

AGENDA

**Adjourned Regular Meeting of the Bradbury City Council
To be held on Tuesday, January 14, 2020
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 Hale, Mayor Pro-Tem Lewis, Councilmembers Bruny and Barakat

APPROVAL OF THE AGENDA

Majority vote of the City Council to proceed with City business.

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

PUBLIC COMMENT

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

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

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

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

ACTION ITEMS*

1. CONSENT CALENDAR

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

- A. Minutes – Regular Meeting of December 17, 2019
- B. Resolution No. 20-01: Demands and Warrants for January 2020

- C. Monthly Investment Report for the month of December 2019
- D. Sanitation District – Tax Sharing Resolution

2. Award of Cal Recycle Grant Proposals

In order to expend \$11,356 of surplus CalRecycle restricted funds, the City released a Request for Grant Proposals to solicit proposed projects from neighboring cities, educational institutions, and nonprofit organizations during the month of December 2019. As a result, the City received three (3) proposals from the Cities of Azusa, Duarte, and Monrovia. After an evaluation of the proposed projects, Staff recommends that the City Council allocate funding for the projects proposed by the Cities of Azusa, Duarte, and Monrovia.

3. ORDINANCE NO. 369: An Ordinance of the City Council of the City of Bradbury Amending the Bradbury Municipal Code Adding Ground Covering Requirements to Property Maintenance Standards

At the December meeting, the City Council directed Staff to draft an ordinance on Citywide regulations for ground cover. In response, Staff has drafted Ordinance No. 369. It is recommended that the City Council introduce, waive reading in full, and authorize reading by title only of Ordinance No. 369.

4. Discussion on Council Commission Retreat

This item proposes a discussion on a joint City Council and Planning Commission retreat. It is recommended that the City Council decide upon a date.

5. Matters from the City Manager

6. Matters from the City Attorney

7. Matters from the City Council

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

Mayor Hale

Mayor Pro-Tem Lewis

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

Councilmember Bruny

Duarte Community Education Council (CEC)

Councilmember Lathrop

*League of California Cities
Duarte Education Foundation*

Councilmember Barakat

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

8. Items for Future Agendas

ADJOURNMENT

The City Council will adjourn to a Regular Meeting at the Bradbury Civic Center, 600 Winston Ave., Bradbury, CA 91008 on Tuesday, February 18, 2020 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, January 10, 2020, at 5:00 p.m."

Claudia Saldana
CITY CLERK - CITY OF BRADBURY

**MINUTES OF A REGULAR MEETING OF THE
CITY COUNCIL OF THE CITY OF BRADBURY
HELD ON TUESDAY, DECEMBER 17, 2019**

MEETING CALLED TO ORDER:

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

ROLL CALL:

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

ABSENT: None

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

APPROVAL OF AGENDA:

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

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

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

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

PUBLIC COMMENT:

None

CONSENT CALENDAR:

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

- A. Minutes – Regular Meeting of November 17, 2019
- B. Resolution No. 19-30: Demands & Warrants for December 2019
- C. Monthly Investment Report for the month of November 2019
- D. Agreement for Government Relations Advocacy Services with Best Best & Krieger, LLP
- E. Contractual Changes to include a Fire Analysis Study for the Chadwick Ranch Estates Development
- F. Approval of DUDEK's Consultant Services Proposal for the Development of a Wildfire Protection Plan
- G. Resolution No. 19-31: Providing for the Appointment to the Offices of this City which were to be elected on Tuesday, March 3, 2020

**MOTION TO APPROVE
CONSENT CALENDAR:**

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

NOES: None

ABSENT: None

Motion passed 5:0

**DISCUSSION ON ALTERING
THE CITY'S OVERNIGHT
PARKING REGULATIONS:**

City Manager Kearney stated that at the October meeting, the City Council discussed altering the City's overnight parking regulations on all public streets. Currently, regulations only exist on Mount Olive Drive and Mount Olive Lane. Pursuant to BMC Section 4.01.1000 there is no parking allowed on these two streets between the hours of 4 and 5 am.

The following is a list of public streets that allow parking but do not have overnight parking regulations:

1. Lemon Avenue, South Side of Street
2. Braewood Drive
3. Gardi Street (West)
4. Fairlee Avenue
5. Spring Point Drive
6. Oak Shade Road
7. Gardi Street (East)
8. Freeborn Street
9. Elda Street

LETTER TO RESIDENTS:

The Council directed staff to send a letter to all potentially affected residents to solicit their opinions on regulating overnight parking. The City received 54 responses from a total of 115 households, which equates to a 47% response rate. Below is a breakdown by street of those in favor of restricting overnight parking and those not in favor:

BREAKDOWN BY STREET:

Lemon Avenue

In Favor of Restricting - 7

Not in Favor of Restricting - 0

Total Houses Surveyed – 18

Braewood Drive

In Favor of Restricting - 7

Not in Favor of Restricting - 0

Total Houses Surveyed – 11

Gardi Street (West)

In Favor of Restricting - 10

Not in Favor of Restricting - 2

Total Houses Surveyed – 27

Fairlee Avenue

In Favor of Restricting - 3

Not in Favor of Restricting - 0

Total Houses Surveyed – 6

Spring Point Drive

In Favor of Restricting - 3

Not in Favor of Restricting - 1

Total Houses Surveyed – 6

BREAKDOWN BY STREET:

Oak Shade Road

In Favor of Restricting - 2
Not in Favor of Restricting - 1
Total Houses Surveyed – 9

Gardi Street (East)

In Favor of Restricting - 2
Not in Favor of Restricting - 4
Total Houses Surveyed – 14

Freeborn Street

In Favor of Restricting - 2
Not in Favor of Restricting - 5
Total Houses Surveyed – 12

Elda Street

In Favor of Restricting - 1
Not in Favor of Restricting - 4
Total Houses Surveyed – 12

RECOMMENDATION:

It is recommended that the City Council direct staff on how to proceed. If changes are desired, staff will return with an ordinance that incorporates any changes to the municipal code.

PUBLIC INPUT:

Mayor Hale opened the discussion for public input.

Chris Henderson, 2332 Gardi Street, stated that restricting overnight parking would be a safety issue for his children. Would they have to park in Duarte and walk home in the middle of the night?

Hector Escobar, 2317 Elda Street, stated that he was in favor of overnight parking. Restricting overnight parking would be a burden on residents having holiday guests for example. Mr. Escobar also stated that California State law already restricts parking to 72 hours on any street.

DISCUSSION:

Mayor Hale stated that it seems that there is consensus that overnight parking should be allowed on Elda, Freeborn and Gardi Street (East). And residents on Braewood and Lemon are clearly in favor of restricting overnight parking.

City Manager Kearney stated that staff will draft an ordinance for introduction and first reading restricting overnight parking on Braewood Avenue, Lemon Avenue, Fairlee Avenue and Gardi Street (West). Bruce Lathrop stated that Oak Shade Road and Spring Point Drive could be added later.

**MOTION TO RESTRICT OVERNIGHT
PARKING ON 4 STREETS:**

Mayor Pro-Tem Lewis made a motion to direct staff to draft an ordinance restricting overnight parking on Braewood Avenue, Lemon Avenue, Fairlee Avenue and Gardi Street (West). Councilmember Lathrop seconded the motion, which was carried by the following roll call vote:

APPROVED:

AYES: Mayor Hale, Mayor Pro-Tem Lewis,
Councilmembers Bruny, Lathrop and Barakat
NOES: None
ABSENT: None

Motion passed 5:0

**DISCUSSION ON REGULATIONS
FOR GROUND COVER:**

City Manager Kearney stated that at the October meeting, the City Council directed staff to agendaize an item for discussion on citywide regulations for ground cover. Staff has been working with Councilmember Lathrop to draft initial language to assist with the facilitation of a discussion.

**DRAFT GROUND COVER
REGULATION LANGUAGE:**

Ground Coverings:

- (a) Where visible from a public or private street, all the following ground areas shall be covered with one or more of the following ground coverings: property maintained vegetative growth, decorative rock, artificial turf, or fire-resistant bark or wood mulch:*
 - A. Any areas within 10 feet of a building or residence*
 - B. Any areas larger than 15 by 15 feet*
- (b) The ground covering requirement is subsection (a) does not apply the following areas:*
 - A. Driveways, walkways, ADA access paths of travel, and architectural accessories*
 - B. Areas shaded by native oak or pine trees or naturally covered by mulch from such trees*
 - C. Equestrian training and stabling areas regularly used for that purpose*
 - D. Terrain with hillside slopes in excess of 25%*
 - E. Orchards*
- (c) The City shall develop and maintain a list of ground coverage suggestions and a collection of model ground coverage plans to assist residents and landowners in meeting the requirement of this ordinance.*

The proposed guidelines exclude hillside areas from needing ground cover for visual appeal purposes. Typically, however, hillside slopes generally need ground cover planting for erosion control, which is a more of a safety issue. When safety issues arise due to the lack of hillside ground cover, a property owner would be in violation of BMC Section 9.109.030(2) – Unsafe Lane – which deals with unsafe land that may cause erosion, subsidence or surface water draining problems that would be injurious to public health, safety and welfare.

RECOMMENDATION:

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

DISCUSSION:

The City Council discussed the Draft Groundcover Regulation Language. Mayor Pro-Tem Lewis stated that he doesn't like these regulations. He stated that it's too much (regulation). Mayor Hale wondered if these regulations are enforceable.

MOTION:

Councilmember Barakat made a motion to direct staff to draft an ordinance to regulate Groundcover. Councilmember Lathrop seconded the motion, which was carried by the following roll call vote:

APPROVED:

AYES: Mayor Hale, Councilmembers Bruny, Lathrop and Barakat

NOES: Mayor Pro-Tem Lewis

ABSENT: None

Motion passed 4:1

**URGENCY ORDINANCE FOR
ACCESSORY DWELLING UNITS
AND JUNIOR ACCESSORY
DWELLING UNITS:**

City Manager Kearney stated in 2019 a number of bills were enacted relating to Accessory Dwelling Units and Junior Accessory Dwelling Units. These bills further restrict local control and mandated new requirements. These new laws go into effect on January 1, 2020. Staff is presenting an urgency ordinance that will comply with the new State law. The Planning Commission and City Council will hold public hearings on this issue in the early part of 2020. The City Attorney has drafted an Urgency Ordinance for the City Council's review and approval.

RECOMMENDATION:

It is recommended that the City Council adopt Urgency Ordinance No. 368.

DISCUSSION:

The City Council discussed the draft Ordinance. Councilmember Lathrop suggested some amendments to the Ordinance.

**MOTION TO ADOPT URGENCY
ORDINANCE NO. 368:**

Councilmember Lathrop made a motion to adopt Urgency Ordinance No. 368, as amended:

AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY, CALIFORNIA, AMENDING THE ZONING PROVISIONS OF THE BRADBURY MUNICIPAL CODE RELATING TO ACCESSORY DEWLLING UNITS AND JUNIOR ACCESSORY DWELLING UNITS IN ACCORDANCE WITH STATE LAW

Councilmember Lathrop seconded the motion, which was carried by the following roll call vote:

APPROVED:

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

NOES: None

ABSENT: None

Motion passed 5:0

MATTERS FROM THE CITY MANAGER:

City Manager Kearney stated that the joint City Council-Planning Commission retreat scheduled for Saturday, December 14th, had to be cancelled due to a lack of quorum of the Planning Commission. Discussion to reschedule the retreat will be on the January agenda.

Councilmember Barakat stated that maybe it would be better to hold the retreat at City Hall before a regular City Council or Planning Commission meeting. Saturdays don't seem to work.

City Manager Kearney reminded Council that his son is scheduled for heart surgery on January 21, 2020, and that the City Council agreed to hold the January meeting a week earlier on Tuesday, January 14, 2020.

MATTERS FROM THE CITY ATTORNEY:

City Attorney Reisman wished everyone a Happy Holiday and stated that on January 2, 2020 Bradbury will be officially represented by the law firm of Jones & Mayer.

MATTERS FROM THE CITY COUNCIL:

MAYOR HALE:

Nothing to report

MAYOR PRO-TEM LEWIS:

Mayor Pro-Tem Lewis reported that Hawaii recently banned short term rentals (Airbnb) due to taxation issues. The taxation issue is something the City of Bradbury should observe for the future.

COUNCILMEMBER BRUNY:

Nothing to report

COUNCILMEMBER LATHROP:

Nothing to report

COUNCILMEMBER BARAKAT:

Nothing to report

ITEMS FOR FUTURE AGENDAS:

Councilmember Lathrop wants to follow Pasadena actions that may counter State housing regulations. City Attorney Reisman stated that no information is available at this time.

CLOSED SESSION

ROLL CALL:

Mayor Hale, Mayor Pro-Tem Lewis, Councilmembers Bruny, Lathrop, Barakat, City Manager Kearney and City Attorney Reisman

**PUBLIC COMMENT REGARDING
CLOSED SESSION ONLY:**

None

RECESS TO CLOSED SESSION:

A. Public Employee Performance Evaluation
Government Code Section 54957(b)(4)
Title: City Planner

**RECONVENE TO OPEN SESSION
AND ANNOUNCE ANY ACTION TAKEN:**

City Attorney Reisman reported that the City Council met in Closed Session. No formal votes were taken. The City Manager was instructed on how to proceed.

ADJOURNMENT:

At 8:15 p.m. Mayor Hale adjourned the meeting to Tuesday, January 14, 2020 at 7:00 p.m.

MAYOR – CITY OF BRADBURY

ATTEST:

CITY CLERK – CITY OF BRADBURY

RESOLUTION NO. 20-01

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF BRADBURY, CALIFORNIA,
APPROVING DEMANDS AND WARRANTS NO. 15787 THROUGH NO. 15800
(PRE-RELEASED CHECKS)
AND DEMANDS AND WARRANTS NO. 15801 THROUGH NO. 15820
(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 \$2,984.62 (pre-released Checks) and \$72,534.89 at January 14, 2020 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>
15787	U.S. Bank (11/30/19)	Custody Charges for Nov 2019 Safekeeping Fees Acct. #101-14-7010	\$33.00
15788	California American Water (12/31/19)	<u>Water Service for:</u> 600 Winston Ave Acct. #101-16-6400 1775 Woodlyn Lane Acct. #200-48-6400	\$22.06 <u>\$411.67</u> \$433.73
15789	California American Water (1/3/20)	<u>Water Service for:</u> 2410 Mt Olive Ln Irrigation 2256 Gardi Street Acct. #200-48-6400	\$55.98 <u>\$21.79</u> \$77.77
15790	California American Water (1/6/20)	<u>Water Service for:</u> 301 Mt Olive Dr Irrigation Acct. #200-48-6400	\$77.82
15791	Delta Dental (1/1/20)	<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
15792	Vision Service Plan (1/1/20)	<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

<u>Check</u>	<u>Name and (Due Date)</u>	<u>Description</u>	<u>Amount</u>	
15793	The Standard (1/1/20)	<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
15794	Southern California Edison (1/13/20)	Street Lights for Mt. Olive/Gardi Acct. #200-48-6400		\$31.80
15795	Southern California Edison (1/13/20)	City Hall Utilities Acct. #101-16-6400		\$185.63
15796	The Gas Company (1/15/20)	City Hall Utilities Acct. #101-16-6400		\$26.88
15797	Time Warner Cable (1/9/20)	Spectrum Business Internet Acct. #101-16-6230		\$124.98
15798	Staples Credit Plan (1/15/20)	Office Supplies Acct. #101-16-6200 Technology Expense (toner) Acct. #113-20-4500	\$114.24 <u>\$1,254.62</u>	 \$1,368.86
15799	Frontier Communications (1/15/20)	Telephone Service (fire alarm line) Acct. #101-23-7420		\$120.72
15800	Pro-Pet Distributors, Inc. (12/20/19)	DOGIPOT Litter Bags Acct. #102-42-7630		\$150.10
Total Pre-Released Checks			\$2,984.62	

REGULAR CHECKS:

15801	Burrtec Waste Services (Jul-Dec 2019)	<u>Street Sweeping Service:</u> July 2019 August 2019 (paid with Ck#15679) September 2019 October 2019 November 2019 December 2019	\$313.14 \$0.00 \$313.14 \$313.14 \$313.14 <u>\$313.14</u>	 \$1,565.70
15802	Wallin, Kress, Reisman & Kranitz, LLP (1/7/20)	<u>City Attorney:</u> Chadwick Ranch Acct. #103-00-2039 Code Enforcement (243 Barranca) Acct. #101-23-7450	\$1,040.00 <u>\$456.00</u>	 \$1,496.00

<u>Check</u>	<u>Name and (Due Date)</u>	<u>Description</u>	<u>Amount</u>
15803	Kevin Kearney (Jan 2020)	Monthly Cell Phone Allowance Acct. #101-12-6440	\$75.00
15804	MMASC (12/30/19)	Municipal Management Association of Southern California (MMSAC) Membership Renewal Acct. #101-30-6030	\$90.00
15805	Pasadena Humane Society (1/8/20)	Animal Control Services for Dec 2019 Acct. #101-25-7000	\$1,407.69
15806	Post Alarm Systems (1/6/20)	City Hall Monitoring for Feb 2020 Fire & Intrusion Systems Acct. #101-23-7420	\$122.34
15807	Priority Landscape Services, LLC (10/1/19)	<u>Oct 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
15808	Priority Landscape Services, LLC (11/1/19)	<u>Nov 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
15809	Priority Landscape Services, LLC (1/1/20)	<u>Jan 2020 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
15810	Priority Landscape Services, LLC (12/18/19)	Removed & Planted new Plant Material on Mount Olive Drive Medians Acct. #101-21-7035	\$2,540.00

