

AGENDA

**Regular Meeting of the Bradbury City Council
To be held on Tuesday, May 21, 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 Board or a Committee at the same meeting.

CALL TO ORDER/PLEDGE OF ALLEGIANCE

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

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 minutes.

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

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

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

ACTION ITEMS*

1. CONSENT CALENDAR

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

- A. Minutes – Regular Meeting of April 16, 2019
- B. Resolution No. 19-10: Demands and Warrants for May 2019
- C. Monthly Investment Report for the month of April 2019

- D. Resolution No. 19-11: Changing the Term for Planning Commissioners for Districts 1, 3 and 5 from April to June of uneven-numbered years
- E. Audit Report for Fiscal Year 2017-2018

2. Discussion on Circular Driveways and Planning Commission Approvals for Alterations to Front Yards

Staff has fielded inquiries on the City's regulations related to circular driveways and Planning Commission approvals for alterations to a property's front yard. This item discusses current regulations and seeks to better understand any actions moving forward.

3. Discussion on Parking on Certain City Streets

At the January meeting, the City Council directed Staff to perform a parking study for certain public streets. This item reviews the results of the parking study and provides recommendations on moving forward.

4. Discussion on Amendment No. 3 to the Agreement Between Bradbury and Monrovia for Transportation Services

This item extends the current contract with the City of Monrovia for their Dial-A-Ride Program. Amendment No. 3 to the original contract increases costs for the program to \$15,600 per year, which can be covered entirely by Bradbury's restricted transportation funding. It is recommended that the City Council authorize the City Manager to execute Amendment #3.

5. Discussion on Partnering with Burrtec Waste Services to Assist in Enforcing Unpaid Code Enforcement Citations

Bradbury has the opportunity to partner with Burrtec to strengthen the City's current code enforcement program, as they are willing to facilitate by placing a lien on a property's tax roll. In exchange, Burrtec would like to place their own liens for unpaid trash bills, as the current Bradbury/Burrtec contract does not currently allow it.

6. Proposed Forecast of Fiscal Year 2019-2020

This item discusses the proposed upcoming budget and reviews the City's resource priorities. After the discussion, Staff will bring back the budget, with any appropriate resolutions, to the June City Council meeting for adoption.

7. Matters from the City Manager

8. Matters from the City Attorney

9. Matters from the City Council

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

Mayor 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

Mayor Pro-Tem Hale

Councilmember 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

10. Items for Future Agendas

CLOSED SESSION

CALL TO ORDER/ROLL CALL

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

PUBLIC COMMENT – REGARDING CLOSED SESSION ONLY

RECESS TO CLOSED SESSION REGARDING CITY ATTORNEY EVALUATION

A. Public Employee Performance Evaluation

Government Code Section 54957(b)(4)

Title: City Manager

ADJOURNMENT

The City Council will adjourn to a Regular Meeting at the Bradbury Civic Center, 600 Winston Ave., Bradbury, CA 91008 on Tuesday, June 18, 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, May 17, 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, APRIL 16, 2019**

MEETING CALLED TO ORDER:

The Regular Meeting of the City Council of the City of Bradbury was called to order by Mayor Barakat at 7:00 p.m.

ROLL CALL:

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

ABSENT: Councilmember Lathrop

STAFF: City Manager Kearney, City Attorney Reisman, Cody Howing (RKA), City Clerk Saldana and Management Analyst Santos Leon

**COUNCILMEMBER LATHROP
EXCUSED:**

Councilmember Lewis made a motion to excuse Councilmember Lathrop from the meeting. Councilmember Bruny seconded the motion which carried.

APPROVAL OF AGENDA:

Councilmember Lewis made a motion to approve the agenda to proceed with City business. Mayor Pro-Tem Hale 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 staff was aware of none.

PUBLIC COMMENT:

Joan Burnett, 3 Woodlyn Lane, and Anne Absey, 44 Woodlyn Lane, addressed the City Council regarding recurring water leaks on Woodlyn Lane and asked if the City could facilitate replacement of water pipes. City Manager Kearney stated that he would talk to our liaison at Cal-Am. Ms. Absey stated that there were five (5) leaks near her house last weekend and that the repair work is damaging the assets on Woodlyn Lane. Mayor Pro-Tem Hale suggested to keep a log of the water leaks on Woodlyn Lane. The City Council asked the City Attorney if the City could go after Cal-Am to repair the roads and if the City could request records of the repairs. City Attorney Reisman stated that Cal-Am Water is a private company but we could try to request records.

Dan Lien, 31 Woodlyn Lane, agreed with the Cal-Am issue but stated that he was here tonight to thank Councilmember Lewis and staff because the HOA was finally able to get the permits for the back gate on Woodlyn Lane.

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 March 19, 2019
- B. Resolution No. 19-08: Demands & Warrants for April 2019
- C. Monthly Investment Report for the month of March 2019
- D. Adoption of a Mills Act Form Template
- E. Appointment of Planning Commissioners for Districts 1, 3 and 5
- F. Adoption of a Master Encroachment Agreement Template Related to the Installment of Network Facilities within the Public Right-of-Way
- G. Sewer Project Budget Carryovers
- H. Resolution No. 19-09: Amending the 2018-2019 Budget to Incorporate a List of Projects Funded by SB1: The Road Repair and Accountability Act

**MOTION TO APPROVE
CONSENT CALENDAR:**

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

APPROVED:

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

NOES: None

ABSENT: Councilmember Lathrop

Motion passed 4:0

**AWARD OF BID FOR 2018-2019
CITYWIDE SLURRY SEAL PROJECT:**

City Manager Kearney stated that the 2018-2019 Citywide Slurry Seal Project was advertised on February 26, 2019 and bids were opened on March 12, 2019 with Pavement Coatings Company being the lowest responsible bidder.

ANALYSIS:

Cody Howing with RKA stated that the project consists of crack seal, slurry seal application and re-establishment of striping and markings of all public roads within the City limits. Also included in the proposed improvements is reconstruction of a portion of the City Hall east parking lot. Both City Hall parking lots will receive slurry seal application as well.

LEMON AVENUE:

City Manager Kearney stated that currently, a line exists in the middle of Lemon Avenue where Bradbury last performed a street slurry seal. The line distinguishes the boundary between Bradbury and Monrovia. To eliminate the distinctive line, Bradbury would have offered to slurry seal both the Bradbury and the Monrovia portion of the street; however, Monrovia plans to resurface their part of the street in late 2019. As such, Bradbury's efforts to slurry seal Monrovia's portion at this time would only be temporary.

The City of Bradbury has the opportunity to partner with the City of Monrovia on their upcoming pavement resurfacing project; however, this will be at an additional cost. Following completion of the reconstruction work, under Monrovia's construction contract, the full width of the street (Lemon Avenue) would receive application of a slurry seal.

FINANCIAL REVIEW:

City Manager Kearney stated that the total project cost is anticipated to be either \$323,940 or \$329, 940, depending on how the City Council desires to proceed with Lemon Avenue. The cost exceeds the amount initially budgeted, but the total can be fully covered by restricted funding.

The City currently has \$149,936 budgeted for this project from the following restricted funds:

- Gas Tax Fund ---- \$44,000
- Prop C Fund - -----\$70,000
- Measure R Fund – \$35,936

RECOMMENDATION:

It is recommended that the City Council approve the overall costs of the Citywide Slurry Seal Project for a projected cost of either \$323,940 or \$329,940, depending on how the City Council desires to proceed with Lemon Avenue. Of the total amount, it is recommended that the City Council award the bid to Pavement Coatings Company in the amount of \$275,400.

DISCUSSION:

Councilmember Lewis felt that spending \$6,000 for the optional Monrovia Slurry Seal for only “cosmetic” work was a waste of taxpayers’ money.

The Council inquired about the \$27,540 for 10% contingency. Cody Howing replied that 10% retention is standard.

MOTION:

Following discussion, Councilmember Lewis made a motion to approve the Citywide Slurry Seal Project for a projected cost of \$323,940 (without the \$6,000 for the optional Monrovia Slurry Seal) and award the bid to Pavement Coatings Company in the amount of \$275,400. Mayor Pro-Tem Hale seconded the motion, which was carried by the following roll call vote:

APPROVED:

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

NOES: None

ABSENT: Councilmember Lathrop

Motion passed 4:0

MATTERS FROM THE CITY MANAGER:

City Manager Kearney reminded the City Council of the Annual Appreciation Event on Wednesday, May 15th, at 38 Degrees in Monrovia.

City Manager Kearney also stated that the office of Supervisor Kathryn Barger called today regarding Bradbury’s attendance at the Evening with Fifth District Cities on April 22, 2019.

MATTERS FROM THE CITY ATTORNEY:

City Attorney Reisman stated that the City Manager Evaluation is on the agenda for April and inquired about how to best get the evaluation forms to the City Council. It was decided that the City Attorney would email the forms to the City Council.

MATTERS FROM THE CITY COUNCIL:

MAYOR BARAKAT:

Mayor Barakat reported that the LA County Sanitation Districts are still negotiating with the Unions representing the employees and that things are going from bad to worse.

MAYOR PRO-TEM HALE:

Nothing to report

COUNCILMEMBER LEWIS:

Nothing to report

COUNCILMEMBER BRUNY:

Councilmember Bruny introduced Chelsea Hunt, the newly appointed Planning Commissioner for District Five.

COUNCILMEMBER LATHROP:

Not present

ITEMS FOR FUTURE AGENDAS:

Discussion with representatives from Cal-Am Water Company in June 2019

ADJOURNMENT:

At 7:30 pm p.m. Mayor Barakat adjourned the meeting to Tuesday, May 21, 2019 at 7:00 p.m.

MAYOR – CITY OF BRADBURY

ATTEST:

CITY CLERK – CITY OF BRADBURY

RESOLUTION NO. 19-10

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BRADBURY, CALIFORNIA,
APPROVING DEMANDS AND WARRANTS NO. 15466 THROUGH NO. 15489
(PRE-RELEASED CHECKS)
AND DEMANDS AND WARRANTS NO. 15490 THROUGH NO. 15515
(REGULAR CHECKS)**

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

Section 1. That the demands as set forth hereinafter are approved and warrants authorized to be drawn for payment from said demands in the amount of \$7,063.09 (pre-released Checks) and \$80,992.60 at May 21, 2019 from the General Checking Account.

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

<u>Check</u>	<u>Name and (Due Date)</u>	<u>Description</u>	<u>Amount</u>
15466	Dept. of Conservation (3/31/19)	Fee Report: Strong Motion Instrumentation and Seismic Hazard Mapping Fee Jan-Mar 2019 Acct. #101-20-7220	\$60.74
15467	California Building Standards Commission (3/31/19)	SB1473 Fee Report Form Building Standards Administration Special Revolving Fund Jan-Mar 2019 Acct. #101-20-7220	\$18.90
15468	Karen Warner Assoc. (4/16/19)	Housing Element Update Acct. #101-20-7245	\$3,817.50
15469	California American Water (4/30/19)	<u>Water Service for:</u> 600 Winston (City Hall) Acct. #101-16-6400 1775 Woodlyn (Royal Oaks Trail) 301 Mt Olive Drive Irrigation 2410 Mt Olive Lane Irrigation 2256 Gardi Street Acct. #200-48-6400	\$11.26 \$82.07 \$81.49 \$26.30 <u>\$11.26</u> \$212.38
15470	San Gabriel Valley City Managers' Assoc. (4/8/19)	San Gabriel Valley City Managers' Monthly Luncheon – April 16, 2019 Acct. #101-12-6020	\$30.00
15471	V O I D	V O I D (misprint)	\$0.00
15472	Olive Wood Pizza (4/19/19)	Deposit for Bradbury Night Out on July 25, 2019 (FY 2019-20) Acct. #101-11-6100	\$315.92

15473	Division of the State Architect (3/31/19)	Form DSA-786 Disability Access and Education Fee Report for Jan-Mar 2019 Acct. #101-20-7220		\$14.70
15474	Shaffer Awards (4/18/19)	Two Name Plates Engraved Acct. #101-16-6200		\$32.74
15475	VOID	VOID (misprint)		\$0.00
15476	Time Warner Cable (5/3/19)	Spectrum Business Internet Acct. #101-16-6230		\$124.98
15477	Delta Dental (5/1/19)	<u>Dental Insurance:</u> 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
15478	Vision Service Plan (5/1/19)	<u>Vision Insurance:</u> 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
15479	The Standard (5/1/19)	<u>Basic Life and AD&D:</u> City Manager Acct. #101-12-5100 City Clerk Acct. #101-13-5100 Management Analyst Acct. #101-16-5100	\$9.25 \$9.25 <u>\$9.25</u>	 \$27.75
15480	Southern California Edison (5/14/19)	City Hall utilities Acct. #101-16-6400		\$163.32
15481	Southern California Edison (5/14/19)	Street Lights for Mt. Olive/Gardi Acct. #200-48-6400		\$25.43
15482	The Gas Company (5/15/19)	City Hall Utilities Acct. #101-16-6400		\$15.36
15483	City of Monrovia (5/18/19)	Police Crowd Control (CSO) Bradbury Night Out 07/26/2018 Acct. #101-11-6100		\$190.00
15484	VOID	VOID		\$0.00

15485	The Lobos Truck (Yue Liang) (5/6/19)	Deposit for Bradbury Night Out on July 25, 2019 (FY 2019-20) Acct. #101-11-6100	\$616.59
15486	Staples Credit Plan (5/15/19)	Office Supplies Acct. #101-16-6200	\$158.61
15487	Frontier Communications (5/16/19)	Telephone Service (fire alarm line) Acct. #101-23-7420	\$117.22
15488	Southern California Edison (5/21/19)	Street Lights Acct. #200-48-6410	\$762.37
15489	U.S. Bank (4/30/19)	Custody Charges for April 2019 Safekeeping Fee for 4 CDs Acct. #101-14-7010	\$33.00

Total Pre-Released Checks	\$7,063.09
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REGULAR CHECKS:

15490	California American Water (5/9/19)	City Hall Utilities Acct. #101-16-6400	\$15.66	
15491	Wallin, Kress, Reisman & Kranitz (5/14/19)	<u>City Attorney:</u> Retainer for April 2019 Acct. #101-15-7020 Code Enforcement (243 Barranca) Acct. #101-23-7450 Chadwick Ranch Acct. #103-00-2039 Code Enforcement (1533 Royal Oaks) Acct. #101-23-7450	\$2,450.00 \$535.50 \$661.50 <u>\$235.00</u>	 \$3,882.00
15492	Cougar Mountain (5/6/19)	SA Renewal (Technical Support) Acct. #101-14-6230	\$784.18	
15493	ICMA (4/22/19)	ICMA Membership Renewal for the Period July 1, 2019 to June 30, 2020 Acct. #101-30-6030	\$851.16	
15494	California JPIA (5/6/19)	Annual Contribution: 2019-2020 Liability Program Workers' Compensation Program Retrospective Adjustment Acct. #101-16-6300	\$11,225.00 \$5,174.00 <u>(4,868.00)</u>	 \$11,531.00

15495	Kevin Kearney (May 2019)	Reimbursement (Lunch) Acct. #101-12-6025 Monthly Cell Phone Allowance Acct. #101-12-6440	\$32.07 <u>\$75.00</u>	 \$107.07
15496	Michael Baker International (4/11/19)	Oak View Estates Acct. #103-00-2038		\$20.00
15497	Molly Maid (5/14/19)	City Hall Cleaning Service for April 17 and May 1, 2019 Acct. #101-16-6460		\$210.00
15498	Pasadena Humane Society (5/6/19)	Animal Control Services for April 2019 Acct. #101-25-7000		\$220.31
15499	Post Alarm Systems (4/9/19) (5/6/19)	Fire Alarm Radio installed at City Hall Acct. #113-20-4500F Fire Monitoring (4/9 to 5/31/19) City Hall Monitoring for June 2019 Fire & Intrusion Systems Acct. #101-23-7420	\$111.51 \$26.00 <u>\$119.21</u>	 \$256.72
15500	Priority Landscape Services (Invoice No. 5026) (2/28/19)	Irrigation Repairs on Royal Oaks Trail Acct. #101-21-7015		\$325.00
15501	Priority Landscape Services (Invoice No. 4336) (11/19/18)	Irrigation Repairs on Royal Oaks Trail Credit Acct. #101-21-7015	\$1,671.00 <u>(297.00)</u>	 \$1,374.00
15502	Priority Landscape Services (Invoice No. 5274) (5/1/19)	<u>May 2019 Landscape Services:</u> Bradbury Civic Center Acct. #101-21-7020 Royal Oaks Drive North Acct. #101-21-7015 Lemon Trail Acct. #101-21-7045 Mt. Olive Drive Entryway and Trail Acct. #101-21-7035	\$175.00 \$345.00 \$115.00 <u>\$465.00</u>	 \$1,100.00
15503	Priority Landscape Services (Invoices 5372 & 5373) (4/30/19)	Irrigation Repairs on Royal Oaks Trail Acct. #101-21-7015 Irrigation Repairs on Mount Olive Drive Acct. #101-21-7035	\$400.00 <u>\$935.00</u>	 \$1,335.00
15504	ProPet Distributors, Inc. (3/8/19)	DOGIPOT Litter Pickup Bags (20 roll case) Acct. #102-42-7630		\$150.10
15505	The Pun Group, LLP (4/23/19)	Audit of the City of Bradbury for the year ended June 20, 2018 Acct. #101-14-7020		\$15,920.00

15506	American Red Cross (5/8/19)	Adult and Pediatric First Aid/ CPR/AED Training Acct. #101-23-7757		\$1,285.00
15507	RKA Consulting Group (4/16/19)	Development Projects Acct. #101-19-7230	\$4,336.50	
		NPDES Coordination Acct. #102-42-7630	\$630.00	
		119 Furlong Slope Abatement Acct. #101-19-7230	\$630.00	
	(4/17/19)	City Engineering Services Acct. #101-19-7230	\$1,249.50	
	(4/25/19)	Mt Olive Lane Sewer Project Acct. #206-50-7601	\$3,058.75	
		Slurry Seal Project FY 18-19 Acct. #200-48-7755	<u>\$1,995.00</u>	\$11,899.75
15508	LA County Public Works (4/8/19)	Neighborhood Watch Sign Replacement Acct. #200-48-7000		\$107.18
15509	Scarlett Santos Leon (May 2019)	Mileage Reimbursement Acct. #101-16-6050		\$18.15
15510	LA County Sheriff's Dept. (4/9/18)	March 2019 Law Enforcement Services Acct. #101-23-7410		\$9,372.12
15511	LA County Sheriff's Dept. (5/8/18)	April 2019 Law Enforcement Services Acct. #101-23-7410		\$9,372.12
15512	TeamLogic IT of Pasadena (5/1/19)	Computer Services & Supplies Acct. #101-16-6230		\$590.00
15513	U.S. Bank Corporate Payment Systems (4/22/19)	<u>Kevin Kearney Visa Card:</u> Beenverified.com Acct. #101-23-7450	\$52.44	
		League of California Cities Acct. #101-12-6020	<u>\$45.00</u> \$97.44	
15513	U.S. Bank Corporate Payment Systems (4/22/19)	<u>Claudia Saldana Visa Card:</u> MyFax (March 2019) Acct. #101-16-6230	\$20.00	
		Big Lots Stores Acct. #101-16-6230	\$25.24	
		USPS (Stamps) Acct. #101-16-6120	\$55.00	
		USPS (Code Enforcement) Acct. #101-20-7450	<u>\$30.30</u> \$130.54	

15513	U.S. Bank Corporate Payment Systems (4/22/19)	<u>Scarlett Santos Leon Visa Card:</u> USPS (Code Enforcement) Acct. #101-23-7450 Duarte Pizza Co. (PSC mtg.) Acct. #101-24-6020 HP LJ 110V Fuser Kit Acct. #101-15-6250 Vistaprint (Information Guide) Acct. #101-11-6100 Broadvoice (phone service) Acct. #101-16-6470	\$23.25 \$23.51 \$272.79 \$259.06 <u>\$171.65</u> \$750.26	 \$978.24
15514	VCA Code Group (4/12/19)	<u>March 2019 Professional Services:</u> City Planner (Retainer) Acct. #101-20-7210 City Planner (Hourly Services) Acct. #101-20-7210 Code Enforcement Acct. #101-23-7450 Building & Safety Services Acct. #101-20-7220	\$3,900.00 \$1,815.00 \$150.00 <u>\$2,165.72</u>	 \$8,030.72
15515	Kevin Kearney (5/15/19)	<u>Reimbursement:</u> 38 Degrees (Annual Appreciation Event) Acct. #101-11-6100		\$1,257.12
Total Regular Checks			\$80,992.60	

PAYROLL for May 2019:

ACH	Kevin Kearney (May 2019)	Salary: City Manager Acct. #101-12-5010 Withholdings Acct. #101-00-2011	\$8,866.25 <u>(1,804.87)</u>	 \$7,061.38
ACH	Claudia Saldana (May 2019)	Salary: City Clerk Acct. #101-13-5010 Withholdings Acct. #101-00-2011	\$4,984.08 <u>(1,234.59)</u>	 \$3,749.49
ACH	Scarlett Santos Leon (May 2019)	Salary: Management Analyst Acct. #101-16-5010 Withholdings Acct. #101-00-2011 PERS Employee Share Acct. #101-16-5010	\$3,919.83 (838.64) <u>(244.99)</u>	 \$2,836.20

ACH	Lisa Bailey (May 2019)	Finance Director (April 2019) 14.75 x \$80.76/hour Acct. #101-14-5010	\$1,191.16	
		Withholdings Acct. #101-00-2011	(131.98)	\$1,059.18
			Total Payroll	\$14,706.25

ELECTRONIC FUND TRANSFER (EFT) PAYMENTS for May 2019:

EFT	Aetna (May 2019)	<u>Health Insurance for May2019:</u> 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
EFT	EDD (May 2019)	State Tax Withholdings SDI Acct. #101-00-2011	\$625.40 <u>\$189.61</u>	\$815.01
EFT	Dept. of Treasury Internal Revenue Service (May 2019)	Federal Tax Withholdings Social Security Medicare (Employee's portion of Social Security and Medicare is matched by the City) Acct. #101-00-2011	\$1,744.53 \$2,351.10 <u>\$539.16</u>	\$4,634.79
EFT	California PERS (May 2019)	City Manager Acct. #101-12-5100	\$1,288.15	
		City Clerk Acct. #101-13-5100	\$720.03	
		Management Analyst Acct. #101-16-5100	<u>\$513.18</u>	\$2,521.36
EFT	California PERS (May 2019)	UAL Payment (Unfunded Accrued Liability) Acct. #101-16-6240		\$172.32

MAYOR – CITY OF BRADBURY

ATTEST:

CITY CLERK – CITY OF BRADBURY

"I, Claudia Saldana, City Clerk, hereby certify that the foregoing Resolution, being Resolution No. 19-10, was duly adopted by the City Council of the City of Bradbury, California, at a regular meeting held on the 21st day of May, 2019 by the following roll call vote:"

AYES:

NOES:

ABSENT:

CITY CLERK – CITY OF BRADBURY

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

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

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$65.68	03/23/19	05/15/19	2265027141
PO:		Store: 100088887, WESTBORO, MA	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
STAPLES EASYCLOSE SECURIT	787385	2.0000 EA	\$42.49	\$84.98
COUPONDISCOUNT	558100	1.0000 ST	-\$25.00	-\$25.00
Purchased by: CLAUDIA SALDANA				SUBTOTAL
Order #: 9798015125				TAX
				TOTAL

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 #:
\$43.68	04/11/19	05/15/19	2274744311
PO:		Store: 100088887, WESTBORO, MA	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
APPLE USBC TO LIGHTNING C	380981	1.0000 EA	\$39.89	\$39.89
Purchased by: CLAUDIA SALDANA				SUBTOTAL
Order #: 9798605211				TAX
				TOTAL

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 #:
\$92.93	04/11/19	05/15/19	2275043471
PO:		Store: 100088887, WESTBORO, MA	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
HAMMERMILL COPY PLUS 85 X	122374	1.0000 EA	\$63.99	\$63.99
POSTIT SIGN HERE MESSAGE	448886	1.0000 EA	\$7.49	\$7.49
PENTEL ENERGEL DELUXE RTX	639712	1.0000 EA	\$23.49	\$23.49
PENTEL TWIST ERASE GT MEC	163814	1.0000 EA	\$28.59	\$28.59
COUPONDISCOUNT	558100	1.0000 ST	-\$25.00	-\$25.00
COUPONDISCOUNT	558100	1.0000 ST	-\$0.40	-\$0.40
COUPONDISCOUNT	558099	1.0000 ST	-\$5.49	-\$5.49
COUPONDISCOUNT	558100	1.0000 ST	-\$7.80	-\$7.80
Purchased by: CLAUDIA SALDANA				SUBTOTAL
Order #: 9798605211				TAX
				TOTAL

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

SHIP TO:
SORE ASSOCIAE
3660 COORADO BVD
PASADENA CA 91107

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
-\$43.68	04/11/19	05/15/19	2275265231
PO:		Store: 100088887, WESTBORO, MA	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
APPLE USBC TO LIGHTNING C	380981	1.0000 EA	-\$39.89	-\$39.89
Purchased by: CLAUDIA SALDANA				SUBTOTAL
Order #: 9603723087				TAX
				TOTAL

see Check # 15486



P.O. BOX 6343
FARGO ND 58125-6343



ACCOUNT NUMBER 4246 0445 5575 6224
STATEMENT DATE 04-22-2019
AMOUNT DUE \$1,676.95
NEW BALANCE \$1,676.95
PAYMENT DUE ON RECEIPT

000000688 01 SP 0.560 106481987719762 P
CITY OF BRADBURY
ATTN CLAUDIA SALDANA
600 WINSTON AVE.
BRADBURY CA 91008-1123

AMOUNT ENCLOSED
\$ 978.24

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

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

4246044555756224 000167695 000167695

see CK # 15513

ease tear payment coupon at perforation.

CORPORATE ACCOUNT SUMMARY

CITY OF BRADBURY 4246 0445 5575 6224	Previous Balance	Purchases And Other + Charges	Cash Advances +	Cash Advance Fees +	Late Payment Charges +	- Credits	- Payments	New = Balance
Company Total	\$2,232.86	\$1,018.24	\$0.00	\$0.00	\$0.00	\$40.00	\$1,534.15	\$1,676.95

CORPORATE ACCOUNT ACTIVITY

CITY OF BRADBURY
4246-0445-5575-6224

TOTAL CORPORATE ACTIVITY
\$1,534.15 CR

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-03	04-01	7479826909300000000687	PAYMENT - THANK YOU 00000 C	1,534.15 PY

NEW ACTIVITY

CLAUDIA A SALDANA
4246-0400-8040-6665

CREDITS \$0.00
PURCHASES \$130.54
CASH ADV \$0.00
TOTAL ACTIVITY \$130.54

Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-25	03-23	24692169082100829031207	MYFAX *PROTUS IP SOLN 866-563-9212 CA	20.00
04-02	04-01	24445009091300356080976	BIG LOTS STORES - #4170 DUARTE CA	12.15
04-05	04-04	24445009095000644324386	USPS PO 0522740820 DUARTE CA	55.00
04-09	04-08	24445009099000723853541	USPS PO 0522740820 DUARTE CA	20.70
04-11	04-10	24445009101000722914878	USPS PO 0522740820 DUARTE CA	9.60

CUSTOMER SERVICE CALL

800-344-5696

ACCOUNT NUMBER

4246-0445-5575-6224

ACCOUNT SUMMARY

PREVIOUS BALANCE 2,232.86
PURCHASES &
OTHER CHARGES 1,018.24

STATEMENT DATE

04/22/19

DISPUTED AMOUNT

.00

CASH ADVANCES .00
CASH ADVANCE FEES .00
LATE PAYMENT
CHARGES .00

CREDITS 40.00

PAYMENTS 1,534.15

ACCOUNT BALANCE 1,676.95

SEND BILLING INQUIRIES TO:

U.S. Bank National Association

C/O U.S. Bancorp Purchasing Card Program
P.O. Box 6335
Fargo, ND 58125-6335

AMOUNT DUE

1,676.95

APR 29 2019



Company Name: CITY OF BRADBURY
Corporate Account Number: 4246 0445 5575 6224
Statement Date: 04-22-2019

NEW ACTIVITY

Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-17	04-16	24445009106300367188209	BIG LOTS STORES - #4170 DUARTE CA	13.09

KEVIN KEARNEY 4246-0446-0277-2711	CREDITS \$40.00	PURCHASES \$137.44	CASH ADV \$0.00	TOTAL ACTIVITY \$97.44
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
03-25	03-22	24492159081894316669016	PAYPAL *CCCA 402-935-7733 CA	40.00
03-27	03-26	74492159085894478275801	PAYPAL *CCCA 4029357733 CA	40.00 CR
04-08	04-07	24906419097071086508712	BVD*BEENVERIFIED.COM 855-9046471 NY	52.44
04-17	04-16	24492159106894314152495	PAYPAL *LEAGUECALIF 402-935-7733 CA	45.00

SCARLETT L SANTOS LEON 4246-0446-2235-1074	CREDITS \$0.00	PURCHASES \$750.26	CASH ADV \$0.00	TOTAL ACTIVITY \$750.26
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Post Date	Tran Date	Reference Number	Transaction Description	Amount
04-01	03-29	24445009089000678329499	USPS PO 0550760845 MONROVIA CA	13.65
04-03	04-01	24323049092398600042851	DUARTE PIZZA CO. DUARTE CA	23.51
04-12	04-11	24430999101083318605620	CDW GOVT #RVN7055 800-808-4239 IL	272.79
04-15	04-12	24445009103000705140390	USPS PO 0522740820 DUARTE CA	9.60
04-15	04-12	24692169102100049335954	VISTAPR*VISTAPRINT.COM 866-8936743 MA	259.06
04-16	04-15	24453519105017043661643	BROADVOICE 888-325-5875 CA	171.65

Department: 00000 Total:	\$978.24
Division: 00000 Total:	\$978.24

City of Bradbury **Monthly Investment Report for the month of April 2019**

CASH ON DEPOSIT BY ACCOUNT

Bank Accounts:

Wells Fargo Bank - General Checking

Amount	Maturity	Interest Rate
\$ 770,771.87	n/a	0%

Investments:

Local Agency Investment Fund (LAIF)

\$ 3,348,584.98	n/a	2.45%
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Ally Bank CD

\$ 248,000.00	9/9/2019	1.35%
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American Express Centurion CD

\$ 247,000.00	12/7/2020	2.10%
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Citibank NA CD

\$ 246,000.00	6/7/2021	3.00%
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Discover Bank

\$ 246,000.00	9/7/2021	3.00%
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Total

\$ 5,106,356.85

CASH & INVESTMENTS ON DEPOSIT BY FUND

Funds

General Fund (101)

\$3,138,223.47

Utility Users Tax Fund (102)

\$749,023.71

Deposits Fund (103)

\$25,939.97

Long Term Planning Fee Fund (112)

\$15,204.85

Technology Fee Fund (113)

\$46,890.11

Gas Tax Fund (200)

\$108,050.27

SB 1 Gas Tax Fund (201)

\$19,850.17

Prop A Fund (203)

\$15,809.39

Prop C Fund (204)

\$70,998.86

TDA Fund (205)

(\$8,721.02)

Sewer Fund (206)

\$579,311.30

STPL Fund (208)

\$33,086.39

Recycling Grant Fund (209)

\$6,155.32

Measure R Fund (210)

\$84,140.66

Measure M Fund (212)

\$12,996.62

COPS Fund (215)

\$189,813.28

Grant Fund-Other (217)

\$8,947.14

Fire Safe Grant Fund (219)

\$10,636.36

Total

\$ 5,106,356.85

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

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

Submitted By:



Kevin Kearney
City Manager

Reviewed By:

