

# **AGENDA**

# Regular Meeting of the Bradbury City Council To be held on Tuesday, November 19, 2019 at the Bradbury Civic Center 600 Winston Avenue, Bradbury, CA 91008

**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 City Council at the same meeting.

# CALL TO ORDER/PLEDGE OF ALLEGIANCE

#### **ROLL CALL**

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

# APPROVAL OF THE AGENDA

Majority vote of the 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 three (3) 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.

# <u>ACTION ITEMS\*</u>

#### 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 October 15, 2019
- B. Resolution No. 19-29: Demands and Warrants for November 2019
- C. Monthly Investment Report for the month of October 2019
- D. Appointment of Councilmember Barakat to the San Gabriel Valley Mosquito & Vector Control District Board of Trustees
- E. Agreement for Government Relations Advocacy Services with Best Best & Krieger, LLP
- F. Final Parcel Map No. 72325 with a Categorical Exemption Under the California Environmental Quality Act (CEQA) for a Two-From-One Lot Split at 147 Sawpit Lane.
- G. LA County Fire Grant Letter of Support

# 2. Consultant Services Agreement with Revize for Website Development and Annual Subscription Services

This item is to discuss the approval of the consultant services agreement with Revize Software Systems for the development of a new ADA compliant City website and annual subscription services, which includes hosting, maintenance, and support.

# 3. Ordinance No. 367: An Ordinance of the City Council of the City of Bradbury Amending the Bradbury Municipal Code to Specify the Days that are Considered Holidays in the City's Noise Ordinance

Ordinance No. 367 would expand the restriction of construction noise to all federal holidays. The new regulated days would encompass: MLK's Birthday, Washington's Birthday, Columbus Day and Veterans Day.

# 4. Discussion on Regulations for Ground Cover

At the October meeting, the City Council directed Staff to agendize an item for discussion on Citywide regulations for ground cover. Language for potential language has been drafted and is ready for review. If the City Council desires to move forward with ground cover regulations, Staff would return at a subsequent meeting with an Ordinance for review and approval.

# 5. Discussion on the City Council Planning Commission Retreat

The joint City Council / Planning Commission Retreat is scheduled for December 14, 2019 at the Monrovia's Canyon Park Cabin. It is recommended that the City Council decide upon a time for the retreat and determine what should be discussed during the meeting.

# 6. Matters from the City Manager

# 7. Matters from the City Attorney

# 8. Matters from the City Council

Brief reports of individual Councilmembers activities relating to City business occurring since the last meeting.

# **Mayor Hale**

# **Mayor Pro-Tem Lewis**

California JPIA
Director of Bradbury Disaster Committee
Area "D" Office of Disaster Management

# **Councilmember Bruny**

Duarte Community Education Council (CEC)

# Councilmember Lathrop

League of California Cities
Duarte Education Foundation

#### Councilmember Barakat

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

# 9. Items for Future Agendas

# **ADJOURNMENT**

The City Council will adjourn to a Regular Meeting at the Bradbury Civic Center, 600 Winston Ave., Bradbury, CA 91008 on Tuesday, December 17, 2019 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, November 15, 2019, 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, OCTOBER 15, 2019**

MEETING CALLED TO ORDER:

The Regular Meeting of the City Council of the City of Bradbury

was called to order by Mayor Hale at 7:00 p.m. followed by the

Pledge of Allegiance.

**ROLL CALL:** 

PRESENT: Mayor Hale, Mayor Pro-Tem Lewis,

Councilmembers Bruny, Lathrop and Barakat

ABSENT: None

STAFF: City Manager Kearney, City Attorney Reisman, City Clerk Saldana and Management Analyst Santos Leon

APPROVAL OF AGENDA:

Councilmember Barakat made a motion to approve the agenda to proceed with City business. Councilmember Lathrop

seconded the motion which carried.

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 September 17, 2019
- B. Resolution No. 19-25: Demands & Warrants for October 2019
- C. Monthly Investment Report for the month of September 2019
- D. Resolution No. 19-26: Calling for the Holding of a General Municipal Election on Tuesday, March 3, 2020
- E. Resolution No. 19-27: Requesting the Board of Supervisors of the County of Los Angeles to Consolidate a General Municipal Election with the Presidential Primary Election to be held on March 3, 2020
- F. Resolution No. 19-28: Adopting Regulations for Candidates for Elective Office pertaining to Candidate Statements
- G. Adoption of Ordinance No. 366: Amending the Bradbury Municipal Code to add minimum Lot Frontage requirements, update the Intersection Vision Clearance requirements, and update the Official Zoning Map
- H. City Attorney Assignment/Assumption Agreement
- Designation of Subrecipient's Agent Resolution for the Hazard Mitigation Grant Program

# ITMES B AND G PULLED FROM CONSENT CALENDAR:

City Manager Kearney stated that there was a correction on page 4 of the Demands & Warrants (item B). The City Council was provided with an updated page 4.

Councilmember Lathrop stated that the Official Zoning Map attached to Ordinance No. 366 (item G) needs to be corrected to designate both 555 and 558 Mount Olive Drive as SP (Specific Plan). City Manager Kearney stated that staff will take care of it.

MOTION TO APPROVE CONSENT CALENDAR:

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

**APPROVED:**AYES: Mayor Hale, Mayor Pro-Tem Lewis,
Councilmembers Bruny, Lathrop and Barakat

NOES: None ABSENT: None

Motion passed 5:0

DISCUSSION ON THE DIGITIZATION OF THE CITY'S BUILDING PERMITS:

City Manager Kearney stated that the City's building permits are currently stored in paper format at City Hall. This poses a potential problem if a fire or vandalism were to occur at City Hall, as permits would be lost forever if they were damaged.

**FINANCIAL ANALYSIS:** 

After receiving quotes from companies on the digitalization, staff is recommending to move forward with File Keepers. The company has provided the City with two different quotes. The first quote is for the scanning of three (3) boxes of permits at \$2,720. The second quote is for the scanning of 10 boxes at \$,9650. City Manager Kearney estimated that the City probably has more than 3 boxes, but less than 10. As such, the final cost will probably fall in the middle range between the two quotes. This digitization project would be paid for with money from the Technology Fee Fund, which can only be used for technology related items

PROJECT DESCRIPTION:

File Keepers would pick up the permits and bring them back to their warehouse to be scanned. The scanning process is estimated to take about a month. Once scanned, the company could either return the permits or shred them. The digitized scans would then be handed back to the City on an external hard drive or flash drive in a PDF format, and the permits would be categorized by address. The City would then take the electronic files and place them on the server. Since the server is backed up onto the "cloud", the risk of losing the files to fire or vandalism would be eliminated.

**RECOMMENDATION:** 

Staff is recommending that the City Council direct staff to work with File Keepers to move forward with the digitalizing of the City's building permits at a cost not to exceed \$10,000.

DISCUSSION:

Councilmember Lathrop felt uneasy about shredding the paper permits after scanning because they are a historical record.

Councilmember Barakat suggested to give the paper copies to the homeowners.

Mayor Hale inquired if the City is keeping the plans. City Manager Kearney stated the staff is following the City's adopted retention policy in regards to plans.

MOTION TO DIRECT STAFF TO WORK WITH FILE KEEPERS TO DIGITIZE THE CITY'S BUILDING PERMITS:

Councilmember Bruny made a motion to direct staff to work with File Keepers to move foward with the digitalizing of the City's building permits at a cost not to exceed \$10,000. Mayor Pro-Tem Lewis seconded the motion, which was carried by the following roll call vote:

APPROVED:

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

NOES: None
ABSENT: None
Motion passed 5:0

DISCUSSION ON ALTERNING THE CITY'S OVERNIGHT PARKING REGULATIONS:

City Manager Kearney stated that staff has fielded interest from member(s) of the City Council on altering the City's overnight parking. Currently, regulations for overnight parking only exist on Mount Olive Drive and Mount Olive Lane. Pursuant to Bradbury Municipal Code Section 4.01.1000, there is no parking allowed on these two streets between the hours of 4:00 am and 5:00 am.

RECOMMENDATION:

It is recommended that the City Council direct staff on how to proceed. If changes are desired, staff will prepare an ordinance with any directed changes to the City's Municipal Code.

**DISCUSSION:** 

Councilmember Lathrop stated that he wants to know what the residents in his district want before we "fix" what might not be problem.

Councilmember Barakat stated that the City of Duarte passed a "no oversized vehicles parking on streets" because it's not safe.

**PUBLIC COMMENT:** 

Melani Abeyratne, 734 Braewood Drive, stated that she would like to have overnight parking on Braewood Drive.

Hector Escobar, 2317 Elda Street, stated that overnight parking is not a problem and there is no reason to change it.

Anne Absey, 44 Woodlyn Lane, asked if the City could provide permits for overnight parking.

**DISCUSSION:** 

Councilmember Lathrop would like staff to send letters to all residents in the R-7.500 Zone for feedback.

Councilmember Barakat stated that he would go door to door in his district

ACTION TAKEN: The City Council decided to revisit this item at the December

meeting.

MATTERS FROM THE CITY MANAGER: City Manager Kearney reminded the Council of the joined City

Council-Planning Commission retreat on December 14, 2019.

Staff received a letter from the Captain of Temple Station inviting the Mayor and Mayor Pro-Tem for a private meeting from 5-6 pm with Sheriff Alex Villanueva on October 30, 2019 at the Live Oak Community Center. Following the private

meeting, there will be public meeting from 6-7 pm.

MATTERS FROM THE CITY ATTORNEY: City Attorney Reisman had nothing to report.

MATTERS FROM THE CITY COUNCIL:

**MAYOR HALE:** Mayor Hale stated that the guard house will get a generator.

MAYOR PRO-TEM LEWIS: Nothing to report

COUNCILMEMBER BRUNY: Nothing to report

COUNCILMEMBER LATHROP: Councilmember Lathrop reminded everyone about the Duarte

Education Foundation Fundraiser Dinner to be held on

Saturday, October 19, at 5:00 pm.

COUNCILMEMBER BARAKAT: Councilmember Barakat stated that following the agreement

between the LA County Sanitation Districts and the Employee

Union, the union wants \$5 million more.

The San Gabriel Valley Mosquito & Vector Control District is considering emergency aerial spaying for mosquitos. Green pools are a big problem when it comes to mosquito breeding.

Councilmember Barakat stated that Foothill Transit is committed to have an all-electric bus fleet by 2030 (to reduce the amount of pollutants in the air) but recently 11 of 33 buses

were down during a power outage.

ITEMS FOR FUTURE AGENDAS: Councilmember Barakat would like the City Council to consider

an Ordinance similar to one of the City of San Marino in regards to yard maintenance. Mayor Pro-Tem Lewis asked the City Manager to include a copy of the ordinance in the Weekly

Memo.

	CLOSED SESSION
ROLL CALL:	Mayor Hale, Mayor Pro-Tem Lewis, Councilmembers Bruny, Lathrop, Barakat, City Manager Kearney and City Attorney Reisman
PUBLIC COMMENT REGARDING CLOSED SESSION ONLY:	None
RECESS TO CLOSED SESSION:	A. Conference with Labor Negotiator: Government Code Section 54957.6 City Representative: City Manager Kevin Kearney Unrepresented Employee: Management Analyst
	B. Conference with Legal Council: Pending Litigation pursuant to Government Code Section 54956.9 (d)(1) – City of Bradbury v. Zhingying (USA) Capital, Inc. LA Superior Court Case No. 19GDCP00356
RECONVENE TO OPEN SESSION AND ANNOUNCE ANY ACTION TAKEN:	City Attorney Reisman reported that the City Manager was instructed on how to proceed. No formal votes were taken.
ADJOURNMENT:	At 7:50 p.m. Mayor Hale adjourned the meeting to Tuesday, November 19, 2019 at 7:00 p.m.

ATTEST:

CITY CLERK - CITY OF BRADBURY

MAYOR - CITY OF BRADBURY

#### **RESOLUTION NO. 19-29**

# A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, APPROVING DEMANDS AND WARRANTS NO. 15716 THROUGH NO. 15731 (PRE-RELEASED CHECKS) AND DEMANDS AND WARRANTS NO. 15732 THROUGH NO. 15749 (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 \$3,298.17 (pre-released Checks) and \$80,317.70 at November 19, 2019 from the General Checking Account.

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

<u>Check</u>	Name and (Due Date)	<u>Description</u>		<u>Amount</u>
15716	Duarte Chamber of Commerce (10/16/19)	Oct 16, 2019 Chamber Board Meeting (City Manager) Acct. #101-12-6020		\$12.00
15717	Division of the State Architect (9/30/19)	Form DSA-786 Disability Access and Education Fee Report for Jul-Sep 2019 Acct. #101-00-4350		\$17.40
15718	Molly Maid (9/23/19)	City Hall Cleaning Service for October 2 & 16, 2019 Acct. #101-16-6460		\$210.00
15719	California American Water (10/31 & 11/5/19)	Water Service for: 600 Winston Ave Acct. #101-16-6400 1775 Woodlyn Lane 301 Mt Olive Dr Irrigation 2410 Mt Olive Ln Irrigation 2256 Gardi Street Acct. #200-48-6400	\$11.07 \$689.08 \$82.28 \$64.68 \$37.57	\$884.68
15720	The Standard (11/1/19)	Basic Life and AD&D: City Manager Acct. #101-12-5100 City Clerk Acct. #101-13-5100 Management Analyst	\$9.25 \$9.25 \$9.25	\$27.75
		Acct. #101-16-5100	<u>Ψ3.23</u>	Ψ21.13

<u>Check</u>	Name and (Due Date)	Description		<u>Amount</u>
15721	B & H Signs (8/9/19)	Refurbish City of Bradbury Redwood Sign on Lemon Avenue Acct. #101-21-7025		\$439.18
15722	Delta Dental (11/1/19)	Dental Insurance: City Manager (family) Acct. #101-12-5100 City Clerk Acct. #101-13-5100 Management Analyst Acct. #101-16-5100	\$131.43 \$42.88 <u>\$42.88</u>	\$217.19
15723	Vision Service Plan (101/1/19)	Vision Insurance: City Manager (family) Acct. #101-12-5100 City Clerk Acct. #101-13-5100 Management Analyst Acct. #101-16-5100	\$61.07 \$23.66 <u>\$23.66</u>	\$108.39
15724	Time Warner Cable (11/9/19)	Spectrum Business Internet Acct. #101-16-6230		\$124.98
15725	Southern California Edison (11/11/19)	City Hall Utilities Acct. #101-16-6400		\$215.91
15726	Southern California Edison (11/12/19)	Street Lights for Mt. Olive/Gardi Acct. #200-48-6400		\$28.49
15727	The Gas Company (11/13/19)	City Hall Utilities Acct. #101-16-6400		\$15.29
15728	Staples Credit Plan (11/15/19)	Copier (cyan toner) Copier (black toner) Acct. #101-16-6250	\$507.62 \$201.80	
		Logitech Z130 Wired Speakers Acct. #113-20-4500 (Tech Fund)	<u>\$28.77</u>	\$738.19
15729	Frontier Communications (11/15/19)	Telephone Service (fire alarm line) Acct. #101-23-7420		\$120.72
15730	Molly Maid (11/9/19)	City Hall Cleaning Service for October 30, 2019 Acct. #101-16-6460		\$105.00
15731	U.S. Bank (10/31/19)	Custody Charges for Oct 2019 Safekeeping Fees Acct. #101-14-7010		\$33.00

Total Pre-Released Checks \$3,298.17

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# **REGULAR CHECKS:**

Check	Name and (Due Date)	<u>Description</u>		Amount
15732	California American Water (11/8/19)	Water Service for: 1775 Woodlyn Lane Acct. #200-48-6400		\$851.91
15733	Wallin, Kress, Reisman & Kranitz (11/1219)	City Attorney: Retainer for Oct 2019 Acct. #101-15-7020	\$2,650.00	
	(177210)	Chadwick Ranch	\$1,430.00	
		Acct. #103-00-2039 Code Enforcement (243 Barranca)	\$131.00	
		Acct. #101-23-7450 Reimbursement (League Conference) Acct. #101-15-7070	<u>\$264.89</u>	\$4,475.89
15734	Claudia Saldana (11/12/19)	Mileage Reimbursement Acct. #101-13-6050		\$49.30
15735	Kevin Kearney (9/30/19)	Reimbursement: League CM Conference Registration Hyatt Regency (JPIA Conference) Acct. #101-12-6050 Monthly Cell Phone Allowance Acct. #101-12-6440	\$725.00 \$492.12 <u>\$75.00</u>	\$1,292.12
15736	Michael Baker International (10/17/19)	Chadwick Ranch Estates Project Acct. #103-00-2039		\$5,600.00
15737	Pasadena Humane Society (10/31/19)	Animal Control Services for Oct 2019 Acct. #101-25-7000		\$1,575.59
15738	Post Alarm Systems (11/5/19)	City Hall Monitoring for Dec 2019 Fire & Intrusion Systems Acct. #101-23-7420		\$119.21
15739	Priority Landscape Services, LLC	Install new Palos Verde Tree at Civic Center	\$975.00	
	(10/8/ & 10/9/19)	Acct. #101-21-7020 Repair Work at Mt Olive Entrance & Trail Acct. #101-21-7035	<u>\$1,304.00</u>	\$2,279.00

<u>Check</u>	Name and (Due Date)	<u>Description</u>		<u>Amount</u>
15740	RKA Consulting Group	Invoice No. 29185 (9/12/19) 119 Furlong Slope Abatement Acct. #101-19-7230	\$399.00	
		Invoice No. 29196 (9/12/19) City Engineering Services Acct. #101-19-7230	\$882.00	
		Invoice No. 29197 (9/12/19) Development Projects Acct. #101-19-7230	\$6,415.50	
		Invoice No. 29198 (9/12/19) NPDES Coordination Acct. #102-42-7630	\$700.00	
		Invoice No. 29284 (10/7/19) Winston Ave Sewer Extension Acct. #206-50-7606	\$5,152.50	
		Invoice No. 29285 (10/7/19) Mt Olive Lane Sewer Project Acct. #206-50-7601	\$5,892.50	
		Invoice No. 29286 (10/7/19) Slurry Seal Project FY 18-19 Acct. #210-48-7755	\$1,609.86	
		Invoice No. 29291 (10/14/19) City Engineering Services Acct. #101-19-7230	\$294.00	
		Invoice No. 29292 (10/14/19) Development Projects Acct. #101-19-7230	\$2,868.75	
		Invoice No. 29293 (10/14/19) NPDES Coordination Acct. #102-42-7630	\$980.00	
		Invoice No. 29303 (10/16/19) 119 Furlong Slope Abatement Acct. #101-19-7230	\$756.00	
		Invoice No. 29382 (10/30/19) Mt Olive Lane Sewer Project Acct. #206-50-7601	<u>\$4,727.50</u>	\$30,677.61
15741	Scarlett Santos Leon (11/23/19)	Mileage Reimbursement Acct. #101-16-6050		\$5.22
15742	Southern California Edison (11/2/19)	Street Lights Acct. #200-48-6410		\$768.02
15743	LA County Sheriff's Dept. (10/9/18)	Sep 2019 Law Enforcement Services Acct. #101-23-7410		\$9,876.78

<u>Check</u>	Name and (Due Date)	<u>Description</u>		<u>Amount</u>
15744	SWRCB (11/6/19)	State Water Resources Control Board Annual Permit Fee Facility ID: 4SSO10371 Acct. #102-42-7630 (UUT)		\$2,625.00
15745	TeamLogic IT of Pasadena (11/1/19)	Computer Services & Supplies Acct. #101-16-6230		\$590.00
15746	UltraSystems Environmental (10/31/19)	Preparation of an EIR Chadwick Estates Ranch Project Acct. #103-00-2039		\$4,030.00
15747	U.S. Bank Corporate Payment Systems (10/22/19)	Kevin Kearney Visa Card: CCCA City Manager Meeting Acct. #101-12-6020 USPS (code enforcement) Acct. 101-23-7450 Amazon.com (tech fund) Amazon.com (tech fund) Acct. #113-20-4500 Omni Hotel Acct. #101-16-6450 Beenverified.com Acct. #101-23-7450	\$40.00 \$4.65 \$47.89 \$68.96 \$485.58 \$52.44 \$699.52	
15747	U.S. Bank Corporate Payment Systems (10/22/19)	Claudia Saldana Visa Card: USPS (stamps) Acct. 101-20-6120 Dollar Tree Store Acct. 101-16-6450 Big Lots Stores (CH supplies) Acct. #101-16-6450 USPS (stamps) Acct. 101-16-6120 USPS (postage) Acct. 101-20-6120	\$55.00 \$4.38 \$26.85 \$55.00 \$15.20 \$156.43	
15747	U.S. Bank Corporate Payment Systems (10/22/19)	Scarlett Santos Leon Visa Card: Pavilions (PSC Meeting) Acct. #101-24-6020 Broadvoice Acct. #101-12-6440 USPS (Hazard Mitigation Plan) Acct. #101-24-7030	\$29.73 \$176.34 \$7.85 \$213.92	\$1,069.87

15748	VCA Code Group (10/7/19)	Sep 2019 Professional Services: City Planner (Retainer) Acct. #101-20-7210 Plan Check Services Acct. #101-20-7220	\$3,900.00 \$9,956.18	\$13,856.18
15749	Municode (10/16 &10/23/19)	Electronic Update Pages (Ordinances) Acct. #101-13-6225	\$414.00 <u>\$162.00</u>	\$576.00
		Total Regu	ılar Checks	\$80,317.70
PAYROL	L for November 2019:			
ACH	Kevin Kearney (Nov 2019)	Salary: City Manager Acct. #101-12-5010	\$10,000.00	
	(1.0. 20.0)	Withholdings Acct. #101-00-2011	(2,236.85)	\$7,763.15
ACH	Claudia Saldana (Nov 2019)	Salary: City Clerk Acct. #101-13-5010	\$5,118.67	
	(1.0.1 20 10)	Withholdings Acct. #101-00-2011	(1,303.81)	\$3,814.86
ACH	Scarlett Santos Leon (Nov 2019)	Salary: Management Analyst Acct. #101-16-5010	\$4,025.67	
	,	Withholdings Acct. #101-00-2011	(867.46)	
		PERS Employee Share Acct. #101-16-5010	(271.73)	\$2,886.48
ACH	Lisa Bailey (Nov 2019)	Finance Director (Oct 2019) 12.17 x \$82.94/hour Acct. #101-14-5010	\$1,009.11	
		Withholdings Acct. #101-00-2011	(97.52)	\$911.59
			Total Payroll	\$15,376.08
ELECTR	ONIC FUND TRANSFER (EF	Γ) PAYMENTS for November 2019:		
EFT	Aetna (Oct 2019)	Health Insurance for Nov 2019: City Manager Acct. #101-12-5100	\$1,571.55	
		City Clerk Acct. #101-13-5100	\$896.07	
		Management Analyst Acct. #101-16-5100	<u>\$411.47</u>	\$2,879.09

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EFT	EDD (Nov 2019)	State Tax Withholdings SDI Acct. #101-00-2011	\$745.81 <u>\$201.54</u>	\$947.35
EFT	Dept. of Treasury Internal Revenue Service	Federal Tax Withholdings Social Security	\$2,016.56 \$2,499.02	
	(Nov 2019)	Medicare (Employee's portion of Social Security and Medicare is matched by the City) Acct. #101-00-2011	<u>\$584.44</u>	\$5,100.02
EFT	California PERS (Nov 2019)	City Manager Acct. #101-12-5100	\$1,498.77	
	,	City Clerk Acct. #101-13-5100	\$762.61	
		Management Analyst Acct. #101-16-5100	<u>\$552.92</u>	\$2,814.30
EFT	California PERS (Nov 2019)	Unfunded Accrued Liability UAL Payment (Classic)	\$309.78	
	(1101 2010)	UAL Payment (Pepra) Acct. #101-16-6240	\$41.81	\$351.59
		MA	YOR – CITY OF	BRADBURY
ATTES	Т:			
CITY C	LERK – CITY OF BRADBURY			
was du		certify that the foregoing Resolution of the City of Bradbury, California, at owing roll call vote:"		
AYES:				
NOES: ABSEN	T:			

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

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

SHIP TO: CLAUDIA SALDANA BRADBURY CIVIC CENTER 600 WINSTON ST BRADBURY CA 91008

Amount Due:	Trans Date	: DUE DATE:	Invoice #:
\$507.62	09/20/19	11/15/19	2359965871
PO:	Si	lore: 100088887 WF	STBORO MA

PRODUCT	SKU #	QUANTITY	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
HP 651A CYAN TONER CARTRI	990209	1.0000 EA	\$477.89	\$477.89
COUPONDISCOUNT	558100	1.0000 ST	-\$14.31	-\$14.31
Purchased by: CLAUDIA SA	LDANA	SUBTOTAL	on in principle in a gradual transferance.	\$463.58

Purchased by: CLAUDIA SALDANA
Order #: 9803642940

 SUBTOTAL
 \$463.58

 TAX
 \$44.04

 TOTAL
 \$507.62

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

 \$201.80
 09/24/19
 11/15/19
 2361555061

 PO:
 Store:
 100088887, WESTBORO, MA

PRODUCT	SKU #	QUANTITY	<b>UNIT PRICE</b>	<b>TOTAL PRICE</b>
HP 651A BLACK TONER CARTR	990208	1.0000 EA	\$189.99	\$189.99
COUPONDISCOUNT	558100	1.0000 ST	-\$5.69	-\$5.69
Purchased by: CLAUDIA SA	LDANA	SUBTOTAL		\$184.30
Order #: 9803642940		TAX		\$17.50
		TOTAL		\$201.80

BILL TO: Acct: 6011 1000 5337 241 CITY OF BRADBURY SHIP TO: SCARLETT SANTOS LEON CITY OF BRADBURY 600 WINSTON ST BRADBURY CA 91008

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$28.77	10/02/19	11/15/19	2366162311
PO:	Store	e: 100088887, WE	STBORO, MA

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
LOGITECH Z130 WIRED SPEAK	896998	1.0000 EA	\$26.29	\$26.29
Purchased by: SCARLETT S	SANTOS LEON	SUBTOTAL		\$26.29
Order #: 9804013291		TAX		\$2.48
		TOTAL		\$28.77









U.S BANCORP SERVICE CENTER P. O. Box 6343 Fargo, ND 58125-6343 CITY OF BRADBURY

 ACCOUNT NUMBER
 4246-0446-0277-2711

 STATEMENT DATE
 10-22-19

 TOTAL ACTIVITY
 \$ 699.52

THE PROPERTY OF BRADBURY

OME TO A STREET OF BRADBURY

OME TO BRADBURY CA 91008-1123

"MEM	O S	TAT	EM	ENT	ONLY"	
DO N	IOT	REA	TIM	PAY	MENT	

		NEW ACCOUNT ACT	IVITY		
)ST ATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
1-24	09-23	PAYPAL *CCCA 402-935-7733 CA PUR ID: 49829219 TAX: 0.00	24492159266894498292196	8651	40.00
1-30	09-27	USPS PO 0522740820 DUARTE CA PUR ID: None TAX: 0.00	24137469271001261776176	9402	4.65
1-30	09-29	AMZN MKTP US*JU1590U13 AM AMZN.COM/BILL PUR ID: 112-0951950-71994 TAX: 4.16	WA431069272083713183003	5942	47.89
1-07	10-06	AMZN MKTP US*011Z95JA3 AMZN.COM/BILL WA PUR ID: 112-7629423-10738 TAX: 5.98	24692169279100260907751	5942	68.96
1-08	10-06	OMNI RANCHO LAS PALMAS 760-8363582 CA 2821785 ARRIVAL: 10-04-19	24755429280732801312809	3592	485.58
1-08	10-07	BVD*BEENVERIFIED.COM 855-9046471 NY PUR ID: 11355231891973021348 TAX: 0.00	24906419280080753513415	5968	52.44

# see Ck# 15747

Default Accounting Code:				
	ACCOU	NT NUMBER	ACCOUNT SUM	IMARY
CUSTOMER SERVICE CALL	4246-044	6-0277-2711	PREVIOUS BALANCE	\$.00
800-344-5696	STATEMENT DATE	DISPUTED AMOUNT	PURCHASES &	
	10-22-19	\$ .00	OTHER CHARGES	\$699.52
SEND BILLING INQUIRIES TO:	АМО	NT DUE	CASH ADVANCES	\$.00
C/O U.S. BANGODE SERVICE SENTER INC	\$ :	0.00	CASH ADVANCE FEE	\$.00
C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	DO NO	T REMIT	CREDITS	\$.00
			TOTAL ACTIVITY	\$699.52





U.S BANCORP SERVICE CENTER P. O. Box 6343 Fargo, ND 58125-6343

արկությունը կարկինինիկիրինը գոլիսիանում 000002155 01 SP 0.560 106481082786929 P CLAUDIA A SALDANA CITY OF BRADBURY 600 WINSTON AVENUE BRADBURY CA 91008-1123