<u>Check</u>	<u>Name and (Due Date)</u>	<u>Description</u>	<u>Amount</u>
15811	RKA Consulting Group (12/10/19 (12/18/19)	Mt Olive Lane Sewer Project Acct. #206-50-7601 City Engineering Services Acct. #101-19-7230 Development Projects Acct. #101-19-7230 NPDES Coordination Acct. #102-42-7630 119 Furlong Slope Abatement Acct. #101-19-7230	\$1,290.00 \$735.00 \$3,853.50 \$140.00 <u>\$924.00</u> \$6,942.50
15812	VOID	VOID	\$0.00
15813	LA County Sheriff's Dept. (12/11/19)	Nov 2019 Law Enforcement Services Acct. #101-23-7410	\$9,876.78
15814	Division of the State Architect (12/31/19)	Form DSA-786 Disability Access and Education Fee Report for Oct-Dec 2019 Acct. #101-20-7220	\$13.20
15815	TeamLogic IT of Pasadena (1/1/20)	Computer Services & Supplies Acct. #101-16-6230	\$590.00
15816	UltraSystems Environmental (12/31/19)	Preparation of an EIR Chadwick Estates Ranch Project Acct. #103-00-2039	\$13,962.60
15817	Urban Graffiti Enterprises (12/19/19)	Graffiti Removal on Lemon Trail Acct. #103-23-7450	\$350.00
15718	U.S. Bank Corporate Payment Systems (12/23/19)	<u>Kevin Kearney Visa Card:</u> USC Trojan Transportation (parking) Acct. 101-12-6025 ICMA City Managers Conference Acct. #101-12-6025 Amazon.com (pet chip reader) Acct. #113-20-4500	\$14.00 \$75.00 <u>\$420.22</u> \$509.22
15818	U.S. Bank Corporate Payment Systems (12/23/19)	<u>Scarlett Santos Leon Visa Card:</u> Tropicana Market (PSC Meeting) Acct. #101-24-6020 Broadvoice Acct. #101-12-6440	\$36.96 <u>\$176.34</u> \$213.30

15818	U.S. Bank Corporate Payment Systems (12/23/19)	<u>Claudia Saldana Visa Card:</u> MyFax (Nov & Dec 2019) \$40.00 Acct. 101-16-6230 USPS (stamps) \$110.00 Acct. 101-12-6120 (\$55.00) Acct. 101-20-6120 (\$55.00) Dollar Tree (Christmas decals) \$5.48 Acct. #101-16-6450 Big Lots (City Hall supplies) \$17.26 Acct. #101-16-6450 Verio \$155.40 Acct. 101-16-6230 \$328.14	\$1,050.66
15819	VCA Code Group (12/11/19) (12/13/19)	<u>Nov 2019 Professional Services:</u> City Planner (Retainer) \$3,900.00 Acct. #101-20-7210 Plan Check Services \$18,692.42 Acct. #101-20-7220	\$22,592.42
15820	Michael Baker International (12/20/19)	Chadwick Ranch Estates Project Acct. #103-00-2039	\$6,560.00

Total Regular Checks **\$72,534.89**

ACH	Kevin Kearney (Jan 2020)	Salary: City Manager \$10,000.00 Acct. #101-12-5010 Withholdings <u>(2,221.99)</u> Acct. #101-00-2011	\$7,778.01
ACH	Claudia Saldana (Jan 2020)	Salary: City Clerk \$5,118.67 Acct. #101-13-5010 Withholdings <u>(1,276.49)</u> Acct. #101-00-2011	\$3,842.18
ACH	Scarlett Santos Leon (Jan 2020)	Salary: Management Analyst \$4,025.67 Acct. #101-16-5010 Withholdings (861.32) Acct. #101-00-2011 PERS Employee Share <u>(271.73)</u> Acct. #101-16-5010	\$2,892.62
ACH	Lisa Bailey (Jan 2020)	Finance Director (Dec 2019) 11.83 x \$82.94/hour \$981.46 Acct. #101-14-5010 Withholdings <u>(91.51)</u> Acct. #101-00-2011	\$889.95

Total January 2020 Payroll **\$15,402.76**

ELECTRONIC FUND TRANSFER (EFT) PAYMENTS for January 2020:

EFT	Aetna (Jan 2020)	<u>Health Insurance for Jan 2020:</u> City Manager Acct. #101-12-5100	\$1,510.63	
		City Clerk Acct. #101-13-5100	\$894.03	
		Management Analyst Acct. #101-16-5100	\$401.60	
		Retroactivity Charges	<u>\$205.25</u>	\$3,011.51
EFT	EDD (Jan 2020)	State Tax Withholdings SDI Acct. #101-00-2011	\$733.33 <u>\$201.26</u>	\$934.59
EFT	Dept. of Treasury Internal Revenue Service (Jan 2020)	Federal Tax Withholdings Social Security Medicare (Employee's portion of Social Security and Medicare is matched by the City) Acct. #101-00-2011	\$1,977.10 \$2,495.60 <u>\$583.64</u>	\$5,056.34
EFT	California PERS (Jan 2019)	City Manager Acct. #101-12-5100 City Clerk Acct. #101-13-5100 Management Analyst Acct. #101-16-5100	\$1,498.77 \$762.61 <u>\$552.92</u>	\$2,814.30
EFT	California PERS (Jan 2020)	Unfunded Accrued Liability UAL Payment (Classic) UAL Payment (Pepra) Acct. #101-16-6240	\$309.78 <u>\$41.81</u>	\$351.59
EFT	California PERS (1/18/20)	Replacement Benefit Contribution Acct. #101-16-6241		\$2,444.28

MAYOR – CITY OF BRADBURY

ATTEST:

CITY CLERK – CITY OF BRADBURY

"I, Claudia Saldana, City Clerk, hereby certify that the foregoing Resolution, being Resolution No. 20-01, was duly adopted by the City Council of the City of Bradbury, California, at an adjourned regular meeting held on the 14th day of January 2020 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
BRADBURY CIVIC CENTER
600 WINSTON ST
BRADBURY CA 91008

Amount Due:	Trans Date:	DUE DATE:	Invoice #:
\$63.49	12/04/19	01/15/20	2400354081
PO:		Store: 100088887, WESTBORO, MA	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
HAMMERMILL COPY PLUS 85 X	122374	2.0000 EA	\$63.99	\$127.98
COUPONDISCOUNT	558100	1.0000 ST	-\$70.00	-\$70.00

Purchased by: CLAUDIA SALDANA
Order #: 9806152899

SUBTOTAL	\$57.98
TAX	\$5.51
TOTAL	\$63.49

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 #:
\$42.22	12/13/19	01/15/20	2406903121
PO:		Store: 100088887, WESTBORO, MA	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
STAPLES LASER PRINTER CLE	784625	1.0000 EA	\$11.09	\$11.09
TRU RED WIRE MESH COPY HO	24402496	1.0000 EA	\$14.99	\$14.99
2020 ATAGLANCE 22 X 17 MO	24345855	1.0000 EA	\$12.49	\$12.49

Purchased by: CLAUDIA SALDANA
Order #: 9806531120

SUBTOTAL	\$38.57
TAX	\$3.65
TOTAL	\$42.22

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 #:
\$8.53	12/13/19	01/15/20	2407229311
PO:		Store: 100088887, WESTBORO, MA	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
2020 ATAGLANCE 3 12 X 6 D	276188	1.0000 EA	\$7.79	\$7.79

Purchased by: CLAUDIA SALDANA
Order #: 9806531120

SUBTOTAL	\$7.79
TAX	\$0.74
TOTAL	\$8.53

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 #:
\$1,254.62	12/14/19	01/15/20	2407589281
PO:		Store: 100088887, WESTBORO, MA	

PRODUCT	SKU #	QUANTITY	UNIT PRICE	TOTAL PRICE
HP 651A BLACK TONER CARTR	990208	1.0000 EA	\$189.99	\$189.99
HP 651A MAGENTA TONER CAR	990211	1.0000 EA	\$477.89	\$477.89
HP 651A YELLOW TONER CART	990210	1.0000 EA	\$477.89	\$477.89

Purchased by: CLAUDIA SALDANA
Order #: 9806568068

SUBTOTAL	\$1,145.77
TAX	\$108.85
TOTAL	\$1,254.62

see Check # 15798





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

CITY OF BRADBURY

ACCOUNT NUMBER 4246-0446-0277-2711

STATEMENT DATE 12-23-19

TOTAL ACTIVITY \$ 509.22

000003321 01 SP 0.560 106481114003560 P

KEVIN KEARNEY
CITY OF BRADBURY
600
WINSTON AVENUE
BRADBURY CA 91008-1123

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

JAN 06 2020

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
11-25	11-21	USC TROJAN TRANSPORTATION LOS ANGELES CA PUR ID: 25614557 TAX: 0.00	44755429326163264512717	7523	14.00
11-27	11-26	PAYPAL *CA CM FOUND 402-935-7733 CA PUR ID: 21795012 TAX: 0.00	24492159330852217950124	8641	75.00
12-10	12-10	AMZN MKTP US*SY7OV37Z3 AMZN.COM/BILL WA PUR ID: 112-8708329-71682 TAX: 36.46	24692169344100772068077	5942	420.22

see Check # 15818

Default Accounting Code:

Default Accounting Code:			
CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4246-0446-0277-2711		ACCOUNT SUMMARY
	STATEMENT DATE 12-23-19	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE \$.00
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES \$509.22
			CASH ADVANCES \$.00
			CASH ADVANCE FEE \$.00
			CREDITS \$.00
			TOTAL ACTIVITY \$509.22



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

CITY OF BRADBURY

ACCOUNT NUMBER 4246-0446-2235-1074
STATEMENT DATE 12-23-19
TOTAL ACTIVITY \$ 213.30

000003322 01 SP 0.560 106481114003561 P

SCARLETT L SANTOS LEON
CITY OF BRADBURY
600 WINSTON AVENUE
BRADBURY CA 91008-1123

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

JAN 02 2020

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
12-09	12-05	TROPICANA INTERNATIONAL M DUARTE CA	24412899340017032233769	5411	36.96
12-16	12-15	BROADVOICE 888-325-5875 CA PUR ID: 0000435049 TAX: 0.00	24453519349017180608015	4814	176.34

see Check # 15818

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4246-0446-2235-1074		ACCOUNT SUMMARY	
	STATEMENT DATE 12-23-19	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE	\$.00
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES	\$213.30
			CASH ADVANCES	\$.00
			CASH ADVANCE FEE	\$.00
			CREDITS	\$.00
			TOTAL ACTIVITY	\$213.30



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



CITY OF BRADBURY

ACCOUNT NUMBER 4246-0400-8040-6665

STATEMENT DATE 12-23-19

TOTAL ACTIVITY \$ 328.14

000003320 01 SP 0.560 106481114003559 P

CLAUDIA A SALDANA
CITY OF BRADBURY
600 WINSTON AVENUE
BRADBURY CA 91008-1123

"MEMO STATEMENT ONLY"
DO NOT REMIT PAYMENT

JAN 02 2020

NEW ACCOUNT ACTIVITY

POST DATE	TRAN DATE	TRANSACTION DESCRIPTION	REFERENCE NUMBER	MCC	AMOUNT
11-25	11-23	MYFAX *PROTUS IP SOLN 866-563-9212 CA PUR ID: 33566064 TAX: 0.00	24692169327100440530582	5968	20.00
11-27	11-26	USPS PO 0522740820 DUARTE CA PUR ID: None TAX: 0.00	24137469331001411160535	9402	110.00
12-09	12-08	DOLLAR TREE LOS ANGELES CA PUR ID: TAX: 0.48	24445009343000643598394	5331	5.48
12-10	12-09	BIG LOTS STORES - #4170 DUARTE CA PUR ID: TAX: 1.50	24137469343300556775842	5310	17.26
12-19	12-18	EIG*VERIO 866-5392854 MA PUR ID: apo.cityofbradbur TAX: 0.00	24906419352084915675693	5968	155.40
12-23	12-23	MYFAX *PROTUS IP SOLN 866-563-9212 CA PUR ID: 33588569 TAX: 0.00	24692169357100228476738	5968	20.00

see Check# 15818

Default Accounting Code:

CUSTOMER SERVICE CALL 800-344-5696	ACCOUNT NUMBER 4246-0400-8040-6665		ACCOUNT SUMMARY	
	STATEMENT DATE 12-23-19	DISPUTED AMOUNT \$.00	PREVIOUS BALANCE	\$.00
SEND BILLING INQUIRIES TO: C/O U.S. BANCORP SERVICE CENTER, INC U.S. BANK NATIONAL ASSOCIATION P.O. BOX 6335 FARGO, ND 58125-6335	AMOUNT DUE \$ 0.00 DO NOT REMIT		PURCHASES & OTHER CHARGES	\$328.14
			CASH ADVANCES	\$.00
			CASH ADVANCE FEE	\$.00
			CREDITS	\$.00
			TOTAL ACTIVITY	\$328.14

City of Bradbury Monthly Investment Report for the month of December 2019

CASH ON DEPOSIT BY ACCOUNT

Bank Accounts:

Amount	Maturity	Interest Rate
\$ 762,544.35	n/a	0%

Investments:

Local Agency Investment Fund (LAIF)	\$ 3,390,739.83	n/a	2.04%
American Express Centurion CD	\$ 247,000.00	12/7/2020	2.10%
Citibank NA CD	\$ 246,000.00	6/7/2021	3.00%
Discover Bank CD	\$ 246,000.00	9/7/2021	3.00%
Ally Bank CD	\$ 247,000.00	9/26/2022	1.95%

Total \$ 5,139,284.18

CASH & INVESTMENTS ON DEPOSIT BY FUND

Funds	Amount
General Fund (101)	\$3,176,679.19
Utility Users Tax Fund (102)	\$755,803.36
Deposits Fund (103)	\$145,137.66
Long Term Planning Fee Fund (112)	\$19,005.23
Technology Fee Fund (113)	\$50,493.53
Gas Tax Fund (200)	\$9,728.30
SB 1 Gas Tax Fund (201)	\$10,302.64
Prop A Fund (203)	\$24,131.08
Prop C Fund (204)	\$10,496.80
TDA Fund (205)	\$413.00
Sewer Fund (206)	\$566,782.28
STPL Fund (208)	\$1,015.28
Recycling Grant Fund (209)	\$11,356.00
Measure R Fund (210)	\$43,278.38
Measure M Fund (212)	\$23,318.44
COPS Fund (215)	\$272,343.48
County Park Grant Fund (217)	\$8,137.21
CWPP Grant Fund (219)	\$10,862.32

Total \$ 5,139,284.18

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:



Reviewed By:

Kevin Kearney
City Manager

Laurie Silver
City Treasurer

Revenues

Acct. Number	Account Description	2017-18 Actual	2018-19 YTD 6/30/19	2019-20 Budget	2019-20 YTD @ 12/31/19	
General Fund:						
101-00-4010	Property Tax-Current Secured	438,658	471,209	495,000	185,527	37%
101-00-4030	Property Tax-Current Unsecured	3,941	18,096	18,500	16,407	89%
101-00-4050	Property Tax Prior Year	-			(62)	#DIV/0!
101-00-4060	Public Safety Augmentation F	10,323	11,680	12,000	4,726	39%
101-00-4070	Delinquent Taxes	6,624	6,401	7,500	4,679	62%
101-00-4100	Sales & Use Tax	4,114	1,962	1,500	669	45%
101-00-4110	Franchise Fee-Cable TV	18,708	22,476	23,000	12,826	56%
101-00-4120	Franchise Fee-SC Edison	17,722	18,739	19,000		0%
101-00-4130	Franchise Fee-SC Refuse	33,402	37,159	37,000	8,343	23%
101-00-4140	Franchise Fee-SC Gas Co.	2,574	2,539	2,600		0%
101-00-4150	Franchise Fee-Cal Am Water	31,388	37,557	38,000		0%
101-00-4160	AB939 Refuse Admin. Fee	17,952	18,652	18,000		0%
101-00-4190	Real Property Transfer Tax	31,081	22,709	14,000	9,003	64%
101-00-4200	Motor Vehicle In-Lieu	130,646	137,540	140,000		0%
101-00-4210	Dist & Bail Forfeiture	2,867	1,116	1,500	926	62%
101-00-4220	Fines-City	21,906	21,732	2,000	154	8%
101-00-4350	Business License	44,063	40,611	40,700	19,047	47%
101-00-4360	Movie & TV Permits	3,030	-	-	30,900	#DIV/0!
101-00-4370	Bedroom License Fee	10,301	14,420	15,000		0%
101-00-4410	Variances & CUPs	1,635	1,635	1,600	1,635	102%
101-00-4420	Lot Line Adjustment/Zone Changes	3,805	-	-		#DIV/0!
101-00-4440	Subdivisions/Lot Splits	4,844	4,844	5,000		0%
101-00-4460	Planning Dept. Review	50,073	25,382	25,000	64,683	259%
101-00-4470	Building Construction Permit	179,175	236,173	250,000	35,842	14%
101-00-4480	Building Plan Check Fees	260,790	159,454	250,000	47,114	19%
101-00-4485	Landscape Plan Check Permit	10,627	7,433	5,500	2,793	51%
101-00-4490	Green Code Compliance	26,871	29,086	27,000	3,648	14%
101-00-4500	Civic Center Rental Fee	1,050	-	1,050	900	86%
101-00-4530	Environmental & Other Fees	8,612	371	1,000	1,112	111%
101-00-4540	City Engineering Plan Check	140,793	127,680	135,000	45,715	34%
101-00-4600	Interest Income	20,081	70,777	77,712	24,994	32%
101-00-4700	Sales of Maps & Publications	317	352	400		0%
101-00-4800	Other Revenue	-	148	200		0%
101-00-4850	Cal-Am Loan Repayment	4,820	4,820	4,820		0%
101-00-4900	Reimbursements	65	5,783	3,000	551	18%
101-00-4920	Sale of Prop. A Funds	56,000		-		#DIV/0!
101-23-4950	Vacant Property Registry Fee	50	100	100	100	100%
101-24-4610	Donations		500	-	500	#DIV/0!
Total General Fund Revenues		1,598,908	1,559,136	1,672,682	522,732	31%

