

# AGENDA

**Regular Meeting of the Bradbury City Council  
To be held on Tuesday, October 20, 2020  
Closed Session Immediately Following  
at the Bradbury Civic Center  
600 Winston Avenue, Bradbury, CA 91008**

*Pursuant to Governor Newsom's Executive Order N-25-20, the City is allowing Council Members, Staff and the public to participate in this City Council meeting by means of a Zoom video or telephone call. You will be able to hear the entire proceedings (other than the Closed Session) and to speak during Public Comment, Public Hearing, and other authorized times. Members of the public must maintain silence and mute their microphones and telephones except during those times. The Zoom information is: <https://us02web.zoom.us/j/82194155231>, One tap mobile +16699009128, 82194155231#, or dial (669) 900 9128 and enter code 821 9415 5231#.*

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

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

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

### **PUBLIC COMMENT**

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

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

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

---

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

---

### **ACTION ITEMS\***

#### **1. CONSENT CALENDAR**

***All items on the Consent Calendar are considered by the City Council to be routine and will be enacted by one motion unless a Council Member request otherwise, in which case the item will be removed and considered by separate action.***

**All Resolutions and Ordinances for Second Reading on the Consent Calendar, the motion will be deemed to be “to waive the reading and adopt.”**

- A. Minutes: Regular Meeting of September 15, 2020
- B. Resolution No. 20-19: Demands and Warrants for October 2020
- C. Monthly Investment Report for the month of September 2020

**2. Discussion on Spending Restricted Road Funding**

The City currently has \$162,955 in restricted road funding to spend on road improvements. It is recommended that the City Council direct staff on how to proceed with spending these funds.

**3. Discussion on ID Cards for the Public Safety Committee**

The Public Safety Committee (PSC) is interested in City issued ID cards for Committee members. It is recommended that the City Council discuss the issuance of ID cards. If there is a desire to issue them for the PSC, Staff could return with a policy regulating usage.

**4. Discussion on Use of CalRecycle Funds**

The City currently has a surplus of \$11,356 in restricted CalRecycle funds. In the past, the City created a grant program to expend these funds, and it is recommended that the City Council move forward with another similar program this year.

**5. Resolution No. 20-20 in Support of the California Citizens for Local Control**

At the request of Councilmember Lathrop, this item introduces and reviews the California Citizens for Local Control coalition. After Staff discussion with the coalition organizer, it is recommended that the City Council adopt Resolution No. 20-20, which aligns Bradbury with the coalition.

**6. Discussion on Spending Excess COVID-19 Funds**

The City of Bradbury has unspent COVID-19 grant funding. At this time, it is unknown if the State will end the grant program for Bradbury either in October or December. If the State decides to end the program for the City in October, the City Council should direct staff on how to best expend the remaining amount.

**7. Matters from the City Manager**

**8. Matters from the City Attorney**

**9. Matters from the City Council**

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

**Mayor Lewis**

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

*California JPI.*

**Mayor Pro-Tem Bruny**

*Duarte Community Education Council (CEC)*

**Councilmember Lathrop**

*League of California Cities  
Duarte Education Foundation*

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

**Councilmember Hale**

**10. Items for Future Agendas**

**CLOSED SESSION**

**CALL TO ORDER/ROLL CALL**

**PUBLIC COMMENT – REGARDING CLOSED SESSIONS ONLY**

**RECESS TO CLOSED SESSIONS REGARDING:**

- A. Pending Litigation** Pending Litigation pursuant to Government Code Section 54956.9 (d)(2) A point has been reached where, in the opinion of the legislative body of the local agency on the advice of its legal counsel, based on existing facts and circumstances, there is a significant exposure to litigation against the local agency.  
(1 case – Ramona, Inc. v. Bradbury).

**REPORT FROM CLOSED SESSION**

**ADJOURNMENT**

The City Council will adjourn to a Regular Meeting at the Bradbury Civic Center, 600 Winston Ave., Bradbury, CA 91008 on Tuesday, November 17, 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, October 16, 2020 at 5:00 p.m.”*

  
\_\_\_\_\_  
CITY CLERK - CITY OF BRADBURY

**MINUTES OF A REGULAR MEETING OF THE  
CITY COUNCIL OF THE CITY OF BRADBURY  
HELD ON TUESDAY, SEPTEMBER 15, 2020**

**EXECUTIVE ORDER  
N-25-20:**

*Pursuant to Governor Newsom's Executive Order N-25-20, the City is allowing Council Members, Staff and the public to participate in this City Council meeting by means of a Zoom video or telephone call. Participants will be able to hear the entire proceedings (other than the Closed Session) and be able to speak during Public Comment, Public Hearing, and other authorized times. Members of the public must maintain silence and mute their microphones and telephones except during those times.*

**MEETING CALLED TO ORDER:**

The Regular Meeting of the City Council of the City of Bradbury was called to order by Mayor Lewis at 7:01 p.m. followed by the Pledge of Allegiance.

**ROLL CALL:**

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

ABSENT: None

STAFF: City Manager Kearney, City Attorney Reisman, and City Clerk Saldana

**APPROVAL OF AGENDA:**

Mayor Lewis proposed to take agenda item #3 (Discussion of the Bobcat Fire) first, right after the approval of the agenda. Councilmember Hale made a motion to approve the agenda to proceed with City business, as amended. Mayor Pro-Tem Bruny seconded the motion which carried unanimously.

**DISCUSSION ON THE BOBCAT FIRE:**

City Manager Kearney started off by thanking Mayor Lewis, the members of the Bradbury Public Safety Committee (Jan Brink, Serena Burnett and Nancy McGrain), Adriana Watson, Community Liaison to the LA County Fire Department, and Diana Manzano-Garcia, Area D Office of Disaster Management, for providing much needed support during the Bobcat Fire.

City Manager Kearney stated that he provided his cell number and email in the fire update messages so he could be reached during the evenings and over the weekends.

City Manager Kearney recounted that on Sunday morning (9/13) the power at City Hall went out. He called Serena Burnett at 8 am and she provided a hot spot for his computer.

The Bobcat Fire started the Sunday before Labor Day and has been burning for nine (9) days now and the hardest part is waiting. Residents can see the flames and smoke from the fire and the controlled burn (of gnarly vegetation – a fire term).

Councilmember Hale stated that people in his District called him and told him they were very impressed with the City Manager's Bobcat Fire update messages.

Cherise, a neighbor of Councilmember Barakat, was very grateful for the updates and inquired if the cause of the Bobcat Fire was known. City Manager Kearney replied that the starting point of the fire is right in the middle. There will be an investigation as to the cause later when the fire has been contained.

Mayor Pro-Tem Bruny stated that her mother loves Kevin's emails.

Mayor Lewis stated that we are trying to get everyone to sign up for Connect CTY. Serena Burnett stated that 60% of residents are not signed up. Ms. Burnett also stated that we are looking for volunteers on the Public Safety Committee.

Mayor Lewis gave a mountain update as to where the active fire operations are and stated that he knows the mountains very well because he spends a lot of time there running.

**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 there were none.

**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 August 18, 2020
- B. Resolution No. 20-17: Demands & Warrants for September 2020
- C. Monthly Investment Report for the month of July 2020
- D. Appointment of Planning Commissioners for Districts 2 and 4

**MOTION TO APPROVE  
CONSENT CALENDAR:**

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

**APPROVED:**

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

NOES: None

ABSENT: None

Motion passed 5:0

**ADOPTION OF RESOLUTION NO 20-18 – AMENDING THE 2020-21 BUDGET TO INCORPORATE A LIST OF PROJECTS FUNDED BY SB1 - THE ROAD REPAIR AND ACCOUNTABILITY ACT:**

City Manager Kearney stated that the City needs to identify a project for the utilization of SB1 funds by September 30, 2020. Although funds do not have to be spent by this timeline, a resolution must be adopted designating a project, or the City will risk losing the allocation.

As a result, staff recommends the adoption of Resolution No. 20-18, which recognizes SB1's funding allocation and identifies these funds to be used toward the Lemon Avenue Curb and Gutter Project.

Other potential ideas to allocate SB1 funding include:

- Redoing City Street Signage (costs unknown)
- Royal Oaks Drive North curb & gutter (costs unknown)

**FINANCIAL ANALYSIS:**

The City currently has \$205,000 from various restricted funding sources to spend on road improvements.

**RECOMMENDATION:**

Aside from adopting a resolution with a placeholder project to meet State requirements, it is recommended that the City Council provide guidance to staff on how to best spent these funds.

**DISCUSSION:**

Councilmember Hale stated that he would like to add the Widening of Wild Rose & Bradbury Road to the list of potential projects. The Council looked at this project six years ago and the City has since annexed the property including the guard house.

Councilmember Barakat advocated for the Royal Oaks Drive North curb and gutter project.

**MOTION:**

Councilmember Barakat made a motion to adopt Resolution No. 20-18: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADBURY ADOPTING A LIST OF PROJECTS FOR FISCAL YEAR 2020-2021 FUNDED BY SB 1: THE ROAD REPAIR AND ACCOUNTABILITY ACT Councilmember Hale seconded the motion which was carried by the following roll call vote:

**APPROVED:**

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

NOES: None

ABSENT: None

ABSTAIN: None

Motion passed 5:0

**MATTERS FROM THE CITY MANAGER:**

City Manager Kearney reminded those who haven't done so to complete the online AB 1234 Ethics Training by the end of September.

City Manager Kearney stated that the DUDEK draft document analyzing fire hazards associated with AB 68 should be ready this week.

**MATTERS FROM THE CITY ATTORNEY:**

None

**MATTERS FROM THE CITY COUNCIL:**

**MAYOR LEWIS:** Mayor Lewis thanked City Manager Kearney for doing a great job keeping everyone updated during the Bobcat Fire.

**MAYOR PRO-TEM BRUNY:** Nothing to report

**COUNCILMEMBER LATHROP:** Nothing to report

**COUNCILMEMBER BARAKAT:** Councilmember Barakat stated that he attended a meeting of the San Gabriel Valley Council of Governments (COG) and applied to serve on one of their boards.

**COUNCILMEMBER HALE:** Nothing to report

**ITEMS FOR FUTURE AGENDAS:** Councilmember Lathrop had two items for future agendas:  
1. Vendor Gift Policy  
2. Discuss email from the City of Torrance re: joining the *California Cities For Local Control Coalition*

**CLOSED SESSION**

**CALL TO ORDER/ROLL CALL** Mayor Lewis, Mayor Pro-Tem Bruny, Councilmembers Lathrop, Barakat, Hale and City Manager Kearney

**PUBLIC COMMENT REGARDING CLOSED SESSION ONLY:** None

**RECESS TO CLOSED SESSION:** At 7:41 p.m. the City Council recessed to a Closed Session regarding:  
A. Conference with Labor Negotiator  
Government Code Section 54957(b)(4)  
Title: Jones & Mayer – City Attorney

**RECONVENE TO OPEN SESSION AND ANNOUNCE ANY ACTION TAKEN:** City Manager Kearney reported that the City Council met in Closed Session to evaluate the performance of the City Attorney. The Council instructed the City Manager as to how to proceed.

**ADJOURNMENT:** At 7:50 p.m. p.m. Mayor Lewis adjourned the meeting to a Special Meeting on Thursday, October 7, 2020 at 7:00 p.m.

---

**MAYOR – CITY OF BRADBURY**

ATTEST:

---

**CITY CLERK – CITY OF BRADBURY**

**RESOLUTION NO. 20-19**

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BRADBURY,  
CALIFORNIA,  
APPROVING DEMANDS AND WARRANTS NO. 16152 THROUGH NO. 16167  
(PRE-RELEASED CHECKS)  
AND DEMANDS AND WARRANTS NO. 16168 THROUGH NO. 16192  
(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 \$4,942.54 (pre-released Checks) and \$63,567.97 at October 20, 2020 from the General Checking Account.

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

| <u>Check</u> | <u>Name and<br/>(Due Date)</u>                  | <u>Description</u>   | <u>Amount</u> |
|--------------|---|--|---------------|
| 16152        | Burrtec Waste Services<br>(8/31/20)             | August 2020 Street Sweeping<br>Acct. #200-48-7290  | \$313.14      |
| 16153        | California American Water<br>(10/2 & 10/6/20)   | 600 Winston Ave (City Hall) \$336.43<br>301 Mt Olive Dr Irrigation \$103.25<br>2410 Mt Olive Ln Irrigation \$71.92<br>2256 Gardi Street <u>\$68.42</u><br>Acct. #200-48-6400 | \$580.02      |
| 16154        | California American Water<br>(10/1/20)          | 1775 Woodlyn Lane<br>Acct. #200-48-6400  | \$1,100.16    |
| 16155        | Priority Landscape<br>Services, LLC<br>(6/5/20) | Installed 2 yards of DG on Mt Olive Drive<br>Acct. #101-21-7035  | \$500.00      |
| 16156        | Vision Service Plan<br>(10/1/20)                | <u>Vision Insurance:</u><br>City Manager (family) \$61.07<br>Acct. #101-12-5100<br>City Clerk <u>\$23.66</u><br>Acct. #101-13-5100   | \$84.73       |
| 16157        | The Standard<br>(10/1/20)                       | <u>Basic Life and AD&amp;D:</u><br>City Manager \$9.25<br>Acct. #101-12-5100<br>City Clerk <u>\$9.25</u><br>Acct. #101-13-5100   | \$18.50       |
| 16158        | Time Warner Cable<br>(10/10/20)                 | Spectrum Business Internet<br>Acct. #101-16-6230   | \$149.98      |
| 16159        | Southern California Edison<br>(10/13/20)        | Street Lights for Mt. Olive/Gardi<br>Acct. #200-48-6400  | \$30.45       |

| <u>Check</u>                     | <u>Name and<br/>(Due Date)</u>                           | <u>Description</u>   | <u>Amount</u>                              |
|----------------------------------|--|--|--|
| 16160                            | Southern California Edison<br>(10/13/20)                 | City Hall Utilities<br>Acct. #101-16-6400  | \$270.88                                   |
| 16161                            | The Gas Company<br>(10/12/20)                            | City Hall Utilities<br>Acct. #101-16-6400  | \$14.79                                    |
| 16162                            | Frontier Communications<br>(10/16/20)                    | Telephone Service (fire alarm line)<br>Acct. #101-23-7420  | \$119.06                                   |
| 16163                            | Delta Dental<br>(10/1/20)                                | <u>Dental Insurance:</u><br>City Manager (family)<br>Acct. #101-12-5100<br>City Clerk<br>Acct. #101-13-5100              | \$131.43<br><br><u>\$42.88</u><br>\$174.31 |
| 16164                            | NOVA of California<br>(10/5/20)                          | 2 Hand Sanitizer Stands<br>Acct. #220-00-6215 (COVID)  | \$907.04                                   |
| 16165                            | Dept. of Conservation<br>(9/30/20)                       | Fee Report: Strong Motion<br>Instrumentation and Seismic Hazard<br>Mapping Fee for Jul-Sep 2020<br>Acct. #101-20-7220    | \$34.98                                    |
| 16166                            | California Building<br>Standards Commission<br>(9/30/20) | SB1473 Fee Report Form<br>Building Standards Administration<br>Special Revolving Fund Jul-Sep 2020<br>Acct. #101-20-7220 | \$94.50                                    |
| 16167                            | Molly Maid<br>(10/7/20)                                  | 9/16, 9/23, 9/30 & 10/7 City Hall Cleaning<br>Acct. #101-16-6460   | \$550.00                                   |
| <b>Total Pre-Released Checks</b> |  |  | <b>\$4,942.54</b>                          |