#### CITY OF BRADBURY

ACCOUNT NUMBER	4246-0400-8040-6665
STATEMENT DATE	10-22-19
TOTAL ACTIVITY	\$ 156.43

"MEMO STATEMENT ONLY" DO NOT REMIT PAYMENT

		NEW ACCOUNT	ACTIVITY		
POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC ,	AMOUNT
J9-30	09-27	USPS PO 0522740820 DUARTE CA PUR ID: None TAX: 0.00	24137469271001261746302	9402	55.00
10-01	09-30	DOLLAR TREE DUARTE CA PUR ID: TAX: 0.38	24445009274000667431624	5331	4.38
10-02	10-01	BIG LOTS STORES - #4170 DUARTE CA PUR ID: TAX: 0.00	24137469274300598783864	5310	5.00
10-08	10-07	BIG LOTS STORES - #4170 DUARTE CA PUR ID: TAX: 0.76	24137469280300545214379	5310	8.76
10-16	10-15	BIG LOTS STORES - #4170 DUARTE CA PUR ID: TAX: 1.14	24137469288300565836822	5310	13.09
10-21	10-18	USPS PO 0522740820 DUARTE CA PUR ID: None TAX: 0.00	24137469292001343785125	9402	70.20

see Ch# 15747

efault Accounting Code:				
	ACCOU	NT NUMBER	ACCOUNT SUM	IMARY
CUSTOMER SERVICE CALL	4246-040	0-8040-6665	PREVIOUS BALANCE	\$.00
800-344-5696	STATEMENT DATE	DISPUTED AMOUNT	DUDONACES S	
	10-22-19	\$ .00	PURCHASES & OTHER CHARGES	\$156.43
SEND BILLING INQUIRIES TO:	AMOU	NT DUE	CASH ADVANCES	\$.00
C/O L/O DANGODD GED//GE GENTED INC	\$ (	0.00	CASH ADVANCE FEE	\$.00
C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	DO NO	T REMIT	CREDITS	\$.00
			TOTAL ACTIVITY	\$156.43





U.S BANCORP SERVICE CENTER P. O. Box 6343 Fargo, ND 58125-6343

CITY OF BRADBURY

ACCOUNT NUMBER	4246-0446-2235-1074
STATEMENT DATE	10-22-19
TOTAL ACTIVITY	\$ 213.92

"MEMO STATEMENT ONLY" DO NOT REMIT PAYMENT

POST	TRAN				
DATE	DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
10-07	10-03	PAVILION #2200 MONROVIA CA PUR ID: 01720082 TAX: 0.76	24431069277975017200828	5411	29.73
0-16	10-15	BROADVOICE 888-325-5875 CA PUR ID: 0000391766 TAX: 0.00	24453519288017043878345	4814	176.34
10-18	10-17	USPS PO 0502940814 ARCADIA CA PUR ID: None TAX: 0.00	24137469291001225365013	9402	7.85

Dec Ch# 15747

Default Accounting Code:				
	ACCOU	NT NUMBER	ACCOUNT SUM	MARY
CUSTOMER SERVICE CALL	4246-044	6-2235-1074	PREVIOUS BALANCE	\$.00
800-344-5696	STATEMENT DATE	DISPUTED AMOUNT	PURCHASES &	
	10-22-19	\$ .00	OTHER CHARGES	\$213.92
SEND BILLING INQUIRIES TO:	АМО	NT DUE	CASH ADVANCES	\$.00
C/O LLC DANCODD CEDVICE CENTED INC	\$ (	0.00	CASH ADVANCE FEE	\$.00
C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	DO NO	T REMIT	CREDITS	\$.00
			TOTAL ACTIVITY	\$213.92

# City of Bradbury Monthly Investment Report for the month of October 2019

# CASH ON DEPOSIT BY ACCOUNT

# CASH & INVESTMENTS ON DEPOSIT BY FUND

Bank Accounts: Wells Fargo Bank - General Checking	₩	<u>Amount</u> 563,439.73	Maturity n/a	Interest Rate 0%	Funds General Fund (101) Utility Users Tax Fund (102) Deposits Fund (103)
Investments: Local Agency Investment Fund (LAIF)	↔	3,390,740.83	n/a	2.19%	Long Term Planning Fee Fund (11) Technology Fee Fund (113) Gas Tax Fund (200)
American Express Centurion CD	↔	247,000.00	12/7/2020	2.10%	SB 1 Gas Tax Fund (201)
Citibank NA CD	↔	246,000.00	6/7/2021	3.00%	Prop A Fund (203)
Discover Bank CD	€	246,000.00	9/7/2021	3.00%	Prop C Fund (204)
Ally Bank CD	↔	247,000.00	9/26/2022	1.95%	TDA Fund (205) Sewer Find (206)
					STPL Fund (208)
					Recycling Grant Fund (209)
					Measure R Fund (210) Measure M Fund (212)
					COPS Fund (215)
					County Park Grant Fund (21: CWPP Grant Fund (219)
Total	↔	4,940,180.56			Total
Cia	E	4,340,100.00			וכנמו

\$20,847.50 \$20,847.50 \$219,485.63 \$8.137.21	easure M Fund (212)  DPS Fund (215)  unty Park Grant Fund (217)
\$1,015.28	PL Fund (208)
\$11,356.00	cycling Grant Fund (209)
\$42.695.16	sasure R Fund (210)
\$413.00	)A Fund (205)
\$582,554.78	wer Fund (206)
\$22,011.61	op A Fund (203)
\$7,570.79	op C Fund (204)
\$7,225.94	as Tax Fund (200)
\$6,625.86	3 1 Gas Tax Fund (201)
\$17,873.98 \$48,936.49	ng Term Planning Fee Fund (112) chnology Fee Fund (113)
\$763,270.26 \$145,219.16	ility Users Tax Fund (102) posits Fund (103)
<u>Amount</u>	<b>nds</b>
\$3,024,079.59	ภาeral Fund (101)

I hereby certify that there are sufficient funds available to meet the City's obligations for the next three (3) months. 4,940,180.56

This report is prepared in accordance with the guidelines established in the Statement of Investment Policy adopted November 21, 2017

Submitted By:

Reviewed By:

Kevin Kearney
City Manager

Laurie Stiver
City Treasurer

			Amended				
	Account Description	2017-18 Actual	2018-19 Budget	2018-19 YTD 6/30/19	2019-20 Budget	2019 YTD @ 0	
General Fund:							
101-00-5000	Transfers Out	1,100,000	,		600,000	-	0%
City Council	Division:						
	Community Support (homelessness)	3,000	3,000	3,000	4,000		0%
	Events and awards	7,662	4,700	6,490	6,000	6,451	108%
101-11-6110	City Newsletter	225		1,257	-	235	#DIV/0!
		10,887	7,700	10,747	10,000	6,686	67%
City Manage	r Division:						
101-12-5010		102,500	106,395	106,395	109,268	40,000	37%
101-12-5100	Benefits	41,806	42,300	44,100	46,174	16,158	35%
101-12-6020	Meetings & Conferences	2,027	2,500	3,373	3,500	1,577	45%
101-12-6025	Expense Account	1,130	1,500	317	1,500	122	8%
101-12-6050	Mileage	1,023	1,200	1,104	1,200	263	22%
101-12-6440	Cell Phone	900	900	900	1,000	300	30%
		149,386	154,795	156,189	162,642	58,420	36%
City Clerk Di	vision:						
101-13-5010	Salaries	60,741	59,809	59,809	61,424	20,475	33%
101-13-5100	Benefits	24,294	24,100	24,706	24,702	7,751	31%
101-13-6020	Meetings & Conferences		100	-	-		#DIV/0!
101-13-6040	Transportation & Lodging		100	-	-		#DIV/0!
101-13-6050	Mileage	142	150	47	50	35	70%
101-13-6210	Special Department Supplies		250	122	275		0%
101-13-6220	Election Supplies	473	500		500		0%
101-13-6225	Codification	2,317	1,500	7,064	7,000		0%
101-13-7000	Contract Election Services	87,967	12,000 98,509	91,748	15,000 108,951	28,261	0% 26%
		07,007	00,000	01,140	100,001	20,201	2070
Finance Divi		44.000	45.040	45.400	45.440	4.050	000/
101-14-5010		14,230	15,043	15,100	15,449	4,050	26%
101-14-5100		1,299	1,250	1,116	1,371	540	39%
101-14-6210	Contracted Computer Services	94 1,459	350 2,000	575 1,141	600 500	400	0% 80%
	Contracted Computer Services  Contracted Banking Services	4,726	4,600	4,254	4,000	1,751	44%
101-14-7010		18,523	14,700	4,25 <del>4</del> 17,466	18,000	1,751	0%
	GASB Reports	350	350		725	700	97%
1011111040	C/CE Treports	40,681	38,293	40,352	40,645	7,441	18%
City Attorney	, Division:						
101-15-7020		29,400	29,400	29,400	31,800	7,950	25%
101-15-7020		2,702	6,000	1,331	5,000	150	3%
101-15-7075	Development Code Update	2,702	0,000	1,001	26,000	100	370
101-15-7070		1,211	1,000	1,100	1,100		0%
101 10 7000	Community a Training	33,313	36,400	31,831	63,900	8,100	13%
Ganaral Gay	ernment Division						
101-16-5010	ernment Division: Salaries	37,219	47,038	47,038	48,308	16,103	33%
101-16-5100	Benefits	9,524	12,700	47,036 12,695	46,306 13,107	5,098	35% 39%
101-16-6010	Seminars & Training	375	500	12,000	1,000	5,096	0%
101-16-6020	Meetings & Conferences	195	150	60	200	35	18%
101-16-6040	Transportation & Lodging	-	500	388	1,000	33	0%
101-16-6050	Mileage	215	500	261	300		0%
101-16-6120	Postage	267	500	856	300	359	120%
101-16-6200	Office Supplies	1,324	2,500	2,061	2,500	207	8%
101-10-0200	отное опрртов	1,524	2,500	2,001	2,500	201	07

	Account Description	2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD 6/30/19	2019-20 Budget	2019- YTD @ 09	-
101-16-6210		1,622	1,622	397	500		0%
101-16-6230		7,232	18,000	10,929	15,000	2,632	18%
101-16-6240	•	2,259	2,068	2,068	3,717	1,406	38%
101-16-6242						200	
101-16-6241	•			2,535	3,000		0%
101-16-6250	· · · · · · · · · · · · · · · · · · ·	2,216	2,216	6,740	5,000	194	4%
101-16-6300		54,738	47,201	55,553	56,000	19,811	35%
101-16-6400		2,953	5,000	4,114	4,500	373	8%
101-16-6440	•	6,714	7,000	4,163	6,000	699	12%
101-16-6450		1,132	1,000	603	1,000	107	11%
101-16-6460		2,795	2,500	2,825	3,000	1,720	57%
101-16-6470	Maintenance & Supplies		500	328	400		0%
		130,780	151,495	153,614	164,832	48,944	30%
Engineering	Division:						
	Contracted Engineering Services	138,463	125,000	100,399	130,000	10,399	8%
101-19-7238	• •	59,350	.20,000	100,000	100,000	10,000	#DIV/0!
, , , , , , , , , , , , , , , , , , , ,	, unionation	197,813	125,000	100,399	130,000	10,399	8%
_	ning & Development Division:						((D.)) ((A)
101-20-6020	Meetings & Conferences			38		<b>/</b> \	#DIV/0!
101-20-6120	<u> </u>	332	300	727	1,000	(75)	-8%
101-20-6210		210	500	430	500		0%
101-20-6240	•	_	500		500		0%
101-20-7210	· · · · · · · · · · · · · · · · · · ·	46,800	46,800	46,843	46,800	7,800	17%
101-20-7220	· ·	232,115	290,000	199,684	250,000	27,690	11%
101-20-7240		15,592	10,000	18,191	15,000	8,580	57%
101-20-7245	•	406	406	2,160	<u>-</u>	450	#DIV/0!
101-20-7075	Development Code Update	295,455	348,506	268,073	26,000 339,800	44 445	0% 13%
		290,400	340,500	200,073	339,000	44,445	1370
Parks & Land	dscape Maintenance Division:						
101-21-7015	Royal Oaks Trail Maintenance	7,305	10,000	13,724	10,000	2,140	21%
101-21-7020	City Hall Grounds Maintenance	2,670	19,830	10,780	7,000	2,638	38%
101-21-7025	Trail Maintenance	1,777	7,000	11,311	10,000	1,776	18%
101-21-7035	Mt.Olive Entrance & Trail	7,349	5,500	7,343	12,000	465	4%
101-21-7045	Lemon/RO Horse Trail	1,380	27,500	29,197	43,000	345	1%
101-21-7060	Street Tree Trimming	11,098	10,000	10,857	-	-	#DIV/0!
		31,579	79,830	83,212	82,000	7,364	9%
Public Safety	v Division:						
-	Special Departmental Services		20,000	20,336	_		#DIV/0!
101-23-7410	· ·	117,875	113,315	112,465	118,522	19,754	17%
	City Hall Security	2,582	2,600	3,282	3,500	952	27%
	Code Enforcement	4,499	5,600	11,241	6,000	13,591	227%
	AED Purchase	4,433	3,278	2,863	0,000	13,391	#DIV/0!
101-25-1151	ALD I dioliase	124,956	144,793	150,187	128,022	34,297	27%
		,	, -	•	,	,	
	Preparedness Division:						
101-24-6010		-	50	400	400		00/
101-24-6020	•	55	50	133	100		0%
101-24-6030		360	360	360	375		0%
101-24-6100		200	0.500	0.400	500 5 500		0%
101-24-6470		869	2,500	2,406	5,500	^	0%
101-24-6480		-	45.000	1,191	-	857	#DIV/0!
101-55-7030		16	15,000	5,063	- E 000		#DIV/0!
101-24-7245	Hazard Mitigation Plan				5,000		0%

No. opposite the second	Account Description	2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD 6/30/19	2019-20 Budget	2019- YTD @ 09	
	-	1,300	17,910	9,153	11,475	857	7%
		,	,	,	,		
	st Control Division:						
	Animal Control Services	2,745	4,777	3,330	18,085	4,773	26%
101-25-7010	Pest Control Services	175	300		300		0%
		2,920	5,077	3,530	18,385	4,773	26%
Intergovernm	nental Relations Division:						
101-30-6030	Memberships & Dues	8,610	8,700	4,072	9,200	9,349	102%
	General Fund Totals	2,215,647	1,217,008	1,103,107	1,869,852	269,336	14%
Utility Users Tax	c Fund:						
	NPDES Stormwater Compliance	36,081	100,000	32,802	26,000	658	3%
Long Term Plan	ning Eoo Eund	1,350		8,645			#DIV/0!
Long Term Flam	inng ree runu.	1,550		0,043			#17/0:
Technology Fee							
	Technology expense	8,631	16,677	17,495	10,000	1,665	17%
113-20-7730			8,000	-	20,000		0%
	Capital Equipment-Server & Copier	7,470		1,188			#DIV/0!
113-20-4500	Technology expense (e-Plan)	- 16,101	24,677	18,683	30,000	1,665	#DIV/0! 6%
	-	,		,		.,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	
Gas Tax Fund:							
200-48-5000	Transfers Out			6,623	-		
200-48-6400	Utilities-Select System	11,272	12,000	9,394	9,000	3,548	39%
200-48-6410	•	9,293	9,000	8,073	8,000	2,287	29%
200-48-7000	PW Contract Services	1,474	2,000	2,126	3,000	440	15%
200-48-7290	Street Sweeping	4,071	4,000	3,131	4,000	313	8%
200-48-7755	City Wide Slurry Seal		108,399	110,394			#DIV/0!
	-	26,110	135,399	139,741	24,000	6,588	27%
SB1 Gas Tax Fui	nd:						
201-48-7745	Royal Oaks North Curb Extension				19,000		0%
201-48-7755	City Wide Slurry Seal		21,623	21,623	_		#DIV/0!
			21,623	21,623	19,000	_	0%
Prop. A Fund:							
203-00-7600	Sale of Prop. A Funds	80,000					
	Transit Services	•	9,000	8,449	9,000	2,816	31%
	<del>-</del>	80,000	9,000	8,449	9,000	2,816	31%
Prop. C Fund:							
204-20-6030	Memberships & Dues	642		833	900		0%
204-40-7325	Transit Services	8,449	_	-	-		#DIV/0!
	Royal Oaks North Curb Extension	0,110			19,000		0%
	City Wide Slurry Seal		73,867	73,867	10,000		#DIV/0!
201 10 1700	any was starry sea.	9,091	73,867	74,700	19,900	-	0%
	Development Act Fund:	m,	00 000	20.555			UD 0 222
	Lemon/RO Horse Trail Project	7,142	30,000	22,636			#DIV/0!
205-00-7760	Return of Funds	220	00.00-	00.000			#DIV/0!
	-	7,362	30,000	22,636	-		#DIV/0!
Sewer Fund:							
206-50-7600	Mt. Olive Drive Sewer Project	-	9,760	9,760	-	2,619	#DIV/0!

	Account Description	2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD 6/30/19	2019-20 Budget	2019 YTD @ 09	
206-50-7601	Mt. Olive Lane Sewer Project	13,695	537,807	6,271	65,000	4,520	7%
206-50-7605	Lemon Ave. Project	103,816	_	-	580,000	,	0%
206-50-7606	Winston Ave Project	25,813	492,582	492,582	<i>.</i> -		#DIV/0!
	•	143,324	1,040,149	508,613	645,000	7,139	1%
STPL Fund:	•				· · · · · · · · · · · · · · · · · · ·		
208-48-7745	Royal Oaks North Curb Extension		-				
208-48-6555	Citywide Slurry Seal		32,774	32,774			#DIV/0!
			32,774	32,774	in .		#DIV/0!
Recycling Gran	t Fund:						
	Recycling Education	4,500		5,000	5,000	*	0%
Measure R Fund	d:						
210-48-7755	City Wide Slurry Seal		88,763	49,950	-		#DIV/0!
210-48-7745	Royal Oaks North Curb Extension				14,000		0%
210-00-7760	Return of Funds			3,990			#DIV/0!
	-	***	88,763	53,940	14,000	-	0%
Measure M Fund							
212-48-7755	Citywide Slurry Seal	-	4,514	4,514		-	#DIV/0!
212-48-7745	Royal Oaks North Curb Extension				27,000		0%
212-48-7756	Bridge Repair		18,900	12,066			#DIV/0!
	- -		23,414	16,580	27,000	-	0%
Measure W Fund				_			
213-42-7630	NPDES Stormwater Compliance			-	60,000	<b></b>	
	for Public Safety (COPS) Fund:						
	Contract Services Sheriff	145,020	95,500	73,198	100,000	50,000	50%
215-23-7411	Contract CSO Services & Supplies				55,000		0%
	-	145,020	95,500	73,198	155,000	50,000	32%
County Park Gra	nt·	-		-			
	Civic Center Park	•	_	***	-	1,000	-
	Total Expenditures	2,684,586	2,892,174	2,120,491	2,903,752	339,202	12%

# Revenues

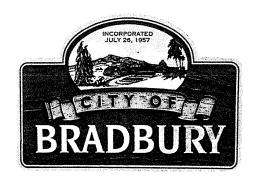
Acct. Number	Account Description	2017-18 Actual	2018-19 YTD 6/30/19	2019-20 Budget		9-20 09/30/19
General Fund:						
101-00-4010	Property Tax-Current Secured	438,658	474 200	40E 000	0.004	40/
101-00-4030	Property Tax-Current Unsecured	3,941	471,209 18,096	495,000 18,500	2,831	1% 77%
101-00-4050	Property Tax Prior Year	3,341	10,090	10,500	14,221	#DIV/0!
101-00-4060	Public Safety Augmentation F	10,323	11,680	12,000	(62) 2,777	#DIV/0!
101-00-4070	Delinquent Taxes	6,624	6,401	7,500	452	23% 6%
101-00-4100	Sales & Use Tax	4,114	1,962	1,500	371	25%
101-00-4110	Franchise Fee-Cable TV	18,708	22,476	23,000	6,294	27%
101-00-4120	Franchise Fee-SC Edison	17,722	18,739	19,000	0,234	0%
101-00-4130	Franchise Fee-SC Refuse	33,402	37,159	37,000	8,343	23%
101-00-4140	Franchise Fee-SC Gas Co.	2,574	2,539	2,600	0,040	0%
101-00-4150	Franchise Fee-Cal Am Water	31,388	37,557	38,000		0%
101-00-4160	AB939 Refuse Admin. Fee	17,952	18,652	18,000		0%
101-00-4190	Real Property Transfer Tax	31,081	22,709	14,000	8,068	58%
101-00-4200	Motor Vehicle In-Lieu	130,646	137,540	140,000	0,000	0%
101-00-4210	Dist & Bail Forfeiture	2,867	1,116	1,500	566	38%
101-00-4220	Fines-City	21,906	21,732	2,000	154	8%
101-00-4350	Business License	44,063	40,611	40,700	14,516	36%
101-00-4360	Movie & TV Permits	3,030		-0,700	25,750	#DIV/0!
101-00-4370	Bedroom License Fee	10,301	14,420	15,000	20,100	0%
101-00-4410	Variances & CUPs	1,635	1,635	1,600		0%
101-00-4420	Lot Line Adjustment/Zone Changes	3,805	1,000	1,000		#DIV/0!
101-00-4440	Subdivisions/Lot Splits	4,844	4,844	5,000		0%
101-00-4460	Planning Dept. Review	50,073	25,382	25,000	9,802	39%
101-00-4470	Building Construction Permit	179,175	236,173	250,000	22,609	9%
101-00-4480	Building Plan Check Fees	260,790	159,454	250,000	17,864	7%
101-00-4485	Landscape Plan Check Permit	10,627	7,433	5,500	17,004	0%
101-00-4490	Green Code Compliance	26,871	29,086	27,000	1,410	5%
101-00-4500	Civic Center Rental Fee	1,050		1,050	900	86%
101-00-4530	Environmental & Other Fees	8,612	371	1,000	742	74%
101-00-4540	City Engineering Plan Check	140,793	127,680	135,000	22,288	17%
101-00-4600	Interest Income	20,081	70,777	77,712	18,724	24%
101-00-4700	Sales of Maps & Publications	317	352	400	,	0%
101-00-4800	Other Revenue	_	148	200		0%
101-00-4850	Cal-Am Loan Repayment	4,820	4,820	4,820		0%
101-00-4900	Reimbursements	65	5,783	3,000	551	18%
101-00-4920	Sale of Prop. A Funds	56,000	,	-		#DIV/0!
101-23-4950	Vacant Property Registry Fee	50	100	100		0%
101-24-4610	Donations		500	-	500	#DIV/0!
	Total General Fund Revenues	1,598,908	1,559,136	1,672,682	179,671	11%
Utility Users Tax						
102-00-4600	Interest	7,099	16,097	18,810		
102-00-4810	Water	47,920				
102-00-4820	Trash	22,991				
102-00-4830	Electric	108,595	36			
102-00-4840	Natural Gas	14,930				
102-00-4850	UUT - Cable	21,642				
102-00-4855	Telecom-Minors	12,990				
102-00-4856	Telecom-AT&T	434				
102-00-4857	Telecom-Verizon	5,235				
102-00-4858	Telecom-Sprint Nextel	991				

# Revenues

Acct. Number	Account Description	2017-18 Actual	2018-19 YTD 6/30/19	2019-20 Budget		9-20 09/30/19
102.00.4000	Deinstrument	204				
102-00-4900	Reimbursements	<u>364</u> 243,191	16,133	18,810	_	
		210,101	10,100	10,010		•
	nning Fee Fund:					
112-00-4490	Long-Term Planning Fee	10,647	7,027	8,000	913	11%
112-00-4600	LTP Fee Interest Income	143 10,790	411 7,438	400 8,400	913	0% 11%
		10,790	7,430	0,400	913	1170
Technology Fe						
113-00-4520	Technology Fee	14,646	18,864	18,500	1,829	10%
113-00-4600	Technology Fee Interest Income	498	894	1,000		0%
		15,144	19,758	19,500	1,829	9%
Gas Tax Fund:						
200-00-4000	Transfers In					
200-00-4200	TCRA Funds	1,258	1,206	_		#DIV/0!
200-00-4600	Gas Tax Interest	1,045	2,313	-		#DIV/0!
200-48-4260	Gas Tax	34,031	26,111	25,000	8,309	33%
		36,334	29,630	25,000	8,309	33%
SB1 Gas Tax F			0.000			#DD #401
201-00-4000	Transfers In		6,623	45.000	4 004	#DIV/0!
201-48-4260	Gas Tax		16,105	15,000	1,691	11%
201-00-4600	Gas Tax Interest		23,059	15,000	1,691	#DIV/0!
			23,059	15,000	1,091	11%
Prop. A Fund:						
203-40-4260	Prop. A Transit Funds	20,948	22,224	23,000	7,439	32%
203-40-4600	Prop. A Transit Interest	95	291	308		0%
		21,043	22,515	23,308	7,439	32%
Prop. C Fund:						
204-48-4260	Prop. C Funds	17,532	18,434	19,000	6,171	32%
204-48-4600	Prop. C Interest	524	1,447	-	-,	#DIV/0!
	·	18,056	19,881	19,000	6,171	32%
T	Development Act Front					
205-48-4260	Development Act Fund: TDA Funds	7,362	22,637	5,000		0%
205-48-4600	TDA Interest	(2)	22,037	3,000		#DIV/0!
200 10 1000	1 B/ Cinterest	7,360	22,637	5,000	_	0%
Sewer Fund:						
206-00-4000	Transfers In	1,100,000		600,000		0%
206-50-4600	Sewer Fund Interest	9,700	13,901	885		0%
206-50-4605	Lemon Ave. Assessment					#DIV/0!
206-50-4606	Winston Ave. Assessment	40 440				#DIV/0!
206-50-4730	Mount Olive Drive Assessment	43,140	12.001	600 885		#DIV/0!
		1,152,840	13,901	600,885	-	0%
STPL Fund:						
208-00-4260	STPL Funds	-				
208-00-4600	STPL Interest	316	703	_		#DIV/0!
		316	703	_	-	#DIV/0!

# Revenues

Acct. Number	Account Description	2017-18 Actual	2018-19 YTD 6/30/19	2019-20 Budget		9-20 09/30/19
Recycling Gra	of Fund:					
209-00-4260	Recycling Grant Funds	5,000	5,000	5,000		0%
209-00-4600	Recycling Grant Interest	90	201	0,000		#DIV/0!
		5,090	5,201	5,000	-	0%
Measure R Fur	nd:					
210-48-4260	Measure R Funds	13,014	13,830	15,000	4,625	31%
210-48-4600	Measure R Interest	692	1,767	-	,,	#DIV/0!
		13,706	15,597	15,000	4,625	31%
Measure M Fur						
212-48-4260	Measure M Funds	11,795	15,596	16,500	9,684	59%
212-48-4600	Measure M Interest	69	284	_		#DIV/0!
		11,864	15,880	16,500	9,684	59%
Measure W Fu	nd					
213-48-4260	Measure W Funds			60,000		
213-48-4600	Measure W Interest			60,000	-	#DIV/0!
210 40 4000	Measure VV Interest	-		60,000		0%
Citizen's Optio	n for Public Safety (COPS) Fund:		*** · · · · · · · · · · · · · · · · · ·	00,000	<del>,</del>	0 70
215-23-4260	COPs Funds	143,168	148,747	100,000	75,993	76%
215-23-4600	COPs Interest	1,383	3,679	982	, 0,000	0%
	•	144,551	152,426	100,982	75,993	75%
	•	······································				
County Park G	rant:					
217-00-4210	County Park Grant					
217-00-4600	Grant Fund Interest Income	85	190	180		0%
		85	190	180	-	0%
	t 14-USFS-SFA-0053:					
219-00-4260	Fire Safe Grant 14-USFS-SFA-0053					
219-00-4270	HOA Contribution	404	000	045		001
219-00-4600	Fire Safe Grant Interest Income	101	226	215		0%
	-	101	226	215	-	0%
	Total Revenues	3,279,380	1,924,310	2,605,462	296,325	11%



Richard Hale, Mayor (District 1)
Monte Lewis, Mayor Pro-Tem (District 2)
Richard Barakat, Councilmember (District 3)
Bruce Lathrop, Councilmember (District 4)
Elizabeth Bruny, Councilmember (District 5)

# City of Bradbury Agenda Memo

TO:

Honorable Mayor and Members of the City Council

FROM:

Scarlett Santos Leon, Management Analyst

DATE:

November 19, 2019

SUBJECT:

APPOINMENT OF CITY COUNCIL REPRESENTATIVE TO SAN

GABRIEL VALLEY MOSQUITO & VECTOR CONTROL DISTRICT

**BOARD OF TRUSTEES** 

ATTACHMENT:1) Letter to the Mosquito & Vector Control

# **SUMMARY**

In October 2019, Staff received a letter advising the term of office for Councilmember Barakat to the Board of Trustees for the San Gabriel Valley Mosquito and Vector Control District ends on December 31, 2019.

It is recommended that the City Council reappoint Councilmember Barakat to the San Gabriel Valley Mosquito & Vector Control District Board of Trustees for a two-year term.