Laurie Silver
City Treasurer

Revenues

Acct. Number	Account Description	2016-17 Actual	2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD @ 04/30/19	
General Fund:						
101-00-4010	Property Tax-Current Secured	397,293	438,658	432,600	406,339	94%
101-00-4030	Property Tax-Current Unsecur	16,148	3,941	4,000	18,096	452%
101-00-4060	Public Safety Augmentation F	9,922	10,323	9,700	9,134	94%
101-00-4070	Delinquent Taxes	6,408	6,624	5,900	5,380	91%
101-00-4100	Sales & Use Tax	7,465	4,114	4,500	1,233	27%
101-00-4110	Franchise Fee-Cable TV	17,736	18,708	17,500	17,182	98%
101-00-4120	Franchise Fee-SC Edison	17,658	17,722	17,800	18,739	105%
101-00-4130	Franchise Fee-SC Refuse	34,025	33,402	34,000	27,606	81%
101-00-4140	Franchise Fee-SC Gas Co.	2,426	2,574	2,600	2,539	98%
101-00-4150	Franchise Fee-Cal Am Water	27,483	31,388	32,000	37,557	117%
101-00-4160	AB939 Refuse Admin. Fee	17,514	17,952	17,500		0%
101-00-4190	Real Property Transfer Tax	32,492	31,081	30,000	13,995	47%
101-00-4200	Motor Vehicle In-Lieu	123,481	130,646	132,000	69,027	52%
101-00-4210	Dist & Bail Forfeiture	4,996	2,867	4,000	1,058	26%
101-00-4220	Fines-City	-	21,906	2,000	17,674	884%
101-00-4350	Business License	41,296	44,063	40,000	33,316	83%
101-00-4360	Movie & TV Permits	7,000	3,030	3,000	-	0%
101-00-4370	Bedroom License Fee	30,900	10,301	9,000	14,420	160%
101-00-4410	Variances & CUPs	-	1,635	1,400	1,635	117%
101-00-4420	Lot Line Adjustment/Zone Changes	1,902	3,805	2,000	-	0%
101-00-4440	Subdivisions/Lot Splits	3,312	4,844	3,000	4,844	161%
101-00-4460	Planning Dept. Review	100,020	50,073	45,000	17,556	39%
101-00-4470	Building Construction Permit	309,178	179,175	175,000	228,897	131%
101-00-4480	Building Plan Check Fees	270,669	260,790	200,000	127,052	64%
101-00-4485	Landscape Plan Check Permit	28,204	10,627	8,000	5,113	64%
101-00-4490	Green Code Compliance	40,268	26,871	24,000	26,367	110%
101-00-4500	Civic Center Rental Fee	-	1,050	-	-	#DIV/0!
101-00-4530	Environmental & Other Fees	4,450	8,612	7,500	371	5%
101-00-4540	City Engineering Plan Check	173,070	140,793	95,000	107,015	113%
101-00-4600	Interest Income	17,136	20,081	20,000	78,457	392%
101-00-4700	Sales of Maps & Publications	446	317	300	353	118%
101-00-4800	Other Revenue	9	-	200	153	77%
101-00-4850	Cal-Am Loan Repayment	4,820	4,820	4,820		0%
101-00-4900	Reimbursements	4,323	65	-	5,783	#DIV/0!
101-00-4920	Sale of Prop. A Funds	-	56,000	-		#DIV/0!
101-23-4950	Vacant Property Registry Fee		50		100	#DIV/0!
101-24-4610	Donations				500	#DIV/0!
Total General Fund Revenues		1,752,050	1,598,908	1,384,320	1,297,491	94%

Revenues

Acct. Number	Account Description	2016-17 Actual	2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD @ 04/30/19	
Utility Users Tax Fund:						
102-00-4600	Interest	2,902	7,099	4,000	-	
102-00-4810	Water	40,212	47,920	-		
102-00-4820	Trash	22,815	22,991	-		
102-00-4830	Electric	94,765	108,595	-	18	
102-00-4840	Natural Gas	15,426	14,930	-		
102-00-4850	UUT - Cable	19,850	21,642	-		
102-00-4855	Telecom-Minors	14,505	12,990	-		
102-00-4856	Telecom-AT&T	449	434	-		
102-00-4857	Telecom-Verizon	5,650	5,235	-		
102-00-4858	Telecom-Sprint Nextel	4,288	991	-		
102-00-4900	Reimbursements	-	364	-		
		220,862	243,191	4,000	18	0%
Civic Center Fund:						
111-00-4000	Transfer In from General Fund	4,544				
111-00-4500	Civic Center Rental Fee	900				
		5,444	-	-		
Long Term Planning Fee Fund:						
112-00-4490	Long-Term Planning Fee	11,637	10,647	9,000	5,682	63%
112-00-4600	LTP Fee Interest Income	29	143	40		0%
		11,666	10,790	9,040	5,682	63%
Technology Fee Fund:						
113-00-4520	Technology Fee	24,453	14,646	14,000	17,764	127%
113-00-4600	Technology Fee Interest Income	217	498	750		0%
		24,670	15,144	14,750	17,764	120%
Gas Tax Fund:						
200-00-4000	Transfers In	-				#DIV/0!
200-00-4200	TCRA Funds		1,258		1,206	#DIV/0!
200-48-4260	Gas Tax	26,788	34,031	27,500	19,848	72%
200-00-4600	Gas Tax Interest	552	1,045	300		0%
		27,340	36,334	27,800	21,054	76%
SB1 Gas Tax Fund:						
201-00-4000	Transfers In				6,623	
201-48-4260	Gas Tax				13,227	
201-00-4600	Gas Tax Interest					
				-	19,850	
Prop. A Fund:						
203-40-4260	Prop. A Transit Funds	19,835	20,948	21,050	18,824	89%
203-40-4600	Prop. A Transit Interest	293	95	50		0%
		20,128	21,043	21,100	18,824	89%
Prop. C Fund:						
204-48-4260	Prop. C Funds	16,295	17,532	17,550	15,614	89%
204-48-4600	Prop. C Interest	252	524	100		0%
		16,547	18,056	17,650	15,614	88%

Revenues

Acct. Number	Account Description	2016-17 Actual	2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD @ 04/30/19	
Transportation Development Act Fund:						
205-48-4260	TDA Funds	-	7,362	30,000	21,390	71%
205-48-4600	TDA Interest	-	(2)	-		#DIV/0!
		-	7,360	30,000	21,390	71%
Sewer Fund:						
206-00-4000	Transfers In	481,229	1,100,000			#DIV/0!
206-50-4600	Sewer Fund Interest	-	9,700			#DIV/0!
206-50-4605	Lemon Ave. Assessment Phase I (Monrovia)	-				#DIV/0!
206-50-4606	Winston Ave. Assessment	-				#DIV/0!
206-50-4730	Mount Olive Drive Assessment	25,000	43,140			#DIV/0!
		506,229	1,152,840	-	-	#DIV/0!
STPL Fund:						
208-00-4260	STPL Funds	18,828	-			#DIV/0!
208-00-4600	STPL Interest	166	316			#DIV/0!
		18,994	316	-	-	#DIV/0!
Recycling Grant Fund:						
209-00-4260	Recycling Grant Funds	5,000	(803)	5,000	4,198	84%
209-00-4600	Recycling Grant Interest	62	90			#DIV/0!
		5,062	(713)	5,000	4,198	84%
Measure R Fund:						
210-48-4260	Measure R Funds	12,342	13,014	12,000	11,717	98%
210-48-4600	Measure R Interest	311	692	350		0%
		12,653	13,706	12,350	11,717	95%
Measure M Fund						
212-48-4260	Measure M Funds		11,795	11,500	13,199	115%
212-48-4600	Measure M Interest		69	50		0%
		-	11,864	11,550	13,199	114%
Citizen's Option fo Public Safety (COPS) Fund:						
215-23-4260	COPs Funds	116,750	145,020	100,000	148,746	149%
215-23-4600	COPs Interest	539	1,383	300		0%
		117,289	146,403	100,300	148,746	148%
County Park Grant:						
217-00-4210	County Park Grant	48				#DIV/0!
217-00-4600	Grant Fund Interest Income	-	85			#DIV/0!
		48	85	-	-	#DIV/0!
Fire Safe Grant 14-USFS-SFA-0053:						
219-00-4260	Fire Safe Grant 14-USFS-SFA-0053	-				#DIV/0!
219-00-4270	HOA Contribution	-				#DIV/0!
219-00-4600	Fire Safe Grant Interest Income	57	101			#DIV/0!
		57	101	-	-	#DIV/0!
Total Revenues		<u>2,739,039</u>	<u>3,275,429</u>	<u>1,637,860</u>	<u>1,595,547</u>	<u>97%</u>

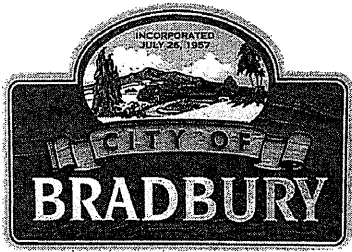
		Expenditures			
Account Description		2016-17 Actual	2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD @ 04/30/19
General Fund:					
101-00-5000	Transfers Out	485,773	1,100,000		
City Council Division:					
101-11-6500	Community Support (homelessness)	3,000	3,000	3,000	3,000 100%
101-11-6100	Events and awards	57	7,662	4,700	5,829 124%
101-11-6110	City Newsletter	215	225	-	- #DIV/0!
		3,272	10,887	7,700	8,829 115%
City Manager Division:					
101-12-5010	Salaries	93,641	102,500	106,395	88,662 83%
101-12-5100	Benefits	26,424	41,806	42,300	36,620 87%
101-12-6020	Meetings & Conferences	854	2,027	2,500	3,268 131%
101-12-6025	Expense Account	237	1,130	1,500	228 15%
101-12-6050	Mileage	488	1,023	1,200	784 65%
101-12-6210	Special Department Supplies	23,097	-	-	- #DIV/0!
101-12-6440	Cell Phone	350	900	900	750 83%
		145,091	149,386	154,795	130,312 84%
City Clerk Division:					
101-13-5010	Salaries	56,104	60,741	59,809	49,841 83%
101-13-5100	Benefits	22,469	24,294	24,100	20,560 85%
101-13-6020	Meetings & Conferences	-	-	100	- 0%
101-13-6040	Transportation & Lodging	-	-	100	- 0%
101-13-6050	Mileage	156	142	150	31 21%
101-13-6210	Special Department Supplies	290	-	250	122 49%
101-13-6220	Election Supplies	-	473	500	- 0%
101-13-6225	Codification	8,317	2,317	1,500	6,409 427%
101-13-7000	Contract Election Services	-	-	12,000	- 0%
		87,336	87,967	98,509	76,963 78%
Finance Division:					
101-14-5010	Salaries	13,746	14,230	15,043	11,547 77%
101-14-5100	Benefits	1,198	1,299	1,250	880 70%
101-14-6210	Special Department Supplies	351	94	350	575 164%
101-14-6230	Contracted Computer Services	711	1,459	2,000	357 18%
101-14-7010	Contracted Banking Services	4,034	4,726	4,600	2,433 53%
101-14-7020	Contracted Audit Services	10,000	18,523	14,700	1,546 11%
101-14-7040	GASB Reports	1,300	350	350	700 200%
		31,340	40,681	38,293	18,038 47%
City Attorney Division:					
101-15-7020	City Attorney Retainer	36,385	29,400	29,400	22,050 75%
101-15-7070	City Attorney Special Servic	5,333	2,702	6,000	1,331 22%
101-15-7080	Seminars & Training	1,008	1,211	1,000	- 0%
		42,726	33,313	36,400	23,381 64%
General Government Division:					
101-16-5010	Salaries	40,785	37,219	47,038	35,061 75%
101-16-5100	Benefits	12,277	9,524	12,700	13,034 103%
101-16-6010	Seminars & Training	-	375	500	- 0%
101-16-6020	Meetings & Conferences	-	195	150	- 0%
101-16-6040	Transportation & Lodging	-	-	500	388 78%
101-16-6050	Mileage	195	215	500	188 38%
101-16-6120	Postage	227	267	500	214 43%
101-16-6200	Office Supplies	1,652	1,324	2,500	1,354 54%

Expenditures

Account Description		2016-17 Actual	2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD @ 04/30/19	
101-16-6210	Special Departmental Supplies	-	1,622	1,622	397	24%
101-16-6230	Computer & Website Services	9,149	7,232	18,000	8,789	49%
101-16-6240	PERS UAL Payment	-	2,259	2,068	1,724	83%
101-16-6241	PERS Replacement Benefit Contribution				2,535	
101-16-6250	Copier & Duplications	1,767	2,216	2,216	4,511	204%
101-16-6300	Insurance	36,431	54,738	47,201	55,553	118%
101-16-6400	Utilities	4,051	2,953	5,000	2,806	56%
101-16-6440	Telephone	7,118	6,714	7,000	3,820	55%
101-16-6450	Building Operations	1,047	1,132	1,000	435	44%
101-16-6460	Building & Cleaning Service	2,565	2,795	2,500	2,090	84%
101-16-6470	Maintenance & Supplies	152	-	500	293	59%
101-16-7600	Operating Contingency	241	-	-		#DIV/0!
		117,657	130,780	151,495	133,192	88%
Engineering Division:						
101-19-7230	Contracted Engineering Services	149,888	138,463	125,000	65,688	53%
101-19-7238	Annexation	1,630	59,350	-		#DIV/0!
101-19-7310	Woodlyn Lane/Mt. Olive Drainage	128,365		-		#DIV/0!
		279,883	197,813	125,000	65,688	53%
Planning, Zoning & Development Division:						
101-20-6120	Postage	(77)	332	300	727	242%
101-20-6210	Special Department Supplies	-	210	500	430	86%
101-20-6240	Environmental Filing Fees	-	-	500	-	0%
101-20-7210	City Planner Retainer	46,800	46,800	46,800	31,243	67%
101-20-7220	Contracted Building & Safety	291,247	232,115	290,000	138,341	48%
101-20-7240	City Planner Special Service	8,957	15,592	10,000	13,901	139%
101-20-7245	General Plan update	-	406	406	-	0%
		346,927	295,455	348,506	184,642	53%
Parks & Landscape Maintenance Division:						
101-21-7015	Royal Oaks Trail Maintenance	8,210	7,305	10,000	8,160	82%
101-21-7020	City Hall Grounds Maintenance	2,920	2,670	19,830	7,300	37%
101-21-7025	Trail Maintenance	23,960	1,777	7,000	5,358	77%
101-21-7035	Mt.Olive Entrance & Trail	4,998	7,349	5,500	5,008	91%
101-21-7045	Lemon/RO Horse Trail	910	1,380	27,500	21,493	78%
101-21-7060	Street Tree Trimming	11,300	11,098	10,000	10,857	109%
		52,298	31,579	79,830	58,176	73%
Public Safety Division:						
101-23-6210	Special Departmental Services	67		20,000	20,312	
101-23-7410	Contract Services Sheriff	95,970	117,875	113,315	74,977	66%
101-23-7420	City Hall Security	2,643	2,582	2,600	2,785	107%
101-23-7450	Code Enforcement	2,771	4,499	5,600	4,285	77%
101-23-7757	AED Purchase			3,278	1,578	
		101,451	124,956	144,793	103,937	72%
Emergency Preparedness Division:						
101-24-6010	Seminars & Training	-	-			
101-24-6020	Meetings & Conferences	-	55	50	100	200%
101-24-6030	Memberships & Dues	-	360	360	360	100%
101-24-6470	Maintenance & Supplies	2,404	869	2,500	548	22%
101-55-7030	Hazardous Mitigation Plan	10,000	16	15,000	5,063	34%
101-24-7245	CA Wildfire Protection Plan					
101-24-6480	Civic Center Generator	342		-		#DIV/0!
		12,746	1,300	17,910	6,071	34%

		Expenditures			
Account Description		2016-17 Actual	2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD @ 04/30/19
Animal & Pest Control Division:					
101-25-7000	Animal Control Services	2,411	2,745	4,777	2,482 52%
101-25-7010	Pest Control Services	-	175	300	- 0%
		2,411	2,920	5,077	2,482 49%
Intergovernmental Relations Division:					
101-30-6030	Memberships & Dues	8,452	8,610	8,700	3,672 42%
General Fund Totals		1,717,363	2,215,647	1,217,008	815,383 67%
Utility Users Tax Fund:					
102-42-7630	NPDES Stormwater Compliance	78,602	36,081	100,000	31,592 32%
Long Term Planning Fee Fund:					
			1,350		8,645 #DIV/0!
Technology Fee Fund:					
113-20-4500	Technology expense		8,631	16,677	17,383 104%
113-20-7730	Website	468	-	8,000	- 0%
101-20-7040	Non-Capitalized Equipment - Sonic Firewal	-	-		#DIV/0!
113-20-8120	Capital Equipment-Server & Copier	-	7,470		1,188 #DIV/0!
113-20-4500	Technology expense (e-Plan)	-			#DIV/0!
		468	16,101	24,677	18,571 75%
Gas Tax Fund:					
200-48-5000	Transfers Out				6,623
200-48-6400	Utilities-Select System	7,518	11,272	12,000	6,668 56%
200-48-6410	Street Lights	7,752	9,293	9,000	5,789 64%
200-48-6555	Street Tree Maintenance	-		-	#DIV/0!
200-48-7000	PW Contract Services	1,741	1,474	2,000	2,019 101%
200-48-7290	Street Sweeping	3,765	4,071	4,000	2,818 70%
200-48-7745	Royal Oaks North Curb Extension			-	#DIV/0!
200-48-7750	Woodlyn Lane Pavement Rehab.	3,114	-	-	#DIV/0!
200-48-7755	City Wide Slurry Seal			108,399	4,705 4%
		23,890	26,110	135,399	28,622 21%
SB1 Gas Tax Fund:					
201-48-7755	City Wide Slurry Seal			21,623	
Prop. A Fund:					
203-00-7600	Sale of Prop. A Funds		80,000		#DIV/0!
203-40-7625	Transit Services			9,000	6,337 70%
		-	80,000	9,000	6,337 70%
Prop. C Fund:					
	Staffing	-			
204-20-6030	Memberships & Dues	514	642		833 #DIV/0!
204-40-7325	Transit Services	8,449	8,449	-	- #DIV/0!
204-48-7755	City Wide Slurry Seal	-		73,867	- 0%
		8,963	9,091	73,867	833 1%
Transporation Development Act Fund:					
205-48-7720	Lemon/RO Horse Trail Project	-	7,142	30,000	30,000 100%
205-00-7760	Return of Funds		220		#DIV/0!
		-	7,362	30,000	30,000 100%

		Expenditures			
Account Description		2016-17 Actual	2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD @ 04/30/19
Sewer Fund:					
206-50-7600	Mt. Olive Drive Sewer Project	323,075	-	9760	9,760 100%
206-50-7601	Mt. Olive Lane Sewer Project	31,530	13,695	537,807	2,752 1%
206-50-7605	Lemon Ave. Project Phase I (Monrovia)	7,810	103,816	-	
206-50-7606	Winston Ave Project	44,696	25,813	492,582	492,582 100%
		407,111	143,324	1,040,149	505,094 49%
STPL Fund:					
208-48-7745	Royal Oaks North Curb Extension			-	#DIV/0!
208-48-6555	Citywide Slurry Seal			32,774	
				32,774	-
Recycling Grant Fund:					
209-35-7300	Recycling Education	1,500	4,500		5,000 #DIV/0!
Measure R Fund:					
210-48-7755	City Wide Slurry Seal			88,763	0%
210-00-7760	Return of Funds				3,990
		-	-	88,763	3,990 4%
Measure M Fund					
212-48-6555	Citywide Slurry Seal		-	4,514	0%
212-48-xxxx	Bridge Repair			18,900	12,066 64%
		-	-	23,414	12,066 52%
Citizen's Option fo Public Safety (COPS) Fund:					
215-23-7410	Contract Services Sheriff	116,750	145,020	95,500	73,198 77%
Total Expenditures		<u>2,354,647</u>	<u>2,684,586</u>	<u>2,892,174</u>	<u>1,539,331 53%</u>



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

City of Bradbury Agenda Memo

TO: Honorable Mayor and Members of the City Council

FROM: Claudia Saldana, City Clerk

DATE: May 21, 2019

SUBJECT: **Resolution No. 19-11 Changing the Term for Planning Commissioners for Districts 1, 3 and 5 from April to June of uneven numbered Years**

ATTACHMENTS: 1. Resolution No. 19-11
2. BMC Section 2.04.210

SUMMARY

Section 2.04.210 of the Bradbury Municipal Code (BMC) states that Planning Commissioners shall be appointed for a term of two (2) years. Currently the term for Planning Commissioners for Districts 2 and 4 expires in September of even-numbered years and the term for Planning Commissioners for Districts 1, 3 and 5 expires in April of uneven-numbered years. Staff recommends that the City Council adopt Resolution No. 19-XX changing the term for Planning Commissioners of Districts 1, 3 and 5 from April to June of uneven-numbered years.

ANALYSIS

In August 2017 the City Council adopted Ordinance No. 348 consolidating its General Municipal Elections with Statewide June Elections pursuant to Senate Bill 415 beginning in 2018. Since then the City Council and the Planning Commission now reorganize in June of every year. Staff believes that the term for the Planning Commissioners for Districts 1, 3 and 5 should coincide with the reorganization in June.

FINANCIAL REVIEW

The Adoption of this Resolution will have no fiscal impact on the City.

PUBLIC NOTICE PROCESS

This item has been noticed through the regular agenda notification process. Copies of this report are available at City Hall.

STAFF RECOMMENDATION

It is recommended that the City Council adopt Resolution No. 19-11 changing the term for Planning Commissioners for Districts 1, 3 and 5 from April to June of uneven-numbers years.

ATTACHMENT #1

RESOLUTION NO. 19-11

**A RESOLUTION OF THE CITY COUNCIL
OF THE CITY OF BRADBURY, CALIFORNIA, CHANGING THE TERM FOR
PLANNING COMMISSIONERS FOR DISTRICTS 1, 3 AND 5
FROM APRIL TO JUNE OF UNEVEN-NUMBERED YEARS**

WHEREAS, Section 2.04.210 of the Bradbury Municipal Code states that Planning Commissioners shall be appointed for a term of two years; and

WHEREAS, currently the term for Planning Commissioner for Districts 2 and 4 expires in September of even-numbered years and the term for Planning Commissioner for Districts 1, 3 and 5 expires in April of uneven-numbered years; and

WHEREAS, in August 2017 the City Council adopted Ordinance No. 348 consolidating its General Municipal Elections with Statewide June Elections pursuant to Senate Bill 415 beginning in 2018; and

WHEREAS, the City Council and the Planning Commission now reorganizes in June of every year.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BRADBURY DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the two-year term for Planning Commissioners for Districts 1, 3 and 5 should be changed from April of uneven-numbered years to June of uneven-number years.

PASSED, APPROVED and ADOPTED this 21st day of May 2019.

MAYOR – CITY OF BRADBURY

ATTEST:

CITY CLERK – CITY OF BRADBURY

"I, Claudia Saldana, City Clerk, hereby certify that the foregoing Resolution was duly adopted by the City Council of the City of Bradbury at a regular meeting held on the 21st day of May, 2019 by the following roll call vote:"

AYES:

NOES:

ABSENT:

ABSTAIN:

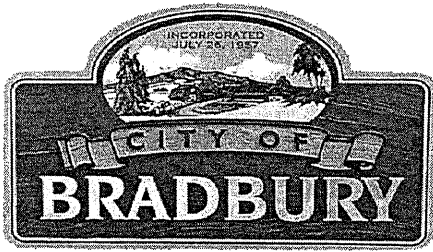
CITY CLERK – CITY OF BRADBURY

ATTACHMENT #2

Sec. 2.04.210. - Members.

The Planning Commission shall consist of a total of five members, comprised of one person from each of the Councilmanic districts, who shall be qualified electors of the City. Upon the expiration of a term, successors shall be appointed for a term of two years. If a vacancy shall occur other than by expiration of a term, it shall be filled by appointment for the unexpired portion of the term. Members of the Planning Commission shall be appointed by the respective member of the Council from the district for which the member of the Planning Commission is to be selected, with the approval of the City Council. No member of the Planning Commission shall hold any paid office or employment in the City Government. All persons appointed shall be registered voters of the City and shall maintain their principal place of residence within the City and District at the time of their appointment. If at any time during their term any Planning Commissioner shall cease to be an elector of the City or shall cease to maintain their principal place of residence within the City, then such person shall become ineligible to continue to serve as a member of the Commission and said position shall be declared vacant by the City Council. No individual shall be eligible to serve on the Planning Commission who has a spouse, household member living under the same roof, or designated relative (parent, step-parent, grandparent, child, sister, brother, niece, nephew, uncle, or aunt of the individual or of the individual's spouse), currently serving as a member of the City Council, or employed as the city manager, city clerk, management analyst, city attorney, code enforcement officer, building official, city engineer or equivalent for the City of Bradbury.

(Prior Code, § 2411; Ord. No. 357, § 1, 8-21-2018)



Richard Barakat, Mayor (District 3)
Richard Hale, Mayor Pro Tem (District 1)
Monte Lewis, Council Member (District 2)
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: May 21, 2019

SUBJECT: **Fiscal Year 2017-2018 Annual Financial Audit Report**

ATTACHMENT: 1) FY 2017-18 Audit Report

SUMMARY

As required by local and State law, the City of Bradbury must complete an annual audit of its financial activities. The Punt Group has completed its independent audit of the City's general purpose financial statements for fiscal year 2017-18. It is recommended the City Council receive and file the Annual Financial Report as presented.

ANALYSIS

The Punt Group Accountants & Advisors have prepared the annual independent auditor's report and general purpose financial statement for the fiscal year ending June 30, 2018. The work was completed in accordance with generally accepted auditing standards; Government Auditing Standards, issued by the Comptroller General of the United States.

It was determined that the statements present fairly in all material respects the financial position of the City of Bradbury and that they are in conformity with the generally accepted accounting principals. With regard to internal controls over financial reporting, the independent auditors noted no matters that they would consider to be a material weakness.

The City Council's approval and acceptance of the Fiscal Year 2017-18 audited financial report is needed to remain in compliance with local, State and Federal law.

FINANCIAL REVIEW

There is no financial impact in accepting this report.

STAFF RECOMMENDATION

It is recommended the City Council receive and file the Annual Financial Audit Report as presented.

ATTACHMENT #1

City of Bradbury

Bradbury, California

Independent Auditors' Report and Basic Financial Statements

For the Year Ended June 30, 2018



City of Bradbury
Basic Financial Statements
For the Year Ended June 30, 2018

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INDEPENDENT AUDITORS' REPORT

To the Honorable Mayor and Members of the City Council
of the City of Bradbury
Bradbury, California

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Bradbury, California (the "City"), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the City's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, each major fund, and the aggregate remaining fund information of the City as of June 30, 2018, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America, require that the Budgetary Comparison Schedules, the Schedules of the City's Proportionate Share of the Net Pension Liabilities and Related Ratios, and the Schedule of the City's Contributions on pages 43 through 49 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by Governmental Accounting Standards Board ("GASB") who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the Required Supplementary Information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Management has omitted the Management's Discussion and Analysis ("MD&A") that accounting principles generally accepted in the United States of America required to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board GASB, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the City's basic financial statements. The Combining and Individual Nonmajor Fund Financial Statements and the Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual are presented for purposes of additional analysis and are not a required part of the basic financial statements.

The Combining and Individual Nonmajor Fund Financial Statements and the Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the Combining and Individual Nonmajor Fund Financial Statements and the Schedule of Revenues, Expenditures, and Changes in Fund Balance - Budget and Actual are fairly stated in all material respects, in relation to the basic financial statements as a whole.

To the Honorable Mayor and Members of the City Council
of the City of Bradbury
Bradbury, California
Page 3

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated April 15, 2019 on our consideration of the City's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the City's internal control over financial reporting and compliance.

The PwC Group, LLP

Santa Ana, California
April 15, 2019

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BASIC FINANCIAL STATEMENTS

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GOVERNMENT-WIDE FINANCIAL STATEMENTS

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City of Bradbury
Statement of Net Position
June 30, 2018

	Governmental Activities
ASSETS	
Current assets:	
Cash and investments	\$ 5,122,971
Accounts receivable	168,719
Taxes receivable	23,775
Interest receivable	16,231
Due from other governments	7,363
Total current assets	<u>5,339,059</u>
Noncurrent assets:	
Capital assets:	
Nondepreciable	232,931
Depreciable, net	<u>2,238,872</u>
Total capital assets	<u>2,471,803</u>
Total noncurrent assets	<u>2,471,803</u>
Total assets	<u><u>7,810,862</u></u>
DEFERRED OUTFLOWS OF RESOURCES	
Pension related deferred outflows of resources	<u>107,837</u>
Total deferred outflows of resources	<u><u>107,837</u></u>
LIABILITIES	
Current liabilities:	
Accounts payable and accrued liabilities	158,203
Unearned revenue	76,719
Net pension liability	<u>76,419</u>
Total current liabilities	<u>311,341</u>
Total liabilities	<u><u>311,341</u></u>
DEFERRED INFLOWS OF RESOURCES	
Pension related deferred inflows of resources	<u>68,221</u>
Total deferred inflows of resources	<u><u>68,221</u></u>
NET POSITION	
Investment in capital assets	2,471,803
Restricted	360,611
Unrestricted	<u>4,706,723</u>
Total net position	<u><u>\$ 7,539,137</u></u>

City of Bradbury
Statement of Activities
For the Year Ended June 30, 2018

Functions/Programs	Expenses	Program Revenues			Net (Expense) Revenue and Changes in Net Position
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	
Governmental activities:					
General government	\$ 1,010,569	\$ 766,807	\$ -	\$ -	\$ (243,762)
Public safety	269,977	-	159,695	-	(110,282)
Public works	196,588	43,140	178,738	19,143	44,433
Parks and recreation	30,024	-	-	-	(30,024)
Total governmental activities	\$ 1,507,158	\$ 809,947	\$ 338,433	\$ 19,143	(339,635)
General Revenues:					
					480,304
					4,114
					103,794
					235,727
					130,646
					44,063
					27,821
					383
					<u>1,026,852</u>
					687,217
Net Position:					
					6,851,920
					<u>\$ 7,539,137</u>

GOVERNMENTAL FUND FINANCIAL STATEMENTS

City of Bradbury
Balance Sheet
Governmental Funds
June 30, 2018

	Major Funds			
	General Fund	Special Revenue Funds		
		Sewer	Utility Users Tax	COPS
ASSETS				
Cash and investments	\$ 2,831,166	\$ 1,089,750	\$ 767,036	\$ 113,909
Accounts receivable	168,719	-	-	-
Taxes receivable	7,822	-	11,473	-
Interest receivable	8,885	3,443	2,560	356
Due from other governments	-	-	-	-
Due from other funds	3,882	-	-	-
Total assets	\$ 3,020,474	\$ 1,093,193	\$ 781,069	\$ 114,265
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES				
Liabilities:				
Accounts payable and accrued liabilities	\$ 141,948	\$ 8,788	\$ 472	\$ -
Unearned revenues	-	-	-	69,970
Due to other funds	-	-	-	-
Total liabilities	141,948	8,788	472	69,970
Deferred Inflows of Resources:				
Unavailable revenue	154,228	-	-	-
Total deferred inflows of resources	154,228	-	-	-
Fund Balances:				
Restricted	-	-	-	44,295
Committed	-	1,084,405	780,597	-
Unassigned (deficit)	2,724,298	-	-	-
Total fund balances	2,724,298	1,084,405	780,597	44,295
Total liabilities, deferred inflows of resources and fund balances	\$ 3,020,474	\$ 1,093,193	\$ 781,069	\$ 114,265

City of Bradbury
Balance Sheet (Continued)
Governmental Funds
June 30, 2018

	Nonmajor Governmental Funds	Total Governmental Funds
ASSETS		
Cash and investments	\$ 321,110	\$ 5,122,971
Accounts receivable	-	168,719
Taxes receivable	4,480	23,775
Interest receivable	987	16,231
Due from other governments	7,363	7,363
Due from other funds	-	3,882
Total assets	\$ 333,940	\$ 5,342,941
LIABILITIES, DEFERRED INFLOWS OF RESOURCES AND FUND BALANCES		
Liabilities:		
Accounts payable and accrued liabilities	\$ 6,995	\$ 158,203
Unearned revenues	6,749	76,719
Due to other funds	3,882	3,882
Total liabilities	17,626	238,804
Deferred Inflows of Resources:		
Unavailable revenue	-	154,228
Total deferred inflows of resources	-	154,228
Fund Balances:		
Restricted	316,316	360,611
Committed	-	1,865,002
Unassigned (deficit)	(2)	2,724,296
Total fund balances	316,314	4,949,909
Total liabilities, deferred inflows of resources and fund balances	\$ 333,940	\$ 5,342,941

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City of Bradbury
Reconciliation of the Governmental Funds Balance Sheet
to the Government-Wide Statement of Net Position
June 30, 2018

Total Fund Balances - Total Governmental Funds	<u>\$ 4,949,909</u>
---	---------------------

Amounts reported for governmental activities in the government-wide statement of net position were different because:

Capital assets used in governmental activities were not financial resources and therefore, were not reported in governmental funds.