**REGULAR CHECKS:**

| <u>Check</u> | <u>Name and<br/>(Due Date)</u>         | <u>Description</u>  | <u>Amount</u> |
|--------------|--|---|---------------|
| 16168        | Blackboard Inc.<br>(10/12/20)          | Blackboard Connect Unlimited<br>Emergency and Outreach Messaging<br>Service License Fee<br>Renewal Period: 11/18/20 to 11/17/21<br>Acct. #113-20-4500 | \$865.20      |
| 16169        | California American Water<br>(10/8/20) | 1775 Woodlyn Lane<br>Acct. #200-48-6400   | \$1,241.91    |

| <u>Check</u> | <u>Name and<br/>(Due Date)</u>         | <u>Description</u>   | <u>Amount</u> |
|--------------|--|--|---------------|
| 16170        | California American Water<br>(10/8/20) | 600 Winston Ave (City Hall)<br>Acct. #101-16-6400  | \$374.10      |
| 16171        | Claudia Saldana<br>(10/14/20)          | Mileage Reimbursement<br>Acct. #101-13-6050  | \$10.93       |
| 16172        | Data Ticket<br>(10/9/20)               | Daily Notices (Parking Tickets)<br>Acct. #101-23-6210  | \$0.83        |
| 16173        | DUDEK<br>(9/17/20)                     | Chadwick Ranch Estates<br>Fire Protection Plan<br>Acct. #103-00-2039   | \$90.00       |
| 16174        | Jones & Mayer<br>(9/30/20)             | <u>City Attorney:</u><br>September Retainer \$2,650.00<br>Acct. #101-15-7020<br>Chadwick Ranch \$2,860.00<br>Acct. #103-00-2039<br>Code Enforcement \$150.00<br>Acct. #101-23-7450<br>Litigation (Ramona v BBY) \$2,725.00<br>Acct. #101-15-7070<br>Zoning/General Plan <u>\$300.00</u><br>Acct.#112-20-7245 | \$8,685.00    |
| 16175        | Kevin Kearney<br>(Oct 2020)            | Monthly Cell Phone Allowance<br>Acct. #101-12-6440   | \$75.00       |
| 16176        | Kevin Kearney<br>(10/14/20)            | Mileage Reimbursement (Bobcat Fire) \$358.80<br><u>\$18.40</u><br>Mileage Reimbursement (regular)<br>Acct. #101-12-6050  | \$377.20      |
| 16177        | Kevin Kearney<br>(10/14/20)            | <u>Reimbursement:</u><br>Panera (PSC Bobcat Fire meeting) \$54.63<br>Acct. #101-12-6025<br>The Home Depot (ant baits) <u>\$10.96</u><br>Acct. #101-16-6450   | \$65.59       |
| 16178        | Lira's Mechanical Inc.<br>(9/30/20)    | Air Cleaner Ionizer \$828.34<br>YORK air filter media replacement \$91.38<br>YORK oem 2pole 24v 30 amp contact \$62.78<br>YORK oem dual run capacitor \$93.96<br>Labor <u>\$750.00</u><br>Acct. #220-00-6215 (COVID-19)  | \$1,826.46    |

| <u>Check</u> | <u>Name and<br/>(Due Date)</u>                                 | <u>Description</u>   | <u>Amount</u> |
|--------------|--|--|---------------|
| 16179        | City of Monrovia<br>(9/15/20)                                  | Sep 2020 Transportation Services<br>Acct. #203-40-7626 (Prop A)  | \$704.07      |
| 16180        | City of Monrovia<br>(8/20/20)                                  | Oct 2020 Transportation Services<br>Acct. #203-40-7626 (Prop A)  | \$704.07      |
| 16181        | Pasadena<br>Humane Society<br>(9/30/20)                        | Animal Control Services for Sep 2020<br>Acct. #101-25-7000   | \$390.95      |
| 16182        | Post Alarm Systems<br>(10/5/20)                                | City Hall Monitoring for Nov 2020<br>Fire & Intrusion Systems<br>Acct. #101-23-7420  | \$122.34      |
| 16183        | Priority Landscape<br>Services, LLC<br>(10/1/20)               | <u>Oct 2020 Landscape Services:</u><br>Bradbury Civic Center \$189.00<br>Acct. #101-21-7020<br>Royal Oaks Drive North \$372.60<br>Acct. #101-21-7015<br>Lemon Trail \$124.20<br>Acct. #101-21-7045<br>Mt. Olive Drive Entryway and<br>Trail \$502.20<br>Acct. #101-21-7035                       | \$1,188.00    |
| 16184        | RKA Consulting Group<br>(9/9/20)<br>(9/14/20)<br><br>(9/15/20) | Chadwick Ranch Estates \$295.00<br>Acct. #103-00-2039<br>City Engineering Services \$2,083.00<br>Acct. #101-19-7230<br>NPDES Coordination \$70.00<br>Acct. #102-42-7630<br>Mt Olive Lane Sewer Project \$4,181.25<br>Acct. #206-50-7601<br>Development Projects \$7,003.50<br>Acct. #101-19-7230 | \$13,632.75   |
| 16185        | Southern Calif Edison<br>(10/2/20)                             | Street Lights<br>Acct. #200-48-6410  | \$817.86      |
| 16186        | Los Angeles County<br>Sheriff's Dept.<br>(9/11/20)             | Aug 2020 Law Enforcement Services<br>Acct. #101-23-7410  | \$10,426.74   |
| 16187        | TeamLogic IT<br>(10/1/20)                                      | Computer Services<br>Acct. #113-20-8120  | \$590.00      |

| <u>Check</u> | <u>Name and<br/>(Due Date)</u>                      | <u>Description</u>   | <u>Amount</u> |
|--------------|---|--|---------------|
| 16188        | U.S. Bank Corporate<br>Payment Systems<br>(9/22/20) | <u>Claudia Saldana Visa Card:</u><br>Big Lots (paper towels) \$7.11<br>Acct. 101-16-6450<br>USPS (certified mail) \$4.10<br>USPS (certified mail) \$35.40<br>Acct. #101-23-7450<br>Big Lots (City Hall supplies) \$13.40<br>Acct. #101-16-6450<br>Vistaprint (Bradbury face masks) \$219.00<br>Acct. #220-00-6215 (COVID-19)<br>USPS (stamps) \$55.00<br>Acct. #101-16-6129<br>USPS (clear tape) \$3.99<br>Acct. #101-16-6200 <b>\$338.00</b>          |               |
| 16188        | U.S. Bank Corporate<br>Payment Systems<br>(9/22/20) | <u>Kevin Kearney Visa Card:</u><br>ZOOM (monthly fee) \$14.99<br>Acct. 220-00-6215 (COVID-19)<br>DocuSign (1-year subscription) \$120.00<br>Acct. 220-00-6215 (COVID-19)<br>Amazon (2 home office monitors) \$349.42<br>Acct. #113-20-8120<br>Broadvoice \$177.40<br>Acct. #101-16-6440<br>The Home Depot (ant baits) \$10.96<br>Acct. #101-16-6450<br>RabbitAir (2 air purifiers) <u>\$1,289.69</u><br>Acct. 220-00-6215 (COVID-19) <b>\$1,962.46</b> | \$2,300.46    |
| 16189        | VCA Code Group<br>(9/10/20)                         | <u>Aug 2020 Professional Services:</u><br>Plan Check Services<br>Acct. #101-20-7220 \$6,715.01<br>Management Analyst (temp)<br>Acct. #101-16-5010 \$1,073.00<br>City Planner (Retainer)<br>Acct. #101-20-7210 \$3,900.00<br>City Planner (Hourly Services)<br>Acct. #101-20-7240 \$1,196.25<br>Chadwick Ranch Hours<br>Acct. #101-20-7210 <u>\$1,897.50</u>  | \$14,781.76   |
| 16190        | Western Fence Co.<br>(10/9/20)                      | Replaced vinyl rails and wood posts<br>along Mount Olive Drive<br>Acct. #101-20-7025   | \$1,595.00    |

|                             |   |  |                             |                           |
|-----------------------------|---|--|-----------------------------|---------------------------|
| 16191                       | Classic Floor Care<br>(9/25/20)             | Carpet Cleaning<br>Upholstery Cleaning<br>Acct. #220-00-6215 (COVID-19)  | \$257.50<br><u>\$360.50</u> | \$618.00                  |
| 16192                       | Michael Baker<br>International<br>(10/7/20) | Chadwick Estates<br>Invoices No. 1096726 & 1096727<br>Acct. #103-00-2039 |                             | \$2,083.75                |
| <b>Total Regular Checks</b> |   |  |                             | <b><u>\$63,567.97</u></b> |

**OCTOBER 2020 PAYROLL:**

|                                  |                               |   |                   |                           |
|----------------------------------|-------------------------------|---|-------------------|---------------------------|
| ACH                              | Kevin Kearney<br>(Oct 2020)   | Salary: City Manager<br>Acct. #101-12-5010                                | \$10,000.00       |                           |
|                                  |                               | Withholdings<br>Acct. #101-00-2011  | <u>(2,221.99)</u> | \$7,778.01                |
| ACH                              | Claudia Saldana<br>(Oct 2020) | Salary: City Clerk<br>Acct. #101-13-5010                                  | \$5,118.67        |                           |
|                                  |                               | Withholdings<br>Acct. #101-00-2011  | <u>(1,276.49)</u> | \$3,842.18                |
| ACH                              | Lisa Bailey<br>(Oct 2020)     | Finance Director (Sep 2020)<br>19.17 x \$82.94/hour<br>Acct. #101-14-5010 | \$1,589.69        |                           |
|                                  |                               | Withholdings<br>Acct. #101-00-2011  | <u>(213.22)</u>   | \$1,376.47                |
| <b>Total August 2020 Payroll</b> |                               |   |                   | <b><u>\$12,996.66</u></b> |

**ELECTRONIC FUND TRANSFER (EFT) PAYMENTS for October 2020:**

|     |                     |   |                             |            |
|-----|---------------------|---|-----------------------------|------------|
| EFT | Aetna<br>(Oct 2020) | <u>Health Insurance for Oct 2020:</u><br>City Manager<br>Acct. #101-12-5100 | \$1,510.63                  |            |
|     |                     | City Clerk<br>Acct. #101-13-5100  | <u>\$894.03</u>             | \$2,404.66 |
| EFT | EDD<br>(Oct 2020)   | State Tax Withholdings<br>SDI<br>Acct. #101-00-2011                         | \$623.32<br><u>\$167.09</u> | \$790.41   |

|     |   |   |   |            |
|-----|---|---|---|------------|
| EFT | Dept. of Treasury<br>Internal Revenue Service<br>(Oct 2020) | Federal Tax Withholdings<br>Social Security<br>Medicare<br>(Employee's portion of Social Security<br>and Medicare is matched by the City)<br>Acct. #101-00-2011 | \$1,643.10<br>\$2,071.84<br><u>\$484.54</u> | \$4,199.48 |
| EFT | California PERS<br>(Oct 2020)                               | City Manager<br>Acct. #101-12-5100<br>City Clerk<br>Acct. #101-13-5100  | \$1,570.07<br><u>\$799.11</u>               | \$2,369.18 |
| EFT | California PERS<br>(Oct 2020)                               | Unfunded Accrued Liability<br>UAL Payment (Classic)<br>UAL Payment (PEPRA)<br>Acct. #101-16-6240  | \$508.72<br><u>\$15.55</u>                  | \$524.27   |

---

**MAYOR – CITY OF BRADBURY**

ATTEST:

---

**CITY CLERK – CITY OF BRADBURY**

"I, Claudia Saldana, City Clerk, hereby certify that the foregoing Resolution, being Resolution No. 20-19, was duly adopted by the City Council of the City of Bradbury, California, at a regular meeting held on the 20th day of October 2020 by the following roll call vote:"

AYES:  
NOES:  
ABSENT:

---

**CITY CLERK – CITY OF BRADBURY**



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



CITY OF BRADBURY

**ACCOUNT NUMBER** 4246-0400-8040-6665  
**STATEMENT DATE** 09-22-20  
**TOTAL ACTIVITY** \$ 338.00

000001832 01 SP 0.560 106481238138678 P

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

"MEMO STATEMENT ONLY"  
 DO NOT REMIT PAYMENT

SEP 28 2020

*see Cr # 16188*

**NEW ACCOUNT ACTIVITY**

| POST DATE | TRAN DATE | TRANSACTION DESCRIPTION   | REFERENCE NUMBER                                | MCC  | AMOUNT |
|-----------|-----------|---|---|------|--------|
| 08-26     | 08-25     | BIG LOTS STORES - #4170 DUARTE CA<br>PUR ID: TAX: 0.66                                  | 24137460238300508737582<br>101-16-6450          | 5310 | 7.11   |
| 08-28     | 08-27     | USPS PO 0522740820 DUARTE CA<br>PUR ID: None TAX: 0.00                                  | 24137460241001066918847<br>101-23-7450          | 9402 | 4.10   |
| 09-04     | 09-03     | USPS PO 0522740820 DUARTE CA<br>PUR ID: None TAX: 0.00                                  | 24137460248001097695474<br>101-23-7450          | 9402 | 35.40  |
| 09-10     | 09-09     | BIG LOTS STORES - #4170 DUARTE CA<br>PUR ID: TAX: 1.25                                  | 24137460253300504137043<br>101-16-6450          | 5310 | 13.40  |
| 09-11     | 09-11     | VISTAPRINT CORPORATE SOLU 866-6148002 MA<br>PUR ID: 1a28c2ee-67a3-4501-a1e0-8 TAX: 0.00 | 24204290254005777775852<br>200-00-6215          | 7399 | 219.00 |
| 09-22     | 09-21     | USPS PO 0522740820 DUARTE CA<br>PUR ID: None TAX: 0.00                                  | 24137460266001025743328<br>101-16-6120 → \$55.- | 9402 | 58.99  |

101-16-6200 → 3.99

APPROVED *KJK*  
 DATE *10/13/2020*  
 ACCOUNT *see above*

**Default Accounting Code:**

| CUSTOMER SERVICE CALL<br><br><b>800-344-5696</b>  | ACCOUNT NUMBER<br><br>4246-0400-8040-6665 |                                    | ACCOUNT SUMMARY  |        |
|---|---|------------------------------------|------------------|--------|
|   | STATEMENT DATE<br>09-22-20                | DISPUTED AMOUNT<br>\$ .00          | PREVIOUS BALANCE | \$ .00 |
| SEND BILLING INQUIRIES TO:<br><br>C/O U.S. BANCORP SERVICE CENTER, INC<br>U.S. BANK NATIONAL ASSOCIATION<br>P.O. BOX 6335<br>FARGO, ND 58125-6335 |   | PURCHASES & OTHER CHARGES \$338.00 |                  |        |
|   |   | CASH ADVANCES \$ .00               |                  |        |
|   |   | CASH ADVANCE FEE \$ .00            |                  |        |
|   |   | CREDITS \$ .00                     |                  |        |
| AMOUNT DUE<br>\$ 0.00<br><b>DO NOT REMIT</b>  |   | <b>TOTAL ACTIVITY</b>              | <b>\$338.00</b>  |        |



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



CITY OF BRADBURY

**ACCOUNT NUMBER** 4246-0446-0277-2711  
**STATEMENT DATE** 09-22-20  
**TOTAL ACTIVITY** \$ 1,962.46

000001833 01 SP 0.560 106481238138679 P

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

"MEMO STATEMENT ONLY"  
DO NOT REMIT PAYMENT

SEP 28 2020

*see Cr #16188*

**NEW ACCOUNT ACTIVITY**

| POST DATE | TRAN DATE | TRANSACTION DESCRIPTION   | REFERENCE NUMBER                              | MCC  | AMOUNT   |
|-----------|-----------|---|---|------|----------|
| 08-28     | 08-27     | AMZN MKTP US*MM1UA1912 AMZN.COM/BILL WA<br>PUR ID: 112-2336723-30186 TAX: 17.95 | 24692160240200629864365<br><i>220-00-6215</i> | 5942 | 206.93   |
| 08-31     | 08-30     | ZOOM.US 888-799-9666 WWW.ZOOM.US CA<br>PUR ID: 40115431 TAX: 0.00               | 24492150243637401154319<br><i>220-00-6215</i> | 4814 | 14.99    |
| 09-04     | 09-03     | DOCUSIGN 866-219-4318 WA<br>PUR ID: 94162492 TAX: 0.00                          | 24492150248027941624929<br><i>220-00-6215</i> | 7399 | 120.00   |
| 09-08     | 09-07     | AMAZON.COM*MU6E58EH0 AMZN AMZN.COM/BIL<br>PUR ID: 112-0300460-98090 TAX: 29.44  | 24421060251083755159717<br><i>113-20-8120</i> | 5942 | 349.42   |
| 09-16     | 09-15     | BROADVOICE 888-325-5875 CA<br>PUR ID: 0000481613 TAX: 0.00                      | 24453510259017044950584<br><i>101-16-6440</i> | 4814 | 177.40   |
| 09-18     | 09-16     | THE HOME DEPOT #6629 MONROVIA CA<br>PUR ID: 0 TAX: 1.02                         | 24610430261010183120199<br><i>101-16-6450</i> | 5200 | 10.96    |
| 09-22     | 09-21     | AMZN MKTP US AMZN.COM/BILL WA<br>PUR ID: 112-2336723-30186 TAX: 17.95           | 24692160265100911911327<br><i>220-00-6215</i> | 5942 | 206.93CR |
| 09-22     | 09-21     | SP * RABBIT AIR RABBITAIR.MYS CA<br>PUR ID: 16940578897943 TAX: 111.89          | 24492150265637280408359<br><i>220-00-6215</i> | 5719 | 1,289.69 |

APPROVED  
*see above*

**Default Accounting Code:**

| CUSTOMER SERVICE CALL<br><b>800-344-5696</b>  | ACCOUNT NUMBER<br>4246-0446-0277-2711        |                            | ACCOUNT SUMMARY           |                   |
|---|--|----------------------------|---------------------------|-------------------|
|   |  | STATEMENT DATE<br>09-22-20 | DISPUTED AMOUNT<br>\$ .00 | PREVIOUS BALANCE  |
|   |  |                            | PURCHASES & OTHER CHARGES | \$2,169.39        |
| SEND BILLING INQUIRIES TO:<br>C/O U.S. BANCORP SERVICE CENTER, INC<br>U.S. BANK NATIONAL ASSOCIATION<br>P.O. BOX 6335<br>FARGO, ND 58125-6335 | AMOUNT DUE<br>\$ 0.00<br><b>DO NOT REMIT</b> |                            | CASH ADVANCES             | \$ .00            |
|   |  |                            | CASH ADVANCE FEE          | \$ .00            |
|   |  |                            | CREDITS                   | \$206.93          |
|   |  |                            | <b>TOTAL ACTIVITY</b>     | <b>\$1,962.46</b> |

# City of Bradbury Monthly Investment Report for the month of September 2020

**CASH ON DEPOSIT BY ACCOUNT**

|                                     | Amount          | Maturity  | Interest Rate |
|-------------------------------------|-----------------|-----------|---------------|
| <b>Bank Accounts:</b>               |                 |           |               |
| Wells Fargo Bank - General Checking | \$ 116,786.99   | n/a       | 0%            |
| <b>Investments:</b>                 |                 |           |               |
| Local Agency Investment Fund (LAIF) | \$ 3,339,887.63 | n/a       | 0.69%         |
| 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%         |

**CASH & INVESTMENTS ON DEPOSIT BY FUND**

|                                   | Amount                 |
|-----------------------------------|------------------------|
| <b>Funds</b>                      |                        |
| General Fund (101)                | \$2,540,582.44         |
| Utility Users Tax Fund (102)      | \$684,311.38           |
| Deposits Fund (103)               | \$2,102.16             |
| Long Term Planning Fee Fund (112) | \$12,975.62            |
| Technology Fee Fund (113)         | \$40,576.62            |
| Gas Tax Fund (200)                | \$13,700.07            |
| SB 1 Gas Tax Fund (201)           | \$23,801.45            |
| Prop A Fund (203)                 | \$34,046.15            |
| Prop C Fund (204)                 | \$22,826.64            |
| TDA Fund (205)                    | \$657.64               |
| Sewer Fund (206)                  | \$726,093.89           |
| STPL Fund (208)                   | \$1,035.17             |
| Recycling Grant Fund (209)        | \$13,360.45            |
| Measure R Fund (210)              | \$53,655.02            |
| Measure M Fund (212)              | \$34,358.77            |
| COPS Fund (215)                   | \$201,614.26           |
| County Park Grant Fund (217)      | \$8,301.99             |
| CWPP Grant Fund (219)             | \$6,351.04             |
| Cares Act Fund (220)              | \$22,323.86            |
| <b>Total</b>                      | <b>\$ 4,442,674.62</b> |

**Total** \$ 4,442,674.62

**Total** \$ 4,442,674.62

*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 Stiver  
City Treasurer

**Revenues**

| Acct. Number                        | Account Description              | 2019-20 Budget   | 2019-20 YTD @ 06/30/20 |            | 2020-21 Budget   | 2020-21 YTD @ 08/31/20 |            |
|-------------------------------------|----------------------------------|------------------|------------------------|------------|------------------|------------------------|------------|
| <b>General Fund:</b>                |                                  |                  |                        |            |                  |                        |            |
| 101-00-4010                         | Property Tax-Current Secured     | 495,000          | 466,415                | 94%        | 430,000          | -                      | 0%         |
| 101-00-4030                         | Property Tax-Current Unsecured   | 18,500           | 17,859                 | 97%        | 14,000           | 14,143                 | 101%       |
| 101-00-4050                         | Property Tax Prior Year          |                  | (62)                   | #DIV/0!    | -                |                        | #DIV/0!    |
| 101-00-4060                         | Public Safety Augmentation F     | 12,000           | 10,674                 | 89%        | 10,000           | 1,842                  | 18%        |
| 101-00-4070                         | Delinquent Taxes                 | 7,500            | 6,945                  | 93%        | 6,000            | 604                    | 10%        |
| 101-00-4100                         | Sales & Use Tax                  | 1,500            | 1,075                  | 72%        | 1,200            |                        | 0%         |
| 101-00-4110                         | Franchise Fee-Cable TV           | 23,000           | 25,750                 | 112%       | 26,000           | 6,353                  | 24%        |
| 101-00-4120                         | Franchise Fee-SC Edison          | 19,000           | 18,321                 | 96%        | 20,000           |                        | 0%         |
| 101-00-4130                         | Franchise Fee-SC Refuse          | 37,000           | 38,058                 | 103%       | 38,000           | -                      | 0%         |
| 101-00-4140                         | Franchise Fee-SC Gas Co.         | 2,600            | 3,213                  | 124%       | 3,000            |                        | 0%         |
| 101-00-4150                         | Franchise Fee-Cal Am Water       | 38,000           | 40,285                 | 106%       | 40,000           |                        | 0%         |
| 101-00-4160                         | AB939 Refuse Admin. Fee          | 18,000           | 19,267                 | 107%       | 18,000           | -                      | 0%         |
| 101-00-4190                         | Real Property Transfer Tax       | 14,000           | 19,714                 | 141%       | 20,000           | 5,162                  | 26%        |
| 101-00-4200                         | Motor Vehicle In-Lieu            | 140,000          | 141,339                | 101%       | 140,000          |                        | 0%         |
| 101-00-4210                         | Dist & Bail Forfeiture           | 1,500            | 2,257                  | 150%       | 2,000            | 293                    | 15%        |
| 101-00-4220                         | Fines-City                       | 2,000            | 1,866                  | 93%        | 1,000            | 285                    | 29%        |
| 101-00-4350                         | Business License                 | 40,700           | 35,412                 | 87%        | 40,000           | 7,977                  | 20%        |
| 101-00-4360                         | Movie & TV Permits               | -                | 30,900                 | #DIV/0!    | -                | 2,060                  | #DIV/0!    |
| 101-00-4370                         | Bedroom License Fee              | 15,000           |                        | 0%         | 10,000           |                        | 0%         |
| 101-00-4410                         | Variances & CUPs                 | 1,600            | 1,635                  | 102%       | 1,500            |                        | 0%         |
| 101-00-4420                         | Lot Line Adjustment/Zone Changes | -                |                        | #DIV/0!    | -                |                        | #DIV/0!    |
| 101-00-4440                         | Subdivisions/Lot Splits          | 5,000            |                        | 0%         | -                |                        | #DIV/0!    |
| 101-00-4460                         | Planning Dept. Review            | 25,000           | 73,112                 | 292%       | 70,000           | 3,244                  | 5%         |
| 101-00-4470                         | Building Construction Permit     | 250,000          | 88,887                 | 36%        | 85,000           | 13,623                 | 16%        |
| 101-00-4480                         | Building Plan Check Fees         | 250,000          | 91,735                 | 37%        | 90,000           | 18,845                 | 21%        |
| 101-00-4485                         | Landscape Plan Check Permit      | 5,500            | 2,793                  | 51%        | 3,500            | 150                    | 4%         |
| 101-00-4490                         | Green Code Compliance            | 27,000           | 9,084                  | 34%        | 6,500            | 2,287                  | 35%        |
| 101-00-4500                         | Civic Center Rental Fee          | 1,050            | 900                    | 86%        | 900              |                        | 0%         |
| 101-00-4530                         | Environmental & Other Fees       | 1,000            | 1,112                  | 111%       | 1,300            | 371                    | 29%        |
| 101-00-4540                         | City Engineering Plan Check      | 135,000          | 53,417                 | 40%        | 50,000           | 16,103                 | 32%        |
| 101-00-4600                         | Interest Income                  | 77,712           | 68,873                 | 89%        | 50,000           | -                      | 0%         |
| 101-00-4700                         | Sales of Maps & Publications     | 400              | 125                    | 31%        | 200              | -                      | 0%         |
| 101-00-4800                         | Other Revenue                    | 200              |                        | 0%         | -                |                        | #DIV/0!    |
| 101-00-4850                         | Cal-Am Loan Repayment            | 4,820            | 4,820                  | 100%       | 4,820            |                        | 0%         |
| 101-00-4900                         | Reimbursements                   | 3,000            | 1,231                  | 41%        | 500              |                        | 0%         |
| 101-00-4920                         | Sale of Prop. A Funds            | -                |                        | #DIV/0!    | -                |                        | #DIV/0!    |
| 101-23-4950                         | Vacant Property Registry Fee     | 100              | 100                    | 100%       | 100              |                        | 0%         |
| 101-24-4610                         | Donations                        | -                | 500                    | #DIV/0!    | -                |                        | #DIV/0!    |
| <b>Total General Fund Revenues</b>  |                                  | <b>1,672,682</b> | <b>1,277,612</b>       | <b>76%</b> | <b>1,183,520</b> | <b>93,342</b>          | <b>8%</b>  |
| <b>Utility Users Tax Fund:</b>      |                                  |                  |                        |            |                  |                        |            |
| 102-00-4600                         | Interest                         | 18,810           | 14,859                 | 79%        | 10,000           |                        | 0%         |
| 102-00-4830                         | Electric                         |                  |                        |            |                  | 2                      |            |
|                                     |                                  | <b>18,810</b>    | <b>14,859</b>          | <b>79%</b> | <b>10,000</b>    | <b>2</b>               | <b>0%</b>  |
| <b>Deposits Fund:</b>               |                                  |                  |                        |            |                  |                        |            |
| 103-00-2039                         | Chadwick Ranch Development       |                  | 285,037                |            |                  | -                      |            |
|                                     |                                  | <b>-</b>         | <b>285,037</b>         |            | <b>-</b>         | <b>-</b>               |            |
| <b>Long Term Planning Fee Fund:</b> |                                  |                  |                        |            |                  |                        |            |
| 112-00-4490                         | Long-Term Planning Fee           | 8,000            | 3,490                  | 44%        | 3,000            | 793                    | 26%        |
| 112-00-4600                         | LTP Fee Interest Income          | 400              | 367                    | 92%        | 300              |                        | 0%         |
|                                     |                                  | <b>8,400</b>     | <b>3,857</b>           | <b>46%</b> | <b>3,300</b>     | <b>793</b>             | <b>24%</b> |