# **ANALYSIS**

The San Gabriel Valley Mosquito & Vector Control District is committed to providing superior vector control services to all residents. The District was founded in 1989 to protect residents from mosquito-borne disease through public education, surveillance, and control of mosquitoes. Additionally, the District promotes cooperation and communication with property owners, residents, social and political groups, and other governmental agencies to aid in these efforts.

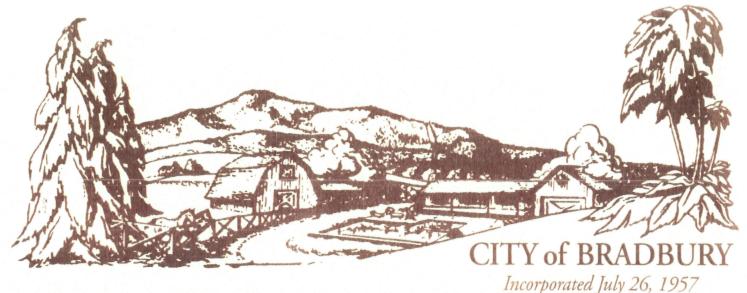
The San Gabriel Valley Mosquito & Vector Control District Board of Trustees meets the second Friday of each month at 7:00 a.m. in the District Office in West Covina. Currently, Councilmember Barakat serves on the San Gabriel Valley Mosquito & Vector Control District Board of Trustees. His term is set to expire on December 31, 2019.

# STAFF RECOMMENDATION

It is recommended that the City Council reappoint Councilmember Barakat to the San Gabriel Valley Mosquito & Vector Control District Board of Trustees for a two-year term.

FOR CITY COUNCIL AGENDA	AGENDA ITEM #
-------------------------	---------------

# ATTACHMENT #1



November 14, 2019

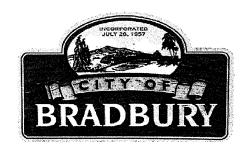
San Gabriel Valley Mosquito & Vector Control District ATTN: Jared Dever, District Manager 1145 N. Azusa Canyon Road West Covina, CA 91790

Dear Mr. Dever:

In response to your letter dated October 25, 2019, please be advised at the City Council, at a regular meeting held on November 19, 2019, re-appointed Councilmember Richard G. Barakat as the representative from the City of Bradbury to the Board of Trustees for the San Gabriel Valley Mosquito & Vector Control District for a two-year term ending December 31, 2021.

Sincerely,

Richard T. Hale, Jr. *Mayor* 



Richard T. Hale, Jr., Mayor (District 1) Monte Lewis, Mayor Po Tem (District 2) Richard Barakat, Council Member (District 3) Bruce Lathrop, Council Member (District 4) 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: November 19, 2019

SUBJECT: AGREEMENT FOR GOVERNMENT RELATIONS ADVOCACY

SERVICES WITH BEST BEST & KRIEGER, LLP

ATTACHMENTS: 1) Agreement for Government Relations Advocacy Services

2) Advanced Conflict Waiver re: Representation of Other Clients in

Water Law Issues

3) Informed Consent – Joint Representation

# **SUMMARY**

On July 2017, the City of Arcadia contracted with Best Best & Krieger, LLP ("BB&K") for professional lobbying and consulting services to secure grant funding for stormwater related projects. Additionally, the City of Sierra Madre partnered with the City of Arcadia and equally split the cost of lobbying services with BB&K. On July 2018, the City of Arcadia approved an extension to the contract.

Given the lobbying efforts already underway by the Cities of Arcadia and Sierra Madre, Arcadia staff approached the member agencies of the Rio Hondo/San Gabriel River Water Quality Group (the "Group"), comprised of the Cities of Bradbury, Duarte, Monrovia, the County of Los Angeles, and the Los Angeles County Flood Control District, to expand the scope and efforts to include other regional projects identified in the Water Management Plan, and to leverage BB&K's expertise and established relationships. As such, BB&K has offered to expend lobbying services to the Group for \$84,000 a year or \$7,000 per month.

It is recommended that the City Council approve, and authorize and direct the City Manager to execute an Agreement with Best Best & Krieger, LLP for Professional Lobbying and Consulting Services for water and stormwater related projects in the yearly

FOR	CITY	COUNCIL	<b>AGENDA</b>	AGENDA ITEM #	
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amount of \$11,323.08 and appropriate that amount to account 101-15-7075.

# **BACKGROUND**

In 2007, the Cities of Arcadia and Sierra Madre were awarded a joint authorization of \$20 million dollars for local water and wastewater related infrastructure projects, but the grants were never fully funded by Congress. In July 2017, the City of Arcadia awarded a Professional Services Agreement to Best Best & Krieger, LLP ("BB&K") for professional lobbying and consulting services to secure grant funding for water and stormwater related projects. Subsequently, the City Council approved an extension to this contract in Jly 2018.

As part of the Cities' contract, BB&K has provided a high level of expertise and strategic guidance to the Cities of Arcadia and Sierra Madre for two WMP's proposed projects at the federal level. The City and Sierra Madre split the cost for lobbying services equally for an annual cost of \$36,000. The firm has worked to increase the visibility and attractiveness of the projects, including facilitating a lobbying trip to Washington, D.C. for City Council members and the Cities' staff to meet with congressional representatives, the Bureau of Reclamation, Army Corps of Engineers, and the Environmental Protection Agency. The proposed projects were well presented and well received by all parties, including local stakeholders such as the Los Angeles Army Corps of Engineers office, Los Angeles County, and Arboretum staff.

# **DISCUSSION**

In July 2019, the City of Arcadia proposed to the Oversight Committee of the Rio Hondo/San Gabriel River Water Quality Group that a regional approach to Arcadia's and Sierra Madre's lobbying efforts was necessary to better engage the various federal agencies and other stakeholders. Arcadia proposed to expand the scope of BB&K's efforts to include the other regional projects identified in the Watershed Management Plan, and to leverage BB&K's expertise and relationships established during the previous two years. BB&K has offered to extend lobbying services to the Group for \$84,000 a year or \$7,000 per month (ATTACHMENT #1).

Contracting with BB&K was the logical next step as the firm has assisted the Cities of Arcadia and Sierra Madre with its on-going efforts. The City of Arcadia would act as the lead agency and as the primary liaison between the Group and BB&K. Although the County of Los Angeles and the Los Angeles County Flood Control District are in support of a regional approach to our lobbying efforts, both agencies have internal staff that serve the same function, and therefore, the County and the Flood Control District will work in tandem with BB&K in lieu of contributing directly to the cost sharing arrangement. While Arcadia is the lead agency, BB&K will invoice the member agencies separately based on the Cities' monthly share. As such, a Joint Representation Waiver is needed to ensure the Cities are fully represented by BB&K (ATTACHMENT #3).

The cost share formula is based 50% on participation and 50% on land area. The City of Bradbury's annual contribution will be \$11,323.08 or \$943.59 per month, with the calculation shown in the chart below.

<u>Jurisdiction</u>	<u>Monthly</u>	<u>Annual</u>
Arcadia	\$2,110.26	\$25,323.08
Bradbury	\$943.59	\$11,323.08
Duarte	\$1,161.54	\$13,938.46
Monrovia	\$1,725.64	\$20,707.69
Sierra Madre	\$1,058.97	\$12,707.69

Under the modified scope of work, BB&K will work with the Group to lobby for a new grant funding authorization and assist in identifying grant funding opportunities with federal agencies, as well as facilitating meetings with key decision makers and building coalitions to secure support for federal grant applications. In addition, BB&K will assist in educating key stakeholders on the Rio Hondo/San Gabriel River Water Quality Group's five regional projects and their benefits at the federal level.

# **FISCAL IMPACT**

The annual cost for services for BB&K is \$84,000, with the City of Bradbury's annual contribution share in the amount of \$11,323.08 or \$943.59 per month.

The contract is to be proportionally divided on a formula based on participation (50%) and land area (50%) between the Cities of Arcadia, Bradbury, Duarte, Monrovia, and Sierra Madre. The rate is all inclusive and covers other direct expenses including telephone, postage, shipping, photocopying, and other administrative costs. Funds to cover the BB&K costs would come from the City's Utility Users Tax Fund, which has a balance of \$763,654.23 (as of September 30, 2019).

# **RECOMMENDATION**

It is recommended that the City Council approve, and authorize and direct the City Manager to execute an Agreement with Best Best & Krieger, LLP for Professional Lobbying and Consulting Services for water and stormwater related projects in the yearly amount of \$11,323.08 and appropriate that amount to account 101-15-7075.

# **ATTACHMENT #1**



Indian Wells (760) 568-2611 Irvine (949) 263-2600 Los Angeles (213) 617-8100

Manhattan Beach

(310) 643-8448

BEST BEST & KRIEGER &

2000 Pennsylvania Avenue, N.W., Suite 5300, Washington, DC 20006 Phone: (202) 785-0600 | Fax: (202) 785-1234 | www.bbklaw.com Ontario (909) 989-8584 Riverside (951) 686-1450 Sacramento (916) 325-4000 San Diego (619) 525-1300 Walnut Creek (925) 977-3300

John D. Freshman (202) 370-5301 john.freshman@bbklaw.com

July 25, 2019

# **VIA EMAIL**

Rio Hondo-San Gabriel River Watershed Group c/o Dominic Lazzaretto 240 W. Huntington Drive Arcadia, CA 91106

RE: Agreement for Government Relations Advocacy Services

Dear Rio Hondo-San Gabriel River Watershed Group:

Per our conversations, we would be delighted to work for the cities of the Rio Hondo-San Gabriel River Watershed Group – comprised of the Cities of Arcadia, Bradbury, Duarte, Monrovia, and Sierra Madre ("Group").

BB&K will work on behalf of the Group to identify and help secure federal grants for the Group's regional water projects listed below. BB&K maintains a full government relations office in Washington, D.C., which effectively monitors, researches, and advocates clients' positon at the federal level before Congress and the executive branch agencies.

The projects BB&K will work on for the Rio Hondo-San Gabriel River Watershed Group include the:

- Arcadia Wash Ecosystem Restoration Project at the Arboretum
- Rio Hondo Ecosystem Restoration Project
- Arcadia Wash Water Conservation Diversion Project
- Encanto Park Stormwater Capture Project
- Basin 3E Enhancements at Santa Fe Spreading Grounds

A summary of the services provided include:

1. **Identify and Assist with Funding Opportunities**: Utilize our unique relationships to monitor federal grant programs and other funding opportunities with a special focus on



July 25, 2019 Page 2

federal grants and the appropriations process. BB&K will target the Army Corps of Engineers, the Environmental Protection Agency, and the Bureau of Reclamation for federal funding partnerships.

- 2. **Advocacy and Updates**: Represent the Group before Congress and federal agencies by educating key stakeholders on the Rio Hondo-San Gabriel River Watershed Group's projects and their benefits.
- 3. **Relationship and Coalition Building**: Set meetings with key decision makers and build coalitions to secure support for federal grant applications.

As discussed this agreement will begin October 1, 2019 for \$7,000 a month for one year, allocated among the Group members according to the attached fee schedule. On behalf of BB&K, we are pleased to have this opportunity and look forward to a long productive relationship with the Rio Hondo-San Gabriel River Watershed Group.

This Agreement may be signed in counterparts. Each signed copy will be deemed to be an original, but all of them together will constitute one and the same Agreement.

Sincerely,

John D. Freshman
for BEST BEST & KRIEGER LLP

Dominic Lazzaretto
City of Arcadia



## BEST BEST & KRIEGER & ATTORNEYS AT LAW

July 25, 2019 Page 3

Signed:		
Signed.	Kevin Kearney City of Bradbury	
Date:		
Signed:	Darrell George City of Duarte	
Date:		****
Signed:	Oliver Chi City of Monrovia	
Date:		
Signed:	Gabriel Engeland City of Sierra Madre	
Date:		



July 25, 2019 Page 4

Attachment: Rio Hondo-San Gabriel River Watershed Group Fee Schedule

						Cost Estim Services)	ate - BBK (A	dvocacy	
Jurisdiction	Rio Hondo Sub- Watershed		San Gabriel River Watershed		Total Area (sq. mi)	Based fee of \$84,000 (50%)	Cost share of \$84,000 (50%)	Total for \$84,000	Monthly Payment
	Sq. Miles	% Total	Sq. Miles	Total					
Arcadia	10.8	45.76%	0.2	5.41%	11	\$8,400.00	\$16,923.08	\$25,323.08	\$2,110.26
Bradbury	0.8	3.39%	1.1	29.73%	1.9	\$8,400.00	\$2,923.08	\$11,323.08	\$943.59
Duarte	1.3	5.51%	2.3	62.16%	3.6	\$8,400.00	\$5,538.46	\$13,938.46	\$1,161.54
Monrovia	7.9	33.47%	0.1	2.70%	8	\$8,400.00	\$12,307.69	\$20,707.69	\$1,725.64
Sierra Madre	2.8	11.86%	0	0.00%	2.8	\$8,400.00	\$4,307.69	\$12,707.69	\$1,058.97

## **ATTACHMENT #2**



Indian Wells (760) 568-2611 Irvine (949) 263-2600 Los Angeles (213) 617-8100

Manhattan Beach

(310) 643-8448

BEST BEST & KRIEGER & ATTORNEYS AT LAW

2000 Pennsylvania Avenue, N.W., Suite 5300, Washington, DC 20006 Phone: (202) 785-0600 | Fax: (202) 785-1234 | www.bbklaw.com Ontario (909) 989-8584 Riverside (951) 686-1450 Sacramento (916) 325-4000 San Diego (619) 525-1300 Walnut Creek (925) 977-3300

John D. Freshman (202) 370-5301 john.freshman@bbklaw.com

September 12, 2019

City of Bradbury Attn: Mr. Kevin Kearney, City Manager 600 Winston Avenue Bradbury, CA 91008

Advance Conflict Waiver re: Representation of Other Clients in Water Law Issues

Dear Mr. Kearney:

The City of Bradbury (the "City") has requested Best Best & Krieger ("BBK") to represent the City to identify and help secure federal funding for the Rio Hondo-San Gabriel River Watershed Group's regional water projects that include the following: Arcadia Wash Ecosystem Restoration Project, Rio Hondo Ecosystem Restoration Project, Arcadia Wash Water Conservation Diversion Project, Encanto Park Stormwater Capture Project, and the Basin 3E Enhancements at Santa Fe Spreading Grounds project (the "Project Matters").

BBK represents a broad range of clients that include, but are not limited to, cities, counties, water districts/agencies, special districts, private water related entities and various other public entities on water matters. For example, BBK represents Moulton Niguel Water District, Santa Margarita Water District, Municipal Water District of Orange County, and the State Water Contractors, including its member agencies Metropolitan Water District of Southern California, Desert Water Agency, Santa Clarita Valley Water Agency, Coachella Valley Water District, and other various member agencies of the State Water Contractors. BBK is not handling any matter adverse to the City at this time, but such conflicts may arise due to BBK representing other clients on various water related matters, such as groundwater matters related to the same water basin in which the City is located, or groundwater matters that may have an impact on the water basin used by the City.

This letter is to request an advance waiver from the City so that BBK may represent other clients in the future on water issues adverse or potentially adverse to the City. If we are to represent other clients on water issues adverse to the City, we must obtain the City's informed written consent to any potential or actual conflict of interest.



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#### **RULES OF PROFESSIONAL CONDUCT**

Rule 1.7 of the California Rules of Professional Conduct provides:

- (a) A lawyer shall not, without informed written consent from each client and compliance with paragraph (d), represent a client if the representation is directly adverse to another client in the same or a separate matter.
- (b) A lawyer shall not, without informed written consent from each affected client and compliance with paragraph (d), represent a client if there is a significant risk the lawyer's representation of the client will be materially limited by the lawyer's responsibilities to or relationships with another client, a former client or a third person, or by the lawyer's own interests.

. . .

- (d) Representation is permitted under this rule only if the lawyer complies with paragraphs (a), (b), ... and:
  - (1) the lawyer reasonably believes that the lawyer will be able to provide competent and diligent representation to each affected client;
  - (2) the representation is not prohibited by law; and
  - (3) the representation does not involve the assertion of a claim by one client against another client represented by the lawyer in the same litigation or other proceeding before a tribunal.

### REPRESENTATION OF OTHER CLIENTS IN WATER LAW ISSUES – ADVANCE WAIVER OF CONFLICTS

For many years, water law has been a large part of BBK's practice. BBK advises many of its clients regarding water law issues, such as surface water, ground water, imported water, water transfers, water quality, water rights, and various Delta related matters. Other BBK clients are routinely involved in water law issues which could directly or indirectly affect water supplies, rights and policies of the City.

As far as we know, BBK is not currently representing any other client on water issues adverse to the City. If another current or new BBK client has an interest in water issues affecting the City, then BBK might be asked to provide advice and representation on that matter. Such work might include representation concerning groundwater (including the Sustainable



### BEST BEST & KRIEGER &

September 12, 2019 Page 3

Groundwater Management Act (SGMA) issues), groundwater sustainability agencies, transactions, negotiations, representation on CEQA or NEPA issues, representation on ESA issues, project financing, right-of-way, administrative hearings before the State Water Resources Control Board or other state or federal agencies, regulatory permitting, disputes, or litigation ("Future Water Matters"), any of which could be adverse to the City's interests.

If we are representing the City on the Project Matters or any other issues, and another client asks BBK to represent it against the City on Future Water Matters, then we would otherwise first need to obtain consent from the City to represent the other client. Because of our lengthy relationship with many of our water purveyor clients, and because such a large part of our practice involves clients with a variety of water issues, we cannot risk refusal of such consent. Therefore, we ask that you sign this letter giving the City's advance consent now to any future representation of other current or future BBK clients in Future Water Matters adverse to the City so that we do not need to ask you for such consent in the future.

As part of this advance consent, BBK shall promptly inform the City in writing of any future representation of a client(s) against or adverse to the City to provide the City the opportunity to determine if it wishes to replace BBK in those circumstances. BBK would likewise inform the other client and approach them in the following manner as with the City. If the City decides to continue to use BBK as counsel, and BBK agrees to continue representing the City in those circumstances, then we will establish an ethical screen so that the lawyers representing the City do not share any confidential information of the City with other lawyers at BBK and vice versa. Regardless of the circumstances, BBK will not disclose any confidential information received from the City to any other client of BBK. Likewise, by signing this letter, the City agrees that confidential information it discloses to BBK will be limited to what is necessary for BBK to represent the City on Project Matters, and that it will not disclose other confidential City information to BBK on issues involving water rights, interests, policy or strategy concerning water issues.

#### POTENTIAL ADVERSE CONSEQUENCES

Because BBK is not representing a client adverse to the City regarding water issues currently, it is impossible to predict exactly the facts related to any such future conflict. But we do believe it is possible to describe the reasonably foreseeable potential adverse consequences that would arise, which include the following:

- BBK lawyers might appear in court or administrative proceedings advocating against the City.
- BBK may be tempted to favor the interests of other BBK clients over the City.
- BBK's exercise of independent judgment with respect to the City may be impaired or clouded by our relationship with other clients.

## BK

#### BEST BEST & KRIEGER

ATTORNEYS AT LAW

September 12, 2019 Page 4

- There may be an appearance of impropriety in our representation of both clients simultaneously on unrelated matters.
- BBK may inadvertently disclose confidential information to a client that the City would not like revealed.
- BBK may be restricted from forcefully advocating the City's position for fear of alienating another client depending upon the circumstances.

#### YOUR CONSENT

If you agree to the above, we need you to sign this consent letter. This consent will not waive any protection that you may have with regard to attorney-client communications with us in your matter. Those communications will remain confidential and will not be disclosed to any third party without your consent.

Please consider this matter carefully, and do not hesitate to contact us if you have any questions or concerns. You may wish to confer with independent legal counsel regarding this disclosure and your consent, and you should feel free to do so.

Your execution of this consent form will constitute an acknowledgment of full disclosure in compliance with the requirements of Rule 1.7 of the California Rules of Professional Conduct previously quoted in this letter, and your consent to proceeding with our representation of the City.

A copy of this letter is enclosed for your files. If you have any questions, please do not hesitate to call.

Sincerely,

John D. Freshman

for BEST BEST & KRIEGER LLP



September 12, 2019 Page 5

#### **CONSENT**

By this letter, Best Best & Krieger LLP has explained the existing and/or reasonably foreseeable potential risks in the above referenced matter, and has informed the City of the possible consequences of this representation and consenting to an advance waiver. I understand that the City has the right to and has been encouraged to consult with independent counsel before signing this consent, and I acknowledge that the City has been given sufficient time to do so. Notwithstanding the foregoing, the City hereby consents and agrees to be represented by Best Best & Krieger LLP.

By:	
City of Bradbury	
Dated:	

# **ATTACHMENT #3**



Indian Wells (760) 568-2611 Irvine (949) 263-2600 Los Angeles (213) 617-8100

Manhattan Beach

(310) 643-8448

BEST BEST & KRIEGER

2000 Pennsylvania Avenue, N.W., Suite 5300, Washington, DC 20006 Phone: (202) 785-0600 | Fax: (202) 785-1234 | www.bbklaw.com

Ontario (909) 989-8584
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Sacramento (916) 325-4000
San Diego (619) 525-1300
Walnut Creek (925) 977-3300

John D. Freshman (202) 370-5301 john.freshman@bbklaw.com

September 12, 2019

City of Bradbury Attn: Mr. Kevin Kearney, City Manager 600 Winston Avenue Bradbury, CA 91008

Re: Informed Consent - Joint Representation

Dear Mr. Kearney:

Best Best & Krieger LLP (the "Firm") has been asked to represent the Rio Hondo-San Gabriel River Watershed Group (the "Group"), which is made up of the Cities of Arcadia, Bradbury, Duarte, Monrovia, and Sierra Madre (the "Cities"). The Firm will work on behalf of the Cities as joint clients to identify and help secure federal funding for the Group's regional water projects that include the following: Arcadia Wash Ecosystem Restoration Project, Rio Hondo Ecosystem Restoration Project, Arcadia Wash Water Conservation Diversion Project, Encanto Park Stormwater Capture Project, and the Basin 3E Enhancements at Santa Fe Spreading Grounds project (the "Project Matters").

Although our current representation of the Cities regarding Project Matters involves Federal advocacy, the law Firm is subject to rules of professional conduct. Accordingly, we must discuss with Bradbury and the other Cities the potential impact of our joint representation and obtain Bradbury's informed written consent, as well as that of each of the other Cities.

#### **RULES OF PROFESSIONAL CONDUCT**

Rule 1.7 of the California Rules of Professional Conduct provides in pertinent part:

- (a) A lawyer shall not, without informed written consent from each client and compliance with paragraph (d), represent a client if the representation is directly adverse to another client in the same or a separate matter.
- (b) A lawyer shall not, without informed written consent from each affected client and compliance with paragraph (d), represent a client if there is a significant risk the lawyer's representation of the client will be materially limited by the lawyer's responsibilities to or relationships with another client, a former client or a third person, or by the lawyer's own interests.



### BEST BEST & KRIEGER

September 12, 2019 Page 2

. . .

- (d) Representation is permitted under this rule only if the lawyer complies with paragraphs (a), (b)... and:
  - (1) the lawyer reasonably believes that the lawyer will be able to provide competent and diligent representation to each affected client;
  - (2) the representation is not prohibited by law; and
  - (3) the representation does not involve the assertion of a claim by one client against another client represented by the lawyer in the same litigation or other proceeding before a tribunal.

#### SCOPE OF REPRESENTATION & DISCLOSURES

Our representation of the Cities jointly concerns the Project Matters. At the present time, and based upon what we have been advised by each of the Cities, we believe the Cities' interests are aligned and see no current conflict between or among the Cities.. However, in accordance with the California Rules of Professional Conduct, we must provide the Cities with written disclosure of the relevant circumstances of this joint representation, the reasonably foreseeable adverse consequences which might arise from the Firm's representation of the Cities jointly, and obtain each of the Cities' consent thereto prior to proceeding with this joint representation. Although it is impossible to foretell all potential consequences which could arise from this type of representation, this letter addresses the reasonably foreseeable risks and conflicts that potentially may develop going forward, which we ask each of the Cities to consider. Pursuant to the provisions of Rule 1.7, we inform the Cities as follows:

1. Potential Conflicts - Clients may differ on strategy, costs or on the issue of whether to agree to certain terms; one of the clients may instruct the Firm in a manner that is contrary to the instructions of the other client; it may be argued that there is an appearance of impropriety in our representation of joint clients simultaneously; and/or, one client may take a position or act in a manner that could be prejudicial to the interests of another client. Although we do not expect any of the above eventualities, before we could continue to represent any of the Cities under those circumstances, we would be required to obtain each City's separate, informed, written consent concerning such a situation. We cannot advise any of the Cities of their individual or mutual rights amongst or against each other, in resolving any such disagreements.



### BEST BEST & KRIEGER

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Disputes Between Clients - Should any of the Cities feel that there is a potential dispute, actual dispute or claim between or among the Cities, it should be brought to our attention immediately. We will be unable to counsel any of the Cities regarding any rights or obligations as between or among the Cities, whether or not such rights or obligations relate to the subject matter of the representation. In the event such a disagreement cannot be resolved between or among the Cities, there is a possibility that such a disagreement would develop into an actual conflict of interest between or among the Cities that would require the Firm to withdraw from further representing the Cities in this matter. Such a situation could require increased expense, time and effort on your part if new representation is needed. Again, any such changes or new information will be disclosed and discussed with the Cities prior to any action being taken that would significantly affect our relationship.

In addition, should new or additional facts come to our attention which suggest any of the Cities may have or should consider asserting rights against any of the other Cities or that any of the Cities should consider action to protect or preserve such rights, we will advise each of the Cities that such facts have come to our attention. We will not, however, advise any of the Cities of the reason why we are alerting the Cities or the basis for such an alert. We believe that to do so may compromise the interests of the Cities in violation of the responsibilities we owe to each of the Cities. We will likely further recommend that each of the Cities consult with independent counsel.

3. No Confidentiality - In cases of joint representation, although the Firm owes joint clients a duty of confidentiality as to third parties, there is generally no duty of confidentiality or attorney-client privilege between or among the joint clients. The Firm has a duty to communicate and keep all clients reasonably informed about significant developments relating to the representation. Thus, communications made between one joint client and the Firm that are relevant to the joint representation are subject to disclosure to the other client, even in the absence of express consent to the disclosure. By consenting to this agreement, Bradbury understands that there can be no confidentiality between the Firm and any of the other Cities as joint clients with respect to significant developments related to this representation.

In addition, each of the Cities must maintain the confidentiality of all communications between the Cities and us. If one of the Cities fails to do so, it may jeopardize confidentiality protections between the Cities and us. The result may be that other parties may be able to learn the content of confidential communications between us and/or, as a practical matter, could prejudice the non-disclosing entity because otherwise confidential information may become known



### BEST BEST & KRIEGER &

September 12, 2019 Page 4

to third-parties. It is, therefore, critical that each of the Cities understands the need for confidentiality concerning the communications between us and that each of the Cities maintains that confidentiality. In other words, a joint representation does not change the confidential nature of such communications relative to outside third parties, but does change it as to the inside parties to the joint representation. By executing this letter, Bradbury expressly consents to the communication to each of the Cities of any information received by the Firm from any one of the Cities during the Firm's joint representation of the Cities in this matter.

- 4. <u>No Attorney-Client Privilege</u> California Evidence Code § 962 provides that one joint client may not claim a privilege as to a communication made in the course of this attorney-client relationship when such a communication is offered in a legal proceeding between or among the joint clients. This also applies should a dispute arise between one client and the Firm in the future.
- 5. Balance of Interests In joint client representation, lawyers owe fiduciary obligations of loyalty to each of the jointly represented clients and cannot take sides or assert the interests of one client over the interests of the other. The Firm is required to balance the interest between or among the clients and may make decisions that will be in the best interests of the overall group and not necessarily in the best interests of an individual client. Thus, rather than the Firm vigorously asserting a single interest of an individual client on an issue, there will be a balancing of interests among the joint clients.
- 6. Each Client's Responsibility for Fees and Costs – CRPC Rule 1.8.6 requires written consent when a lawyer is paid by another party to represent a client. Arcadia is responsible for paying our invoices on behalf of the Cities regarding the Project Matters. The Firm acknowledges, however, that the Cities are the Firm's co-clients in the Project Matters and the Firm shall take instructions from all the Cities, or from their selective representative, regarding the handling of the Project Matters. The Firm does not perceive that this payment arrangement will interfere with the Firm's independence or professional judgment or with the relationship with all identified entities represented as co-clients in the Project Matters, and the Firm represents that information relating to the joint representation will be protected consistent with Business & Professions Code 6068(e). Although Arcadia is responsible for payment for the Firm's services, we must make it clear that the Cities are all jointly and severally responsible for payment of our fees and costs associated with the Project Matters if for any reason Arcadia is unable or fails to pay our invoices.