Capital assets, nondepreciable	\$ 232,931	
Capital assets, net of accumulated depreciation	<u>2,238,872</u>	<u>2,471,803</u>

Net pension liabilities and the related deferred outflows of resources and deferred inflows of resources are not due and payable in the current period or not available for current expenditures and are not reported in the governmental fund financial statements:

Pension related deferred outflows of resources		107,837
Net pension liability		(76,419)
Pension related deferred inflows of resources		<u>(68,221)</u>

Revenue reported as unavailable revenue in the governmental funds when it is not received soon enough after year-end for current expenditures. The availability criteria does not apply to the government-Wide Financial Statements and, therefore, the revenue is recognized when eligibility requirements are met and earned.

154,228

Net Position of Governmental Activities	<u><u>\$ 7,539,137</u></u>
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City of Bradbury
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
For the Year Ended June 30, 2018

	Major Funds			
	General Fund	Special Revenue Funds		
		Sewer	Utility Users Tax	COPS
REVENUES:				
Taxes	\$ 729,180	\$ -	\$ 235,726	\$ -
Licenses and permits	329,800	-	-	-
Use of money and property	20,722	9,699	7,099	1,383
Intergovernmental	58,867	-	-	145,020
Charges for current services	480,338	43,140	-	-
Other revenue	5,935	-	-	-
Total revenues	<u>1,624,842</u>	<u>52,839</u>	<u>242,825</u>	<u>146,403</u>
EXPENDITURES:				
Current:				
General government	970,873	-	-	-
Public safety	124,957	-	-	145,020
Public works	-	-	35,716	-
Parks and recreation	29,802	-	-	-
Capital outlay	7,470	143,324	-	-
Total expenditures	<u>1,133,102</u>	<u>143,324</u>	<u>35,716</u>	<u>145,020</u>
REVENUES OVER (UNDER) EXPENDITURES	<u>491,740</u>	<u>(90,485)</u>	<u>207,109</u>	<u>1,383</u>
OTHER FINANCING SOURCES (USES):				
Transfers in	-	1,100,000	-	-
Transfers out	(1,100,000)	-	-	-
Total other financing sources (uses)	<u>(1,100,000)</u>	<u>1,100,000</u>	<u>-</u>	<u>-</u>
Net change in fund balances	<u>(608,260)</u>	<u>1,009,515</u>	<u>207,109</u>	<u>1,383</u>
FUND BALANCES:				
Beginning of year, as restated (Note 12)	3,332,558	74,890	573,488	42,912
End of year	<u>\$ 2,724,298</u>	<u>\$ 1,084,405</u>	<u>\$ 780,597</u>	<u>\$ 44,295</u>

City of Bradbury
Statement of Revenues, Expenditures, and Changes in Fund Balances (Continued)
Governmental Funds
For the Year Ended June 30, 2018

	Nonmajor Governmental Funds	Total Governmental Funds
REVENUES:		
Taxes	\$ -	\$ 964,906
Licenses and permits	-	329,800
Use of money and property	3,013	41,916
Intergovernmental	129,271	333,158
Charges for current services	-	523,478
Other revenue	-	5,935
Total revenues	<u>132,284</u>	<u>2,199,193</u>
EXPENDITURES:		
Current:		
General government	-	970,873
Public safety	-	269,977
Public works	119,700	155,416
Parks and recreation	222	30,024
Capital outlay	7,143	157,937
Total expenditures	<u>127,065</u>	<u>1,584,227</u>
REVENUES OVER (UNDER) EXPENDITURES	<u>5,219</u>	<u>614,966</u>
OTHER FINANCING SOURCES (USES):		
Transfers in	-	1,100,000
Transfers out	-	(1,100,000)
Total other financing sources (uses)	<u>-</u>	<u>-</u>
Net change in fund balances	5,219	614,966
FUND BALANCES:		
Beginning of year, as restated (Note 12)	311,095	4,334,943
End of year	<u>\$ 316,314</u>	<u>\$ 4,949,909</u>

City of Bradbury
Reconciliation of the Governmental Funds Statement of Revenues, Expenditures, and
Changes in Fund Balances to the Government-Wide Statement of Activities
For the Year Ended June 30, 2018

Net Change in Fund Balances - Total Governmental Funds: \$ 614,966

Amounts reported for governmental activities in the statement of activities are different because:

Capital assets used in governmental activities are not financial resources and therefore are not reported in governmental funds:

Capital outlay, net of public works maintenance expenditure \$3,058	154,879
Depreciation	(65,151)

Certain pension expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore, are not reported as expenditures in governmental funds, net of contribution made after measurement date in the amount of \$14,550. (12,658)

Revenues reported as unavailable revenue in the governmental funds and recognized as revenue in the Statement of Activities. (4,819)

Change in Net Position of Governmental Activities	<u><u>\$ 687,217</u></u>
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NOTES TO THE BASIC FINANCIAL STATEMENTS

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City of Bradbury
Notes to the Basic Financial Statements
For the Year Ended June 30, 2018

Note 1 - Reporting Entity

The City of Bradbury, California (the "City"), was incorporated on July 26, 1957. The City provides a broad range of services to its citizens, including general government, public safety, streets, sanitation, and parks and recreation. Many of the municipal governmental functions of the City are provided by special districts. Examples of some of these special districts, which usually encompass areas larger than the City itself, are the Fire Protection District, the Library District, the Sewer Maintenance District and the County Flood Control District. Certain other governmental functions are paid for by the City, but performed by Los Angeles County departments under contract. Some of the contracts now in effect are for police protection, street maintenance, and tax collection services.

The City is a general law city operating under the City Council/City Manager form of government. The financial reporting entity of the City is comprised of various funds. The accompanying financial statements include those of the City and contain only the funds of the City.

In evaluating how to define the City for financial reporting purposes, management has considered all potential component units. The primary criteria for including a potential component unit within the reporting entity are the governing body's financial accountability and a financial benefit or burden relationship and whether it is misleading to exclude. A primary government is financially accountable and shares a financial benefit or burden relationship, if it appoints a voting majority of an organization's governing body and it is able to impose its will on the organization, or if there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the primary government. A primary government may also be financially accountable if an organization is fiscally dependent on the primary government regardless of whether the organization has a separately elected governing board, a governing board appointed by a higher level of government, or a jointly appointed board, and there is a potential for the organization to provide specific financial benefits to, or impose specific financial burdens on the primary government.

There are no component units for the City that meet the criteria for blended presentation.

Note 2 – Summary of Significant Accounting Policies

A. Basis of Presentation

The basic financial statements of the City have been prepared in accordance with accounting principles generally accepted in the United States of America ("U.S. GAAP") as applied to governmental agencies. The Governmental Accounting Standards Board ("GASB") is the accepted standard setting body for establishing governmental accounting and financial reporting principles.

B. Measurement Focus, Basis of Accounting, and Financial Statements Presentation

The accounts of the City are organized on the basis of funds, each of which is considered a separate accounting entity. The operations of each fund are accounted for in a separate set of self-balancing accounts that comprise its assets, liabilities, fund equity, revenues, and expenditures. City resources are allocated to account for in individual funds based upon the purpose for which they are to be spent and the means by which spending activities are controlled.

Government-Wide Financial Statements

The City's government-wide financial statements include a statement of net position and a statement of activities. These statements present summaries of governmental activities for the City. The City does not have any business-type activities; therefore, only governmental activities are reported.

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 2 – Summary of Significant Accounting Policies (Continued)

B. Measurement Focus, Basis of Accounting, and Financial Statements Presentation (Continued)

Government-Wide Financial Statements (Continued)

The government-wide financial statements are presented on an "*economic resources*" measurement focus and the accrual basis of accounting. Accordingly, all of the City's assets and liabilities are included in the accompanying statement of net position. The statement of activities presents changes in net position. Under the accrual basis of accounting, revenues are recognized in the period in which they are earned, while expenses are recognized in the period in which the liability is incurred.

Certain types of transactions are reported as program revenues for the City in three categories: (1) charges for services, (2) operating grants and contributions, and (3) capital grants and contributions.

Certain eliminations have been made in regards to interfund activities, payables and receivables. The transfers in and out and due to due from other funds activities have been eliminated.

Governmental Fund Financial Statements

Governmental fund financial statements include a balance sheet and a statement of revenues, expenditures and changes in fund balances for all major governmental funds and nonmajor funds in aggregate. An accompanying schedule is presented to reconcile and explain the differences in net position as presented in these statements to the net position presented in the government-wide financial statements. The City has presented all major funds that met the qualifications for major fund reporting.

All governmental funds are accounted for on a spending or "*current financial resources*" measurement focus and the modified accrual basis of accounting. Accordingly, only current assets and current liabilities are included on the balance sheets. The statement of revenues, expenditures and changes in fund balance presents increases (revenues and other financing sources) and decreases (expenditures and other financing uses) in net current assets. Under the modified accrual basis of accounting, revenues are recognized in the accounting period in which they become both measurable and available to finance expenditures of the current period.

Revenues are recognized as soon as they are both "measurable" and "available". Revenues are considered to be available when they are collectible within the current period as soon enough thereafter to pay liabilities of the current period. For this purpose, the City considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. The primary revenue sources, which have been treated as susceptible to accrual by the City, are property taxes, sales tax, intergovernmental revenues, other taxes, and grant revenues. Expenditures are recorded in the accounting period in which the related fund liability is incurred.

The reconciliations of the Fund Financial Statements to the Government-Wide Financial Statements are presented to explain the differences.

The City reports the following major governmental funds:

General Fund is the general operating fund of the City. All general tax revenues and other receipts not allocated by law or contractual agreement to other funds are accounted for in this fund. Expenditures of this fund include general operating costs not paid through other funds. The General Fund is used to account for all activities of the general government not accounted for in some other fund.

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 2 – Summary of Significant Accounting Policies (Continued)

B. Measurement Focus, Basis of Accounting, and Financial Statements Presentation (Continued)

Governmental Fund Financial Statements (Continued)

Sewer Special Revenue Fund is used to account for assessments collected and projects funded with those assessments.

Utility Users Tax Special Revenue Fund is used to record the receipt and disbursement of funds received from the utility users tax assessed by the City. When it was approved by voters, it was specified to be separated into its own fund for the purpose of complying with the Clean Water Act. The fund is used to preserve the City's essential municipal services, maintain a safe and quality community and meet the obligations for State and Federal Mandates.

Citizens' Option for Public Safety (COPS) Special Revenue Fund – is used to account for the receipt and disbursement of funds allocated by the State of California, and must be used for front line law enforcement expenditures.

C. Cash and Investments

Investments are reported in the accompanying balance sheet at fair value.

Changes in fair value that occur during a fiscal year are recognized as investment income reported for that fiscal year. Investment income includes interest earnings, changes in fair value, and any gains or losses realized upon the liquidation, maturity, or sale of investments.

The City pools cash investments of all funds. Each fund's share in this pool is displayed in the accompanying financial statements as cash and investments. Investment income earned from pooled investments is allocated to those various funds based on each fund's average cash and investment balance.

Certain disclosure requirements, if applicable, for deposits and investment risks in the following areas:

- Interest Rate Risk
- Credit Risk
 - Overall
 - Custodial Credit Risk
 - Concentration of Credit Risk
- Foreign Currency Risk

In addition, other disclosures are specified including use of certain methods to present deposits and investments, highly sensitive investments, credit quality at year-end and other disclosures.

D. Fair Value Measurement

U.S. GAAP defines fair value, establishes a framework for measuring fair value and establishes disclosures about fair value measurement. Investments, unless otherwise specified, recorded at fair value in the financial statements, are categorized based upon the level of judgment associated with the inputs used to measure their fair value.

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 2 – Summary of Significant Accounting Policies (Continued)

D. Fair Value Measurement (Continued)

Levels of inputs are as follows:

The three levels of the fair value measurement hierarchy are described below:

- Level 1 – Inputs are unadjusted, quoted prices for identical assets and liabilities in active markets at the measurement date.
- Level 2 – Inputs, other than quoted prices included in Level 1 that are observable for the assets and liabilities through corroboration with market data at the measurement date.
- Level 3 – Unobservable inputs that reflect management's best estimate of what market participants would use in pricing the assets and liabilities at the measurement date.

E. Receivables

Receivables include such items as taxes, intergovernmental revenues, charges for services, miscellaneous accounts receivable, and interest receivable. No allowance for doubtful accounts has been established, as the City believes all amounts are considered to be collectible in the normal course of business.

F. Capital Assets

Capital assets are valued at historical cost or estimated historical cost if actual historical cost was not available. The City's capitalization policy is \$5,000 and above for machinery and equipment; \$10,000 and above for building improvements; \$20,000 and above for buildings; and \$50,000 and above for infrastructure assets. Capital assets are depreciated on a straight-line basis over their estimated useful lives as follows:

Machinery and Equipments	7-10 Years
Roadways - Pavement	25 Years
Roadways - Signs	10 Years
Sewer - Existing Pipe	75 Years
Fence	50 Years
Buildings	50 Years
Curbs and Gutters	100 Years
Bridge	75 Years

G. Interfund Activity

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e., the current portion of interfund loans) or "advances to/from other funds" (i.e., the non-current portion of interfund loans).

H. Compensated Absences

The City accrues accumulated unpaid vacation and sick leave and associated employee-related costs when earned (or estimated to be earned) by the employee. All full-time employees accrue vacation leave according to their years of service. Unused sick days are forfeited at termination or resignation. The balance was zero dollar at June 30, 2018.

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 2 – Summary of Significant Accounting Policies (Continued)

I. Pension

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the plans and additions to/deductions from the plans' fiduciary net position have been determined on the same basis as they are reported by the plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with benefit terms. Investments are reported at fair value.

The following timeframes are used for pension reporting:

Valuation Date	June 30, 2016
Measurement Date	June 30, 2017
Measurement Period	July 1, 2016 to June 30, 2017

Gains and losses related to changes in total pension liability and fiduciary net position are recognized in pension expense systematically over time. The first amortized amounts are recognized in pension expense for the year the gain or loss occurs. The remaining amounts are categorized as deferred outflows and deferred inflows of resources related to pensions and are to be recognized in future pension expense. The amortization period differs depending on the source of the gain or loss. The difference between projected and actual earnings is amortized straight-line over 5 years. All other amounts are amortized straight-line over the average expected remaining service lives of all members that are provided with benefits (active, inactive, and retired) as of the beginning of the measurement period.

J. Deferred Outflows / Inflows of Resources

The statement of net position reports separate sections for Deferred Outflows of Resources and Deferred Inflows of Resources, when applicable.

Deferred Outflows of Resources represent outflows of resources (consumption of net position) that apply to future periods and that, therefore, will not be recognized as an expense until that time.

Deferred Inflows of Resources represent inflows of resources (acquisition of net position) that apply to future periods and that, therefore, are not recognized as a revenue until that time.

K. Fund Balances

In the governmental fund financial statements, fund balances are classified as follows:

Nonspendable – This amount indicates the portion of fund balance which cannot be spent because they are either not in spendable form, such as prepaid items, inventories or loans receivable, or legally or contractually required to be maintained intact, such as the principal portion of an endowment.

Restricted – This amount indicates the portion of fund balance which has been restricted a) externally imposed by creditors (such as through debt covenants), grantors, contributors, or laws or regulations of other governments; or b) imposed by law through constitutional provisions or enabling legislation.

Committed – This amount indicates the portion of fund balance which can only be used for specific purposes pursuant to formal resolution or ordinance of the City Council. The City Council is considered the highest authority for the City. Adoption of a resolution by the City Council is required to commit resources or to rescind the commitment.

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 2 – Summary of Significant Accounting Policies (Continued)

K. Fund Balances (Continued)

Assigned – This amount indicates the portion of fund balance which is constrained by the City’s intent to be used for specific purposes, but is neither restricted nor committed. The City Manager is authorized by the City Council to determine and define the amount of assigned fund balance.

Unassigned – This amount indicates the portion of fund balance that does not fall into one of the above categories. This category is for any balances that have no restrictions placed upon them. The general fund is the only fund that reports a positive unassigned fund balance amount. In other governmental funds it is not appropriate to report a positive unassigned fund balance amount. However, in governmental funds other than the general fund, if expenditures incurred for specific purposes exceed the amounts that are restricted, committed, or assigned to those purposes, it may be necessary to report a negative unassigned fund balance in that fund.

When expenditures are incurred for purposes where only unrestricted fund balances are available, the City uses the unrestricted resources in the following order: committed, assigned, and unassigned.

L. Net Positions

In the government-wide financial statements, net position balances are classified as follows:

Investment in Capital Assets – This component of net position consists of capital assets, net of accumulated depreciation.

Restricted – This component of net position consists of restricted assets reduced by liabilities and deferred inflows of resources related to those assets.

Unrestricted – This component of net position is the amount of the assets, deferred outflows of resources, liabilities, and deferred inflows of resources that are not included in the determination of investment in capital assets or the restricted component of net position.

When expenses are incurred for purposes in which both restricted and unrestricted components of net position are available, the City’s policy is to apply the restricted component of net position first.

M. Property Tax Revenues

Property taxes in California are levied in accordance with Article XIII B of the State Constitution at one percent of county-wide assessed valuations. This one percent is allocated pursuant to state law to the appropriate units of local government. Property tax revenue is recognized in the fiscal year for which taxes have been levied, provided that the revenue is collected in the current period or will be collected within 60 days thereafter.

The following dates relate to property tax levies and collections:

Lien Date	January 1
Levy Date	July 1
Due Dates	November 1 and February 1
Collection Dates	December 10 and April 10

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 2 – Summary of Significant Accounting Policies (Continued)

N. Use of Estimates

The preparation of the basic financial statements in accordance with U.S. GAAP requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Note 3 – Cash and Investments

Cash and investments as of June 30, 2018 consisted of the following:

Demand deposits	\$ 865,494
Petty cash	300
Investments with LAIF	3,268,177
Investments in certificates of deposit	989,000
Total	<u>\$ 5,122,971</u>

A. Deposits

The carrying amount of the City's demand deposits was \$865,494 at June 30, 2018. The bank balances at that date were \$887,992, the total amount of which was collateralized or insured with accounts held by the pledging financial institutions in the City's name as discussed below.

The California Government Code requires California banks and savings and loan associations to secure the City's cash deposits by pledging securities as collateral. This Code states that collateral pledged in this manner shall have the effect of perfecting a security interest in such collateral superior to those of a general creditor. Thus, collateral for cash deposits is considered to be held in the City's name.

The market value of pledged securities must equal at least 110% of the City's cash deposits. California law also allows institutions to secure City's deposits by pledging first trust deed mortgage notes having a value of 150% of the City's total cash deposits. The City may waive collateral requirements for cash deposits, which are fully insured up to \$250,000 by the Federal Deposit Insurance Corporation ("FDIC"). The City, however, has not waived the collateralization requirements.

The City follows the practice of pooling cash and investments of all funds, except for funds required to be held by fiscal agents under the provisions of bond indentures, if applicable. Interest income earned on pooled cash and investments is allocated on an accounting period basis to the various funds based on the period-end cash and investment balances.

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 3 – Cash and Investments (Continued)

B. Investments

Under the provisions of the City's investment policy and in accordance with Section 53601 of the California Government Code, the City may invest in the type of investments listed in the table below. The table also identifies certain provisions intended to limit the City's exposure to interest rate risk, credit risk, and concentration of credit risk.

<u>Authorized Investment Type</u>	<u>Maximum Maturity</u>	<u>Maximum Percentage of Portfolio</u>	<u>Maximum Investment in One Issuer</u>
Local Agency Investment Fund	N/A	No Limit	\$ 40,000,000
U.S. Government Obligations	5 Years	No Limit	No Limit
Certificates of Deposit	360 Days	No Limit	No Limit

C. Fair Value Measurement

At June 30, 2018, investments are reported at fair value. The following table presents the fair value measurement of investments on recurring basis and the levels within the fair value hierarchy in which the fair value measurements fall at June 30, 2018:

<u>Investment Type</u>	<u>Significant Other Observable Input (Level 2)</u>
Negotiable certificates of deposit	\$ 989,000 ⁽¹⁾

⁽¹⁾ Price based on market prices

D. Risk Disclosures

Interest Rate Risk - As a means of limiting its exposure to fair value losses arising from rising interest rates, the City's investment policy limits investments to a maximum maturity of five years.

At June 30, 2018, the City had the following investment maturities:

<u>Investment Type</u>	<u>Amount</u>	<u>Investment Maturities (in Years)</u>		
		<u>Less than 1</u>	<u>1 to 2</u>	<u>2 to 3</u>
Local Agency Investment Fund	\$ 3,268,177	\$ 3,268,177	\$ -	\$ -
Negotiable certificates of deposit	989,000	248,000	248,000	493,000
Total	\$ 4,257,177	\$ 3,516,177	\$ 248,000	\$ 493,000

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 3 – Cash and Investments (Continued)

D. Risk Disclosures (Continued)

Credit Risk – State law limits investments in commercial paper and corporate bonds to the top two ratings issued by nationally recognized statistical rating organizations. It is the City's policy to limit its investments in these investment types to the top rating issued by Standard & Poor's and Moody's Investor Service. At June 30, 2018, the City's credit risks, expressed on a percentage basis, were as follows:

Credit Quality Distribution for Securities with Credit Exposure as a Percentage of Total Investments			
Investment Type	Moody's Credit Rating	S&P's Credit Rating	% of Investments with Interest Rate Risk
Local Agency Investment Fund	Not Rated	Not Rated	76.77%
Negotiable certificates of deposit	Not Rated	Not Rated	23.23%
Total			100.00%

Custodial Risk – For deposits, custodial credit risk is the risk that, in the event of the failure of a depository financial institution, the City will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. For an investment, custodial credit risk is the risk that, in the event of the failure of the counterparty (e.g. broker-dealer), the City will not be able to recover the value of its investments or collateral securities that are in the possession of an outside party.

Concentration of credit risk – The City's investment policy does not allow for investments in any one institution that is in excess of 5% of the City's total portfolio, except for LAIF, where there is no limit. The City's certificates of deposit in the amount of \$989,000 represented 23.2% of total City investments.

E. Investment in Local Agency Investment Fund ("LAIF")

The City is a participant in LAIF, which is regulated by California Government Code Section 16429 under the oversight of the Treasurer of the State of California. The City's investments with LAIF at June 30, 2018 included a portion of the pool funds invested in Structured Notes and Asset-Backed Securities, which included the following:

Structured Notes: debt securities (other than asset-backed securities) whose cash flow characteristics (coupon rate, redemption amount, or stated maturity) depend upon one or more indices and/or that have embedded forwards or options.

Asset-Backed Securities: generally, mortgage-backed securities that entitle their purchasers to receive a share of the cash flows from a pool of assets such as principal and interest repayments from a pool of mortgages (for example, Collateralized Mortgage Obligations) or credit card receivables.

As of June 30, 2018, the City had \$3,268,177 invested in LAIF, which had invested 2.67% of the pool investment funds in Structured Notes and Asset-Backed Securities. The investment in LAIF is reported at amortized cost.

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 4 – Interfund Transactions

Due To and Due From

At June 30, 2018 the City had the following due to and from other funds:

Due To Other Funds		Due From Other Funds	
		General Fund	
Nonmajor Governmental Fund		\$	3,882

The due to and due from is short-term borrowing to cover cash deficit.

Transfers In and Out

At June 30, 2018 the City had the following transfers in and out from other funds:

Transfer Out		Transfer In	
		Sewer Special Revenue Fund	
General Fund		\$	1,100,000

The purpose of the transfers was to fund the projects funded by the General Fund by the City Council in the past years.

Note 5 – Capital Assets

The following schedule shows changes in capital assets for the year ended June 30, 2018:

	Balance July 1, 2017	Additions	Deletions	Reclassification	Balance June 30, 2018
Nondepreciable Assets:					
Land	\$ 117,197	\$ -	\$ -	\$ -	\$ 117,197
Construction in progress	84,036	39,508	-	(7,810)	115,734
Total Nondepreciable Assets	201,233	39,508	-	(7,810)	232,931
Depreciable Assets:					
Structures and improvements	859,900	-	-	-	859,900
Machinery and equipment	94,239	7,470	-	-	101,709
Infrastructure	2,152,578	107,901	(1,964)	7,810	2,266,325
Total Depreciable Assets	3,106,717	115,371	(1,964)	7,810	3,227,934
Less Accumulated Depreciation:					
Structures and improvements	(113,892)	(17,198)	-	-	(131,090)
Machinery and equipment	(43,016)	(9,839)	-	-	(52,855)
Infrastructure	(768,967)	(38,114)	1,964	-	(805,117)
Total Accumulated Depreciation	(925,875)	(65,151)	1,964	-	(989,062)
Total Depreciable Assets, Net	2,180,842	50,220	-	7,810	2,238,872
Total Capital Assets, Net	\$ 2,382,075	\$ 89,728	\$ -	\$ -	\$ 2,471,803

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 5 – Capital Assets (Continued)

Depreciation expense was charged in the following functions in the statement of activities:

General government	\$	27,037
Public works		38,114
Total	\$	<u>65,151</u>

Note 6 – Self-Insurance with Joint Powers Authority

A. Description of Self-Insurance Pool Pursuant to Joint Powers Agreement

The City of Bradbury is a member of the California Joint Powers Insurance Authority (the “Authority”). The Authority is composed of 116 California public entities and is organized under a joint powers agreement pursuant to California Government Code §6500 et seq. The purpose of the Authority is to arrange and administer programs for the pooling of self-insured losses, to purchase excess insurance or reinsurance, and to arrange for group purchased insurance for property and other lines of coverage. The California JPIA began covering claims of its members in 1978. Each member government has an elected official as its representative on the Board of Directors. The Board operates through a nine-member Executive Committee.

B. Primary Self-Insurance Programs of the Authority

Each member pays an annual contribution at the beginning of the coverage period. A retrospective adjustment is then conducted annually thereafter, for coverage years 2012-13 and prior. Coverage years 2013-14 and forward are not subject to routine annual retrospective adjustment. The total funding requirement for primary self-insurance programs is based on an actuarial analysis. Costs are allocated to individual agencies based on payroll and claims history, relative to other members of the risk-sharing pool.

Primary Liability Program

Claims are pooled separately between police and general government exposures. (1) The payroll of each member is evaluated relative to the payroll of other members. A variable credibility factor is determined for each member, which establishes the weight applied to payroll and the weight applied to losses within the formula. (2) The first layer of losses includes incurred costs up to \$30,000 for each occurrence and is evaluated as a percentage of the pool’s total incurred costs within the first layer. (3) The second layer of losses includes incurred costs from \$30,000 to \$750,000 for each occurrence and is evaluated as a percentage of the pool’s total incurred costs within the second layer. (4) Incurred costs from \$750,000 to \$50 million, are distributed based on the outcome of cost allocation within the first and second loss layers.

The overall coverage limit for each member, including all layers of coverage, is \$50 million per occurrence. Subsidence losses have a sub-limit of \$40 million per occurrence. The coverage structure includes retained risk that is pooled among members, reinsurance, and excess insurance. More detailed information about the various layers of coverage is available on the following website: <https://cjpia.org/protection/coverage-programs>.

Primary Workers’ Compensation Program

Claims are pooled separately between public safety (police and fire) and general government exposures. (1) The payroll of each member is evaluated relative to the payroll of other members. A variable credibility factor is determined for each member, which establishes the weight applied to payroll and the weight applied to losses within the formula.

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 6 – Self-Insurance with Joint Powers Authority (Continued)

B. Primary Self-Insurance Programs of the Authority (Continued)

Primary Workers' Compensation Program (Continued)

(2) The first layer of losses includes incurred costs up to \$50,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the first layer. (3) The second layer of losses includes incurred costs from \$50,000 to \$100,000 for each occurrence and is evaluated as a percentage of the pool's total incurred costs within the second layer. (4) Incurred costs from \$100,000 to statutory limits are distributed based on the outcome of cost allocation within the first and second loss layers.

For 2017-18 the Authority's pooled retention is \$2 million per occurrence, with reinsurance to statutory limits under California Workers' Compensation Law. Employer's Liability losses are pooled among members to \$2 million. Coverage from \$2 million to \$5 million is purchased as part of a reinsurance policy, and Employer's Liability losses from \$5 million to \$10 million are pooled among members.

C. Purchased Insurance

Pollution Legal Liability Insurance

The City of Bradbury participates in the pollution legal liability insurance program which is available through the Authority. The policy covers sudden and gradual pollution of scheduled property, streets, and storm drains owned by the City of Bradbury. Coverage is on a claims-made basis. There is a \$50,000 deductible. The Authority has a limit of \$50 million for the 3-year period from July 1, 2017 through July 1, 2020. Each member of the Authority has a \$10 million sub-limit during the 3-year policy term.

Property Insurance

The City of Bradbury participates in the all-risk property protection program of the Authority. This insurance protection is underwritten by several insurance companies. City of Bradbury property is currently insured according to a schedule of covered property submitted by the City of Bradbury to the Authority. City of Bradbury property currently has all-risk property insurance protection in the amount of \$1,291,272. There is a \$10,000 deductible per occurrence except for non-emergency vehicle insurance which has a \$2,500 deductible.

Crime Insurance

The City of Bradbury purchases crime insurance coverage in the amount of \$1,000,000 with a \$2,500 deductible. The fidelity coverage is provided through the Authority.

D. Adequacy of Protection

During the past three fiscal years, none of the above programs of protection experienced settlements or judgments that exceeded pooled or insured coverage. There were also no significant reductions in pooled or insured liability coverage in 2017-2018.

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 7 – Deferred Compensation Plan

The City had made available to its employees a deferred compensation plan, whereby employees authorize the City to withhold funds from salaries to be invested in individual investment accounts. Funds may be withdrawn by participants upon termination of employment or retirement. The City makes no contributions under the Plan. The amount held by trustees for the employees at June 30, 2018 was \$31,524. The Trustee invests compensation deferred by employees in various investment options selected by the employee and retains title to all accumulated funds until they are paid to the employee or other beneficiary. Plan assets were established in the trust arrangement specified by Internal Revenue Code Section 457(g). The plan assets are not reflected on the City's financial statements.

Note 8 – Defined Benefit Pension Plans

General Information about the Pension Plan

Plan Description

The City contributes to the California Public Employees' Retirement System ("CalPERS"), a cost-sharing multiple-employer defined benefit pension plan. CalPERS provides retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. CalPERS acts as a common investment and administrative agent for participating public entities within the State of California. Benefit provisions and all other requirements are established by State statute and City ordinance. Copies of the CalPERS annual financial report may be obtained from their website at www.calpers.ca.gov under Forms and Publications.

Employees Covered by Benefit Terms

At June 30, 2016, the valuation date, the following employees were covered by the benefit terms:

	Miscellaneous Plan
Active employees	3
Transferred and terminated employees	5
Retired Employees and Beneficiaries	1
Total	9

Benefit Provided

CalPERS provide retirement and disability benefits, annual cost-of-living adjustments, and death benefits to plan members and beneficiaries. A classic CalPERS member becomes eligible for Service Retirement upon attainment of age 60 with at least 5 years of credited service. PEPR miscellaneous members become eligible for service retirement upon attainment of age 62 with at least 5 years of service. The service retirement benefit is a monthly allowance equal to the product of the benefit factor, years of service, and final compensation. The final compensation is the monthly average of the member's highest 36 full-time equivalent monthly pay. Retirement benefits for miscellaneous employees are calculated as 2.0% of the average final 60-month compensation.

Participant is eligible for non-industrial disability retirement if becomes disabled and has at least 5 years of credited service. There is no special age requirement. The standard non-industrial disability retirement benefit is a monthly allowance equal to 1.8 percent of final compensation, multiplied by service. Industrial disability benefits are not offered to miscellaneous employees.

