deadline	Wednesday, November 4th
2. Panel Interviews	Thursday, November 12 th
3. Final Interviews	Week of November 16th – 20th

^{*}This recruitment may close at any time with or without notice depending on the number and quality of applications received. The dates listed above are subject to change.

Candidates should send a completed application and current resume to Claudia Saldana, City Clerk, Bradbury City Hall, 600 Winston Avenue, Bradbury, CA 91008. Applications can also be faxed to (626) 303-5154 or emailed at cityhall@cityofbradbury.org.

Submitted applications must be completed. All statements made on the application are subject to investigation and verification. Resumes and cover letters are encouraged to be attached to completed application forms as supplemental information, but will not be accepted in lieu of an official application form.

The most qualified candidates will be selected to participate in an interview process. All candidates who meet the minimum qualifications will remain candidates until a final offer is accepted by the candidate who most closely meets the requirements of the City. The City may conclude that none of the candidates, even those who meet the minimum qualifications, are appropriate for the position. The position is open until filled.

The successful candidate may be required to pass:

- Pre-employment medical exam, including a drug/alcohol screening; and
- Reference and background verification, including a credit screening. References will not be contacted until a mutual interest has been established.

Immigration and Reform Act of 1986

In compliance with the Immigration and Reform Act of 1986, all new employees must demonstrate eligibility to legally work in the United States by providing required documentation.

Equal Opportunity Employer

The City does not make employment decisions based on sex, gender, race, color, religion, national origin, ancestry, age, marital status or physical handicap, except when such qualifications are appropriate occupational qualifications.

Employment Standards

Employment with the City of Bradbury is contingent upon meeting the medical standards of the position. A candidate may be required to pass a pre-employment physical examination, including a drug/alcohol screening and a reference and background check.

ATTACHMENT #2



THE CITY OF HIDDEN HILLS

Invites applications for Accounting Specialist

POSITION AVAILABLE

The City of Hidden Hills is seeking a knowledgeable, dedicated and seasoned Accounting Specialist with a background in municipal bookkeeping/accounting capable of performing a wide variety of finance/accounting assignments and tasks involving financial transactions, recordkeeping, accounts payable, payroll, and assistance in budgeting for municipal services.

DUTIES AND RESPONSIBILITIES

Under the supervision of the City Manager, prepares and processes, posts and maintains expenditure records from invoices, contracts and other related documents. Handles financial records maintenance, billings, payroll processing and correspondence; assists in preparing closing entries to the general ledger; assists in preparation of annual and interim financial reports; prepares and monitors special program accounts, including developer deposits in the General Fund; assists City Treasurer in receiving, posting, and balancing all revenues with bank statements; prepares warrants and demand registers; responds to questions and provides information regarding established policy or procedures; provides liaison to vendors when needed. Operates in-house governmental accounting programs on office computer system, and performs daily backup procedures. Meets with others in-person, both informal and formally, for a variety of purposes related to work duties and City operations. Provides additional administrative tasks as needed or requested.

DESIRABLE QUALIFICATIONS

At a minimum, the qualified applicant should possess:

Knowledge of: General municipal operations; principles, practices, terminology and forms used in standard bookkeeping financial record keeping, and treasury tasks; governmental accounting principles and documentation; fund accounting and inter-fund entries; data processing techniques and computer operation; secretarial and general office methods and techniques; community relations; and customer service practices.

Ability to: Perform data entry and operate a computer terminal; understand, interpret, and apply fundamental principles of governmental accounting, related policies, and procedures, reconcile differences within the record keeping system requiring an understanding of the relationship among accounting records and documents; prepare and maintain ledgers and journals; analyze fiscal data and draw logical conclusions; receive, post and track invoices, receive checks and handle money and balance cash receipts; understand and carry out emergency preparedness procedures; understand and carry out City policies and work effectively as a member of a team; establish and maintain cooperative and effective working relationships with elected and appointed officials, City employees, contract personnel and members of the public; exercise tact, courtesy, alertness, and good judgment in responding to others; maintain regular and predictable attendance.

MINIMUM REQUIRMENTS

Any combination and experience that will likely provide the required knowledge and abilities is qualifying. A typical way to obtain the abilities and knowledge is:

Education: Graduation from high school or equivalent, supplemented by college level course work in basic accounting, bookkeeping, or finance. Bachelor's degree from an accredited college or university with a major in accounting, finance or related field is desirable.

Experience: Two years in a position in general accounting, including duties relative to accounts payable, accounts receivable, financial records and reports.

Possession of a valid California driver's license is required or ability to obtain one within a reasonable time of starting employment, not to exceed two weeks.

COMPENSATION AND BENEFITS

The hourly salary for this FLSA non-exempt position is from \$25.19 to \$37.70 per hour, DOQ. The City of Hidden Hills offers a competitive benefits package, which includes:

- Retirement: Classic Member PERS 2% @ 60, three year final compensation. Employer pays full contribution, New Member - PERS 2% @ 62, three years final compensation. Employee pays 6.25% of the contribution.
- Medical Insurance: City pays for employee share of CalPERS medical insurance. City also provides and pays for employee share of dental and vision plans.
- City contribution for retiree health insurance for retired employees with at least twenty years of service with the City.
- Vacation: 10 days annual accrual after six months.
- Additional Leave: sick leave 1 day per month; maximum 15 days.
- 10 days paid holiday leave per year in addition to noon on working day proceeding Christmas
 Day through New Year's Day.

These benefit descriptions are summaries and in the event of a conflict, the terms of the applicable plan or law will prevail. City benefit plans are subject to change at any time to the maximum extent permitted by law.

SELECTION PROCESS

Applications will be reviewed for relevant experience, education and training. The top finalists will be invited to participate in an oral/written process. A background check will be conducted, and a pre-employment physical will be required. This appointment shall be made by the City Council.

RESERVATION OF RIGHTS

The provisions of this bulletin do not constitute a contract, express or implied, and the City reserves the right to amend, modify or revoke any provisions contained in this announcement without notice. The City also reserves the right to discontinue the recruitment at any time without selecting a candidate from the recruitment. The City is an equal opportunity employer and does not discriminate on any basis protected by law. The City is committed to making its jobs, programs and facilities accessible to all persons and complies with applicable law. Applicants with disabilities who require accommodation in the recruitment, testing or selection process may call (818) 888-9281.

THE CITY

The City of Hidden Hills is nestled between the western foothills of the San Fernando Valley in Los Angeles County and the Ventura County line, California. It is a unique residential gated community with a total land area of just under two square miles and a population of approximately 1,900 on 648 home sites. Its residents enjoy a city that has preserved a country way of life that has nearly vanished from the surrounding communities of Southern California. It boasts an authentic rural atmosphere as witnessed by the absence of sidewalks and street lights and by the presence of horses and bridle paths. The deep setbacks, white three-rail fences, corrals, barns, and natural rustic equestrian trails tell visitors that Hidden Hills is a truly special place to live.

CITY GOVERNMENT

Incorporated on October 19, 1961, Hidden Hills is a general law city with a Council/Manager form of government. The City Council is comprised of five members elected for overlapping four-year terms, with elections held in March of odd numbered years. The City Council meets annually to select one of its members to serve as Mayor and another to serve as Mayor Pro-Tem for one-year terms.

City government operates under the direction of the City Manager with a FY 2016-2017 General Fund operating budget of approximately \$1.8 million. There are three (3) full-time employees including the City Manager, City Clerk and Accounting Specialist. The City's Engineering, Planning and Building services are contracted out to a private company. The City also contracts for law enforcement, fire and other service.

HOW TO APPLY

To be considered for this exceptional career opportunity, submit a City application, and resume to:

City of Hidden Hills 6165 Spring Valley Road Hidden Hills, CA 91302 Deadline to apply is by March 15, 2017

First round interviews are expected to take place the week of March 20th.

Questions regarding this position can be directed to Kerry Kallman, City Manager, (818) 888-9281, or by email at Kerry@hiddenhillscity.org. A City employment application can be obtained from City Hall or at www.hiddenhillscity.org.



Finance Technician

Class Code: 2018

Bargaining Unit: Irwindale City Employees Association

CITY OF IRWINDALE Revision Date: Feb 11, 2020

SALARY RANGE

\$4,537.00 - \$5,514.00 Monthly

CLASS CONCEPT:

Under general supervision, performs a variety of responsible financial record keeping functions; maintains financial records on the City's automated financial system, processes accounts payable, and performs related duties as required.