Utility Users Tax Fund:

102-00-4600	Interest	7,099	16,097	18,810		
102-00-4810	Water	47,920				
102-00-4820	Trash	22,991				
102-00-4830	Electric	108,595	36			
102-00-4840	Natural Gas	14,930				
102-00-4850	UUT - Cable	21,642				
102-00-4855	Telecom-Minors	12,990				
102-00-4856	Telecom-AT&T	434				
102-00-4857	Telecom-Verizon	5,235				
102-00-4858	Telecom-Sprint Nextel	991				

Revenues

Acct. Number	Account Description	2017-18 Actual	2018-19 YTD 6/30/19	2019-20 Budget	2019-20 YTD @ 12/31/19	
102-00-4900	Reimbursements	364				
		243,191	16,133	18,810	-	
Long Term Planning Fee Fund:						
112-00-4490	Long-Term Planning Fee	10,647	7,027	8,000	2,044	26%
112-00-4600	LTP Fee Interest Income	143	411	400		0%
		10,790	7,438	8,400	2,044	24%
Technology Fee Fund:						
113-00-4520	Technology Fee	14,646	18,864	18,500	3,584	19%
113-00-4600	Technology Fee Interest Income	498	894	1,000		0%
		15,144	19,758	19,500	3,584	18%
Gas Tax Fund:						
200-00-4000	Transfers In					
200-00-4200	TCRA Funds	1,258	1,206	-		#DIV/0!
200-00-4600	Gas Tax Interest	1,045	2,313	-		#DIV/0!
200-48-4260	Gas Tax	34,031	26,111	25,000	14,008	56%
		36,334	29,630	25,000	14,008	56%
SB1 Gas Tax Fund:						
201-00-4000	Transfers In		6,623	-		#DIV/0!
201-48-4260	Gas Tax		16,105	15,000	5,368	36%
201-00-4600	Gas Tax Interest		331	-		#DIV/0!
			23,059	15,000	5,368	36%
Prop. A Fund:						
203-40-4260	Prop. A Transit Funds	20,948	22,224	23,000	10,967	48%
203-40-4600	Prop. A Transit Interest	95	291	308		0%
		21,043	22,515	23,308	10,967	47%
Prop. C Fund:						
204-48-4260	Prop. C Funds	17,532	18,434	19,000	9,097	48%
204-48-4600	Prop. C Interest	524	1,447	-		#DIV/0!
		18,056	19,881	19,000	9,097	48%
Transportation Development Act Fund:						
205-48-4260	TDA Funds	7,362	22,637	5,000		0%
205-48-4600	TDA Interest	(2)	-			#DIV/0!
		7,360	22,637	5,000	-	0%
Sewer Fund:						
206-00-4000	Transfers In	1,100,000		600,000		0%
206-50-4600	Sewer Fund Interest	9,700	13,901	885		0%
206-50-4605	Lemon Ave. Assessment					#DIV/0!
206-50-4606	Winston Ave. Assessment					#DIV/0!
206-50-4730	Mount Olive Drive Assessment	43,140				#DIV/0!
		1,152,840	13,901	600,885	-	0%
STPL Fund:						
208-00-4260	STPL Funds	-				
208-00-4600	STPL Interest	316	703	-		#DIV/0!
		316	703	-	-	#DIV/0!

Revenues

Acct. Number	Account Description	2017-18 Actual	2018-19 YTD 6/30/19	2019-20 Budget	2019-20 YTD @ 12/31/19
Recycling Grant Fund:					
209-00-4260	Recycling Grant Funds	5,000	5,000	5,000	0%
209-00-4600	Recycling Grant Interest	90	201		#DIV/0!
		5,090	5,201	5,000	- 0%
Measure R Fund:					
210-48-4260	Measure R Funds	13,014	13,830	15,000	6,818 45%
210-48-4600	Measure R Interest	692	1,767	-	#DIV/0!
		13,706	15,597	15,000	6,818 45%
Measure M Fund					
212-48-4260	Measure M Funds	11,795	15,596	16,500	12,155 74%
212-48-4600	Measure M Interest	69	284	-	#DIV/0!
		11,864	15,880	16,500	12,155 74%
Measure W Fund					
213-48-4260	Measure W Funds			60,000	-
213-48-4600	Measure W Interest		-		#DIV/0!
		-	-	60,000	- 0%
Citizen's Option for Public Safety (COPS) Fund:					
215-23-4260	COPs Funds	143,168	148,747	100,000	128,851 129%
215-23-4600	COPs Interest	1,383	3,679	982	0%
		144,551	152,426	100,982	128,851 128%
County Park Grant:					
217-00-4210	County Park Grant				
217-00-4600	Grant Fund Interest Income	85	190	180	0%
		85	190	180	- 0%
Fire Safe Grant:					
219-00-4260	Community Wildfire Protection Plan			45,000	
219-00-4270	HOA Contribution				
219-00-4600	Fire Safe Grant Interest Income	101	226	215	0%
		101	226	45,215	- 0%
Total Revenues		3,279,380	1,924,310	2,650,462	715,624 27%

Expenditures

Account Description		2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD 6/30/19	2019-20 Budget	2019-20 YTD @ 12/31/19	
General Fund:							
101-00-5000	Transfers Out	1,100,000			600,000	-	0%
City Council Division:							
101-11-6500	Community Support (homelessness)	3,000	3,000	3,000	4,000		0%
101-11-6100	Events and awards	7,662	4,700	6,490	6,000	6,451	108%
101-11-6110	City Newsletter	225	-	1,257	-	235	#DIV/0!
		10,887	7,700	10,747	10,000	6,686	67%
City Manager Division:							
101-12-5010	Salaries	102,500	106,395	106,395	109,268	60,000	55%
101-12-5100	Benefits	41,806	42,300	44,100	46,174	24,051	52%
101-12-6020	Meetings & Conferences	2,027	2,500	3,373	3,500	3,379	97%
101-12-6025	Expense Account	1,130	1,500	317	1,500	900	60%
101-12-6050	Mileage	1,023	1,200	1,104	1,200	748	62%
101-12-6440	Cell Phone	900	900	900	1,000	450	45%
		149,386	154,795	156,189	162,642	89,528	55%
City Clerk Division:							
101-13-5010	Salaries	60,741	59,809	59,809	61,424	30,712	50%
101-13-5100	Benefits	24,294	24,100	24,706	24,702	11,926	48%
101-13-6020	Meetings & Conferences		100	-	-		#DIV/0!
101-13-6040	Transportation & Lodging		100	-	-		#DIV/0!
101-13-6050	Mileage	142	150	47	50	85	170%
101-13-6210	Special Department Supplies		250	122	275		0%
101-13-6220	Election Supplies	473	500	-	500	314	63%
101-13-6225	Codification	2,317	1,500	7,064	7,000	576	8%
101-13-7000	Contract Election Services	-	12,000	-	15,000		0%
		87,967	98,509	91,748	108,951	43,613	40%
Finance Division:							
101-14-5010	Salaries	14,230	15,043	15,100	15,449	5,820	38%
101-14-5100	Benefits	1,299	1,250	1,116	1,371	675	49%
101-14-6210	Special Department Supplies	94	350	575	600		0%
101-14-6230	Contracted Computer Services	1,459	2,000	1,141	500	400	80%
101-14-7010	Contracted Banking Services	4,726	4,600	4,254	4,000	2,889	72%
101-14-7020	Contracted Audit Services	18,523	14,700	17,466	18,000		0%
101-14-7040	GASB Reports	350	350	700	725	700	97%
		40,681	38,293	40,352	40,645	10,484	26%
City Attorney Division:							
101-15-7020	City Attorney Retainer	29,400	29,400	29,400	31,800	15,900	50%
101-15-7070	City Attorney Special Service	2,702	6,000	1,331	5,000	415	8%
101-15-7075	Development Code Update				26,000		
101-15-7080	Seminars & Training	1,211	1,000	1,100	1,100		0%
		33,313	36,400	31,831	63,900	16,315	26%
General Government Division:							
101-16-5010	Salaries	37,219	47,038	47,038	48,308	22,743	47%
101-16-5100	Benefits	9,524	12,700	12,695	13,107	7,746	59%
101-16-6010	Seminars & Training	375	500		1,000		0%
101-16-6020	Meetings & Conferences	195	150	60	200	35	18%
101-16-6040	Transportation & Lodging	-	500	388	1,000		0%
101-16-6050	Mileage	215	500	261	300	52	17%
101-16-6120	Postage	267	500	856	300	524	175%
101-16-6200	Office Supplies	1,324	2,500	2,061	2,500	269	11%

Expenditures

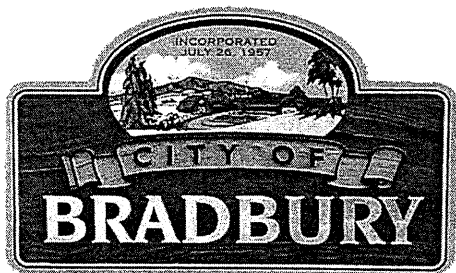
Account Description		2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD 6/30/19	2019-20 Budget	2019-20 YTD @ 12/31/19	
101-16-6210	Special Departmental Supplies	1,622	1,622	397	500		0%
101-16-6230	Computer & Website Services	7,232	18,000	10,929	15,000	4,082	27%
101-16-6240	PERS UAL Payment	2,259	2,068	2,068	3,717	2,110	57%
101-16-6242	PERS SSA 218 Annual Fee					200	
101-16-6241	PERS Replacement Benefit Contribution			2,535	3,000		0%
101-16-6250	Copier & Duplications	2,216	2,216	6,740	5,000	903	18%
101-16-6300	Insurance	54,738	47,201	55,553	56,000	19,811	35%
101-16-6400	Utilities	2,953	5,000	4,114	4,500	1,021	23%
101-16-6440	Telephone	6,714	7,000	4,163	6,000	876	15%
101-16-6450	Building Operations	1,132	1,000	603	1,000	160	16%
101-16-6460	Building & Cleaning Service	2,795	2,500	2,825	3,000	2,035	68%
101-16-6470	Maintenance & Supplies	-	500	328	400		0%
		130,780	151,495	153,614	164,832	62,567	38%
Engineering Division:							
101-19-7230	Contracted Engineering Services	138,463	125,000	100,399	130,000	30,057	23%
101-19-7238	Annexation	59,350	-				#DIV/0!
		197,813	125,000	100,399	130,000	30,057	23%
Planning, Zoning & Development Division:							
101-20-6020	Meetings & Conferences			38			#DIV/0!
101-20-6120	Postage	332	300	727	1,000	(66)	-7%
101-20-6210	Special Department Supplies	210	500	430	500		0%
101-20-6240	Environmental Filing Fees	-	500		500		0%
101-20-7210	City Planner Retainer	46,800	46,800	46,843	46,800	15,600	33%
101-20-7220	Contracted Building & Safety	232,115	290,000	199,684	250,000	40,217	16%
101-20-7240	City Planner Special Service	15,592	10,000	18,191	15,000	11,962	80%
101-20-7245	General Plan update	406	406	2,160	-	450	#DIV/0!
101-20-7075	Development Code Update				26,000	-	0%
		295,455	348,506	268,073	339,800	68,163	20%
Parks & Landscape Maintenance Division:							
101-21-7015	Royal Oaks Trail Maintenance	7,305	10,000	13,724	10,000	2,485	25%
101-21-7020	City Hall Grounds Maintenance	2,670	19,830	10,780	7,000	3,788	54%
101-21-7025	Trail Maintenance	1,777	7,000	11,311	10,000	1,776	18%
101-21-7035	Mt.Olive Entrance & Trail	7,349	5,500	7,343	12,000	2,292	19%
101-21-7045	Lemon/RO Horse Trail	1,380	27,500	29,197	43,000	460	1%
101-21-7060	Street Tree Trimming	11,098	10,000	10,857	-	-	#DIV/0!
		31,579	79,830	83,212	82,000	10,801	13%
Public Safety Division:							
101-23-6210	Special Departmental Services		20,000	20,336	-	1	#DIV/0!
101-23-7410	Contract Services Sheriff	117,875	113,315	112,465	118,522	39,507	33%
101-23-7420	City Hall Security	2,582	2,600	3,282	3,500	1,435	41%
101-23-7450	Code Enforcement	4,499	5,600	11,241	6,000	14,051	234%
101-23-7757	AED Purchase		3,278	2,863	-		#DIV/0!
		124,956	144,793	150,187	128,022	54,994	43%
Emergency Preparedness Division:							
101-24-6010	Seminars & Training	-					
101-24-6020	Meetings & Conferences	55	50	133	100	30	30%
101-24-6030	Memberships & Dues	360	360	360	375		0%
101-24-6100	Events & Awards				500		0%
101-24-6470	Maintenance & Supplies	869	2,500	2,406	5,500		0%
101-24-6480	Civic Center Generator	-	-	1,191	-	857	#DIV/0!
101-55-7030	Hazard Mitigation Plan	16	15,000	5,063	-	8	#DIV/0!
101-24-7245	Hazard Mitigation Plan				5,000		0%

Expenditures

Account Description		2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD 6/30/19	2019-20 Budget	2019-20 YTD @ 12/31/19	
		1,300	17,910	9,153	11,475	895	8%
Animal & Pest Control Division:							
101-25-7000	Animal Control Services	2,745	4,777	3,330	18,085	7,974	44%
101-25-7010	Pest Control Services	175	300	200	300		0%
		2,920	5,077	3,530	18,385	7,974	43%
Intergovernmental Relations Division:							
101-30-6030	Memberships & Dues	8,610	8,700	4,072	9,200	9,349	102%
General Fund Totals		2,215,647	1,217,008	1,103,107	1,869,852	411,426	22%
Utility Users Tax Fund:							
101-15-7075	NPDES Stormwater Compliance	36,081	100,000	32,802	26,000	8,125	31%
Long Term Planning Fee Fund:		1,350		8,645			#DIV/0!
Technology Fee Fund:							
113-20-4500	Permit Digitizing	8,631	16,677	17,495	10,000	1,863	19%
113-20-7730	Website	-	8,000	-	20,000		0%
113-20-8120	Capital Equipment-Server & Copier	7,470		1,188			#DIV/0!
		16,101	24,677	18,683	30,000	1,863	6%
Gas Tax Fund:							
200-48-5000	Transfers Out			6,623	-		
200-48-6400	Utilities-Select System	11,272	12,000	9,394	9,000	5,215	58%
200-48-6410	Street Lights	9,293	9,000	8,073	8,000	3,817	48%
200-48-7000	PW Contract Services	1,474	2,000	2,126	3,000	440	15%
200-48-7290	Street Sweeping	4,071	4,000	3,131	4,000	313	8%
200-48-7755	City Wide Slurry Seal		108,399	110,394			#DIV/0!
		26,110	135,399	139,741	24,000	9,785	41%
SB1 Gas Tax Fund:							
201-48-7745	Royal Oaks North Curb Extension				19,000		0%
201-48-7755	City Wide Slurry Seal		21,623	21,623	-		#DIV/0!
			21,623	21,623	19,000	-	0%
Prop. A Fund:							
203-00-7600	Sale of Prop. A Funds	80,000					
203-40-7625	Transit Services		9,000	8,449	9,000	4,224	47%
		80,000	9,000	8,449	9,000	4,224	47%
Prop. C Fund:							
204-20-6030	Memberships & Dues	642		833	900		0%
204-40-7325	Transit Services	8,449	-	-	-		#DIV/0!
204-48-7745	Royal Oaks North Curb Extension				19,000		0%
204-48-7755	City Wide Slurry Seal		73,867	73,867			#DIV/0!
		9,091	73,867	74,700	19,900	-	0%
Transportation Development Act Fund:							
205-48-7720	Lemon/RO Horse Trail Project	7,142	30,000	22,636			#DIV/0!
205-00-7760	Return of Funds	220					#DIV/0!
		7,362	30,000	22,636	-	-	#DIV/0!
Sewer Fund:							
206-50-7600	Mt. Olive Drive Sewer Project	-	9,760	9,760	-	2,619	#DIV/0!
206-50-7601	Mt. Olive Lane Sewer Project	13,695	537,807	6,271	65,000	15,140	23%

Expenditures

Account Description		2017-18 Actual	Amended 2018-19 Budget	2018-19 YTD 6/30/19	2019-20 Budget	2019-20 YTD @ 12/31/19	
206-50-7605	Lemon Ave. Project	103,816	-	-	580,000		0%
206-50-7606	Winston Ave Project	25,813	492,582	492,582	-	5,152	#DIV/0!
		143,324	1,040,149	508,613	645,000	22,911	4%
STPL Fund:							
208-48-7745	Royal Oaks North Curb Extension		-				
208-48-6555	Citywide Slurry Seal		32,774	32,774			#DIV/0!
			32,774	32,774	-	-	#DIV/0!
Recycling Grant Fund:							
209-35-7300	Recycling Education	4,500		5,000	5,000	-	0%
Measure R Fund:							
210-48-7755	City Wide Slurry Seal		88,763	49,950	-		#DIV/0!
210-48-7745	Royal Oaks North Curb Extension				14,000		0%
210-00-7760	Return of Funds			3,990			#DIV/0!
		-	88,763	53,940	14,000	-	0%
Measure M Fund							
212-48-7755	Citywide Slurry Seal	-	4,514	4,514		1,610	#DIV/0!
212-48-7745	Royal Oaks North Curb Extension				27,000		0%
212-48-7756	Bridge Repair		18,900	12,066			#DIV/0!
		-	23,414	16,580	27,000	1,610	6%
Measure W Fund							
213-42-7630	NPDES Stormwater Compliance				60,000		
Citizen's Option for Public Safety (COPS) Fund:							
215-23-7410	Contract Services Sheriff	145,020	95,500	73,198	100,000	50,000	50%
215-23-7411	Contract CSO Services & Supplies				55,000		0%
		145,020	95,500	73,198	155,000	50,000	32%
		-					
County Park Grant:							
217-21-7650	Civic Center Park	-	-	-	-	1,000	-
Fire Safe Grant 14-USFS-SFA-0053:							
219-21-7761	Community Wildfire Protection Plan	-					
Total Expenditures							
		2,684,586	2,892,174	2,120,491	2,903,752	510,944	18%



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

City of Bradbury Agenda Memo

TO: Honorable Mayor and Members of the City Council

FROM: Kevin Kearney, City Manager

DATE: January 14, 2020

SUBJECT: **SANITATION DISTRICT – TAX SHARING RESOLUTION**

ATTACHMENTS: 1) Tax Sharing Resolution
2) Cover Letter from Sanitation Districts of Los Angeles County
3) Property Tax Resolution Worksheet
4) Map of Proposed Annexation

RECOMMENDATION

It is recommended that the City Council adopt the Joint Tax Sharing Resolution with the Sanitation Districts of Los Angeles County.