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 8 – Defined Benefit Pension Plans (Continued)

General Information about the Pension Plan (Continued)

Benefit Provided (Continued)

An employee's beneficiary may receive the basic death benefit if the employee dies while actively employed. The employee must be actively employed with the City to be eligible for this benefit. An employee's survivor who is eligible for any other pre-retirement death benefit may choose to receive that death benefit instead of this basic death benefit. The basic death benefit is a lump sum in the amount of the employee's accumulated contributions, where interest is currently credited at 7.5 percent per year, plus a lump sum in the amount of one month's salary for each completed year of current service, up to a maximum of six months' salary. For purposes of this benefit, one month's salary is defined as the member's average monthly full-time rate of compensation during the 12 months preceding death.

Upon the death of a retiree, a one-time lump sum payment of \$500 will be made to the retiree's designated survivor(s), or to the retiree's estate.

Benefit terms provide for annual cost-of-living adjustments to each employee's retirement allowance. Beginning the second calendar year after the year of retirement, retirement and survivor allowances will be annually adjusted on a compound basis by 2 percent.

Contributions

Section 20814(c) of the California Public Employees' Retirement Law ("PERL") requires that the employer contribution rates for all public employers be determined on an annual basis by the actuary and shall be effective on the July 1 following notice of a change in the rate. The total plan contributions are determined through CalPERS' annual actuarial valuation process. The Public agency cost-sharing plans covered by either the Safety risk pools, the Plan's actuarially determined rate is based on the estimated amount necessary to pay the Plan's allocated share of the risk pool's costs of benefits earned by employees during the year, and any unfunded accrued liability. The employer is required to contribute the difference between the actuarially determined rate and the contribution rate of employees. For the measurement period ended June 30, 2017, the active employee and employer's contribution rates for miscellaneous plan were 7.000% and 7.159% of annual payroll, respectively.

Pension Liabilities, Pension Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension

Actuarial Methods and Assumptions Used to Determine Total Pension Liability

For the measurement period ended June 30, 2017 (the measurement date), the total pension liability was determined by rolling forward the June 30, 2016 total pension liability. The June 30, 2017, total pension liabilities were based on the following actuarial methods and assumptions:

Actuarial Methods and Assumptions Used to Determine Total Pension Liability

Actuarial Cost Method	Entry Age Normal
Actuarial Assumptions:	
Discount Rate	7.15%
Inflation	2.75%
Salary Increases	Varies by Entry Age and Service
Mortality Rate Table	Derived using CalPERS' Membership Data for all Funds.
Post Retirement Benefit Increase	Contract COLA up to 2.75% until Purchasing Power Protection Allowance Floor on Purchasing Power applies, 2.75% thereafter

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 8 – Defined Benefit Pension Plans (Continued)

Pension Liabilities, Pension Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension (Continued)

Actuarial Methods and Assumptions Used to Determine Total Pension Liability (Continued)

All other actuarial assumptions used in the June 30, 2016 valuation were based on the results of an actuarial experience study for the period from 1997 to 2011, including updates to salary increase, mortality and retirement rates. The Experience Study report can be obtained at CalPERS website under Forms and Publications.

Change of Assumption

In 2017, the accounting discount rate reduced from 7.65 percent to 7.15 percent.

Discount Rate

The discount rate used to measure the total pension liability was 7.15 percent. To determine whether the municipal bond rate should be used in the calculation of the discount rate for each plan, CalPERS stress tested plans that would most likely result in a discount rate that would be different from the actuarially assumed discount rate. The tests revealed the assets would not run out. Therefore, the current 7.15 percent discount rate is appropriate and the use of the municipal bond rate calculation is not deemed necessary. The long-term expected discount rate of 7.15 percent is applied to all plans in the Public Employees' Retirement Fund (PERF). The cash flows used in the testing were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. The stress test results are presented in a detailed report called "GASB Crossover Testing Report" that can be obtained at CalPERS website under the GASB 68 section.

The long-term expected rate of return on pension plan investments was determined using a building-block method in which expected future real rates of return (expected returns, net of pension plan investment expense and inflation) are developed for each major asset class.

In determining the long-term expected rate of return, CalPERS staff took into account both short-term and long-term market return expectations as well as the expected pension fund (Public Employees' Retirement Fund) cash flows. Such cash flows were developed assuming that both members and employers will make their required contributions on time and as scheduled in all future years. Using historical returns of all the funds' asset classes, expected compound (geometric) returns were calculated over the short-term (first 10 years) and the long-term (11-60 years) using a building-block approach.

Using the expected nominal returns for both short-term and long-term, the present value of benefits was calculated for each fund. The expected rate of return was set by calculating the single equivalent expected return that arrived at the same present value of benefits for cash flows as the one calculated using both short-term and long-term returns. The expected rate of return was then set equivalent to the single equivalent rate calculated above and rounded down to the nearest one quarter of one percent.

The table in the following page reflects long-term expected real rate of return by asset class. The rate of return was calculated using the capital market assumptions applied to determine the discount rate and asset allocation. The target allocation shown was adopted by the Board effective on July 1, 2014.

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 8 – Defined Benefit Pension Plans (Continued)

Pension Liabilities, Pension Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension (Continued)

Discount Rate (Continued)

Asset Class	Allocation	Years 1-10 ¹	Years 11+ ²
Global Equity	47.00%	4.90%	5.38%
Global Fixed Income	19.00%	0.80%	2.27%
Inflation Sensitive	6.00%	6.00%	1.39%
Private Equity	12.00%	6.60%	6.63%
Real Estate	11.00%	2.80%	5.21%
Infrastructure and Forestland	3.00%	3.90%	5.36%
Liquidity	2.00%	-0.40%	-0.90%
	<u>100.00%</u>		

¹An expected inflation of 2.5% used for this period

²An expected inflation of 3.0% used for this period.

Sensitivity of the City's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the City's proportionate share of the net pension liability of the Plan as of the measurement date, calculated using the discount rate of 7.15%, as well as what the City's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1 percentage-point lower (6.15%) or 1 percentage-point higher (8.15%) than the current rate:

	Plan's Net Pension Liability/(Asset)		
	Discount Rate	Current Discount	Discount Rate
	-1% (6.15%)	Rate (7.15%)	+ 1% (8.15%)
Miscellaneous	\$ 119,126	\$ 76,419	\$ 41,048

Pension Plan Fiduciary Net Position

Detail information about the plan's fiduciary net position is available in the separately issued CalPERS financial report and can be obtained from CalPERS' website under Forms and Publications.

Proportionate Share of Net Pension Liability and Pension Expense

The following table shows the plan's proportionate share of the risk pool collective net pension liability over the measurement period:

	Increase (Decrease)		
	Plan Total Pension Liability	Plan Fiduciary Net Position	Plan Net Pension Liability/(Asset)
Miscellaneous			
Balance at: 6/30/16 (Valuation date)	879,390	813,144	66,246
Balance at: 6/30/17 (Measurement date)	1,007,121	930,702	76,419
Net Changes during 2016-2017	127,731	117,558	10,173

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 8 – Defined Benefit Pension Plans (Continued)

Pension Liabilities, Pension Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension (Continued)

Proportionate Share of Net Pension Liability and Pension Expense (Continued)

The following is the approach established by the plan actuary to allocate the net pension liability and pension expense to the individual employers within the risk pool.

- (1) In determining a cost-sharing plan's proportionate share, total amounts of liabilities and assets are first calculated for the risk pool as a whole on the valuation date (June 30, 2016). The risk pool's fiduciary net position ("FNP") subtracted from its total pension liability ("TPL") determines the net pension liability ("NPL") at the valuation date.
- (2) Using standard actuarial roll forward methods, the risk pool TPL is then computed at the measurement date (June 30, 2017). Risk pool FNP at the measurement date is then subtracted from this number to compute the NPL for the risk pool at the measurement date. For purposes of FNP in this step and any later reference thereto, the risk pool's FNP at the measurement date denotes the aggregate risk pool's FNP at June 30, 2017 less the sum of all additional side fund (or unfunded liability) contributions made by all employers during the measurement period (2016-2017).
- (3) The individual plan's TPL, FNP and NPL are also calculated at the valuation date. TPL is allocated based on the rate plan's share of the actuarial accrued liability. FNP is allocated based on the rate plan's share of the market value assets.
- (4) Two ratios are created by dividing the plan's individual TPL and FNP as of the valuation date from (3) by the amounts in step (1), the risk pool's total TPL and FNP, respectively.
- (5) The plan's TPL as of the Measurement Date is equal to the risk pool TPL generated in (2) multiplied by the TPL ratio generated in (4). The plan's FNP as of the Measurement Date is equal to the FNP generated in (2) multiplied by the FNP ratio generated in (4) plus any additional side fund (or unfunded liability) contributions made by the employer on behalf of the plan during the measurement period.
- (6) The plan's NPL at the Measurement Date is the difference between the TPL and FNP calculated in (5).

Deferred outflows of resources, deferred inflows of resources, and pension expenses are allocated based on the City's share of contributions during the measurement period.

The City's proportionate share of the net pension liability was as follows:

	Miscellaneous Plan
June 30, 2016	0.00077%
June 30, 2017	0.00077%
Change - Increase (Decrease)	0%

For the year ended June 30, 2018, the City recognized pension expense of \$27,208 for the miscellaneous plan.

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 8 – Defined Benefit Pension Plans (Continued)

Pension Liabilities, Pension Expenses, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pension (Continued)

Proportionate Share of Net Pension Liability and Pension Expense (Continued)

The amortization period differs depending on the source of the gain or loss. The difference between projected and actual earnings is amortized over 5-years straight line. All other amounts are amortized straight-line over the average expected remaining service lives of all members that are provided with benefits (active, inactive and retired) as of the beginning of the measurement period.

The expected average remaining service lifetime (“EARSL”) is calculated by dividing the total future service years by the total number of plan participants (active, inactive, and retired) in the risk pool. The EARSL for risk pool for the 2016-2017 measurement period is 3.8 years, which was obtained by dividing the total service years of 490,088 (the sum of remaining service lifetimes of the active employees) by 130,595 (the total number of participants: active, inactive, and retired).

At June 30, 2018, the City reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

Miscellaneous Plan		
	Deferred outflows of Resources	Deferred inflows of Resources
Pension contribution made after measurement date	\$ 14,550	
Changes of Assumptions	38,822	-
Difference between Expected and Actual Experience	-	(4,511)
Actual earnings in excess of expected earning on pension investments	9,506	-
Adjustment due to differences in proportions	-	(63,710)
Difference between employer's actual contributions and employer's proportionate share of contributions	44,959	-
Total	<u>\$ 107,837</u>	<u>\$ (68,221)</u>

For the year ended June 30, 2018, deferred outflows of resources related to pensions was \$14,550, resulting from City’s contributions subsequent to the measurement date, will be recognized as a reduction of the collective net pension liability in the year ending June 30, 2019.

Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense as follows:

<u>Year Ending June 30,</u>	<u>Miscellaneous Plan</u>
2019	\$ 870
2020	17,470
2021	12,368
2022	(5,642)
2023	-
Thereafter	-
	<u>\$ 25,066</u>

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 9 – Classification of Fund Balances

At June 30, 2018, fund balances are classified in the governmental funds as follows:

	General Fund	Special Revenue Funds			Nonmajor Governmental Funds	Total
		Sewer	UUT	COPS		
Restricted:						
COPS	\$ -	\$ -	\$ -	\$ 44,295	\$ -	\$ 44,295
Gas Tax	-	-	-	-	115,620	115,620
Proposition C	-	-	-	-	56,218	56,218
Country Park Grant	-	-	-	-	8,947	8,947
Proposition A	-	-	-	-	3,323	3,323
Measure R	-	-	-	-	76,414	76,414
STPL	-	-	-	-	33,086	33,086
Recycling	-	-	-	-	209	209
Fire Grant	-	-	-	-	10,636	10,636
Measure M	-	-	-	-	11,863	11,863
Total Restricted	-	-	-	44,295	316,316	360,611
Committed:						
Sewer improvements and operations	-	1,084,405	-	-	-	1,084,405
Clean water	-	-	780,597	-	-	780,597
Total Committed	-	1,084,405	780,597	-	-	1,865,002
Unassigned:	2,724,298	-	-	-	(2)	2,724,296
Total Fund Balances	<u>\$ 2,724,298</u>	<u>\$ 1,084,405</u>	<u>\$ 780,597</u>	<u>\$ 44,295</u>	<u>\$ 316,314</u>	<u>\$ 4,949,909</u>

In order to prudently protect its fiscal solvency, the City maintains a minimum unassigned fund balance of \$1,000,000 as a reserve for economic uncertainties. The reserves are important in order to:

- Ensure that the City is able to respond to the challenges of a changing environment.
- Reduce the budgetary impacts of bad economic times.
- Insulate the City from actions of the State that may result in reduction of revenues.
- Mitigate exposure to natural disasters or other catastrophic events.
- Demonstrate continued creditworthiness to bond rating agencies and the financial community.

The nature and purpose of each reserve is described below:

- A. Infrastructure - funds set aside for one-time infrastructure expenditures relating to City owned infrastructure repairs such as streets, sewers or other City facilities.
- B. Economic changes, natural disaster or other catastrophic events - funds set aside for local disasters, emergencies, and / or unexpected economic changes that adversely impact the City's financial position.

City of Bradbury
Notes to the Basic Financial Statements (Continued)
For the Year Ended June 30, 2018

Note 10 – Other Required Disclosures

Excess of Expenditures over Appropriations

	<u>Appropriations</u>	<u>Expenditures</u>	<u>Excess Expenditures over Appropriations</u>
General Fund:			
General government	\$ 957,577	\$ 970,873	\$ (13,296)
Public safety	116,100	124,957	(8,857)
Parks and recreation	29,500	29,802	(302)
COPS Special Revenue Fund:			
Public safety	143,750	145,020	(1,270)
Nonmajor Governmental Funds:			
Gas Tax Special Revenue Fund			
Public works	25,500	26,110	(610)
Prop A Special Revenue Fund			
Public works	-	80,000	(80,000)
Recycling Grant Special Revenue Fund			
Public works	1,500	4,500	(3,000)

The excess was due to higher than anticipated expenditures that exceeded the approved appropriations. The Council was informed of the excesses through monthly reports, and that the expenditures were higher than yearly budgeted amounts due to unforeseen expenses. However, the Council did not formally increase the budgetary appropriations since the revenues were higher than expected and they exceeded the total expenditures.

Note 11 – Commitments and Contingencies

A. Grants

The City participates in Federal and State grant programs. No cost disallowance is expected as a result of these audits; however, these programs are subject to further examination by the grantors. Expenditures which may be disallowed by the granting agencies, if any, cannot be determined at this time. The City expects such amounts, if any, to be immaterial.

B. Litigation

The City is a defendant in a number of lawsuits, which have arisen in the normal course of business. While substantial damages are alleged in some of these actions, their outcome cannot be predicted with certainty.

Note 12 – Prior Period Adjustments

Beginning net position for governmental activities and fund balance for nonmajor governmental funds were restated from \$6,863,972 to \$6,851,920 and from \$323,147 to \$311,095, respectively, to report unearned revenue for advanced grant funding.

REQUIRED SUPPLEMENTARY INFORMATION (UNAUDITED)

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City of Bradbury
Required Supplementary Information (Unaudited)
Budgetary Comparison Schedule
For the Year Ended June 30, 2018

	General Fund			
	Budget		Actual	Variance with Final Budget
	Original	Final		
REVENUES:				
Taxes	\$ 677,700	\$ 677,700	\$ 729,180	\$ 51,480
Licenses and permits	377,000	377,000	329,800	(47,200)
Use of money and property	14,625	14,625	20,722	6,097
Intergovernmental	6,000	6,000	58,867	52,867
Charges for current services	608,800	608,800	480,338	(128,462)
Other revenue	5,820	5,820	5,935	115
Total revenues	<u>1,689,945</u>	<u>1,689,945</u>	<u>1,624,842</u>	<u>(65,103)</u>
EXPENDITURES:				
Current:				
General government	984,450	957,577	970,873	(13,296)
Public safety	116,100	116,100	124,957	(8,857)
Parks and recreation	29,500	29,500	29,802	(302)
Capital outlay	-	14,853	7,470	7,383
Total expenditures	<u>1,130,050</u>	<u>1,103,177</u>	<u>1,133,102</u>	<u>(22,455)</u>
REVENUES OVER (UNDER) EXPENDITURES	<u>559,895</u>	<u>586,768</u>	<u>491,740</u>	<u>(87,558)</u>
OTHER FINANCING USES:				
Transfers out	(1,100,000)	(1,100,000)	(1,100,000)	-
Total other financing uses	<u>(1,100,000)</u>	<u>(1,100,000)</u>	<u>(1,100,000)</u>	<u>-</u>
Net change in fund balance	<u>\$ (540,105)</u>	<u>\$ (513,232)</u>	<u>(608,260)</u>	<u>\$ (87,558)</u>
FUND BALANCE:				
Beginning of year			3,332,558	
End of year			<u>\$ 2,724,298</u>	

City of Bradbury
Required Supplementary Information (Unaudited)
Budgetary Comparison Schedule (Continued)
For the Year Ended June 30, 2018

Sewer Special Revenue Fund

	Budget			Variance with
	Original	Final	Actual	Final Budget
REVENUES:				
Use of money and property	\$ -	\$ -	\$ 9,699	\$ 9,699
Charges for current services	36,967	36,967	43,140	6,173
Total revenues	<u>36,967</u>	<u>36,967</u>	<u>52,839</u>	<u>15,872</u>
EXPENDITURES:				
Capital outlay	1,130,795	1,136,099	143,324	992,775
Total expenditures	<u>1,130,795</u>	<u>1,136,099</u>	<u>143,324</u>	<u>992,775</u>
REVENUES OVER (UNDER) EXPENDITURES	<u>(1,093,828)</u>	<u>(1,099,132)</u>	<u>(90,485)</u>	<u>1,008,647</u>
OTHER FINANCING SOURCES:				
Transfers in	1,100,000	1,100,000	1,100,000	-
Total other financing sources	<u>1,100,000</u>	<u>1,100,000</u>	<u>1,100,000</u>	<u>-</u>
Net change in fund balance	<u>\$ 6,172</u>	<u>\$ 868</u>	1,009,515	<u>\$ 1,008,647</u>
FUND BALANCE:				
Beginning of year			74,890	
End of year			<u>\$ 1,084,405</u>	

City of Bradbury
Required Supplementary Information (Unaudited)
Budgetary Comparison Schedule (Continued)
For the Year Ended June 30, 2018

Utility Users Tax (UUT) Special Revenue Fund

	Budget		Actual	Variance with Final Budget
	Original	Final		
REVENUES:				
Taxes	\$ 224,700	\$ 224,700	\$ 235,726	\$ 11,026
Use of money and property	450	450	7,099	6,649
Total revenues	<u>225,150</u>	<u>225,150</u>	<u>242,825</u>	<u>17,675</u>
EXPENDITURES:				
Current:				
Public works	348,922	348,922	35,716	313,206
Total expenditures	<u>348,922</u>	<u>348,922</u>	<u>35,716</u>	<u>313,206</u>
Net change in fund balance	<u>\$ (123,772)</u>	<u>\$ (123,772)</u>	207,109	<u>\$ 330,881</u>
FUND BALANCE:				
Beginning of year			573,488	
End of year			<u>\$ 780,597</u>	

City of Bradbury
Required Supplementary Information (Unaudited)
Budgetary Comparison Schedule (Continued)
For the Year Ended June 30, 2018

Citizens' Option for Public Safety (COPS) Special Revenue Fund

	Budget		Actual Amounts	Variance with Final Budget
	Original	Final		
REVENUES:				
Use of money and property	\$ 360	\$ 360	\$ 1,383	\$ 1,023
Intergovernmental	100,000	100,000	145,020	45,020
Total revenues	<u>100,360</u>	<u>100,360</u>	<u>146,403</u>	<u>46,043</u>
EXPENDITURES:				
Current:				
Public safety	143,750	143,750	145,020	(1,270)
Total expenditures	<u>143,750</u>	<u>143,750</u>	<u>145,020</u>	<u>(1,270)</u>
Net change in fund balance	<u>\$ (43,390)</u>	<u>\$ (43,390)</u>	1,383	<u>\$ 44,773</u>
FUND BALANCE:				
Beginning of year			42,912	
End of year			<u>\$ 44,295</u>	

City of Bradbury
Required Supplementary Information (Unaudited)
Budgetary Information
For the Year Ended June 30, 2018

Budget and Budgetary Accounting

The City adopts an annual budget prepared on the modified accrual basis of accounting for the governmental funds. The City Manager or his designee is authorized to transfer budgeted amounts between the accounts of any department. Revisions that alter the total appropriations of any department or fund must be approved by City Council. Expenditures may not legally exceed appropriations at the program level. The difference between the budgetary basis and GAAP fund balances as of June 30, 2017 was not material. Budgets were not adopted for County Park Grant Special Revenue Fund, STPL Special Revenue Fund, Fire Grant Special Revenue Fund, and TDA Special Revenue Fund.

City of Bradbury
Required Supplementary Information (Unaudited)
Schedule of the City's Proportionate Share of the Net Pension Liability and Related Ratios
For the Year Ended June 30, 2018

Last Ten Fiscal Years

California Public Employees' Retirement System ("CalPERS") Miscellaneous Plan

Measurement Date	June 30, 2017	June 30, 2016	June 30, 2015	June 30, 2014 ¹
City's Proportion of the Net Pension Liability	0.00077%	0.00077%	0.00256%	0.00322%
City's Proportionate Share of the Net Pension Liability	\$ 76,419	\$ 66,246	\$ 175,694	\$ 200,391
City's Covered Payroll	\$ 185,286	\$ 203,105	\$ 167,611	\$ 190,547
City's Proportionate Share of the Net Pension Liability as a Percentage of Its Covered Payroll	<u>41.24%</u>	<u>32.62%</u>	<u>104.82%</u>	<u>105.17%</u>
Plan's Proportionate Share of the Fiduciary Net Position as a Percentage of the Total Pension Liability	<u>92.41%</u>	<u>92.47%</u>	<u>78.51%</u>	<u>74.45%</u>

¹ Historical information is presented only for measurement periods for which GASB 68 is applicable. Additional information will be displayed as it becomes available.

City of Bradbury
Required Supplementary Information (Unaudited)
Schedule of the City's Contributions
For the Year Ended June 30, 2018

Last Ten Fiscal Years

California Public Employees' Retirement System ("CalPERS") Miscellaneous Plan

Fiscal Year	2017-18	2016-17	2015-16	2014-15	2013-14 ¹
Actuarially Determined Contribution	\$ 14,171	\$ 11,319	\$ 13,626	\$ 29,107	\$ 28,041
Contribution in Relation to the					
Actuarially Determined Contribution	(14,550)	(11,319)	(163,293)	(29,107)	(28,041)
Contribution Deficiency (Excess)	<u>\$ (379)</u>	<u>\$ -</u>	<u>\$ (149,667)</u>	<u>\$ -</u>	<u>\$ -</u>
Covered Payroll ²	<u>\$ 190,845</u>	<u>\$ 185,286</u>	<u>\$ 203,105</u>	<u>\$ 167,611</u>	<u>\$ 190,547</u>
Contributions as a Percentage of					
Covered Payroll	<u>7.43%</u>	<u>6.11%</u>	<u>6.71%</u>	<u>17.37%</u>	<u>14.72%</u>

¹ Historical information is presented only for measurement periods for which GASB 68 is applicable.

² Payroll from 2016-2017 were assumed to increase by the 3.00% payroll growth assumption.

Notes to Schedule

Change in Benefit Terms: The figures above do not include any liability impact that may have resulted from plan changes which occurred after June 30, 2016 valuation date. This applies for voluntary benefit changes as well as any offers of two years additional service credit (a.k.a Golden Handshakes).

Changes of Assumptions: In 2017, the accounting discount rate reduced from 7.65 percent to 7.15 percent. In 2016, there were no changes. In 2015, amounts reported reflect an adjustment of the discount rate from 7.5 percent (net of administrative expense) to 7.65 percent (without a reduction for pension plan administrative expense.) In 2014, amounts reported were based on the 7.5 percent discount rate.

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SUPPLEMENTARY INFORMATION

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NONMAJOR GOVERNMENTAL FUNDS

SPECIAL REVENUE FUNDS:

Gas Tax Special Revenue Fund - To account for the receipt and disbursement of gas tax subventions from the State of California. Cities are allocated a share of the revenues derived by the State from taxes on gasoline, which must be spent on construction, improvement and maintenance of public streets and street engineering services.

Proposition C Special Revenue Fund - To account for the receipt and disbursement of a portion of the ½ cent sales tax approved by the voters in 1982 and 1990. Approximately 20% of the monies generated by the tax are returned to local agencies to be used for public transportation purposes and maintenance of streets “heavily used by public transit”.

County Park Grant Special Revenue Fund - To account for the park grants provided by state and county agencies to build the recreational park located behind City Hall.

Public Transportation (Prop A) Special Revenue Fund - To account for the receipt and disbursement of funds received from the motor vehicle registration fee collected by the State of California and must be used for programs that reduce motor vehicle emissions. The City has used these funds for the purchase of alternative fuel vehicles, and for enhancements to the City’s website.

Measure R Special Revenue Fund - To account for the receipt and disbursement of funds form Los Angeles County which were created by a voter approved sales tax in 2008. These funds are allocated by Metro to fund street projects.

Surface Transportation Program Local (STPL) Special Revenue Fund - To account for the receipt and disbursement of funds received from the State of California through the Metropolitan Transportation Authority (MTA), and must be used for street improvements on certain major streets within the City.

Recycling Grant Special Revenue Fund - To account for the receipt and disbursement of funds received from the State of California for programs that promote the recycling of waste materials.

Fire Grant Special Revenue Fund - To account for the receipt and disbursement of grant funds received from the U.S. Department of Forestry for brush clearance.

Measure M Special Revenue Fund - To account for the receipt and disbursement of funds form Los Angeles County which were created by a voter approved sales tax in 2016. These funds are allocated by Metro to fund street projects.

TDA Special Revenue Fund - To account for the receipt and distribution of funds allocated by Metro originating from the Transportation Development Act, Article 3 for the planning and construction of pedestrian and bicycle facilities.

City of Bradbury
Combining Balance Sheet
Nonmajor Governmental Funds
June 30, 2018

	Special Revenue Funds			
	Gas Tax Fund	Proposition C Fund	County Park Grant Fund	Public Transportation Fund (Prop A)
ASSETS				
Cash and investments	\$ 112,192	\$ 58,151	\$ 8,919	\$ 3,318
Taxes receivable	4,480	-	-	-
Interest receivable	348	179	28	5
Due from other government	-	-	-	-
Total assets	\$ 117,020	\$ 58,330	\$ 8,947	\$ 3,323
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable and accrued liabilities	\$ 1,400	\$ 2,112	\$ -	\$ -
Unearned revenues	-	-	-	-
Due to other funds	-	-	-	-
Total liabilities	1,400	2,112	-	-
Fund Balances:				
Restricted	115,620	56,218	8,947	3,323
Unassigned (deficit)	-	-	-	-
Total fund balances	115,620	56,218	8,947	3,323
Total liabilities and fund balances	\$ 117,020	\$ 58,330	\$ 8,947	\$ 3,323

City of Bradbury
Combining Balance Sheet (Continued)
Nonmajor Governmental Funds
June 30, 2018

	Special Revenue Funds			
	Measure R Fund	STPL Fund	Recycling Grant Fund	Fire Grant Fund
ASSETS				
Cash and investments	\$ 76,178	\$ 32,983	\$ 6,936	\$ 10,603
Taxes receivable	-	-	-	-
Interest receivable	236	103	22	33
Due from other government	-	-	-	-
Total assets	\$ 76,414	\$ 33,086	\$ 6,958	\$ 10,636
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable and accrued liabilities	\$ -	\$ -	\$ -	\$ -
Unearned revenues	-	-	6,749	-
Due to other funds	-	-	-	-
Total liabilities	-	-	6,749	-
Fund Balances:				
Restricted	76,414	33,086	209	10,636
Unassigned (deficit)	-	-	-	-
Total fund balances	76,414	33,086	209	10,636
Total liabilities and fund balances	\$ 76,414	\$ 33,086	\$ 6,958	\$ 10,636

(Continued)

City of Bradbury
Combining Balance Sheet (Continued)
Nonmajor Governmental Funds
June 30, 2018

	Special Revenue Funds		Total Nonmajor Governmental Funds
	Measure M Fund	TDA Fund	
ASSETS			
Cash and investments	\$ 11,830	\$ -	\$ 321,110
Taxes receivable	-	-	4,480
Interest receivable	33	-	987
Due from other government	-	7,363	7,363
Total assets	\$ 11,863	\$ 7,363	\$ 333,940
LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable and accrued liabilities	\$ -	\$ 3,483	\$ 6,995
Unearned revenues	-	-	6,749
Due to other funds	-	3,882	3,882
Total liabilities	-	7,365	17,626
Fund Balances:			
Restricted	11,863	-	316,316
Unassigned (deficit)	-	(2)	(2)
Total fund balances	11,863	(2)	316,314
Total liabilities and fund balances	\$ 11,863	\$ 7,363	\$ 333,940

(Concluded)

City of Bradbury
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
Nonmajor Governmental Funds
For the Year Ended June 30, 2018

	Special Revenue Fund			
	Gas Tax Fund	Proposition C Fund	County Park Grant Fund	Public Transportation Fund (Prop A)
REVENUES:				
Use of money and property	\$ 1,045	\$ 523	\$ 85	\$ 95
Intergovernmental	35,290	17,532	-	20,948
Total revenues	<u>36,335</u>	<u>18,055</u>	<u>85</u>	<u>21,043</u>
EXPENDITURES:				
Current:				
Public works	26,110	9,090	-	80,000
Parks and recreation	-	-	-	-
Capital outlay	-	-	-	-
Total expenditures	<u>26,110</u>	<u>9,090</u>	<u>-</u>	<u>80,000</u>
Net change in fund balances	10,225	8,965	85	(58,957)
FUND BALANCES:				
Beginning of year, as restated (Note 12)	105,395	47,253	8,862	62,280
End of year	<u>\$ 115,620</u>	<u>\$ 56,218</u>	<u>\$ 8,947</u>	<u>\$ 3,323</u>

City of Bradbury
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances (Continued)
Nonmajor Governmental Funds
For the Year Ended June 30, 2018

	Special Revenue Fund			
	Measure R Fund	STPL Fund	Recycling Grant Fund	Fire Grant Fund
REVENUES:				
Use of money and property	\$ 691	\$ 314	\$ 91	\$ 101
Intergovernmental	13,015	18,828	4,500	-
Total revenues	<u>13,706</u>	<u>19,142</u>	<u>4,591</u>	<u>101</u>
EXPENDITURES:				
Current:				
Public works	-	-	4,500	-
Parks and recreation	-	-	-	-
Capital outlay	-	-	-	-
Total expenditures	<u>-</u>	<u>-</u>	<u>4,500</u>	<u>-</u>
Net change in fund balances	13,706	19,142	91	101
FUND BALANCES:				
Beginning of year, as restated (Note 12)	62,708	13,944	118	10,535
End of year	<u>\$ 76,414</u>	<u>\$ 33,086</u>	<u>\$ 209</u>	<u>\$ 10,636</u>

(Continued)

City of Bradbury
Combining Statement of Revenues, Expenditures, and Changes in Fund Balances (Continued)
Nonmajor Governmental Funds
For the Year Ended June 30, 2018

	Special Revenue Fund		Total Nonmajor Governmental Funds
	Measure M Fund	TDA Fund	
REVENUES:			
Use of money and property	\$ 68	\$ -	\$ 3,013
Intergovernmental	11,795	7,363	129,271
Total revenues	<u>11,863</u>	<u>7,363</u>	<u>132,284</u>
EXPENDITURES:			
Current:			
Public works	-	-	119,700
Parks and recreation	-	222	222
Capital outlay	-	7,143	7,143
Total expenditures	<u>-</u>	<u>7,365</u>	<u>127,065</u>
Net change in fund balances	11,863	(2)	5,219
FUND BALANCES:			
Beginning of year, as restated (Note 12)	-	-	311,095
End of year	<u>\$ 11,863</u>	<u>\$ (2)</u>	<u>\$ 316,314</u>