### BEST BEST & KRIEGER ATTORNEYS AT LAW

September 12, 2019 Page 5

- 7. Effect of the Firm Withdrawing If we are forced to withdraw from this representation because of a conflict between or among the Cities or as permitted under CRPC, Rule 1.16, the expense of educating new representatives on events that may have transpired during the course of our representation might be significant. And, unless another conflict waiver is executed with the Firm, it may require that each of the Cities obtains other representation, thereby potentially adding to your expense. Such an event also might delay any needed actions in connection with the engagement, or in otherwise achieving the goals of the engagement.
- 8. <u>Termination</u> Each client has the absolute right to terminate the Firm regardless of what the other joint client(s) may decide. Should one client wish to terminate the relationship without the agreement of the other client(s), we will disclose the circumstances at that time and determine whether the Firm may continue representation of one client or whether the representation must be terminated in its entirety, and consent will be obtained as necessary.
- 9. <u>Client File</u> After the matter is concluded, each of the Cities may make conflicting demands for the original client file, which each is entitled to receive. Each agree that we may release the original to the client who first provides a written request, as long as we release an exact copy to each of the other Cities.

#### YOUR CONSENT

If Bradbury wishes for the Firm to represent it in the Project Matters, we need you to sign this consent letter. Should you have any concerns that were not mentioned in this letter, please tell us immediately, so we can make sure to address them as necessary.

In the event that circumstances change or we become aware of new information that requires additional disclosures and/or a new consent from the parties, you will be notified of that fact immediately, and continued representation will be subject to the informed written consent of the involved parties as necessary.

Please consider this matter carefully, and do not hesitate to contact us if you have any questions or concerns. You may wish to confer with independent legal counsel regarding this disclosure, and you should feel free to do so.

Your execution of this consent form will constitute Bradbury's acknowledgment of full disclosure in compliance with the requirements of Rule 1.7 of the California Rules of Professional Conduct previously quoted in this letter.



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A copy of this letter is enclosed for your files. We look forward to hearing from you soon.

Sincerely,

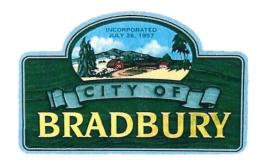
John D. Freshman

for BEST BEST & KRIEGER LLP

#### **CONSENT**

By this letter, Best Best & Krieger LLP has explained the joint representation, and the existing and/or reasonably foreseeable potential risks and conflicts of interest in the above referenced matter. Our Firm has also informed Bradbury of the possible consequences of this joint representation and those conflicts. Bradbury understands that Bradbury has the right and has been encouraged to consult with independent counsel before signing this consent, and Bradbury acknowledges that Bradbury has been given sufficient time to do so. Notwithstanding the foregoing, Bradbury hereby consent and agree to Bradbury be represented by Best Best & Krieger LLP in the above described joint representation.

AGREED AN By:	D ACCEPTED:	
		-
Dated:		



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

### City of Bradbury City Council Agenda Report

TO: Honorable Mayor and Council Members

FROM: Kevin Kearney, City Manager

By: Jim Kasama, City Planner

DATE: November 19, 2019

SUBJECT: FINAL PARCEL MAP NO. 72325 WITH A CATEGORICAL EXEMPTION

UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA)

FOR A TWO-FROM-ONE LOT SPLIT AT 147 SAWPIT LANE

AGENDA ITEM NO	_		

#### SUMMARY

Section 9.139.020.(b) of the Bradbury Development Code requires parcel maps for all subdivisions creating four or fewer lots. The City Council may approve a parcel map if it conforms to all the requirements of the City's subdivision regulations, the State Subdivision Map Act, and satisfies the conditions of approval. It is recommended that the City Council approve final Parcel Map No. 72325 with a Categorical Exemption under the California Environmental Quality Act (CEQA) for a two-from-one lot split at 147 Sawpit Lane.

#### **DISCUSSION**

Final Parcel Map No. 72325 (attached) is for a two-from-one lot split at 147 Sawpit Lane – see the attached Assessor Map. The two new lots meet the minimum five-acre area requirement and each lot can accommodate the allowed uses in compliance with the Bradbury Development Code. The City Council conditionally approved Tentative Parcel Map No. 72325 for the subject lot split with the adoption of Resolution No. 18-35 at the regular meeting on December 18, 2018. The resolution and agenda report are attached.

Final Parcel Map No. 72325 has been reviewed by the City Engineer and the appropriate agencies, including the Bradbury Estates Community Services District (CSD), which has

approved and accepted the creation and improvement of the new cul-de-sac, Oak Meadow Lane for access to the two new lots. The CSD letter is attached.

The final Parcel Map conforms with the Tentative Parcel Map as conditionally approved by the City Council and complies with the subdivision regulations of the Bradbury Development Code and the State Subdivision Map Act.

#### **ENVIRONMENTAL DOCUMENT**

Parcel Map No. 72325 is Categorically Exempt from environmental review under the California Environmental Quality Act (CEQA) pursuant to Section 15315 of the CEQA Guidelines as a Class 15 Exemption for minor land divisions. The City Council affirmed this finding and conditionally approved Tentative Parcel Map No. 72325 by the adoption of Resolution No. 18-35 at the regular meeting on December 18, 2018.

#### RECOMMENDATION

It is recommended that the City Council approve Parcel Map No. 72325 with a Categorical Exemption under the California Environmental Quality Act (CEQA) for a two-from-one lot split at 147 Sawpit Lane, subject to the satisfaction of the conditions of approval enumerated by Resolution No. 18-35 prior to recordation of the map.

#### **ATTACHMENTS**

Resolution No. 18-35 December 18, 2018 Agenda Report Community Services District Letter Assessor Map Parcel Map No. 72325

#### CITY COUNCIL RESOLUTION NO. 18-35

A RESOLUTION OF THE CITY COUNCIL OF THE CITY BRADBURY, CALIFORNIA, SETTING FORTH ITS FINDINGS OF FACT AND DECISION WITH A CATEGORICAL EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) TO CONDITIONALLY APPROVE TENTATIVE PARCEL MAP NO. TPM 72325 FOR A TWO-FROM-ONE LOT SPLIT AT 147 SAWPIT LANE

WHEREAS, Mr. Sanjeet Nijjar filed Tentative Parcel Map No. TPM 72325 to subdivide the 12.81-acre property at 147 Sawpit Lane into two lots of 7.77 acres and 5.04 acres; and

WHEREAS, the Planning Commission considered Tentative Parcel Map No. TPM 72325 at a duly-noticed public hearing at their regular meeting on November 28, 2018, and adopted Planning Commission Resolution No. PC 18-279, finding that the proposed subdivision meets the requisite findings for approval, qualifies as a Class 15 Categorical Exemption under the California Environmental Quality Act (CEQA) and to recommend to the City Council the conditional approval of the subdivision.

## NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BRADBURY, DOES HEREBY RESOLVE, FIND, AND DETERMINE AS FOLLOWS:

SECTION A. The City Council conducted a duly-noticed public hearing at the regular meeting of December 18, 2018, in accordance with the provisions of the Bradbury Municipal Code relative to this matter.

SECTION B. The City Council finds and declares that the information in the agenda report, and the testimony given at the public hearing are incorporated in this Resolution and comprises the bases on which the findings have been made.

SECTION C. The City Council declares that the project meets the required findings stated in Part VII, Section 9.139.090 of Chapter 139 of the Bradbury Development Code as follows:

- 1. That the proposed map is consistent with applicable general and specific plans and zoning code. The two new lots will be consistent with the City's General Plan. The new lots will meet the minimum five-acre requirement and will accommodate agricultural uses and/or large estate-style residences in compliance with the City's zoning requirements. The property is not subject to a specific plan.
- 2. That the design or improvement of the proposed subdivision is consistent with applicable general and specific plans and zoning code. The two new lots will be consistent with the City's General Plan. The subdivision includes a new cul-de-sac street to enhance access to the new lots, the lots will meet the minimum five-acre requirement and will accommodate agricultural uses and/or large estate-style

residences in compliance with the City's zoning requirements. The property is not subject to a specific plan.

- 3. That the site is physically suitable for the type of development. The new lots will be at least five acres in area with more than adequate dimensions, and the property has an average slope of only 7.6%. The new lots will readily accommodate the allowed uses.
- 4. That the site is physically suitable for the proposed density of development. The property is over 12 acres in area and the two new lots will both meet the minimum five-acre requirement, which is consistent with the density limit set by the City's General Plan and zoning regulations.
- 5. That the design of the subdivision or the proposed improvements are not likely to cause substantial environmental damage or will not substantially and avoidably injure fish or wildlife or their habitat. The configuration of the two new lots and the new cul-de-sac street will not necessitate significant alteration of the land or topography, and as such will not cause any environmental damage, nor will any fish or wildlife habitat be affected.
- 6. That the design of the subdivision or type of improvements is not likely to cause serious public health problems. All utility and safety services are available for the two new lots. Development of the new lots will not result in any serious public health problems.
- 7. That the design of the subdivision or the type of improvements will not conflict with easements, acquired by the public at large, for access through or use of property within the proposed subdivision. There are not any public easements for access or use of the subject property.
- 8. That the design of the subdivision provides, to the extent feasible, for future passive or natural heating or cooling opportunities in the subdivision. The configuration of the new lots and the setbacks required by the zoning regulations will provide ample opportunities for the development of the new lots to utilize passive or natural heating and cooling methodologies.
- 9. For subdivisions in the City which are located in a very high fire hazard severity zone as shown in the City's General Plan, additional findings must also be made. The property is not within the very high fire hazard severity zone.
- 10. The proposed subdivision has been reviewed in compliance with the provisions of the California Environmental Quality Act (CEQA) and meets all the qualifications for a Class 15 (Minor Land Divisions) Categorical Exemption under CEQA. The two-lot subdivision is in an urbanized area zoned for residential use and conforms with the City's General Plan and zoning regulations without any variances or exceptions. All services and access to the new lots will be available in conformance

with local standards. The property was not involved in a division of a larger parcel within the previous two years, and the average slope of the property is less than 20%. The average slope is 7.6%.

SECTION D. The City Council finds that the proposed project is Categorically Exempt under the provisions of the California Environmental Quality Act (CEQA) pursuant to Section 15315 (Class 15 – Minor Land Divisions) of the CEQA Guidelines.

SECTION E. The City Council hereby approves Tentative Parcel Map No. TPM 72325 for a two-from-one lot split at 147 Sawpit Lane subject to the following conditions, all of which shall be complied with to the satisfaction of the City Manager or designees:

- 1. Except as set forth in the subsequent conditions, all-inclusive, the subdivision shall be implemented substantially as shown on the tentative parcel map presented to the City Council on December 18, 2018.
- 2. The applicant/developer shall defend, indemnify, and hold harmless the City, its agents, officers, and employees from any claim, action, or proceeding, damages, costs (including, without limitation, attorney's fees), injuries, or liability against the City or its agents, officers, or employees arising out of the City's approval of Tentative Parcel Map No. TPM 72325. The City shall promptly notify the applicant/developer of any claim, action, or proceeding and the City shall cooperate fully in the defense. If the City fails to promptly notify the applicant/developer of any claim, action, or proceeding, or if the City fails to cooperate fully in the defense, the applicant/developer shall not thereafter be responsible to defend, indemnify, or hold harmless the City. Although the applicant/developer is the real party in interest in an action, the City may, at its sole discretion, participate in the defense of any action with the attorneys of its own choosing, but such participation shall not relieve the applicant/developer of any obligation under this condition, including the payment of attorney's fees. Applicant/developer shall promptly pay any final judgment rendered against the City.
- 3. The final parcel map and any future developments of the two lots shall comply with all applicable City, County, State and federal regulations, and shall be subject to review and approval by the City's Building, Engineering, Fire, and Planning Departments.
- 4. A subdivision guarantee shall be provided, and it shall state all fee interest holders and encumbrances, and a current title report shall be provided before the final parcel map will be released for filing and recording with the County Recorder.
- 5. Any easements for access and/or utilities, including drainage facilities shall be provided to the satisfaction of the City Engineer, City Attorney, and the Bradbury Estates Community Services District.

- 6. Any on-site and/or off-site improvements, including drainage facilities that may be deemed necessary for the implementation of the subdivision and/or the developments of the new lots that have not been determined by approval of the tentative parcel map may be imposed and shall be subject to review and approval of complete improvement plans by all applicable agencies and City Departments prior to recordation of the final parcel map.
- 7. Any work within existing and/or new rights-of-way shall be subject to review and approval by the Bradbury Estates Community Services District, and all public improvements, private roads, dedicated roadways, easements, drainage facilities, parkways, fences and walls, signs, and any other improvements shall be constructed and installed to the standards of the Bradbury Estates Community Services District (CSD) prior to recordation of the final parcel map, and all such improvements shall be designed and constructed in accordance with plans prepared by, stamped and signed by a registered civil engineer, and shall be reviewed and stamped approved by the CSD. Completion of such improvements may be bonded for in accordance with the Subdivision Map Act at the discretion of the CSD and/or City Manager. All bonds for such improvements shall be in the amount of 110 percent of the approved cost estimates as determined by the Subdivision Agreement and the Subdivision Improvement Securities Policy, and as approved by the City Engineer. Prior to the release or reduction of any such bonds and prior to the acceptance of any such improvements by the CSD and/or the City, Record Drawing plans of the improvements shall be submitted to and accepted by the CSD and the City.
- 8. All public and/or private utilities for the subdivision, including sewers, gas, water, electricity, telephone, Internet, cable, and storm drains shall be installed underground in accordance with specifications deemed acceptable by the Bradbury Estates Community Services District and the City Engineer.
- 9. Any utilities or facilities that conflict with the subdivision and/or its improvement and/or the development of the new lots shall be relocated at the developer's expense to the satisfaction of the Bradbury Estates Community Services District and City Engineer.
- 10. Any easements or other accessways deemed unnecessary by the Bradbury Estates Community Services District and/or the City Engineer (e.g., Sycamore Lane) shall be abandoned, reclaimed and improved as part of this subdivision to the satisfaction of the Bradbury Estates Community Services District and/or City Engineer.
- 11. The subdivision, its improvements, and the future developments of the new lots shall comply with all Fire Department requirements as determined by review of the final parcel map and any future development plans. This includes, but is not limited to requirements regarding access, water supply and availability, and fuel modification.
- 12. Potable and fire flow water supplies shall be provided in accordance with the requirements of the water purveyor and Fire Department. Plans for the water system

facilities shall be submitted for the review and approval by the water purveyor serving the subdivision. The applicant and/or property owner(s) shall submit a copy of the agreement and any other evidence deemed necessary by the City Engineer of the contract between the property owner(s) and water purveyor guaranteeing payment and installation of the water system facilities.

- 13. Any building pads for future developments of the new lots shall be rough graded with drainage capabilities to the satisfaction of the City Engineer. Any and all grading of the property shall be balanced on site. Any import or export shall be subject to review and approval by the Planning Commission and Bradbury Estates Community Services District.
- 14. Landscaping and irrigation for all areas determined not to be potential future building pads or driveways shall be provided prior to the issuance of any building permits based on plans prepared by a licensed landscape architect and reviewed and approved by the City's landscape architect and subject to all applicable City, County and State regulations, including water efficiency, fire fuel modification, and slope stabilization requirements.
- 15. A certified arborist shall map and evaluate all mature trees on the property and shall provide a protection and maintenance plan for each tree prior to the issuance of any permits for grading or construction on the property. Any trimming, installation of protection measures, and grading within ten feet of the canopy of a preserved tree shall be supervised by a certified arborist.
- 16. No mature trees shall be removed from the properties except with the approval of the Bradbury Estates Homeowners Association and City. Replacements of oak trees shall be at a ratio of at least three to one, and replacements of other trees shall be at a ratio of at least two to one. Replacement trees and the locations of planting shall be determined by the City's landscape architect. A permit for all tree removals shall be obtained prior to removals from the City Manager.
- 17. Prior to or in conjunction with the filing of the final parcel map for review by the City Engineer, a statement from the water purveyor shall be provided that states that the subdivision complies with the Fire Department fire flow requirements.
- 18. Monumentation of the subdivision boundaries, street centerlines, and boundaries of the new lots shall be provided and shown on the final parcel map based on field surveys, and to the satisfaction of the City Engineer.
- 19. The applicant and/or property owner(s) shall pay a prorated share as determined by the Bradbury Estates Community Services District of the cost of the widening of Sawpit Lane adjacent to the property at 123 Sawpit Lane.

20. Following recordation of the final parcel map, one mylar copy of the recorded map shall be submitted to the City Engineer's office, and such submittal shall be provided before any building permits will be issued for development of the new lots.

SECTION F. The City Clerk shall certify to the adoption of this Resolution.

PASSED, APPROVED, AND ADOPTED this 18th day of December, 2018.

ATTEST:

I, Claudia Saldana, City Clerk, hereby certify that the foregoing Resolution No. 18-35 was duly adopted by the City Council of the City of Bradbury, California, at a regular meeting held on the 18th day of December, 2018, by the following vote:

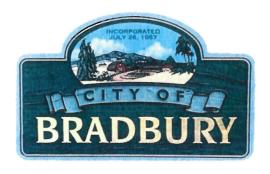
AYES:

Mayor Barakat, Mayor Pro-Tem Hale, Councilmembers Lewis and Lathrop None

NOES:

ABSTAIN: None

ABSENT: Council member Bruny



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

### City of Bradbury City Council Agenda Report

TO: Honorable Mayor and Council Members

FROM: Kevin Kearney, City Manager

By: Jim Kasama, City Planner

DATE: December 18, 2018

SUBJECT: 147 SAWPIT LANE - TPM 72325 FOR A TWO-FROM-ONE LOT SPLIT

**RESOLUTION NO. 18-35** 

CITY COUNCIL RESOLUTION NO. 18-35 — A RESOLUTION OF THE CITY COUNCIL OF THE CITY BRADBURY, CALIFORNIA, SETTING FORTH ITS FINDINGS OF FACT AND DECISION WITH A CATEGORICAL EXEMPTION UNDER THE CALIFORNIA ENVIRONMENTAL QUALITY ACT (CEQA) TO CONDITIONALLY APPROVE TENTATIVE PARCEL MAP NO. TPM 72325 FOR A TWO-

FROM-ONE LOT SPLIT AT 147 SAWPIT LANE

AGENDA ITEM NO.  $\stackrel{\bigcirc}{=}$ 

#### INTRODUCTION

Mr. Sanjeet Nijjar, the owner of 147 Sawpit Lane has submitted Tentative Parcel Map No. TPM 72325 to subdivide the 12.81-acre property into two lots of 7.77 acres and 5.04 acres. The proposed subdivision was approved in 2004, but the approval expired. The subdivision was resubmitted in 2013, and was conditionally approved, and was updated in 2015 to include new conditions of approval from the Fire Department. However, that approval has expired. This submittal is to reapprove the subdivision. The proposed design of the subdivision has not changed, but this new submittal will have to be reviewed anew by the Fire Department as well as any other agencies that may be affected, or that may be required to provide services to the new lots. The Planning Commission considered the proposed subdivision at their November 28, 2018 regular meeting and adopted Resolution No. PC 18-279 to recommend that the City Council conditionally approve the

lot split. It is recommended that the City Council adopt the attached, draft Resolution No. 18-35, to conditionally approve Tentative Parcel Map No. TPM 72325 for a two-from-one lot split at 147 Sawpit Lane.

#### PROPOSAL AND ANALYSIS

The subject property is an approximately 12.807-acre lot. The proposed tentative parcel map is to subdivide the property into two lots. The Development Code requirements, and the requisite characteristics of the proposed new lots are as follows:

	Minimum Net Lot Area	Minimum Average Lot Width
Requirement:	5 acres	250 feet
Lot 1:	7.454 acres	Greater than 325 feet
Lot 2:	5.000 acres	300 feet

The General Plan designates the property as "Agriculture/Estate Residential – Five Acres" which calls for agricultural use of the land and large estate-style residential developments on parcels of at least five acres in area. The zoning is "A-5 – Agriculture Residential Estate" which requires a main residence to be of at least 2,500 square feet with 50-foot front/street setbacks, and sides and rear yards of at least 25 feet. The average slope of the property is 7.6%; therefore, the Hillside Development Standards do not apply. The property is not within the Very High Fire Hazard Severity Zone, but it is recommended that the property be required to meet the Fire Department's fuel modification requirements. The proposed new lots will be consistent with the General Plan and will readily accommodate the zoning requirements.

All utility and safety services are available for the new lots, and access is available from existing rights-of-way in the Bradbury Estates. The proposed tentative parcel map includes a new cul-de-sac off Sawpit Lane to facilitate improved access. Various easements and dedications are also shown on the proposed tentative parcel map. These have been included based on consultation with the various safety and utility agencies, including the Fire Department, and the Bradbury Estates Community Service District.

#### **ENVIRONMENTAL REVIEW**

It is recommended that the proposed tentative parcel map be determined to be Categorically Exempt under the provisions of the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines Section 15315 for Minor Land Divisions, which consists of the division of property in urbanized areas zoned for residential, commercial, or industrial use into four or fewer parcels when the division is in conformance with the General Plan and zoning, no variances or exceptions are required, all services and access to the proposed parcels to local standards are available, the parcel was not involved in a division of a larger parcel within the previous 2 years, and the parcel does not have an average slope greater than 20 percent. The subject property and the proposed project meet the criteria for a Class 15 Categorical Exemption.

#### **FINDINGS**

The proposed subdivision meets the required findings stated in Part VII (Subdivision Regulations) Section 9.139.090 of Chapter 139 (General Requirements) of the Bradbury Development Code. The findings are included in the attached draft Resolution No. 18-35.

#### **CITY COUNCIL ALTERNATIVES**

The City Council is to open a public hearing and solicit testimony on the proposed subdivision. At that time, the City Council will have the following options:

**Option 1.** Close the public hearing and determine that the findings can be made for conditional approval of the proposed subdivision and that the project is Categorically Exempt under CEQA and approve a motion to adopt Resolution No. 18-35 as drafted or as modified by the City Council.

**Option 2.** Close the public hearing and determine that the findings cannot be made for approval of the proposed subdivision, with specific statements as to which finding(s) and the reason(s) why the finding(s) cannot be met and approve a motion to deny the proposed subdivision with direction to staff to draft the appropriate resolution for adoption at the next regular meeting.

**Option 3.** If it is determined that the proposed subdivision with certain limited revisions can satisfy the requisite findings for approval and a Categorical Exemption under CEQA, then the City Council may approve a motion to continue the public hearing as open to the next regular meeting with direction to the applicant to revise the proposal accordingly and submit a revised proposal to the City at least three weeks prior to the date of that next regular meeting for consideration by the City Council at that meeting.

#### RECOMMENDATION

Option 1 is recommended; that the City Council adopt Resolution No. 18-35 as drafted with a determination that the subdivision is Categorically Exempt under CEQA. The requisite findings, and conditions of approval are included in the Resolution.

#### **ATTACHMENTS**

Draft City Council Resolution No. 18-35
Planning Commission Resolution No. PC 18-279
Assessor's Map
Tentative Parcel Map No. 72325



1 Deodar Lane Bradbury, CA 91008

March 12, 2019

To; The City Of Bradbury 600 Winston Ave. Bradbury, CA. 91008

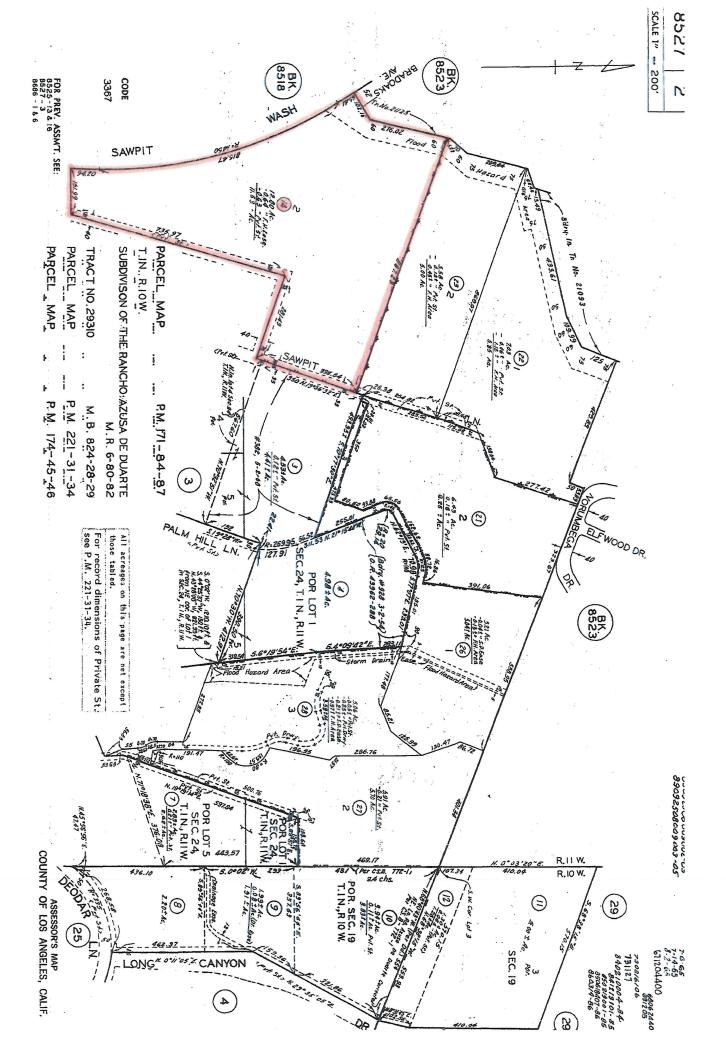
RE; Oak Meadow Lane Street Acceptance

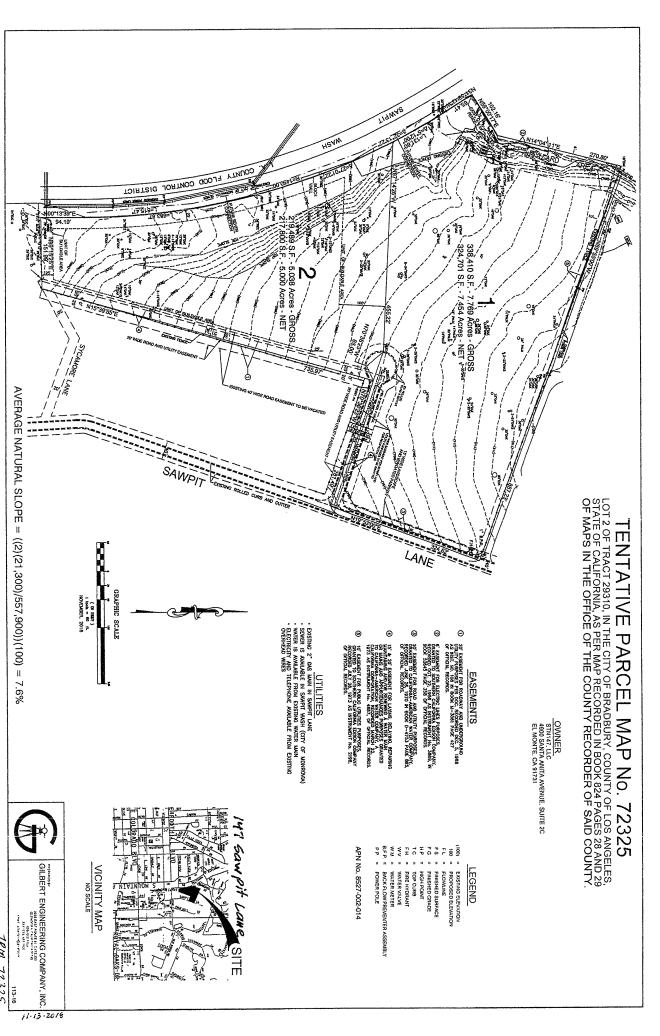
Please be informed that the Bradbury Community Service District does hereby accept the new street "Oak Meadow Lane" as a completed street with all the conditions of approval met. A ninety day planting maintenance guarantee shall commence from this date forward.

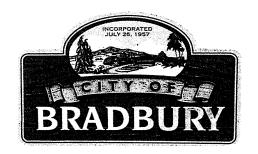
Sincerely;

**Bradbury Community Service District** 

Frank Hernandez President







Richard T. Hale, Jr., Mayor (District 1) Monte Lewis, Mayor Po Tem (District 2) Richard Barakat, Council Member (District 3) Bruce Lathrop, Council Member (District 4) 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:

November 19, 2019

SUBJECT:

LA COUNTY FIRE GRANT - LETTER OF SUPPORT

**ATTACHMENTS: 1) Letter of Support** 

2) Proposed Work from Proposed Grant

#### SUMMARY

The Los Angeles County Fire Department last year submitted for a Bradbury-Duarte Fuel Reduction grant that that was not funded in the last grant cycle. The Fire Department is gearing up to submit again for this upcoming grant cycle and has requested a Letter of Support from the City of Bradbury.

The goal of the grant funds is to create a defensible space buffer through hand-clearing, mechanical treatment using tracked equipment (masticators, brush-crushing equipment, and chippers), and selective use of goats. The primary objective is to mitigate wildfire risks to life, property, and the environment threatening the communities of Bradbury and Duarte.