SUMMARY

The City had recently installed a sewer line on Mount Olive Drive. The recent and proposed developments on 330, 336, and 360 Mount Olive Drive have initiated the process with the Sanitation Districts of Los Angeles County to annex the sewer line into the County District so that the properties might receive off-site disposal of sewage.

This annexation process is routine when dealing with new sewer lines and new developments.

ATTACHMENT #1

JOINT RESOLUTION OF THE BOARD OF SUPERVISORS OF THE COUNTY OF LOS ANGELES
ACTING IN BEHALF OF

Los Angeles County General Fund

Los Angeles County Library

Los Angeles County Consolidated Fire Protection District

Los Angeles County Flood Control

THE BOARD OF DIRECTORS OF COUNTY SANITATION DISTRICT NO. 22 OF LOS ANGELES
COUNTY, AND THE GOVERNING BODIES OF

City of Bradbury

Upper San Gabriel Valley Municipal Water District

APPROVING AND ACCEPTING NEGOTIATED EXCHANGE OF PROPERTY TAX REVENUES
RESULTING FROM ANNEXATION TO COUNTY SANITATION DISTRICT NO. 22.

"ANNEXATION NO. 436"

WHEREAS, pursuant to Section 99 and 99.01 of the Revenue and Taxation Code, prior to the effective date of any jurisdictional change which will result in a special district providing a new service, the governing bodies of all local agencies that receive an apportionment of the property tax from the area must determine the amount of property tax revenues from the annual tax increment to be exchanged between the affected agencies and approve and accept the negotiated exchange of property tax revenues by resolution; and

WHEREAS, the governing bodies of the agencies signatory hereto have made determinations of the amount of property tax revenues from the annual tax increments to be exchanged as a result of the annexation to County Sanitation District No. 22 entitled *Annexation No. 436*;

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The negotiated exchange of property tax revenues resulting from the annexation of territory to County Sanitation District No. 22 in the annexation entitled *Annexation No. 436* is approved and accepted.

2. For each fiscal year commencing on and after July 1, 2019 or after the effective date of this jurisdictional change, whichever is later, the County Auditor shall transfer to County Sanitation District No. 22 a total of 0.4911281 percent of the annual tax increment attributable to the land area encompassed within *Annexation No. 436* as shown on the attached Worksheet.

3. No additional transfer of property tax revenues shall be made from any other tax agencies to County Sanitation District No. 22 as a result of annexation entitled *Annexation No. 436*.

4. No transfer of property tax increments from properties within a community redevelopment project, which are legally committed to a Community Redevelopment Agency, shall be made during the period that such tax increment is legally committed for repayment of the redevelopment project costs.

5. If at any time after the effective date of this resolution, the calculations used herein to determine initial property tax transfers or the data used to perform those calculations are found to be incorrect thus producing an improper or inaccurate property tax transfer, the property tax transfer shall be recalculated and the corrected transfer shall be implemented for the next fiscal year.

The foregoing resolution was adopted by the Board of Supervisors of the County of Los Angeles, the Board of Directors of County Sanitation District No. 22 of Los Angeles County, and the governing bodies of City of Bradbury and Upper San Gabriel Valley Municipal Water District, signatory hereto.

CITY OF BRADBURY

SIGNATURE

ATTEST:

PRINT NAME AND TITLE

Secretary

Date

(SIGNED IN COUNTERPART)

ATTACHMENT #2

December 18, 2019

General Annexation File

Ms. Claudia Saldana, City Clerk
City of Bradbury
600 Winston Avenue
Bradbury, CA 91010

Dear Ms. Saldana:

Tax Sharing Resolutions

Thank you for signing and returning the last joint resolutions that were submitted to your office for tax sharing purposes.

Enclosed, in triplicate, is a Joint Tax Sharing Resolution (resolution) involving your city and others. The applicant has requested, in writing, annexation of his property into the County Sanitation District No. 22 (District) in order to receive off-site disposal of sewage. Please see the table below for the annexation and its associated project. The annexation process requires that a resolution for property tax revenue exchange be adopted by all the affected local agencies before an annexation may be approved. For any jurisdictional change which will result in a special district providing new service not previously provided to an area, the law requires the governing bodies of all local agencies that receive an apportionment of the property tax from the area to determine by resolution the amount of the annual tax increment to be transferred to the special district (Revenue and Taxation Code Section 99.01). Please note that by sharing the property tax increment with the District resulting from this annexation, your city will not lose any existing ad valorem tax revenue it currently receives from the affected territory. Your city would only be giving up a portion of the revenues it would receive on increased assessed valuation.

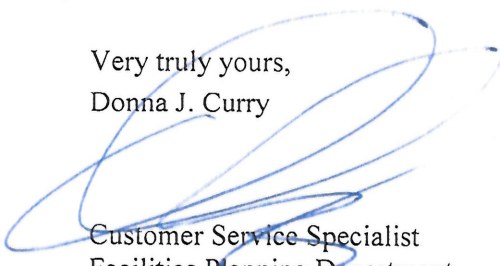
<u>Annexation No.</u>	<u>Type of Project</u>
22-436	three proposed single-family homes

Also, attached for the annexation is a copy of the applicable worksheet and map showing the location of the annexation. The worksheet lists the annual tax increment to be exchanged between your city, other affected taxing entities, and the District. The tax sharing ratios listed in the worksheet were calculated by the County Auditor Controller by specific Tax Rate Area (TRA). For example, if the annexing territory were to lie within two separate TRAs, there would be a worksheet for each TRA. The Los Angeles County Chief Executive Office (CEO) is requiring the District to implement the worksheet for all District annexations in order to increase efficiency for the calculation of property tax sharing ratios.

The resolution is being distributed to all parties for signature in counterpart. Therefore, you will only be receiving a signature page for your city. Enclosed are three sets of the resolution. One set of the resolution is for your files and the other two sets of the resolution need to be returned to the District. Please execute the two sets of the resolution and return them to the undersigned within 60 days as required by the Government Code. In addition, the County CEO's legal counsel is also requesting that the signature pages be properly executed from all affected agencies. Therefore, please have the Attest line signed by the appropriate person. Upon completion of the annexation process, your office will receive a fully executed copy of the tax sharing resolution for your files.

Your continued cooperation in this matter is very much appreciated. If you have any questions, please do not hesitate to call me at (562) 908-4288, extension 2708.

Very truly yours,
Donna J. Curry



Customer Service Specialist
Facilities Planning Department

DC:

Enclosures: 22-436

ATTACHMENT #3

ANNEXATION TO: CO. SANITATION DIST. NO 22 DEBT S.
 ACCOUNT NUMBER: 066.85
 TRA: 03403
 EFFECTIVE DATE: 07/01/2019
 ANNEXATION NUMBER: 436
 PROJECT NAME: A-22-436
 DISTRICT SHARE: 0.009155954

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
001.05	LOS ANGELES COUNTY GENERAL	0.275612604	27.5622 %	0.009155954	0.002523505	-0.002582421	0.273030183
001.20	L.A. COUNTY ACCUM CAP OUTLAY	0.600104494	0.0104 %	0.009155954	0.000000000	0.000000000	0.000104494
003.01	L.A. COUNTY LIBRARY	0.020202372	2.0932 %	0.009155954	0.000191655	-0.000191655	0.020740717
007.30	CONSOL. FIRE PRO. DIST. OF L.A. CO.	0.160728623	16.0728 %	0.009155954	0.001471623	-0.001471623	0.159257000
007.31	L.A. C FIRE-FPW	0.006330407	0.6330 %	0.009155954	0.000057960	0.000000000	0.006330407
030.10	L.A. CO. FL. CON. DR. IMP. DIST. MAINT.	0.001511381	0.1511 %	0.009155954	0.000013838	-0.000013838	0.001497543
030.70	LA CO FLOOD CONTROL MAINT	0.008552383	0.8552 %	0.009155954	0.000078310	-0.000078310	0.008474673
122.01	CITY-BRADBURY TD #1	0.062129674	6.2129 %	0.009155954	0.000568856	-0.000568856	0.061560818
368.05	UPPER SAN GAB. VY. MUN. WATER	0.000500095	0.0500 %	0.009155954	0.000004578	-0.000004578	0.000495517
400.00	EDUCATIONAL REV AUGMENTATION FD	0.070611588	7.0611 %	0.009155954	0.000646516	EXEMPT	0.070611588
400.01	EDUCATIONAL AUG FD IMPOUND	0.143297735	14.3297 %	0.009155954	0.001312027	EXEMPT	0.143297735
400.15	COUNTY SCHOOL SERVICES	0.001296446	0.1296 %	0.009155954	0.000011870	EXEMPT	0.001296446
400.21	CHILDREN'S INST'L TUITION FUND	0.002572897	0.2572 %	0.009155954	0.000023557	EXEMPT	0.002572897
791.04	CITRUS COMMUNITY COLLEGE DIST	0.022754829	2.2754 %	0.009155954	0.000208342	EXEMPT	0.022754829
791.20	CHILDREN'S CTR FUND CITRUS C C	0.000593503	0.0593 %	0.009155954	0.000005434	EXEMPT	0.000593503
855.03	DUARTE UNIFIED SCHOOL DISTRICT	0.213250768	21.3250 %	0.009155954	0.001952514	EXEMPT	0.213250768
855.06	CO. SCH. SERV. FD. - DUARTE	0.008320192	0.8320 %	0.009155954	0.000076179	EXEMPT	0.008320192
855.07	DEV. CTR. HDCCPD. MINOR-DUARTE	0.000899409	0.0899 %	0.009155954	0.000008234	EXEMPT	0.000899409
***066.85	CO. SANITATION DIST. NO 22 DEBT S.	0.000000000	0.0000 %	0.009155954	0.000000000	0.000000000	0.004911281

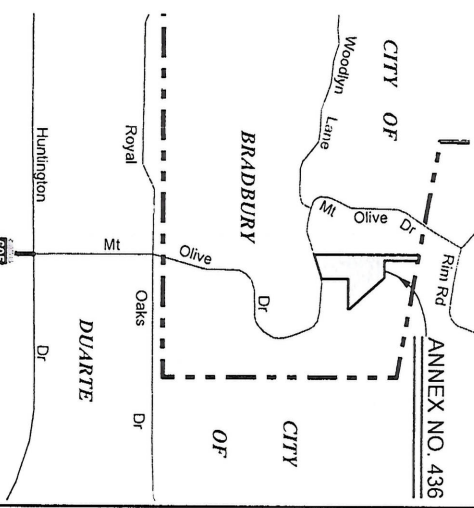
ANNEXATION NUMBER: 436

PROJECT NAME: A 22-436

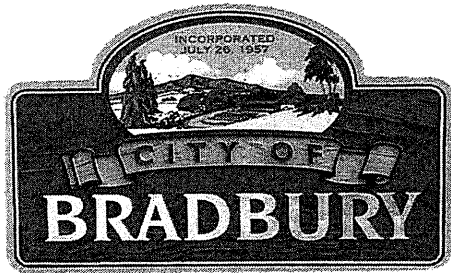
TRA: 03403

ACCOUNT #	TAXING AGENCY	CURRENT TAX SHARE	PERCENT	PROPOSED DIST SHARE	ALLOCATED SHARE	ADJUSTMENTS	NET SHARE
TOTAL:		1.006609066	100.0000 %		0.009135954	0.004911281	1.000000000

ATTACHMENT #4



LA County Assessor Landbase 2017
CAMS Centerline, DPW City boundary
LA County Sanitation Districts:
Annexation Layer and District Layer
cl Dec 16, 2019



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

City of Bradbury Agenda Memo

TO: Honorable Mayor and Members of the City Council

FROM: Scarlett Santos Leon, Management Analyst

DATE: January 14, 2020

SUBJECT: **Award of CalRecycle Grant Proposals**

ATTACHMENTS: 1. City of Azusa Project Proposal
2. City of Duarte Project Proposal
3. City of Monrovia Project Proposal
4. Request for Grant Proposals

SUMMARY

In order to expend \$11,356 of surplus CalRecycle restricted funds, the City released a Request for Grant Proposals to solicit proposed projects from neighboring cities, educational institutions, and nonprofit organizations during the month of December 2019. As a result, the City received three (3) proposals from the Cities of Azusa, Duarte, and Monrovia.

After an evaluation of the proposed projects, Staff recommends that the City Council allocate funding for the projects proposed by the Cities of Azusa, Duarte, and Monrovia.

DISCUSSION

Based on past practices, Staff released a Request for Grant Proposals to expend an amount of \$7,500 of surplus CalRecycle funds. The City released a Request for Grant Proposals to solicit proposed projects from neighboring cities, educational institutions, and nonprofit organizations. In order to promote the grant opportunity, the City reached out to various organizations including the school districts and local governments of Arcadia, Azusa, Duarte, and Monrovia. In addition, nonprofits such as the Boy Scouts and Girl Scouts in the surrounding cities, and YMCA in Monrovia were included in the

FOR CITY COUNCIL AGENDA _____

AGENDA ITEM # _____

outreach process. As a result of these efforts, the City received project proposals from the Cities of Azusa, Duarte, and Monrovia.

For the past two years, the cities of Azusa and Duarte have applied and been awarded this grant opportunity. This year, Staff received a third application from the City of Monrovia. Below is a brief description of each received proposal.

The City of Azusa is seeking \$2,500 to support their ongoing Discovery Club. The program is comprised of two components. The first involves to-go experiment kits designed for youth in grades 3 to 5. Each kit promotes one subject area using literature and templates for a science-related activity. The second component involves lab activities with real world applications for hands-on learning. If awarded, the program will be made available to Bradbury youth interested in participating. Additional information on the proposed project is included in Attachment 1.

The City of Duarte is seeking \$2,500 to fund its annual Earth Day celebration. In previous years, the Cities of Bradbury and Duarte have collaborated to raise awareness on the importance of keeping a clean and safe environment. Similar to past events, volunteers at Earth Day will be tasked in cleaning up litter from Staff determined areas in both cities. Volunteers will also be tasked with installing plant-material and trees in both cities. Further information on the event is included in Attachment 2.

The City of Monrovia is seeking \$2,500 to support a new recycling pilot program. The program consists the leasing of eleven (11) Bigbelly solar compactors for a five-year term. The Bigbelly units will be placed in several high-traffic areas throughout Old Town Monrovia to decrease trash overflow. Based on data collected from Bradbury's previous participation in transportation programs with Monrovia, Old Town Monrovia was found to be one of the leading destinations for such transportation trips. As a result, the grant funds would be utilized to serve all patrons with a cleaner environment, including Bradbury residents who visit Monrovia for leisure activities. More information on the proposed project is included in Attachment 3.

Should the City Council approve awarding the grant funds to the proposed recipients, Staff will include information on Azusa's Discovery Club program, Duarte's Earth Day, and Monrovia's Bigbelly pilot project in the monthly newsletter to inform Bradbury residents of the programs and event available to them.

FINANCIAL ANALYSIS

The City annually receives \$5,000 in CalRecycle restricted funds, which the City struggles to spend. Currently, the City has a total of \$11,356 of unused CalRecycle funds. Monies received by CalRecycle establish strict requirements on how the funds can be utilized and cannot be used for General Fund purposes. In the past, the City Council has directed Staff to move forward with the grant program to facilitate the expenditure of surplus funds.