Revenues

| Acct. Number                                | Account Description            | 2019-20 Budget | 2019-20 YTD @ 06/30/20 |         | 2020-21 Budget | 2020-21 YTD @ 08/31/20 |         |
|---|--------------------------------|----------------|------------------------|---------|----------------|------------------------|---------|
| <b>Technology Fee Fund:</b>                 |                                |                |                        |         |                |                        |         |
| 113-00-4520                                 | Technology Fee                 | 18,500         | 7,094                  | 38%     | 7,000          | 1,311                  | 19%     |
| 113-00-4600                                 | Technology Fee Interest Income | 1,000          | 913                    | 91%     | 800            |                        | 0%      |
|   |                                | 19,500         | 8,007                  | 41%     | 7,800          | 1,311                  | 17%     |
| <b>Gas Tax Fund:</b>                        |                                |                |                        |         |                |                        |         |
| 200-00-4200                                 | TCRA Funds                     | -              | 1,211                  | #DIV/0! | 1,200          |                        | 0%      |
| 200-00-4600                                 | Gas Tax Interest               | -              | 191                    | #DIV/0! | -              |                        | #DIV/0! |
| 200-48-4260                                 | Gas Tax                        | 25,000         | 28,773                 | 115%    | 22,500         | 5,936                  | 26%     |
|   |                                | 25,000         | 30,175                 | 121%    | 23,700         | 5,936                  | 25%     |
| <b>SB1 Gas Tax Fund:</b>                    |                                |                |                        |         |                |                        |         |
| 201-00-4000                                 | Transfers In                   | -              |                        | #DIV/0! |                |                        | #DIV/0! |
| 201-48-4260                                 | Gas Tax                        | 15,000         | 18,653                 | 124%    | 13,500         | -                      | 0%      |
| 201-00-4600                                 | Gas Tax Interest               | -              | 213                    | #DIV/0! | -              |                        | #DIV/0! |
|   |                                | 15,000         | 18,866                 | 126%    | 13,500         | -                      | 0%      |
| <b>Prop. A Fund:</b>                        |                                |                |                        |         |                |                        |         |
| 203-40-4260                                 | Prop. A Transit Funds          | 23,000         | 20,741                 | 90%     | 25,094         | 5,294                  | 21%     |
| 203-40-4600                                 | Prop. A Transit Interest       | 308            | 480                    | 156%    | 300            |                        | 0%      |
|   |                                | 23,308         | 21,221                 | 91%     | 25,394         | 5,294                  | 21%     |
| <b>Prop. C Fund:</b>                        |                                |                |                        |         |                |                        |         |
| 204-48-4260                                 | Prop. C Funds                  | 19,000         | 17,204                 | 91%     | 20,813         | 4,391                  | 21%     |
| 204-48-4600                                 | Prop. C Interest               | -              | 210                    | #DIV/0! | -              |                        | #DIV/0! |
|   |                                | 19,000         | 17,414                 | 92%     | 20,813         | 4,391                  | 21%     |
| <b>Transportation Development Act Fund:</b> |                                |                |                        |         |                |                        |         |
| 205-48-4260                                 | TDA Funds                      | 5,000          | 5,000                  | 100%    | 5,000          | -                      | 0%      |
| 205-48-4600                                 | TDA Interest                   |                | 13                     | #DIV/0! | -              |                        | #DIV/0! |
|   |                                | 5,000          | 5,013                  | 100%    | 5,000          | -                      | 0%      |
| <b>Sewer Fund:</b>                          |                                |                |                        |         |                |                        |         |
| 206-00-4000                                 | Transfers In                   | 600,000        | 600,000                | 100%    | 240,000        | 240,000                | 100%    |
| 206-50-4600                                 | Sewer Fund Interest            | 885            | 10,551                 | 1192%   | 11,000         |                        | 0%      |
| 206-50-4730                                 | Mount Olive Drive Assessment   |                |                        | #DIV/0! |                |                        | #DIV/0! |
|   |                                | 600,885        | 610,551                | 102%    | 251,000        | 240,000                | 96%     |
| <b>STPL Fund:</b>                           |                                |                |                        |         |                |                        |         |
| 208-00-4260                                 | STPL Funds                     |                |                        |         | -              |                        | #DIV/0! |
| 208-00-4600                                 | STPL Interest                  | -              | 20                     | #DIV/0! | -              |                        | #DIV/0! |
|   |                                | -              | 20                     | #DIV/0! | -              | -                      | #DIV/0! |
| <b>Recycling Grant Fund:</b>                |                                |                |                        |         |                |                        |         |
| 209-00-4260                                 | Recycling Grant Funds          | 5,000          | 5,000                  | 100%    | 5,000          |                        | 0%      |
| 209-00-4600                                 | Recycling Grant Interest       |                | 187                    | #DIV/0! | 50             |                        | 0%      |
|   |                                | 5,000          | 5,187                  | 104%    | 5,050          | -                      | 0%      |
| <b>Measure R Fund:</b>                      |                                |                |                        |         |                |                        |         |
| 210-48-4260                                 | Measure R Funds                | 15,000         | 12,885                 | 86%     | 15,572         | 3,291                  | 21%     |
| 210-48-4600                                 | Measure R Interest             | -              | 1,019                  | #DIV/0! | 800            |                        | 0%      |
|   |                                | 15,000         | 13,904                 | 93%     | 16,372         | 3,291                  | 20%     |
| <b>Measure M Fund</b>                       |                                |                |                        |         |                |                        |         |
| 212-48-4260                                 | Measure M Funds                | 16,500         | 18,997                 | 115%    | 16,005         | 3,736                  | 23%     |
| 212-48-4600                                 | Measure M Interest             | -              | 462                    | #DIV/0! | 300            |                        | 0%      |
|   |                                | 16,500         | 19,459                 | 118%    | 16,305         | 3,736                  | 23%     |

**Revenues**

| <b>Acct. Number</b>                                    | <b>Account Description</b>         | <b>2019-20 Budget</b> | <b>2019-20 YTD @ 06/30/20</b> |            | <b>2020-21 Budget</b> | <b>2020-21 YTD @ 08/31/20</b> |            |
|--|------------------------------------|-----------------------|-------------------------------|------------|-----------------------|-------------------------------|------------|
| <b>Measure W Fund</b>                                  |                                    |                       |                               |            |                       |                               |            |
| 213-48-4260  | Measure W Funds                    | 60,000                | -                             |            | 60,000                |                               | 0%         |
| 213-48-4600  | Measure W Interest                 |                       |                               | #DIV/0!    | -                     |                               | #DIV/0!    |
|  |                                    | 60,000                | -                             | 0%         | 60,000                | -                             | 0%         |
| <b>Citizen's Option for Public Safety (COPS) Fund:</b> |                                    |                       |                               |            |                       |                               |            |
| 215-23-4260  | COPs Funds                         | 100,000               | 155,948                       | 156%       | 100,000               |                               | 0%         |
| 215-23-4600  | COPs Interest                      | 982                   | 4,573                         | 466%       | 3,000                 |                               | 0%         |
|  |                                    | 100,982               | 160,521                       | 159%       | 103,000               | -                             | 0%         |
| <b>County Park Grant:</b>                              |                                    |                       |                               |            |                       |                               |            |
| 217-00-4210  | County Park Grant                  |                       |                               |            |                       |                               |            |
| 217-00-4600  | Grant Fund Interest Income         | 180                   | 165                           | 92%        | 100                   |                               | 0%         |
|  |                                    | 180                   | 165                           | 92%        | 100                   | -                             | 0%         |
| <b>Fire Safe Grant:</b>                                |                                    |                       |                               |            |                       |                               |            |
| 219-00-4260  | Community Wildfire Protection Plan | 45,000                | -                             |            | 45,000                |                               | 0%         |
| 219-00-4600  | Fire Safe Grant Interest Income    | 215                   | 208                           | 97%        | 150                   |                               | 0%         |
|  |                                    | 45,215                | 208                           | 0%         | 45,150                | -                             | 0%         |
| <b>Covid-19 Fund:</b>                                  |                                    |                       |                               |            |                       |                               |            |
| 220-00-4215  | COVID 19 Revenues                  |                       |                               |            |                       | 24,999                        | #DIV/0!    |
| <b>Total Revenues</b>                                  |                                    | <b>2,650,462</b>      | <b>2,492,076</b>              | <b>94%</b> | <b>1,790,004</b>      | <b>358,096</b>                | <b>20%</b> |

**Expenditures**

| <b>Account Description</b>          |                                  | <b>2019-20<br/>Budget</b> | <b>2019-20<br/>YTD @ 06/30/20</b> | <b>2020-21<br/>Budget</b> | <b>2020-21<br/>YTD @ 08/31/20</b> |              |
|-------------------------------------|----------------------------------|---------------------------|-----------------------------------|---------------------------|-----------------------------------|--------------|
| <b>General Fund:</b>                |                                  |                           |                                   |                           |                                   |              |
| 101-00-5000                         | Transfers Out                    | 600,000                   | 600,000                           | 100%                      | 240,000                           | 240,000 100% |
| <b>City Council Division:</b>       |                                  |                           |                                   |                           |                                   |              |
| 101-11-6500                         | Community Support (homelessness) | 4,000                     | 3,000                             | 75%                       | 4,000                             | 0%           |
| 101-11-6100                         | Events and awards                | 6,000                     | 6,451                             | 108%                      | -                                 | #DIV/0!      |
| 101-11-6110                         | City Newsletter                  | -                         | 475                               | #DIV/0!                   | 300                               | 0%           |
|                                     |                                  | 10,000                    | 9,926                             | 99%                       | 4,300                             | -            |
| <b>City Manager Division:</b>       |                                  |                           |                                   |                           |                                   |              |
| 101-12-5010                         | Salaries                         | 109,268                   | 120,000                           | 110%                      | 120,000                           | 30,000 25%   |
| 101-12-5100                         | Benefits                         | 46,174                    | 48,193                            | 104%                      | 49,455                            | 11,658 24%   |
| 101-12-6020                         | Meetings & Conferences           | 3,500                     | 4,853                             | 139%                      | 3,500                             | (30) -1%     |
| 101-12-6025                         | Expense Account                  | 1,500                     | 1,233                             | 82%                       | 1,250                             | 0%           |
| 101-12-6050                         | Mileage                          | 1,200                     | 910                               | 76%                       | 1,000                             | 0%           |
| 101-12-6440                         | Cell Phone                       | 1,000                     | 900                               | 90%                       | 1,000                             | 580 58%      |
|                                     |                                  | 162,642                   | 176,089                           | 108%                      | 176,205                           | 42,208 24%   |
| <b>City Clerk Division:</b>         |                                  |                           |                                   |                           |                                   |              |
| 101-13-5010                         | Salaries                         | 61,424                    | 56,305                            | 92%                       | 61,424                            | 15,356 25%   |
| 101-13-5100                         | Benefits                         | 24,702                    | 29,978                            | 121%                      | 26,126                            | 6,197 24%    |
| 101-13-6020                         | Meetings & Conferences           | -                         | 12                                | #DIV/0!                   | -                                 | #DIV/0!      |
| 101-13-6050                         | Mileage                          | 50                        | 122                               | 244%                      | 115                               | 0%           |
| 101-13-6210                         | Special Department Supplies      | 275                       | 157                               | 57%                       | 275                               | 0%           |
| 101-13-6220                         | Election Supplies                | 500                       | 314                               | 63%                       | 500                               | 0%           |
| 101-13-6225                         | Codification                     | 7,000                     | 3,063                             | 44%                       | 5,000                             | 468 9%       |
| 101-13-7000                         | Contract Election Services       | 12,000                    | -                                 | 0%                        | -                                 | #DIV/0!      |
|                                     |                                  | 105,951                   | 89,951                            | 85%                       | 93,440                            | 22,021 24%   |
| <b>Finance Division:</b>            |                                  |                           |                                   |                           |                                   |              |
| 101-14-5010                         | Salaries                         | 15,449                    | 13,160                            | 85%                       | 14,000                            | 2,378 17%    |
| 101-14-5100                         | Benefits                         | 1,371                     | 1,172                             | 85%                       | 1,357                             | 405 30%      |
| 101-14-6210                         | Special Department Supplies      | 600                       | 37                                | 6%                        | 50                                | 349 698%     |
| 101-14-6230                         | Contracted Computer Services     | 500                       | 1,231                             | 246%                      | 1,000                             | 0%           |
| 101-14-7010                         | Contracted Banking Services      | 4,000                     | 4,317                             | 108%                      | 4,500                             | 1,196 27%    |
| 101-14-7020                         | Contracted Audit Services        | 18,000                    | 15,300                            | 85%                       | 18,500                            | 0%           |
| 101-14-7040                         | GASB Reports                     | 725                       | 700                               | 97%                       | 725                               | 700 97%      |
|                                     |                                  | 40,645                    | 35,917                            | 88%                       | 40,132                            | 5,028 13%    |
| <b>City Attorney Division:</b>      |                                  |                           |                                   |                           |                                   |              |
| 101-15-7020                         | City Attorney Retainer           | 31,800                    | 31,800                            | 100%                      | 31,800                            | 5,300 17%    |
| 101-15-7070                         | City Attorney Special Service    | 5,000                     | 4,190                             | 84%                       | 2,500                             | 10,960 438%  |
| 101-15-7080                         | Seminars & Training              | 1,100                     | -                                 | 0%                        | 1,100                             | 0%           |
|                                     |                                  | 37,900                    | 35,990                            | 95%                       | 35,400                            | 16,260 46%   |
| <b>General Government Division:</b> |                                  |                           |                                   |                           |                                   |              |
| 101-16-5010                         | Salaries                         | 48,308                    | 45,810                            | 95%                       | 48,308                            | 3,299 7%     |
| 101-16-5100                         | Benefits                         | 13,107                    | 15,436                            | 118%                      | 15,488                            | 856 6%       |
| 101-16-6010                         | Seminars & Training              | 1,000                     | -                                 | 0%                        | 1,000                             | 0%           |
| 101-16-6020                         | Meetings & Conferences           | 200                       | 150                               | 75%                       | 200                               | 0%           |
| 101-16-6040                         | Transportation & Lodging         | 1,000                     | -                                 | 0%                        | 500                               | 0%           |
| 101-16-6050                         | Mileage                          | 300                       | 151                               | 50%                       | 300                               | 0%           |
| 101-16-6120                         | Postage                          | 300                       | 690                               | 230%                      | 700                               | 7 1%         |
| 101-16-6200                         | Office Supplies                  | 2,500                     | 814                               | 33%                       | 1,000                             | 1,779 178%   |
| 101-16-6210                         | Special Departmental Supplies    | 500                       | -                                 | 0%                        | -                                 | #DIV/0!      |
| 101-16-6230                         | Computer & Website Services      | 15,000                    | 9,383                             | 63%                       | 10,000                            | 1,182 12%    |
| 101-16-6240                         | PERS UAL Payment                 | 3,717                     | 4,219                             | 114%                      | 4,500                             | 1,573 35%    |
| 101-16-6242                         | PERS SSA 218 Annual Fee          | -                         | 200                               | -                         | 200                               | 200 100%     |