EXAMPLES OF DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs a variety of responsible financial record keeping functions; maintains financial records on the City's automated financial system and processes accounts payable.
- Performs duties in support of the City's accounts payable function; receives incoming
 invoices for payment and reviews for accuracy and proper authorizations and account
 coding; researches discrepancies; prepares batches for data entry; ensures that
 payments are included and processed in a timely manner.
- Enters reviewed invoices for payment; reviews data input and data entry batches completed by others for accuracy and makes necessary corrections; obtains necessary signatures for approval.
- Processes accounts payable disbursements from batches entered in current accounts payable cycle; prepares warrant listing and distributes to City Clerk for City Council meetings; receives and inputs special accounts payable batches for manual checks on an as-needed basis.
- Opens and closes the central cash register; reviews and verifies cash received from other departments.
- Maintains fixed asset records and conducts periodic inventories.
- Establishes and maintains various filing systems.
- Assists with various department functions; assists with preparation of the annual budget; provides support during the year-end audit; assists with the processing of developer deposits.
- Researches and/or responds to employee, vendor, and citizen inquiries, requests, and complaints in a courteous manner; provides information within area of assignment; resolves complaints in an efficient and timely manner.

- · Maintains various subsidiary ledgers and journals.
- Performs a variety of general office support functions including typing, record keeping, proofreading, and forms and report generation; receives and sorts incoming mail; files documents.
- Coordinates and maintains the centralized accounts receivable functions; processes invoices; reconciles the aging schedule; performs collections as needed.
- Performs related duties as required.

QUALIFICATIONS:

Knowledge of:

- · Principles and practices of accounting and financial record keeping.
- · Basic principles and practices of auditing.
- Mathematical principles.
- Principles and practices used in establishing and maintaining files and information retrieval systems.
- Principles and practices of fiscal, statistical, and administrative record keeping and reporting.
- Methods and techniques for basic report preparation and writing.
- Customer service techniques, practices, and principles.
- Modern office procedures and equipment including computers and applicable software applications.
- Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Understand, interpret, and apply the fundamental principles of accounting and related policies and procedures.
- Perform a variety of accounting, fiscal, and statistical record keeping duties including to prepare, maintain, and reconcile a variety of records and files.
- Participate in the preparation of a variety of administrative and financial reports.
- Review financial records, reports, and related documents, identify discrepancies, and resolve problems related to assigned area of responsibility.
- Research, compile, and interpret a variety of information and make appropriate recommendations.
- · Work independently in the absence of supervision.
- Plan and organize work to meet changing priorities and deadlines.
- Perform mathematical calculations quickly and accurately including to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Understand the organization, operation, and services of the City and of outside agencies as necessary to assume assigned responsibilities.
- Compile a variety of information and records and exercise good judgment in maintaining information, records, and reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

Equivalent to completion of the twelfth grade. Completion of technical accounting training and



Account Clerk II

Class Code: ACII

Bargaining Unit:

CITY OF ROLLING HILLS ESTATES Revision Date: Jan 10, 2020

SALARY RANGE

\$25.49 - \$38.24 Hourly \$4,418.27 - \$6,628.27 Monthly \$53,019.20 - \$79,539.20 Annually

DESCRIPTION:

This position prepares and processes accounts receivables and business license applications (must use the City's financial computer system); operates and posts to the City's accounting system; prepares, processes and maintains regular billings for the City and handles records maintenance and correspondence; prepares statements and performs miscellaneous typing and filing; exercise independent judgment, must have excellent customer service skills when dealing with the public, City officials, City staff and other government agencies; and performs related work as required.

EXAMPLES OF DUTIES:

- Corrects errors and/or recommends adjustments to accounts receivable, reclassification of expenditures and proposed journal entry changes;
- Assists in the preparation of annual audit work papers:
- · Prepares billings and maintains records and files;
- · Prepares and processes invoices and regular billings for City services rendered;
- Handles records maintenance, billings and correspondence;
- Prepares renewal billings;
- · Prepares year-end reports;
- · Receives, posts and balances all revenues with bank statements;
- · Performs related work as required.

TYPICAL QUALIFICATIONS:

Education and Experience:

- · High school diploma/GED (required);
- Bachelor's Degree or equivalent with major course college course work in accounting, finance or closely related field (desired);
- Five (5) years in a position in general accounting, including duties relative to accounts receivable, financial records, business license and reports;
- At least one of the five years with a municipality in a position which included business license experience.

Job-related Certifications/Licenses:

Must possess a valid California Driver's License with a safe driving record;

Knowledge of:

- · Modern office practices and procedures.
- Correct English usage, spelling, grammar and punctuation.
- · General municipal operations.
- Principles, practices, terminology and forms used in standard bookkeeping, financial record keeping and treasury tasks.
- Standard and business mathematics.
- Computer skills, including Excel, Outlook, Word, and Sungard Pentamation or similar.

Ability to:

- Type at a rate of 35 wpm from clear, legible copy.
- Operate computer, 10-key adding machine, copier, and other related office equipment.
- · Understand and carry out oral and written instructions.
- · Organize, prioritize and implement a variety of ongoing tasks.
- Promote good relations with the public, City officials, City staff and other government agencies.
- · Rapidly and accurately make mathematical calculations.
- Receive, post and track invoices.
- · Receive, check and handle money and balance cash receipts.

Must clear LiveScan fingerprint (background) check.

Must pass Pre-placement physical exam (including drug test).

Must clear E-Verify process.

SUPPLEMENTAL INFORMATION:

PHYSICAL REQUIREMENTS:

Moderate; Typical office setting with prolonged periods of sitting; may require some driving to different locations; Performs work involving lifting, pushing and/or pulling of objects which may weigh up to 25 pounds; Intermittently twist to reach office equipment; write or use a keyboard to communicate through. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. Required to attend evening meetings. Ability to be present at work during normal business hours. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

The City of Rolling Hills Estates is an Equal Opportunity Employer and will provide reasonable accommodation in accordance with applicable state and federal law and City policy. Please



Account Technician

Class Code: FIN Acct Tech

Bargaining Unit: Classified Employees
Association

CITY OF SIERRA MADRE Established Date: Sep 24, 2012 Revision Date: Apr 27, 2016

DESCRIPTION:

GENERAL PURPOSE

Under direct supervision, performs customer service work at the City Hall public counter and over the telephone. Assigned duties may include the issuance, processing and collection of licenses, fees, utility billing and related permits, the processing of accounts payable and/or payroll, as well as reconciling accounts and preparing journal entries, all the while continually promoting, in actions, words and writing, the highest customer service standards.

EXAMPLES OF DUTIES:

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Financial Duties

- As required, contacts financial institution, vendors, businesses, the public or other agencies to verify or obtain routine information regarding City financial activity.
- Enter financial transactions and review accounts to verify that all entries are valid and balance out.
- Identify account discrepancies and help address the problem.
- Verifies and proofreads a variety of documents for grammatical, clerical and arithmetical accuracy, completeness and compliance with established standards and procedures.
- Processes accounts payable for payment, matching invoice to purchase order and
 receiver-payment copy; ensures that invoice agrees with purchase order; checks for
 freight and discounts; verifies appropriate tax calculations; batches purchase orders;
 reviews edit documents to ensure entries are correct; orders demand list and forwards
 to City Manager and City Council for approval.
- Receives invoices and checks for mathematical accuracy; verifies that purchase orders are encumbered properly; files encumbered purchase orders.

- Verifies claims, warrants, deposit slips, computer source documents, and other records for arithmetical accuracy, consistency, and budget classification requiring application of established coding and record keeping practices.
- Processes payroll by: collecting and reviewing time reports, entering data into a computerized processing system; verifying accuracy of data input, printing payroll checks, and printing payroll reports. Compiles and reports pertinent tax and benefit files as related to payroll.
- Acts as cashier; receives payments for city departments; prepares, balances and closes out cash drawers; inputs cash receipts into computer; copies and files receipts; deposits cash.
- Processes business licenses and business license renewals; receives payments, issues receipts and vehicle decals; obtains approval from appropriate departments; inputs information into computer, prints license for mailing, and files application and copy of license.
- Identifies unlicensed business in the City by checking data from State sales tax licensing, newspaper notices of fictitious names; notifies owners of license requirements.
- Provides information to public regarding business license requirements and status of applications; prepares delinquent payment notices; mails noncompliance letters removing inactive licenses from files.
- Processes utility payments; prepares utility bills, delinquent payment notices and 24 hour shut off notices; researches billing inquiries and corresponds with customers; processes utility bill address change forms.
- · Issues and processes various licenses and permits.
- Prepares journal entries to assist in monthly and year-end closure of accounting periods.
- Assist in the preparation of the annual budget and inputs data for adopted budget using financial management software.
- Performs various data entry functions into the City's accounting system and other related systems.

Clerical Duties

- Responds to inquiries in person or by phone, providing explanation of established procedures and work unit policies; issues routine correspondence to vendors, businesses, or the public according to established procedure.
- Ability to reason-out and analyze logical sets utilizing spreadsheet and word processing software; including entering, revising, sorting, calculating, and creating tables and reports.
- Research, summarize and report orally or in writing requests of the Accounting Manager or Finance Director.
- Provides professional assistance to internal and external customers (at the public counter and over the telephone) with general City information related to City procedures, forms; utility service; complaints and problems.
- Assists public in completing forms; receives and processes various city documents.
- · Handles complaints and resolves problems.
- Performs clerical duties; accounting and other duties, such as typing letters, compiling reports; data input; completing forms; deliver outgoing mail to post office; sorts and distributes mail; receives and sends faxes; makes copies of reports and forms as necessary; maintain files for finance department.
- Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.
- Continually promotes, in actions, words, and writing, the highest customer service standards.
- · Performs other related duties as required.