It is recommended that the City Council approve a Letter of Support (Attachment #1) for the proposed work area (Attachment #2).

FOR CITY COUNCIL AGENDA	AGENDA ITEM #

# **ATTACHMENT #1**

November 19, 2019

Chief Ronald M. Durbin County of Los Angeles Fire Department 12605 Osborne Street Pacoima, CA 91331

**RE: LETTER OF SUPPORT** 

Dear Chief Durbin:

Thank you for including the City of Bradbury in your efforts to provide the community with defensible space through the proposed Bradbury-Duarte Hazardous Fuels Reduction Project. Bradbury understands the tremendous impact that this project would have in protecting our community, and we welcome the opportunity to continue supporting your efforts to mitigate wildfire risks to life, property, and the environment.

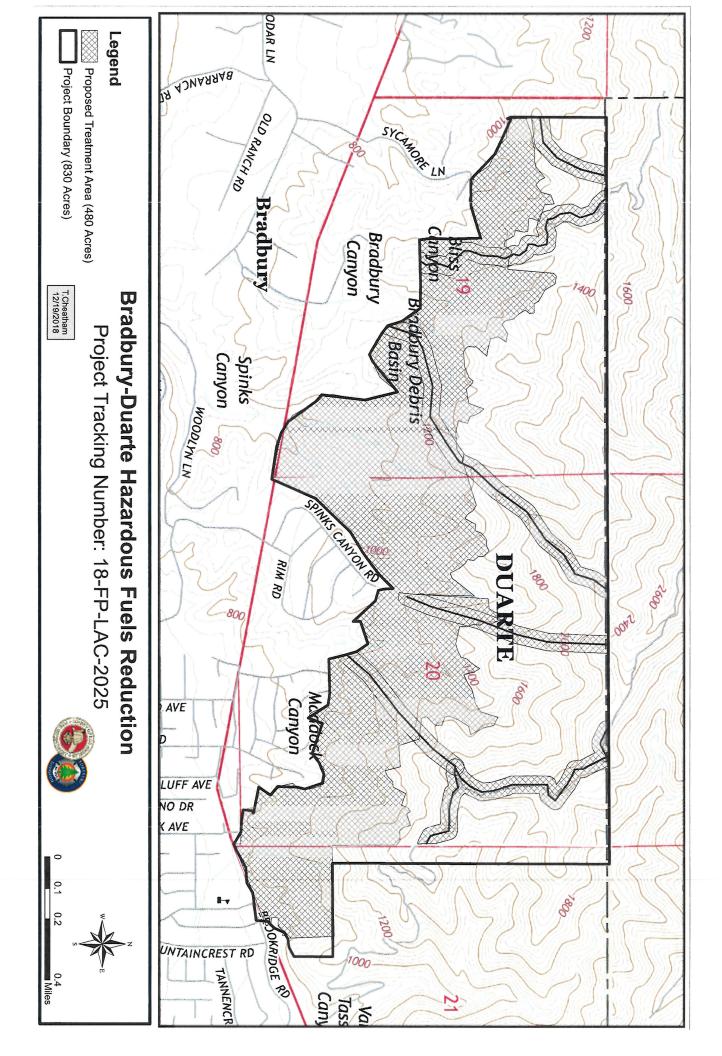
The City of Bradbury would be enthusiastic to provide any needed information on specific City requirements for the work you propose, and we look forward to working with you as the project progresses.

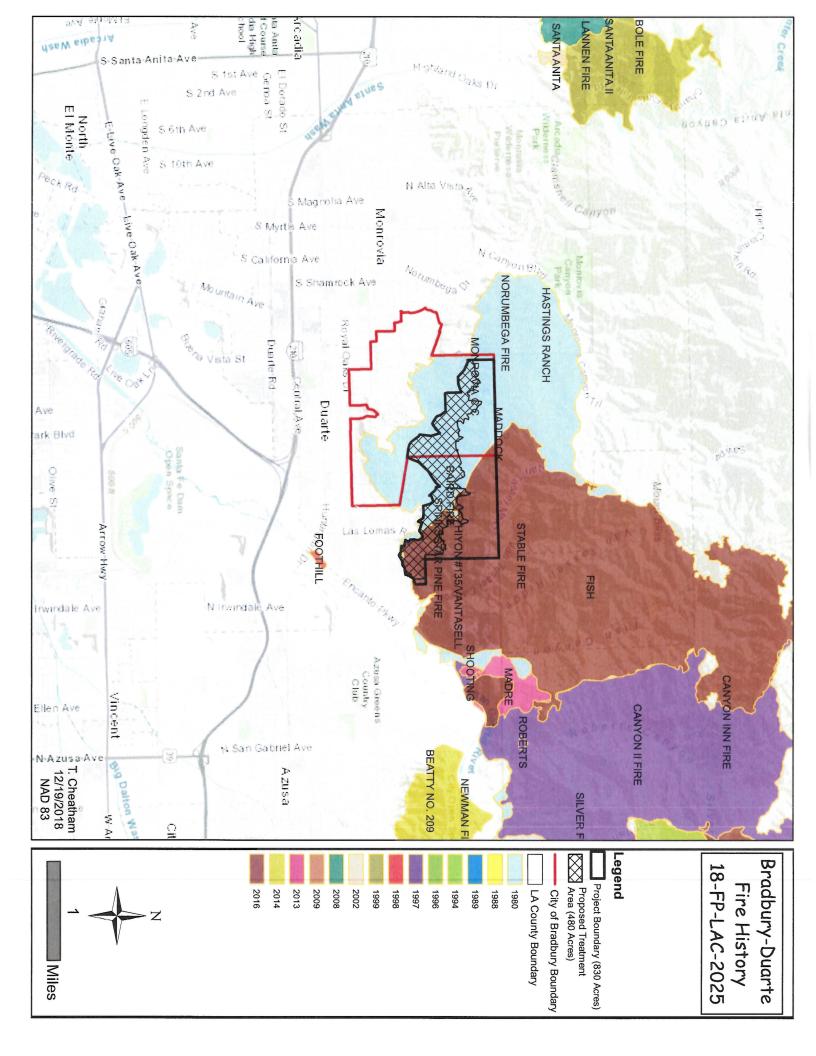
If you have any questions, please contact Kevin Kearney, City Manager, at (626) 358-3218.

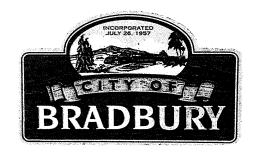
Very truly yours,

Richard T. Hale, Jr. *Mayor* 

# **ATTACHMENT #2**







Richard Hale, Mayor (District 1)
Monte Lewis, Mayor Pro-Tem (District 2)
Richard Barakat, Councilmember (District 3)
Bruce Lathrop, Councilmember (District 4)
Elizabeth Bruny, Councilmember (District 5)

### City of Bradbury Agenda Memo

TO:

Honorable Mayor and Members of the City Council

FROM:

Scarlett Santos Leon, Management Analyst

DATE:

November 19, 2019

SUBJECT:

**Consultant Services Agreement with Revize for Website** 

**Development and Annual Subscription Services** 

ATTACHMENTS:

1. Revize Proposal for Website Development and Annual

**Subscription Services** 

#### **SUMMARY**

The City's website serves as a digital portal of information for residents and guests of the community. The City's website has not been updated since it was first developed and thus, does not meet current ADA laws and regulations in relation to websites.

Staff recommends the City Council approve the consultant services agreement with Revize Software Systems for the development of a new ADA compliant City website and annual subscription services, which includes hosting, maintenance, and support.

#### **BACKGROUND**

The City website is a vital resource, acting as a public counter able to provide information and services to the community 24 hours a day, 7 days a week. Increasingly, individuals are coming to expect a wide variety of services online, making it crucial to continually evaluate and align this resource to meet citizen expectations.

Since the initial website design, information technology in local government has continued to develop at a rapid pace with innovative features and online services emerging to better serve residents. Among these features include website compliance with Title II & III of the ADA which prohibits disability-based discrimination against individuals with disabilities

FOR CITY COUNCIL	AGENDA	AGENDA ITEM#
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in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public.

In the same way that the State requires buildings to provide accessibility to people in wheelchairs, it is also required of organizations in the public sector to make websites accessible to users who rely on devices like screen readers and voice recognition software. In order to reach ADA compliance, websites must meet the following criteria:

#### 1. Content is Perceivable

Web content is made available to the senses – sight, hearing, and/or touch.

#### 2. Content is Robust

Content can be interpreted by a wide variety of user agents, including assistive technologies.

#### 3. Information is Understandable

Information and user interface operation is easy to understand.

#### 4. Functions are Operable

Interface forms, controls, and navigation are all easily operable.

At this time, the City's website does not meet these criteria and is at risk of ADA compliance lawsuits. In order to reach ADA compliance, Staff sought out proposals from consultants for the development of a new ADA compliant City website. Based on the proposal and the reference checks, Staff is recommending Revize Software Systems as the best partner to develop a new City website and provide support on an ongoing basis.

#### **ANALYSIS**

Revize is a national award-winning vendor that has been providing website design and support services for 20 years with over 1,500 sites launched during this time. Most recent clients include the Cities of San Marino, Arcadia, and Rolling Hills, which is currently in the development progress. Revize offers a Web Content Management System (CMS) which enables clients to manage their online presence with high functionality and style. Additional features and modules include: a new and improved Online Calendar, the comprehensive Forms Center, Emergency Alerts, E-Notifications, Document Center and Online Payment Portal.

Revize uses an eight-phase process to develop a new website: (1) Project Planning an Analysis, Scope of Work; (2) Discovery and Design from Scratch; (3 & 4) Revize Template Development; (5) Testing; (6) Site map development and content migration from old website into new website; (7) Content editing and site administration training; (8) Go live, where testing is completed and the new website becomes available to the community. This process will take approximately 16 to 21 weeks to complete.

The setup fees for the creation of the website is estimated at \$8,400 and provides for 1 year of ongoing technical support and secure hosting services. Each subsequent year will cost a yearly fee of \$1,800, and Revize offers a free website redesign after 4 years of service.

#### **FINANCIAL ANALYSIS**

The City has budgeted \$20,000 in the Technology Fee Fund toward the development of a new City website. The initial cost of \$8,400, which includes the website development and first 12 months of service, are to be taken out of the Technology Fee Fund in account 113-20-7730. During the next budgeting cycle, Staff will determine from which line-item the yearly \$1,800 will be expended, whether it be from the general fund or the restricted Technology Fund.

#### STAFF RECOMMENDATION

Staff recommends the City Council approve the consultant services agreement with Revize Software Systems for the development of a new ADA compliant City website and annual subscription services, which includes hosting, maintenance, and support.

# ATTACHMENT #1

WEBSITE PROPOSAL FOR

# The City of Bradbury, California



Prepared by Thomas J. Jean Thomas.Jean@revize.com Ph: 248-269-9263 x14 Fax: 866-346-8880 www.revize.com July 8, 2019 Dear Daly City Website Selection Committee,

Thank you for considering Revize as your web development partner. For nearly two decades, Revize has been a leader in providing high quality, government-compliant web solutions. A myriad of industry awards and hundreds of satisfied clients stand as testament to the quality and value of our work.

Every member of the Revize team understands that your website is more than a website. It's a valuable resource that can help you build a better community.

Visitors are drawn to websites that are appealing yet functional, user friendly with a plethora of services, and accessible on a wide range of devices. A Revize website will allow your residents and businesses to easily fill out and submit documents, review and pay bills and taxes, perform searches to answer frequently asked questions and perform a suite of other tasks that would otherwise require staff assistance. What's more, a Revize website will enable you to increase staff productivity and decrease costs by reducing off-line departmental operations.

Some of our great clients in include:

City of Burlingame, CA

City of Largo, FL

• City of Logan, UT

• The City of Seguin, TX

Flagler County, FL

The City of St. Petersburg, FL

The City of Cedar Rapids, IA

And Many More!

www.burlingame.org

www.largo.com

www.loganutah.org

www.seguintexas.gov

www.flaglercounty.org

www.stpete.org

www.cedar-rapids.org

We will work closely with you to design and develop a dynamic, functional and easy to navigate website that will perfectly fit your community. Then we empower you to control your digital presence with the industry's best administrative management applications. Revize training ensures that your team has the skills needed to expertly update and manage website content and delivery.



#### Government clients select Revize because we can help them

- Effectively engage residents.
- Enhance their web presence and build an online communications center.
- Empower non-technical web content editors and administrators to easily execute changes.
- Implement a scalable solution that allows them to affordably grow their web presence for the long term.

# "Revize Websites build engagement with your constituents."

We have worked hard to establish a reputation for creating online community websites that engage, inform, and increase participation of your community. With our help, your community's website can serve your residents better, inspire them more, and get them actively involved in your government.

Please contact me if you have any questions at all.

Sincerely,

Thomas J. Jean

Project Manager

248-269-9263 x16

Thomas.Jean@revize.com

Thomas J. Jean



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# **Executive Summary**

Thank you for considering Revize Software Systems for your new website project. We understand the importance of this undertaking and know how motivated your government/community is to selecting the right vendor; one who will work with you through all the steps required to build the perfect website featuring a plethora of high quality online services that your constituents will want to use regularly. In more than two decades of working with government leaders, as well as through nationwide surveys, we have learned that the key to choosing a website vendor is finding the right balance between the total cost of the solution and the quality of the design, online apps and user functionality. In simpler terms, you need a solution that works for you and serves your constituents.

#### **About Us**

With more than 1,500 government clients nationwide, Revize Software Systems is one of the industry's leading providers. We credit our rapid growth to our 20-year track record of building award-winning government websites and content management systems. When you work with Revize, you're not just a client, you become part of the Revize family and will receive the service and support you need and expect! We are among the most highly respected government website experts in the United States and we proudly stand by our work.

## Our Innovative Responsive Web Design (RWD) and Web Apps

Revize has been a pioneer in implementing the latest trends in design by using Responsive Web Design (RWD). This technology ensures that site visitors have an optimal viewing experience — easy reading and navigation with a minimum of resizing, panning, and scrolling — across a wide range of devices, from desktop monitors to mobile phones. RWD provides flexible and fluid website layouts that adapt to almost any screen. When you implement a dynamic new website powered by Revize, you will not only get an outstanding look, layout and navigation, but you also receive 24/7 access to our Government Communication Center for residents, business and visitors.



## Here you will find the communication tools you need such as

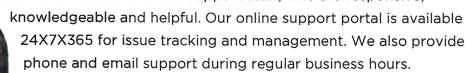
- Public Service Request App
- Calendar of Events
- E-Notification Modules
- On-Line Payment Portal
- Facilities Reservations
- News Center with Facebook/Twitter Integration
- Emergency Alerts
- Online Forms / Survey Tools
- E-Newsletter Applications
- Job Posting and Tracking Module
- Public Records Request Track

### **Our Award-Winning Government CMS**

Revize is renowned as a leader in providing practical, high-value, easy to use content management software Government CMS. This simple-to-use yet powerful solution enables clients to manage their online presence with high functionality and style. With applications such as an online document center, public service request app, public records request tracker, agendas and minutes, frequently asked questions and more, Revize ensures that our clients have the tools they need to make information and services available for website users at the click of a mouse.

### **Quick Deployment, Personalized Training and Support**

Revize addresses time concerns by completing websites in considerably less time than our competitors. And because our software is so easy to use, we are also able to effectively train our clients in less than half the time it takes our competitors. Our training program is customized based on each client's needs, and we provide hands on training the way you want it - either onsite or off site through web conferencing tools. We pride ourselves on the skills of our support staff, who are responsive,



#### Did you know?

Our technical support staff are trained developers. When you call for tech support, you'll be speaking to staff with direct knowledge of development!



# Company Profile

**FOUNDED** 

**HEADQUARTERS** 

PHONE

**WEB SITE** 

1995

150 Kirts Blvd.

248-269-9263

www.revize.com

Troy, MI 48084

Revize Software Systems was founded in June, 1995 as a "new media" development company specializing in the creation of interactive web design, multimedia content delivered on CD-ROM, and video production. Since then, Revize has made an unsurpassed name for itself in the web/internet industry as THE master of government website design, which remains our specialty. We now boast more than 1200 clients in North America and have created acclaimed website designs for hundreds of municipalities and counties, as well as government departments and agencies. In September, 1996 as the Internet was becoming a world-wide reality, Revize began developing a Web Content Management System (CMS) for the government market to enable non-technical contributors to quickly and easily update content on their websites. The result was the creation of our state-of-the-art Revize Government CMS. Our mission has always been to enhance the communications of government organizations nationwide with their varied and valued audiences. This is based on our vision statement, which reads:

# "The empowerment of people through simplified information management technologies."

Focused exclusively on creative web design, government web apps and content management technologies, Revize continues to invest in its technology, continually adding new capabilities and features that manifest our vision. While many municipalities choose Revize to develop and cost-effectively manage their website



content, clients also use Revize as an information-sharing platform. Our suite of Revize Government web-based solutions has proven valuable as a powerful technology that empowers clients to build and maintain sophisticated web sites, all while using the Internet and internal Intranets/Extranets to acquire, analyze, process, summarize and share information – ensuring that the right people always have the right information at the right time.

"We are proud of our award winning web designs, technologies, continued innovations to build government centric modules and apps, web content management, training and support capabilities. We are especially proud of being recognized as one of the industry's top government website experts and innovators. We are committed to pursuing the continued evolution of all our services to provide increased value to our government clients."





## **Government Project Experience**

## The City of Logan, Utah

www.loganutah.org



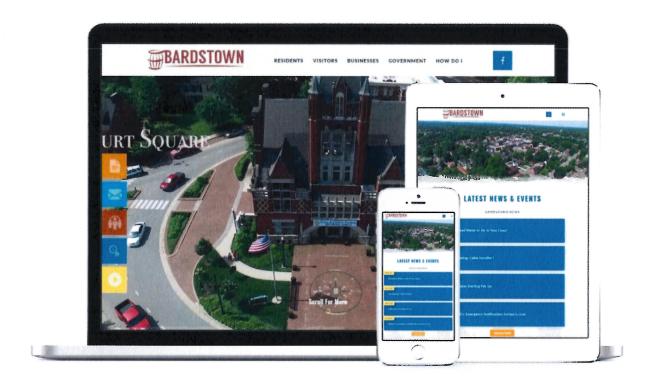
## **Details:**

Logan, Utah wanted a design unlike any City out there. With this design we pushed the limit of what people think when they see a City website. We integrated a video that plays on the full width homepage. In addition, this site features more scrolling than you may notice on more traditional websites. That is a good thing! Users are now, more than ever, viewing websites on their hand-held devices. Some estimates say this is as high as 60% of all internet usage! With more scrolling we are able to give the user a lot of information, without having to squeeze it into such a small space. We use images, icons, and interactive features to create an experience for the user. This type of design also allows us to extend the City's brand in a way that is unmatched in the industry!



## Bardstown, Kentucky

## www.cityofbardstown.org



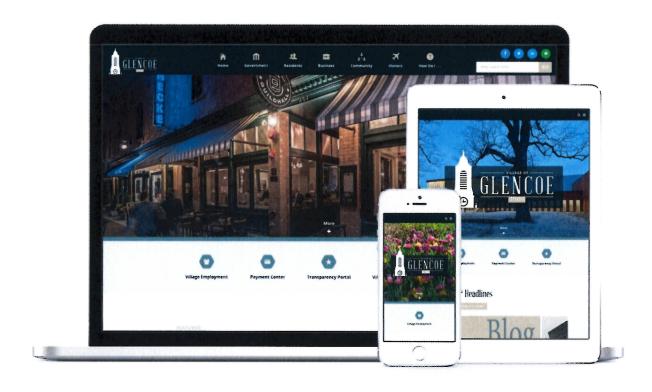
## **Details:**

Previously named "The Most Beautiful Small Town in America" by *USA Today*, The City of Bardstown has a unique place in American history. Bardstown lays claim to the title of "Bourbon Capital of the World." When you surf to this website you immediately see a beautiful drone video of the City. Because of the way we integrate this video, the website does not get slowed down! Clean and well laid out mega menus make this large site seem refreshingly easy to navigate. This website includes many of Revize's top features including the easy to find document center. This feature allows all documents to be posted in one area and then linked directly from other pages. This prevents multiple versions of the same document being posted. It also has a search feature that allows for quick find of documents by users who do not necessarily know which document belongs to which department. This website is the perfect mix of functionality and design!



## The Village of Glencoe, Ilinois

www.villageofglenceo.org



## **Details:**

The Village of Glencoe is beautiful community on the shores of Lake Michigan just north of Chicago. This website brings together an amazing design with a full suite of web apps to engage Village residents. Smooth transitions from the home page to interior pages of this website allow users to find exactly what they are looking for easily. The Revize Public Service Request App, Village Manager's Blog, fillable online form database, and a high traffic featured news and headlines area round out this website!



## The City of St. Petersburg, Florida

www.stpete.org



## **Details:**

As Florida's 5<sup>th</sup> largest, St. Petersburg is an iconic City with something to offer everyone. Because St. Pete is a longtime Revize client, their team worked very closely with ours and actually provided their own design concepts. We did the integration/pre-launch work and their staff was with us every step of the way. Inner pages are flexible to allow departments to have dedicated pages with a cohesive feel across all pages. Social media feeds from Instagram, Flickr, Facebook, Twitter, and YouTube all on the homepage! St. Petersburg also users the Revize API to develop their own templates. This website is an elite representation of the power and beauty of the Revize process.



## The City of Seguin, Texas

## www.seguintexas.gov



## **Details:**

The City of Seguin, Texas is a clear example of how we adapt to our clients' needs and custom tailor our process. During our on-site discovery meeting in Seguin, we determined that, in addition to the city website, there were some overarching goals of economic development and increasing the library's presence online. Therefore, instead of "shoehorning" those departments in the main City website, we built a new City website, EDC website, Visitors website, and Library website, all with a similar brand but a unique design. Our focus is to help achieve the goals of our clients. While we cannot guarantee this type of addition, we are always looking for ways to deliver more than our clients expect!

- www.seguintexas.gov
- www.seguinedc.com
- library.seguintexas.gov
- www.visitseguin.com



## Flagler County, Florida

## www.FlaglerCounty.org



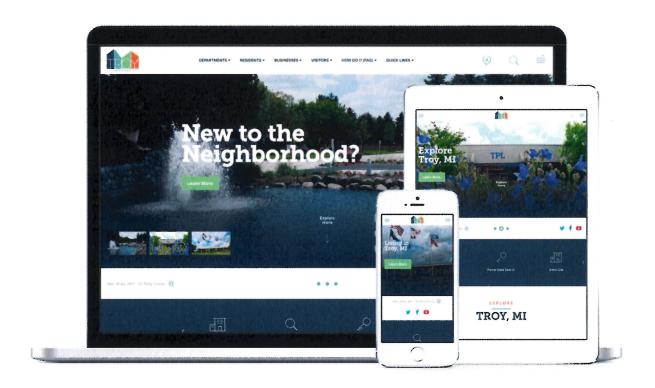
## **Details:**

Flagler County is a County of over 100,000 residents about 24 miles north of Daytona Beach. Flagler has many departments with varying levels of needs on the website. The success of any county or large city website relies on balancing these departmental needs, whilst showcasing a unified vision. In this website, we did just that. While respecting the County's history, we also designed the site to towards innovation. Users will notice that they can easily find the most important online services without having to search through line after line of text. Also, the Revize HR application was added into this website for a seamless hiring process. All 3<sup>rd</sup> party applications are integrated in a way that was right for each particular department. This website is the perfect mix of functionality and design!



## The City of Troy, Michigan

## www.troymi.gov



#### **Details:**

The City of Troy wanted a website to increase ease of communication to all of their audiences. In addition, the city has been experiencing an economic resurgence particularly in the technology sector. In fact, Revize headquarters are in the City of Troy! This project included custom designs for The City, Library, and Recreation Department. Integration with the City's existing 3<sup>rd</sup> party software was a major linchpin of this project. Included is a live-searchable "How Do I" section that narrows down results as the user is typing. This allows any user to easily find what they are looking for regardless of which department it exists under.



## The City of Burlingame, California



#### **Details:**

The City of Burlingame came to Revize after a previous website redevelopment project was stalled. We were able to get their project started quickly and live within the proposed timeframe. In fact, it was three websites. One for the City, one for the Parks and Recreation Department, and one for the Library. Sites include specialized page types built specifically for the needs of each department.



## **Government Account References**

Client: City of Wylie, TX

Craig Kelly, Public Information Officer

Office: (972) 516-6016

Email: <a href="mailto:craig.kelly@wylietexas.gov">craig.kelly@wylietexas.gov</a> Website: <a href="mailto:www.ci.wylie.tx.us">www.ci.wylie.tx.us</a>

Client: Tipton County, TN

Shawn Anderson, GISP Director

Phone: (901) 476-0234

Email: sanderson@tiptonco.com Website: <u>www.tiptonco.com</u>

Client: City of Seguin, TX

Morgan Ash, Public Information Officer

Office: (830) 386-2590

Email: <a href="mash@seguintexas.gov">mash@seguintexas.gov</a> Website: <a href="mash@seguintexas.gov">www.seguintexas.gov</a>

Client: Flagler County, FL

Julie Murphy, Public Information Officer

Phone: (386) 313-4039

Email: JMurphy@FlaglerCounty.org Website: <u>www.FlaglerCounty.org</u>

Client: City of Acworth, GA

Keith Wilson, IT Manager
Office: (770) 974-8844
Email: <a href="mailto:kwilson@acworth.org">kwilson@acworth.org</a>
Website: <a href="mailto:www.acworth.org">www.acworth.org</a>

Client: City of Columbia Heights, MN

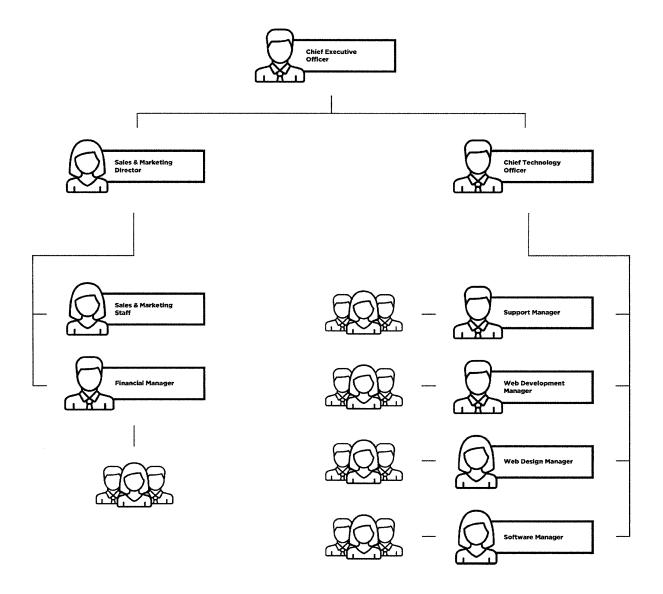
Keith Dahl, Economic Development Manager

Phone: (763) 706-3674

Email: kdahl@columbiaheightsmn.gov Website: <u>www.ci.columbia-heights.mn.us</u>



# Revize Organization Chart





# Why Choose Revize?

#### We Have Government Specific Experience and Outstanding Client Testimonials

You can rely on Revize and our 20 years of experience building and maintaining websites for municipal, county and government agencies of all sizes throughout North America, to deliver a customized site design that improves layout, navigation, usability and content. Using Revize ensures that your website will be reliable, W3C and ADA compliant, and allow for easy integration with existing or future web applications and third-party software. But there's no need to take our word for it -- we encourage you to peruse our massive file of testimonials from our many satisfied clients.

# We Will Build a Government Communication Center that Works for Your Community!

The Revize website design, Government CMS and interactive tool sets have been developed exclusively for our government clients to help them effectively communicate with their key target audiences such as residents, businesses and visitors. Some of our most popular website and Government applications and modules include: a new and improved Online Calendar, the comprehensive Forms Center, our News Center with real-time social media connectivity, Emergency Alerts, E-Notifications, Citizen Request Tracker, Parks & Shelter Reservations System, Document Center, and Online Payment Portal.

"We Build Superior Technology into Every Website with CMS Performance & Reliability That's Second to None."



What sets Revize apart from other companies? Revize's superior technical architecture, unsurpassed staff expertise and highly effective publishing engine provide our government clients with the most reliable website solutions in the industry today. By ensuring our client's data security and providing redundant server architecture and back-up data centers, Revize has a nearly 100% up-time rate. Plus, our clients never have to worry about data loss or data corruption because of our instantaneous back-up process and our data center's tape back-up processes. Revize believes that investing a higher percentage of our profits into our technology and security makes us the best choice for the short and long term for governments seeking the best value for their community's website.

## "We Always Provide Knowledgeable, Friendly and Responsive Service!"

All this, and a reliable IT partner too! Our website development is superior, and our Government CMS and suite of online apps is easy to learn and administer, but our 24/7 technical support will also be there for you to help you get over the hurdles! Our technical support team is widely considered to be among the industry's best. We also provide a sophisticated backup infrastructure which allows us to guarantee 99.99 percent uptime. Plus regular updates and improvements to ensure that your site will remain current with industry standards and keep running smoothly for years to come. The Client Owns the CMS License and the Code!