## Expenditures

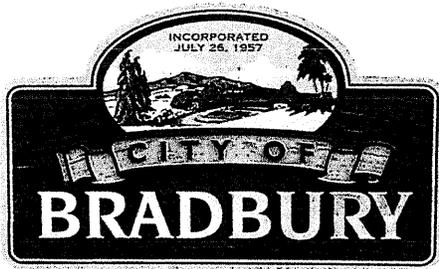
| Account Description                                 |                                       | 2019-20<br>Budget | 2019-20<br>YTD @ 06/30/20 | 2020-21<br>Budget | 2020-21<br>YTD @ 08/31/20 |        |         |
|---|---------------------------------------|-------------------|---------------------------|-------------------|---------------------------|--------|---------|
| 101-16-6241   | PERS Replacement Benefit Contribution | 3,000             | 2,557                     | 85%               | 2,500                     |        | 0%      |
| 101-16-6250   | Copier & Duplications                 | 5,000             | 903                       | 18%               | 1,200                     |        | 0%      |
| 101-16-6300   | Insurance                             | 56,000            | 19,811                    | 35%               | 35,000                    | 22,982 | 66%     |
| 101-16-6400   | Utilities                             | 4,500             | 3,606                     | 80%               | 3,200                     | 1,334  | 42%     |
| 101-16-6440   | Telephone                             | 6,000             | 2,087                     | 35%               | 2,300                     |        | 0%      |
| 101-16-6450   | Building Operations                   | 4,000             | 3,601                     | 90%               | 1,200                     | 71     | 6%      |
| 101-16-6460   | Building & Cleaning Service           | 3,000             | 3,695                     | 123%              | 3,200                     | 525    | 16%     |
| 101-16-6470   | Maintenance & Supplies                | 400               | 13                        | 3%                | 500                       |        | 0%      |
| 101-16-7600   | Operating Contingency                 | -                 |                           | #DIV/0!           |                           |        | #DIV/0! |
|   |                                       | 167,832           | 113,126                   | 67%               | 131,296                   | 33,808 | 26%     |
| <b>Engineering Division:</b>                        |                                       |                   |                           |                   |                           |        |         |
| 101-19-7230   | Contracted Engineering Services       | 130,000           | 80,950                    | 62%               | 75,000                    | 5,365  | 7%      |
|   |                                       | 130,000           | 80,950                    | 62%               | 75,000                    | 5,365  | 7%      |
| <b>Planning, Zoning &amp; Development Division:</b> |                                       |                   |                           |                   |                           |        |         |
| 101-20-6020   | Meetings & Conferences                |                   |                           | #DIV/0!           |                           |        | #DIV/0! |
| 101-20-6120   | Postage                               | 1,000             | 427                       | 43%               | 500                       | 165    | 33%     |
| 101-20-6210   | Special Department Supplies           | 500               |                           | 0%                | 500                       |        | 0%      |
| 101-20-6240   | Environmental Filing Fees             | 500               |                           | 0%                | 500                       |        | 0%      |
| 101-20-7210   | City Planner Retainer                 | 46,800            | 46,800                    | 100%              | 46,800                    | 3,900  | 8%      |
| 101-20-7220   | Contracted Building & Safety          | 250,000           | 114,219                   | 46%               | 90,000                    | 9,665  | 11%     |
| 101-20-7240   | City Planner Special Service          | 15,000            | 13,530                    | 90%               | 15,000                    | 2,062  | 14%     |
| 101-20-7245   | General Plan update                   | -                 | 4,150                     | #DIV/0!           | -                         |        | #DIV/0! |
| 101-20-7075   | Development Code Update               | 26,000            | -                         | 0%                | -                         |        | #DIV/0! |
|   |                                       | 339,800           | 179,126                   | 53%               | 153,300                   | 15,792 | 10%     |
| <b>Parks &amp; Landscape Maintenance Division:</b>  |                                       |                   |                           |                   |                           |        |         |
| 101-21-7015   | Royal Oaks Trail Maintenance          | 10,000            | 7,515                     | 75%               | 10,000                    | 1,620  | 16%     |
| 101-21-7020   | City Hall Grounds Maintenance         | 7,000             | 3,723                     | 53%               | 7,000                     | 2,102  | 30%     |
| 101-21-7025   | Trail Maintenance                     | 10,000            | 4,356                     | 44%               | 10,000                    | 2,600  | 26%     |
| 101-21-7035   | Mt.Olive Entrance & Trail             | 12,000            | 6,681                     | 56%               | 12,000                    | 1,004  | 8%      |
| 101-21-7045   | Lemon/RO Horse Trail                  | 43,000            | 1,417                     | 3%                | 7,000                     | 373    | 5%      |
| 101-21-7060   | Street Tree Trimming                  | -                 | -                         | #DIV/0!           | -                         |        | #DIV/0! |
|   |                                       | 82,000            | 23,692                    | 29%               | 46,000                    | 7,699  | 17%     |
| <b>Public Safety Division:</b>                      |                                       |                   |                           |                   |                           |        |         |
| 101-23-6210   | Special Departmental Services         | -                 | 74                        | #DIV/0!           | -                         |        | #DIV/0! |
| 101-23-7410   | Contract Services Sheriff             | 118,522           | 118,521                   | 100%              | 125,121                   | 10,427 | 8%      |
| 101-23-7420   | City Hall Security                    | 3,500             | 2,887                     | 82%               | 3,000                     | 724    | 24%     |
| 101-23-7450   | Code Enforcement                      | 6,000             | 17,308                    | 288%              | 12,000                    | 2,136  | 18%     |
| 101-23-7757   | AED Purchase                          | -                 |                           | #DIV/0!           | -                         |        | #DIV/0! |
|   |                                       | 128,022           | 138,790                   | 108%              | 140,121                   | 13,287 | 9%      |
| <b>Emergency Preparedness Division:</b>             |                                       |                   |                           |                   |                           |        |         |
| 101-24-6010   | Seminars & Training                   |                   |                           |                   | 100                       |        | 0%      |
| 101-24-6020   | Meetings & Conferences                | 100               | 67                        | 67%               | 100                       |        | 0%      |
| 101-24-6030   | Memberships & Dues                    | 375               | 360                       | 96%               | 375                       | 360    | 96%     |
| 101-24-6100   | Events & Awards                       | 500               |                           | 0%                | 200                       |        | 0%      |
| 101-24-6470   | Maintenance & Supplies                | 5,500             | 4,856                     | 88%               | 5,500                     | 635    | 12%     |
| 101-24-6480   | Civic Center Generator                | -                 | 857                       | #DIV/0!           | 1,000                     |        | 0%      |
| 101-55-7030   | Hazard Mitigation Plan                | -                 | 8                         | #DIV/0!           | -                         |        | #DIV/0! |
| 101-24-7245   | Hazard Mitigation Plan                | 5,000             |                           | 0%                | -                         |        | #DIV/0! |
|   |                                       | 11,475            | 6,148                     | 54%               | 7,275                     | 995    | 14%     |
| <b>Animal &amp; Pest Control Division:</b>          |                                       |                   |                           |                   |                           |        |         |
| 101-25-7000   | Animal Control Services               | 18,085            | 17,653                    | 98%               | 12,971                    | 817    | 6%      |
| 101-25-7010   | Pest Control Services                 | 300               |                           | 0%                | 300                       |        | 0%      |
|   |                                       | 18,385            | 17,653                    | 96%               | 13,271                    | 817    | 6%      |

## Expenditures

| Account Description                             | 2019-20<br>Budget | 2019-20<br>YTD @ 06/30/20 |            | 2020-21<br>Budget | 2020-21<br>YTD @ 08/31/20 |            |
|---|-------------------|---------------------------|------------|-------------------|---------------------------|------------|
| <b>Intergovernmental Relations Division:</b>    |                   |                           |            |                   |                           |            |
| 101-30-6030 Memberships & Dues                  | 9,200             | 10,459                    | 114%       | 10,500            | 9,643                     | 92%        |
| <b>General Fund Totals</b>                      | <b>1,843,852</b>  | <b>1,517,817</b>          | <b>82%</b> | <b>1,166,240</b>  | <b>412,923</b>            | <b>35%</b> |
| <b>Utility Users Tax Fund:</b>                  |                   |                           |            |                   |                           |            |
| 102-15-7075 NPDES Stormwater Compliance         | 26,000            | 91,920                    | 354%       | 8,555             | 2,558                     | 30%        |
| <b>Deposits Fund:</b>                           |                   |                           |            |                   |                           |            |
| 103-00-2039 Chadwick Ranch Development          |                   | 263,530                   |            |                   | 14,630                    |            |
|   |                   | 263,530                   |            | -                 | 14,630                    |            |
| <b>Long Term Planning Fee Fund:</b>             |                   |                           |            |                   |                           |            |
| 112-20-7245 General Plan Expense                |                   | 2,800                     | #DIV/0!    | 20,000            | 5,835                     | 29%        |
| <b>Technology Fee Fund:</b>                     |                   |                           |            |                   |                           |            |
| 113-20-4500 Permit Digitizing                   | 10,000            | 14,748                    | 147%       | -                 |                           | #DIV/0!    |
| 113-20-7730 Website                             | 20,000            | 576                       | 3%         | 2,000             |                           | 0%         |
| 113-20-8120 Capital Equipment-Server & Copier   |                   | 1,257                     | #DIV/0!    | 10,000            | 934                       | 9%         |
| Misc. Technology Expenses                       |                   |                           |            | 2,000             |                           | 0%         |
|   | 30,000            | 16,581                    | 55%        | 14,000            | 934                       | 7%         |
| <b>Gas Tax Fund:</b>                            |                   |                           |            |                   |                           |            |
| 200-48-5000 Transfers Out                       | -                 |                           |            |                   |                           |            |
| 200-48-6400 Utilities-Select System             | 9,000             | 9,370                     | 104%       | 9,000             | 1,621                     | 18%        |
| 200-48-6410 Street Lights                       | 8,000             | 9,691                     | 121%       | 8,000             | 1,636                     | 20%        |
| 200-48-7000 PW Contract Services                | 3,000             | 588                       | 20%        | 1,000             |                           | 0%         |
| 200-48-7290 Street Sweeping                     | 4,000             | 4,384                     | 110%       | 4,000             | 626                       | 16%        |
| 200-48-7750 Woodlyn Lane Pavement Rehab.        |                   |                           | #DIV/0!    | -                 |                           | #DIV/0!    |
| 200-48-7755 City Wide Slurry Seal               |                   |                           | #DIV/0!    | -                 |                           | #DIV/0!    |
|   | 24,000            | 24,033                    | 100%       | 22,000            | 3,883                     | 18%        |
| <b>SB1 Gas Tax Fund:</b>                        |                   |                           |            |                   |                           |            |
| 201-48-7745 Royal Oaks North Curb Extension     | 19,000            |                           | 0%         | -                 |                           | #DIV/0!    |
| 201-48-7755 City Wide Slurry Seal               | -                 | -                         | #DIV/0!    | -                 |                           | #DIV/0!    |
|   | 19,000            | -                         | 0%         | -                 | -                         | #DIV/0!    |
| <b>Prop. A Fund:</b>                            |                   |                           |            |                   |                           |            |
| 203-00-7600 Sale of Prop. A Funds               |                   |                           |            | -                 |                           |            |
| 203-40-7625 Transit Services                    | 9,000             | 8,449                     | 94%        | 9,000             | 1,408                     | 16%        |
|   | 9,000             | 8,449                     | 94%        | 9,000             |                           | 0%         |
| <b>Prop. C Fund:</b>                            |                   |                           |            |                   |                           |            |
| 204-20-6030 Memberships & Dues                  | 900               |                           | 0%         | 900               | 378                       | 42%        |
| 204-40-7325 Transit Services                    | -                 |                           | #DIV/0!    | -                 |                           | #DIV/0!    |
| 204-48-7745 Royal Oaks North Curb Extension     | 19,000            |                           | 0%         | -                 |                           | #DIV/0!    |
| 204-48-7755 City Wide Slurry Seal               |                   |                           | #DIV/0!    |                   |                           | #DIV/0!    |
|   | 19,900            | -                         | 0%         | 900               | 378                       | 42%        |
| <b>Transportation Development Act Fund:</b>     |                   |                           |            |                   |                           |            |
| 205-48-7720 Lemon/RO Horse Trail Project        |                   |                           | #DIV/0!    | -                 |                           | #DIV/0!    |
| 205-48-7735 Royal Oaks & Mt. Olive Trail Rehab. | 5,000             | 4,768                     | 95%        | 5,000             |                           | 0%         |
| 205-00-7760 Return of Funds                     |                   |                           | #DIV/0!    | -                 |                           | #DIV/0!    |
|   | 5,000             | 4,768                     | 95%        | 5,000             | -                         | 0%         |