(Concluded)

City of Bradbury
Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual
Gas Tax Special Revenue Fund
For the Year Ended June 30, 2018

	Budget			Variance with
	Original	Final	Actual Amounts	Final Budget
REVENUES:				
Use of money and property	\$ 400	\$ 400	\$ 1,045	\$ 645
Intergovernmental	36,959	36,959	35,290	(1,669)
Total revenues	<u>37,359</u>	<u>37,359</u>	<u>36,335</u>	<u>(1,024)</u>
EXPENDITURES:				
Current:				
Public works	25,500	25,500	26,110	(610)
Total expenditures	<u>25,500</u>	<u>25,500</u>	<u>26,110</u>	<u>(610)</u>
Net Change in Fund Balance	<u>\$ 11,859</u>	<u>\$ 11,859</u>	10,225	<u>\$ (1,634)</u>
FUND BALANCE:				
Beginning of year			105,395	
End of year			<u>\$ 115,620</u>	

City of Bradbury
Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual
Proposition C Special Revenue Fund
For the Year Ended June 30, 2018

	Budget			Variance with
	Original	Final	Actual Amounts	Final Budget
REVENUES:				
Use of money and property	\$ 175	\$ 175	\$ 523	\$ 348
Intergovernmental	16,500	16,500	17,532	1,032
Total revenues	16,675	16,675	18,055	1,380
EXPENDITURES:				
Current:				
Public works	9,520	9,520	9,090	430
Total expenditures	9,520	9,520	9,090	430
Net Change in Fund Balance	\$ 7,155	\$ 7,155	8,965	\$ 1,810
FUND BALANCE:				
Beginning of year			47,253	
End of year			\$ 56,218	

City of Bradbury
Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual
Public Transportation Funds (Proposition A) Special Revenue Fund
For the Year Ended June 30, 2018

	Budget		Actual Amounts	Variance with Final Budget
	Original	Final		
REVENUES:				
Use of money and property	\$ 150	\$ 150	\$ 95	\$ (55)
Intergovernmental	20,000	20,000	20,948	948
Total revenues	<u>20,150</u>	<u>20,150</u>	<u>21,043</u>	<u>893</u>
EXPENDITURES:				
Current:				
Public works	-	-	80,000	(80,000)
Total expenditures	<u>-</u>	<u>-</u>	<u>80,000</u>	<u>(80,000)</u>
Net Change in Fund Balance	<u>\$ 20,150</u>	<u>\$ 20,150</u>	(58,957)	<u>\$ (79,107)</u>
FUND BALANCE:				
Beginning of year			62,280	
End of year			<u>\$ 3,323</u>	

City of Bradbury
Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual
Measure R Special Revenue Fund
For the Year Ended June 30, 2018

	Budget		Actual Amounts	Variance with Final Budget
	Original	Final		
REVENUES:				
Use of money and property	\$ 250	\$ 250	\$ 691	\$ 441
Intergovernmental	12,500	12,500	13,015	515
Total revenues	<u>12,750</u>	<u>12,750</u>	<u>13,706</u>	<u>956</u>
 Net Change in Fund Balance	 <u>\$ 12,750</u>	 <u>\$ 12,750</u>	 13,706	 <u>\$ 956</u>
 FUND BALANCE:				
Beginning of year			<u>62,708</u>	
End of year			<u>\$ 76,414</u>	

City of Bradbury
Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual
Recycling Grant Special Revenue Fund
For the Year Ended June 30, 2018

	Budget			Variance with
	Original	Final	Actual Amounts	Final Budget
REVENUES:				
Use of money and property	\$ 45	\$ 45	\$ 91	\$ 46
Intergovernmental	5,000	5,000	4,500	(500)
Total revenues	<u>5,045</u>	<u>5,045</u>	<u>4,591</u>	<u>(454)</u>
EXPENDITURES:				
Current:				
Public works	1,500	1,500	4,500	(3,000)
Total expenditures	<u>1,500</u>	<u>1,500</u>	<u>4,500</u>	<u>(3,000)</u>
Net Change in Fund Balance	<u>\$ 3,545</u>	<u>\$ 3,545</u>	91	<u>\$ (3,454)</u>
FUND BALANCE:				
Beginning of year			118	
End of year			<u>\$ 209</u>	

City of Bradbury
Schedule of Revenues, Expenditures, and Change in Fund Balance - Budget and Actual
Measure M Special Revenue Fund
For the Year Ended June 30, 2018

	Budget		Actual Amounts	Variance with Final Budget
	Original	Final		
REVENUES:				
Use of money and property	\$ -	\$ -	\$ 68	\$ 68
Intergovernmental	-	7,500	11,795	4,295
Total revenues	-	7,500	11,863	4,363
Net Change in Fund Balance	\$ -	\$ 7,500	11,863	\$ 4,363
FUND BALANCE:				
Beginning of year			-	
End of year			\$ 11,863	

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ATTACHMENT #1



**REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND
OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS***

Independent Auditors' Report

To the Honorable Mayor and Members of the City Council
of the City of Bradbury
Bradbury, California

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Bradbury, California (the "City"), as of and for the year ended June 30, 2018, and the related notes to the financial statements, which collectively comprise the City's basic financial statements, and have issued our report thereon dated April 15, 2019.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the City's internal control over financial reporting ("internal control") to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the City's internal control. Accordingly, we do not express an opinion on the effectiveness of the City's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the City's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

To the Honorable Mayor and Members of the City Council
of the City of Bradbury
Bradbury, California
Page 2

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the City's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

The Pw Group, LLP

Santa Ana, California
April 15, 2019



April 15, 2019

To the Honorable Mayor and the Members of the City Council
of the City of Bradbury
Bradbury, California

We have audited the financial statements of the governmental activities, each major fund, and the aggregate remaining fund information of the City of Bradbury, California (the "City") for the year ended June 30, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards*, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated February 1, 2019. Professional standards also require that we communicate the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the City are described in Note 2 to the basic financial statements. No new accounting policies were adopted and the application of existing policies was not changed during 2018. We noted no transactions entered into by the City during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. The most sensitive estimates affecting the City's financial statements were:

- Management's estimate of the investment fair market value is based on information provided by the US Bank for the custodian for investments in negotiable certificates of deposit. We evaluated the key factors and assumptions used to develop the investment fair market value in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the depreciation on capital assets is based on the industry standard and past experience on actual useful life of the asset groups. We evaluated the key factors and assumptions used to develop the depreciation on capital assets in determining that it is reasonable in relation to the financial statements taken as a whole.
- Management's estimate of the net pension liabilities is based on the proportionate share of actuarial valuation on total pension liability and based on proportionate share of the fiduciary net position for CalPERS plans. We evaluated the key factors and assumptions used to develop the net pension liability in determining that it is reasonable in relation to the financial statements taken as a whole.

Certain financial statement disclosures are particularly sensitive because of their significance to financial statement users. The most sensitive disclosures affecting the financial statements were:

- Note 2 – Summary of Significant Accounting Policies
- Note 8 – Defined Benefit Pension Plans
- Note 10 – Other Required Disclosures

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. The attach schedule summarizes uncorrected misstatements of the financial statements. Management has determined that their effects are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated April 15, 2019.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the governmental unit's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the governmental unit's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

To the Honorable Mayor and Members of the City Council
of the City of Bradbury
Bradbury, California
Page 3

Other Matters

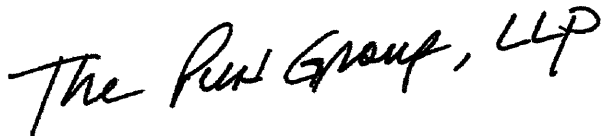
We applied certain limited procedures to the Budgetary Comparison Schedule, the Schedule of the City's Proportionate Share of the Net Pension Liability and Related Ratios, and the Schedules of the City's Contributions, which are Required Supplementary Information ("RSI") that supplement the basic financial statements. Our procedures consisted of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We did not audit the RSI and do not express an opinion or provide any assurance on the RSI.

We were engaged to report on the Combining and Individual Fund Financial Statements and the Schedules of Revenues, Expenditures, and Changes in Fund Balances – Budget and Actual, which accompany the financial statements but are not RSI. With respect to this supplementary information, we made certain inquiries of management and evaluated the form, content, and methods of preparing the information to determine that the information complies with accounting principles generally accepted in the United States of America, the method of preparing it has not changed from the prior period, and the information is appropriate and complete in relation to our audit of the financial statements. We compared and reconciled the supplementary information to the underlying accounting records used to prepare the financial statements or to the financial statements themselves.

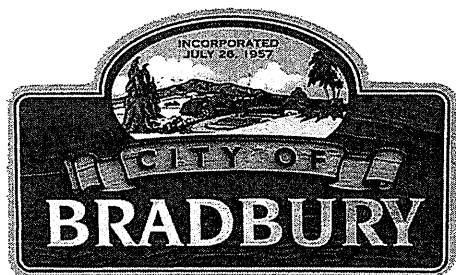
Restriction on Use

This information is intended solely for the use of the City Council and management of the City and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

A handwritten signature in black ink that reads "The Pen Group, LLP". The signature is written in a cursive, flowing style.

Santa Ana, California



Richard Barakat, Mayor (District 3)
Richard Hale, Mayor Pro Tem (District 1)
Monte Lewis, Council Member (District 2)
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
Jim Kasama, City Planner

DATE: May 21, 2019

SUBJECT: **DISCUSSION ON CIRCULAR DRIVEWAYS AND PLANNING
COMMISSION APPROVALS FOR ALTERATIONS TO FRONT
YARDS**

SUMMARY

Staff has recently fielded inquiries on the City's regulations related to circular driveways and Planning Commission approvals for any alterations to a property's front yard. Currently, the City's development code does not address circular driveways. Additionally, should a property desire to make alterations to their front yard, it does not need Planning Commission review and approval, unless the development requires a variance, is a structure/accessory structure over 1,000 square feet and/or improvements exceed 25% of the parcel size.

It is recommended that the City Council review this report and direct Staff on how to proceed with regulating circular driveways and requiring Planning Commission approvals to any alterations to a property's front yard.

DISCUSSION

The City's development code has certain regulations for driveways, which include side-yard setbacks, slope, and width. The current code, however, does not address circular driveways.

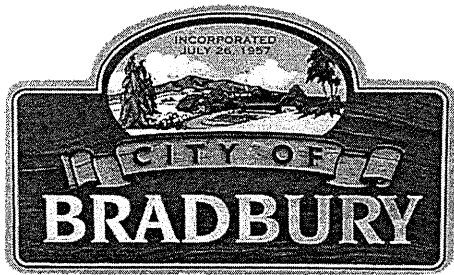
The City's development code currently allows the City Planner to review minor architectural reviews over the counter. This includes the following:

1. Minor modifications of the exterior appearance of any building or structure;
2. Construction of single-story additions or new accessory structures having less than 1,000sq.ft. of floor area and which do not exceed 18ft. in height and which do not require the issuance of a variance; and
3. Construction of minor accessory structures such as patio covers, swimming pools, gazebos, garages, barns, fences and gates, or minor landscaping improvements which do not exceed 25 percent of the parcel size.

Should the proposed development exceed the listed points above, it would require Planning Commission review and approval. The current guidelines within the minor architectural review do not specify Planning Commission approval if the development meets the conditions above, even if they are located in the front yard. As an example, front yard items that do not need Commission approval might include landscaping reviews & approvals, driveways, house additions below 1,000sq.ft. (w/no variance), among others.

STAFF RECOMMENDATION

Staff recommends that the City Council review this report and direct Staff on how to proceed with regulating circular driveways and requiring Planning Commission approvals to any alteration to a property's front yard.



Richard Barakat, Mayor (District 3)
Richard Hale, Mayor Pro Tem (District 1)
Monte Lewis, Council Member (District 2)
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: May 21, 2019

SUBJECT: **DISCUSSION ON PARKING ON CERTAIN CITY STREETS**

ATTACHMENTS: 1. Parking Study
2. Bradbury Parking Request Form
3. Bradbury Municipal Code, Section 4.01.1000 & Section 4.01.1010

SUMMARY

On January 15, 2019, the City Council reviewed the City's parking permit application process. Historically, the City has been authorizing parking on certain streets in the City that may not comply with regulations for allowable street parking. These streets included Royal Oaks Drive North and Winston Avenue. Should parking be eliminated on Royal Oaks Drive North, this could cause significant challenges for the retirement community, as they are the main requestors of Parking Request from City Hall.

During the January meeting, the City Council directed Staff to conduct a parking study of those streets outlined on the Parking Request Form. The parking study has now been completed (Attachment #1), and it is recommended that the City Council maintain current parking restrictions, with the exception of Royal Oaks Drive North. It is recommended that the City Council restrict parking on Royal Oaks Drive North. It is also recommended that the City Council direct staff on how to proceed with the Royal Oaks Retirement Community's request of City Hall's back parking lot.

DISCUSSION

The City of Bradbury has restricted parking on various locations throughout the community. Due to street parking limitations, residents must submit a parking permit

application to request street parking for special events. The request form template is approximately 20-years old.

According to the Bradbury Municipal Code, Section 4.01.1000 and 4.01.1010 (Attachment #3), the City Manager has the authorization to grant a parking permit to a resident or homeowner's association to park on the street for a limited period of time due to a special event.

The current parking permit form covers the City Hall front lot, City Hall back lot, and the public streets of Winston Avenue, Royal Oaks Drive North, Lemon Avenue, and Braewood Drive. Recent requests to park on Lemon Avenue have essentially been eliminated since parking can occur on the south side of the street, as the north side is the only side restricted. The following is a breakdown of parking permits received in calendar years 2017, 2018, and 2019 to date. The history of parking permit applications indicates that while they are not frequently requested, there is a desire for a parking permit process, especially from the retirement community:

2017

- Total Permits Issued: 42
- Retirement Community Issued: 35
- Resident Issued: 7

*Of the total resident issued permits, only 1 involved Royal Oaks Drive North

2018

- Total Permits Issued: 42
- Retirement Community Issued: 33
- Resident Issued: 9

*Of the total resident issued permits, only 2 involved Royal Oaks Drive North

2019 to Date

- Total Permits Issued: 7
- Retirement Community Issued: 7
- Resident Issued: 0

It has come to Staff's attention that there may be risk management issues associated with the City allowing parking on part of Winston Avenue and Royal Oaks Drive North, as these two streets may not be wide enough to fully accommodate parking. This item was first discussed at a meeting with the City Council on January 15, 2019. During the discussion, the City Council directed Staff to conduct a parking study to better understand official sizes of the streets so that a determination can be made.

Attached to this report is a parking study conducted by RKA, the City's contract engineering firm. The following is a brief summary and discussion on each of the streets examined:

Lemon Avenue

From the Monrovia city limits to Winston Avenue, the width of Lemon Avenue is 28 feet. The absolute minimum for street parking is 28 feet. Because Lemon Avenue is acting as a collector street, RKA's recommendation is to restrict parking, even though the current municipal code allows for parking on the south side of the street. However, there are bumps on the street to lower speeds. The City Council may decide to maintain parking because it does meet the absolute minimums; however, RKA does not recommend it due to the narrowness of the lanes.

Mount Olive Drive

It is recommended that current parking restrictions be maintained.

Royal Oaks Drive North

The minimum accommodations for street parking is 28 feet. The roadway width for Royal Oaks Drive North is consistently 26 feet. It is therefore recommended that there be no parking or special permit allowances on the entire street.

Winston Avenue

The street can accommodate parking on the east side, but only south of City Hall. The road narrows north of City Hall, and the street then does not meet the required minimums for parking.

Braewood Drive

It is recommended that current parking restrictions be maintained.

Royal Oaks Retirement Community and Back Parking Lot Request

Staff has had initial conversations with the Executive Director of the retirement community, and there is concern about not being able to park on Royal Oaks Drive North. The retirement community is already short on parking, and the elimination of the street parking would cause operational challenges for their occasional events. As such, they are requesting use of the City Hall back parking lot when their special events arise. Although specifics have not yet been discussed, the Executive Director is open to both financial and contractual negotiations for use of the City's back lot.

FINANCIAL ANALYSIS

The review of the parking permit process and parking study does not present a significant fiscal impact, nor does alterations to parking on City streets.

STAFF RECOMMENDATION

It is recommended that the City Council maintain current parking restrictions, with the exception of Royal Oaks Drive North. It is recommended that the City Council restrict

parking on Royal Oaks Drive North. It is also recommended that the City Council direct staff on how to proceed with the Royal Oaks Retirement Community's request of City Hall's back parking lot.

ATTACHMENT #1

Memorandum

CITY OF BRADBURY

City Engineer's Office

DATE: February 26, 2019

TO: Kevin Kearney, City Manager

FROM: David Gilbertson, City Engineer 
John Leveillee, Deputy City Engineer 

SUBJECT: Parking along City Streets

The City's Engineering staff was requested to review the existing conditions along several public streets within the City to determine if parking should be allowed on one side of the roadway, on both sides of the roadway, or on neither. The roadways which were examined are as follows:

- **Lemon Avenue** - from La Casita Lane to Winston Avenue.
- **Mount Olive Drive** – from Royal Oaks Drive to northerly City Limits.
- **Royal Oaks Drive North** – entire segment.
- **Winston Avenue** – from Royal Oaks Drive North to Lemon Avenue.
- **Braewood Drive** – from Royal Oaks Drive North to end of cul-de-sac.

Lemon Avenue – The City boundary runs along the centerline of Lemon Avenue from La Casita Lane to one lot east of Sombrero Road. The north half of the roadway is in Bradbury's jurisdiction, while the south half is in the City of Monrovia. West of La Casita Lane, the road is entirely within Monrovia, and from one lot east of Sombrero Road, the road is entirely within the City of Bradbury.

Currently parking is allowed on the south side of Lemon Avenue in this stretch, but parking is restricted on the north side. This is due to the higher density residential lots along the south side of Lemon Avenue west of Sombrero Road. The roadway also changes in width at Sombrero Road, being 34 feet wide west of Sombrero Road, and 28 feet wide east of Sombrero Road. West of Sombrero Road, the centerline stripe is positioned so that the south lane width is 19 feet, and the north width is 15 feet.

It is recommended that the existing parking restrictions on Lemon Avenue from La Casita Lane to Sombrero Road remain in place. East of Sombrero Road, the City should post the south side of Lemon Avenue as "No Parking" and maintain the parking restriction on the north side since the curb to curb width of 28 feet is insufficient to accommodate on-street parking.

Mount Olive Drive – There are several existing parking restrictions along Mount Olive Drive. Between Royal Oaks Drive and Gardi Street, there are parking restrictions on both sides of the street. From Gardi Street to Elda Street, parking is restricted along the east side of the roadway, but allowed on the west side. North of Elda Street, there are no parking restrictions along Mount Olive Drive until Woodlyn Lane. North of Woodlyn Lane, there are parking restrictions on both sides of the roadway.

The curb to curb width of Mount Olive Drive is 36 feet for the entirety of the roadway, with a minor exception where it narrows to 31 feet south of Freeborn Street. There are white edge line stripes which are painted in unison with the existing parking conditions. Given the large lot sizes north of Mount Olive Lane, and the set-back distances of the residences along this stretch of Mount Olive Drive, there is little demand for on-street parking.

A traffic calming structure was constructed on Mount Olive Drive south of Woodlyn Lane which also affects potential parking areas along this roadway. It is apparent that a degree of forethought went into the striping and parking restrictions along Mount Olive Drive. Given the roadway width, and the development pattern along the roadway, it is recommended to maintain the existing parking restrictions and existing striping in its current configuration.

Royal Oaks Drive North – This roadway is currently posted as “No Stopping” on both sides of the roadway for its entire length. Since the roadway width is only 26 feet, and there are no shoulders where motorists can properly pull off the travel way, the signage is correct. Given the conditions, it is recommended that the existing parking/stopping restrictions remain.

It has come to the attention of Engineering staff that other City staff members have been issuing temporary parking permits for special events. This was done in keeping with past practices performed by previous City staff members. This is a potential liability issue for the City, especially on Royal Oaks Drive North where there is insufficient width to accommodate parking and maintain adequate two-way traffic flow. Should City staff desire to continue this practice, they should require the applicant to submit an encroachment permit request which will be reviewed by Engineering staff. A traffic control plan can then be required which will be implemented during the special event. Another option would be to deny the on-street parking request, and have the applicant find sufficient off-site parking areas or provide remote parking and shuttles for their guests.

Winston Avenue – Winston Avenue has two distinct street widths. North of City Hall, the roadway width is 25'-9", while south of City Hall, the width is 27'-7". The roadway is posted as “No Parking” along the east side and “No Stopping” on the west side.

The absolute minimum street width required for parking on one side of a roadway is typically 28 feet, which provides for one 10 foot lane in each direction and an 8 foot wide parking “stall”. Given that Winston Avenue is just 5" short of the required width south of

City Hall, the City could consider if the need arose, to allow parking along one side of the roadway in this location. If the City desires to allow parking along this segment, it should be on the west side of the roadway to minimize impacts to the line of sight of the driveways on the east side of the roadway. In addition, a centerline stripe should be installed with an offset to the east if this parking were to be a permanent condition. The existing parking restrictions north of City Hall on both sides of Winston Avenue should remain in place.

Braewood Drive – Braewood Drive is a cul-de-sac with a curb to curb width of 32 feet. There are parking restrictions during the day (7am to 6pm) which limits parking to 2 hours. Outside of these hours, parking is allowed.

The width of the street easily accommodates parking on one side of the street. If cars are parked on both sides of the street, it would essentially create a “one-way” condition, where vehicles have to yield to one another in order to pass. In a dense residential neighborhood such as this one, this may be a desirable condition and a way to “calm” traffic.

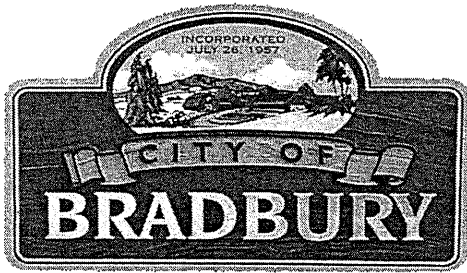
The existing daytime parking restrictions are more than likely a result of past experiences. It allows for landscape, delivery, and service vehicles to park in the street while they perform their tasks. In addition, it allows room for trash bins to be placed at the curb on the appropriate day. It also ensures that vehicles are not parked for an extended period of time in the street and become a nuisance. For these reasons, it is recommended that the existing limited parking restrictions remain in place.

Summary

The practice of staff issuing temporary parking permits “over the counter” which violate the posted signage along existing roadways in the City should be discontinued. As discussed above, this is a potential liability issue for the City, and should an incident occur whereby damages and injuries result, the City would be forced to defend their position of issuing these permits without proper protection for the motoring public.

Should the City desire to allow on-street parking for special events, or for a limited time which conflict with the posted parking restrictions along a roadway, they should require the applicant to apply for an encroachment permit with the City's Engineering staff. The Engineering staff can review the application and determine the appropriate conditions to apply, to ensure that the City is protected against potential liability.

ATTACHMENT #2



CITY OF BRADBURY PARKING PERMIT

Parking Request Form

Upon completion, please fax to City Hall at (626) 303-5154.

Date of Application: _____

Name (please print) Address Phone Number

Date of Event: _____

Type of Event: _____

Time: From: _____ To: _____

Estimated Number of Vehicles: _____

Estimated Number of Participants: _____

Is Event Open to the Public: _____

Has the Home Owner's Association been notified? (if applicable) Y N

Request for Guest Parking on:

_____ City Hall front lot

_____ City Hall back lot

_____ Public Streets (circle appropriate streets)

Winston Avenue

Lemon Avenue

Royal Oaks Drive North (north)

Braewood Drive

Signature

Date

APPROVED: _____

NOT APPROVED: _____

Conditions of Approval:

City Manager

Expires

ATTACHMENT #3

Sec. 4.01.1000. - Stopping, standing or parking on city streets during certain hours.

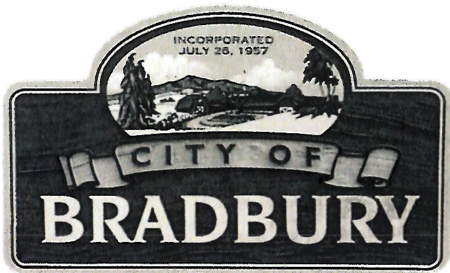
- (a) No person shall park any motor vehicle or leave standing any motor vehicle for a period exceeding two hours between the hours of 7:00 a.m. and 6:00 p.m. on any day except Sunday on Braewood Drive.
- (b) No person shall park any motor vehicle or leave standing any motor vehicle between the hours of 4:00 a.m. and 5:00 a.m. on those certain public streets as set forth below:
 - (1) Mount Olive Drive.
 - (2) Mount Olive Lane.
- (c) Upon application to the City Manager on a form created for such purpose, any resident or homeowner's association may be granted authority to park on the streets or portions of streets described in subsections (a) or (b) for a limited period of time as required due to a special event.

(Prior Code, § 3202; Ord. No. 338, § 1(3202), 10-21-2014; Ord. No. 354, § 1, 3-20-2018)

Sec. 4.01.1010. - No parking areas.

- (a) No person at any time shall park any motor vehicle or stop any motor vehicle except as may be necessary to comply with an order or command of any enforcement officer on any streets or portions of streets hereinafter set forth:
 - (1) Bradbury Hills Lane, both sides, for the entire length thereof.
 - (2) Bradbury Hills Road, both sides, for the entire length thereof.
 - (3) Bradbury Road, east side only, for the entire length thereof.
 - (4) Lemon Avenue, north side only, for the entire length thereof.
 - (5) Mount Olive Drive northerly of Woodlyn Lane to the City limits.
 - (6) Royal Oaks Drive North, both sides, for the entire length thereof.
 - (7) Winston Avenue, both sides, for the entire length thereof.
 - (8) Woodlyn Lane, within gated area, both sides, for the entire length thereof.
 - (9) Woodlyn Lane, outside gated area, both sides, for entire length thereof.
- (b) Upon application to the City Manager on a form created for such purpose, any resident or homeowner's association may be granted authority to park on the streets or portions of streets described in subsection (a) for a limited period of time as required due to a special event.

(Prior Code, § 3204; Ord. No. 338, § 1(3204), 10-21-2014; Ord. No. 354, § 2, 3-20-2018)



Richard Barakat, Mayor (District 3)
Richard Hale, Mayor Pro Tem (District 1)
Monte Lewis, Council Member (District 2)
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: May 21, 2019

SUBJECT: **DISCUSSION ON AMENDMENT NO. 3 TO THE AGREEMENT
BETWEEN BRADBURY AND MONROVIA FOR
TRANSPORTATION SERVICES**

ATTACHMENTS: 1. Agreement Dated July 1, 2012
2. Amendment #1
3. Amendment #2
4. Letter of Commitment
5. Proposed Amendment #3
6. Monrovia Transit Ridership with County and Bradbury (Feb & Mar)

SUMMARY

This item is for Amendment #3 to an original contract between the City of Bradbury and the City of Monrovia for services related to Monrovia's Dial-A-Ride program. Compared to past agreements with Monrovia, Amendment #3 sets a fixed monthly fee of \$1,300.00 for Monrovia to provide Dial-A-Ride services for Bradbury Residents. The yearly amount of the contract/amendment can entirely be covered by utilizing restricted funding.

It is recommended that the City Council approve Amendment #3 and authorize the City Manager to contractually sign Amendment #3.

DISCUSSION

On July 1, 2012, the City of Bradbury entered into an agreement with the City of Monrovia for their Dial-A-Ride services (Attachment #1). This agreement was amended by Amendment #1 on June 16, 2015 (Attachment #2), and again by Amendment #2 on July

5, 2016. Since the contract had expired on June 30, 2017, the City provided a letter of commitment on November 29, 2017 that stated Bradbury would continue paying at the regular monthly rate of \$704.07 until services were terminated, or until a new agreement was signed (Attachment #4).

The City of Monrovia has provided Amendment #3 (Attachment #5) for the Bradbury City Council to consider. Ultimately, the price proposition is higher than the previous agreements. The City of Monrovia justifies their price increase based on recent Bradbury ridership from February and March, 2019.

FINANCIAL ANALYSIS

Bradbury's previous cost for transportation related services was set at \$704.07 per month, or \$8,448.84 per year. The current proposition for services set forth in Amendment #3 details the cost at \$1,293.18 per month, or \$15,518.16 per year. This fixed cost is based on 20 riders per month, plus a 5% administrative overhead fee. Ridership analysis is based on 18 riders from February 2019 and 20 riders in March 2019. The following is a more detailed breakdown:

Rates

\$61.58	City Owned Vehicle
---------	--------------------

Bradbury Ridership Numbers

18	Feb-19
----	--------

20	Mar-19
----	--------

Administrative Overhead Fee should cover costs of fuel, vehicle maintenance, and staff time:

5% Fee	\$1,231.60	Cost of 20 Riders / Month @ \$61.58
	\$61.58	5% Administrative Overhead Fee

\$1,293.18	Bradbury Monthly Flat Fee
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\$15,518.16	Annual Cost
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The City of Bradbury receives approximately \$21,000 in restricted Proposition A funds every year. This restricted funding is what the City has been paying Monrovia for past and current usage for their transportation services. The yearly allocation Bradbury receives is sufficient to cover the newly proposed amount by Monrovia. However, it will impact the City's past practice of selling Proposition A funds to other cities.

Historically, Bradbury would bank their Proposition A surplus funds and sell them for general fund monies to the highest bidding city. In most cases, Bradbury has experienced rates of \$0.70 - \$0.80 on the dollar. Meaning, if Bradbury banked \$80,000 in surplus restricted transportation funding, the City would sell them for \$64,000 (\$0.80 on the dollar) in general fund monies, as was the case in Fiscal Year 2017/18 to the City of Duarte.

The increased cost from Monrovia would impact the rate of banking that Bradbury has historically experienced, but it would still allow for Bradbury to bank at approximately \$5,500 per year.

STAFF RECOMMENDATION

It is recommended that the City Council approve Amendment #3 and authorize the City Manager to contractually sign Amendment #3.

ATTACHMENT #1

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WITNESSETH

WHEREAS, CITY and BRADBURY agree that it is in the public interest to continue to provide paratransit service to the general public in the incorporated BRADBURY area and CITY as defined in this AGREEMENT and in Exhibits A, B, C and D (hereinafter referred to as SERVICE); and

WHEREAS, BRADBURY is willing to finance BRADBURY'S jurisdictional share of the cost of SERVICE for the term of this AGREEMENT using BRADBURY'S Local Return funds.

NOW, THEREFORE, in consideration of the mutual benefits to be derived by CITY and BRADBURY and of the promises herein contained, it is hereby agreed as follows:

FIRST: CITY agrees to provide SERVICE as described in AGREEMENT.

SECOND: This AGREEMENT, together with Exhibit A, Scope of SERVICE; Exhibit B, General Requirements; Exhibit C, SERVICE Description; and Exhibit D, SERVICE Area Map.

THIRD: The term of SERVICE under this AGREEMENT shall be for the period of July 1, 2012, through June 30, 2015.

[illegible]

IN WITNESS WHEREOF, the parties hereto have caused this AGREEMENT to be executed by their respective officers, duly authorized, by the CITY OF MONROVIA CITY MANAGER on _____, 2012, and by the CITY OF BRADBURY CITY MANAGER on May 16, 2012, 2012, pursuant to authority delegated by BRADBURY CITY COUNCIL, on April 17, 2012.

CITY OF BRADBURY

By 
Michelle Keith, City Manager

CITY OF MONROVIA

By 
Laurie Lile, City Manager

EXHIBIT A-SCOPE OF SERVICE

1. SERVICE

CITY or its contractor(s) shall furnish SERVICE at such times and places as may be requested according to SERVICE description defined in Exhibit C and service area identified in Exhibit D.