TYPICAL QUALIFICATIONS:

QUALIFICATIONS GUIDELINES

Knowledge of:

- · Principles and practices of public/municipal finance.
- Ability to properly enter journal entries; understanding of proper entries for debits/credits into both the general ledger and sub-ledger accounts.
- Paraprofessional accounting and bookkeeping practices.
- · Office terminology and procedures.
- · Computerized accounting systems and software.
- · Familiarity with pertinent federal, state and local laws, codes, and regulations.

Ability to:

- · Administer City policies, programs, and procedures.
- Communicate orally in the English language in face-to-face, one-on-one settings, in group settings, by personal computer or using a telephone.
- Manipulate data in a computerized environment, including mainframe, and networked personal computers.
- Observe and monitor people's behavior to determine compliance with prescribed operating standards.
- · Comprehend and make inferences from written material.
- Learn job-related material through oral instruction and observation and through structured lecture and reading.
- · Remain in a sitting position for extended periods of time.
- Respond to the public under stressful circumstances in a fair, calm, and understanding way to obtain positive results.
- Work under pressure (i.e., handling significant problems and tasks which come up simultaneously and/or unexpectedly).
- Produce written documents with clearly organized thoughts using proper English sentence construction, punctuation, and grammar.
- · Work safely without presenting a direct threat to self or others.
- Work cooperatively with department staff, other City employees, and the public.

Education/Training/Experience:

Three years of public/municipal finance experience, and a bachelor's degree in public or business administration, or a related field. Other combinations of education and experience that meet the minimum qualifications may be substituted.

Licenses; Certificates; Special Requirements:

Must possess a current American Red Cross certificate in First Aid/CPR/AED for Schools and the Community or obtain within three months of employment as well as a valid Class C California driver's license and the ability to maintain insurability under the City's Vehicle Usage Policy.

SUPPLEMENTAL INFORMATION:

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable



Senior Account Clerk

Class Code:

CITY OF SAN MARINO Revision Date: Apr 29, 2020

SALARY RANGE

\$4,462.50 - \$5,442.72 Monthly

CLASS CONCEPT:

GENERAL PURPOSE

Under direct supervision of the Finance Director, the Senior Account Clerk assists in the operations of the City's finance activities; performs bookkeeping and advanced clerical work.

DISTINGUISHING CHARACTERISTICS

This is the advanced level in the clerk classification series and is characterized by the performance of a variety of more complex duties within a framework of established procedures and with occasional instruction and assistance.

ESSENTIAL FUNCTIONS:

ESSENTIAL FUNCTIONS

The duties, skills, and demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential duties, skills, and demands.

Duties:

- Responsible for accounts receivable, and accounts payable; all purchasing for administration department; keeps financial records and processes documents involving financial transactions.
- Reviews documents for proper expenditure or revenue classification; reconciles band and other control statements; prepares worksheets on expenditures, receipts and the status of funds.
- Performs basic arithmetic calculations, calculating totals and sub-totals; prepares various financial and statistical reports; bank deposits; manages Calcard program; prepares bills for miscellaneous services and reimbursements.
- Operates a variety of office equipment including a computer, typewriter, copier, calculator, and facsimile machine; utilizes various computer applications and specialized software packages.
- · Performs related duties as assigned.

QUALIFICATIONS:

QUALIFICATIONS

Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential job duties of the position is qualifying.

Knowledge, Skills and Abilities:

Knowledge of

- Basic budgetary and bookkeeping methods; governmental accounting procedures; eneral office methods and procedures; correct business English usage, spelling, grammar, and punctuation.
- Modern office practices, procedures and office equipment operation.
- Basic arithmetic, numeric and alphabetical filing systems; data processing systems and applications

Skills/Abilities

- Read and interpret City rules and regulations; work with minimum supervision; maintain, classify, and interpret a variety of financial and clerical information; make arithmetic computations rapidly and accurately.
- Operate various office equipment including a computer, calculator, telephone, portable radio, copying machine and cash register; type 45 net words per minute; understand and carry out oral and written direction.
- Respond to the public's and staff's requests for assistance both on the phone and in person; prepare routine narrative reports, perform mathematical calculations, count money and sort/file documents.
- Use and edit correct English grammar, punctuation, and spelling; routine clerical duties such as telephone reception, counter assistance, typing and filing.
- Establish and maintain effective working relationships with the public and those contacted in the course of the work.
- · Perform other duties as assigned.

Education and Experience:

Any combination equivalent to the education and experience likely to provide the required knowledge and abilities would be qualifying. A typical way to gain such knowledge and abilities would be:

Education

Graduation from high school, or equivalent (G.E.D. or California Proficiency Certificate).

Experience

• Three (3) years of accounting or bookkeeping experience, preferably with one (1) year in a governmental agency.

Licenses/Certificates

Possession of a valid California Class C driver's license.

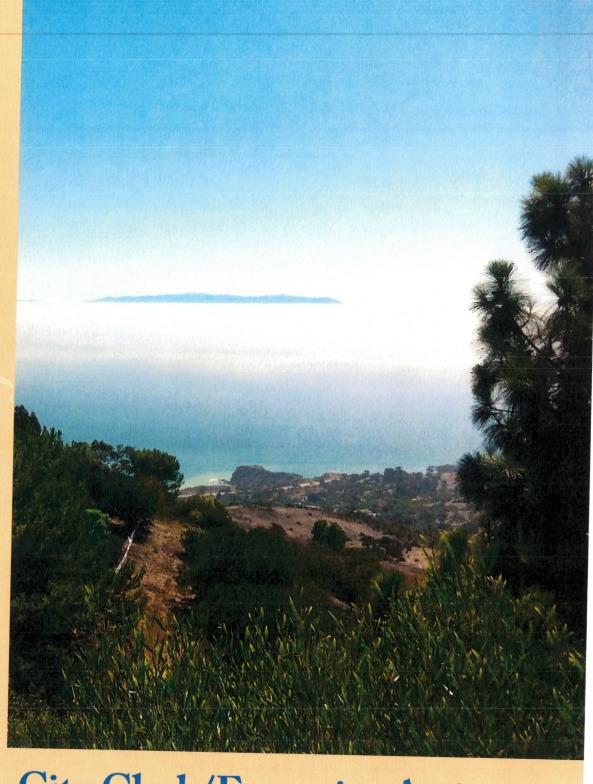
Physical Demands and Work Environment

Physical demands

The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employee is regularly required to sit at a desk long periods of time; stand at the front counter;

ATTACHMENT #3





City Clerk/Executive Assistant
CITY OF ROLLING HILLS, CALIFORNIA

THE COMMUNITY

Nestled on the Palos Verdes Peninsula, "where you can look down on the crowded flats of the [Los Angeles] basin...isolated, either geographically or via security features such as gated private entrances...and a neighborhood that is outside the city

limits" (Los Angeles Times 3/16/2018), is the bucolic community of Rolling Hills, California. With its 1,900 residents and onestory ranch style homes on one-acre and two-acre lots, the City of Rolling Hills is

recognized as an oasis in Los Angeles County. The City's Mediterranean habitat, spectacular ocean and city views, residential open space and dark sky requirements, and 30 miles of hiking and equestrian trails, create an environment where residents enjoy a special, unique, peaceful and relaxing quality of life surrounded by a large urban, metropolitan region.

The City of Rolling Hills, founded in 1936 and incorporated in 1957, was designed by A.E. Hansen and prides

itself on remaining true to its original plan. As an equestrian, residential master-planned community in a three-square mile area, the City is situated among the Cities of Rolling Hills Estates and Rancho Palos Verdes, and unincorporated portions of Los Angeles County.

Community services, public facilities, and infrastructure within Rolling Hills are shared by the City and the Rolling Hills Community Association.

The Rolling Hills

Community Association is predominately responsible for road maintenance and architectural design review while the City is responsible providing municipal services and addressing residential and state-mandated planning matters. Volunteerism among City residents within both the City and County is unparalleled. One local example of community involvement is the City's Block Captain Program for disaster preparedness and response. Roads within the City are private

easements deeded to the Rolling Hills Community Association for transportation purposes and as such, the community is gated.

For more information about the City of Rolling Hills, please visit https://www.rolling-hills.org.