## Expenditures

| Account Description                                    | 2019-20<br>Budget | 2019-20<br>YTD @ 06/30/20 |            | 2020-21<br>Budget | 2020-21<br>YTD @ 08/31/20 |                |
|--|-------------------|---------------------------|------------|-------------------|---------------------------|----------------|
| <b>Sewer Fund:</b>                                     |                   |                           |            |                   |                           |                |
| 206-50-7600 Mt. Olive Drive Sewer Project              | 2,619             | 2,619                     | 100%       |                   |                           | #DIV/0!        |
| 206-50-7601 Mt. Olive Lane Sewer Project               | 705,087           | 404,275                   | 57%        | 673,396           | 206,871                   | 31%            |
| 206-50-7602 DUSD Message Board                         |                   |                           |            | 40,000            |                           | 0%             |
| 206-50-7605 Lemon Ave. Project                         | 580,000           | -                         | 0%         |                   |                           | #DIV/0!        |
| 206-50-7606 Winston Ave Project                        | 5,125             | 5,152                     | 101%       |                   |                           | #DIV/0!        |
|  | <u>1,292,831</u>  | <u>412,046</u>            | <u>32%</u> | <u>713,396</u>    | <u>206,871</u>            | <u>29%</u>     |
| <b>Recycling Grant Fund:</b>                           |                   |                           |            |                   |                           |                |
| 209-35-7300 Recycling Education                        | 5,000             | 3,182                     | 64%        | 5,000             | -                         | 0%             |
| <b>Measure R Fund:</b>                                 |                   |                           |            |                   |                           |                |
| 210-48-7755 City Wide Slurry Seal                      | -                 | 1,610                     | #DIV/0!    |                   |                           | #DIV/0!        |
| 210-48-7745 Royal Oaks North Curb Extension            | 14,000            |                           | 0%         |                   |                           | #DIV/0!        |
| 210-00-7760 Return of Funds                            |                   |                           | #DIV/0!    |                   |                           | #DIV/0!        |
|  | <u>14,000</u>     | <u>1,610</u>              | <u>12%</u> | <u>-</u>          | <u>-</u>                  | <u>#DIV/0!</u> |
| <b>Measure M Fund</b>                                  |                   |                           |            |                   |                           |                |
| 212-48-7755 Citywide Slurry Seal                       |                   | -                         | #DIV/0!    |                   |                           | #DIV/0!        |
| 212-48-7745 Royal Oaks North Curb Extension            | 27,000            |                           | 0%         |                   |                           | #DIV/0!        |
| 212-48-7756 Bridge Repair                              |                   |                           | #DIV/0!    |                   |                           | #DIV/0!        |
|  | <u>27,000</u>     | <u>-</u>                  | <u>0%</u>  | <u>-</u>          | <u>-</u>                  | <u>#DIV/0!</u> |
| <b>Measure W Fund</b>                                  |                   |                           |            |                   |                           |                |
| 213-42-7630 NPDES Stormwater Compliance                | 60,000            |                           |            | 60,000            | -                         |                |
| <b>Citizen's Option for Public Safety (COPS) Fund:</b> |                   |                           |            |                   |                           |                |
| 215-23-7410 Contract Services Sheriff                  | 100,000           | 100,000                   | 100%       | 50,000            |                           | 0%             |
| 215-23-7411 Contract CSO Services & Supplies           | 55,000            | 52,399                    | 95%        | 53,500            |                           | 0%             |
|  | <u>155,000</u>    | <u>152,399</u>            | <u>98%</u> | <u>103,500</u>    | <u>-</u>                  | <u>0%</u>      |
| <b>County Park Grant:</b>                              |                   |                           |            |                   |                           |                |
| 217-21-7650 Civic Center Park                          | 1,000             | 1,000                     | -          | 1,000             |                           | 0%             |
| <b>Fire Safe Grant 14-USFS-SFA-0053:</b>               |                   |                           |            |                   |                           |                |
| 219-21-7761 Community Wildfire Protection Plan         | 72,000            | 4,546                     |            | 50,000            | 173                       | 0%             |
| <b>Covid-19 Fund:</b>                                  |                   |                           |            |                   |                           |                |
| 220-00-6215 COVID 19 Expenses                          |                   |                           |            |                   | 2,675                     |                |
| <b>Total Expenditures</b>                              | <u>3,603,583</u>  | <u>2,504,681</u>          | <u>70%</u> | <u>2,178,591</u>  | <u>648,185</u>            | <u>30%</u>     |



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

## City of Bradbury Agenda Memo

TO: Honorable Mayor and Members of the City Council

FROM: Kevin Kearney, City Manager

DATE: October 20, 2020

**SUBJECT: DISCUSSION ON SPENDING RESTRICTED ROAD FUNDING**

ATTACHMENTS: 1. Bradbury Road Widening Cost Estimate Worksheet  
2. RO Drive North Curb Extension Cost Estimate Worksheet  
3. Lemon Avenue Street Curb Replacement Cost Estimate Worksheet

---

### SUMMARY

During the September meeting, the City Council adopted a resolution, which marked a placeholder project for SB1 funding. During this meeting, the City Council also requested additional information on three (3) potential projects since the City currently has \$162,955 in restricted road funding to spend on road improvements. These projects are the Bradbury Road Widening, Royal Oaks Drive North Curb Extension, and Lemon Avenue Street Curb Replacement.

It is recommended that the City Council direct Staff on how to proceed with spending the City's restricted road funding.

### DISCUSSION

The below chart demonstrates how much the City receives on a yearly basis in restricted funding for streets and how much is currently in the accounts:

| <b>Restricted Funds:</b>  | <b>Approx. Yearly Allocations</b> | <b>Current Amounts</b> |
|---------------------------|-----------------------------------|------------------------|
| Fund 200 - Gas Tax Fund   | 23,700                            | 2,390                  |
| Fund 201 - SB1 Fund       | 13,500                            | 38,658                 |
| Fund 208 - STPL Fund      | ----                              | 1,031                  |
| Fund 210 - Measure R Fund | 16,372                            | 71,014                 |
| Fund 212 - Measure M Fund | 16,305                            | 49,862                 |
| <b>TOTALS</b>             | <b>90,690</b>                     | <b>162,955</b>         |

During the September meeting, the City Council directed Staff to return with additional information on three (3) projects, which include the Bradbury Road Widening (attachment #1), Royal Oaks Drive North Curb Extension (attachment #2), and the Lemon Avenue Street Curb Replacement (attachment #3). The below are the costs on each associated project:

- Bradbury Road Widening \$378,321.25
- Royal Oaks Drive North Curb Extension \$81,600.00
- Lemon Avenue Street Curb Replacement \$42,594.00

Regulations call for only a 3-year limit in holding funds, but do allow for an exception if an eligible project is reviewed and approved in advance. Meaning, as long as there is a designated approved project, regulations do allow for saving/banking for extended periods of time.

**FINANCIAL ANALYSIS**

The City receives approximately \$90,690 every year from various restricted funding sources. There is currently a balance of \$162,955 in the City’s accounts, and the City Council does have the option to spend it on road improvement projects. Regulations do allow for the City to save money for additional years, should there be a desire to fund a project or projects that exceed the current amounts.

**STAFF RECOMMENDATION**

It is recommended that the City Council direct Staff on how to proceed with spending the City’s restricted road funding, which currently totals \$162,955.

# **ATTACHMENT # 1**



RKA  
CONSULTING GROUP  
398 Lemon Creek Drive · Suite E  
Walnut, California 91789

(909) 594-9702 - (626) 331-8323  
Fax: (909) 594-2658

**COST ESTIMATE  
WORK SHEET**

|                     |                   |  |  |  |                 |
|---------------------|-------------------|--|--|--|-----------------|
| PROJ. NO.<br>393017 | DATE<br>9/25/2020 |  |  |  | SHEET<br>1 of 1 |
|---------------------|-------------------|--|--|--|-----------------|

PROJECT TITLE  
**BRADBURY ROAD WIDENING**

LOCATION  
**BRADBURY ROAD FROM WINDING OAK LANE TO OAKLEAF AVENUE**

OWNER  
**CITY OF BRADBURY**

ESTIMATED BY \_\_\_\_\_ DGG CHECKED BY \_\_\_\_\_ APPROVED BY \_\_\_\_\_ DGG

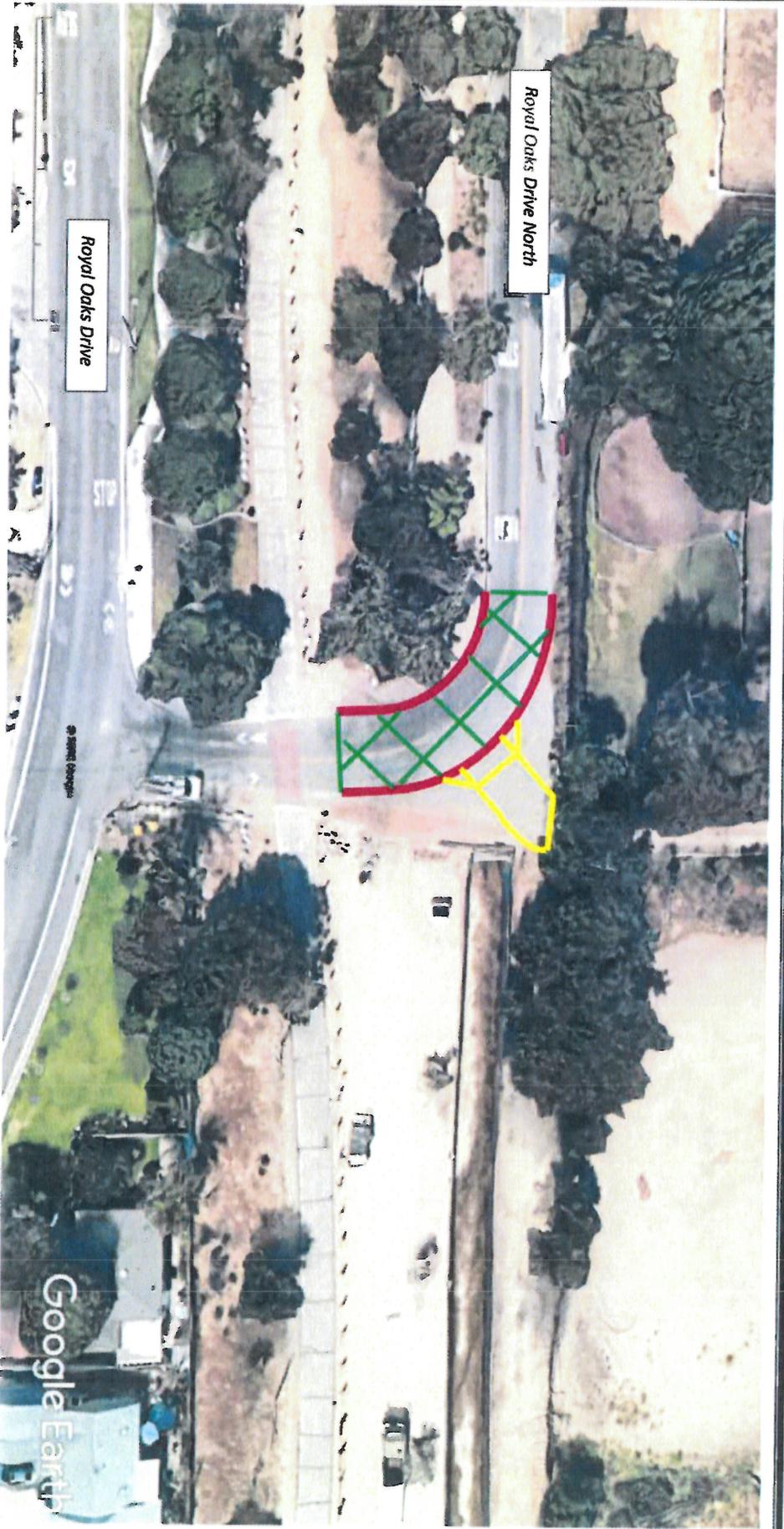
| ITEM NO.                       | DESCRIPTION                                      | TOTAL QUANTITY | UNIT | UNIT PRICE  | DOVETAIL | CITY PORTION | ESTIMATED AMOUNT |
|--------------------------------|--|----------------|------|-------------|----------|--------------|------------------|
| 1                              | Clearing and Grubbing, Mobilization (BMP, SWPPP) | 1              | L.S. | \$ 7,500.00 | 0.10     | 0.90         | \$ 7,500.00      |
| 2                              | Traffic Control                                  | 1              | L.S. | \$ 7,500.00 | 0.10     | 0.90         | \$ 7,500.00      |
| 3                              | Unclassified Excavation (export)                 | 660            | C.Y. | \$ 30.00    | 0.00     | 660.00       | \$ 19,800.00     |
| 4                              | Cold Mill 4" AC Pavement                         | 12,500         | S.F. | \$ 0.60     | 1,250.00 | 11,250.00    | \$ 6,750.00      |
| 5                              | Asphalt Concrete Pavement (4" thick)             | 320            | TON  | \$ 90.00    | 32.00    | 288.00       | \$ 26,920.00     |
| 6                              | Class II Base (4" thick)                         | 275            | TON  | \$ 45.00    | 27.50    | 247.50       | \$ 11,137.50     |
| 7                              | Tree Removal                                     | 17             | EA.  | \$ 2,500.00 | 4.00     | 13.00        | \$ 32,500.00     |
| 8                              | Retaining Wall Per SPPWC Std. Plan 613-3, Type 4 | 2,375          | SF   | \$ 50.00    | 0.00     | 2,375.00     | \$ 118,750.00    |
| 9                              | Retaining Wall Reinforced Concrete Footing       | 95             | C.Y. | \$ 450.00   | 0.00     | 95.00        | \$ 42,750.00     |
| 10                             | Portland Cement Concrete Curb & Gutter(H=6")     | 1,100          | L.F. | \$ 25.00    | 115.00   | 985.00       | \$ 24,625.00     |
| 11                             | Signling & Striping                              | 1              | LS   | \$ 5,000.00 | 0.10     | 0.90         | \$ 4,500.00      |
| 12                             | One-foot wide v-gutter                           | 300            | L.F. | \$ 30.00    | 0.00     | 300.00       | \$ 9,000.00      |
| <b>SUB-TOTAL</b>               |  |                |      |             |          |              | \$ 309,232.50    |
| <b>15% CONTINGENCY</b>         |  |                |      |             |          |              | \$ 46,384.88     |
| <b>ENGINEERING</b>             |  |                |      |             |          |              | \$ 13,500.00     |
| <b>CONSTRUCTION MANAGEMENT</b> |  |                |      |             |          |              | \$ 13,500.00     |
| <b>TOTAL</b>                   |  |                |      |             |          |              | \$ 355,617.38    |