2. Term of SERVICE

The term of SERVICE under this AGREEMENT shall be for the period of July 1, 2012, through June 30, 2015. Upon thirty days written notice and in the CITY'S sole discretion, CITY may unilaterally grant BRADBURY two (2) additional one-year extensions. CITY and BRADBURY agree that each party shall have the right to negotiate additional modifications to this AGREEMENT if the AGREEMENT is extended. Modifications to the AGREEMENT include, but are not limited to, contract rates, levels of service, type of service and any other factors that the CITY deems necessary to meet the public transit needs of the community. Adjustments to contract rates may be negotiated for the second and third years, and shall be based on the actual cost to provide service. For the CITY of Monrovia, the City Manager is hereby authorized to approve each of two one-year extensions if it is in the best interest of the CITY.

3. Routing and Scheduling

CITY and BRADBURY have cooperatively established SERVICE requirements and area within CITY'S available transportation capacity as described in Exhibits C and D. If it is determined that SERVICE may be improved by revisions to scheduling, vehicle assignment, fleet size, or area served, BRADBURY and CITY shall plan and institute such changes jointly upon mutual consent and documented by correspondence between the parties.

4. Fares

CITY shall charge the general public One Dollar (\$1.00) per one-way ride and the elderly and persons with disabilities shall be charged 75 cents (\$0.75) per one-way ride. Escorts of persons with disabilities and children under two years old shall not be charged a fare.

CITY shall establish transit fares and payment media. CITY reserves the right to amend the fare structure.

The fare box revenue shall be retained by CITY to partially fund total SERVICE operating costs. The formula to determine the service rate includes the fare box return. If it is determined that SERVICE may be improved by revisions to fares,

BRADBURY and CITY may plan and institute such changes jointly upon mutual written consent within the terms of this AGREEMENT after holding any public hearing(s) required by law.

5. Payment for SERVICE

- A. BRADBURY agrees to pay, upon receipt of claim and documentation thereof from CITY, BRADBURY'S jurisdictional share of the cost of SERVICE based on the cost per trip for riders with a trip originating or ending in the BRADBURY service area as identified in Exhibit D, less fares collected. The cost of SERVICE shall be calculated monthly based on the CITY'S overall costs to operate SERVICE.

Overall cost of SERVICE consists of the cost to operate SERVICE vehicle fleet including cost of fuel; salary and benefits for drivers, dispatchers, and other necessary SERVICE personnel; insurance; and direct administrative overhead costs based on CITY'S or its contractor's records.

B. Cost of Service

Notwithstanding the minimum obligation described in Paragraph 5(C) below; BRADBURY agrees to pay its jurisdictional share of the cost of service under this agreement which shall be based on a cost per trip basis. Under this agreement, the cost per one-way trip shall be set at \$23.47 which is equal to the fully burdened rate for the first two quarters of fiscal year 2011-2012 under CITY's agreement with Los Angeles County.

A one-way trip shall be attributed to BRADBURY if the origin or destination of the trip is in the BRADBURY service area as identified in Exhibit D and to one-way trips within CITY provided to passengers that are registered to BRADBURY.

The established cost per trip includes the following components:

- Vehicle Operations
- Fuel
- Monthly Administrative Fee
- Less Farebox

C. Minimum Obligation

BRADBURY'S minimum monthly obligation under this AGREEMENT is based on 30 one-way trips per month which is equal to Seven Hundred and Four and 07/100 Dollars (\$704.07).

6. Claims for SERVICE

CITY shall submit claims for payment along with the Service Report and documentation of claim to BRADBURY, within 15 calendar days of the end of each month. Subject to acceptance and approval of the claim by BRADBURY, payment will be made within 30 calendar days.

7. Marketing

BRADBURY shall be responsible for promoting SERVICE to eligible BRADBURY area riders.

8. Personnel and Operations

BRADBURY shall have the right to have authorized BRADBURY personnel board any SERVICE vehicle for the purpose of monitoring SERVICE or inspecting vehicle. BRADBURY shall advise CITY prior to such action.

CITY and/or its contractor(s) shall have the right to refuse SERVICE to any or all passengers if passenger activity will in any way impair the safe operation of any vehicle operating under SERVICE.

9. Record Keeping and Reporting

CITY will provide access to daily ridership logs (i.e., drivers' and dispatchers' logs) or other operational records for SERVICE deemed necessary by BRADBURY and shall provide copies thereof upon specific request by BRADBURY. CITY shall keep records of all operating costs of SERVICE in accordance with strict accounting procedures. All reportable (as defined by law) accidents involving SERVICE equipment or personnel while operating with BRADBURY passengers shall be immediately reported to BRADBURY. CITY shall maintain such operating and fiscal records as necessary to comply with Metro Local Return Guidelines and shall maintain all records on file for a minimum of five years following the term of this AGREEMENT.

10. Audit and Reimbursement

If, at any time during the term of this AGREEMENT or at any time after the expiration or termination of this AGREEMENT, authorized representatives of BRADBURY conduct an audit of CITY or CITY'S contractor(s) regarding the services provided to BRADBURY per terms of this AGREEMENT and if such audit finds that BRADBURY'S dollar liability for such services is less than payments made by BRADBURY to CITY, then CITY agrees that the difference shall be either: 1) repaid forthwith by CITY to BRADBURY by cash payment, or 2) at BRADBURY 'S option, credited against any future payments hereunder to CITY. If such audit finds that BRADBURY'S dollar liability for services provided hereunder is more than payments made by BRADBURY to CITY, then the difference shall be paid to CITY by BRADBURY by cash payment.

EXHIBIT B—GENERAL REQUIREMENTS

1. Interpretation of AGREEMENT

A. Ambiguities or Discrepancies

Both parties have either consulted or had the opportunity to consult with counsel regarding the terms of this AGREEMENT and are fully cognizant of all terms and conditions. Should there be any uncertainty, ambiguity, or discrepancy in the terms or provisions hereof, or should any misunderstanding arise as to the interpretation to be placed upon any position hereof or the applicability of the provisions hereunder, neither party shall be deemed as the drafter of this AGREEMENT and the uncertainty, ambiguity, or discrepancy shall not be construed against either party.

B. Definitions

Whenever in the AGREEMENT, Scope of Work, Terms, Requirements, and/or Conditions the following terms are used, the intent and meaning shall be interpreted as follows:

AGREEMENT The written agreement covering the performance of the SERVICE and the furnishing of labor, materials, supervision, and equipment in the performance of the SERVICE.

CITY The City of Monrovia.

Contractor The person or persons, sole proprietor, partnership, joint venture, corporation or other entity who has entered into AGREEMENT with the CITY to perform or execute SERVICES covered herein.

BRADBURY The City of Bradbury.

SERVICE The entire contemplated SERVICE work scope rendered as prescribed in the Scope of Service and covered by this AGREEMENT.

C. Headings

The headings herein contained are for convenience and reference only and are not intended to define or limit the scope of any provision thereof.

2. Standard Terms and Conditions Pertaining to AGREEMENT Administration

A. Amendments

1. For any change which affects the scope of service, AGREEMENT sum, payments, or any term or condition included in this

AGREEMENT, an amendment shall be prepared and executed by CITY and BRADBURY.

2. CITY or BRADBURY may require the addition and/or change of certain terms and conditions in this AGREEMENT during the term of this AGREEMENT. BRADBURY reserves the right to add and/or change such provisions as required by the Bradbury City Council. To implement such changes, an amendment to this AGREEMENT shall be prepared by the CITY for execution by CITY and BRADBURY.

B. Compliance with Applicable Laws

1. CITY, or its contractor, shall comply with all applicable Federal, State and local laws, rules, regulations, ordinances, or directives, and all provisions required thereby to be included in this AGREEMENT herein are hereby incorporated by reference.
2. CITY, or its contractor, shall defend, indemnify and hold BRADBURY harmless from and against any and all liability, damages, costs, expenses including, but not limited to, defense costs and attorney's fees arising from, or related to any violation on the part of CITY or its employees, agents, or contractors of any such laws, rules, regulations, ordinances, or directives.
3. CITY, or its contractor, will at its sole cost and expense, register and license such buses, bus equipment, and drivers as may be necessary or required to operate said buses and bus equipment on public roads and streets.

C. No Payment for Services Following Expiration or Termination of AGREEMENT

CITY shall have no claim against BRADBURY for payment of any money or reimbursement, of any kind whatsoever, for any service provided by CITY after the expiration or other termination of this AGREEMENT. Should CITY receive any such payment, it shall immediately notify BRADBURY and shall immediately repay all such funds to BRADBURY. Payment by BRADBURY for services rendered after expiration or other termination of this AGREEMENT shall not constitute a waiver of BRADBURY'S right to recover such payment from CITY. This provision shall survive the expiration or other termination of this AGREEMENT.

D. Recordkeeping

CITY will retain all records relating to this AGREEMENT for a minimum period of five years following expiration or termination hereof. All such records shall be available for inspection by designated auditors of BRADBURY at reasonable times during normal working hours. Records shall be in accordance with the State Uniform System of Accounting.

3. Terminations

A. Termination of AGREEMENT

The parties reserve the right to terminate any or all portions of SERVICE in this AGREEMENT for any reason upon giving 30-calendar days written notice to the other two parties.

B. Termination for Non-appropriation of Funds

Notwithstanding any other provision of this AGREEMENT, BRADBURY shall not be obligated for CITY'S performance hereunder or by any provision of this AGREEMENT during any of BRADBURY'S future fiscal years unless and until the City Council appropriates funds for this AGREEMENT in BRADBURY'S budget for each such future fiscal year. In the event that funds are not appropriated for this AGREEMENT, then this AGREEMENT shall terminate as of June 30 of the fiscal year for which funds were appropriated. BRADBURY will notify CITY in writing of any such non-allocation of funds at the earliest possible date.

4. Indemnification and Insurance Requirements

- A. If CITY provides SERVICE itself, CITY shall indemnify, defend, and hold harmless BRADBURY, its officers, agents, employees, and Special Districts, from and against any and all liability expense including defense costs and legal fees and claims for damages of any nature whatsoever including, but not limited to, bodily injury, death, or property damage arising from or connected with any alleged act or omission of CITY, or its contractor(s) performing SERVICE, including, but not limited to maintenance of equipment or operation of SERVICE including any workers' compensation suits, liability, or expense. By agreeing to the above indemnity provision, CITY expressly waives application of Government Code, Section 895.2, which provides for joint and several liabilities of public entities entering into agreements absent inclusion of an indemnity provision to the contrary.

If CITY provides SERVICE through a contractor, CITY shall include in its contract with any contractor(s) providing SERVICE under this AGREEMENT a provision whereby the contractor(s) agrees to indemnify, defend, and hold harmless BRADBURY, its City Council, officers, agents,

employees, and Special Districts, on the same basis the contractor(s) indemnifies, defends, and holds harmless the CITY.

- B. Without limiting CITY'S and CITY contractor's indemnification of BRADBURY and during the term of this AGREEMENT, CITY shall provide and maintain, or if CITY's contractor provides SERVICE, CITY shall ensure that its contractor(s) provide and maintain, the program(s) of insurance covering its operations hereunder as specified in Section 4.C.

Such program(s) and evidence of insurance shall be satisfactory to BRADBURY and primary to and not contributing with any other insurance maintained by or for BRADBURY. Certificate(s) or other evidence of coverage shall be delivered to BRADBURY prior to commencing SERVICE under this AGREEMENT and shall contain the express condition that BRADBURY is to be given written notice by registered mail at least 45 calendar days in advance of any modification or termination of insurance. Evidence of insurance program(s) shall be as specified in Exhibit E.

- C. CITY, or its contractor(s), shall maintain the following insurance coverage:

1. Liability

Such insurance shall be endorsed naming BRADBURY as an additional insured as follows:

The City of Bradbury, its governing body, their agents, officers, and employees as additional insured.

Such insurance shall include:

- a) General liability insurance written on a commercial general liability form or on a comprehensive general liability form covering the hazards of premises/operations; contractual; independent contractors; advertising; products/completed operations; broad form property damage; and contractual, independent contractor, and personal injury with a combined single limit of not less than One Million and 00/100 Dollars (\$1,000,000.00) per occurrence.
- i. If written with an annual aggregate limit, the policy limit should be three times the above-required occurrence limit.
- ii. If written on a claim form, CITY shall be required to provide an extended two-year reporting period commencing upon termination or cancellation of this AGREEMENT.

A certificate evidencing such insurance coverage and an endorsement naming BRADBURY as additional insured thereunder shall be filed with BRADBURY prior to CITY providing SERVICE hereunder.

- b) Automobile liability insurance endorsed for all owned, hired, and nonowned vehicles in an amount as recommended by the CITY, but not less than the following:
 - i. Comprehensive general liability insurance with a combined single limit of not less than Five Million and 00/100 Dollars (\$5,000,000.00).
 - ii. Comprehensive vehicle liability insurance with a combined single limit of not less than Five Million and 00/100 Dollars (\$5,000,000.00).

A certificate evidencing such insurance coverage and an endorsement naming BRADBURY as additional insured thereunder shall be filed with BRADBURY prior to CITY providing SERVICE hereunder.

3. CITY Contractor(s)

Insurance requirements stated above apply to all CITY contractor(s) as well as CITY, provided, however, that BRADBURY will accept evidence from CITY of self-insurance program, which meets the requirements stated above.

4. Failure to Procure Insurance

Failure on the part of CITY or CITY'S contractor(s) to procure or maintain required insurance shall constitute a material breach of contract upon which BRADBURY may, at its sole and absolute discretion, immediately terminate this AGREEMENT.

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EXHIBIT C– SERVICE DESCRIPTION

1. SERVICE Requirements

Operating hours of SERVICE shall be from 7 a.m. to 10 p.m., Monday through Friday, and from 8:30 a.m. to 6 p.m., weekends, except on the following seven holidays: New Year's Day, Easter Sunday, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day. A minimum 24-hour advance reservation shall normally be required to schedule riders; however, same-day service will be provided subject to availability of capacity. Patrons shall be picked up not earlier than 5 minutes before and not later than 10 minutes after the requested pickup time unless emergency conditions prevail. CITY will provide backup service to patrons in emergency situations when deemed necessary by CITY to satisfy needs and avoid disruption of normal SERVICE at no additional cost to BRADBURY. Group rides shall be emphasized and are strongly encouraged.

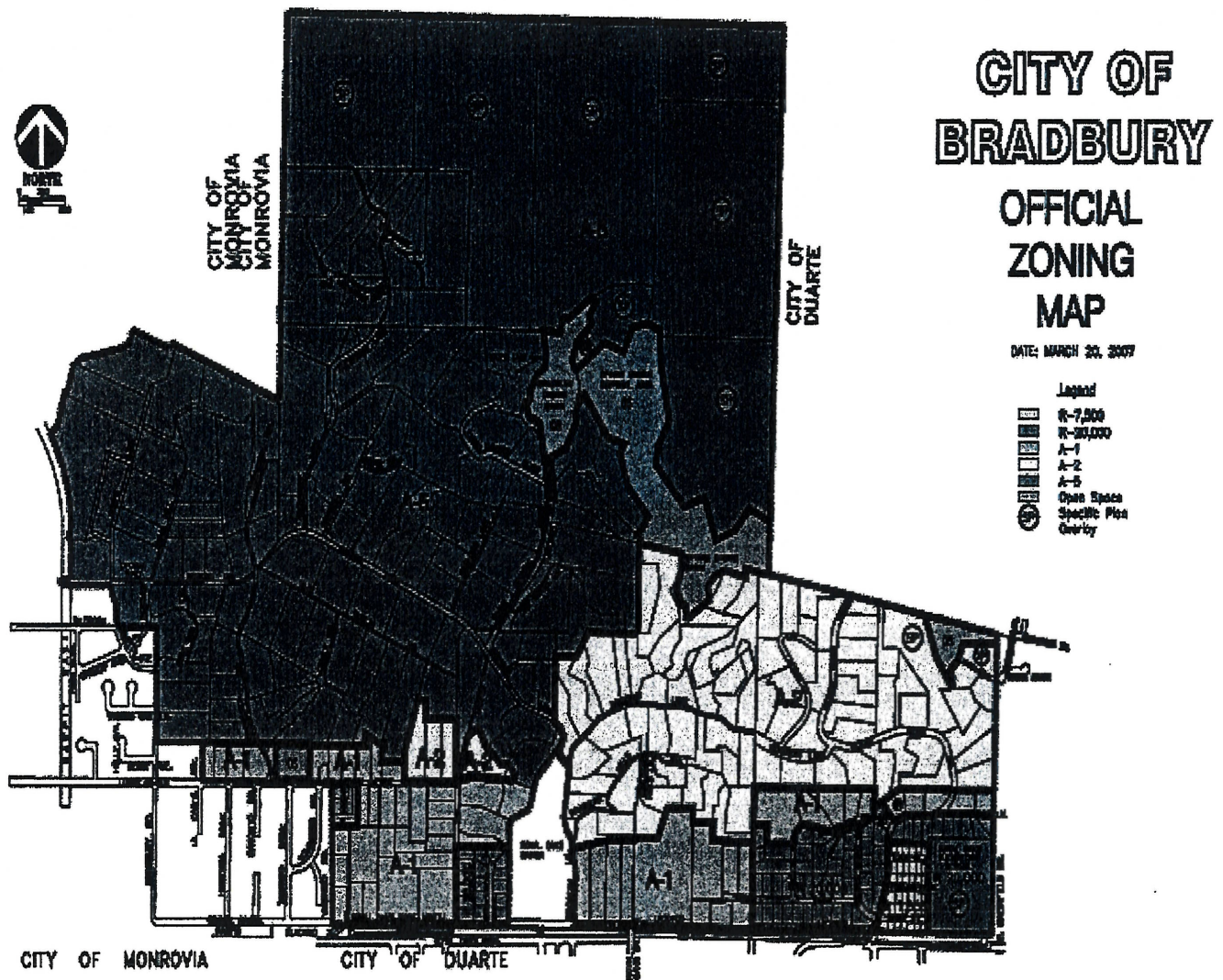
For patrons who use SERVICE for recurring regularly scheduled appointments, subscription trips are also strongly encouraged.

2. SERVICE Area

SERVICE shall be provided within the City of Monrovia, along with the BRADBURY area as identified in Exhibit D as well as the following areas:

1. Out-of-City Service Area located south of the City of Monrovia in unincorporated Los Angeles County which includes the Duarte, Monrovia, Arcadia, and El Monte County Islands.
2. Transit service shall also be provided only to the designated satellite locations within a three (3) mile radius of Monrovia's City limits. A minimum of 24-hours advance notice is required. Once a satellite trip is scheduled, pick-up and drop-off times may be adjusted up to 24-hours before a rider's first pick-up. The locations are as follows:
 - a. Santa Teresita in Duarte
 - b. Arcadia Medical Center (600 Block of Duarte Road in Arcadia)
 - c. Arcadia Methodist Hospital
 - d. City of Hope in Duarte
 - e. Target Shopping Center (Duarte)
 - f. Walmart Shopping Center in Duarte
3. The City reserves the right to modify the service area as necessary for fiscal, jurisdictional, geographic or passenger travel pattern requirements.

EXHIBIT D – MAP OF SERVICE AREA (CITY OF BRADBURY)



ATTACHMENT #2

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**AMENDMENT NO. 1 TO THE AGREEMENT DATED JULY 1, 2012 BETWEEN
THE CITY OF MONROVIA AND THE CITY OF BRADBURY FOR THE
OPERATION OF PUBLIC TRANSPORTATION SERVICES**

This Amendment ("AMENDMENT NO. 1"), made and entered into this 16th day of June, 2015, by and between the CITY OF MONROVIA, hereinafter referred to as "CITY" and the CITY OF BRADBURY, hereinafter referred to as "BRADBURY".

WHEREAS, CITY entered into that certain original agreement, dated July 1, 2012 ("AGREEMENT"), with BRADBURY for management, operation, and maintenance for the demand responsive community transit program, hereinafter referred to as "MONROVIA TRANSIT," and

WHEREAS, AGREEMENT provides for CITY to grant BRADBURY two additional one-year extensions beyond the initial three-year term, and

WHEREAS, CITY desires the continued contractual partnership of such services and it is in the public interest for CITY to continue.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, CITY and BRADBURY mutually agree as follows:

SECTION 1. TERM OF AGREEMENT

Pursuant to Section II of the AGREEMENT, the AGREEMENT shall be extended for an additional one-year to begin on July 1, 2015, through June 30, 2016.

SECTION 2. RATES AND COMPENSATION

A. Minimum Obligation

Bradbury's minimum monthly obligation under this AGREEMENT is based on 30 one-way trips per month which is equal to Seven Hundred and Four and 07/100 Dollars (\$704.07).

SECTION 3. ORIGINAL AGREEMENT

Except as modified or changed herein, all terms and provisions of the AGREEMENT shall remain in full force and effect.

SECTION 4. PRECEDENCE

In the event of any material discrepancy between the express provisions of this AMENDMENT NO. 1 and the AGREEMENT, the provisions of AMENDMENT NO. 1 shall prevail.

SECTION 5. ENTIRE AGREEMENT

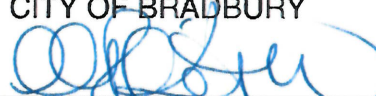
This AMENDMENT NO. 1 and the AGREEMENT and any other documents incorporated herein by specific reference, represents the entire and integrated

agreement between BRADBURY and CITY. This AMENDMENT NO. 1 supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this AMENDMENT NO. 1 acknowledges that no representations by any party, which are not embodied herein, and no other agreement, statement or promise not contained in AMENDMENT NO. 1 shall be valid and binding. Any modification of AMENDMENT NO. 1 will be effective only if it is in writing signed by the parties.


IN WITNESS WHEREOF, the parties have caused AMENDMENT NO. 1 to be executed on the day and year first written above.

CITY OF MONROVIA

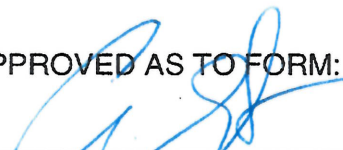

Oliver Chi, City Manager
City of Monrovia

CITY OF BRADBURY
By: 

Michelle Keith, City Manager
City of Bradbury

ATTEST:


Alice D. Atkins, CMC, City Clerk
City of Monrovia

APPROVED AS TO FORM:


Craig A. Steele, City Attorney
City of Monrovia

ATTACHMENT #3



July 6, 2016

Attn: Michelle Keith
City Manager, City of Bradbury
600 Winston Avenue
Bradbury, CA 91008

Dear Ms. Keith:

Enclosed are 2 copies of the Amendment No. 2 between the City of Monrovia and the City of Bradbury, related to the administration and provision of the city's transit services, approved by the Monrovia City Council at their meeting on July 5, 2016, and executed by the City.

Please have each of the copies signed, maintaining 1 set for your records and returning the other to:

Alice D. Atkins, City Clerk
City of Monrovia
415 S. Ivy Avenue
Monrovia, Ca 91016

Additionally, in accordance with Section 10 of the Agreement, we are requesting that you provide us with the appropriate insurance certificates, including an Additional Insured Endorsement, naming the City of Monrovia as an Additional Insured at the address above. Lastly, our Finance Department requires we obtain a completed Form W-9. These additional documents may be returned with the contract, or emailed separately to smatthews@ci.monrovia.ca.us.

If you have any questions, please don't hesitate to contact me at (626) 932-5505.

Sincerely,

A handwritten signature in cursive script that reads "Alice".

Alice D. Atkins, CMC
City Clerk

Enclosure

**AMENDMENT NO. 2 TO THE AGREEMENT DATED JULY 1, 2012 BETWEEN
THE CITY OF MONROVIA AND THE CITY OF BRADBURY FOR THE
OPERATION OF PUBLIC TRANSPORTATION SERVICES**

This Amendment ("AMENDMENT NO. 2"), made and entered into this 5th day of July, 2016, by and between the CITY OF MONROVIA, hereinafter referred to as "CITY" and the CITY OF BRADBURY, hereinafter referred to as "BRADBURY".

WHEREAS, CITY entered into that certain original agreement, dated July 1, 2012 ("AGREEMENT"), with BRADBURY for management, operation, and maintenance for the demand responsive community transit program, hereinafter referred to as "MONROVIA TRANSIT," and

WHEREAS, AGREEMENT provides for CITY to grant BRADBURY two additional one-year extensions beyond the initial three-year term, and

WHEREAS, CITY desires the continued contractual partnership of such services and it is in the public interest for CITY to continue.

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, CITY and BRADBURY mutually agree as follows:

SECTION 1. TERM OF AGREEMENT

Pursuant to Section II of the AGREEMENT, the AGREEMENT shall be extended for an additional one-year to begin on July 1, 2016, through June 30, 2017.

SECTION 2. RATES AND COMPENSATION

A. Minimum Obligation

Bradbury's minimum monthly obligation under this AGREEMENT is based on 30 one-way trips per month which is equal to Seven Hundred and Four and 07/100 Dollars (\$704.07).

SECTION 3. ORIGINAL AGREEMENT

Except as modified or changed herein, all terms and provisions of the AGREEMENT shall remain in full force and effect.

SECTION 4. PRECEDENCE

In the event of any material discrepancy between the express provisions of this AMENDMENT NO. 2 and the AGREEMENT, the provisions of AMENDMENT NO. 2 shall prevail.

SECTION 5. ENTIRE AGREEMENT

This AMENDMENT NO. 2 and the AGREEMENT and any other documents incorporated herein by specific reference, represents the entire and integrated

agreement between BRADBURY and CITY. This AMENDMENT NO. 2 supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this AMENDMENT NO. 2 acknowledges that no representations by any party, which are not embodied herein, and no other agreement, statement or promise not contained in AMENDMENT NO. 2 shall be valid and binding. Any modification of AMENDMENT NO. 2 will be effective only if it is in writing signed by the parties.

IN WITNESS WHEREOF, the parties have caused AMENDMENT NO. 2 to be executed on the day and year first written above.

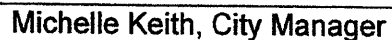
CITY OF MONROVIA



Oliver Chi, City Manager
City of Monrovia

CITY OF BRADBURY

By:

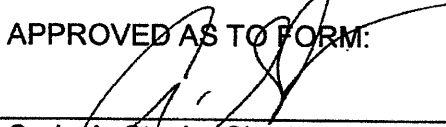

Michelle Keith, City Manager
City of Bradbury

ATTEST:

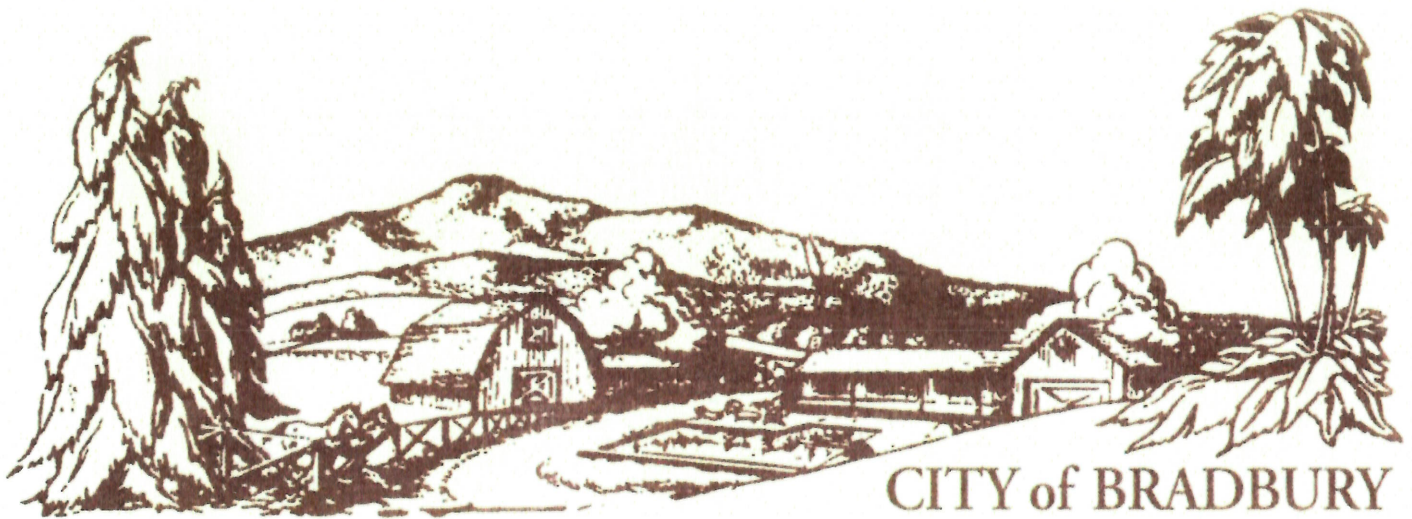


Alice D. Atkins, CMC, City Clerk
City of Monrovia

APPROVED AS TO FORM:


Craig A. Steele, City Attorney
City of Monrovia

ATTACHMENT #4



CITY of BRADBURY

Incorporated July 26, 1957

November 29, 2017

City of Monrovia
600 S. Mountain Avenue
Monrovia, CA 91016

RE: DIAL-A-RIDE SERVICES AGREEMENT

To whom it may concern:

The City of Bradbury acknowledges that the Dial-A-Ride Services Agreement with the City of Monrovia expired July 2017. Currently the Cities of Bradbury and Monrovia are in the process of developing a new agreement. During this time, the City of Bradbury agrees to pay the previous rate of \$704.07 per month until a new agreement is signed.

Should you have any questions or need further information, please feel free to contact me. I can be reached at (626) 358-3218 or by email at kkearney@cityofbradbury.org.

Sincerely,


Kevin Kearney
City Manager

ATTACHMENT #5

AMENDMENT NO. 3 TO THE AGREEMENT DATED JULY 1, 2012 BETWEEN THE
CITY OF MONROVIA AND THE CITY OF BRADBURY FOR THE OPERATION OF
PUBLIC TRANSPORTATION SERVICE

THIS Amendment ("AMENDMENT NO. 3") made and entered into this 1st of June, 2019 by and between the CITY OF BRADBURY (hereinafter referred to as BRADBURY), and the CITY OF MONROVIA (hereinafter referred to as CITY):

W I T N E S S E T H

WHEREAS, CITY entered into that certain original agreement, dated July 1, 2012 ("AGREEMENT"), with BRADBURY to provide paratransit service to the general public in the incorporated BRADBURY area and CITY, hereinafter referred to as "MONROVIA TRANSIT," and

WHEREAS, CITY amended the AGREEMENT (AMENDMENT NO. 1), dated June 16, 2015, with BRADBURY to extend the agreement for an additional one-year to begin on July 1, 2015 through June 30, 2016, and

WHEREAS, CITY amended the AGREEMENT (AMENDMENT NO. 2), dated July 5, 2016, with BRADBURY to extend the agreement for an additional one-year to begin on July 1, 2016 through June 30, 2017, and

WHEREAS, CITY received a letter of commitment ("LETTER OF COMMITMENT"), dated November 29, 2017, from BRADBURY to continue to pay the previous monthly rate of Seven Hundred Four and 07/100 (\$704.07) until a new agreement is signed, and

NOW, THEREFORE, in consideration of the mutual covenants and conditions herein contained, CITY and BRADBURY mutually agree to the changes as follows:

SECTION 1. EXHIBIT A- SCOPE OF SERVICE

2. TERM OF AGREEMENT

Pursuant to Section II of the AGREEMENT, the AGREEMENT shall be extended for a period of June 1, 2019, through June 30, 2022.

4. FARES

CITY shall charge the persons with disabilities 50 cents (\$0.50) per one-way ride. Escorts of persons with disabilities and children under two years old shall not be charged a fare.

CITY shall establish transit fares and payment media. CITY reserves the right to amend the fare structure.

The fare box revenue shall be retained by CITY to partially fund total SERVICE operating costs. The formula to determine the service rate includes the fare box return. If it is determined that SERVICE may be improved by revisions to fares, BRADBURY and CITY may plan and institute such changes jointly upon mutual written consent within the terms of this AGREEMENT after holding any public hearing(s) required by law.

5.C. MINIMUM OBLIGATION

In consideration of the transportation services being provided by the CITY, BRADBURY agrees to pay a fixed monthly fee of \$1,300.00 to the CITY.