THE ORGANIZATION

The City of Rolling Hills is a "contract city" managed under the Council-Manager form of government. The five-member City Council is elected at-large, and the position of Mayor and Mayor Pro Tem are annually rotated among the City Council members. Under City Manager Elaine Jeng, City services are provided by a very professional and dedicated full-time team comprised of the Planning & Community Services Director, Code Enforcement & Fuel Abatement Officer, Administrative Assistant, City Clerk/Executive Assistant, and Senior Management Analyst, and part-time Administrative Clerk.

The City operates with a \$2.2 million annual budget funded primarily from property taxes and construction permits. Police services are provided by the Los Angeles County Sheriff Department, and for fire and paramedic services, the City receives services as a member of the Consolidated Fire Protection District of Los Angeles County. The City of Rolling Hills participates in the California Joint Powers Insurance Authority for risk management, and customized backyard refuse service is provided by contract with a private waste hauler. The City of Rolling Hills is also one of the founding 8 cities that formed the California Contract Cities Association.



Residents enjoy and value a direct and personal connection to City Council members and staff. The character of the community supports City officials, staff and residents to be known by name and formal business to be conducted in a colloquial and informal, yet respectful and professional, manner. As a testament to the quality of work and caring and friendly atmosphere provided



by the City, City staff typically and ideally serve the City for many years. The staff team, guided by a recently approved citywide strategic plan, is dedicated and committed to both public service and customer service. The staff team works closely together in a collaborative, supportive manner, and recognizes that no task is too small or outside the box for each and every individual team member.

THE POSITION

The City Clerk/Executive Assistant is appointed by the City Manager. The successful candidate must be a skilled writer and active listener for

Peckhame McKenney All about fit"

clear, open, accurate and effective communications, a "people person" that values customer service, problem solving, and being responsive. The candidate selected for the position should be an enthusiastic individual who is direct and forthright in conversation and takes pride in work. With having strengths in organization and process, and/or experience in evaluating and applying rules and requirements, the successful candidate will also be flexible while goal oriented, a critical thinker who embraces continual learning, and will implement best practices in support of overseeing complex operations. As the Executive Assistant, the successful candidate will serve as a confidant and ambassador of the City Manager and provide professional and administrative support.

The ideal candidate must embrace a "can do" attitude and approach as well as have self-confidence and not be intimidated. In turn, under the tutelage of the City Manager, the successful candidate will learn, be exposed, and engage in all aspects of municipal government for training, knowledge and experience. The City additionally supports professional development and training for achieving and sustaining professional and organizational excellence. Major focus areas of the City Clerk/ Executive Assistant will include digitizing records and records managements, and migrating a paper centric agenda to digital/tablet

based distribution. The City Clerk/ Executive Assistant will work directly with the City Council and attend City Council and Commission meetings, and is encouraged to participate in community events.

Requirements include 3 years of progressively responsible customer service, administrative support and/or or office management experience and a Bachelor's Degree in public administration, business administration or related field from an accredited four-year college or university. Experience, knowledge or desire and ability to learn pertinent Federal, State, and local laws; municipal election laws and procedures; terminology of ordinances and resolutions; requirements of the Brown Act and parliamentary procedure; complex principles; managing public records and records

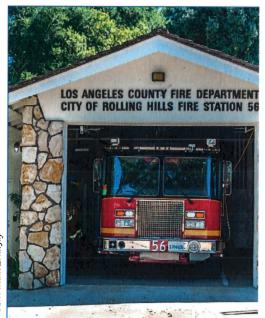


Photo credit: Erick Jay

retention, and documentation / minute taking, along with work experience in a municipal government is highly desirable.

THE COMPENSATION

The annual salary range for this position is \$68,724 to \$90,216, and appointment will be made depending upon the qualifications of the selected candidate. In addition, the City offers the following comprehensive benefits:

RETIREMENT: PERS Miscellaneous formula: "Classic" members: 2% @ 60 with employee contribution of 7% of salary. "New" members: 2% @ 62 with employee contribution of 6.5% of salary. The City also participates in Social Security.

MEDICARE: Employee pays 1.45% of salary towards future Medicare benefits.

LEAVES, HOLIDAYS AND VACATION:

Personal Leave: 1 day (8 hours) are provided each July 1st.

Sick Leave: Accrued at the rate of 90 hours / year up to an accumulation of 225 hours.

Holidays: 11 holidays (80 hours) are observed / year.

SEARCH SCHEDULE

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

Vacation: Accrued at 96 hours / year, increasing with City service up to 160 hours/year at 10 years of service and an accumulation of 300 hours.

HEALTH INSURANCE: The City will contribute 100% of medical, dental and vision benefits for the employee and 80% of the cost of dependents.

Long-Term Disability: City-paid coverage is provided.

LIFE INSURANCE: City-paid \$50,000 life insurance.

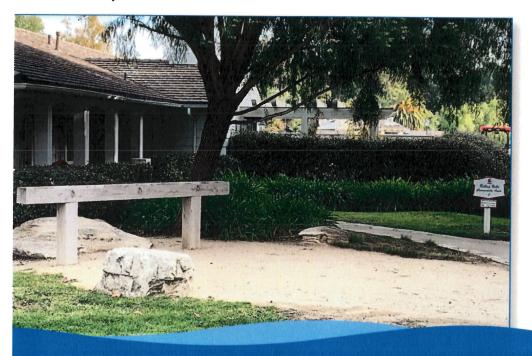
FLEXWORK/TELECOMMUTING: The City has a 9/80 work schedule with alternate Fridays off.

THE RECRUITMENT PROCESS

To apply for this key position and exciting career opportunity, please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney www.peckhamandmckenney.com

Resumes are acknowledged within two business days. Contact Anton "Tony" Dahlerbruch at 310.567.1554 or toll-free at (866) 912-1919, if you have any questions regarding this position or the recruitment process.





www.peckhamandmckenney.com





OCTOBER 2018 FLSA: EXEMPT

DEPUTY CITY CLERK/SENIOR ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, performs a wide variety of administrative, secretarial, and office support duties of considerable complexity requiring thorough knowledge of the department, its procedures, and operational details; administers assigned programs; provides administrative support to assigned departmental staff, projects and programs; composes and prepares correspondence using considerable judgment in content and style; performs skilled word processing, data entry, and typing; provides information to the public, staff, and program participants; provides assistance for a wide variety of assignments; and performs related work as required; provides administrative direction and assists in the oversight for all functions and activities of the City Clerk's office, including administration, election management, the legislative function, archiving of public records and public information and filing officer services.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the City Manager. Exercises no supervision of staff. May provide technical and functional direction to other staff and/or contractors on a project or program basis.

CLASS CHARACTERISTICS

This is the advanced journey-level class responsible for developing and implementing procedures for a variety of projects and programs within an Administration department as well as the City Clerk's office providing a clerical, secretarial, and administrative support to the assigned department. Employees use independent judgment and decision-making authority to resolve complex problems, independently plan and carry out assignments, coordinate work with others, and provide information, guidance, and recommended solutions regarding administrative processes and procedures. This class is appointed by the City Manager and provides assistance to the City Manager and City council in a variety of administrative, coordinative, analytical capacities. Successful performance of the work requires knowledge of public policy, municipal functions and activities, including the role of an elected City Council.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modifies, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Plans, oversees, and administers department-specific or City-wide programs and projects; provides assistance to department staff in various department-related projects.
- Organizes and carries out administrative assignments in support of management, which may include the City Manager's Office; compiles and organizes information and data from various sources on a variety of specialized topics related to programs in assigned area; checks and tabulates standard

CITY OF AVALON



- mathematical or statistical data; assembles reports, manuals, articles, announcements, and other informational materials.
- Performs a wide variety of routine to complex office administrative duties to support departmental operations, including filing, preparing complex records and reports, accounts payable, cashiering duties, processing permits and licenses, and ordering and maintaining office and other related supplies.
- Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
- > Screens calls, visitors, and incoming mail; assists public at front counter and directs public to appropriate locations and/or staff; responds to complaints and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from the public and is the first point of resolving issues and problems; enters public calls into appropriate computer databases; directs callers to appropriate City staff as necessary.
- > Compiles information and data for administrative, statistical, and financial reports; checks data; prepares and assembles reports, manuals, articles, announcements, and other informational materials.
- Verifies and reviews forms and reports for completeness and conformance with established regulations and procedures; applies departmental and program policies and procedures in determining completeness of applications, records, and files.
- Maintains and updates departmental record systems; enters and updates information with departmental activity, inventory files, and report summaries; retrieves information from computer application systems as required.
- Prepares, copies, collates, and distributes a variety of documents, including agendas, bid packages, contracts, informational packets, and specifications; ensures proper filing of copies in departmental or central files.
- > Composes, types, formats, and proofreads a variety of routine reports, letters, documents, flyers, brochures, calendars, and memoranda; types from rough drafts, verbal instructions, or transcribing machine recordings; checks drafts for punctuation, spelling, and grammar; suggests corrections.
- Receives, opens, time stamps, sorts, and distributes incoming and interdepartmental mail; prepares and distributes outgoing mail.
- Maintains calendars and makes meeting arrangements; schedules meetings between City staff and other groups or organizations; arranges for necessary set-up and materials to be available at meetings.
- Forms, assembles, updates, and distributes a variety of department or City specific information, forms, records, and data as requested.
- Monitors and orders office and other related supplies; assists in preparing, processing, and tracking purchase requisitions for services and materials; receives vendor invoices; prepares request for payment for department head approval.
- > Schedules and prepares conference and meeting rooms, including setting up audio visual equipment for City Council and committee meetings,
- May act as a department representative within community groups to relay or obtain relevant information regarding departmental activities.
- Performs other duties as assigned.
- > Coordinates City Clerk's office activities with those of other departments and outside agencies and organizations; provides staff assistance to the City Manager and City Council; prepares and presents staff reports and other necessary correspondence; assists the gathering and delivering of the City agenda; assists in the preparation of agenda, agenda items, and presentation of staff reports to City Council.