Should the City Council approve funding for the proposed projects, there will not be any fiscal impact on the City's General Fund monies.

STAFF RECOMMENDATION

After an evaluation of the proposed projects, Staff recommends that the City Council allocate funding for the projects proposed by the cities of Azusa, Duarte, and Monrovia.

ATTACHMENT #1

Scarlett Santos Leon
Management Analyst
City of Bradbury
600 Winston Avenue
Bradbury, CA 91008

January 8th, 2020

Dear Ms. Santos Leon:

The Azusa City Library is seeking \$2,500 from the City of Bradbury's Beverage Container Recycling Grant to support our Discovery Club and Science to-go Kits. We believe this project is an ideal fit for our youth programs and will benefit the families that frequent the Library for its educational and cultural programs and events.

Enclosed is our grant proposal. If you have any questions please do not hesitate to contact me

Sincerely,



Leila Hassen

Library Services Manager

Azusa City Library

Tel (626) 812-5279

Fax (626) 334-4868

lhassen@azusaca.gov

A.

The Azusa City Library is seeking \$2,500 in grant funding from the City of Bradbury, through the CalRecycle program, to continue its after-school Discovery Club program.

B.

The Discovery Club, which first debuted in the spring of 2018, and funded through CalRecycle since its inception, has been a mainstay of Library programming for families and an integral part of the City of Azusa's campaign to promote recycling education.

The program has two main components. The first of which will be to make available 20 Science To-Go experiment kits for checkout that are designed for youths in grades 3-5. The specially constructed kits will each promote a subject area and include 2-3 books, templates for a science related craft or activity, and a completed model of an experiment when relevant. The second component of the program involves lab activities with real world applications so that youths can learn through hands-on projects, facilitated by library staff. In addition to the Science To-Go kits, the library will continue to purchase literature that promotes recycling and conservation to students.

Azusa, CA is a community with a population of 49,958 located at the base of the Foothill Mountains in Los Angeles County. Over the years the Azusa City Library has built a reputation for providing educational programs in an environment that is both approachable for families and interactive for youths. In fact, the library is an informational and social hub for the community.

Some key demographic statistics:

- In a city where 16.4% of the population is living in poverty, there is an economic barrier to fee-based after school enrichment programs.
- 84.9% of residents are socioeconomically disadvantaged according to 2019 statistics on the California Department of Education School Dashboard.
- According to the Employment Development Department, the Azusa community is one of the least affluent in the Foothill Community.
- 81% of K-12 public school students in the Azusa Unified School District participate in the National School Lunch Program (NSLP).

Helping establish the library as a center for recreational and educational science programs fits accordingly with our strategic plan to promote literacy and Science, Technology, Reading, Engineering, Mathematics (STREAM) education. The focal point of Discovery Club will be to guide youths through interactive science activities that promote beverage recycling and conservation. The Library will debut this year's Discovery Club in April 2020. The dates will run from April 22nd - June 3rd. The Discovery Club will meet every Wednesday after school, from 3:30-5 pm.

Additionally, the Discovery Club will promote inquiry-based learning. We plan on introducing a new concept to the Discovery Club for the 2020 season by adding a 5 E inspired curriculum. Students will learn to engage, explore, explain, elaborate, and evaluate the lessons learned in each session of the Discovery Club. These concepts will work in synergy to help enrich the learning experience through the following format:

1. **Engage:** introduce the weekly topic, gauge the student's level of knowledge about the concept, and generate curiosity through real world examples.
2. **Explore:** begin the Discovery Club lesson and lab activity. The hands-on lesson will serve as an applicable learning tool. Participants will work together in a team environment and practice problem-solving skills.
3. **Explain:** participants will be encouraged to take notes and explain solutions. They will use their recorded observations and evidence gathered from the experiments to reinforce the lessons learned.
4. **Elaborate:** participants will be asked to draw reasonable conclusions from the activities. They will be encouraged to apply the lessons learned in new situations.
5. **Evaluate:** library staff will ensure the participants understand the lessons learned. If the students encounter difficulty with any of the key concepts, the lesson will be reviewed. At the evaluation stage the library will also promote related materials such as books and Science To-Go kits to enhance the lessons.

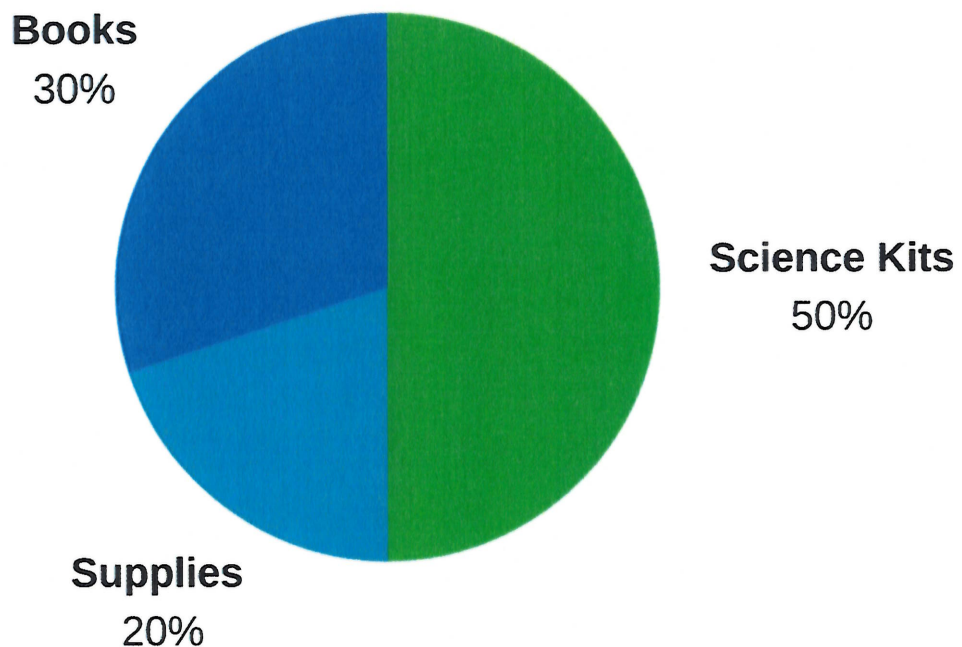
C.

We are seeking a budget of \$2,500 for the Discovery Club. The budget breakdown is as follows:

Project Budget Distribution

Discovery Club 2020

\$2,500 Requested



Science Experiment Kits for checkouts \$1,250

Books \$750

Supplies for The Discovery Club/Innovation Lab \$500

Project Outputs:

1 Discovery Club with 7 meetings

7 e-booklets developed for each meeting of the Discovery Club to be emailed to each participant

50 books added to the Youth science section

Project Outcomes:

85% of Discovery Club participants will gain an understanding of scientific principles and learn how to apply science theory to real-world examples

100% of participants will understand the importance of recycling

100% of participants will have access to books and materials related to the Discovery Club

85% of youths attending the programs will check out newly added books

D.

The point of contact for this project will be Leila Hassen, Library Services Manager at the Azusa City Library.

E.

The City of Bradbury and CalRecycle will be recognized as a sponsor of this program through commemorative labels on print materials purchased with grant funds, along with a special mention on all our publicity. Bradbury families will also be welcome to attend the Discovery Club and borrow materials funded through CalRecycle.

F.

This grant will continue to fund the Discovery Club, which has been an ongoing program since the spring of 2018.

G.

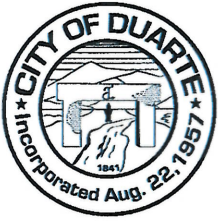
The Science kits will be assembled beginning in February and be made available for checkout beginning on March 1st. Discovery Club meetings will begin on Wednesday April 22nd, Earth Day.

The chart on page 5 of the proposal details Discovery Club meeting dates along with weekly topics.

DISCOVERY CLUB 2020 MEETINGS

WEEK	DATE	ACTIVITY
1	WEDNESDAY APRIL 22	Earth Day Celebration! Create a self-watering planter from recycled 2 liter bottles
2	WEDNESDAY APRIL 29	Recycled Water Bottle Terrarium – Upcycle Craft
3	WEDNESDAY MAY 6	Lego Boat - Building sustainable power
4	WEDNESDAY MAY 13	Micro-Composter in a bottle. Explore the uses of compost and concept of decomposition.
5	WEDNESDAY MAY 20	Renewable vs. Non-renewable energy
6	WEDNESDAY MAY 27	Solar energy crafts
7	WEDNESDAY JUNE 3	Benefits of trees and lesson on microclimate and water evaporation. Effect of trees on clean water and air. Gardening activity.

ATTACHMENT #2



City of Duarte

1600 Huntington Drive | Duarte, CA 91010 | Bus. 626.357.7931 | Fax 626.358.0018 | www.accessduarte.com

Cities of Duarte and Bradbury Earth Day Event Proposal

The City of Duarte seeks funding of \$2,500 to partner with the City of Bradbury in hosting an annual Earth Day event on Saturday, April 18, 2020.

PROGRAM DESCRIPTION

Since the first Earth Day in 1970, thousands of cities have taken up the mantle to use the holiday in educating residents on environmental stewardship through speakers and green activities. Through the support of the CalRecycle Beverage Container Recycling Grant, the Cities of Duarte and Bradbury jointly plan a regional Earth Day on the Saturday nearest to the official Earth Day with programming focused on litter clean-up, recycling, and planting trees. The day is open to residents of both cities with an emphasis on youth, knowing that early education on environmental stewardship best practices results in long-term change. California has often been a leader in setting policies that protect the Earth's natural resources.

THE NEED

In the face of a changing climate that has resulted in more extreme disasters and weather patterns, including increased fires and mudslides in the State of California, Duarte and Bradbury must continue to do their part in educating residents on good environmental practices.

In the third quarter of FY 2019-20, Burrtec, Duarte and Bradbury's waste hauler, reported that 363.54 tons of recyclables from Duarte waste receptacles were processed through the Waste Management MRF. Despite diligent resident recycling, litter, including used beverage containers, ends up in parks, recreational trails and other green spaces, degrading our natural environment. Volunteers at Earth Day will be tasked in cleaning up litter from staff determined areas in the cities to both beautify and educate. Through the act of cleaning, volunteers will learn how individual actions in waste reduction can impact residents' enjoyment and access to public spaces.

As a corollary to litter clean-up, volunteers will also be tasked with planting trees in both cities. Trees produce oxygen, intercept airborne particulates, and reduce smog. Additionally, trees sequester carbon, reducing the overall concentration of greenhouse gases, subsequently mitigating the effects of climate change.

THE PROJECT

On April 18, 2020, volunteers from Duarte, Bradbury and surrounding areas will arrive at the Duarte Teen Center in the morning. About 50 volunteers are projected to attend, given attendance from previous year. They will be greeted with breakfast, before enjoying an educational speaker on an environmental/conservation topic. After the speaker, volunteers will receive orientation for the activities of the day – planting trees and litter clean-up. Orientation will include instructions, safety procedures and receiving supplies. Once volunteers are split into

groups, arranged transportation will take them to their planting and clean-up sites within each city.

Post-conservation activities, volunteers will be shuttled back to the Duarte Teen Center, where lunch will be waiting. Volunteers will also be invited to stay for a craft which focuses on repurposing single-use water bottles into vertical gardens for them to take home.

The project offers three different learning opportunities through listening to the speaker, participating in recycling efforts and beautification, and doing the craft to repurpose a typically single-use bottle. Duarte and Bradbury will both benefit from cleaner green spaces, additional urban canopy, and a more informed citizenry.

BUDGET

The table shows an overall proposed project budget and then a specific grant budget. We have limited the expenditures to the CalRecycle grant stipulations to include litter clean-up supplies and tools, trees, water for volunteers, social media promotion of the project, and full-time City staff personnel for the event.

Burrtec is a returning sponsor of this event. The City of Duarte's State of California Tobacco grant and the Public Safety Department will also be contributing to the project. These sponsors will cover the cost of items that the beverage container recycling grant cannot.

Earth Day 2020 Program Budget	
Revenues	Amount
City of Bradbury - CalRecycle Beverage Container Recycling Grant Funds	\$2,500.00
State of CA - Tobacco Grant	\$600.00
Burrtec	\$500.00
City of Duarte Public Safety	\$100.00
Total	\$3,700.00
Expenditures	Amount
Supplies/tools	\$800.00
Trees/plants	\$900.00
Craft supplies	\$150.00
Water	\$25.00
Breakfast	\$125.00
Lunch	\$300.00
T-shirts	\$625.00
Social Media Promotion	\$25.00

Banner Update	\$30.00
Event Personnel/w benefits	\$720.00
Total	\$3,700.00
Grant Budget	
Supplies/tools	\$800.00
Trees/plants	\$900.00
Water	\$25.00
Social Media Promotion	\$25.00
Banner Update	\$30.00
Event Personnel/w benefits	\$720.00
Total	\$2,500.00

ADDITIONAL INFORMATION

Draft marketing for this event has been included in this proposal under Attachment A.

Please contact me regarding any questions about the proposal via email at vrocha@accessduarte.com or by calling (626) 386-6869. The City of Duarte thanks you for your consideration and looks forward to partnering with the City of Bradbury for another successful Earth Day event.

Sincerely,



Victoria Rocha
Management Analyst



April 18, 2020
9:00 AM - 1:00 PM



Duarte Teen Center
1400 Buena Vista Street,
Duarte, CA 91010








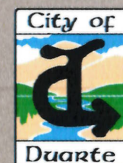
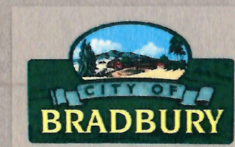
"Remember to recycle
plastic bottles!"

Join the cities of Duarte and Bradbury in an Earth Day celebration!

Earth Day

Volunteers will take part in a fun-filled day that includes:

 planting trees  litter cleanup  food  crafts  and more!



For more information, please contact Victoria Rocha at
vrocha@accessduarte.com or (626) 357-7931 ext. 269

ATTACHMENT #3



Scarlett Santos Leon
Management Analyst
City of Bradbury
600 Winston Avenue
Bradbury, CA 91008

January 9, 2020

Dear Ms. Santos Leon:

The City of Monrovia is seeking \$2,500 from the City of Bradbury's Beverage Container Recycling Grant to support our Bigbelly solar compactor units. The City of Monrovia worked with CalRecycle to gain approval to redirect grant funding on an annual basis to lease eleven (11) Bigbelly solar compactors. These units are equipped with software and maintenance to provide efficiency data to program management. The City of Monrovia has received grant funding of nearly \$20,000. This level of funding is able to provide the units for a five-year term, which has provided the opportunity for Monrovia to pilot this program. The City of Monrovia is currently in the third year of the five-year term for this pilot program.

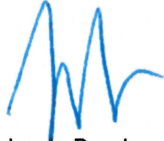
The Bigbelly units hold approximately five times the normal capacity of a standard city trashcan. It has been seen that by increasing the capacity of the trashcans, staff has been able to spend less time emptying trashcans and focus on other maintenance efforts in Old Town. Staff identified several high traffic areas in Old Town to test efficiencies of the compactors including 100-200 block, at the 400, 500, and 600 block of Old Town, and in Library Park. Since the installation of the BigBelly units, the Public Works Department has seen a decrease in trash overflow and an overall cleaner Old Town area.

The annual cost for leasing and maintaining the eleven (11) Bigbelly solar trash compactors is \$10,584. The use of the City of Bradbury's Beverage Container Recycling Grant would offset the annual cost for operating this pilot program. All Monrovia guests, including Bradbury residents, access Bigbelly solar trash compactors. Our intent is that these grant funds would be utilized to serve all patrons, including Bradbury residents, who come to Monrovia for

leisure activities. The City of Bradbury has participated in various Monrovia transportation programs and have found Old Town Monrovia to be one of the leading destinations for such transportation trips.

Please feel free to contact me regarding any questions about this proposal at jbumia@ci.monrovia.ca.us or by calling (626) 932-5579. The City of Monrovia appreciates the consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read 'JBumia', with a stylized, cursive-like flourish.

Jamie Bumia
Public Works Outreach Officer



CITY COUNCIL AGENDA REPORT



DEPARTMENT: Public Services

MEETING DATE: July 18, 2017

PREPARED BY: Alex Tachiki, Management Analyst

AGENDA LOCATION: AR-1

TITLE: Service Agreement with Bigbelly, Inc., for Maintenance, Software, and Leasing of Six (6) Solar Compactor Units for the Period Ending July 30, 2022

OBJECTIVE: To approve a service agreement with Bigbelly, Inc. (Bigbelly), for maintenance, software, and leasing of solar compactor units.

BACKGROUND: The State of California, through CalRecycle's Beverage Container Recycling Grant Program, makes funding available to local agencies through annual competitive grant programs to support recycling and waste management efforts. The City has applied for and been awarded funds through this program since Fiscal Year 1999-2000. These competitive grant funds are authorized through the California Beverage Container Recycling and Litter Reduction Act as included in the California Public Resources Code. The funding, which is made available through revenues generated from the 5 cent California Redemption Value (CRV) paid on all beverage containers, is aimed at programs targeting an 80 percent recycling rate for all beverage containers.

Over the years, these funds have supported the purchase of reusable bags and other outreach materials, as well as maintenance supplies. In anticipating an award of funds for this year, staff took a critical look at the City's needs related to recycling and waste management, and identified Old Town as an opportunity to expand our current services.