We often hear the question: "What happens if we want to move the website to another vendor? Do we lose all access or any of our website data?" The answer is 100% NO! As our client, you own the template source code, the CMS, and any data that you put onto the website. We understand that clients may come and they go, but we always make sure they know they are just as important to us at the end of our tenure as they were at the beginning. If you decide to run the CMS in your own server, we can transfer the CMS license and software to your server as you own the license and you can run it from your server as long as you want.



### Top Ten Reasons Why Revize gives you the Greatest Value!

- Modern, timeless and unique website design integrated with online Government apps
- On-time delivery
- Competitive pricing
- Responsible stewardship of the organization's stakeholders
- Full functionality to update and manage your website
- All the tools/apps needed to increase communications with citizens
- An easy CMS to train employees quickly
- Extended phone and email support
- Unlimited Upgrades: Revize provides unlimited FREE upgrades to new and existing modules at no additional cost to you.
- Unlimited Upgrades: Revize provides unlimited upgrades to new and existing modules at no additional cost to you. Once you invest in Revize, you will receive free upgrades and feature enhancements for life.

"The Revize responsive website design is second to none for us providing an excellent experience for the growing number of residents, visitors and businesses accessing WylieTexas.gov on mobile devices. Our website's progressive look captures the vibrant culture of our community.

- Craig Kelly, Public Information Officer, City of Wylie, TX



#### Did you know?

Revize CMS is one of the most advanced CMS in the government web design industry with over 15 years of development.

## Awards & Accolades

We were thrilled with the outcome of our website redesign project. The Revize team was professional and responsive throughout the process.

- Stephanie Teoli Kuhls, Township Manager, Middletown Township



## The Revize Solution

#### **Project Planning and Setup**

What makes Revize unique in its project approach and experience is our thorough preparation for each individual community combined with the range of website deployments and creative, customized fit we implement for each client. From small to large, rural to urban, the Revize project management process guarantees a perfect fit between the concept of the deployment and the expectations of the client's level of engagement preferences.

# We don't use a "one size fits all" approach because it doesn't make sense.

However we do use a standard, proven effective process methodology. Each client is unique and we tailor our process to fit their unique needs. For as long as you are our client you will have staff dedicated to your account and access to an on-line portal for communication, design process and on-going support.

**Dedicated Accounts Manager:** Your dedicated Account Manager will handle all issues related to your contract, pricing, future product add-ons, and general account satisfaction. During the initial kick-off meeting, your Account Manager will introduce you to the team, explain roles and responsibilities, and place you in the very capable hands of your Dedicated Project Manager and Designer.

**Dedicated Project Manager:** Your dedicated Project Manager will handle all issues related to the website design, development, navigation, content, training, timelines and deliverables, as well as ensuring that feedback and communication occurs promptly in order to keep the project on-track. Also, the dedicated project manager will be the point of contact for any future technical support or issues that need to be addressed during the deployment and post deployment of the site.



**24/7/365 Project Portal Access:** From day one, your project and on-going support is tracked in the Revize On-line Project Portal. The main point of contact you select for the project will receive an invitation to register, including setting up a secure user name and password. The Project Portal serves as a communication tool for any matter pertaining to your website design, development and on-going support even after your website is launched.

# "We guarantee the best support in the industry that's 24/7 365 by the trained developers & technicians"



#### Did you know?

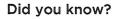
Revize will provide a project portal that allows you to check in on the status of your project at any time!



## **Timeline**

## **Project Timeline**

Phase	When	Duration
Phase 1: Initial Meeting, Communication Strategy, SOW	Weeks 1 thru 3	3 Weeks
Phase 2: Discovery & Design	Weeks 4 thru 8	5 Weeks
Phase 3: Template Development, CMS Integration	Weeks 9 thru 11	3 Weeks
Phase 4: Module Setup	Weeks 12 thru 14	3 Weeks
Phase 5: Custom Development	Weeks 15 thru 16	2 Weeks
Phase 6: Quality Assurance Testing	Week 17	1 Weeks
Phase 7: Sitemap Development / Content Migration	Weeks 18 thru 20	3 Weeks
Phase 8: Content Editor and Web Administrator Training on your new website, final content changes and Go Live preparation	Week 21	1 Weeks
Go-Live (Average)		16-21 Weeks



The project planning process is designed to fit your needs. We will adapt our timeline if your schedule requires.



## Revize Project Life Cycle

#### Phase 1: Initial Meeting, Communication Strategy, SOW

Your Revize Account Manager will set up the initial internal project planning meeting where we will talk about the overall management of your project, establish a timeline, and devise a Revize-Client Communication Strategy that will keep everyone engaged and up-to-date on the progress of the project. We will also discuss specific technical requirements of the project and determine the phases through which those requirements will be addressed. In addition, Revize will address the content strategy of the new site, any new content that needs to be written and how to fit the existing content into the new site, Additionally, as an optional item, Revize will discuss the process of conducting online surveys to gather feedback from your constituents for the new website layout and requirements. After this meeting, Revize will develop a Statement of Work and provide it to the client for review and approval.

Prior to the design kick-off meeting, you will receive our questionnaire to complete with various answers that will help our designers gather information regarding your needs and preferences. Our team will also brainstorm ideas and suggestions with you during the meeting.

#### The questionnaire addresses various issues such as:

- As a result of a new website design and navigation, what are the main improvements you hope to achieve?
- What are some key points and areas you may want featured on the Home Page?
- Do you need help with logo design? Image? Marketing & branding?
- What key modules do you want featured in your web site, like Document Center, Report a Request, News & Events, Events Calendar etc.
- Do you need social media features need to be highlighted in the new site? etc..

## **Phase 2: Discovery & Design**

If there is client approval, we will collect feedback from the residents on the new design layout by setting up an online survey with a set of standard questions. The survey questions need to be approved by the client prior to our adding a link from your current website. This link can also be distributed through other channels like email, newsletter or any other form of communications you might be using to stay in touch with your residents. Usually there is a 1- to 2-week survey period.



Once survey results have been tabulated and your needs have been determined, you and your Revize team will participate in a Design Kick-Off Meeting. A senior designer and team will conduct an in-depth interview, and brainstorm ideas with you about your vision for the look and feel of your custom website. Our efforts on this project will extend far beyond placement of provided information within a stunning design. It's about uncovering how your audience wants to be informed, and applying our 20+ years of web design and development expertise to create the most effective ways of displaying that information and getting users to access and use your website. We always strive for nothing less than an award winning design!

### **Revize Design Principles**

The Revize Web Application Developers are not only responsible for the look, functionality, and performance of your website. They are also responsible for the security of the web content and web-based applications they create. They ensure that the code supports secure authentication and authorization, and provides access control mechanisms as required.

Good design principles are always based on readability, taking into consideration appropriate font type and size for headlines and text area, as well as line height – ensuring all page elements are balanced. Our designers also pay meticulous attention to their use of shadows and gradients. To the layman's eye there may not appear to be a shadow, however on the website the font will appear sharper (or maybe softer depending on the amount of shadow used).

Of course color cannot be overlooked. Our designers first take the client's preferences, official logo colors, and pictures into consideration to create a color scheme consisting of no more than three colors. We then use variants and hues to create visual appeal, contrast, eye-catching allure and invoke the overall feeling that the client desires.

Last but not least is effective use of page elements such as call to action buttons, social sharing icons, email newsletter sign-up, and promotion areas. The ultimate goal is to provide an easy to navigate webpage that is informative without being overwhelming. Therefore, it is the designer's job to guide the client in making appropriate placement choices for needed items.



#### **Revize Design Trends**

There are some exciting new design trends, and Revize is always on the cutting edge, implementing the best of these innovations in our websites. We are especially pleased at how effectively they are proving to be in increasing engagement in government websites.

#1 Responsive Web Design - The most important development in website design in years, Responsive Web Design (RWD) automatically conforms and optimizes websites for any screen size. With the substantial increase in smartphone and tablet users today, people are going online using a vast number of devices with wildly different screen sizes. Our websites offer this very important feature of easily and cleanly conforming to computer, tablet and mobile device screens.

#2 Liquified Content - This is another important trend that address the fact that information is no longer static or concrete. Instead, content is specifically customized for each unique user. Liquidity of content enhances the immediacy and flexibility of content. The more liquid your community's content, the easier it is for residents and businesses to access this information in ways and via the channels of their choice: fixed or mobile, interactive and live. Revize is able to effectively make your content liquid. This will make it adaptable to various situations and, therefore, easy to reuse in different contexts distributed for a variety of display formats and communication channels.

#3 Image Tiles - This is a trend that enables developers to display content in a pin board style of display. Revize now offers this feature, which creates a very visually appealing display of content, such as pictures or social streams. Image tiles also help promote engagement by encouraging site visitors to comment or reply to items from directly within the image tile. This is an especially useful option for web pages promoting tourism.

#4 Parallax Scrolling - This is a highly advanced, innovative design technique for sophisticated websites. Parallax Scrolling allows Revize to build websites in multiple layers, with content that moves across the screen at different speeds as visitors scroll. This unique design technique is very visually engaging and can help improve time-on-site metrics.



**#5 Innovative Typography -** This plays a very important role in website design, image and branding, and is especially important for maximizing the look and feel of the website when accessing it from mobile devices. Our designers are experts in effective typography and take many factors into consideration when selecting the type of fonts, font sizes, and colors to be used for a website.

#6 Social Feeds - With the proven ability to strengthen and deepen interpersonal connections, social networks present a wonderful opportunity for government organizations to increase community engagement and make governments more accessible to the people they serve. One method already mentioned for improving social activity is using pin boards; another is creating a social area or social wall that combines activity from multiple social networks, like Facebook, LinkedIn, YouTube and Pinterest. Revize offers a comprehensive line of popular social media applications and networking.

# "Over the past 20 years, Revize has mastered the art of designing government websites."

## **Key Phase Objectives & Deliverables:**

The following steps are followed while designing new sites

• Establish Needs and Creative Direction: Understand your objectives and requirements, and provide recommendations for effective online branding pertinent to your requirements, existing branding and your web audience's needs. The Revize designer will also conduct his own research in order to capture the character and "feel" of your area, which will inspire ideas for the overall design direction of the website.



- Main Menu Navigation & Home Page Wireframes: Work with you to establish a main-level navigational architecture and identify key items accessible from your home page. This establishes a baseline for the navigational structure, as well as the preferred content structure (wireframe\*) for the home page.
- Page Layout and module placement: We will follow all the best practices to layout the different features and modules so that they can be easily accessed by your residents. For example, on the home page there will be sliding picture gallery and quick link buttons for Notify Me, Report a Concern, Document Center, FAQs etc. Also the news and announcements module and events calendar would be integrated into the website, along with the Social Media Center.

Please Note: The home page "wireframe" will simply serve as a realistic guideline in terms of content placement, but will not include the final text nor final imagery for this phase. Please see a sample wireframe to concept development snapshot in the next page.



#### Did you know?

Revize will provide a 100% from scratch design with a satisfaction guarantee!



# Wire Frame to Concept

• **Design Deliverable:** The design concepts for this phase will be based on one or possibly two home page layouts. The client will review and provide design feedback to the designer for changes. Revize asks that clients have no more than three iterations of changes up to the point that the final concept is approved.

#### • Final Home Page Sign Off:

When all changes have been made, Revize will present your final home page design and layout for approval. Customer approval is required to proceed to the next phase, the inner pages of the website, and the process repeats itself before the actual HTML & CSS is written.

#### • Final Inner Page Sign Off:

When all changes have been made, Revize will present your final inner page designs and layouts for approval. Customer approval is required to proceed to the next phase, when the actual HTML & CSS is written.





#### **Phase 3: Template Development, CMS Integration**

First, the Revize development team will transform the approved designs from mere pictures into fully-functioning HTML/CSS and Revize Smart Tag enabled web page templates using the Revize Dreamweaver Extension. The Revize Smart Tags are fully customizable and allow customers to expand functionality as needed. To maximize this extensibility, the full Revize Java API is provided to clients with our Advanced Training Program.

### **Phase 4: CMS Modules Setup**

In this phase, all of the features and modules the client has requested will be set up, e.g. calendar, document center, picture galleries, alert center, e-Notify, etc. are all brought to life and made functional while also being tested in the Revize CMS. Revize enhances current modules and adds new modules continuously, and you will receive all future updates to modules at no additional cost.

#### **Phase 5: Custom Functionality Development**

In this phase and according to your specifications, custom functionality of existing CMS modules, database scripting and programming, as well as any custom application development will be executed. The Revize development team will be interfacing directly with your technical staff to obtain information and test information exchange and application functionality. This phase may overlap phases 2 – 4.

## **Phase 6: Quality Assurance Testing**

In our testing phase, we ensure that your website meets functionality, performance and security standards. Our QA team uses mock data to test navigation and interfaces of the templates, along with any custom developed applications or modules. Additionally, through a series of tests, we perform input validation to ensure that security mechanisms cannot be bypassed if anybody tampers with data he or she sends to the application, including HTTP requests, headers, query strings, cookies, and form fields. We also ensure that when errors do occur, they are processed in a secure manner to reduce or eliminate exposure of sensitive implementation information.



### Phase 7: Content Development / Content Migration

Revize will develop all of the pages for your site to make the initial content available upon site deployment. Our content development and migration experts use the latest standard formatting practices to develop the navigation and create the most effective content possible for your website. This includes spelling and style corrections into the new website.

# There are no limits to the number of pages you can create after you have gone through training.

Revize will implement an effective website architecture with the latest technology and usability trends so your website visitors can find information in an instant. We will also assess your current website content and incorporate what you currently have with additional content to maximize interest and excitement for your readers. Our content experts are educated in proper writing and terminology, and will use correct grammar, spelling and punctuation.

Our web designers use creative typography which makes the website more visually appealing and also plays a role in defining the hierarchy of content to be placed on the web page. Variations in size and color are used, as well as strategic placement on the page to highlight certain site areas so the visitors can easily navigate the site. Effective typography also ensures that your website will look good on desktop, laptop, mobile and tablet devices.

## Phase 8: Training Your Staff (in-person or web based training)

Once your website is ready for you to begin editing, you will be able to easily revise your content as often as needed. Revize will train you on how to operate the Administrative and Content Editor functions so you can manage your website. We typically provide this training on-site; however, we can also provide on-line training for your staff if you prefer. For your convenience, training materials can be downloaded from the Revize website. After training, our friendly and responsive support staff is always here to answer questions and provide training refreshers as needed.



#### Standard Training Agendas

#### **Basic Administrator Training (How to)**

- Sign-in
- Create users
- Assign roles
- Set page level permissions
- Set section level permissions
- Configure and set up workflow approval process

#### **Content Editor Training (How to)**

- Sign-in
- Edit page content
- Copy/paste content or add new
- Create a file link
- Create a link to another web page or external web site
- Create a new page and link to it
- Insert/update a picture
- Insert/update a table
- Spell check
- Save and Save as Draft
- History of the page content (content archive)
- Create a survey form or any other type of online web form
- Create navigation pages (top/left menus)
- Create new calendar and create/edit calendar events
- Edit metadata

#### **Advanced Administrator Training (How to)**

- Run back-end reports
- Run Google Analytics reports

#### Training on use of specific Modules included, such as

- Emergency Notification Center
- Public Service Request App
- Web Calendar
- E-Notify
- Quick Links
- Document Center
- Form Center
- News Center
- Frequently Asked Questions



- Request Center
- Bid Posting Center
- Job Posting Application
- RSS
- And more....

#### **Revize Maintenance Covers**

- 4 CMS upgrades per year
- Software and modules upgrades (Automatic Install)
- Server Hardware & OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly newsletters on major feature updates
- Regular Webinars on CMS features and usage



#### Did you know?

Revize has launched hundreds of municipal and county websites large and small!



## Hosting Service

Revize has four state-of-the-art physical data centers located in Chicago, Detroit, San Diego and Houston with around-the-clock (24/7/365) monitoring of all server activities. Remote data backups are scheduled nightly with Carbonite data backup service. Additionally, Revize utilizes multiple Tier 1 bandwidth providers such as Level 3, Wiltel, and Cogent for redundancy and continuous connectivity. These procedures provide our clients with up to 500Mbps of fast fiber optic up-stream connectivity.

Revize hosts your web services on redundant (1TB Hard Drive, 3.2 GHz CPU and 32 GB RAM) servers in order to provide enhanced performance, as well as accurate security and data restoration for your website. The Revize technology architecture physically separates the CMS from the website in order to provide another layer of redundancy. With this model, we keep an up-to-the-minute exact duplicate of your website in the event your site must be restored. Revize support staff will simply republish your site within a guaranteed two hours (as opposed to the several hours or days timeframe our competitors offer).

## "Revize provides clients with unlimited data storage server space for each website."

Revize will host both your Extranet and Intranet; your Intranet is secure and only accessible by authorized users through a login system.

There are no special software requirements to run a Revize hosted website and CMS solution. We make it all very simple. All you need is an internet connection and a browser. We also provide complete maintenance of your website, which includes but is not limited to: OS patches, intrusion prevention, antivirus, and software upgrades.



#### Final Phase: You Go Live!

At last, your website content is complete and your staff is sufficiently trained! The final phase in the process is to redirect your website domain name from your old site to your beautiful new one. Once this is completed, Revize will closely monitor the transfer for the first 24 hours to ensure that everything is working properly. Any issues that arise will be immediately resolved.

#### **Marketing & Ongoing Consultation**

Revize seizes on every effort to make our clients' sites highly visible. We draft press releases for posting on our website and for distribution locally, and will continuously monitor your site after it goes live so that you can take advantage of all marketing opportunities. We also look to submit your site for different awards and recognition competitions to further maximize your site's exposure.

#### **Search Engine Registration and Marketing**

Revize will input all the targeted keywords to make your web pages search engine friendly, thus enabling users to find targeted information when they do a Google, Yahoo or any other search on your site.

#### Security

Revize takes website security very seriously and we provide our clients with the very best website protection protocols. Our data centers are located on secure premises equipped with card-reader access, security cameras and guards on duty 24/7 to ensure the physical protection from unauthorized entry.

Our web and network administrators monitor network activity 24-hours-a-day to ensure system integrity and protection against threats such as Denial of Service (DoS) attacks that could corrupt your website or block user access. Maintaining the secure configuration of our web servers is managed through application of appropriate patches and upgrades, security testing, vulnerability scans, monitoring of logs, and backups of data and OS.

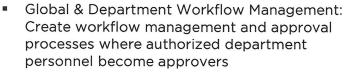


#### Security Controls, SSL, and Active Directory (LDAP)

- Anti-malware software such as antivirus software, anti-spyware software, and rootkit detectors
- Shield Plus Security Bundle to prevent DDoS attacks
- Intrusion detection and prevention software (such as file integrity checking software)
- Host-based firewalls to protect CMS servers from unauthorized access
- Patch management software
- Security and Authentication Gateways
- Content filters, which can monitor traffic to and from the web server for potentially sensitive or inappropriate data and take action as necessary
- HTTPS (Hypertext Transfer Protocol over SSL), which provides encryption and decryption for user page requests that require more secure online transactions
- SSL (Secure Socket Layer) provides an encrypted end-to-end data path between a client and a server regardless of platform or OS
- If you have an existing SSL Certificate we can transfer it to the new website. Otherwise, if included, we will install a new SSL Certificate upon go live.
- Active Directory (LDAP) is compatable with the Revize CMS. It can be set up
  in a variety of configurations. As part of the process we will work with you to
  determine which configuration will best meet your needs.

#### **Application Security Authentication**

- Role-Based Security: Role-based authentication to add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers, etc., or department roles and empower the department to assign specific roles to users.
- Permission-Based Security: Ability to set up Content Owners/Editors and restrict which site pages they are authorized to update





#### Did you know?

Revize will host your website and CMS in at least two completely separate geographic locations!

#### **Maximum Response Times**

- 1 hour for crisis issues
- 4-6 hours for critical issues
- 24 hours for normal issues

#### **Revize Support**

- 8 a.m. 8 p.m. EST Phone Support (Monday thru Friday)
- 24X7X365 Portal & Email Support
- Dedicated support staff to provide assistance and answer all questions
- New and existing user training
- Training refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter module support
- Automatic upgrades of CMS Modules such as Calendar, Document Center, etc...

#### **Software Maintenance**

Revize rolls out two new versions of the Revize CMS, and six to eight product updates every year. The Revize CMS is continuously enhanced to keep pace with cutting edge technologies and industry trends. When a software update or new version is rolled out, Revize will automatically update all servers used by our subscription service clients.

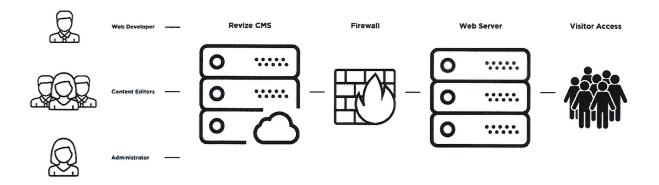
"As a Revize client, you will receive full access to all enhancements to the core components and modules in the Revize CMS at no additional charge."



## Revize Technology Architecture

The Revize Government CMS is a standards-based, open architecture software product without any proprietary restrictions. Revize uses leading technologies to avoid integration problems with existing systems and comes complete with its own Integrated Publishing Engine, Embedded Relational DB, JSP/Servlet Engine, and Application Server.

#### **Revize Intelligent Publishing WCM**



"Security, Performance, Redundancy"





## Revize Project Team

Revize understands the importance of having a talented and experienced staff. We are proud of our well-respected team of top notch experts in the field of government website design, development, analysis, content management, training and support. From the first creative concepts through to the design phases, and from site launch to training of personnel and continued support of your website project, we have the right group of seasoned professionals to work with you through the website process and beyond. We are pleased to introduce them:

#### **Thomas Jean**

Project Manager

As a project manager, Thomas has brought to Revize a very special skill set. Not only does he manage some of our highest priority projects, he is also a genuine subject matter expert when it comes to the inner workings of government. As an elected Township Trustee in a Michigan Township, he knows the advantages that come with modernizing the way government does business. Additionally, he serves as President of a registered 501c3 non-profit organization, Genesee Forward, that promotes community development. With his unique background and education from one of the nation's top universities, Thomas is uniquely experienced to give an honest and accurate assessment of your community's website needs.

- **Philosophy:** Learn as much as possible about our clients and use that knowledge to help build an amazing website.
- Education: BA degree in Political Science from University of Michigan;
- **Expertise:** Government procedure, special projects, public affairs, community development.
- Role on your website project: Project Manager



#### Joseph J Nagrant

**Business Development Director** 

Joseph is an accomplished professional internet and website design consultant with more than 20 years of successful business development and account management leadership experience. He has worked with well over 400 townships, cities, counties, educational institutions, companies, and non-profit organizations. He's a foremost expert in translating technical solutions into compelling living websites and other online community building opportunities. Additionally, he is a board member for Mott Community College (Flint, MI) MTEC Center, IT Advisory Council, Education Advisory Group. He also participates in many government discussions regarding the Internet for government use, including being a frequent guest on WDET (NPR) public radio and in The Detroit News. He has an excellent reputation for building and sustaining effective, long lasting client relationships.

- Philosophy: "Put yourself in the client's shoes and do what is best for them."
- **Education:** BS in Electrical Engineering, Lawrence Tech University, MS in Business, Central Michigan University.
- **Expertise:** 29+ years of project, sales and marketing experience with government, education, corporate, and non-profit organizations.
- Role on your website project: Supervisor of account management between client and project team.



#### Ray Akshaya

**Technical Director** 

Ray has 20+ years of extensive technical experience with internet and website solutions. He has worked on hundreds of government, non-profit and educational websites and has a keen eye for web visitor requirements, information architecture, and usability. He is also a long-time veteran of Revize Software Systems and our clients enjoy working with him. In his career, he has deployed and/or assisted with technical solutions for more than 500 websites. When working on a project, Ray always visualizes himself in the client's chair at the closing stages of the project and makes sure that all decisions made on a project are in alignment with the client's vision and best practices for developing the system.

- Philosophy: "Work Hard, Help People and Live Honest."
- Education: MS in Engineering Science, Louisiana State University, Baton Rouge
- Expertise: Client Management, Project Management, Technology Development for CMS & Web Apps
- Role on your website project: Technical Director

#### Samir Alley

Creative Director

Samir has more than a decade of experience in managing web site design projects. He has deployed 360+ municipal websites and has a solid background in web design and the latest web technologies. Formerly with Google, Samir is a leader equipped to handle any kind of sophisticated web project. He is an exceptional communicator with an innate listening skill that gives him the ability to understand and deploy a client's unspoken needs. Samir's blend of creativity, proficiency, and technical knowledge is unsurpassed in the industry.

- Philosophy: "Empathy, Focus, and... Impute"
- Expertise: Web Project Management Adobe Design Premium CS5.5: Photoshop, Illustrator, InDesign, Flash, DreamWeaver, Fireworks, HTML, CSS, CSS3, SEO, PHP, JavaScript, MySQL, JQuery and HTML5.
- Role on your website project: Graphic design of website and backup support.



#### **Denise Brazier**

Project Manager/Trainer

Denise is an educator by nature. Her 20 years of experience in the public school system has made her a master of engaging participants during training. She effortlessly builds effective relationships with all clients. Denise has served as Advisory Counselor, Coordinator, Publicity Director, and Project Manager for several organizations in the education, non-profit and public sectors. She has been appointed to the state's quality committee evaluating organizational policies and procedures for recognition.

- **Philosophy:** "Always explain things in the terms of your audience to ensure their understanding"
- Education & Training: MS in the Art of Education from Marygrove College. Certification in Secondary Education
- Expertise: Training, education, teaching, public affairs and project management.
- Role on your website project: Trainer for the Content Management toolset and project manager



#### Did you know?

Revize will put together a project team based on the unique needs of your project!



## Revize Government CMS User Interface

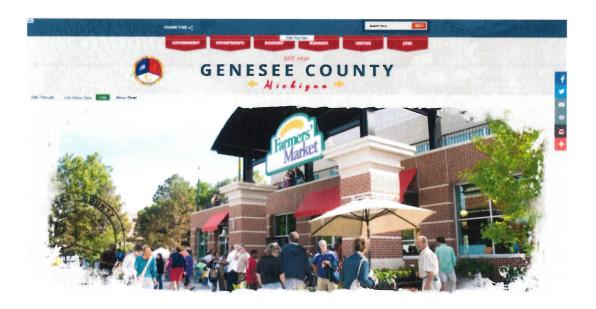
1. Revize CMS User Interface Home Page



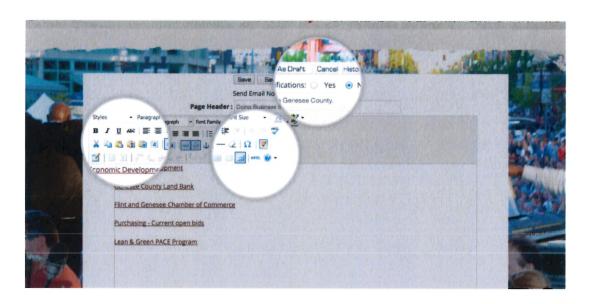




3. Edit buttons appear on the page after the Login executes. Based on users roles/permissions, the appropriate buttons are displayed.



The input form appears as shown below. Content Editors can change banner, page heading and the content displayed in the center of the page. Notice the content is changed using a "Word Like" editor.



After the page is "saved", the page can be sent to an approver for review or immediately published to the web site.



## **Revize Quote**

Phase 1: Project Planning and Analysis, SOW	\$500
Phase 2: Discovery & Design from scratch - One concept, three rounds of changes, home page template and inner page design and layout, includes Responsive Web Design for great viewing on any size handheld internet viewing device complete with pictures and no need to zoom in on the text!	\$1,500
Phase 3 & 4: Revize Template Development - Set-up all CMS modules listed on the following page with linking to any additional 3rd party web application. You also receive all updates to all CMS modules for the life of your Revize relationship. And you own the technology, design and content!	\$2,300
Phase 5: QA Testing	\$1,100
Phase 6: Site map development and content migration from old website into new website including spell checking and style corrections – up to 360 webpages and documents (Approximate number on current website)	\$1,200
Phase 7: Content editing and site administration training	Included
Phase 8: Go live!	Included
Annual tech support, CMS software updates (unlimited users), and website health checks. website hosting Included free of charge (Unlimited storage space):	\$1,800
Grand Total (1st year) Second year and onward investment	\$8,400 \$1,800/year



#### **Payment Options**

#### Revize provides a free website redesign during year four of service!

#### "Pay as we Build"

The "Pay as we Build" payment option is our most requested payment method. This option does not require any payment up front whatsoever. You only pay after we complete certain phases of the project. Revize will invoice for  $1/3^{rd}$  of the project cost after the completion of phase 3; The next third after the completion of phase 6; And the final third before the go live of the website. This option allows you to pay upon the completion of work by Revize, instead of up front. Invoices are Net 30.