- Assists, plans, manages and conducts municipal elections and special elections; ensures conformance with the California Elections code, Political Reform Act, and other government codes; coordinates, receives, and certifies sufficiency/insufficiency of ballot measures, initiative petitions, arguments, rebuttals, referendums, recalls, and impartial analyses; prepares municipal legislation as required; prepares candidate's notebooks and provides necessary information to candidates, committees, and the public; serves as the deputy filing officer for the Fair Political Practices Commission for campaign disclosure filings; maintains election documents for public inspection; oversees printing of sample ballot material; declares election results; administers and files oaths of office.
- Oversees the operations of the City-wide records management program, document imaging system, and records preservation and destruction; sets and ensures legal compliance retention schedules for City records; develops and updates records retention policies and procedures; researches City documents, historical information, and other information as needed; attests, indexes, and files all legislative actions.
- Maintains the maintenance of the official City Clerk's departmental files.

QUALIFICATIONS

Knowledge of:

- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions.
- > Departmental practices and procedures and applicable City policies.
- > Principles and practices of program administration.
- > Principles and practices of data collection and report preparation.
- Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
- Modern office administrative and secretarial practices and procedures, including the use of standard office equipment.
- > Business letter writing and the standard format for reports and correspondence.
- > Computer applications related to the work, including word processing, web design, database, and spreadsheet applications.
- > Business mathematics and basic statistical techniques.
- > Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- > Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

- > Independently administer and maintain assigned programs.
- > Perform responsible administrative and secretarial support work with accuracy, speed, and general supervision.
- Provide varied and responsible secretarial and office administrative work requiring the use of tact and discretion.
- Understand the organization and operation of the City and of outside agencies as necessary to assume assigned responsibilities.

CITY OF AVALON



- > Interpret, apply, and explain administrative and departmental policies and procedures.
- > Respond to and effectively prioritize multiple phone calls and other requests for service.
- Compose correspondence and reports independently or from brief instructions.
- Make accurate mathematical, financial, and statistical computations.
- > Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Establish and maintain a variety of filing, record-keeping, and tracking systems.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; organize own work, set priorities, and meet critical time deadlines.
- > Operate modern office equipment including computer equipment and specialized software applications programs.
- > Use English effectively to communicate in person, over the telephone, and in writing.
- > Use tact, initiative, prudence, and independent judgment within general policy and legal guidelines in politically sensitive situations.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to the completion of twelfth (12th) grade supplemented by college-level coursework and/or technical training in secretarial science and/or office administrative support and three (3) years of responsible secretarial experience. Additional specialized secretarial or clerical training is desirable.

Licenses and Certifications:

- > Possession of, or ability to obtain, a valid California Driver's License by time of appointment.
- > Possession of, or ability to obtain, a Notary Public certification
- > Possession of, or ability to obtain, a Certified Municipal Clerk certification.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL ELEMENTS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



City Clerk/Executive Assistant

Class Code: Clerk

Bargaining Unit: Professional Employee

Group

CITY OF ROLLING HILLS ESTATES

Revision Date: Dec 30, 2019

SALARY RANGE

\$35.95 - \$56.42 Hourly \$6,232.00 - \$9,779.53 Monthly \$74,784.00 - \$117,354.36 Annually

DESCRIPTION:

Under direction and general supervision of the City Manager, this position organizes, plans, manages and direct all activities of the City Clerk's office and performs high-level administrative support to the City Manager and City Council. The City Clerk/Executive Assistant position is responsible for department budget administration; front office management; administering citywide Records Management Program and Agenda and Minutes Management processes; election management; compliance with state and federal requirements such as Political Reform Act, Brown Act, Public Records Act, Conflict of Interest Codes, Fair Political Practices; and will provide prompt and courteous service to citizen and public requests for assistance and information.

EXAMPLES OF DUTIES:

- Attends City Council and other related meetings:
- Prepares staff reports to City Council as needed;
- Coordinates City Council agenda and related documents for distribution and prepares Council official minutes;
- Ensures that records/documents are in compliance with legal noticing requirements and methods of processing;
- Processes all claims filed against the City and its officers, agents, or employees;
- Attests the signatures of City officers on documents have been executed as authorized by resolution, ordinance, or statute:
- Administers municipal election;
- Performs those duties prescribed under statutory law, as assigned, such as election and loyalty oaths;
- Serves as custodian of official City records, including administering the City's Records Retention Program by coordinating the maintenance, filing, safekeeping,

- computerization, disposition, preservation and proper destruction of all municipal documents, files, materials and information;
- Certifies City documents, including ordinances, contracts, resolutions, minutes, agreements and bids;
- Manages public requests and other requests for information to see they are responded to timely and completely;
- Administers and files oaths/affirmations as needed;
- Serves as the Filing Officer for the Fair Political Practices Commission (FPPC); organizes and administers the filing of Statements of Economic Interest and campaign financing statements and reports; monitors and reviews filings to ensure they are complete and in compliance with FPPC requirements;
- Ensures compliance with Federal and State laws pertaining to municipal government (i.e. Brown Act, Public Records Act, Political Reform Act, etc.);
- Assists with City Council and/or City Manager meeting and event coordination;
- Receives, screens and prioritizes internal and external communications to the City Manager and City Council;
- Coordinates travel arrangements for City Council and management staff;
- Composes routine correspondence for City Manager and City Council as needed;
- Supervises part-time Office Assistant (2) and duties performed by that role;
- · Responds to staff and public inquiries by telephone, letter, e-mail, and in person, and,
- · Performs related work as required.

TYPICAL QUALIFICATIONS:

Education and Experience:

Any equivalent combination of training, education and experience, which provides the individual with the required knowledge, skills and abilities to perform the job. To include:

- High school diploma/GED (required);
- Bachelor's Degree or equivalent with major course college course work in business administration, public administration or closely related field (desired);
- At least five (5) years of progressively responsible experience performing professional administrative support and complex office administration duties, which includes at least one year of experience in a supervisory or management position;
- Prior experience within a City Clerk's office or municipal setting is highly desirable.

Job-related Certifications/Licenses:

- Must possess a valid California Driver's License with a safe driving record;
- Typing Certification at 75 wpm preferred;
- Certified Municipal Clerk (CMC), must possess within one year of
- employment
- California Notary Public Certification (desired).

Knowledge of:

- Federal, state and local laws, codes and regulations applicable to City government operations, procedures, elections, and assigned areas of responsibility;
- Municipal Codes and laws such as the Brown Act, Political Reform Act, Public Records Act and Election Code;
- General principles and methods of records management, record keeping principles and procedures; electronic records management systems (desired);
- Business English, spelling and punctuation;
- Agendas and minutes preparation process; online agenda management software (desired);
- Procedures and practices of municipal government and election law;

- · Basic budgeting principals;
- Modern office procedures and methods including computer equipment, word
 processing, spreadsheet, database, graphic presentations, basic website management
 and other needed specialized software and web-based applications, and internet and
 electronic communication;
- · Ability to type with accurate spelling and grammar;
- · Operate standard office equipment;
- Business letter writing and the standard format for reports and correspondence;
- Organization and function of public agencies, including the role of an elected City Council and appointed boards and commissions;
- Applicable codes, regulations, policies, and technical processes and procedures related to the department to which assigned;
- · Business arithmetic and basic statistical techniques;
- · Basic principles of record keeping and filing procedures; and,
- Techniques for dealing effectively with a high-level of customer service with the public, vendors, contractors, and City staff, in person and over the telephone.