In observing the pedestrian traffic and trash impacts in Old Town, staff identified an opportunity to expand and improve the availability of recycling and waste receptacles in the area. Staff has worked with CalRecycle staff to pursue an opportunity to utilize the City's CalRecycle funding to acquire solar trash compactors to place in Old Town. Staff has worked with Bigbelly, Inc., to develop an agreement to lease and maintain six (6) Bigbelly Solar Compactors for specific areas of Old Town.

ANALYSIS: Over the last several years, the Public Works Division has been able to purchase goods and services using CalRecycle grant funds to promote recycling. Due to recent changes to CalRecycle's purchasing policy, many of the goods and services we have traditionally purchased are no longer eligible.

With that program change in mind, staff worked closely with CalRecycle to gain approval to redirect the grant funding on an annual basis to lease six (6) Solar Compactors from Bigbelly. These units come with software and maintenance and will provide staff an opportunity to implement a pilot program in Monrovia. Staff has identified several locations to test the efficiencies of the compactors including: Old Town between the 100-200 block; at the 400, 500, and 600 block; and at Library Park.

In every Grant Cycle, the City has received grant funding ranging from \$9,000 to \$10,000. This level of funding is able to provide for six (6) Bigbelly units during a five-year term. CalRecycle staff has worked with the City, as well as Bigbelly, to ensure that the funding is available and that the City is able to acquire these units utilizing future assumed grant proceeds, with minimal funds out of pocket for this program.

AR-1

At the end of the sixty (60) month term, the City has the option to upgrade the equipment, keep the existing equipment and continue the same service, or remove the units and service altogether. The sixty (60) month term is standard for Bigbelly Units because of the cost implications of buying the units, routine maintenance and emerging technologies that render older units less efficient.

The Bigbelly units hold approximately five times the normal capacity of a standard city trash can. It is anticipated that by increasing the capacity of the trash cans, staff will spend less time emptying trash cans and can focus on other duties throughout Old Town. In addition, the compactors have built in sensors that communicate real-time status of trash levels to staff and alert them when the trash needs to be emptied, virtually eliminating the need to check the trash several times a day. The increased trash capacity will also contribute to the cleanliness of Old Town.

Another benefit of the Bigbelly compactors is that the units can be wrapped in art. The panels on the front, sides and rear have the option to be covered with "wraps" which offer a terrific opportunity for an attractive artistic addition to our public spaces. Typical design, print and installation costs are approximately \$500 per unit. Staff is working with the Art in Public Places committee to determine if this would be a good project to be funded with Art in Public Places funds.

If approved, the new Bigbelly service is anticipated to help augment our day to day maintenance operations by reducing the frequency in which staff will have to replace trash liners and empty trash bins. This will also help promote environmentally friendly habits by recycling bottles and cans when possible. Lastly, this addition will provide an aesthetic upgrade to the community by replacing old standard trash cans with attractive and artistic receptacles.

ENVIRONMENTAL IMPACT: The execution of this agreement has no environmental impact.

FISCAL IMPACT: The annual cost for leasing and maintaining six (6) Bigbelly solar trash compactors is \$10,584.

Funding for that cost is available through the CalRecycle Beverage Container Recycling Grant. CalRecycle Grant Manager has approved the City's expenditure plan and fiscal management for utilizing future grant funding, and we anticipate that we will receive around \$9,000 - \$10,000 / year in CalRecycle grant funds. The additional funding needed to complete this project is estimated at between \$1,000 - \$2,000 / year, which is available in the City's Park Maintenance budget. An overview of the fiscal impact associated with this initiative is as follows:

Expenditure Plan	Annual	Term	Total
Cost for lease and maintenance of 6 Bigbelly solar compactors	\$10,584	5 year lease	\$52,920
Shipping Cost		One-time fee	\$1,629
Total Expenditure over 5 Years			\$54,549

Funding Plan	Annual	Term	Total
CalRecycle Beverage Container Recycling Grant	\$9,000-\$10,000	5 year commitment	\$45,000-\$50,000
Park Maintenance and Operations Fund	\$1,000-\$2,000	FY 17/18 – FY 22/23	\$5,000-\$10,000
5 Year Funding Plan			\$50,000-\$60,000

OPTIONS: The following options are provided for the City Council's consideration:

1. Approve the services agreement with Bigbelly Inc., for maintenance, software and leasing of six (6) solar compactors.
2. Do not approve the services agreement and provide staff with additional direction.

RECOMMENDATION: Staff recommends Option 1, thereby approving the services agreement with Bigbelly, Inc., for maintenance, software and leasing of six (6) solar compactors.

COUNCIL ACTION REQUIRED: If Council concurs, the appropriate action would be a motion to approve the services agreement with Bigbelly, Inc., for maintenance, software and leasing of six (6) solar compactor units for the period ending July 30, 2022, and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney.



CITY COUNCIL AGENDA REPORT



DEPARTMENT: Public Works

MEETING DATE: September 17, 2019

PREPARED BY: Alex Tachiki, Administrative Officer

AGENDA LOCATION: CC-4

TITLE: Amendment No. 1 to Service Agreement with Bigbelly, Inc., for the Leasing and Maintenance of Solar Compactor Units

OBJECTIVE: To approve Amendment No. 1 to the existing service agreement with Bigbelly, Inc., for leasing and maintenance of solar compactor units, to include the addition of five (5) new units, for the period ending August 30, 2024

BACKGROUND: In July 2017, the City Council approved the lease of six (6) Bigbelly Solar Compactors to be installed in Old Town as a pilot program. The Bigbelly units are automatic trash compactors giving them approximately five-times the capacity of the typical trash can deployed throughout the City. Since these units were installed in 2017, trash collection at these location has decreased from approximately twice per day to twice per week.

The pilot effort of these units was funded through CalRecycle's Beverage Container Recycling Grant Program. This State program offers annual competitive grant awards to support recycling and waste management efforts. The City has been awarded funds through this program every year since Fiscal Year 1999-2000, with an annual award of approximately \$9,500.

Based upon the efficiencies recognized within the pilot program and the ongoing availability of grant funding, staff is recommending amendment of the existing lease and service agreement to include the acquisition of five (5) additional units.

ANALYSIS: In July 2017, the City Council approved the use of CalRecycle grant funds to lease six (6) solar compactors from Bigbelly. These units were installed at various locations in Old Town along Myrtle Avenue and at Library Park. The Bigbelly units serve as both a recycling disposal and trash compactor and hold approximately five times the capacity of a standard city trash can. In addition to the increased capacity, each unit has sensors that communicate real-time status of trash levels to staff and alert them when the trash needs to be emptied, virtually eliminating the need to check the trash levels several times a day. Currently, each unit averages approximately two collections per week down from a peak collection of two times per day.

In addition to the operational efficiencies, these units offer other features including a robust software package with several useful features. The software provides analytical data that has helped staff identify trends in use, how often staff should or can service the units without overflow, how often staff has to change out the liner, and the amount of trash and recycling that is diverted from the landfill. The Bigbelly units offer an additional benefit of public art as the existing units have been adorned with historical photos of Monrovia.

Staff has identified other locations in Old Town that would gain efficiencies through the deployment of additional Bigbelly units. As such, staff is proposing the amendment of the existing lease to add five (5) additional solar compactor units. If approved, the additional units would further augment our day to day

CC-4

maintenance operations by reducing the amount of staff time required to complete trash collection in Old Town. Furthermore, the additional units would promote environmentally sustainable habits by promoting the recycling of bottles and cans.

Typically, lease terms for Bigbelly units are for 5 years at which point the City would have the option to upgrade the equipment or remove the units. Rather than having two separate contract terms, staff is recommending an extended contract term for the existing units so that the equipment can all be on the same maintenance and upgrade cycle. Under this agreement, all eleven (11) units would be evaluated for upgrades in 2024.

ENVIRONMENTAL IMPACT: The execution of this agreement has no environmental impact.

FISCAL IMPACT: The City's annual CalRecycle Award of between \$9,000 – \$10,000 provides most of the funding for the existing six (6) units with the balance being available in the Environmental Services Fund. Sufficient funding has been included in the Fiscal Year 2019-2020 Operations and Maintenance budget under Environmental Services to support the acquisition of additional units. The total annual expenditure for eleven (11) units is \$19,800.00

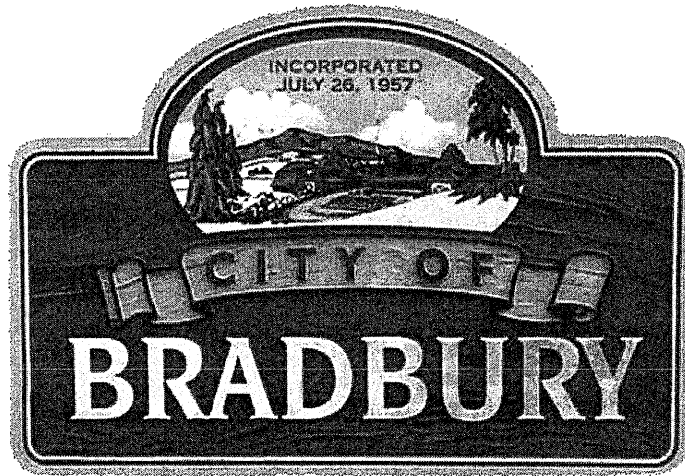
OPTIONS: The following options are provided for consideration:

1. Approve amendment No. 1 to the existing service agreement with Bigbelly Inc., for leasing and maintenance of solar compactor units to include the addition of five (5) new units and extend the lease period of the existing units
2. Do not approve the services agreement and provide staff with additional direction.

RECOMMENDATION: Staff recommends Option 1, thereby approving Amendment No. 1 to the existing service agreement with Bigbelly, Inc. for leasing and maintenance of solar compactor units to include the addition of five (5) new units, and extend the lease period of the existing units.

COUNCIL ACTION REQUIRED: If Council concurs, the appropriate action would be a motion to approve Amendment No. 1 to the services agreement with Bigbelly, Inc., for leasing and maintenance of solar compactor units for the period ending August 30, 2024 and authorize the City Manager to execute the necessary documents in a form approved by the City Attorney.

ATTACHMENT #4



Request for Grant Proposals

for

BEVERAGE CONTAINER RECYCLING GRANT FUNDS

Circulation Date:
Thursday, December 19, 2019

Proposal Submission Deadline:
Thursday, January 9, 2020

City of Bradbury
600 Winston Avenue
Bradbury, CA 91008

THE CITY OF BRADBURY

The City of Bradbury is a small, residential/equestrian-orientated community of approximately 1,000 nestled at the base of the San Gabriel Mountains in Los Angeles County. Incorporated since July 26, 1957, the City is a true “contract city.” It has a small full-time staff and contracts for many of the services provided to its residents. The community encompasses 1.9 square miles, and includes 3.2 miles of public streets and roads. Bradbury is bordered on the west by the City of Monrovia, on the south and east by the City of Duarte. It is a General Law City operating under the City Council/City Manager form of government. The City Manager oversees all city functions.

The City Council strives to provide the very highest level of service to its residents and is very responsive to resident concerns.

OVERVIEW

The California Beverage Container Recycling and Liter Reduction Act provides funding to cities and counties for beverage container recycling programs. The funding source is the California Redemption Value (CRV) premium that is paid when consumers purchase beverages in glass bottles, cans, and plastic containers. Funding is typically distributed to cities and counties on an annual basis based on a per capita formula. Each year, the City of Bradbury receives these restricted funds from CalRecycle to conduct beverage container recycling programs.

Currently, the City has an excess fund amount of approximately \$5,000. As a result, the City is currently soliciting for proposed projects from cities, educational institutions, and nonprofits located in the Cities of Bradbury, Duarte, Monrovia, Arcadia, and Azusa to partner with in expending these excess restricted beverage container recycling grant funds from CalRecycle.

Proposals will be received by the City of Bradbury and reviewed by the City Council for consideration during the January Council meeting on January 14, 2020 for award. Although the number of grants awarded will be dependent on the number of submissions received, individual grants requests shall not exceed \$2,500 per award. Once grants are awarded, awardees are expected to expend funds within six (6) months of issuance.

Interested grantees shall submit their proposal response documents and any additional information by email at ssantosleon@cityofbradbury.org or by mail to:

City of Bradbury
ATTN: Scarlett Santos Leon
600 Winston Avenue
Bradbury, CA 91008

City of Bradbury – Request for Grant Proposals
Beverage Container Recycling

Proposals must be submitted by Thursday, January 9, 2020 at 4:00 p.m. Respondents are encouraged to contact the City with any questions or concerns.

PROPOSAL REQUIREMENTS

The City of Bradbury respectfully requests the following information be included as part of proposal submissions:

- A. Name of organization from which you are seeking funds.
- B. A description of the project/request.
- C. Information on the project budget, including the dollar amount requested, and a detailed listing of any expenses for the project. Detail of any other project funding, if applicable.
- D. Designation of a single point of contact for coordination of the project, including any contact information.
- E. Description on how the City of Bradbury will be incorporated and/or will benefit from the project.
- F. Information on if the grant request relates to an ongoing project or projects, and information on how long the project or program has been operating.
- G. Project start and end date, including any relevant timelines.

Any additional terms or conditions, which are deemed necessary for entering into an agreement with the City, should be attached or incorporated as part of the proposal.

RESTRICTIONS & REGULATIONS

Pursuant to California Public Resources Code section 14581(a)(3)(C), these funds shall not be used for activities unrelated to beverage container recycling or litter reduction. Eligible activities include, but are not necessarily limited to:

- New or existing curbside recycling programs
- Neighborhood drop-off recycling programs
- Public education promoting beverage container recycling
- Litter reduction and cleanup where the waste stream includes beverage containers that will be recycled
- Cooperative relational efforts among two or more cities or counties
- Other beverage container recycling programs

Litter Clean-Up Event. If you are sponsoring a litter cleanup event, in which beverage containers are part of the waste stream and are being recycled, program funds may be used to pay for charges related to the cleanup. This may include supplies (i.e., bags, liners, grabbers, and gloves), personnel, and safety items (i.e., water, vests, and goggles). However, giveaways, incentives, food and/or promotional T-shirts are ineligible expenditures.

Promotional Items. In accordance with the governor's director, promotional items are ineligible expenses under CalRecycle's grant programs.

Ineligible Activities/Items. Any activity/items unrelated to beverage container recycling or litter reduction to include, but are not limited to:

- Recycled Content Products
- Pet/BioBag Waste Bags
- Monetary/Gift Card Rewards for Recycling Activities/Challenges
- Trash Containers Only
- Activities solely related to used oil, E-waste, household hazardous waste, organics, cardboard recycling, and waste
- Items or services whose cost is covered by another CalRecycle Grant

Eligibility of projects are subject to review and approval by both the City of Bradbury CalRecycle. Projects must meet CalRecycle's guidelines listed in Attachment #1. For questions regarding restrictions please contact the City prior to submission. For additional information, please visit www.calrecycle.ca.gov

OTHER PROPOSAL INFORMATION

Applicable Laws Shall Apply

The proposal(s) awarded shall be governed in all respect by the laws of the State of California. The organization awarded grant funds shall comply with applicable Federal, State, and local laws, ordinances, regulations, and permits.

Expenses Incurred

There is no expressed or implied obligation for the City to reimburse responding organizations for any expenses incurred in preparing proposals in response to this request. Materials submitted by respondents are subject to public inspection under the California Public Records Act (Government Code Sec. 6250 et seq.), unless exempt. Any language purporting to render the entire proposal confidential or proprietary will be ineffective and will be disregarded.

Late Submissions

Any proposal received after the time specified may not be accepted or considered.

Withdrawal of Proposal

The City of Bradbury retains at all times the right to cancel or withdraw this proposal, to refuse to accept a proposal from any respondent, and to modify or amend any portion of this proposal.

STAFF CONTACT

All questions regarding this proposal shall be directed to:

City of Bradbury
ATTN: Scarlett Santos Leon
600 Winston Avenue
Bradbury, CA 91008
Phone: (626) 358-3218
FAX (626) 303-5154

CONTRACT COMMENCEMENT AND COMPLETION

The selected organization may be required to enter into an Agreement with the City for the project.

LIMITATION AND RESERVATIONS

This document does not commit the City to award of project, to pay any costs incurred in preparation of a response to this proposal, or to procure or contract for services or supplies.

Attachment(s)

1. Cal Recycle – Beverage Container Recycling City/County Payment Program Guidelines, Fiscal Year 2019-20

ATTACHMENT #1



November 2019

Department of Resources Recycling and Recovery

Beverage Container Recycling City/County Payment Program Program Guidelines Fiscal Year 2019–20

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Cycle Overview

Submittal of a Beverage Container Recycling City/County Payment Program (Program) Application constitutes acceptance of these Guidelines as the controlling requirements for receiving, spending, and accounting for funds and for reporting. The on-line funding request application and these Guidelines shall constitute the Agreement.

Overview and Statutory Authority

Pursuant to Public Resources Code (PRC) section 14581(a)(3)(A) of the California Beverage Container Recycling and Litter Reduction Act, the Department of Resources Recycling and Recovery (CalRecycle) is distributing \$10,500,000 in fiscal year (FY) 2019-20 to eligible cities and counties specifically for beverage container recycling and litter cleanup activities.