# **ATTACHMENT # 2**





**LOCATION MAP**

**ROYAL OAKS DRIVE NORTH CURB EXTENSION PROJECT**

# **ATTACHMENT # 3**

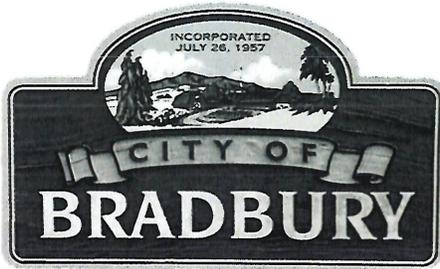




Denotes Proposed Curb and Gutter



**LOCATION MAP**  
**LEMON STREET CURB PROJECT**



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

## City of Bradbury Agenda Memo

TO: Honorable Mayor and Members of the City Council

FROM: Kevin Kearney, City Manager

DATE: October 20, 2020

SUBJECT: **DISCUSSION ON ID CARDS FOR THE PUBLIC SAFETY COMMITTEE**

---

### SUMMARY

It is recommended that the City Council discuss ID cards for Public Safety Committee members. If there is a desire for ID cards for the PSC, Staff could return with a policy regulating usage.

### DISCUSSION

The Public Safety Committee, during their meeting on October 8, 2020, had a discussion on City issued Identification Cards for Public Safety Committee (PSC) members. The argument is that PSC members would benefit from having identification for a few reasons. For example, identification would be beneficial if PSC members were going door-to-door to try and have neighbors sign up for the City's emergency notification system. Additionally, since many of the PSC members are CERT certified and have additional training than the average resident, another benefit of having identification is that PSC members might be able to have greater access in emergencies to certain areas or assist emergency responders with certain responsibilities since they would be able to demonstrate that they are more than just regular residents.

Should the City Council desire to provide City issued ID cards to Public Safety Committee members, Staff could return with a policy regulating usage of the ID cards.

### FINANCIAL ANALYSIS

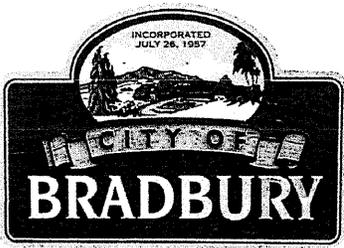
FOR CITY COUNCIL AGENDA 10-20

AGENDA ITEM # 3

Issuing City ID cards would not pose a significant financial impact to the City. The issuance of cards would cost approximately \$12-\$20 for each card.

**STAFF RECOMMENDATION**

It is recommended that the City Council discuss ID cards for Public Safety Committee members. If there is a desire for ID cards for PSC, Staff could return with a policy regulating usage.



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

## City of Bradbury Agenda Memo

TO: Honorable Mayor and Members of the City Council

FROM: Kevin Kearney, City Manager

DATE: October 20, 2020

SUBJECT: **Discussion on Use of CalRecycle Funds**

ATTACHMENTS: 1. Request for Grant Proposals

---

### **SUMMARY**

The City currently has a surplus of \$11,356 in restricted CalRecycle funds. In the past, there have been challenges expending these monies, as funds are restricted and may only be utilized to support activities related to container recycling and litter abatement. During Fiscal Year 2019-20, the City Council approved to move forward with a grant program that would facilitate the expenditure of the City's surplus CalRecycle funds.

It is recommended that the City Council consider a similar grant program to expend the current surplus funds. Should the City Council desire to move forward with the grant program, Staff recommends that the City Council review and approve the attached draft Request for Grant Proposal, and direct Staff to move forward with soliciting grant proposals.

### **BACKGROUND**

The California Beverage Container Recycling and Litter Reduction Act provides funding to cities and counties for beverage container recycling programs. The funding source is the California Redemption Value (CRV) premium that is paid when consumers purchase beverages in glass bottles, cans, and plastic containers. Funding is distributed on an annual basis based on a per capita formula. Bradbury is entitled to receive \$5,000 each year, and receiving the funds is as simple as completing an online form. Currently, the City has a surplus of these restricted funds in the amount of \$11,356.

CalRecycle funds are restricted to the following eligible activities:

- New or existing curbside recycling programs
- Neighborhood drop-off recycling programs
- Public education promoting beverage container recycling
- Litter prevention and cleanup where the waste stream includes beverage containers that will be recycled
- Cooperative regional efforts with two or more cities or counties, or both
- Other beverage container recycling programs
- Supporting AB 341 Mandatory Commercial Recycling requirements:
  - Infrastructure for businesses to recycle beverage containers
  - Support for new or existing beverage container recycling programs for multi-family residential dwellings
  - Public education and outreach that includes a beverage container recycling component.

In the past, the City has experienced difficulty expending CalRecycle funds. As a result, the City partnered with the City of Duarte in sponsoring their Earth Day event and with the City of Azusa in sponsoring Discover Club, a pilot environmental program. The benefits of partnering with a local agency is that it allows the City to provide funds in an appropriate way without having to return them to the State. The City also receives credits toward compliance for community education credits.

### **ANALYSIS**

During Fiscal Year 2019-20, the City Council approved to move forward with a grant program through the City to expend a surplus of CalRecycle funds; therefore, Staff released a Request of Grant Proposals to solicit projects from neighboring cities, educational institutions, and non-profit organizations.

In order to promote this 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 Boys Scouts and Girl Scouts in the surrounding cities, and YMCA in Monrovia were included in the outreach process. As a result of these efforts, the City Council awarded an amount of \$2,500 to the City of Azusa, \$2,500 to the City of Duarte, and \$2,500 to the City of Monrovia.

The City currently has a surplus amount of \$11,356. If the funds are not expended, the City is required to pay back the unused CalRecycle funds. Staff recommends that the City Council once again consider a grant program through the City to assist in expending the surplus monies.

Should the City Council desire to move forward with the suggested grant proposal, Staff crafted a grant proposal with the following details (Attachment 1):

- Circulation date of October 26, 2020 with a deadline of December 22, 2020 (open a total of three months).
- A Council decision on award of funds during the January 2020 City Council meeting (Tuesday, January 19, 2020).
- Eligibility to surrounding cities, educational institutes, and nonprofits located in the cities of Arcadia, Bradbury, Duarte, and Monrovia.
- A clause to expend funds within six (6) months of issuance.
- A part of the application package, a description on how the City of Bradbury will be incorporated as part of the project.

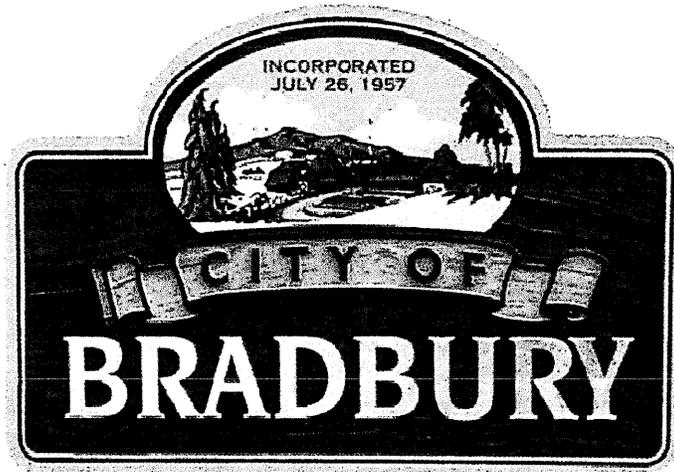
### **FINANCIAL REVIEW**

Each year, the City of Bradbury receives \$5,000 from CalRecycle. These are restricted funds and cannot be used for General Fund purposes. The City has had difficulties in the past expending all monies received, which has resulted in a surplus of \$11,356. Establishing the proposed grant program would assist in expending these surplus monies but would not have an impact to the City's general fund budget.

### **STAFF RECOMMENDATION**

It is recommended that the City Council consider a grant program to expend the current surplus. Should the City Council desire to move forward with the grant program, Staff recommends that the City Council review and approve the attached Request for Grant Proposal, and direct Staff to move forward with soliciting grant proposals.

# **ATTACHMENT # 1**



## **Request for Grant Proposals**

**for**

## **BEVERAGE CONTAINER RECYCLING GRANT FUNDS**

Circulation Date:

Monday, October 26, 2020

Proposal Submission Deadline:

Tuesday, December 22, 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 19, 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 [kkearney@cityofbradbury.org](mailto:kkearney@cityofbradbury.org) or by mail to:

City of Bradbury  
ATTN: Kevin Kearney  
600 Winston Avenue  
Bradbury, CA 91008

City of Bradbury – Request for Grant Proposals  
Beverage Container Recycling

Proposals must be submitted by Friday, December 22, 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 detailed 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](http://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: Kevin Kearney  
600 Winston Avenue  
Bradbury, CA 91008  
Phone: (626) 358-3218  
FAX (626) 303-5154

### **CONTRACT COMMENCEMENT AND COMPLETION**

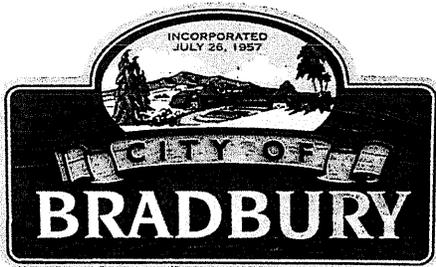
The selected organization may be required to enter into an Agreement with the City for the project.

### **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 **2017-18**



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

## City of Bradbury Agenda Memo

TO: Honorable Mayor and Members of the City Council

FROM: Kevin Kearney, City Manager

DATE: October 20, 2020

SUBJECT: **RESOLUTION NO. 20-20 IN SUPPORT OF THE CALIFORNIA CITIZENS FOR LOCAL CONTROL**

ATTACHMENTS: 1. Proposed Resolution No. 20-20  
2. Coalition Introductory Email  
3. Mission Statement: California Citizen for Local Control

---

### **SUMMARY**

Staff recommends the City Council adopt Resolution No. 20-20 expressing support for the California Citizens for Local Control (Attachment #1).

### **DISCUSSION**

On September 3, 2020, each City Councilmember in Bradbury received an email from Councilmember Mike Griffiths (Torrance). Councilmember Griffiths shared a resolution recently passed in the City of Lawndale, which expressed the City of Lawndale's opposition for recent regulations that limited their zoning authority and expressed support for local control.

Staff recently chatted with Councilmember Griffiths. The primary purpose of forming this coalition at this moment is to send a message to State and external stakeholders that there is a growing movement with cities that express greater support for local control over housing and zoning issues. There is no cost to join the coalition.

To date, there have been a number of cities that has passed resolutions in support of the California Citizens for Local Control coalition. These cities include Torrance, Hidden Hills, Manhattan Beach, Rancho Palos Verdes, Lawndale, Rolling Hills Estates, Lomita, El

Segundo, Palos Verdes Estates, Hawthorne, Rolling Hills, Beverly Hills, Glendora, Brawley, Parlier, Buellton, and Big Bear Lake.

### **FINANCIAL ANALYSIS**

There is no immediate, direct fiscal impact to the City by passing Resolution No. 20-20. The longer time impact of state legislation which weakens local control as related to zoning and housing issues would need to be evaluated on a case-by-case basis.