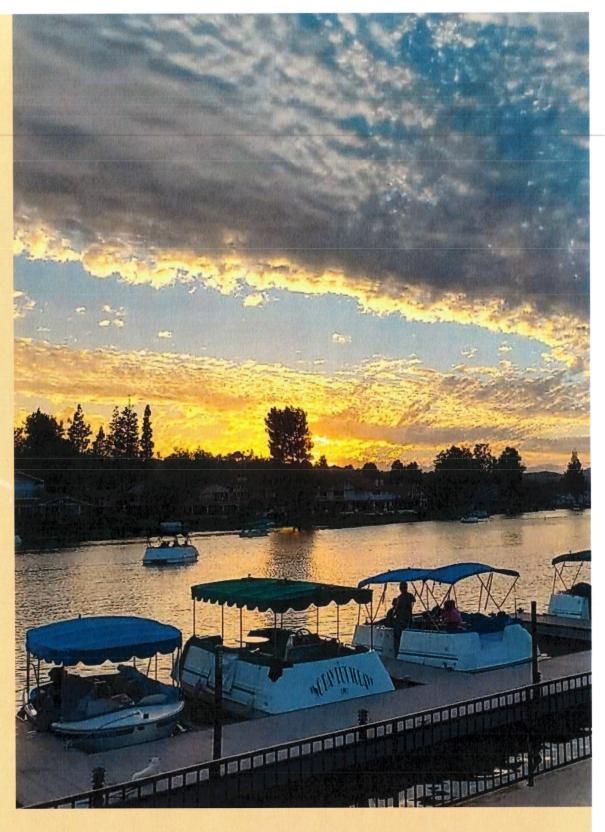
Ability to:

- Maintain confidentiality;
- · Perform and carry out a variety of complex clerical and administrative support tasks;
- Plan, organize, and prioritize projects and tasks in order to meet deadlines;
- Type equal to or greater than 75 wpm;
- Prepare and maintain accurate and precise written documents such as Agendas, Minutes, reports, records, notes, forms and correspondence;
- Communicate clearly and concisely, orally and in writing; understand and follow oral and written instructions;
- · Use proper English, spelling, grammar and punctuation;
- · Perform basic arithmetic computations with accuracy;
- Be physically present at City Hall regular working hours;
- · Attend meetings outside of regular working hours;
- · Work under pressure with strict deadlines;
- Maintain professionalism, courtesy and composure at all times, including stressful situations, and handle disputes and complaints in a calm manner
- Evaluate situations, identify problems, and exercise sound judgment within established guidelines;
- Establish and maintain a positive and effective working relationship with staff, city officials, civic groups, members of the community and other agencies;
- Work effectively in a team environment; and,
- Serve as emergency services worker in the event of an emergency.

Physical Requirements:

Moderate; Typical office setting with prolonged periods of sitting; may require some driving to different locations; Performs work involving lifting, pushing and/or pulling of objects which may weigh up to 25 pounds; Intermittently twist to reach office equipment; write or use a keyboard to communicate through. General use of standard office equipment, including a computer and computer screen for extended periods of time. Intermittently twist to reach office equipment; bend, squat and kneel when filing; walk and stand when operating office equipment; write or use a keyboard to communicate through written means; hear and talk with the public; file papers and reports. Required to attend evening meetings. Ability to be present at work during normal business hours. Ability to hear and speak to communicate in person or over the telephone. Must be able to handle stressful situations.

The City of Rolling Hills Estates is an Equal Opportunity Employer and will provide reasonable accommodation in accordance with applicable state and federal law and City policy. Please contact Human Resources for more information or to submit a request for reasonable accommodation.





City Clerk/Assistant to the City Manager
City of Westlake Village, California

THE COMMUNITY

Known for its spectacular location and natural beauty, neighborhood atmosphere, services available to residents, open space, and adjacency to points of destination throughout Southern California, the City of Westlake Village (approximately 8,200 population) is one of the most desirable communities to live, work and recreate in California. As a City that is also known for professional and exemplary management, collaborative team work, and a family oriented atmosphere that values a work/life balance in support of fostering productivity and innovation, the City is seeking an experienced, knowledgeable, forward-thinking and customer service focused individual to serve as City Clerk/Assistant to the City Manager.

As the "City in the country", Westlake Village has a special small-town charm. Characteristic phrases that define and distinguish Westlake Village include: great place to raise a family; wonderful balance between the residential, commercial, and business sectors; incredibly beautiful physical amenities such as wide boulevards, richly landscaped parkways and

medians; top-notch schools; quality living; neighborliness; safe, quiet neighborhoods; and a strong sense of community pride, civic responsibility, and identity. As such, residents and business alike enjoy and appreciate, and the City staff team take pride in providing, an extraordinarily high level of customer service, quality city services, and city responsiveness.

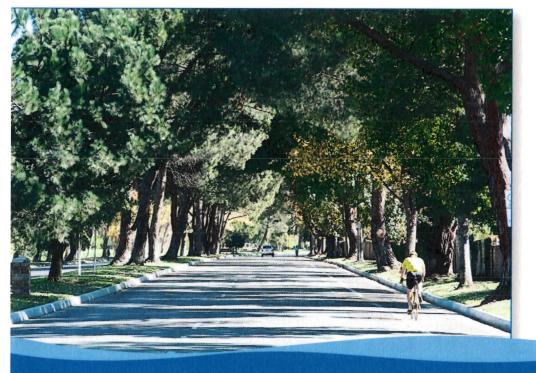
The City of Westlake Village was incorporated in 1981 and was one of the first master-planned communities in the country. As a fully developed city with relatively few properties for sale annually, those who choose to live and work in the City tend to identify with the community relative to its overall beauty, peacefulness, and many amenities. The City helps encourage this connection in various ways that promote an engaged lifestyle for residents. The community's commitment to public and community service is also exemplified through the support of numerous neighborhood events, charitable organizations, and volunteering. Residents have a long history of participation in numerous City volunteer projects, committees, and boards.



The City operates under the Council-Manager form of government. The five members of the City Council are elected to four-year overlapping terms with the Mayor selected among his/her peers to serve a one-year term. The City Council has a well-established tradition of civility and decorum, prioritizes good governance and professional city management, and is known for maintaining a strong, supportive, familial and respectful relationship with staff. The City Council appoints the City Manager, who in turn, serves as chief executive of the organization. Additionally, the City Council appoints the City Treasurer and the City Attorney. City Council meetings are held on the second and fourth Wednesdays of every month with the exception of a one-month hiatus in August when the City Council holds no meetings.

In Westlake Village, the City Council serves as the Planning Commission. The City is also served by 7 standing committees of the City Council that include the Administrative Committee, Cultural Recreation Committee, Economic Development Committee, Environmental Committee, Land Use Committee, Public Safety Committee and Technology Committee. Typically, the City will rely on these committees, as well as ad-hoc City Council committees, to review and work through City issues leading to recommendations to the full City Council.

The City of Westlake Village is a general law municipality with contracts in place for many of the day-to-day services of local government. Currently, the City contracts for animal control, building and safety, legal, library, parks, recreation and cultural services, law enforcement, and public works. Fire protection services are provided by the



Los Angeles County Consolidated Fire District. Consistent with the City's founding history and priorities, local services and programs focus on maintaining the City's character, high quality of life, connectivity with residents and businesses, and both excellence and responsiveness in the delivery of public services. The City's FY 2021/22 budget includes General



Fund operating expenditures of \$12.8 million and 13.5 FTE staff positions. The City is financially stable with a General Fund reserve of 53.9% (approximately \$6.9 million).

To learn more about the City of Westlake Village, please visit www.wlv.org.

THE POSITION

The City of Westlake Village is an organization that prides itself on strong inter-departmental cooperation and interdisciplinary approaches to work. As such, the City desires a City Clerk/Assistant to the City Manager who embraces team work and collaboration in support of achieving excellence, desired outcomes, accuracy in work products, and outstanding customer service. The City Clerk/ Assistant to the City Manager should be an individual seeking to implement and maintain best practices and accomplishing projects that position the City services and operations to be

best in class. The successful candidate must thrive in an environment that desires state-of-the-art processes, programs, and systems for serving the public, officials and team members.

The City Clerk/Assistant to the City Manager is appointed by and will report to the City Manager, Rob de Geus, who joined the City of Westlake Village in 2019. With a focus on implementing efficiencies and serving as a citywide resource, the City Clerk/Assistant to the City Manager is a working manager who will oversee the Deputy City Clerk and Administrative Assistant. The primary purpose of the team, and specifically the City Clerk/Assistant to the City Manager, is to provide fundamental City Clerk responsibilities (e.g., agenda preparation, compliance with legal requirements, contracts management, public records requests, minutes, City Council meeting logistics, etc.), administrative support for the City Council and City Manager (e.g., scheduling, claims processing, analytical research, liaison to the City Council and community groups, planning, developing and managing special projects, etc.), front-counter customer/ public service (e.g., responding to inquiries, disseminating information, greeting the public, etc.), administrative support to citywide departments, and projects as assigned by the City Manager. Currently, key projects for the City Clerk/Assistant to the City Manager and his/her team include records management and retention (digitizing), process improvement and enhancement, elections which are consolidated with the County, and evaluating and supporting the

administrative needs of the organization.