The goal of CalRecycle's beverage container recycling program is to reach and maintain an 80 percent recycling rate for all California Refund Value beverage containers – aluminum, glass, plastic and bi-metal. Projects implemented by cities and counties will assist in reaching and maintaining this goal.

These Guidelines describe the application and administrative processes to implement the Program. Recipients are responsible and accountable for ensuring that expenditures are appropriate, and that proper internal supporting documentation is maintained. To ensure full compliance with the processes and requirements, recipients must adhere to these Guidelines and the provisions set out in PRC 14581 et al.

Timeline and Cycle Activity

Date	Activity
December 2, 2019	Funding Request Open Date
March 2, 2020	Funding Request Due Date
April 2020	Payment Awards and Beginning of Term (Request for Approval Date) <ul style="list-style-type: none">• Program expenditures may start no earlier than the date of the award.
June – July 2020	Payments Distributed
March 1, 2022	Term End Date
April 1, 2022	Reporting Due Date

Eligibility

Eligible applicants include cities, counties, or cities and counties in California, as identified by the California Department of Finance, unless otherwise determined by CalRecycle.

California Labor Code section 1782 (http://www.leginfo.ca.gov/pub/13-14/bill/sen/sb_0001-0050/sb_7_bill_20131013_chaptered.pdf) prohibits a charter city from receiving state funding or financial assistance for construction projects if that charter city does not comply with Labor Code sections 1770-1782. If any applicants or participating jurisdictions are charter cities or joint powers authorities that include

charter cities, the lead participating jurisdiction must certify on the Detail tab of the application that Labor Code section 1782 does not prohibit any included charter city from receiving state funds for the project described in this application. If it is determined after award that an applicant or participating jurisdiction is a charter city prohibited from receiving state funds for this grant project, the grant will be terminated and any disbursed grant funds shall be returned to CalRecycle.

Regional Application Requirements

Local governments may join together in a regional application in which two or more eligible jurisdictions join together for the purpose of project implementation. A Regional Lead Participant (Lead) must be designated to act on behalf of all participating jurisdictions. The Lead is the applicant/recipient who will be responsible for the performance of the Program and all required documentation. CalRecycle will direct all official correspondence and payments to the Lead. If a jurisdiction is a participant in a regional application, it may not apply individually.

Available Funds

- \$ 10,500,000 is available for this fiscal year 2019–20, subject to funding availability.
- Each city is eligible to receive \$5,000 or an amount calculated by CalRecycle, on a per capita basis, whichever is greater.
- Each county is eligible to receive \$10,000 or an amount calculated by CalRecycle, on a per capita basis, whichever is greater.

The calculation is based upon the population in the incorporated areas of a city, or a city and county, or the unincorporated area of a county as of January 1, 2019 (Department of Finance E-1 Population Estimates for Cities, Counties and the State with Annual Percent Change – January 1, 2018 and 2019. Sacramento, California, May 2019.)

Term

The term begins from the date of the award and ends on March 1, 2022. Eligible costs must be incurred no later than March 1, 2022.

Recipients are notified by email once the awards are approved and will be provided the listing of the awarded amounts.

Public Records Requests

It is the policy of CalRecycle to make records requested by the public promptly available in accordance with the laws

(<https://www2.calrecycle.ca.gov/Forms/ContactUs/PublicRecordsRequest/>) governing disclosure of records and information to the public. In general, all records in the possession of a state agency are public records subject to disclosure, unless a law provides that a particular kind of record or information is not a public record or is exempt or prohibited from disclosure. Upon request, the entire contents of your submitted application are subject to public records requests. This may include contact information, project summary, uploaded documents, and scoring information.

Confidentiality

CalRecycle appreciates applicants' desire to treat certain documents provided to CalRecycle as confidential. The following describes the treatment of certain confidential or proprietary information under the California Public Records Act (Government Code 6250, et seq.) and related regulations. It also describes how questions are resolved on whether information is truly confidential, the legal protections for confidential information, and internal and program procedures to maintain confidentiality.

Confidential or Proprietary Information

Title 14 of the California Code of Regulations (14 CCR), sections 17041-17046, states that confidential or proprietary information shall include, but is not limited to:

1. Personal or business-related financial data, customer client lists, supplier lists and other information of a proprietary or confidential business nature provided by persons in applications, reports, returns, certifications or other documents submitted to [CalRecycle] which if released would result in harmful effects on the person's competitive position.
2. Tax information prohibited from disclosure, pursuant to the Revenue and Taxation Code.

Accordingly, appropriate documents submitted with an application that are clearly marked, on each page, "confidential or proprietary information" will be treated by CalRecycle pursuant to the procedures set forth in 14 CCR sections 17041 17046. However, the mere marking of documents (such as sales brochures, promotional literature and other general non-financial documents) as "confidential or proprietary information" will not result in their being treated as confidential if they do not fall within the categories of protected financial documents listed above.

What if there is a question about what is confidential?

If CalRecycle receives a request to disclose data claimed by the applicant to be confidential, CalRecycle would notify the applicant of the request and state that the documents were under review to determine whether information was correctly identified as "confidential." If there was any question whether specific information was confidential, CalRecycle would contact the person(s) identified in the application to provide a justification and statement why the information is confidential. The process for evaluating confidentiality claims is set forth in 14 CCR 17046.

What program procedures will keep information confidential?

Financial information will be evaluated and analyzed only by CalRecycle staff, kept confidential, and will be maintained with restricted access. Grantee businesses agree to provide specific key financial information for three years to develop benchmarks to evaluate the program (edit as needed for your program). Records no longer needed to provide the services offered under the grant program are periodically destroyed, when allowed by audit policies and state law.

Application Process

Application Access

Cities and counties may apply for Program funds by completing a Funding Request in the web-based City/County Annual Payment and Reporting System (CAPRS). Access to CAPRS is secure; therefore, the applicant must have a CalRecycle WebPass in order to log in.

- First time users of CAPRS must contact the CalRecycle Regional Representative (<https://www2.calrecycle.ca.gov/BevContainer/Grants/CityCountyContacts/>) and request access to CAPRS. After the request is received and approved, a WebPass invitation will be sent along with an email granting access to CAPRS.
- Returning users can immediately login into CAPRS.

Note: WebPass accounts are created for individuals, not organizations, and are tied to the individual's specific email address. If the individual's email address changes or becomes inactive, a new WebPass account is needed to access CAPRS. All individuals must create their own password. Passwords should not be shared within the organization. Access cannot be granted to the on-line application unless the applicant is designated as a contact in CAPRS.

The components of the Funding Request are divided into tabs. To fill out a Funding Request, click on each tab and complete the sections in each tab as required. General instructions are on the top of each page. A complete Funding Request application includes a Funding Request Certification signed by the applicant's signature authority and a valid Resolution. Additional documents may be required. See the Authorizing Documents section.

Funding Requests must be submitted no later than 11:59 p.m. on March 2, 2020. The system will not allow any Funding Requests to be submitted after the deadline (PRC section 14581(a)(3)(E)). Customer service will be available until 4:00 p.m. on the application due date either by emailing [grant assistance](#) or calling Ms. Melissa Sanford at (916) 341-6104.

Funding Request Tab

This tab provides a summary of the funding status, eligible Program funds, due dates, program requirements, checklist, contacts, addresses, documents, region information, and a link to this document, the Beverage Container Recycling City/County Payment Program Guidelines. It is the applicant's responsibility to ensure that all required documents, based on the individual or regional application, are submitted by the appropriate due date.

To begin, click the Edit button. Start with the Funding Request Type and use the drop down to select either Individual or Regional.

Note: If the applicant selected Regional as the Funding Request Type, a new tab titled Participating Jurisdictions will be added to the row of tabs. This is where the participating jurisdictions are selected, and their authorizing documents are uploaded.

Contacts Tab

A contact may be the city or county recycling coordinator, lead agency, or Joint Powers Authority. One staff person may serve as more than one contact. Contacts may be updated before a Funding Request is submitted by updating the Contacts tab in the Funding Request.

Contact Types are as follows.

- **Signature Authority.** The person(s) authorized to sign CalRecycle documents, such as Funding Request Certification and Expenditure Reporting Certification, etc., as authorized by a board/council-adopted Resolution or Letter of Designation.
- **Primary Contact.** One person who has been authorized by the Signature Authority/Designee to manage and oversee the Program. This person will be the first contact with whom the CalRecycle Regional Representative will communicate.
- **Secondary Contact.** A person authorized (by the Primary Contact or Signature Authority/Designee) as the alternate person with whom the CalRecycle Regional Representative will communicate. (Not required)

Addresses Tab

A payment and a physical address are required. Payments will be mailed to the payment address. To comply with the requirements of Chapter 8400 of the State Administrative Manual (Warrants Payable to Counties), the county treasurer's address will be identified as the payment address for counties. If one address is used for more than one payment type, only enter the address once, and check the appropriate address types.

Activities Tab

Pursuant to PRC section 14581(a)(3)(C), these funds shall not be used for activities unrelated to beverage container recycling or litter reduction. Approved activities are listed in the Activities tab, by category, in the Funding Request. The Other field is provided to allow additional activities to be listed. These are subject to approval by CalRecycle.

Eligible activities include, but are not necessarily limited to:

- New or existing curbside recycling programs.
- Neighborhood drop-off recycling programs.
- Public education promoting beverage container recycling.
- Litter reduction and cleanup where the waste stream includes beverage containers that will be recycled.
- Cooperative regional efforts among two or more cities and counties.
- Other beverage container recycling programs.
- Supporting AB 341 Mandatory Commercial Recycling (MCR) requirements. For additional information on MCR and definitions of "businesses" and "multi-family residential dwellings" as they relate to this regulation, see Mandatory Commercial Recycling (<https://www.calrecycle.ca.gov/Recycle/Commercial/>).

Documents Tab

When uploading a document, enter a document title, select the appropriate document type from the drop-down list, and enter the date that it was executed/signed. Below is a list of documents that the applicant is responsible for preparing and uploading to the

Documents tab. Payment program-specific examples can be found on our [Resolution and Letter Examples](https://www.calrecycle.ca.gov/funding/sampledocs) webpage (<https://www.calrecycle.ca.gov/funding/sampledocs>).

Authorizing Documents

Electronic and Original Signatures

CalRecycle documents or forms that certify legally binding information require an original wet ink signature. If a signature block with penalty of perjury language is provided, please provide a wet ink signature. CalRecycle will accept electronic signatures on all other documents. If you have questions, email grantassistance@calrecycle.ca.gov.

Funding Request Certification

The Funding Request Certification is a required document that must be generated from CAPRS. After each tab of the application is complete and documents are uploaded, generate the Funding Request Certification from the Funding Request tab. A wet signature from the authorized Signature Authority (identified in your resolution or Letter of Designation) is required, then scan the document, upload to the Documents tab, and retain the original hard copy document.

Resolution

Any applicant that is subject to a governing body must upload a Resolution that authorizes specific payment program-related matters. A copy of the authorizing Resolution is a required document that must be uploaded no later than Funding Request due date or the application will be deemed incomplete and will be disqualified. Resolution requirements vary for individual and regional applications. See the **Resolution and Letter Examples** link for more information. CalRecycle staff are available to answer questions about the Resolution or letter examples, or to review your draft Resolution to ensure it meets the requirements of the grant program. You may upload the Resolution to your application as a Draft Resolution or for immediate review email it to grantassistance@calrecycle.ca.gov.

Individual Application Requirements:

Use the Payment Program Individual Resolution template.

1. The Resolution must authorize submittal of the payment program application.
2. The Resolution must identify the Signature Authority by listing the job title of the person(s) authorized to sign all payment program related documents necessary to implement and secure payment.
3. The Resolution can be effective until rescinded or specify an end date of no more than five years. If an end date is not specified, then it will be valid for one year.

(Optional but encouraged) The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title.

Note: The Signature Authority must sign a Letter of Designation **prior** to the Designee's exercise of his/her authority.

Regional Application Requirements:

Use the Payment Program Regional Lead Resolution template.

1. The Regional Lead Participant (Lead) must submit an approved Resolution that authorizes it to act as a lead for a regional program. This Resolution authorizes submittal of a regional application on behalf of the Lead and specifically named participants and includes authorization letters from the participating jurisdictions authorizing the Lead to act on their behalf for this cycle.
2. If the Resolution is valid for more than one year, it is highly recommended a) that the list of participants be provided as an attachment rather than embedded in the Resolution, and b) that the Signature Authority be authorized to revise the list as necessary with each subsequent application (this allows a Signature Authority to add or remove participants with each new application without the necessity of obtaining a new Resolution).
3. Participants subject to a governing body must provide a Letter of Authorization or a Regional Participant Resolution to the Lead authorizing the Lead to act on its behalf for this cycle.
4. It must identify the Signature Authority by listing the job title of the person(s) authorized to sign all payment program related documents necessary to implement and secure payment.
5. The Resolution can be effective until rescinded or specify an end date no more than five years. If an end is not specified, then it will be valid for one year.

(Optional but encouraged) The Resolution should authorize the Signature Authority to delegate his/her signature authority to another person identified by job title.

Note: The Signature Authority must sign a Letter of Designation **prior** to the Designee's exercise of his/her authority.

Letter of Authorization or Regional Participant Resolution

For Regional applications, a Letter of Authorization or Regional Participant Resolution may be used. It is prepared by the Participating Jurisdiction and gives the Lead Participant authorization to apply for and to act on its behalf in the implementation and administration of the payment program. Letters of Authorizations may be valid for as long as the Lead's Resolution, not to exceed five years, otherwise must be dated within the last 12 months. The Lead must upload the Letter of Authorization or Regional Participant Resolution later than the Funding Request due date or the Participating Jurisdiction(s) will be removed from the application.

Examples of the Letter of Authorization and Regional Participant Resolution can be found on the [Resolution and Letter Examples](https://www.calrecycle.ca.gov/funding/sampledocs) webpage (<https://www.calrecycle.ca.gov/funding/sampledocs>).

Letter of Designation

A Letter of Designation is required only when the authorized Signature Authority title identified in the approved Resolution delegates his/her authority to another person. First, the approved Resolution must indicate the Signature Authority's ability to delegate or designate his/her authority. Second, the letter must be uploaded **prior** to the Designee's exercise of his/her authority. For example, if the Designee signs the Application Certification in place of the Signature Authority, the letter must be uploaded when the Funding Request is submitted. The letter must be on the applicant's letterhead, signed by the Signature Authority, and include the information below.

- Identify the job title of the Designee and the scope of the Designee's authority.

- Identify the period during which the Designee may exercise the authority. The Designee's authority may not extend beyond the effective date of the approved Resolution. For example, if the Resolution is effective until December 31, 2020, then the Letter of Designation may not be effective beyond December 31, 2020. If the letter does not identify a valid time period, the letter will follow the same time frame as the Resolution.

Expenditure Information

Eligible Expenditures

All eligible expenditures are subject to proportionate cost/rate to beverage container recycling activities (i.e., a flyer containing equal parts E-Waste, Oil, Household Hazardous Waste, and Beverage Container Recycling would be funded at a 25 percent proportionate rate.). Multi-bin, co-mingled, and single stream systems may also require a proportionate rate cost to be applied to the expenditure. The funding level for beverage container portions for activities will be approved on a case-by-case basis by a CalRecycle Regional Representative.

Bins/Litter Reduction. Please distinguish between litter reduction projects and waste management projects. Trash only receptacles are not considered litter reduction. Therefore, the receptacles are an ineligible expenditure. The purchase of multi-material recycling bins (to include beverage container recycling), permanently attached together, is an eligible expense and may be funded. Litter reduction activities must include beverage containers as part of the waste stream and must be recycled.

Water Refill Stations. Expenditures related to the installation or replacement of infrastructure, plumbing, maintenance, additional attachments, or modifications related to water refill stations are now eligible. The intent is to reduce the number of single-use beverage containers from entering the waste stream. Refillable water bottles (e.g. water cooler services, canteen water bottles, etc.), are currently still ineligible.

Advertising/Promotion. If you plan to spend Program funds on advertising/promotion, submit the artwork, brochure, radio script, flyer, or poster to the assigned CalRecycle Regional Representative for your jurisdiction for approval prior to going to print/production. CalRecycle Regional Representatives are listed on the Funding Request page in CAPRS.

Education/Outreach. Education and outreach activities and materials are subject to proportionate cost/rate. Recipients must provide supporting documentation to the CalRecycle Regional Representative for approval. For example, a recycling guide costs \$5,000. The guide includes material topics such as oil, electronic waste, sharps, organics, cardboard, and beverage container recycling. The beverage container recycling portion is 1 or 4 pages of the entire guide. Therefore, staff would approve 25 percent (or \$1,250) in this case as an eligible expenditure.

Acknowledgement. Recipients are not required to acknowledge CalRecycle's support when activities or projects funded, in whole or in part, by this Agreement are publicized in any news media, brochures, articles, seminars or other type of promotional material.

California Resource Recovery Association Conference. If you anticipate attending the California Resource Recovery Association annual conference, or other conference related to beverage container recycling, please limit the expenditures to registration and travel for no more than two (2) staff. Please contact your CalRecycle Regional Representative before making travel plans in order to ensure that the trip is eligible for reimbursement. Travel expenses must follow the criteria for state travel expenses. The most current information related to travel expenses reimbursable by the state can be found at the California Department of Human Resources webpage (<https://www.calhr.ca.gov/employees/Pages/travel-reimbursements.aspx>).

Personnel Hours. If you are charging personnel hours, ensure they are auditable by hours. Program funding will only pay for direct time toward increasing beverage container recycling.