SECTION 2. EXHIBIT C- SERVICE DESCRIPTION

2. SERVICE AREA

Monrovia Transit shall be provided within the City of Monrovia and as identified in Exhibit D as well as the following areas:

1. Out-of-City Service Area located south of the City of Monrovia in unincorporated Los Angeles County which includes Duarte, Monrovia, Arcadia, and El Monte County Islands
2. Transit service shall also be provided only to the designated satellite locations within a three (3) mile radius of Monrovia's City limits. A minimum of 24-hours advance notice is required. Once a satellite trip is scheduled, pick-up and drop-off times may be adjusted up to 24-hours before a rider's first pick-up. The locations are as follows:
 - a. Santa Teresita (Duarte)
 - b. Arcadia Medical Center (600 Block of Duarte Road in Arcadia)
 - c. Arcadia Methodist Hospital
 - d. City of Hope in Duarte
 - e. Arcadia Mental Health Center
 - f. First and Foothill Medical Center
 - g. Tridocs Medical Center
 - h. Santa Anita Dental Group / Davita-Arcadia
 - i. Healthcare Partners Medical Group
 - j. Congress Orthopedic Associates
3. The City reserves the right to modify the service area as necessary for fiscal, jurisdictional, geographic or passenger travel pattern requirements.

SECTION 3. ORIGINAL AGREEMENT

Except as modified or changed herein, all terms and provisions of the AGREEMENT shall remain in full force and effect.

SECTION 4. PRECEDENCE

In the event of any material discrepancy between the express provisions of this AMENDMENT NO. 3 and the AGREEMENT, the provisions of AMENDMENT NO. 3 shall prevail.

SECTION 5. ENTIRE AGREEMENT

This AMENDMENT NO. 3 and the AGREEMENT and any other documents incorporated herein by specific reference, represents the entire and integrated agreement between BRADBURY and CITY. This AMENDMENT NO. 3 supersedes any and all other agreements, either oral or in writing, between the parties with respect to the subject matter herein. Each party to this AMENDMENT NO. 3 acknowledges that no representations by any party, which are not embodied herein, and no other agreement, statement or promise not contained in AMENDMENT NO. 3 shall be valid and binding. Any modifications of AMENDMENT NO. 3 will be effective only if it in writing signed by the parties.

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IN WITNESS WHEREOF, the parties have caused AMENDMENT NO. 3 to be executed on the day and year first written above.

CITY OF BRADBURY

By _____
Kevin Kearney, City Manager

CITY OF MONROVIA

By _____
Oliver Chi, City Manager

ATTACHMENT #6

Monrovia Transit February 2019 Ridership

	Route 1		Route 2		Route 3	
	County	Bradbury	County	Bradbury	County	Bradbury
2/4/2019			2		4	1
2/5/2019	1		1		4	1
2/6/2019	1		1		6	1
2/7/2019	3		3		4	1
2/8/2019	1		2			1
2/9/2019						
2/10/2019	1					
2/11/2019			2		1	1
2/12/2019	2		1		6	1
2/13/2019					3	1
2/14/2019	2		1		3	1
2/15/2019			1		2	1
2/16/2019			2			
2/17/2019						
2/18/2019			2			
2/19/2019	1		2		3	1
2/20/2019			1		1	1
2/21/2019	3				3	1
2/22/2019	2				2	1
2/23/2019						
2/24/2019	1		1			
2/25/2019					2	1
2/26/2019	4				4	1
2/27/2019	2		1		3	1
2/28/2019	2		2		6	1
	26	0	25	0	57	18

TOTAL FOR COUNTY AREA
TOTAL FOR BRADBURY AREA

108
18

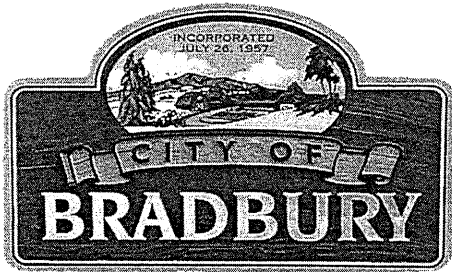
Monrovia Transit March 2019 Ridership

	Route 1		Route 2		Route 3	
	County	Bradbury	County	Bradbury	County	Bradbury
3/1/2019					1	1
3/2/2019	1					
3/3/2019			5			
3/4/2019	1				4	1
3/5/2019	4		3		3	1
3/6/2019				1	2	
3/7/2019	3		2		5	1
3/8/2019			1		5	1
3/9/2019			2			
3/10/2019	3					
3/11/2019	2				3	1
3/12/2019	3		1		4	1
3/13/2019					4	1
3/14/2019	3		3		4	1
3/15/2019	2		2	1	5	
3/16/2019	2					
3/17/2019			2		4	
3/18/2019			3	1	3	
3/19/2019	2		3		3	1
3/20/2019	1		3		2	1
3/21/2019	3		3		4	1
3/22/2019	1				1	1
3/23/2019	2					
3/24/2019	3		1			
3/25/2019			3		1	1
3/26/2019	2		2		5	1
3/27/2019		1			3	
3/28/2019	2		4		6	1
3/29/2019	1				7	
3/30/2019			4			
3/31/2019			1		5	
	41	1	48	3	84	16

TOTAL FOR COUNTY AREA
TOTAL FOR BRADBURY AREA

173

20



Richard Barakat, Mayor (District 3)
Richard Hale, Mayor Pro Tem (District 1)
Monte Lewis, Council Member (District 2)
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: May 21, 2019

SUBJECT: **DISCUSSION ON PARTNERING WITH BURRTEC TO ASSIST IN ENFORCING UNPAID CODE ENFORCEMENT CITATIONS**

DISCUSSION

Over the past two (2) years, the City has been strengthening its code enforcement program; as such, the number of citations issued for property maintenance standard violations has increased. Most citations that are issued are paid; however, the City has found that it has trouble following up with unpaid citations, as there are currently a few outstanding.

In larger cities, most contract with 3rd party vendors to enforce their code enforcement citations. These companies have the ability – on behalf of the cities – to refer unpaid citations to collection agencies, place liens on property tax rolls, or even levy State income tax refunds. These 3rd party vendors, unfortunately, are cost prohibitive for Bradbury, especially since the amount of citations issued in Bradbury is relatively low compared to larger cities. This has left Bradbury with no economically feasible way to enforce outstanding citations.

Recently, Bradbury had a conversation with a number of utility companies to see if they would be interested in partnering with Bradbury to place property tax liens on properties. Turns out, Burrtec was interested, and they already partner with a number of other cities to perform the same service. These cities include Montebello, Palm Desert, La Quinta, Apple Valley, Rialto, Rancho Cucamonga, Fontana, and Upland.

Essentially, the City would issue a citation and any subsequent warning letters associated with the outstanding fine. The City would then turn over the outstanding fine to Burrtec, who would in return place the fine on the property tax roll. Burrtec would be the facilitator

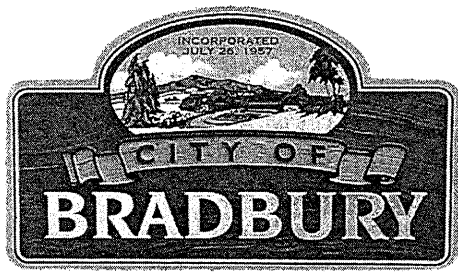
of the lien and the lien would show up on the property tax bill as the City of Bradbury. Should a property have an outstanding citation and if a lien was needed on the property, it would not affect Burrtec services or trash pick-up at the property.

In exchange for the services, Burrtec is requesting from the City of Bradbury the ability to place their own liens onto properties that have not paid their trash bill. The current contract between Burrtec/Bradbury currently does not provide them the authority to place liens on the property for unpaid services. This has resulted in Burrtec sending out warning letters to the property for unpaid bills but no real way of enforcement.

Staff feels that the community would benefit from the service Burrtec would provide the City, as enforcement of unpaid citations is currently weakening the code enforcement program. Should the City Council decide the move forward, Staff would work toward further researching the partnership, which may include amending the Burrtec/Bradbury contract, altering the municipal code, and/or other needed items.

STAFF RECOMMENDATION

It is recommended that the City Council direct Staff to move forward with further researching the partnership with Burrtec to enforce unpaid code enforcement citations.



Richard Barakat, Mayor (District 3)
Richard Hale, Mayor Pro Tem (District 1)
D. Montgomery Lewis, Council Member (District 2)
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
Lisa Bailey, Finance Director

DATE: May 21, 2019

SUBJECT: **PROPOSED FORECAST OF FISCAL YEAR 2019 – 2020**

ATTACHMENTS: 1. FY 2019 – 2020 Work Plan
2. FY 2019 – 2020 Projected Fund Activity by Fund
3. FY 2019 – 2020 Revenue Projections
4. FY 2019 – 2020 Expenditure Projections
5. General Fund History & Projection
6. Letter from City of Duarte Requesting COPS Funding
7. Public Safety Committee Work Plan

SUMMARY

The proposed Fiscal Year 2019 – 2020 draft budget is a snap-shot of next year's budget forecast and it allows the City Council to discuss any priorities in the coming year.

The budget determines the City's resource priorities and sets the course for years to come. The City Council does that by linking the most important, highest priority items for the City to accomplish over the next year with the necessary resources.

This forecast represents the opportunity for City Council to review the financial picture before final adoption in June. Following this meeting, Staff will complete any necessary changes and bring the budget back before the City Council for approval in June. With this report, Staff is seeking direction from the City Council on what measures to take in the Fiscal Year 2019 – 2020 budget.

ANALYSIS

Linking objectives with necessary resources involves a process that identifies key goals prior to budget preparation, and these goals become priorities for the budget process. Programs and priorities from prior years that are not yet complete also remain in the

budget for financial completion during this budget cycle. The following five key goals (in no particular order of importance) have been developed by the City Council:

- **Disaster Preparedness**
- **Fiscal Responsibility**
- **Capital Improvements**
- **Infrastructure Improvements**
- **City Beautification**

DISCUSSION

A Snapshot of the Budget FY 2019 - 2020

Revenue projects are based on the trends and forecast reports from the County and State. These estimates are conservative and reflect the expectation of the City's revenues from the previous year. As it is still early, the May and June property tax payments and several other franchise fees have not been paid yet, so this is a "snap shot" to assist staff with preparing the draft report.

Revenue to all funds is projected at \$2,545,462 and expenditures total is \$2,822,367 (not including any new sewer projects). The City's major General Fund revenue sources are Property Tax, Transfer Tax, Franchise Fees and Fees for Service. It should be noted that the General Fund revenues are subject to changes in economic conditions and can fluctuate significantly. Revenue from Licenses and Permits have leveled off this year due to a slowing in construction activity. We anticipate continued slowing in 2019-20.

Projected General Fund Revenue =	\$1,672,682
Projected General Fund Expenditures =	\$1,798,467
Projected Difference	\$ 125,785
Projected Fund Balance =	\$3,003,533
Projected General Fund Reserves =	\$1,200,000
Projected Infrastructure Reserves =	\$ 200,000
Projected Contingency =	\$ 5,000
Projected General Fund Liability =	\$ 25,000
Unreserved General Fund Balance =	\$1,573,533

Expenditures

The proposed budget for FY 2019-20 General Fund has been developed conservatively with a continued emphasis on streamlining services and using technology where appropriate in order to reduce costs and increase efficiencies. The City Council is looking ahead at several important issues facing the community, including upgrading the City Hall website and infrastructure improvements to sewer systems. Special or restricted revenue

funds have been budgeted in lieu of General Funds where appropriate in an effort to reduce the use of General Funds, i.e. Dial-A-Ride (Prop C) and making road improvements with restricted funds whenever appropriate. Financial forecasts represent the City's continuing efforts to live within its means while providing an adequate level of service for the community.

Significant Projects Completed in FY 2018-19

- *Wide Variety of Policies, Ordinances, and Projects*
A wide variety of policies, ordinances, and projects were completed throughout the year. These include:
 - ✓ Renewed the CSO Program
 - ✓ Updated Parking Regulations
 - ✓ Prohibited Short-Term Rentals
 - ✓ Created a Mills Act Form Template
 - ✓ Created Construction Maintenance Standards
 - ✓ Purchased an Automated External Defibrillator
 - ✓ Held a Community Meeting with Fish & Wildlife
 - ✓ Strengthened Property Maintenance Standards
 - ✓ Continuance of Routine Performance Evaluations
 - ✓ Partnered with Duarte to Host an Earth Day Event
 - ✓ Facilitation of Cal Recycle Competitive Grant Funding
 - ✓ Created a Master Encroachment Agreement Template
- *Bradbury Night Out*
On July 26, 2018, the City hosted Bradbury Night out in recognition of National Night Out and Bradbury's Birthday Event at City Hall. There were over 120 attendees.
- *Automated License Plate Readers*
Partnered with the City of Duarte and the Los Angeles County Sheriffs Department to install two (2) Automated License Plate Readers (ALPRs) at the entrance of Mt. Olive Drive.
- *Public Safety Committee*
The previous Emergency Response Committee was morphed into the Public Safety Committee to include the additional responsibilities of law enforcement priorities, crime prevention and control, animal control, and emergency preparedness. As part of the shift, the City of Duarte (through Bradbury's COPS funding) allocates a Special Assignment Deputy to attend Committee meetings to discuss crime and traffic enforcement activity. This new arrangement has already shown positive results, as the Committee has already addressed traffic safety concerns, which led to additional patrolling on streets that are known to experience speeding vehicles. The Committee has also purchase an Automated External Defibrillator (AED) and recently performed an emergency supplies inventory to note what emergency supplies may be needed.

- *Citywide Street Slurry*
All public streets will be apart of the citywide street slurring program that will be performed at the end of May / beginning of June.
- *Landscaping of the South Side of City Hall*
Removed dead oleanders, replaced a rotting fence, and installed irrigation and drought tolerant landscaping.
- *Irrigation Updates w/ Grant Funds*
Made irrigation updates at the Civic Center, Mt. Olive Trail, and Royal Oaks Trail with a grant through WaterWise and Upper San Gabriel Valley Municipal Water District. Grant funds for irrigation retrofits totaled approximately \$2,380.
- *City Hall Computer Replacements*
Replaced all computers in City Hall, as the old computers were approximately 5-years out of date.
- *Hazard Mitigation Plan*
The Hazard Mitigation Plan was completed this fiscal year and was accepted by the Federal Emergency Management Agency (FEMA).
- *Citywide Street Trimming*
Completed the 2nd round of Citywide street tree trimming. The next round of trimming might not need to be done for at least another year or two.

New Items for Consideration in FY 2019 – 2020

Recommended New Items Utilizing Restricted Funds: Currently in Budget

- *COPS/SLESF Funds - \$155,00 (Restricted Funds)*
The City is receiving approximately \$130,000 in Citizens' Option for Public Safety (COPS) / Supplemental Law Enforcement Services Fund (SLESF) funding from the State for additional local law enforcement purposes each Fiscal Year. The City currently has a \$114,265 surplus from previous years. Last year, the City utilized funding for a contracted Monrovia CSO at a rate of \$52,000, administrative supplies (such as tickets) for \$1,500, and Duarte daytime patrol at \$50,000. Last year, additional funding for additional Bradbury patrol was not allocated, as the Sheriffs Department discovered funds from previous years that could be drawn down upon. This year though, it is recommended that the City allocate funding for the additional Bradbury patrol, which is historically been \$50,000. Therefore, Staff is recommending the following for this upcoming fiscal year:

➤	\$ 50,000	Additional Bradbury Patrol
➤	\$ 50,000	Duarte Daytime patrol (Attachment #6)
➤	\$ 52,000	Monrovia CSO
➤	\$ 3,000	Administrative Supplies
	\$155,000	TOTAL

With the current recommendation, the City is expected to have a remaining balance of \$89,265 in surplus COPS/SLESF funding for future years.

- *Royal Oaks North Curb Extension - \$79,000 (Restricted Funds)*
During the April 2018 meeting, the City Council provided authorization to move forward with surveying plans for the Royal Oaks North Curb Extension Project. Although the project has not yet been approved, Staff recommends budgeting for the entire project, as the Council can also decide at a later time to approve the full project, approve a hybrid variation, or not move forward with it. The cost of the anticipated full extension totals \$79,000 and can be covered fully by restricted funds. Should the Council decide to approve the project at a later time, it is expected that would be completed in FY 2019-20.
- *Website Services - \$20,000 (Restricted Funds)*
The City's website is currently outdated and does not comply with ADA guides for governmental sites. Updating the website would be funded through the restricted technology fund.

Recommended New Items Utilizing General Funds: Currently in Budget

- *Los Angeles Sheriff's Department Contract Increase - \$6,056*
The Sheriff's Department has notified the City that their contracting cost model will overall increase by 5.38%. Part of the rate increase is due to the increase from 10.5% to 11% to the Contract Cities Liability Trust Fund (LTF) rate. The trust fund increase was taken based upon a review of the annual actuary study, the pro forms analysis, and current financial condition of the LTF. The contract between Bradbury and LASD accounts for 730 annual scheduled hours within the City.
- *2.7% COLA for Staff - \$11,168*
The COLA increase would affect the City Manager, Finance Director, Management Analyst and City Clerk and is based off the Bureau of Labor Statistics' Consumer Price Index (CPI) for the area.
- *Emergency Supplies / Equipment – \$2,500*
On April 1, 2019, the newly Established Public Safety Committee members and Staff conducted an inventory of the City's emergency supplies and equipment. Ultimately, it was discovered that supplies and equipment were non-existent. As such, the Committee has listed the purchase of supplies and equipment as one of

their priorities for the upcoming fiscal year (Attachment #7). This budget item allows the Committee to purchase additional supplies that in past years.

- *Development Code Update - \$26,000*
The City's development code is outdated. This line item allows for three (3) hours per week of the City Planner's time to update the development code.

ITEMS FOR FUTURE CONSIDERATION

Items are NOT Currently in the Budget

- *Community Wildfire Protection Plan - \$55,000 to \$90,000*
For many years, the City Council has listed the creation of the Community Wildfire Protection Plan as a Council priority. Unfortunately, the Plan requires extensive research, data, and mapping, which is probably why Staff has been unable to complete the Plan. Staff has contacted vendors for assistance and has been provided very rough initial quotes to complete the plan, which range somewhere between \$55,000 and \$90,000.
- *Completion of Mt. Olive Drive Sewer - \$2 Million to \$2.5 Million*
This project cost approximates the funding needed to complete sewer to the northern borders of the City. Completion of the project would also allow the City of Duarte to bring sewer up into the Duarte Mesa.
- *Completion of Lemon Avenue Sewer - \$580,000*
The sewer at Lemon Avenue is not fully connected. This project would serve 6 to 8 residents and would be fairly easy to assemble and execute.
- *Lemon Curb/Gutter Project - \$40,000*
The curb and gutter on Lemon Avenue, north of the Cal Am site, currently does not have a curb and gutter. This cost is approximated and could potentially be done at the same time as the Royal Oaks Drive North curb improvement project to reduce the costs to both projects.
- *Digitization of Building Permits - \$ Unknown*
The City's building permits are currently all in paper base form. At some point, the City could hire a contractor to digitize all the permits so that can be stored electronically on a cloud platform. Should a fire occur at City Hall, all of City's historical permits would be forever gone. Funds for digitization could be gleaned from the restricted Technology Fund, but the costs for hiring a contractor is currently unknown.

Other Notable Items

- For the 12 designated unpaid days, Staff recommends the following days to be designated: Friday, July 5, 2019; Friday, August 2, 2019; Friday, September 6,

2019; Monday, October 14, 2019 (Columbus Day); Monday, November 11, 2019 (Veterans Day); Thursday, December 26, 2019; Friday, December 27, 2019; Monday, December 30, 2019; Friday, March 6, 2020; Friday, April 3, 2020; Friday, May 1, 2020; Friday, June 5, 2020.

STAFF RECOMMENDATION

Staff recommends that the City Council review the proposed draft budget forecast and provide Staff with input and direction to prepare the draft budget. Once direction is received, Staff will bring the finalized budget for adoption during the June City Council meeting.

ATTACHMENT #1

2019 – 2020 Work Plan

City Council Priorities

Disaster Preparedness
Fiscal Responsibility
Capital Improvements
Infrastructure Improvements
City Beautification

Blue = Staff Proposed
Red = Completed Last FY

Disaster Preparedness

- ~~1. Complete and adopt the Local Hazard Mitigation Plan~~
2. Complete a Community Wildfire Protection Plan (CWPP)
3. Host One Community Preparedness Education Event
4. Obtain Status as a *Firewise Community, USA*

Fiscal Responsibility

1. Continue to Work with the Community on Fiscal Stability

Capital Improvements

1. Complete Remediation of Lemon Trail
2. Complete Curb Improvements on Royal Oaks Drive North
3. Create and Complete a New City Website

Infrastructure Improvements

- ~~1. Complete Citywide Paving~~
2. Complete Lemon Avenue Sewer

City Beautification

- ~~1. Continue street tree trimming program~~
- ~~2. Improve signage throughout City~~
3. Continue to Improve City Trails with Drought Tolerant Landscaping

Miscellaneous Community Improvement

1. Work toward Updating the City's Development Code
2. Explore the Most Effective Policing Solution to Increase the Feeling of Safety within Bradbury
3. Work Regionally and with Neighboring Cities on the ~~Issuance of the new~~ MS4 Permit
4. Improve Communications with the Community

ATTACHMENT #2

Fiscal Year 2019-20 Summary

Unrestricted Funds:

Fund 101 - General Fund
Fund 102 - Utility Users Tax Fund
Fund 112 - Long Term Planning Fee Fund
Fund 113 - Technology Fee Fund

	7/1/2019 Estimated Fund Balance	Proposed Revenues	Proposed Expenditures	Estimated 6/30/2020 Fund Balance Reserved	Estimated 6/30/2020 Fund Balance Unreserved	Estimated Increase/(Decrease) in Fund Balance
Fund 101 - General Fund	3,129,318	1,672,682	1,798,467	1,430,000	1,573,533	(125,785)
Fund 102 - Utility Users Tax Fund	762,016	18,810	50,000		730,826	(31,190)
Fund 112 - Long Term Planning Fee Fund	16,559	8,400	26,000		(1,041)	(17,600)
Fund 113 - Technology Fee Fund	48,499	19,500	30,000		37,999	(10,500)
	3,956,392	1,719,392	1,904,467	1,430,000	2,341,316	(185,075)

Restricted Funds:

Fund 200 - Gas Tax Fund
Fund 201 - SB1 Fund
Fund 203 - Prop. A Fund
Fund 204 - Prop. C Fund
Fund 205 - TDA Fund
Fund 206 - Sewer Fund
Fund 208 - STPL Fund
Fund 209 - Recycling Grant Fund
Fund 210 - Measure R Fund
Fund 212 - Measure M Fund
Fund 215 - COPS Fund
Fund 217 - County Park Grant Fund
Fund 219 - Fire Safe Grant 14-USFS-SFA-005:

Fund 200 - Gas Tax Fund	4,528	25,000	24,000		5,528	1,000
Fund 201 - SB1 Fund	6,118	15,000	19,000		2,118	
Fund 203 - Prop. A Fund	17,590	23,308	9,000		31,899	14,308
Fund 204 - Prop. C Fund	1,471	19,000	19,900		571	(900)
Fund 205 - TDA Fund	(2)	5,000	-		4,998	5,000
Fund 206 - Sewer Fund	65,944	600,885	645,000		21,830	(44,115)
Fund 208 - STPL Fund	978	-	-		978	-
Fund 209 - Recycling Grant Fund	6,156	5,000	5,000		6,156	-
Fund 210 - Measure R Fund	(680)	15,000	14,000		320	1,000
Fund 212 - Measure M Fund	11,445	16,500	27,000		945	(10,500)
Fund 215 - COPS Fund	168,397	100,982	155,000		114,379	(54,018)
Fund 217 - County Park Grant Fund	9,126	180	-		9,306	180
Fund 219 - Fire Safe Grant 14-USFS-SFA-005:	10,849	215	-		11,064	215
	301,922	826,070	917,900	-	210,092	(87,830)
	4,258,313	2,545,462	2,822,367	1,430,000	2,551,409	(272,905)

All Street Funds

10,461

ATTACHMENT #3

Revenues

Acct. Number	Account Description	2015-16	2016-17	2017-18	Amended		2018-19	2018-19	2019-20
		Actual	Actual	Actual	2018-19	YTD @ 04/30/19	Estimate	Proposed	
General Fund:									
101-00-4010	Property Tax-Current Secured	378,325	397,293	438,658	441,057	406,339	92%	465,000	495,000
101-00-4030	Property Tax-Current Unsecured	15,860	16,148	3,941	4,000	18,096	452%	18,300	18,500
101-00-4060	Public Safety Augmentation F	9,566	9,922	10,323	9,700	9,134	94%	11,075	12,000
101-00-4070	Delinquent Taxes	6,482	6,408	6,624	5,900	5,380	91%	6,000	7,500
101-00-4100	Sales & Use Tax	2,818	7,465	4,114	4,500	1,233	27%	1,500	1,500
101-00-4110	Franchise Fee-Cable TV	18,533	17,736	18,708	17,500	17,182	98%	22,909	23,000
101-00-4120	Franchise Fee-SC Edison	19,383	17,658	17,722	17,800	18,739	105%	18,739	19,000
101-00-4130	Franchise Fee-SC Refuse	33,218	34,025	33,402	34,000	27,606	81%	37,021	37,000
101-00-4140	Franchise Fee-SC Gas Co.	3,060	2,426	2,574	2,600	2,539	98%	2,600	2,600
101-00-4150	Franchise Fee-Cal Am Water	23,383	27,483	31,388	32,000	37,557	117%	37,557	38,000
101-00-4160	AB939 Refuse Admin. Fee	17,306	17,514	17,952	17,500	-	0%	18,000	18,000
101-00-4190	Real Property Transfer Tax	15,922	32,492	31,081	30,000	13,995	47%	13,995	14,000
101-00-4200	Motor Vehicle In-Lieu	115,939	123,481	130,646	132,000	69,027	52%	138,054	140,000
101-00-4210	Dist & Bail Forfeiture	8,734	4,996	2,867	4,000	1,058	26%	1,350	1,500
101-00-4220	Fines-City	12,158	-	21,906	2,000	17,674	884%	17,674	2,000
101-00-4350	Business License	40,536	41,296	44,063	40,000	33,316	83%	40,480	40,700
101-00-4360	Movie & TV Permits	-	7,000	3,030	3,000	-	0%	-	-
101-00-4370	Bedroom License Fee	37,080	30,900	10,301	9,000	14,420	160%	14,420	15,000
101-00-4410	Variances & CUPs	6,538	-	1,635	1,400	1,635	117%	1,635	1,600
101-00-4420	Lot Line Adjustment/Zone Changes	14,578	1,902	3,805	2,000	-	0%	-	-
101-00-4440	Subdivisions/Lot Splits	38,206	3,312	4,844	3,000	4,844	161%	4,844	5,000
101-00-4460	Planning Dept. Review	116,879	100,020	50,073	45,000	17,556	39%	21,763	25,000
101-00-4470	Building Construction Permit	288,311	309,178	179,175	175,000	228,897	131%	250,000	250,000
101-00-4480	Building Plan Check Fees	299,215	270,669	260,790	200,000	127,052	64%	225,000	250,000
101-00-4485	Landscape Plan Check Permit	34,911	28,204	10,627	8,000	5,113	64%	5,113	5,500
101-00-4490	Green Code Compliance	41,902	40,268	26,871	24,000	26,367	110%	27,000	27,000
101-00-4500	Civic Center Rental Fee	-	-	1,050	-	1,050		1,050	1,050
101-00-4530	Environmental & Other Fees	11,579	4,450	8,612	7,500	371	5%	371	1,000
101-00-4540	City Engineering Plan Check	118,522	173,070	140,793	95,000	107,015	113%	131,936	135,000
101-00-4600	Interest Income	13,200	17,136	20,081	20,000	78,457	392%	73,043	77,712
101-00-4700	Sales of Maps & Publications	259	446	317	300	353	118%	400	400
101-00-4800	Other Revenue	1,021	9	-	200	153	77%	153	200
101-00-4850	Cal-Am Loan Repayment	14,459	4,820	4,820	4,820	-	0%	4,820	4,820
101-00-4900	Reimbursements	-	4,323	65	-	5,783		5,254	3,000
101-00-4920	Sale of Prop. A Funds		-	56,000	-				-
101-23-4950	Vacant Property Registry Fee			50		100		100	100
101-24-4610	Donations					500		500	-
Total General Fund Revenues		1,767,883	1,752,050	1,598,908	1,392,777	1,298,541	93%	1,617,656	1,672,682

Revenues

Acct. Number	Account Description	2015-16 Actual	2016-17 Actual	2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD @ 04/30/19	2018-19 Estimate	2019-20 Proposed	
Utility Users Tax Fund:		35%	-1%	-9%			1%	3%	
102-00-4600	Interest	230	2,902	7,099	4,000	-	21,419	18,810	
102-00-4810	Water	30,726	40,212	47,920	-				
102-00-4820	Trash	22,638	22,815	22,991	-				
102-00-4830	Electric	100,778	94,765	108,595	-	18			
102-00-4840	Natural Gas	14,909	15,426	14,930	-				
102-00-4850	UUT - Cable	17,838	19,850	21,642	-				
102-00-4855	Telecom-Minors	12,387	14,505	12,990	-				
102-00-4856	Telecom-AT&T	444	449	434	-				
102-00-4857	Telecom-Verizon	6,182	5,650	5,235	-				
102-00-4858	Telecom-Sprint Nextel	2,735	4,288	991	-				
102-00-4900	Reimbursements	1,277	-	364	-				
		210,144	220,862	243,191	4,000	18	0%	21,419	18,810
Civic Center Fund:									
111-00-4000	Transfer In from General Fund	-	4,544						
111-00-4500	Civic Center Rental Fee	975	900						
		975	5,444						
Long Term Planning Fee Fund:									
112-00-4490	Long-Term Planning Fee	11,569	11,637	10,647	9,000	5,682	63%	7,449	8,000
112-00-4600	LTP Fee Interest Income	66	29	143	40		0%	494	400
		11,635	11,666	10,790	9,040	5,682	63%	7,943	8,400
Technology Fee Fund:									
113-00-4520	Technology Fee	22,609	24,453	14,646	14,000	17,765	127%	18,000	18,500
113-00-4600	Technology Fee Interest Income	1,307	217	498	750		0%	1,373	1,000
		23,916	24,670	15,144	14,750	17,765	120%	19,373	19,500
Gas Tax Fund:									
200-00-4000	Transfers In	3,147	-	1,258					
200-00-4200	TCRA Funds								
200-48-4260	Gas Tax	29,013	26,788	34,031	27,500	19,848	72%	23,346	25,000
200-00-4600	Gas Tax Interest	396	552	1,045	300		0%	2,180	-
		32,556	27,340	36,334	27,800	21,054	76%	26,732	25,000
SB1 Gas Tax Fund:									
201-00-4000	Transfers In					6,623		6,623	-
201-48-4260	Gas Tax					13,227		14,375	15,000
201-00-4600	Gas Tax Interest							120	-
					-	19,850		21,118	15,000

Revenues

Acct. Number	Account Description	2015-16 Actual	2016-17 Actual	2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD @ 04/30/19	2018-19 Estimate	2019-20 Proposed
Prop. A Fund:								
203-40-4260	Prop. A Transit Funds	19,530	19,835	20,948	21,050	18,824	89%	22,701
203-40-4600	Prop. A Transit Interest	133	293	95	50		0%	66
		19,663	20,128	21,043	21,100	18,824	89%	22,767
								23,308
Prop. C Fund:								
204-48-4260	Prop. C Funds	16,034	16,295	17,532	17,550	15,614	89%	18,830
204-48-4600	Prop. C Interest	164	252	524	100		0%	1,124
		16,198	16,547	18,056	17,650	15,614	88%	19,954
								19,000
Transportation Development Act Fund:								
205-48-4260	TDA Funds	-	-	7,362	30,000	21,390	71%	30,000
205-48-4600	TDA Interest	-	-	(2)	-			5,000
		-	-	7,360	30,000	21,390	71%	30,000
								5,000
Sewer Fund:								
206-00-4000	Transfers In	176,500	481,229	1,100,000				600,000
206-50-4600	Sewer Fund Interest	-	-	9,700				885
206-50-4605	Lemon Ave. Assessment	-	-					
206-50-4606	Winston Ave. Assessment	-	-					
206-50-4730	Mount Olive Drive Assessment	53,914	25,000	43,140				
		230,414	506,229	1,152,840	-	-		21,688
								600,885
STPL Fund:								
208-00-4260	STPL Funds	-	18,828	-				662
208-00-4600	STPL Interest	57	166	316				-
		57	18,994	316	-	-		662
								-
Recycling Grant Fund:								
209-00-4260	Recycling Grant Funds	5,000	5,000	(803)	5,000	4,198	84%	4,198
209-00-4600	Recycling Grant Interest	41	62	90				5,000
		5,041	5,062	(713)	5,000	4,198	84%	4,198
								5,000
Measure R Fund:								
210-48-4260	Measure R Funds	12,157	12,342	13,014	12,000	11,707	98%	14,132
210-48-4600	Measure R Interest	252	311	692	350	-	0%	1,528
		12,409	12,653	13,706	12,350	11,707	95%	15,660
								15,000
Measure M Fund								
212-48-4260	Measure M Funds			11,795	11,500	13,199	115%	15,924
212-48-4600	Measure M Interest			69	50		0%	237
			-	11,864	11,550	13,199	114%	16,161
								16,500