#### Optional Payment Plan - The Revize Client First Plan

The Revize Client First Plan offers local governments an alternative payment plan that makes it easier to purchase a new website on your budget and spreads the onetime project design and development costs over a longer period of time.

Through a minimum three-year contract, The Revize Client First Plan dramatically lowers the one-time project development and start-up costs of launching a new website. What Revize does is combine the one-time and recurring fees and spreading them over the life of the contract. And because we value our continuing relationships with our customers, those who extend their contract beyond the three-year minimum will receive a redesign at the end of their fourth year with Revize Free of Charge.

#### The Revize Client First Plan Annual Recurring Fees - Interest Free

First Year	4,000
Second Year	\$ 4,000
Third Year	\$ 4,000
Fourth Year	\$ 1,800



#### Included Features:

The Following Applications & Features will be integrated into Your Website: In addition to the Government Content Management System that enables non-technical staff to easily and quickly create/update content in the new web site, Revize provides a suite of applications and features specifically designed for municipalities. All of those apps and features are fully described in the following section. The applications and features are grouped into five categories:

- Citizen's Communication Center Apps
- Citizen's Engagement Center Apps
- Staff Productivity Apps
- Site Administration and Security Features
- Mobile Device and Accessibility Features

#### **Citizen's Communication Center Apps**

- Bid Posting
- Document Center
- Email Notify
- FAQs
- Job Posting
- Multi use Business Directory
- News Center with Facebook/Twitter Integration
- Online Forms
- Photo Gallery
- · Quick Link Buttons
- Revize Web Calendar
- "Share This" Social Media Flyout App
- Sliding Feature Bar
- Language Translator

#### Citizen's Engagement Center Apps

- Citizen Request Center with Captcha
- Online Bill Pay
- RSS Feed



#### **Staff Productivity Apps**

- Image Manager
- iCal Integration
- Link Checker
- Menu Manager
- Online Form Builder
- Staff Directory
- Website Content Archiving
- Website Content Scheduling

#### Site Administration and Security Features

- Audit Trail
- History Log
- URL Redirect Setup
- Roles and Permission-based Security Mode
- Secure Site Gateway
- Unique Login/Password for each Content Editor
- Web Statistics and Analytics
- Workflows by Department

#### **Mobile Device and Accessibility Features**

- Font Size Adjustment
- Alt-Tags
- Responsive Website Design (RWD)



## Revize Support Includes

• 8 AM - 8PM EST Phone Support (Monday thru Friday)

• 24X7X365 Portal and Email Support

Staff provides assistance and answers all questions

- Dedicated support staff
- New/existing user training
- Free Training Refreshers
- Video tutorials and online training manual
- Automatic integration of enhancements
- E-Newsletter Module support
- Automatic upgrade of CMS modules, such as Calendar, Document Center, etc.
- Four major CMS upgrades per year
- Software and modules upgrades (automatic install)
- Server hardware and OS upgrades
- Immediate bug fixes/patches
- Round the clock server monitoring
- Data Center Network upgrades
- Security and antivirus software upgrades
- Firewall and router upgrades
- Bandwidth and network infrastructure upgrades
- Remote backup of all website assets
- Tape backup of all website assets
- Quarterly Newsletters on major feature updates
- Regular webinars on CMS features and usage



#### Did you know?

Revize updates your Content Management System an average of 4 times per year!

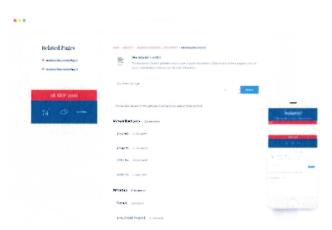


## Citizen's Communication Center Apps

#### **DOCUMENT CENTER APP**

Revize helps clients save thousands of dollars each year in employee time and resources with our Document Management Center. Using this module you can create

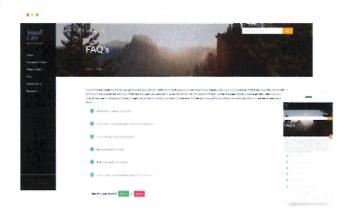
and archive the documents your site visitors need: applications, brochures, manuals, policy and data sheets, research papers, meeting minutes, and more. By providing all of your documents online, your site visitors can access them 24/7 – usually within two clicks -- and you won't incur any printing or postage costs.



#### FAQ

FAQ's make it easy for site visitors to find answers to common questions and will greatly decrease the number of calls coming into your switchboard each day. In fact, within six weeks of a Revize website launch, our clients typically experience a

significant decrease in the number of daily phone calls... some by as much as 23%!

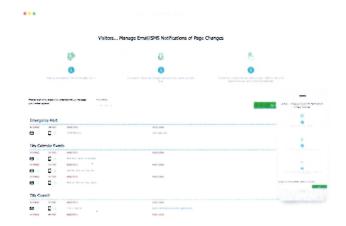




#### **E-NOTIFY**

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting

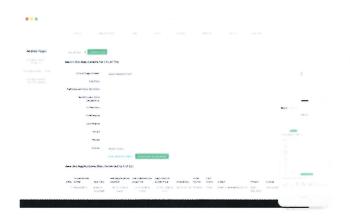
Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.



#### **JOB POSTING**

Revize's job postings app allows your site visitors to view and apply for open positions online. Postings are removed automatically based on the job expiration date input by your HR personnel. You can provide as much detail as you like and link

to or upload any number of files that fully describe the job position. Best of all, with the form fill interface, new openings can be posted in minutes by non-technical staff.

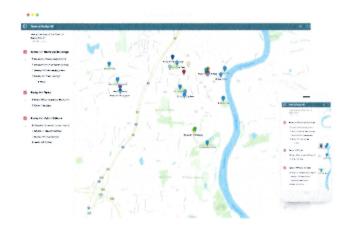




#### INTERACTIVE MAP

Not only does the Revize CMS ensure that your site is easy for visitors to navigate, we've made it even easier for them navigate the real world surrounding your location. Specific buildings, parks, bike paths, mass transit stations, nearby businesses, tourist attractions,

parking lots, voter polling locations, and more are incredibly easy to identify with the familiar Google Maps highlighted with Pins.



#### CALENDAR APP

The Master/Sub Calendar provides an easy-to-use tool to enhance usability and encourage the communication of events both internally and externally. It provides visibility and transparency into

activities, meetings, and events with a visually appealing display and easy to find event contact information. The ability to insert recurring events saves time by allowing you to create the event once then repeat automatically; great for Board and City Council meetings.





#### NOTIFICATION CENTER

You can't fool or control Mother Nature. But you can protect members of your community from her wrath. Posting e

mergency notifications on your home page, any other page, or throughout your site, this module allows your content editor to accurately explain the situation and instruct members of your community on the next steps to take.

#### **BID POSTING**

The Bid Postings App provides a simple and easy-to-use method for organizing and presenting bids, RFPs and RFQs online for vendors or local contractors interested in providing products and services to your community.

#### **BUSINESS DIRECTORY**

Ideal for municipalities, chambers of commerce or any membership organization, this module allows you to easily create and maintain a searchable directory for either members or businesses within the website. Listings can be added, removed and categorized by non-technical staff in a simple table interface.

#### **NEWS CENTER WITH FACEBOOK INTEGRATION**

Many of our municipal clients include an email/text notification option on their Meeting Minutes and Meeting Agendas pages so that interested citizens can sign up for automatic updates anytime there is a new posting.

#### ONLINE FORMS

Using this module, you can create -- from scratch -- an unlimited number of online forms on any page of your site using various field options such as long answers, radio buttons, drop-down lists, multiple choice, etc. Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, opinions or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.



#### **QUICK LINKS**

The Quick Links module allows site visitors to navigate to their areas of interest, much like FAQs. Examples for users: Where do I... Get Registered for Summer Camp Where do I... Get a Marriage License.

#### **SHARING APP**

Provides a one click drop down to multi-social media and utility buttons. A common widget used on the web, it is intuitive and easy to use.

#### SLIDING FEATURE BAR

This feature is a mainly for visual appeal. It helps to break up pages with an interesting slide bar that can be populated with any subjects or areas that you want to draw attention to. For example, you may want to feature Parks & Rec, Landmarks and Tourist Attractions.

#### **TRANSLATOR**

Revize integrates the Google Translator into your website templates and translates from English to over 40 other international languages. Provides users a large visual display at the top of the web page to choose any language to convert the text into.





## Citizen's Engagement Center Apps

#### PUBLIC SERVICE REQUEST APP

This app allows residents to submit requests based on a map view. Each time an issue is submitted, a staff member will receive an email notification. From there they are able to respond directly to the requests. Photo submission, automatic esclation, mobile app integration, and archived reporting make this one of our most powerful features!

#### CITIZEN REQUEST CENTER

This app allows customers, residents, participants, students, or any website visitor to post requests online. By the use of a drop down menu, individuals can forward the request, idea, or comment to the party of interest. That item is then forwarded via email to the proper recipient. You can add or delete department names as well as individuals in the drop down menu at any time. Captcha is integrated to ensure each request is genuine and not a spam.

#### PUBLIC RECORDS REQUEST TRACKER

This app allows public to order copies of the public records maintained by a municipality. The request is routed to the record custodian within a department and automated response is generated with a unique tracking number. The system allows the full tracking, correspondence and online handling of all types of public record request. The record request form is very flexible and customizable for every municipality.

#### CITIZEN CONNECT

This app helps open up the lines of communication between administrators and their constiuents, increasing transparency and contiuent interaction. It is a blog that features the option to allow constiuent comments for feedback (comments can be moderated before being published to the website).



#### PARKS RESERVATION

This app allows the display of parks shelters and their amenities and to manage their availability to the public. A website visitor can search for facilities by type available, review the amenities for each facility and easily reserve the facility including the option to pay for its use.

#### **ONLINE BILL PAY**

Allows clients to set-up secure on-line payment processing for credit card transactions. Can be used for utility and tax payments;
Purchasing items on-line; or making donations to non-profit organizations.

#### **RSS FEED**

Site visitors will be eating out of the palm of your hand with our RSS feeds module. Revize's CMS allows customers to generate RSS (Real Simple Syndication) feeds for any genre of news or events. RSS feeds are a trusted way to communicate important information to site visitors while ensuring that they remain engaged with your organization and regularly return to your site.



## Staff Productivity Apps

#### **AGENDA POSTING CENTER**

Using this app, you can upload agendas, meeting packets, meeting minutes, proposals for review, and more, all into one area on your website for easy access and review before, during, or after each meeting. Old meeting agendas and information are archived per meeting for quick access at any time.

#### **JOB POSTING APP**

This app allows you to post a job and receive resume submissions online. Candidates can fill in all the fields and submit the job application online. Once the job application is submitted, a link to the filled in application form will be emailed to the responsible HR person which they can view, print and file for their records.

#### **IMAGE MANAGER**

Allows approved staff to upload images from their computer or network folders. This very simple interface allows you to upload new pictures and stores uploaded pictures for reuse. Each department can create their own image folders and organize image libraries by department. Also, obsolete images can be deleted from the image library.

#### INTRANET

Provides a Dynamic CMS-enabled area with secure login to build out an entire Intranet for employee specific information only. It benefits your employees to have an internal organization landing page that can be updated with news, events, alerts and many of the same modules used on the extranet.

#### LINK CHECKER

When a new link is created, the Revize system checks if the URL (link) is valid or not. If not, an error message will be displayed. This benefits the Content Editor by double checking bad links before they are saved on your website.



#### **MENU MANAGER**

Allows approved content editors to add or edit site-wide top navigation, department or section specific links (e.g. left or right navigation). This feature gives you control to change and update the Navigation menus of your website for continuous improvement.

#### **NEWS LETTER APP**

The system allows non-technical staff to build attractive, informative newsletters and disseminate them with one click to everyone on your distribution list. Activity metrics include emails sent successfully to help you validate email addresses. The application provides the ability to import contact lists, upload images, add groups, assign contact lists to groups, as well as export lists.

#### ONLINE FORM BUILDER

Having online web forms provides a quick and easy alternative for users to communicate with you and provide important feedback, or complete tasks online. These forms can be used to have web visitors contact you with questions, comments and requests, give feedback, volunteer, or to sign-up for various events, activities or programs.

#### WEB CONTENT ARCHIVE

Your site history will never be a mystery because all content edits for your site are archived on the Revize CMS database. Your content editors can click on the History button to view previous versions of a particular page or content block from your site.

#### WEB CONTENT SCHEDULE

This feature eliminates the possibility of having dated or past events being promoted on your site AFTER the event has passed, thus potentially undermining the perceived accuracy and currency of the site's content in the minds of your audience.



#### **AUDIT TRAIL**

This is a powerful administrative tracking tool that provides reports on the content change activities of any webpage within the system. The administrator can gauge how often the site is updated, which departments are most active; and also use the audit trail for recovery of data if necessary.

#### **AUTO SITEMAP TOOL**

Revize CMS provides this tool to automatically generate a sitemap. Anytime a new page is added or deleted from the system, the sitemap will republish to show the change. An up-to-date sitemap is very critical to boost the ranking of your website in different search engines.

#### HISTORY LOG

Administrators can view all the archived versions of any web page and restore any old/archived page. It is a very useful feature for referring to any archived legal documents or press releases.

#### **ROLES/PERMISSION SETUP**

Our CMS uses a role based authentication system where you can add individual user accounts and assign them system roles like Editor, Developer, Administrator, Workflow Approvers etc., or you can add roles for each department and assign department-specific roles to each user.

#### SECURE SITE GATEWAY

Provides a secure login area for either users of an intranet or users to access information not available to the general public. Once users are set-up with a secure login ID, they can manage their own password changes as necessary.

#### WEBSITE STATISTICS

Revize integrates Google's Web Analytics tool to track number of site visits, website traffic sources, etc. Your website administrator can run various reports to collect important data on the usage of your website.



#### **WORKFLOWS BY DEPARTMENT**

Provides a method for Supervisory Oversight of content updates. The process allows an authorized "approver" to compare the current page with the proposed new page content (side-by-side) for easy review and comparison.

# "Our innovative solutions are custom-tailored to meet the needs of each individual client."



Did you know?

Revize installs new features into your content management system on a rolling basis!



## Mobile Device and Accessibility Apps

#### **ALT-TAGS**

Use of alt tags for images, a required part of the Revize CMS image manager feature, allows vision impaired individuals to understand the content of the image.

#### FONT SIZE ADJUSTMENT

Provides the ability for users to change font size by clicking button to reach their desired size. Helps those with low vision to easily read information on your website.

#### **RESPONSIVE WEB DESIGN**

Revize uses pixel rendering Responsive Web Design to accommodate better viewing of text and graphics for any size screen, i.e., smart phones, tablets, iPads and iPhones.

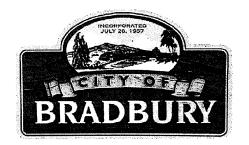
## Thank you

For Considering Revize

Prepared by Thomas J. Jean 150 Kirts Blvd. Troy, MI 48084 Ph: 248-269-9263 x16 Fax: 866-346-8880

www.revize.com





Richard T. Hale, Jr., Mayor (District 1)
Monte Lewis, Mayor Po Tem (District 2)
Richard Barakat, Council Member (District 3)
Bruce Lathrop, Council Member (District 4)
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:

November 19, 2019

SUBJECT:

ORDINANCE NO. 367: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY AMENDING THE BRADBURY MUNICIPAL CODE TO SPECIFY THE DAYS THAT ARE CONSIDERED HOLIDAYS IN THE CITY'S NOISE ORDINANCE

ATTACHMENTS: 1) Ordinance No. 367

2) BMC 9.127.080

#### SUMMARY

Staff has fielded interest from a member of the City Council to alter the City's current noise ordinance to include restricting construction during *all* federal holidays.

Should the City Council desire to restrict construction noise during *all* federal holidays, it is recommended that the City Council introduce, waive reading in full, and authorize reading by title only of Ordinance No. 367, and set the second reading; and read the title of Ordinance No. 367, entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY AMENDING THE BRADBURY MUNICIPAL CODE TO SPECIFY THE DAYS THAT ARE CONSIDERED HOLIDAYS IN THE CITY'S NOISE ORDINANCE."

#### **DISCUSSION**

The City of Bradbury's Municipal Code Section 9.127.080 details when noise from construction related activities can take place. Currently, operating mechanically powered equipment, construction and demolition work cannot be performed on the following holidays:

FOR	CITY COUNCIL	AGENDA	AGENDA ITEM #	
	· · · · · · · · · · · · · · · · · · ·			

- New Year's Day
- Memorial Day
- > Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Ordinance No. 367 would expand upon the current holidays to restrict construction related noise to *all* federal holidays. This would also encompass:

- Martin Luther King, Jr.'s Birthday
- Washington's Birthday
- Columbus Day
- Veterans Day

Should the City Council desire to expand the current days for restricting construction noise to *all* federal holidays, the City Council should move forward with adopting Ordinance No. 367

#### **FINANCIAL ANALYSIS**

The proposed recommendation does not have any fiscal impact.

#### STAFF RECOMMENDATION

Should the City Council desire to restrict construction noise during *all* federal holidays, it is recommended that the City Council introduce, waive reading in full, and authorize reading by title only of Ordinance No. 367, and set the second reading; and read the title of Ordinance No. 367, entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY AMENDING THE BRADBURY MUNICIPAL CODE TO SPECIFY THE DAYS THAT ARE CONSIDERED HOLIDAYS IN THE CITY'S NOISE ORDINANCE."

# **ATTACHMENT #1**

#### **ORDINANCE NO. 367**

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY AMENDING THE BRADBURY MUNICIPAL CODE TO SPECIFY THE DAYS THAT ARE CONSIDERED HOLIDAYS IN THE CITY'S NOISE ORDINANCE

## THE CITY COUNCIL OF THE CITY OF BRADBURY DOES ORDAIN AS FOLLOWS:

<u>Section 1</u>. Section 9.127.080 of Title IX, Part VI, Chapter 127 of the Bradbury Municipal Code is hereby amended to read as follows:

#### **Sec. 9.127.080 - Exemptions.**

The following activities shall be exempt from the provisions of this chapter:

- (1) The emission of sound for the purpose of alerting persons to the existence of an emergency or the emission of sound in the performance of emergency work;
- (2) Activities of the Federal, State or local jurisdiction while performing governmental duties;
- (3) Activities conducted on public playgrounds and public or private school grounds, including, but not limited to, school athletic and school entertainment events;
- (4) The handling of boxes, crates, containers, garbage cans or other similar objects between the hours of 7:00 a.m. and 7:00 p.m.;
- (5) The operation of any mechanically powered saw, sander, drill, grinder, lawn or garden tool or similar tool between 7:00 a.m. and 7:00 p.m. on weekdays and the hours of 9:00 a.m. and 7:00 p.m. on weekends, excluding holidays;
- (6) Construction or demolition work conducted between the hours of 7:00 a.m. and 7:00 p.m. on weekdays and the hours of 9:00 a.m. and 7:00 p.m. on weekends, excluding holidays;
- (7) Any activity to the extent regulation thereof has been preempted by State or Federal law.

For the purposes of this section, holidays shall be defined consistent with the Federal definition of holidays as set forth in 5 U.S.C. § 6103.

Section 2. If any provision of this Ordinance is held to be unconstitutional, it is the intent of the City Council that such portion of this Ordinance be severable from the remainder and that the remainder be given full force and effect.

Section 3. The City Clerk sh	nall certify to the adoption of this Ordinance.
PASSED, APPROVED and	ADOPTED this day of, 2019.
	Richard T. Hale, Jr.
	Mayor
ATTEST:	
Claudia Saldana City Clerk	
City Clerk	
STATE OF CALIFORNIA COUNTY OF LOS ANGELES	)
COUNTY OF LOS ANGELES	) ss.
CITY OF BRADBURY	)
I, Claudia Saldana, City Cler	rk of the City of Bradbury, do hereby certify that the
	ce No, was duly passed by the City Council of the
	yor of said City, and attested by the City Clerk, all at a regular
- · · · · · · · · · · · · · · · · · · ·	the day of, 2019, that it was duly posted
and that the same was passed and ad	lopted by the following vote, to wit:
AYES:	
NAYS:	
ABSENT:	
	Claudia Saldana
	City Clerk
	City of Bradbury

Sec. 9.127.080. - Exemptions.

The following activities shall be exempt from the provisions of this chapter:

- (1) The emission of sound for the purpose of alerting persons to the existence of an emergency or the emission of sound in the performance of emergency work;
- (2) Activities of the Federal, State or local jurisdiction while performing governmental duties;
- (3) Activities conducted on public playgrounds and public or private school grounds, including, but not limited to, school athletic and school entertainment events;
- (4) The handling of boxes, crates, containers, garbage cans or other similar objects between the hours of 7:00 a.m. and 7:00 p.m.;
- (5) The operation of any mechanically powered saw, sander, drill, grinder, lawn or garden tool or similar tool between the hours of 7:00 a.m. and 7:00 p.m. on weekdays and the hours of 9:00 a.m. and 7:00 p.m. on weekends, excluding holidays;
- (6) Construction or demolition work conducted between the hours of 7:00 a.m. and 7:00 p.m. on weekdays and the hours of 9:00 a.m. and 7:00 p.m. on weekends, excluding holidays;
- (7) Any activity to the extent regulation thereof has been preempted by State or Federal law.

For the purposes of this section, holidays shall be defined as:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Christmas Day

(Ord. No. 297, § 9.06.110.080, 3-20-2007; Ord. No. <u>350</u>, § 1, 1-16-2018)



Richard T. Hale, Jr., Mayor (District 1) Monte Lewis, Mayor Po Tem (District 2) Richard Barakat, Council Member (District 3) Bruce Lathrop, Council Member (District 4) 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: November 19, 2019

SUBJECT: AGREEMENT FOR GOVERNMENT RELATIONS ADVOCACY

SERVICES WITH BEST BEST & KRIEGER, LLP

ATTACHMENTS: 1) Agreement for Government Relations Advocacy Services

2) Advanced Conflict Waiver re: Representation of Other Clients in

Water Law Issues

3) Informed Consent – Joint Representation

#### SUMMARY

On July 2017, the City of Arcadia contracted with Best Best & Krieger, LLP ("BB&K") for professional lobbying and consulting services to secure grant funding for stormwater related projects. Additionally, the City of Sierra Madre partnered with the City of Arcadia and equally split the cost of lobbying services with BB&K. On July 2018, the City of Arcadia approved an extension to the contract.

Given the lobbying efforts already underway by the Cities of Arcadia and Sierra Madre, Arcadia staff approached the member agencies of the Rio Hondo/San Gabriel River Water Quality Group (the "Group"), comprised of the Cities of Bradbury, Duarte, Monrovia, the County of Los Angeles, and the Los Angeles County Flood Control District, to expand the scope and efforts to include other regional projects identified in the Water Management Plan, and to leverage BB&K's expertise and established relationships. As such, BB&K has offered to expend lobbying services to the Group for \$84,000 a year or \$7,000 per month.

It is recommended that the City Council approve, and authorize and direct the City Manager to execute an Agreement with Best Best & Krieger, LLP for Professional Lobbying and Consulting Services for water and stormwater related projects in the yearly

FOR CITY COUNCIL AGENDA	AGENDA ITEM #
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amount of \$11,323.08 and appropriate that amount to account 101-15-7075.

#### **BACKGROUND**

In 2007, the Cities of Arcadia and Sierra Madre were awarded a joint authorization of \$20 million dollars for local water and wastewater related infrastructure projects, but the grants were never fully funded by Congress. In July 2017, the City of Arcadia awarded a Professional Services Agreement to Best Best & Krieger, LLP ("BB&K") for professional lobbying and consulting services to secure grant funding for water and stormwater related projects. Subsequently, the City Council approved an extension to this contract in Jly 2018.

As part of the Cities' contract, BB&K has provided a high level of expertise and strategic guidance to the Cities of Arcadia and Sierra Madre for two WMP's proposed projects at the federal level. The City and Sierra Madre split the cost for lobbying services equally for an annual cost of \$36,000. The firm has worked to increase the visibility and attractiveness of the projects, including facilitating a lobbying trip to Washington, D.C. for City Council members and the Cities' staff to meet with congressional representatives, the Bureau of Reclamation, Army Corps of Engineers, and the Environmental Protection Agency. The proposed projects were well presented and well received by all parties, including local stakeholders such as the Los Angeles Army Corps of Engineers office, Los Angeles County, and Arboretum staff.

#### **DISCUSSION**

In July 2019, the City of Arcadia proposed to the Oversight Committee of the Rio Hondo/San Gabriel River Water Quality Group that a regional approach to Arcadia's and Sierra Madre's lobbying efforts was necessary to better engage the various federal agencies and other stakeholders. Arcadia proposed to expand the scope of BB&K's efforts to include the other regional projects identified in the Watershed Management Plan, and to leverage BB&K's expertise and relationships established during the previous two years. BB&K has offered to extend lobbying services to the Group for \$84,000 a year or \$7,000 per month (ATTACHMENT #1).

Contracting with BB&K was the logical next step as the firm has assisted the Cities of Arcadia and Sierra Madre with its on-going efforts. The City of Arcadia would act as the lead agency and as the primary liaison between the Group and BB&K. Although the County of Los Angeles and the Los Angeles County Flood Control District are in support of a regional approach to our lobbying efforts, both agencies have internal staff that serve the same function, and therefore, the County and the Flood Control District will work in tandem with BB&K in lieu of contributing directly to the cost sharing arrangement. While Arcadia is the lead agency, BB&K will invoice the member agencies separately based on the Cities' monthly share. As such, a Joint Representation Waiver is needed to ensure the Cities are fully represented by BB&K (ATTACHMENT #3).

The cost share formula is based 50% on participation and 50% on land area. The City of Bradbury's annual contribution will be \$11,323.08 or \$943.59 per month, with the calculation shown in the chart below.

Jurisdiction	Monthly	<u>Annual</u>
Arcadia	\$2,110.26	\$25,323.08
Bradbury	\$943.59	\$11,323.08
Duarte	\$1,161.54	\$13,938.46
Monrovia	\$1,725.64	\$20,707.69
Sierra Madre	\$1,058.97	\$12,707.69

Under the modified scope of work, BB&K will work with the Group to lobby for a new grant funding authorization and assist in identifying grant funding opportunities with federal agencies, as well as facilitating meetings with key decision makers and building coalitions to secure support for federal grant applications. In addition, BB&K will assist in educating key stakeholders on the Rio Hondo/San Gabriel River Water Quality Group's five regional projects and their benefits at the federal level.

#### **FISCAL IMPACT**

The annual cost for services for BB&K is \$84,000, with the City of Bradbury's annual contribution share in the amount of \$11,323.08 or \$943.59 per month.

The contract is to be proportionally divided on a formula based on participation (50%) and land area (50%) between the Cities of Arcadia, Bradbury, Duarte, Monrovia, and Sierra Madre. The rate is all inclusive and covers other direct expenses including telephone, postage, shipping, photocopying, and other administrative costs. Funds to cover the BB&K costs would come from the City's Utility Users Tax Fund, which has a balance of \$763,654.23 (as of September 30, 2019).

#### **RECOMMENDATION**

It is recommended that the City Council approve, and authorize and direct the City Manager to execute an Agreement with Best Best & Krieger, LLP for Professional Lobbying and Consulting Services for water and stormwater related projects in the yearly amount of \$11,323.08 and appropriate that amount to account 101-15-7075.



Indian Wells (760) 568-2611 Irvine (949) 263-2600 Los Angeles

(213) 617-8100

(310) 643-8448

Manhattan Beach

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San Diego (619) 525-1300
Walnut Creek (925) 977-3300

John D. Freshman (202) 370-5301 john.freshman@bbklaw.com

July 25, 2019

#### VIA EMAIL

Rio Hondo-San Gabriel River Watershed Group c/o Dominic Lazzaretto 240 W. Huntington Drive Arcadia, CA 91106

RE: Agreement for Government Relations Advocacy Services

Dear Rio Hondo-San Gabriel River Watershed Group:

Per our conversations, we would be delighted to work for the cities of the Rio Hondo-San Gabriel River Watershed Group – comprised of the Cities of Arcadia, Bradbury, Duarte, Monrovia, and Sierra Madre ("Group").

BB&K will work on behalf of the Group to identify and help secure federal grants for the Group's regional water projects listed below. BB&K maintains a full government relations office in Washington, D.C., which effectively monitors, researches, and advocates clients' positon at the federal level before Congress and the executive branch agencies.

The projects BB&K will work on for the Rio Hondo-San Gabriel River Watershed Group include the:

- Arcadia Wash Ecosystem Restoration Project at the Arboretum
- Rio Hondo Ecosystem Restoration Project
- Arcadia Wash Water Conservation Diversion Project
- Encanto Park Stormwater Capture Project
- Basin 3E Enhancements at Santa Fe Spreading Grounds

A summary of the services provided include:

1. **Identify and Assist with Funding Opportunities**: Utilize our unique relationships to monitor federal grant programs and other funding opportunities with a special focus on



July 25, 2019 Page 2

federal grants and the appropriations process. BB&K will target the Army Corps of Engineers, the Environmental Protection Agency, and the Bureau of Reclamation for federal funding partnerships.