Litter Clean-Up Event. If you are sponsoring a litter cleanup event, in which beverage containers are part of the waste stream and are being recycled, Program funds may be used to pay for charges related to the cleanup. This may include supplies (i.e., bags, liners, grabbers, and gloves), personnel, and safety items (i.e., water, vests, and goggles). However, giveaways, incentives, food and/or promotional T-shirts are ineligible expenditures.

Promotional Items/Stuff We All Get. In accordance with the governor's directive, promotional items are ineligible expenses under CalRecycle's grant/direct payment programs. More information can be found at Promotional Items/SWAG (Stuff We All Get) (<https://www.calrecycle.ca.gov/Funding/SWAG>).

Ineligible Activities/Items.

Any activity/items unrelated to beverage container recycling or litter reduction to include, but are not limited to:

- Recycled Content Products.
- Pet/BioBag Waste Bags.
- Monetary/Gift Card Rewards for Recycling Activities/Challenges.
- Memberships to Association.
- Out of State Conferences.
- Trash Containers Only.
- Refillable Water Bottles.
- Water Drop-Off Services.
- Activities solely related to used oil, E-waste, household hazardous waste, organics, compost, cardboard recycling, and waste.
- Items or services whose cost is covered by another CalRecycle Grant.
- Any costs for construction projects by charter cities prohibited by Labor Code section 1782.

Payments

CalRecycle will approve Funding Requests and authorize the State Controller's Office to make payments to each city and county. The warrant will arrive without a cover letter to the city or to the county treasurer. Payments must be placed into an interest-bearing account. Tracking and reporting of interest earned (if any) on the payment is not required. All interest accrued and received from the Program shall be used only for

eligible expenses related to the performance of this Agreement. Pursuant to PRC section 14581(a)(3)(F), CalRecycle may withhold payment to any city, county, or a city and county that has prohibited the siting of a certified recycling center at a supermarket site, caused a certified recycling center at a supermarket site to close its business, or adopted a land use policy that restricts or prohibits the siting of a certified recycling center at a supermarket site within its jurisdiction since January 1, 2000.

Expenditure Payments

Expenditures must be incurred no earlier than the date of the award and no later than March 1, 2022. Proof of payment for expenditures incurred must occur and be submitted no later than April 1, 2022.

Expenditure Changes

Changes in original activities/expenditures are acceptable during the term. Please report any expenditure changes in activities/expenditures by entering actual costs and activities in the Expenditure Module.

Reporting

Expenditure reporting is a requirement for ongoing eligibility for the Program. Recipients must spend the Program funds by March 1, 2022 with a reporting due date of April 1, 2022. Recipients must meet CalRecycle's online reporting requirements. Recipients may submit an Expenditure Report once all Program funds have been spent but no later than April 1, 2022. Failure to meet this reporting due date may result in the denial of future Program funding and/or collection of unspent/unreported Program funds.

Report all expenditures through CAPRS. Supporting documentation and proof of payment for all expenditures will be required. Failure to account for funds and/or ineligible expenditures may result in requiring reimbursement from and/or forfeiture of Program funds. In addition, recipients may be denied future Program funding.

Semi-Annual Reporting for AB 506

Unspent Program funds at the end of the term must be reimbursed by check to CalRecycle within 45 days of that date. Notify your CalRecycle Regional Representative if you will be sending in a check. The check will need to be labeled as City County Payment Program Unspent Funds for FY 2019-20 and mailed to:

CalRecycle, Accounting
P.O. Box 4025
Sacramento, CA 95812-4025

If there are questions or other issues related to expenditures, contact your CalRecycle Regional Representative (<https://www2.calrecycle.ca.gov/BevContainer/Grants/CityCountyContacts/>). Program funds due to CalRecycle but left unpaid may result in a recipient not being eligible for future funding.

Records Retention and Audit Considerations

Recipients are responsible and accountable for all Program funds; therefore, it is essential that adequate supporting documentation and a clear paper/audit trail are maintained. The accounting of Program funds must be maintained in a manner that provides clear and separate tracking of funds and related transactions for fiscal program management and audit purposes.

CalRecycle, the Department of Finance, the California State Auditor, or their designated representative(s) shall have the right to review and to copy any records and supporting documentation pertaining to the use of Program funds; and shall have the right to interview staff relevant to the audit. Examples of supporting documentation subject to audit include:

- Expenditure ledgers.
- Paid warrants.
- Travel logs.
- Payroll register entries.
- Time sheets.
- Contracts and change orders.
- Samples/pictures of items and materials developed with Program funds.
- Invoices, receipts, cancelled checks.

Supporting documentation must clearly identify all eligible expenditures related to beverage container recycling and litter cleanup activities. All such records shall be maintained for possible audit for a minimum of three (3) years after the Program term end date, or until completion of any action and resolution of all issues, which may arise as a result of any litigation, dispute, or audit, whichever is later.

Termination for Cause

In the event the recipient fails to comply with the requirements of these Guidelines at the time and in the manner herein provided, CalRecycle may terminate the Agreement. Recipients are encouraged to discuss any problems they may have in complying with these Guidelines with their CalRecycle Regional Representative to determine if CalRecycle can be of assistance.

Indemnity

Recipient agrees to indemnify, defend and save harmless the state, CalRecycle, its officers, agents, and employees from any and all claims and/or losses accruing or resulting from the performance of the Program.

Compliance

Recipient shall comply fully with all applicable federal, state, and local laws, ordinances, regulations, and permits.

How to Reach Us

Your CalRecycle Regional Representative's contact information is in CAPRS on your Funding Request page. This is the best contact for any questions about the Program.

Department of Resources Recycling and Recovery

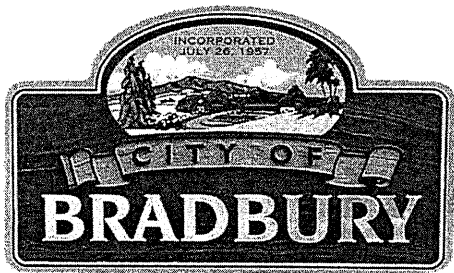
Grants and Payment Unit 5

1001 I Street, MS 13A

Sacramento, CA 95814

Telephone: (916) 322-0613

Email: City County Payment Program (citycounty@calrecycle.ca.gov)



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

City of Bradbury Agenda Memo

TO: Honorable Mayor and Members of the City Council

FROM: Kevin Kearney, City Manager

DATE: January 14, 2020

SUBJECT: **ORDINANCE 369: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY AMENDING THE BRADBURY MUNICIPAL CODE ADDING GROUND COVERING REQUIREMENTS TO PROPERTY MAINTENANCE STANDARDS**

ATTACHMENTS: 1) Ordinance No. 369

SUMMARY

At the December meeting, the City Council directed Staff to draft an ordinance on Citywide regulations for ground cover. In response, Staff has drafted Ordinance No. 369

It is recommended that the City Council, introduce, waive reading in full, and authorize reading by title only of Ordinance No. 369, entitled, "AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY AMENDING THE BRADBURY MUNICIPAL CODE ADDING GROUND COVERING REQUIREMENTS TO PROPERTY MAINTENANCE STANDARDS."

DISCUSSION

At the October and November meetings, Staff presented initial draft language to assist with the facilitation of a discussion on ground cover regulations. During the December meeting, the City Council directed Staff to create an ordinance based on the draft language.

Overall, Ordinance No. 369 outlines where ground covering might be expected and details exclusions. For example, the language defines ground covering as "properly maintained vegetative growth, decorative rock, artificial turf, or fire-resistant bark or wood

FOR CITY COUNCIL AGENDA _____

AGENDA ITEM # _____

mulch.” It also provides for exclusions, such as not requiring ground covering in an area that has equestrian training or stabling areas, as these areas typically have dirt.

Another exclusion is not requiring terrain with hillside slopes in excess of 25%. Typically, turf is not recommended for slopes over 15%-20% due to irrigation runoff and difficulty in owing/maintaining. These proposed guidelines would exclude hillside areas from needing the ground cover for visual appeal purposes. Typically, however, hillside slopes generally need ground cover planting for erosion control, which serves more as a safety issue. When safety issues arise due to the lack of hillside ground cover, a property owner would be in violation of B.M.C. 9.109.030(2) – Unsafe land – which deals with unsafe land that may cause erosion, subsidence or surface water draining problems that would be injurious to the public health, safety and welfare.

FINANCIAL ANALYSIS

The adoption of Ordinance No. 369 poses no significant financial impact.

STAFF RECOMMENDATION

It is recommended that the City Council, introduce, waive reading in full, and authorize reading by title only of Ordinance No. 369, entitled, “AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY AMENDING THE BRADBURY MUNICIPAL CODE ADDING GROUND COVERING REQUIREMENTS TO PROPERTY MAINTENANCE STANDARDS.”

ATTACHMENT #1

ORDINANCE NO. 369

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF BRADBURY AMENDING THE BRADBURY MUNICIPAL CODE ADDING GROUND COVERING REQUIREMENTS TO PROPERTY MAINTENANCE STANDARDS

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

Section 1. Section 9.109.030 of Title IX, Part 6, Chapter 109 of the Bradbury Municipal Code is hereby amended to read as follows:

Sec. 9.109.030. - Property maintenance standards; public nuisance declared.

It is hereby declared a public nuisance for any person owning, leasing, occupying or having charge or possession of any premises in the City to maintain such premises in such manner that any of the following conditions are found to exist thereon:

- (1) *Unsafe buildings.* Buildings or structures which are structurally unsafe or which are not provided with adequate egress or which constitute a fire hazard; or which are otherwise dangerous to human life; or which, in relation to existing use, constitute a hazard to safety or health or public welfare by reason of inadequate maintenance, dilapidation, obsolescence or abandonment. Buildings or structures maintained in violation of the City's building code;
- (2) *Unsafe land.* Land, the topography, geology or configuration of which, whether in natural state or as a result of grading operations, excavation or fill, causes erosion, subsidence, or surface water drainage problems of such magnitude as to be injurious to the public health, safety and welfare or to adjacent properties;
- (3) *Fire hazard.* Premises maintained so as to constitute a fire hazard by reason of woods, rank overgrowth or accumulation of debris;
- (4) *Abandoned buildings.* Buildings which are abandoned, boarded up, partially destroyed, or permitted to remain unreasonably in a state of partial construction;
- (5) *Unpainted buildings.* Unpainted buildings or buildings with peeling or deteriorating paint allowing the effects of sun or water to penetrate so as to cause or permit dry rot, decay, cracking, warping or termite infestation;
- (6) *Hazardous windows.* Broken windows constituting hazardous conditions and inviting trespassers and malicious mischief;
- (7) *Fences or walls.* Fences or exterior walls which are unsafe or in a state of disrepair.
- (8) *Overgrown vegetation.* Overgrown vegetation:
 - a. Likely to harbor rats, vermin or other nuisances; or
 - b. Causing detriment to neighboring properties or property values;

- (9) *Hazardous vegetation.* Dead, decayed, diseased or hazardous trees, weeds and other vegetation:
 - a. Dangerous to public safety and welfare; or
 - b. Detrimental to nearby property or property values;
- (10) *Yard storage.* Trailers, campers, boats, recreational vehicles, construction equipment or other mobile equipment stored or parked for more than five consecutive days, or more than ten days in any calendar year, in the yard areas abutting public or private streets;
- (11) *Motor vehicles.* Motor vehicles stored in required yard areas abutting public or private streets and causing or likely to cause depreciation of nearby property values which vehicles are:
 - a. Inoperable;
 - b. Abandoned;
 - c. Wrecked;
 - d. Dismantled; or
 - e. Operable, but stored for unreasonable periods of time without being driven.
- (12) *Unpaved parking.* Any vehicle or trailer parked on unpaved areas which are not designed as driveways;
- (13) *Attractive nuisance.* Attractive nuisances dangerous to children in the form of;
 - a. Abandoned and broken equipment;
 - b. Hazardous pools, ponds and excavations; and
 - c. Neglected machinery;
- (14) *Discarded furniture.* Broken or discarded furniture and household equipment in front yard areas or visible from the public right-of-way for unreasonable periods and causing damage or detriment to neighboring properties;
- (15) *Clotheslines.* Clotheslines in front yard areas;
- (16) *Garbage containers.* Garbage cans stored in front or side yards or visible from public or private streets, except when lawfully placed for collection at the times permitted therefor;
- (17) *Boxes and debris.* Packing boxes and other debris stored in yards and visible from public or private streets for unreasonable periods, and causing detriment to neighboring properties;
- (18) *Neglected premises.* Neglect of premises:
 - a. To spite neighbors;
 - b. To influence zone changes; or
 - c. To cause detrimental effect upon nearby property or property values;
- (19) *Public right-of-way.* Conditions not comporting with safe, clean, orderly, or sanitary maintenance on or adjacent to any public right-of-way, such as:
 - a. Any dirt, litter, debris, rubbish, weed or any other kind of waste or unsanitary material of any kind;
 - b. Any curb cut or driveway approach, or portion thereof, which is no longer needed or which no longer provides vehicular access to the adjacent premises;
 - c. Any curb, sidewalk, parkway, or driveway which is cracked, broken, or otherwise in need of repair, replacement, or maintenance.
- (20) *Lack of maintenance.* Maintenance of premises in such condition as to be detrimental to the public health, safety or general welfare or in such manner as to constitute a public nuisance as

defined by Civil Code § 3480;

- (21) *Lack of ground covering.* Maintenance of Designated Areas lacking one or more of the following ground coverings: properly maintained vegetative growth, decorative rock, artificial turf, or fire-resistant bark or wood mulch;
- (22) *Unsightly property.* Property maintained in such condition as to become so defective, unsightly or in such condition of deterioration or disrepair that the same causes depreciable diminution of the property values of surrounding properties or is materially detrimental to proximal properties and improvements;
- (23) *Premises out of harmony.* Maintenance of premises so out of harmony or conformity with the maintenance standards of adjacent properties as to cause substantial diminution of the enjoyment, use, or property values of such adjacent properties;
- (24) *Depreciated value effect.* Property maintained (in relation to others) so as to establish a prevalence of depreciated values, impaired investments, and social and economic maladjustments to such an extent that the capacity to pay taxes is reduced and tax receipts from such particular area are inadequate for the cost of public services rendered therein;
- (25) *Oversized vehicles.* The parking of an oversized vehicle, for more than five consecutive days, or more than ten days in any calendar year, in the yard areas abutting public or private streets is prohibited; provided, however, that this provision shall not apply to the parking of a currently registered oversize vehicle in any area of the yard that the Planning Commission has determined to be appropriately located and designated for such activity. As used in this provision, the term "oversized vehicle" means a vehicle that exceeds either 20 feet in length, 80 inches in width, or 82 inches in height.

Section 2. Section 9.109.035 is hereby added to Title XI, Chapter 1, Article IV of the Bradbury Municipal Code, to read as follows:

Sec. 9.109.035- Groundcover Definitions

- (1) Designated Areas as used in this chapter shall mean and refer to areas visible from a public or private street that are:
 - a. within ten feet of a building or residence, or
 - b. are larger than 225 square feet.
- (2) The ground covering requirement in section 9.109.030 (21) does not apply to the following areas:
 - a. Driveways, walkways, ADA access paths of travel, and architectural accessories;
 - b. Areas shaded by native oak or pine trees or naturally covered by mulch from such trees;
 - c. Equestrian training and stabling areas regularly used for that purpose;
 - d. Terrain with hillside slopes in excess of 25%;
 - e. Orchards;
 - f. Gardens in between regular plantings.
- (3) The City shall develop and maintain a list of ground coverage suggestions and a collection of model ground coverage plans to assist residents and landowners in meeting the requirement of this ordinance.

Section 3. If any provision of this Ordinance is held to be unconstitutional, it is the intent of the City Council that such portion of this Ordinance be severable from the remainder and that the remainder be given full force and effect.

Section 4. The City Clerk shall certify to the adoption of this Ordinance.

PASSED, APPROVED AND ADOPTED this ____ day of _____, 2020.

Richard T. Hale, Jr.
Mayor

ATTEST:

Claudia Saldana
City Clerk

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) ss.
CITY OF BRADBURY)

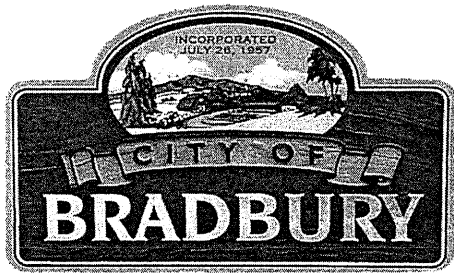
I, Claudia Saldana, City Clerk of the City of Bradbury, do hereby certify that the foregoing ordinance, being Ordinance No. _____, was duly passed by the City Council of the City of Bradbury, signed by the Mayor of said City, and attested by the City Clerk, all at a regular meeting of the City Council held on the ____ day of _____, 2020, that it was duly posted and that the same was passed and adopted by the following vote, to wit:

AYES:

NAYS:

ABSENT:

Claudia Saldana
City Clerk
City of Bradbury



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

City of Bradbury Agenda Memo

TO: Honorable Mayor and Members of the City Council

FROM: Kevin Kearney, City Manager

DATE: January 14, 2020

SUBJECT: **DISCUSSION ON A JOINT CITY COUNCIL & PLANNING
COMMISSION RETREAT**

SUMMARY

This item proposes a discussion on a joint City Council and Planning Commission retreat. It is recommended that the City Council decide upon a date.