The ideal candidate is an administrator that is highly organized, detail oriented, and able to prioritize and balance multiple responsibilities and requests. Candidates without direct City Clerk experience but having robust experience in a City Manager's Office or other City Council facing department may also be a great fit for this opportunity. The ideal candidate will also have a calm demeanor and positive attitude; be engaging, optimistic and a positive influence; serve as a motivating, reassuring, and supportive problem solver; coach and mentor staff, enjoy fun and humor in the workplace, and have the presence, poise, and understanding of what is appropriate and necessary for working with elected officials, City Manager and the community.





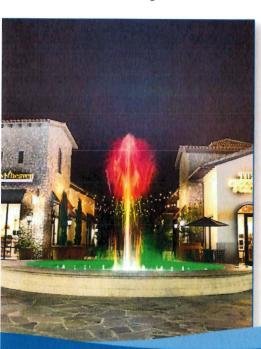
The City Clerk/Assistant to the City Manager must be a "people-person" and problem solver who is approachable, responsive, and knowledgeable in the functions and responsibilities of the role of City Clerk/Assistant to the City Manager. As a small well run City, this is a unique opportunity to be engaged in all aspects of local government with a friendly, professional team who support one another, share responsibilities and opportunities, and maintain a healthy work life balance.

This position requires 4 to 7 years of progressively responsible experience in the performance of tasks common to programs carried out by either a City Clerk, Deputy City Clerk, Assistant to the City Manager, and/or Senior Analyst. A Bachelor's degree is required. A Master's degree, certification as a Certified Municipal Clerk (CMC), and supervisory experience are preferred but not required.

THE COMPENSATION

The City is prepared to offer a competitive salary range of \$94,044 to \$135,216 plus benefits including:

RETIREMENT: Classic Member - PERS 3% @ 60, highest three



SEARCH SCHEDULE

These dates have been confirmed, and it is recommended that you plan your calendar accordingly.

years. Employee pays 5.8% of the contribution, which is deducted from salary on a pre-tax basis, as a cost share. New Member - PERS 2% @ 62, highest three years. Employee pays 6.25% of the contribution, which is deducted from salary on a pre-tax basis, as a cost share.

MEDICAL INSURANCE: CalPERS

DENTAL INSURANCE: Delta Dental

VISION INSURANCE: VSP

RETIREE HEALTH INSURANCE:

City contribution for retiree health insurance for retired employees with at least five years of service with the City.

OTHER INSURANCE BENEFITS: City pays 100% of AD&D, short- and long-term disability insurance.

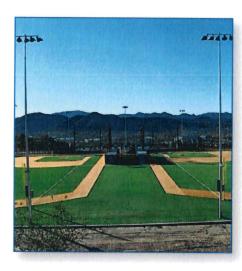
VACATION: 10-15 days annual accrual based on years of service.

Additional Leave: 12 days of sick leave per year, 14 days paid holiday, plus 2 paid floating holidays leave per year.

DEFERRED COMPENSATION: City contributes \$50/month match into an ICMA 457 plan.

FLEXIBLE WORK SCHEDULE: The City offers a 9/80 work schedule following the successful completion of the employee's first year.

The City does not participate in Social Security.



THE RECRUITMENT PROCESS

To apply for this exciting career opportunity, please submit your cover letter and resume (including month/year of employment) via our website:

Peckham & McKenney www.peckhamandmckenney.com

Please do not hesitate to contact Anton "Tony" Dahlerbruch toll-free at (866) 912-1919 if you have any questions regarding this position or recruitment process.



www.peckhamandmckenney.com



Deputy City Clerk

Class Code: 2012

Bargaining Unit: Irwindale City Employees Association

CITY OF IRWINDALE Revision Date: Oct 10, 2019

SALARY RANGE

\$5,133.00 - \$6,239.00 Monthly

CLASS CONCEPT:

Under general supervision, performs complex and responsible administrative support and general clerical duties in support of the City Clerk's Office; assists in the production of and publication of agendas, minutes, ordinances, and resolutions for the City Council and related agencies; performs records management duties; assists with municipal elections; performs assigned duties of the Chief Deputy City Clerk in his/her absence.

EXAMPLES OF DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- Performs complex and responsible secretarial, administrative support, and clerical duties of a complex legal nature in the City Clerk's Office.
- Performs records management duties involving records such as ordinances, resolutions, minutes, deeds, contracts, claims, lawsuits, notices, etc., and performs document imaging, quality control, indexing, and storage of digital records.
- Assists in the preparation of City Council agendas; prepares agendas for various commissions.
- · Attends and prepares the minutes for various commission meetings.
- · Prepares the minutes for City Council meetings.
- Administers Fair Political Practices Commission filings for candidates, elected officials, employees, consultants, and commissioners in accordance with state law and FPPC regulations.
- Responds to inquiries and requests from staff and the general public; coordinates provision of records information to City staff and the general public; and conducts research for complex inquiries.
- Administers the City's document imaging system; refines the search module and criteria; creates, deletes, and modifies user accounts as necessary.
- As needed, assists in the preparation and distribution of resolutions, ordinances, agreements, etc., as adopted at City Council meetings.
- · Receives and opens public bids.
- Provides staff support at the public counter as needed; answers calls, greets visitors, sorts mail, and assists residents with Resident ID paperwork.

- Attends City Council meetings, staff meetings and executive sessions in the absence of the Chief Deputy City Clerk, taking and transcribing the minutes; prepares synopsis; types City Council minutes and agendas.
- Certifies ordinances, resolutions, agreements and other official documents and administers oaths of office in the absence of the Chief Deputy City Clerk.
- · Performs related duties as required.

QUALIFICATIONS:

Knowledge of:

- Operational characteristics, services, and activities of the functions, programs, and operations of a City Clerk's Office.
- Modern principles, practices, and techniques of municipal records management and elections.
- Bid opening policies and procedures.
- Claims-processing procedures.
- Office procedures, methods, and equipment including computers and supporting applications.
- Principles of business letter writing and report preparation.
- English usage, spelling, grammar, and punctuation.
- Principles and practices of fiscal, statistical, and administrative research and report preparation.
- · Pertinent federal, state, and local laws, codes, and regulations.

Ability to:

- Perform a full range or varied complex, sensitive, responsible and confidential programmatic support functions of the City Clerk's Office.
- Understand, interpret, and apply general and specific administrative and departmental policies and procedures.
- Interpret and apply general and specific administrative and departmental policies and procedures.
- Participate in researching, compiling, analyzing, and interpreting data.
- Prepare clear, accurate and concise records and reports.
- Independently prepare correspondence and memoranda.
- Type at a speed necessary for successful job performance.
- Work under steady pressure with frequent interruptions and a high degree of public contact by phone and in person.
- Interpret and apply federal, state, and local laws, codes, and regulations.
- · Follow oral and written directions.
- · Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: Equivalent to a high school diploma.

Experience: Three years of experience performing complex and difficult administrative duties.

License or Certificate: Possession of an appropriate, valid driver's license.

Possession of, or ability to obtain certification as a Notary Public is required.

Possession of, or ability to obtain designation as a Certified Municipal Clerk is desirable.



Chief Deputy City Clerk

Class Code: 2007

Bargaining Unit: Irwindale Management Employee Association

CITY OF IRWINDALE

Revision Date: Oct 10, 2019

SALARY RANGE

\$7,810.00 - \$9,493.00 Monthly

CLASS CONCEPT:

Under administrative direction of the City Manager, assumes responsibility for all functions of the City Clerk's Office; plans, directs, and oversees the daily operations of the Office; coordinates all meetings of the City Council and various commissions; maintains City records; serves as the City's Elections Official; and provides exceptional customer service to City staff and the general public.

EXAMPLES OF DUTIES:

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

- · Assumes full responsibility for all functions of the City Clerk's Office.
- Coordinates with all City departments in preparing, assembling and distributing agenda packets for the City Council and related agencies.
- · Attends all meetings of the City Council and its agencies.
- Prepares, posts, and maintains agendas, minutes, and records, and ensures timely follow-up on Council actions.
- Acts as Elections Official and ensures compliance with California Elections Code and City's Municipal Code.
- Ensures compliance with the Public Records Act, conflict of interest laws, Fair Political Practices Commission regulations, public notification and disclosure statutes, etc.
- Administers oaths of office.
- Executes, certifies and maintains official City documents.
- Maintains the City's municipal code.
- Administers records management and document imaging program as well as records retention and destruction; and recommends accompanying policies and procedures on records management.
- · Conducts bid openings.

- Processes and ensures timely responses subpoenas, Public Records Act requests and claims against the City.
- Develops and implements department goals and objectives; develops and administers the department budget.
- · Supervises, trains, and evaluates staff.
- · Conducts recruitments for annual Commission vacancies.
- Researches and provides a variety of information to the public and City officials.
- Provides staff support at the public counter, as needed.
- Participates in professional and community meetings to stay current on issues related to the city clerk profession.
- Maintains positive working relationships with City officials, staff, and the general public.
- · Performs related duties as required.