- 2. Advocacy and Updates: Represent the Group before Congress and federal agencies by educating key stakeholders on the Rio Hondo-San Gabriel River Watershed Group's projects and their benefits.
- 3. **Relationship and Coalition Building**: Set meetings with key decision makers and build coalitions to secure support for federal grant applications.

As discussed this agreement will begin October 1, 2019 for \$7,000 a month for one year, allocated among the Group members according to the attached fee schedule. On behalf of BB&K, we are pleased to have this opportunity and look forward to a long productive relationship with the Rio Hondo-San Gabriel River Watershed Group.

This Agreement may be signed in counterparts. Each signed copy will be deemed to be an original, but all of them together will constitute one and the same Agreement.

original, but all of them together will constitute one and the same Agreement.

Sincerely,

John D. Freshman
for BEST BEST & KRIEGER LLP

Signed:

Dominic Lazzaretto
City of Arcadia

Date:

## BK

## BEST BEST & KRIEGER & ATTORNEYS AT LAW

July 25, 2019 Page 3

Signed:	Kevin Kearney	
	City of Bradbury	
	City of Brade ary	
<b>~</b> .		
Date:		
Signed:	D 11.0	
	Darrell George City of Duarte	
	City of Duarte	
Date:		
Signed:		
	Oliver Chi	
	City of Monrovia	
Date:		
Signed:		
Digitou.	Gabriel Engeland	<del></del>
	City of Sierra Madre	
Date:		
Dail		



July 25, 2019 Page 4

Attachment: Rio Hondo-San Gabriel River Watershed Group Fee Schedule

						Cost Estim Services)	ate - BBK (A	dvocacy	
Jurisdiction Rio Hondo Sub- Watershed		San Gabriel River Watershed		Total Area (sq. mi)	Based fee of \$84,000 (50%)	Cost share of \$84,000 (50%)	Total for \$84,000	Monthly Payment	
	Sq. Miles	% Total	Sq. Miles	Total					
Arcadia	10.8	45.76%	0.2	5.41%	11	\$8,400.00	\$16,923.08	\$25,323.08	\$2,110.26
Bradbury	0.8	3.39%	1.1	29.73%	1.9	\$8,400.00	\$2,923.08	\$11,323.08	\$943.59
Duarte	1.3	5.51%	2.3	62.16%	3.6	\$8,400.00	\$5,538.46	\$13,938.46	\$1,161.54
Monrovia	7.9	33.47%	0.1	2.70%	8	\$8,400.00	\$12,307.69	\$20,707.69	\$1,725.64
Sierra Madre	2.8	11.86%	0	0.00%	2.8	\$8,400.00	\$4,307.69	\$12,707.69	\$1,058.97



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Manhattan Beach (310) 643-8448

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John D. Freshman (202) 370-5301 john.freshman@bbklaw.com

September 12, 2019

City of Bradbury Attn: Mr. Kevin Kearney, City Manager 600 Winston Avenue Bradbury, CA 91008

Advance Conflict Waiver re: Representation of Other Clients in Water Law Issues

Dear Mr. Kearney:

The City of Bradbury (the "City") has requested Best Best & Krieger ("BBK") to represent the City to identify and help secure federal funding for the Rio Hondo-San Gabriel River Watershed Group's regional water projects that include the following: Arcadia Wash Ecosystem Restoration Project, Rio Hondo Ecosystem Restoration Project, Arcadia Wash Water Conservation Diversion Project, Encanto Park Stormwater Capture Project, and the Basin 3E Enhancements at Santa Fe Spreading Grounds project (the "Project Matters").

BBK represents a broad range of clients that include, but are not limited to, cities, counties, water districts/agencies, special districts, private water related entities and various other public entities on water matters. For example, BBK represents Moulton Niguel Water District, Santa Margarita Water District, Municipal Water District of Orange County, and the State Water Contractors, including its member agencies Metropolitan Water District of Southern California, Desert Water Agency, Santa Clarita Valley Water Agency, Coachella Valley Water District, and other various member agencies of the State Water Contractors. BBK is not handling any matter adverse to the City at this time, but such conflicts may arise due to BBK representing other clients on various water related matters, such as groundwater matters related to the same water basin in which the City is located, or groundwater matters that may have an impact on the water basin used by the City.

This letter is to request an advance waiver from the City so that BBK may represent other clients in the future on water issues adverse or potentially adverse to the City. If we are to represent other clients on water issues adverse to the City, we must obtain the City's informed written consent to any potential or actual conflict of interest.



## BEST BEST & KRIEGER & ATTORNEYS AT LAW

September 12, 2019 Page 2

#### **RULES OF PROFESSIONAL CONDUCT**

Rule 1.7 of the California Rules of Professional Conduct provides:

- (a) A lawyer shall not, without informed written consent from each client and compliance with paragraph (d), represent a client if the representation is directly adverse to another client in the same or a separate matter.
- (b) A lawyer shall not, without informed written consent from each affected client and compliance with paragraph (d), represent a client if there is a significant risk the lawyer's representation of the client will be materially limited by the lawyer's responsibilities to or relationships with another client, a former client or a third person, or by the lawyer's own interests.

• • •

- (d) Representation is permitted under this rule only if the lawyer complies with paragraphs (a), (b), ... and:
  - (1) the lawyer reasonably believes that the lawyer will be able to provide competent and diligent representation to each affected client;
  - (2) the representation is not prohibited by law; and
  - (3) the representation does not involve the assertion of a claim by one client against another client represented by the lawyer in the same litigation or other proceeding before a tribunal.

## REPRESENTATION OF OTHER CLIENTS IN WATER LAW ISSUES – ADVANCE WAIVER OF CONFLICTS

For many years, water law has been a large part of BBK's practice. BBK advises many of its clients regarding water law issues, such as surface water, ground water, imported water, water transfers, water quality, water rights, and various Delta related matters. Other BBK clients are routinely involved in water law issues which could directly or indirectly affect water supplies, rights and policies of the City.

As far as we know, BBK is not currently representing any other client on water issues adverse to the City. If another current or new BBK client has an interest in water issues affecting the City, then BBK might be asked to provide advice and representation on that matter. Such work might include representation concerning groundwater (including the Sustainable



September 12, 2019 Page 3

Groundwater Management Act (SGMA) issues), groundwater sustainability agencies, transactions, negotiations, representation on CEQA or NEPA issues, representation on ESA issues, project financing, right-of-way, administrative hearings before the State Water Resources Control Board or other state or federal agencies, regulatory permitting, disputes, or litigation ("Future Water Matters"), any of which could be adverse to the City's interests.

If we are representing the City on the Project Matters or any other issues, and another client asks BBK to represent it against the City on Future Water Matters, then we would otherwise first need to obtain consent from the City to represent the other client. Because of our lengthy relationship with many of our water purveyor clients, and because such a large part of our practice involves clients with a variety of water issues, we cannot risk refusal of such consent. Therefore, we ask that you sign this letter giving the City's advance consent now to any future representation of other current or future BBK clients in Future Water Matters adverse to the City so that we do not need to ask you for such consent in the future.

As part of this advance consent, BBK shall promptly inform the City in writing of any future representation of a client(s) against or adverse to the City to provide the City the opportunity to determine if it wishes to replace BBK in those circumstances. BBK would likewise inform the other client and approach them in the following manner as with the City. If the City decides to continue to use BBK as counsel, and BBK agrees to continue representing the City in those circumstances, then we will establish an ethical screen so that the lawyers representing the City do not share any confidential information of the City with other lawyers at BBK and vice versa. Regardless of the circumstances, BBK will not disclose any confidential information received from the City to any other client of BBK. Likewise, by signing this letter, the City agrees that confidential information it discloses to BBK will be limited to what is necessary for BBK to represent the City on Project Matters, and that it will not disclose other confidential City information to BBK on issues involving water rights, interests, policy or strategy concerning water issues.

#### POTENTIAL ADVERSE CONSEQUENCES

Because BBK is not representing a client adverse to the City regarding water issues currently, it is impossible to predict exactly the facts related to any such future conflict. But we do believe it is possible to describe the reasonably foreseeable potential adverse consequences that would arise, which include the following:

- BBK lawyers might appear in court or administrative proceedings advocating against the City.
- BBK may be tempted to favor the interests of other BBK clients over the City.
- BBK's exercise of independent judgment with respect to the City may be impaired or clouded by our relationship with other clients.

# BEST BEST & KRIEGER ATTORNEYS AT LAW

September 12, 2019 Page 4

- There may be an appearance of impropriety in our representation of both clients simultaneously on unrelated matters.
- BBK may inadvertently disclose confidential information to a client that the City would not like revealed.
- BBK may be restricted from forcefully advocating the City's position for fear of alienating another client depending upon the circumstances.

#### YOUR CONSENT

If you agree to the above, we need you to sign this consent letter. This consent will not waive any protection that you may have with regard to attorney-client communications with us in your matter. Those communications will remain confidential and will not be disclosed to any third party without your consent.

Please consider this matter carefully, and do not hesitate to contact us if you have any questions or concerns. You may wish to confer with independent legal counsel regarding this disclosure and your consent, and you should feel free to do so.

Your execution of this consent form will constitute an acknowledgment of full disclosure in compliance with the requirements of Rule 1.7 of the California Rules of Professional Conduct previously quoted in this letter, and your consent to proceeding with our representation of the City.

A copy of this letter is enclosed for your files. If you have any questions, please do not hesitate to call.

Sincerely,

John D. Freshman

for BEST BEST & KRIEGER LLP



September 12, 2019 Page 5

#### **CONSENT**

By this letter, Best Best & Krieger LLP has explained the existing and/or reasonably foreseeable potential risks in the above referenced matter, and has informed the City of the possible consequences of this representation and consenting to an advance waiver. I understand that the City has the right to and has been encouraged to consult with independent counsel before signing this consent, and I acknowledge that the City has been given sufficient time to do so. Notwithstanding the foregoing, the City hereby consents and agrees to be represented by Best Best & Krieger LLP.

By:	
City of Bradbury	
Dated:	



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Los Angeles (213) 617-8100

Manhattan Beach (310) 643-8448

BEST BEST & KRIEGER 3

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John D. Freshman (202) 370-5301 john.freshman@bbklaw.com

September 12, 2019

City of Bradbury Attn: Mr. Kevin Kearney, City Manager 600 Winston Avenue Bradbury, CA 91008

Re: Informed Consent - Joint Representation

Dear Mr. Kearney:

Best Best & Krieger LLP (the "Firm") has been asked to represent the Rio Hondo-San Gabriel River Watershed Group (the "Group"), which is made up of the Cities of Arcadia, Bradbury, Duarte, Monrovia, and Sierra Madre (the "Cities"). The Firm will work on behalf of the Cities as joint clients to identify and help secure federal funding for the Group's regional water projects that include the following: Arcadia Wash Ecosystem Restoration Project, Rio Hondo Ecosystem Restoration Project, Arcadia Wash Water Conservation Diversion Project, Encanto Park Stormwater Capture Project, and the Basin 3E Enhancements at Santa Fe Spreading Grounds project (the "Project Matters").

Although our current representation of the Cities regarding Project Matters involves Federal advocacy, the law Firm is subject to rules of professional conduct. Accordingly, we must discuss with Bradbury and the other Cities the potential impact of our joint representation and obtain Bradbury's informed written consent, as well as that of each of the other Cities.

#### RULES OF PROFESSIONAL CONDUCT

Rule 1.7 of the California Rules of Professional Conduct provides in pertinent part:

- (a) A lawyer shall not, without informed written consent from each client and compliance with paragraph (d), represent a client if the representation is directly adverse to another client in the same or a separate matter.
- (b) A lawyer shall not, without informed written consent from each affected client and compliance with paragraph (d), represent a client if there is a significant risk the lawyer's representation of the client will be materially limited by the lawyer's responsibilities to or relationships with another client, a former client or a third person, or by the lawyer's own interests.



### BEST BEST & KRIEGER & ATTORNEYS AT LAW

September 12, 2019 Page 2

- (d) Representation is permitted under this rule only if the lawyer complies with paragraphs (a), (b)... and:
  - (1) the lawyer reasonably believes that the lawyer will be able to provide competent and diligent representation to each affected client;
  - (2) the representation is not prohibited by law; and
  - (3) the representation does not involve the assertion of a claim by one client against another client represented by the lawyer in the same litigation or other proceeding before a tribunal.

#### SCOPE OF REPRESENTATION & DISCLOSURES

Our representation of the Cities jointly concerns the Project Matters. At the present time, and based upon what we have been advised by each of the Cities, we believe the Cities' interests are aligned and see no current conflict between or among the Cities. However, in accordance with the California Rules of Professional Conduct, we must provide the Cities with written disclosure of the relevant circumstances of this joint representation, the reasonably foreseeable adverse consequences which might arise from the Firm's representation of the Cities jointly, and obtain each of the Cities' consent thereto prior to proceeding with this joint representation. Although it is impossible to foretell all potential consequences which could arise from this type of representation, this letter addresses the reasonably foreseeable risks and conflicts that potentially may develop going forward, which we ask each of the Cities to consider. Pursuant to the provisions of Rule 1.7, we inform the Cities as follows:

1. Potential Conflicts - Clients may differ on strategy, costs or on the issue of whether to agree to certain terms; one of the clients may instruct the Firm in a manner that is contrary to the instructions of the other client; it may be argued that there is an appearance of impropriety in our representation of joint clients simultaneously; and/or, one client may take a position or act in a manner that could be prejudicial to the interests of another client. Although we do not expect any of the above eventualities, before we could continue to represent any of the Cities under those circumstances, we would be required to obtain each City's separate, informed, written consent concerning such a situation. We cannot advise any of the Cities of their individual or mutual rights amongst or against each other, in resolving any such disagreements.



### BEST BEST & KRIEGER & ATTORNEYS AT LAW

September 12, 2019 Page 3

2. <u>Disputes Between Clients</u> - Should any of the Cities feel that there is a potential dispute, actual dispute or claim between or among the Cities, it should be brought to our attention immediately. We will be unable to counsel any of the Cities regarding any rights or obligations as between or among the Cities, whether or not such rights or obligations relate to the subject matter of the representation. In the event such a disagreement cannot be resolved between or among the Cities, there is a possibility that such a disagreement would develop into an actual conflict of interest between or among the Cities that would require the Firm to withdraw from further representing the Cities in this matter. Such a situation could require increased expense, time and effort on your part if new representation is needed. Again, any such changes or new information will be disclosed and discussed with the Cities prior to any action being taken that would significantly affect our relationship.

In addition, should new or additional facts come to our attention which suggest any of the Cities may have or should consider asserting rights against any of the other Cities or that any of the Cities should consider action to protect or preserve such rights, we will advise each of the Cities that such facts have come to our attention. We will not, however, advise any of the Cities of the reason why we are alerting the Cities or the basis for such an alert. We believe that to do so may compromise the interests of the Cities in violation of the responsibilities we owe to each of the Cities. We will likely further recommend that each of the Cities consult with independent counsel.

No Confidentiality - In cases of joint representation, although the Firm owes joint clients a duty of confidentiality as to third parties, there is generally no duty of confidentiality or attorney-client privilege between or among the joint clients. The Firm has a duty to communicate and keep all clients reasonably informed about significant developments relating to the representation. Thus, communications made between one joint client and the Firm that are relevant to the joint representation are subject to disclosure to the other client, even in the absence of express consent to the disclosure. By consenting to this agreement, Bradbury understands that there can be no confidentiality between the Firm and any of the other Cities as joint clients with respect to significant developments related to this representation.

In addition, each of the Cities must maintain the confidentiality of all communications between the Cities and us. If one of the Cities fails to do so, it may jeopardize confidentiality protections between the Cities and us. The result may be that other parties may be able to learn the content of confidential communications between us and/or, as a practical matter, could prejudice the non-disclosing entity because otherwise confidential information may become known



### BEST BEST & KRIEGER ATTORNEYS AT LAW

September 12, 2019 Page 4

to third-parties. It is, therefore, critical that each of the Cities understands the need for confidentiality concerning the communications between us and that each of the Cities maintains that confidentiality. In other words, a joint representation does not change the confidential nature of such communications relative to outside third parties, but does change it as to the inside parties to the joint representation. By executing this letter, Bradbury expressly consents to the communication to each of the Cities of any information received by the Firm from any one of the Cities during the Firm's joint representation of the Cities in this matter.

- 4. <u>No Attorney-Client Privilege</u> California Evidence Code § 962 provides that one joint client may not claim a privilege as to a communication made in the course of this attorney-client relationship when such a communication is offered in a legal proceeding between or among the joint clients. This also applies should a dispute arise between one client and the Firm in the future.
- 5. Balance of Interests In joint client representation, lawyers owe fiduciary obligations of loyalty to each of the jointly represented clients and cannot take sides or assert the interests of one client over the interests of the other. The Firm is required to balance the interest between or among the clients and may make decisions that will be in the best interests of the overall group and not necessarily in the best interests of an individual client. Thus, rather than the Firm vigorously asserting a single interest of an individual client on an issue, there will be a balancing of interests among the joint clients.
- Each Client's Responsibility for Fees and Costs CRPC Rule 1.8.6 requires 6. written consent when a lawyer is paid by another party to represent a client. Arcadia is responsible for paying our invoices on behalf of the Cities regarding the Project Matters. The Firm acknowledges, however, that the Cities are the Firm's co-clients in the Project Matters and the Firm shall take instructions from all the Cities, or from their selective representative, regarding the handling of the Project Matters. The Firm does not perceive that this payment arrangement will interfere with the Firm's independence or professional judgment or with the relationship with all identified entities represented as co-clients in the Project Matters, and the Firm represents that information relating to the joint representation will be protected consistent with Business & Professions Code 6068(e). Although Arcadia is responsible for payment for the Firm's services, we must make it clear that the Cities are all jointly and severally responsible for payment of our fees and costs associated with the Project Matters if for any reason Arcadia is unable or fails to pay our invoices.



### BEST BEST & KRIEGER &

September 12, 2019 Page 5

- 7. Effect of the Firm Withdrawing If we are forced to withdraw from this representation because of a conflict between or among the Cities or as permitted under CRPC, Rule 1.16, the expense of educating new representatives on events that may have transpired during the course of our representation might be significant. And, unless another conflict waiver is executed with the Firm, it may require that each of the Cities obtains other representation, thereby potentially adding to your expense. Such an event also might delay any needed actions in connection with the engagement, or in otherwise achieving the goals of the engagement.
- 8. <u>Termination</u> Each client has the absolute right to terminate the Firm regardless of what the other joint client(s) may decide. Should one client wish to terminate the relationship without the agreement of the other client(s), we will disclose the circumstances at that time and determine whether the Firm may continue representation of one client or whether the representation must be terminated in its entirety, and consent will be obtained as necessary.
- 9. <u>Client File</u> After the matter is concluded, each of the Cities may make conflicting demands for the original client file, which each is entitled to receive. Each agree that we may release the original to the client who first provides a written request, as long as we release an exact copy to each of the other Cities.

#### YOUR CONSENT

If Bradbury wishes for the Firm to represent it in the Project Matters, we need you to sign this consent letter. Should you have any concerns that were not mentioned in this letter, please tell us immediately, so we can make sure to address them as necessary.

In the event that circumstances change or we become aware of new information that requires additional disclosures and/or a new consent from the parties, you will be notified of that fact immediately, and continued representation will be subject to the informed written consent of the involved parties as necessary.

Please consider this matter carefully, and do not hesitate to contact us if you have any questions or concerns. You may wish to confer with independent legal counsel regarding this disclosure, and you should feel free to do so.

Your execution of this consent form will constitute Bradbury's acknowledgment of full disclosure in compliance with the requirements of Rule 1.7 of the California Rules of Professional Conduct previously quoted in this letter.



### BEST BEST & KRIEGER ATTORNEYS AT LAW

September 12, 2019 Page 6

A copy of this letter is enclosed for your files. We look forward to hearing from you soon.

Sincerely,

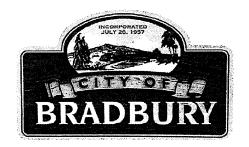
John D. Freshman

for BEST BEST & KRIEGER LLP

#### **CONSENT**

By this letter, Best Best & Krieger LLP has explained the joint representation, and the existing and/or reasonably foreseeable potential risks and conflicts of interest in the above referenced matter. Our Firm has also informed Bradbury of the possible consequences of this joint representation and those conflicts. Bradbury understands that Bradbury has the right and has been encouraged to consult with independent counsel before signing this consent, and Bradbury acknowledges that Bradbury has been given sufficient time to do so. Notwithstanding the foregoing, Bradbury hereby consent and agree to Bradbury be represented by Best Best & Krieger LLP in the above described joint representation.

AGREE	D AND ACCEPTED:	:
By:		
Dated:		



Richard T. Hale, Jr., Mayor (District 1) Monte Lewis, Mayor Po Tem (District 2) Richard Barakat, Council Member (District 3) Bruce Lathrop, Council Member (District 4) 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: November 19, 2019

SUBJECT: Discussion on Regulations for Ground Cover

ATTACHMENTS: 1) Draft Ground Cover Regulation Language

#### **SUMMARY**

At the October meeting, the City Council directed Staff to agendize an item for discussion on Citywide regulations for ground cover. Staff has been working in conjunction with Councilmember Lathrop to draft initial language (Attachment #1) to assist with the facilitation of a discussion.

It is recommended that the City Council review the drafted language and determine if any alteration is needed. Should the City Council desire to proceed with ground cover regulations, Staff would return at a subsequent meeting with an Ordinance for review and approval.

#### **DISCUSSION**

Staff has been working in conjunction with Councilmember Lathrop to draft initial language to assist with the facilitation of a discussion on ground cover regulations. This language can be found in Attachment #1. Overall the language outlines where ground covering might be expected and details exclusions. For example, the language defines ground covering as "properly maintained vegetative growth, decorative rock, artificial turf, or fire-resistant bark or wood mulch." It also provides for exclusions, such as not requiring ground covering in an area that has equestrian training or stabling areas, as these areas typically have dirt.

Another exclusion is not requiring terrain with hillside slopes in excess of 25%. Typically,

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turf is not recommended for slopes over 15%-20% due to irrigation runoff and difficulty in owing/maintaining. These proposed guidelines would exclude hillside areas from needing the ground cover for visual appeal purposes. Typically, however, hillside slopes generally need ground cover planting for erosion control, which serves more as a safety issue. When safety issues arise due to the lack of hillside ground cover, a property owner would be in violation of B.M.C. 9.109.030(2) – Unsafe land – which deals with unsafe land that may cause erosion, subsidence or surface water draining problems that would be injurious to the public health, safety and welfare.

Should the City Council decide upon regulations for ground cover, Staff would return at a later meeting with an Ordinance for review and approval. The Ordinance would be drafted so that the regulations are located in the City's property maintenance standards.

#### **FINANCIAL ANALYSIS**

The proposed recommendation would have minimal financial impact.

#### STAFF RECOMMENDATION

It is recommended that the City Council review the drafted language and determine if any alteration is needed. Should the City Council desire to proceed with ground cover regulations, Staff would return at a subsequent meeting with an Ordinance for review and approval.

#### **Draft Groundcover Regulation Language**

#### Ground Coverings:

- (a) Where visible from a public or private street, all the following ground areas shall be covered with one or more of the following ground coverings: properly maintained vegetative growth, decorative rock, artificial turf, or fire-resistant bark or wood mulch:
  - a. Any areas within ten feet of a building or residence,
  - b. Any areas larger than fifteen by fifteen feet.
- (b) The ground covering requirement in subsection (a) does not apply to the following areas:
  - a. Driveways, walkways, ADA access paths of travel, and architectural accessories,
  - b. Areas shaded by native oak or pine trees or naturally covered by mulch from such trees.
  - c. Equestrian training and stabling areas regularly used for that purpose.
  - d. Terrain with hillside slopes in excess of 25%.
  - e. Orchards.
- (c) The City shall develop and maintain a list of ground coverage suggestions and a collection of model ground coverage plans to assist residents and landowners in meeting the requirement of this ordnance.



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### City of Bradbury Agenda Memo

TO: Honorable Mayor and Members of the City Council

FROM: Kevin Kearney, City Manager

DATE: November 19, 2019

SUBJECT: DISCUSSION ON A JOINT CITY COUNCIL & PLANNING

**COMMISSION RETREAT** 

ATTACHMENTS: 1) Previous CC/PC Agenda: September 8, 2018

2) City of Monrovia: Facility Rentals – Canyon Park Cabin

#### **SUMMARY & RECOMMENDATION**

The City Council has set Saturday, December 14, 2019 to hold a joint City Council and Planning Commission retreat. The retreat is scheduled to be held at the City of Monrovia's Canyon Park Cabin.

It is recommended that the City Council decide upon a time for the retreat and determine what should be discussed during the meeting.

#### FINANCIAL ANALYSIS

There would be no cost for facility rentals of Monrovia's Canyon Park Cabin as the City of Monrovia has graciously waived all fees for Bradbury's retreat. There would be minimal cost for breakfast, lunch, and/or refreshments depending on the length and time of the meeting.

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## SPECIAL AGENDA

Special Meeting of the Bradbury City Council and Bradbury Planning Commission
To be held on Saturday, September 8, 2018 at the Bradbury Civic Center
600 Winston Ave., Bradbury, CA 91008

#### RETREAT 8:00 AM

#### **CALL TO ORDER**

ROLL CALL Mayor Barakat, Mayor Pro-Tem Hale, Councilmembers Lewis, Bruny Lathrop Chair Kuba, Vice-Chair Novodor, Commissioners Dunst, Hernandez, Jones

#### **PUBLIC COMMENT**

Anyone wishing to address the City Council on any matter that is on the agenda for this Special Meeting 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 24 hours prior to the special meeting.

8:00 AM BREAKFAST / GATHERING / SIGN-IN

8:30 AM INTRODUCTIONS

Why did you want to be on the City Council or Planning

COMMISSION?

9:00 AM A VISION FOR BRADBURY / GOAL SETTING

MY 2-3 TOP GOALS...

10:30 AM BREAK

10:45 AM A PLAN TO ACHIEVE THE TOP 3 GOALS

How Do WE GET THERE?

12:00 PM ADJOURNMENT / LIGHT LUNCH

#### **ADJOURNMENT**

The City Council will adjourn to a Regular Meeting at the Bradbury Civic Center, 600 Winston Ave., Bradbury, CA 91008 on Tuesday, September 18, 2018 at 7:00 p.m.

The Planning Commission will adjourn to a Regular Meeting at the Bradbury Civic Center, 600 Winston Ave., Bradbury, CA 91008 on Wednesday, September 26, 2018 at 7:00 p.m.

"I, Claudia Saldana, City Clerk, hereby certify that I caused this agenda to be posted at the Bradbury City Hall entrance gate on Monday, September 4, 2018, at 5:00 p.m."

CITY CLERK - CITY OF BRADBURY

#### **FACILITY RENTALS**

#### Canyon Park Cabin



#### **ADDRESS:**

1200 N. Canyon
Boulevard
Monrovia, CA 91016

PHONE:

(626) 256-8246

**CAPACITY:** 

20 - 50

#### **AMENITIES:**

- Kitchen with Sink, Microwave, Refrigerator (No Stove)
- Outdoor Barbecue Area
- · Private Parking
- Private Picnic
  Area
- Restrooms

#### **CATEGORIES:**

· Facility Rentals

#### Great for Business Functions, Family Gatherings, Social Events, Weddings!

The Cabin has 1,200 square feet available, creating a warm, rustic ambiance in the middle of Monrovia's beautiful Canyon Park.

The Cabin is a wonderful fit for a variety of events, ranging from management retreats to family reunions and small weddings (< 50 guests). A fireplace, two small sofas, tables and chairs, private picnic area, and a large deck allow you to meet with family, friends, or business associates in a relaxing atmosphere. The kitchenette has a refrigerator, microwave and sink. Cooking may be done outdoors on the Cabin's barbecues. Propane stoves are permitted upon approval from the Monrovia Fire Department. The Cabin was renovated in 1997.

The Cabin also provides easy access to the year-round Monrovia Falls hiking trails. Three trails of different lengths provide paths suited to many skill levels: Starting from the Canyon Park Entry Station the hiking trip distance is 1 1/2 miles, affording excellent views of the Sawpit Dam. The center parking level provides for a 1-mile trip. From the back of the picnic area at the Nature Center the trip distance is 3/4 miles.

To see inside our facility, take the Google 360 Virtual Tour!

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View on Google Maps

elgood)

© Instant Report a problem

#### **Additional Amenities:**

- Fireplace
- Up to 50 Chairs
- Up to 10 Six-Foot Tables

#### Max. Capacity: 50 People

#### Interested in renting?

- Canyon Park Facility Rental Rules and Regulations
- Facility Rental Agreement
- For Rental Rates, please call the Community Center at (626) 256-8246.

#### Contact

For more information on our facility rentals, contact the Monrovia Community Center at (626)256-8246.

#### Canyon Park Cabin | Facility Rentals | City of Monrovia













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