Revenues

Acct. Number	Account Description	2015-16	2016-17	2017-18	Amended	2018-19	2018-19	2019-20
		Actual	Actual	Actual	Budget	YTD @ 04/30/19	Estimate	Proposed
Citizen's Option for Public Safety (COPS) Fund:								
215-23-4260	COPs Funds	114,618	116,750	145,020	100,000	148,746	149%	100,000
215-23-4600	COPs Interest	358	539	1,383	300		0%	982
		114,976	117,289	146,403	100,300	148,746	148%	100,982
County Park Grant:								
217-00-4210	County Park Grant	26,500	48					
217-00-4600	Grant Fund Interest Income	24	-	85	-	-	-	
		26,524	48	85	-	-	-	
								179
								180
Fire Safe Grant 14-USFS-SFA-0053:								
219-00-4260	Fire Safe Grant 14-USFS-SFA-0053	47,500	-					
219-00-4270	HOA Contribution	-	-					
219-00-4600	Fire Safe Grant Interest Income	232	57	101				
		47,732	57	101	-	-	-	
								213
								215
Total Revenues		2,520,123	2,739,039	3,275,429	1,646,317	1,596,589	97%	1,995,356
								2,545,462

ATTACHMENT #4

Expenditures

Account Description	2015-16	2016-17	2017-18	Amended	2018-19	2018-19	2019-20
	Actual	Actual	Actual	2018-19 Budget	YTD @ 04/30/19	Estimate	Proposed
General Fund:							
101-00-6000 Transfers Out	176,500	485,773	1,100,000				600,000
City Council Division:							
101-11-6500 Community Support (homelessness)	-	3,000	3,000	3,000	3,000	3,000	3,000
101-11-6100 Events and awards	130	57	7,662	4,700	5,829	6,000	6,000
101-11-6110 City Newsletter	225	215	225	-	-	-	-
	355	3,272	10,887	7,700	8,829	9,000	9,000
City Manager Division:							
101-12-5010 Salaries	105,795	93,641	102,500	106,395	88,622	106,395	109,268
101-12-5100 Benefits	42,583	26,424	41,806	42,300	36,822	44,110	46,174
101-12-6020 Meetings & Conferences	2,173	854	2,027	2,500	3,268	3,500	3,500
101-12-6025 Expense Account	145	237	1,130	1,500	228	1,500	1,500
101-12-6050 Mileage	983	488	1,023	1,200	785	1,046	1,200
101-12-6210 Special Department Supplies	-	23,097	-	-	750	1,000	1,000
101-12-6440 Cell Phone	450	350	900	900			
	152,129	145,091	149,386	154,795	130,475	157,551	162,642
City Clerk Division:							
101-13-5010 Salaries	54,470	56,104	60,741	59,809	49,841	59,809	61,424
101-13-5100 Benefits	20,738	22,469	24,294	24,100	20,636	24,750	24,702
101-13-6020 Meetings & Conferences	-	-		100		-	-
101-13-6040 Transportation & Lodging	-	-		100		-	-
101-13-6050 Mileage	70	156	142	150	31	50	50
101-13-6210 Special Department Supplies	466	290		250	122	250	275
101-13-6220 Election Supplies	-	-	473	500	-	-	500
101-13-6225 Codification	10,742	8,317	2,317	1,500	6,408	7,000	7,000
101-13-7000 Contract Election Services	1,672			12,000		-	15,000
	88,158	87,336	87,967	98,509	77,038	91,859	108,951
Finance Division:							
101-14-5010 Salaries	10,810	13,746	14,230	15,043	11,547	15,000	15,449
101-14-5100 Benefits	1,868	1,198	1,299	1,250	880	1,110	1,371
101-14-6210 Special Department Supplies	215	351	94	350	575	600	600
101-14-6230 Contracted Computer Services	1,048	711	1,459	2,000	357	357	500
101-14-7010 Contracted Banking Services	3,166	4,034	4,726	4,600	2,315	4,000	4,000

Expenditures

Account Description	2015-16	2016-17	2017-18	Amended		2018-19	YTD @ 04/30/19		2018-19	2019-20
	Actual	Actual	Actual	Budget	Budget	2018-19			Estimate	Proposed
101-14-7020 Contracted Audit Services	14,613	10,000	18,523	14,700	1,546	11%	16,000	16,500		
101-14-7040 GASB Reports	14,694	1,300	350	350	700	200%	700	725		
	61,108	31,340	40,681	38,293	17,920	47%	37,767	39,145		
City Attorney Division:										
101-15-7020 City Attorney Retainer	24,750	36,385	29,400	29,400	22,050	75%	29,400	30,000		
101-15-7070 City Attorney Special Service	2,326	5,333	2,702	6,000	1,331	22%	2,100	5,000		
101-15-7080 Seminars & Training	425	1,008	1,211	1,000		0%	1,000	1,100		
	27,501	42,726	33,313	36,400	23,381	64%	32,500	36,100		
General Government Division:										
101-16-5010 Salaries	42,840	40,785	37,219	47,038	35,061	75%	47,038	48,308		
101-16-5100 Benefits	15,877	12,277	9,524	12,700	13,110	103%	13,107	13,107		
101-16-6010 Seminars & Training	-	-	375	500		0%		1,000		
101-16-6020 Meetings & Conferences	47	-	195	150		0%		200		
101-16-6040 Transportation & Lodging	-	-	-	500	388	78%	500	1,000		
101-16-6050 Mileage	589	195	215	500	188	38%	251	300		
101-16-6120 Postage	356	227	267	500	215	43%	287	300		
101-16-6200 Office Supplies	1,093	1,652	1,324	2,500	1,354	54%	2,050	2,500		
101-16-6210 Special Departmental Supplies		-	1,622	1,622	397	24%	400	500		
101-16-6230 Computer & Website Services	10,058	9,149	7,232	18,000	8,789	49%	11,552	15,000		
101-16-6240 PERS UAL Payment	168,139	-	2,259	2,068	1,724	83%	2,068	3,717		
101-16-6241 PERS Replacement Benefit Contribution					2,535		2,535	3,000		
101-16-6250 Copier & Duplications	4,295	1,767	2,216	2,216	4,511	204%	8,533	9,000		
101-16-6300 Insurance	38,379	36,431	54,738	47,201	55,553	118%	56,000	56,000		
101-16-6400 Utilities	3,513	4,051	2,953	5,000	2,984	60%	3,726	4,500		
101-16-6440 Telephone	6,070	7,118	6,714	7,000	3,820	55%	5,100	6,000		
101-16-6450 Building Operations	1,468	1,047	1,132	1,000	435	44%	580	1,000		
101-16-6460 Building & Cleaning Service	2,430	2,565	2,795	2,500	2,090	84%	2,787	3,000		
101-16-6470 Maintenance & Supplies	-	152	-	500	293	59%	293	400		
101-16-7600 Operating Contingency	1,590	241	-	-	-	-	-	-		
	296,744	117,657	130,780	151,495	133,448	88%	156,807	168,832		
Engineering Division:										
101-19-7230 Contracted Engineering Services	116,910	149,888	138,463	125,000	65,688	53%	110,000	130,000		
101-19-7238 Annexation	17,627	1,630	59,350	-						
101-19-7310 Woodlyn Lane/Mt. Olive Drainage	19,844	128,365		-						
	154,381	279,883	197,813	125,000	65,688	53%	110,000	130,000		

Expenditures

Account Description	2015-16	2016-17	2017-18	Amended 2018-19	2018-19	2019-20
	Actual	Actual	Actual	Budget	YTD @ 04/30/19	Estimate Proposed
Planning, Zoning & Development Division:						
101-20-6120 Postage	69	(77)	332	300	727	970 1,000
101-20-6210 Special Department Supplies	59	-	210	500	430	430 500
101-20-6240 Environmental Filing Fees	-	-	-	500	-	0% 500
101-20-7210 City Planner Retainer	50,700	46,800	46,800	46,800	31,243	46,800 46,800
101-20-7220 Contracted Building & Safety	325,845	291,247	232,115	290,000	138,341	250,000 250,000
101-20-7240 City Planner Special Service	14,767	8,957	15,592	10,000	13,901	15,000 15,000
101-20-7245 General Plan update	-	-	406	406	-	- -
	391,440	346,927	295,455	348,506	184,642	53% 313,200 313,800
Parks & Landscape Maintenance Division:						
101-21-7015 Royal Oaks Trail Maintenance	8,560	8,210	7,305	10,000	8,160	10,880 10,000
101-21-7020 City Hall Grounds Maintenance	2,680	2,920	2,670	19,830	7,300	7,650 7,000
101-21-7025 Trail Maintenance	7,385	23,960	1,777	7,000	5,358	7,000 10,000
101-21-7035 Mt.Olive Entrance & Trail	6,711	4,998	7,349	5,500	5,008	7,512 12,000
101-21-7045 Lemon/RO Horse Trail	680	910	1,380	27,500	21,493	32,240 43,000
101-21-7060 Street Tree Trimming	12,083	11,300	11,098	10,000	10,857	10,857 -
	38,099	52,298	31,579	79,830	58,176	73% 76,139 82,000
Public Safety Division:						
101-23-6210 Special Departmental Services	-	67	-	20,000	20,312	20,312 -
101-23-7410 Contract Services Sheriff	97,736	95,970	117,875	113,315	74,977	112,465 118,522
101-23-7420 City Hall Security	2,438	2,643	2,582	2,600	2,785	3,342 3,500
101-23-7450 Code Enforcement	4,714	2,771	4,499	5,600	4,285	5,714 6,000
101-23-7757 AED Purchase				3,278	1,578	1,578 -
	104,888	101,451	124,956	144,793	103,937	72% 143,411 128,022
Emergency Preparedness Division:						
101-24-6010 Seminars & Training	123	-	-	-	100	100 100
101-24-6020 Meetings & Conferences	-	-	55	50	100	100 375
101-24-6030 Memberships & Dues	360	-	360	360	360	360 500
101-24-6100 Events & Awards						
101-24-6470 Maintenance & Supplies	995	2,404	869	2,500	548	548 5,500
101-24-6480 Civic Center Generator	45,149	342	-	-	-	- -
101-55-7030 Hazardous Mitigation Plan	-	10,000	16	15,000	5,063	5,063 -
	91,348	12,746	1,300	17,910	6,071	34% 6,071 6,475

Expenditures

Account Description		2015-16 Actual	2016-17 Actual	2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD @ 04/30/19	2018-19 Estimate	2019-20 Proposed
Animal & Pest Control Division:								
101-25-7000	Animal Control Services	2,058	2,411	2,745	4,777	2,482	3,309	4,000
101-25-7010	Pest Control Services	-	-	175	300	-	0%	300
		2,058	2,411	2,920	5,077	2,482	49%	4,300
Intergovernmental Relations Division:								
101-30-6030	Memberships & Dues	8,143	8,452	8,610	8,700	3,672	42%	9,000
		8,143	8,452	8,610	8,700	3,672	42%	9,200
General Fund Totals		1,592,852	1,717,363	2,215,647	1,217,008	815,758	67%	1,146,614
								1,798,467
Utility Users Tax Fund:								
102-42-7630	NPDES Stormwater Compliance	61,375	78,602	36,081	100,000	31,592	32%	40,000
		61,375	78,602	36,081	100,000	31,592	32%	50,000
Long Term Planning Fee Fund:				1,350		8,645		9,553
				1,350		8,645		26,000
Technology Fee Fund:								
113-20-4500	Technology expense			8,631	16,677	17,383	104%	17,383
113-20-7730	Website		468	-	8,000	-	0%	-
113-20-8120	Capital Equipment-Server & Copier		-	7,470		1,188		1,188
113-20-4500	Technology expense (e-Plan)	10,720	-	-	-	-		-
		10,720	-	-	-	-		-
		10,720	468	16,101	24,677	18,571	75%	18,571
								30,000
Gas Tax Fund:								
200-48-5000	Transfers Out					6,623		-
200-48-6400	Utilities-Select System	3,620	7,518	11,272	12,000	6,693	56%	8,622
200-48-6410	Street Lights	8,759	7,752	9,293	9,000	5,789	64%	7,720
200-48-6555	Street Tree Maintenance	-	-	-	-	-		-
200-48-7000	PW Contract Services	451	1,741	1,474	2,000	2,019	101%	2,700
200-48-7290	Street Sweeping	4,143	3,765	4,071	4,000	2,818	70%	3,758
200-48-7745	Royal Oaks North Curb Extension				-			-
200-48-7750	Woodlyn Lane Pavement Rehab.							
200-48-7755	City Wide Slurry Seal	-	3,114	-	-			
					108,399	4,705	4%	108,399
		16,973	23,890	26,110	135,399	28,647	21%	131,199
								24,000
SB1 Gas Tax Fund:								
201-48-7745	Royal Oaks North Curb Extension				21,623	-	0%	21,623
201-48-7755	City Wide Slurry Seal				21,623	-	0%	21,623
								19,000
								-
								19,000

Expenditures

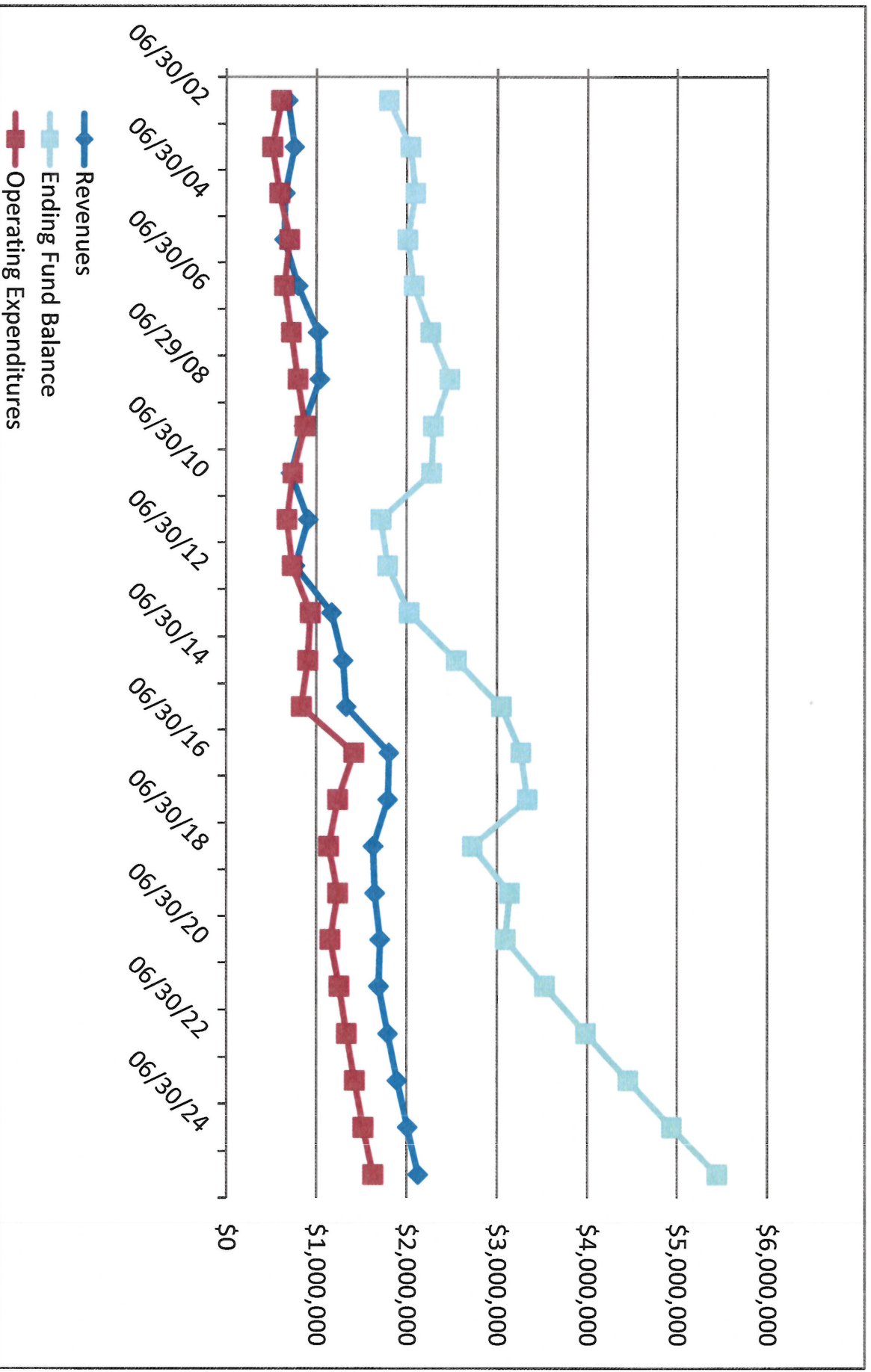
Account Description		2015-16 Actual	2016-17 Actual	2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD @ 04/30/19	2018-19 Estimate	2019-20 Proposed	
Prop. A Fund:									
203-00-7600	Sale of Prop. A Funds			80,000	9,000	6,337	70%	8,500	9,000
203-40-7625	Transit Services		-	80,000	9,000	6,337	70%	8,500	9,000
Prop. C Fund:									
Staffing		-	-						
204-20-6030	Memberships & Dues	346	514	642	-	833	0	833	900
204-40-7325	Transit Services	8,449	8,449	8,449	-	-	-	-	-
204-48-7745	Royal Oaks North Curb Extension								19,000
204-48-7755	City Wide Slurry Seal	-	-		73,867		0%	73,867	
		8,795	8,963	9,091	73,867	833	1%	74,700	19,900
Transportation Development Act Fund:									
205-48-7720	Lemon/RO Horse Trail Project	-	-	7,142	30,000	30,000	100%	30,000	
205-00-7760	Return of Funds			220					
		-	-	7,362	30,000	30,000	100%	30,000	-
Sewer Fund:									
206-50-7600	Mt. Olive Drive Sewer Project	195,710	323,075	-	9,760	9,760	100%	9,760	-
206-50-7601	Mt. Olive Lane Sewer Project	-	31,530	13,695	537,807	2,752	1%	537,807	65,000
206-50-7605	Lemon Ave. Project	13,432	7,810	103,816	-	-	-	-	580,000
206-50-7606	Winston Ave Project	800	44,696	25,813	492,582	492,582	100%	492,582	-
		209,942	407,111	143,324	1,040,149	505,094	49%	1,040,149	645,000
STPL Fund:									
208-48-7745	Royal Oaks North Curb Extension				-				
208-48-6555	Citywide Slurry Seal				32,774			32,774	
					32,774	-		32,774	-
Recycling Grant Fund:									
209-35-7300	Recycling Education	4,198	1,500	4,500		5,000		5,000	5,000

Expenditures

Account Description	2015-16	2016-17	2017-18	Amended 2018-19 Budget	2018-19 YTD @ 04/30/19	2018-19 Estimate	2019-20 Proposed
	Actual	Actual	Actual				
Measure R Fund:							
210-48-7755 City Wide Slurry Seal				88,763		88,763	
210-48-7745 Royal Oaks North Curb Extension					3,990	3,990	14,000
210-00-7760 Return of Funds	20,380	-	-	88,763	3,990	92,753	14,000
Measure M Fund							
212-48-6555 Citywide Slurry Seal			-	4,514		4,514	
212-48-7745 Royal Oaks North Curb Extension				18,900	12,066	12,066	27,000
212-48-7756 Bridge Repair				23,414	12,066	16,580	27,000
		-	-				
Citizen's Option for Public Safety (COPS) Fund:							
215-23-7410 Contract Services Sheriff	56,307	116,750	145,020	95,500	73,198	95,500	100,000
215-23-7411 Contract CSO Services & Supplies	56,307	116,750	145,020	95,500	73,198	95,500	155,000
Total Expenditures							
	2,116,277	2,354,647	2,684,586	2,892,174	1,539,731	53%	2,822,367
Totals by Project:							
Citywide Slurry Seal Total				275,543		4,705	
Royal Oaks North Curb Extension Total				-		-	
Lemon/RO Horse Trail Total				57,500		51,493	79,000

ATTACHMENT #5

City of Bradbury
General Fund History



Unrestricted Funds

Unrestricted Funds	Actual		Actual		Estimated		Proposed		Projected		Projected		Projected		Projected	
	06/30/17	06/30/18	06/30/18	06/30/19	06/30/19	06/30/20	06/30/21	06/30/22	06/30/23	06/30/24	06/30/25					
Revenues	1,788,386	1,624,842	1,644,973	1,700,582	1,687,027	1,785,572	1,891,084	2,004,078	2,125,108							
Operating Expenditures	1,232,057	1,133,102	1,233,308	1,148,467	1,249,057	1,330,377	1,419,398	1,516,983	1,624,095							
Capital Expenditures/Special Projects	-	-	-	-	-	-	-	-	-							
Total Expenditures	1,232,057	1,133,102	1,233,308	1,148,467	1,249,057	1,330,377	1,419,398	1,516,983	1,624,095							
Transfers In\Out	(485,773)	(1,100,000)	-	(600,000)												
Net Change in Fund Balance	70,556	(608,260)	411,665	(47,885)	437,970	455,195	471,686	487,095	501,013							
Beginning Fund Balance	3,261,841	3,332,397	2,724,137	3,135,802	3,087,917	3,525,887	3,981,081	4,452,767	4,939,862							
Restatements																
Ending Fund Balance	3,332,397	2,724,137	3,135,802	3,087,917	3,525,887	3,981,081	4,452,767	4,939,862	5,440,875							
Change in Revenues	-0.8%	-9.1%	1.2%	3.4%	-0.8%	5.8%	5.9%	6.0%	6.0%							
Change in Operating Expenses	-12.7%	-8.0%	8.8%	-6.9%	8.8%	6.5%	6.7%	6.9%	7.1%							

Account Description	2013-14 Actual	2014-15 Actual	2015-16 Actual	2016-17 Actual	2017-18 Actual	2018-19 Estimate	2019-20 Proposed	Projected 06/30/21	Projected 06/30/22	Projected 06/30/23	Projected 06/30/24	Projected 06/30/25
Development Revenues:												
Bedroom License Fee	14,420	12,360	37,080	30,900	10,301	14,420	15,000					
Variances & CUPs	5,000	8,173	6,538	-	1,635	1,635	1,600					
Lot Line Adjustment/Zone Changes	-	-	14,578	1,902	3,805	-	-					
Landscape plan check/insp.	15,307	-	-	-	-	-	-					
Subdivisions/Lot Splits	-	-	38,206	3,312	4,844	4,844	5,000					
Planning Dept. Review	44,754	88,749	116,879	100,020	50,073	21,763	25,000					
Building Construction Permit	188,419	146,634	298,311	309,178	179,175	250,000	250,000					
Building Plan Check Fees	197,476	158,630	299,215	270,669	260,790	225,000	250,000					
Landscape Plan Check Permit	-	25,984	34,911	28,204	10,627	5,113	5,500					
Green Code Compliance	12,424	19,345	41,902	40,268	26,871	27,000	27,000					
Environmental & Other Fees	3,971	3,337	11,579	4,450	8,612	371	1,000					
City Engineering Plan Check	78,642	101,516	118,522	173,070	140,793	131,936	135,000					
	560,412	564,728	1,017,721	961,973	697,526	682,082	715,100	772,308	834,093	900,820	972,886	1,050,717
	14%	1%	80%	-5%	-27%	-2%	5%	8%	8%	8%	8%	8%
Development Expenditures:												
Contracted Engineering Services	55,910	60,514	116,910	149,888	138,463	110,000	130,000					
Contracted Building & Safety	236,412	174,417	325,845	291,247	232,115	250,000	290,000					
City Planner Special Service	14,678	10,065	14,767	8,957	15,592	15,000	15,000					
	307,000	244,996	457,522	450,092	386,170	375,000	435,000	487,200	545,664	611,144	684,481	766,619
	35%	-20%	87%	-2%	-14%	-3%	16%	12%	12%	12%	12%	12%

Property Tax Revenue:

Property Tax-Current Secured
Property Tax-Current Unsecured
Property Tax Prior Year
Delinquent Taxes

[illegible]

Other Revenue:

- Public Safety Augmentation Fee
- Sales & Use Tax
- Franchise Fee-Cable TV
- Franchise Fee-SC Edison
- Franchise Fee-SC Refuse
- Franchise Fee-SC Gas Co.
- Franchise Fee-Cal Am Water
- AB939 Refuse Admin. Fee
- Real Property Transfer Tax
- Motor Vehicle In-Lieu
- Dist & Bail Forfeiture
- Fines-City
- Business License
- Movie & TV Permits
- Civic Center Rental Fee
- Interest Income
- Sales of Maps & Publications
- Other Revenue
- Cal-Am Loan Repayment
- Reimbursements
- Vacant Property Registry Fee

[illegible]

Non-Development Expenditures:											
Events and awards	356	523	130	57	7,662	6,000	6,000				
City Newsletter	248	220	225	215	225	-	-				
Community Support (homelessness)	-		-	3,000	3,000	3,000	3,000				
Salaries	100,700	101,104	105,795	93,641	102,500	106,395	109,268				
Benefits	50,544	51,357	42,583	26,424	41,806	44,110	46,174				
Meetings & Conferences	743	1,117	2,173	854	2,027	3,500	3,500				
Expense Account	82	80	145	237	1,130	1,500	1,500				
Mileage	852	857	983	488	1,023	1,046	1,200				
Cell Phone	600	600	450	350	900	1,000	1,000				
Salaries	51,847	52,325	54,470	56,104	60,741	59,809	61,424				
Benefits	24,084	25,445	20,738	22,469	24,294	24,750	24,702				
Meetings & Conferences	107	-	-	-		-	-				
Transportation & Lodging	5,305	-	-	-	142	-	-				
Mileage	0	75	70	156		50	50				
Special Department Supplies	-	157	466	290		250	275				
Election Supplies	4,524	-	-	-	473	-	500				
Codification	-	2,800	10,742	8,317	2,317	7,000	7,000				
Salaries	10,050	13,451	10,810	13,746	14,230	15,000	15,449				
Benefits	1,012	1,328	1,868	1,198	1,299	1,110	1,371				
Special Department Supplies	-	278	215	351	94	600	600				
Contracted Computer Services	3,246	1,018	1,048	711	1,459	357	500				
Contracted Banking Services	2,063	2,516	3,166	4,034	4,726	4,000	4,000				
Contracted Audit Services	12,360	12,731	14,613	10,000	18,523	16,000	16,500				
GASB Reports	-	850	14,694	1,300	350	700	725				
City Attorney Retainer	27,045	25,350	24,750	36,385	29,400	29,400	30,000				
City Attorney Special Service	10,578	495	2,326	5,333	2,702	2,100	5,000				
Seminars & Training	521	1,000	425	1,008	1,211	1,000	1,100				
Salaries	38,000	38,228	42,840	40,785	37,219	47,038	48,308				
Benefits	16,177	16,090	15,877	12,277	9,524	13,107	13,107				
Seminars & Training	85	352	-	-	375		1,000				
Meetings & Conferences	22	97	47	-	195		200				
Transportation & Lodging	617	391	-	-	-	500	1,000				
Mileage	-	515	589	195	215	251	300				
Postage	486	631	356	227	267	287	300				
Publications	-	287									
Office Supplies	1,447	886	1,093	1,652	1,324	2,050	2,500				
Special Departmental Supplies				-	1,622	400	500				
Computer & Website Services	8,837	9,197	10,058	9,149	7,232	11,552	15,000				
PERS UAL Payment				-	2,259	2,535	3,717				
PERS Replacement Benefit Contribution						2,535	3,000				
Copier & Duplications	3,842	3,144	4,295	1,767	2,216	8,533	9,000				
Insurance	33,064	26,507	38,379	36,431	54,738	56,000	56,000				
Utilities	2,573	4,238	3,513	4,051	2,953	3,726	4,500				
Telephone	7,130	6,606	6,070	7,118	6,714	5,100	6,000				
Building Operations	206	237	1,468	1,047	1,132	580	1,000				
Building & Cleaning Service	1,800	1,935	2,430	2,565	2,795	2,787	3,000				
Maintenance & Supplies	99	385	-	152	-	293	400				
Operating Contingency	1,998	4,200	1,590	241	-	-	-				
Royal Oaks Trail Maintenance	11,345	9,600	8,560	8,210	7,305	10,880	10,000				
City Hall Grounds Maintenance	3,835	3,000	2,680	2,920	2,670	7,650	7,000				
Trail Maintenance		-	7,385	23,960	1,777	7,000	10,000				
Mt Olive Entrance & Trail	5,060	4,536	6,711	4,998	7,349	7,512	12,000				
Lemon/RO Horse Trail	650	600	680	910	1,380	32,240	43,000				
Special Departmental Services	-	1,323	-	67	1,380	20,312	-				

Contract Services Sheriff	98,657	94,128	97,736	95,970	117,875	112,465	118,522
City Hall Security	2,421	2,160	2,438	2,643	2,582	3,342	3,500
Code Enforcement	2,689	3,905	4,714	2,771	4,499	5,714	6,000
AED Purchase	-	-	123	-	-	1,578	-
Seminars & Training	-	-	-	-	55	100	100
Meetings & Conferences	-	-	-	-	360	360	375
Memberships & Dues	720	360	360	-	360	360	500
Events & Awards	-	-	-	-	-	-	-
Maintenance & Supplies	840	840	995	2,404	869	548	5,500
Animal Control Services	1,754	3,148	2,058	2,411	2,745	3,309	4,000
Pest Control Services	-	-	-	-	175	300	300
Memberships & Dues	7,623	8,052	8,143	8,452	8,610	9,000	9,200
	558,843	541,255	584,073	560,041	611,265	707,494	739,667
	-6%	-3%	8%	-4%	9%	16%	5%
Total Operating Revenue	1,687,027	1,785,572	1,891,084	2,004,078	2,125,108	2,249,057	2,330,377
Total Operating Expense	1,249,057	1,330,377	1,419,398	1,516,983	1,624,095	1,745,000	1,840,000

ATTACHMENT #6



City of Duarte

Sixteen Hundred Huntington Drive, Duarte, California 91010-2592
Tel 626-357-7931 FAX 626-358-0018 www.accessduarte.com

To: Kevin Kearney, City Manager of Bradbury
From: Brian Villalobos, Director of Public Safety Services
Subject: State Supplemental Law Enforcement Services Grant Funds
Date: April 30, 2019

The City of Duarte is requesting that the City of Bradbury allocate funds from the Citizens Options for Public Safety (COPS) grant funding towards the City of Duarte's additional overlap patrolling unit.

The additional cost to fund that position for the entire year is approximately \$339,000. This overlap position will provide additional response to patrol calls during the day and evening shifts from Tuesday through Saturday. The addition of this unit will assist with protecting and enhancing the quality of life within both communities by reducing response times and providing better law enforcement visibility.

Therefore, the City of Duarte is requesting that any funds allocated would be used for the additional overlap patrolling unit.

Sincerely,

Brian Villalobos
Director of Public Safety
City of Duarte

ATTACHMENT #7

2019 –2020 Work Plan

Public Safety Committee Priorities

Emergency Preparedness

1. Develop Evacuation Strategies
2. Take Training Courses Related to Emergency Preparedness
3. Purchase Emergency Equipment
4. Provide Education and Outreach to the Community on Emergency Preparedness.

Traffic Safety/Enforcement

1. Explore Traffic Safety Measures
2. Assess COPs Funding Allocations