QUALIFICATIONS:

Knowledge of:

- Modern office practices, procedures, and equipment including computers and applicable software applications.
- · Organization and function of municipal government.
- Principles, practices and techniques of municipal records management.
- · Principles and practices of municipal elections.
- Principles and practices of business letter writing.
- · Basic principles and practices of claims administration.
- English usage, spelling, vocabulary, grammar, and punctuation.
- Pertinent federal, state, and local laws, codes, and regulations.

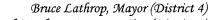
Ability to:

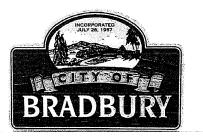
- · Provide professional leadership and direction in the City Clerk's Office.
- Plan, organize, direct, coordinate, and evaluate the work of staff.
- Use independent judgment, flexibility and sensitivity in response to changing situations and needs.
- Analyze problems and identify alternative solutions, procedures, and techniques.
- Plan and organize work to meet schedules and deadlines.
- · Interpret a variety of public documents.
- Interpret, explain, and apply applicable laws, codes, and regulations.
- Type at a speed necessary for successful job performance.
- · Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: Graduation from high school or equivalent. A Bachelor's degree in public administration, business administration, or related field is desirable.

Experience: Five years of progressively responsible experience working in a City Clerk's office. Management and supervisory experience and direct experience in conducting a municipal election is desirable.





Richard Barakat, Mayor Pro Tem (District 3)

Dick Hale, Council Member (District 1)

Montgomery Lewis, Council Member (District 2)

Elizabeth Bruny, Council Member (District 5)

City of Bradbury Agenda Memo

TO: Honorable Mayor and Members of the City Council

FROM: Sophia Musa, Management Analyst

DATE: August 16, 2022

SUBJECT: DISCUSSION ON USE OF CALRECYCLE FUNDS

ATTACHMENTS: 1. Map and Photos of Potential Water Refill Station Locations

2. Photo of Potential Water Refill Station to be Purchased

SUMMARY

The City received \$5,000 from the Cal Recycle Beverage Container Recycling City/County Payment Program. At the April City Council meeting, Staff was directed to contact Duarte about partnering and installing a water refill station on the Duarte Royal Oaks trail. City staff presented a potential water refill station to be replaced with the funds but it was complicated due to an existing partnership between Duarte and a third-party organization. Since then, the City of Duarte has designated two more potential locations for a water refill station to be installed.

It is recommended that the City Council review both potential locations and approve one of the proposed areas for the installation of a water refill station for the City of Duarte at a not to exceed amount of \$7,500.

BACKGROUND

The California Beverage Container Recycling and Litter Reduction Act provides funding to cities and counties for beverage container recycling programs. The funding source is the California Redemption Value (CRV) premium that is paid when consumers purchase beverages in glass bottles, cans, and plastic containers. Funding is distributed annually based on a per capita formula. Bradbury is entitled to receive \$5,000 each year, and receiving the funds is as simple as completing an online form. Currently, the City has \$11,292.02 of these restricted funds.

ANALYSIS

In response to City Council's direction during the April meeting, City staff contacted the City of Duarte to inquire about a partnership to purchase and install a water refill station on the Duarte Royal Oaks trail. Duarte City staff showed interest. Duarte staff suggested the replacement of an existing water refill station which became complicated due to a current partnership with a third-party organization. After more dialogue, Duarte identified two more potential locations for the water refill station (See Attachment #1). Duarte City staff would take care of installation costs and the nameplate recognizing the City of Bradbury. The specific details are to be determined but should Council approve, Bradbury would continue partnering with Duarte to purchase the water refill station or donate funds not exceeding \$7,500.

Staff is seeking approval for a not to exceed cost of \$7,500 for any contingencies. The type of water refill station that has already been agreed upon by both Bradbury and Duarte includes a water bottle filling station and a pet fountain (See Attachment #2).

FINANCIAL REVIEW

Each year, the City of Bradbury receives \$5,000 from CalRecycle. These are restricted funds and cannot be used for General Fund purposes. The City has had difficulties in the past expending all monies received, which has resulted in a surplus. As such, the total balance is \$11,292.02.

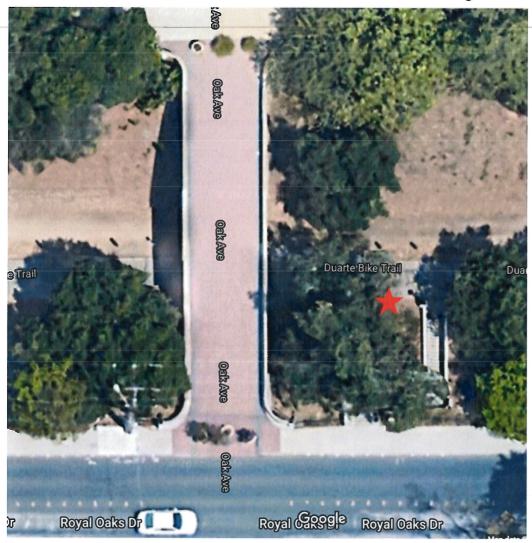
Should the City Council decide to continue partnering with Duarte, all of the cost will be covered by Cal Recycle funds and will not exceed \$7,500.

STAFF RECOMMENDATION

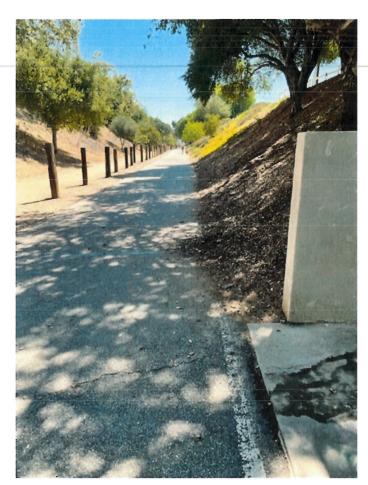
It is recommended that the City Council review both potential locations and approve one of the proposed areas for the installation of a water refill station for the City of Duarte at a not to exceed amount of \$7,500.

Attachment #1

Option #1 – Near the bottom of the stairs at the Oak Avenue bridge







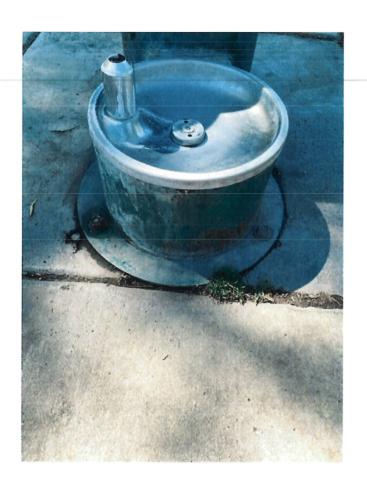


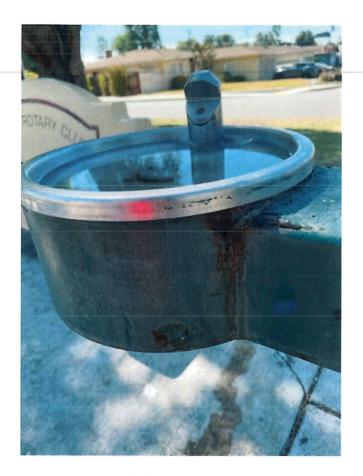
Option #2 – East of Mt. Olive to replace an existing fountain





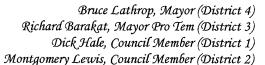




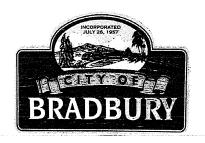


Attachment #2





Elizabeth Bruny, Council Member (District 5)



City of Bradbury Agenda Memo

TO: Honorable Mayor and Members of the City Council

FROM: Sophia Musa, Management Analyst

DATE: August 16, 2022

SUBJECT: DISCUSSION ON BRADBURY NIGHT OUT

ATTACHMENTS: 1. Photos of Event

SUMMARY

This memorandum discusses the recent Bradbury Night Out event that took place at City Hall on July 28, 2022. It was a fun-filled evening with over 190 attendees including 26 vendors. This is an informal discussion with no formal recommended actions.

DISCUSSION

Bradbury Night Out is an annual event hosted to celebrate the City's anniversary and National Night Out. This year, there were over 26 service providers hosting a booth and three food vendors. Residents enjoyed the variety of vendors present, especially the Wildlife Learning Center who brought several animals to interact with including a porcupine, armadillo, hedgehog and more. One of the highlights of Bradbury Night Out also included the attendance of County Supervisor, Kathryn Barger, which led to fruitful conversations regarding potential projects and funding for Bradbury.

Regarding the budget, the City allocated \$10,000 for the event but only spent \$7,000. The cost for three food vendors totaled up to \$4,500. Based on the feedback received by vendors and residents, the main challenges were long wait times for food and parking. Staff hopes to improve the parking situation and consider the hiring of another food vendor for next year's event.

Attachment #1