### **STAFF RECOMMENDATION**

Staff recommends the City Council adopt Resolution No. 20-20 expressing support for the California Citizens for Local Control (Attachment #1).

# **ATTACHMENT # 1**

**RESOLUTION NO. 20-20**

**A RESOLUTION FOR THE CITY COUNCIL  
OF THE CITY OF BRADBURY, CALIFORNIA  
IN SUPPORT OF THE CALIFORNIA CITIZENS FOR LOCAL CONTROL**

WHEREAS, the legislature of the State of California has proposed a number of bills addressing a range of housing issues; and

WHEREAS, the majority of these bills usurp the authority of local jurisdictions to determine for themselves the land use policies and practices that best suit their cities and residents and instead impose mandates that do not take into account the needs and differences throughout the State, as well as imposing unfunded mandates and jurisdictions for actions that are not in their best interests; and

WHEREAS, for example, the ability of jurisdictions to determine for themselves which projects require review beyond a ministerial approval, what parking requirements are appropriate for various locales within their jurisdiction, what plans and programs are suitable and practical for each community rather than having these decisions imposed upon cities without regard to the circumstances of each individual city is a matter of great import for the City of Bradbury; and

WHEREAS, the City Council of the City of Bradbury feels strongly that our local government is best able to assess the needs of our community and objects to the proliferation of State legislation that deprives us of that ability; and

WHEREAS, the California Citizens for Local Control feels strongly that our local government is best able to assess the needs of our community and objects to the proliferation of State legislation that deprives us of that ability; and

WHEREAS, the California Citizens for Local Control is a volunteer organization whose mission is to spread awareness and enlist support to ensure that cities can continue to manage their own land use and zoning issues.

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

SECTION 1. That the City Council registers its equally strong opposition to the current practice of the State legislature of proposing and passing multitudes of bills that directly impact and interfere with the ability of cities to control their own destiny through use of zoning authority that has been granted to them; and

SECTION 2. That the City Council declares that, should the State continue to pass legislation that attacks local municipal authority, control, and revenue the City of Bradbury will support actions such as a ballot measure that would limit the State's ability to control local activities and strengthen local democracy and authority; and

SECTION 3. That the City Council states its support of the California Citizens for Local Control volunteer organization and its efforts for protecting local control for cities.

SECTION 4. This resolution shall take effect as of the date of its passage and adoption.

PASSED, APPROVED AND ADOPTED This 20<sup>th</sup> Day of October, 2020.

\_\_\_\_\_  
Mayor – City of Bradbury

ATTEST \_\_\_\_\_

“I, Claudia Saldana, City Clerk hereby certify that the foregoing Resolution, being Resolution No. 20-20, was duly adopted by the City Council of the City of Bradbury, California, at a regular meeting held on the 20<sup>th</sup> day of October 2020 by the following roll call vote.”

AYES:

NOES:

ABSENT:

\_\_\_\_\_  
City Clerk – City of Bradbury

# **ATTACHMENT # 2**

## Kevin Kearney

---

**From:** Torrance Councilmember Mike Griffiths <localcontrolca@gmail.com>

**Sent:** Thursday, September 3, 2020 2:57 AM

**To:** Dick Hale <dick.hale@cityofbradbury.org>; Monte Lewis <monte.lewis@cityofbradbury.org>; Rick Barakat <rick.barakat@cityofbradbury.org>; Bruce Lathrop <bruce.lathrop@cityofbradbury.org>; Elizabeth Bruny <ebruny@cityofbradbury.org>

**Subject:** The Death of Local Control ?



Attention Fellow City Leader:

Are you tired of the continuing attempts by our State to take over the decision-making that was once *our* responsibility?

Do you agree that local leaders know better how to manage their Cities than State legislators?

We are rapidly losing the **local control** that the State Constitution intended Cities to have, and this is why and how we have organized to fight back.

Like many other local leaders with whom I have spoken, **I have had enough!** While individual Cities can't fight this takeover alone, we believe we'd have far greater power and leverage by joining with one another. Through the efforts of a team of volunteers, we are reaching out to all the Elected Officials in all the Cities in California to join a coalition we call "**California Cities for Local Control**".

**Please join us NOW!** If you want to fight these attacks on OUR local control:

1. Reply to this email by stating "**YES, I add my name to the fight for Local Control**".
2. **Pass a Resolution** stating your strong support for retaining local control of your community (see below). Join the rapidly growing list of Cities who have already!
3. Email me back a copy of the signed resolution once passed.

TOGETHER, we can make a difference. There is no cost to join with us. We want your name on our list and your approved resolution to present to our State Legislators and other groups to let them know the scope of our disapproval. Please continue to oppose the individual bills that you feel go too far, and let your local State representatives know. But UNITE with us TODAY!

Attached is a copy of the *California Cities For Local Control* Mission Statement, as well as the Resolution For Local Control from the City of Lawndale, which you may use as a template and modify as you see fit.

Thank you for your consideration for helping to bring self-determination back to our Cities. As our coalition continues to grow, we will communicate further.

Mike Griffiths  
Councilmember  
City of Torrance

# **ATTACHMENT # 3**

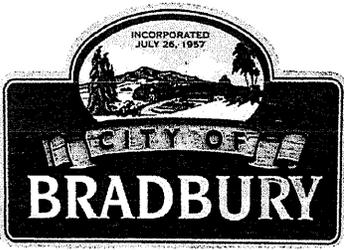
**Mission Statement**  
**California Citizens FOR Local Control**  
**Volunteer Organization**

Our mission is to spread awareness and enlist support to ensure that Cities can continue to manage their own land use and zoning issues. We must not allow the State Legislature to mandate changes to our Cities that will remove local control and be detrimental to our communities.

We do this by reaching out to California City Elected Officials to educate and enlist them to our cause. Our activities include, but are not limited to, signing onto petitions, having Cities pass resolutions in support of our efforts, and seeking out allies for possible legal action against the State and/or to promote efforts for a ballot initiative to legislate the desired results.

With this alliance of City Elected Officials working together as one, we stand a better chance of having our message resonate loud and clear to all groups that proclaim to support us.

**WE WILL NOT STAND FOR THIS LOSS OF LOCAL CONTROL AND UNFUNDED MANDATES** being imposed upon us by our State.



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

## City of Bradbury Agenda Memo

TO: Honorable Mayor and Members of the City Council

FROM: Kevin Kearney, City Manager

DATE: October 20, 2020

SUBJECT: **DISCUSSION ON SPENDING EXCESS COVID-19 FUNDS**

ATTACHMENTS: 1. Cononavirus Relief Funds PPT: Requirements & Overview  
2. Responses from Union Station, Foothill Unity Center & Friends In Deed

---

### **SUMMARY**

The City of Bradbury has approximately \$40,000 in unspent COVID-19 restricted grant funds. Staff desires that the State end the program for Bradbury at the end of December, instead of on October 30<sup>th</sup>. However, Staff may not know that decision until October 23<sup>rd</sup>. If the grant program ends in October, Bradbury could either donate the remaining funds or return it to the State.

It is recommended that the City Council direct Staff on how to best expend the remaining \$40,000 if the State decides to terminate the grant program in October.

### **BACKGROUND**

The recent federal CARES Act established the \$150 billion Coronavirus Relief Fund (CRF). Through the CRF, the CARES Act provides for payments to State, Local, and Tribal governments navigating the impact of COVID-19 outbreak.

The CARES Act requires that the payments from the CRF only be used to cover expenses that –

1. are necessary expenditures incurred due to the public health emergency respect to COVID-19; and
2. were not accounted for in the budget most recently approved as part of Fiscal Year 20/21.

Funds dispensed to municipalities were based on population, with a minimum of \$50,000 being delegated to every city, and the CARES Act allows for expenditures in 6 different categories (Attachment #1):

1. Medical Expenses;
2. Public Health Expenses;
3. Substantially Dedicated Payroll Expenses;
4. Complying with Public Health Measures and Mitigating Effects of COVID-19;
5. Economic Support, and
6. Other

## **ANALYSIS**

Based on Bradbury's population, the City received \$50,000 in COVID-19 funding. To date, the City has spent approximately \$10,000. Some of these expenses include purchasing cleaning supplies and face masks. Funds were also used to support ZOOM capabilities and other needed technological expenses to support remote meetings. The City's A/C unit was cleaned and upgraded for further germ defense and air purifiers were purchased.

The City has a remaining balance of \$40,000 that have not yet been spent. The current predicament is that the regulators are in the process of determining if the grant program for Bradbury and other cities should terminate by the end of October or the end of December. This determined deadline is dependent upon individual city reporting of their expenses and anticipated use of non-expended funds. Regulations state that funds not used after the established deadline must be returned. The State's decision to end the grant and have cities return funds by October 30<sup>th</sup> will be decided no later than October 23<sup>rd</sup>. Bradbury Staff's priority is for the deadline to be extended until December, especially since the priority has always been for funds to be spent to cover COVID related expenditures at City Hall.

If the State decides to end Bradbury's grant program by October 30<sup>th</sup>, Staff recommends that funds be allocated to another organization for their usage instead of it being returned to the State. Regulations allow for granting funds to another organization/agency, providing that it meets their expenditure requirements. Should the City Council agree to grant funds, there are a few options to consider:

The City Council could decide to allocate funding to the three (3) organizations that the City currently donates to for homelessness. These organizations include Union Station, Foothill Unity Center, and Friends in Deed. Staff reached out to all three (3) organizations, and Attachment # 2 includes their acceptable COVID-19 expense responses. In summary:

- **Union Station** – sheltering, health needs, increased cleaning, Personal Protective Equipment (PPE), cleaning supplies, and their meal delivery program.
- **Foothill Unity Center** – food distribution and meal delivery. Hygiene kits and housing.
- **Friends in Deed** – their Food Pantry continues to grow in numbers due to the COVID crisis. Funds would go to ensuring people are getting enough healthy and fresh food.

The City Council could also decide to donate the funds to surrounding agencies too. This includes the Cities of Duarte, Monrovia and/or the Duarte Unified School District. Bigger organizations are needing to purchase large amounts of PPE and have expenses with technological upgrades to support staff working remotely. Additionally, public safety (such as police & fire) are pretty simple ways to expend funding, since law enforcement and fire easily fit into the State's six expenditure categories.

If the City Council approves allocating funds to another organization, Bradbury Staff will be obtaining official letters from the receiving organization with an outline of how the organization plans on spending the money in relation to the State's approved COVID-19 expenditure categories. This ensures that Bradbury is in compliance with the grant funding regulations and removes liability from the City.

### **STAFF RECOMMENDATION**

It is recommended that the City Council direct Staff on how to best expend the remaining \$40,000 if the State decides to terminate the grant program in October.

# **ATTACHMENT # 1**

## CARES Act Requirements

- Necessary expenditures incurred due to the COVID-19 public health emergency.
  - Direct response
  - Second order effects such as economic support
- Not accounted for in the most recently approved budget, except COVID-related supplemental appropriations or budget adjustments
- Expenses incurred between March 1, 2020 and December 30, 2020.

3

## CARES Act Limitations

- Funds cannot be used to backfill lost revenue
- Cannot be used as non-federal share of Medicaid
- Payroll or benefits for employee duties not “substantially dedicated”
- Workforce bonuses
- Damages covered by insurance
- Assistance to owners to pay property taxes
- Items disallowed in US Treasury FAQs
  - Continue to receive updates (Last one 7/8/20)

4

## Coronavirus Relief Funds

CARES Act Requirements and Treasury Guidance  
Finance Process Overview



## Objectives

- Overview of Federal CARES Act Requirements for Coronavirus Relief Funds (CRF)
- Certification and Allocation Timelines
- Eligible Expenditures - US Treasury Guidance
- Compliance with State Public Health Requirements
- Reporting and Records Retention
- Questions and Answers

2

## Six Expenditure Categories

### 2 - Public Health Expenses

- Communication/enforcement-public health orders
- Acquisition and distribution of medical and protective supplies (PPE/cleaning supplies) for various public health and safety staff
- Disinfection of public areas and other facilities
- Technical assistance on mitigation
- Public safety measures in response to COVID-19
- Quarantining individuals

7

## State Responsibilities for CRF

- As the direct recipient of CRF, any disallowances will initially be recouped from the State
- Required to gather information and report to the federal government on use of funds
- Required to perform subrecipient monitoring, including audits
- Certification, reporting, and Control Section 11.90 established to share that risk with local government and other recipients of CRF and comply with these federal requirements

5

## Six Expenditure Categories

### 3 - Substantially Dedicated Payroll Expenses

- Includes: public safety, public health, health care, human services, and similar employees
- Public health and public safety are presumed to be “substantially dedicated”
- Provide ready funding to address unforeseen financial needs and risks created by COVID-19
- For employees in these area “administrative convenience” that underlying assumption that they are all deemed “substantially dedicated”

8

## Six Expenditure Categories

### 1 - Medical Expenses

- Treatment of COVID-19 and related expenses in public hospitals or clinics
- Temporary medical facilities
- Testing, including serological/anti-body testing
- Emergency medical response, including emergency medical transportation
- Establishing and operating public telemedicine capabilities

6

## Substantially Dedicated

### Examples at the state level:

- Staff stopped our program reviews to track federal funds related to COVID-19.
- Staff who could not telework were redeployed to help with UI program and set up for medical surge
- Staff at all state agencies being trained and redirected to support contact tracing
- IT staff that were directed to support COVID-19 tracking, reporting, and new online services previously requiring in person visits

11

## Substantially Dedicated

### Let's explore this a bit more:

- Less documentation of the work being performed if public health and public safety staff
- CARES Act does not allow backfill of lost revenue – the “administrative convenience” provides a tool to assume that these staff could be paid for by the CRF, potentially freeing up general purpose funds (or offsetting lower receipts)
- Full payroll and benefits can be paid by CRF

9

## Six Expenditure Categories

### 4 – Comply with Public Health Measures and Mitigate the Effects of COVID-19:

- Food delivery to seniors and vulnerable populations
- Telework capabilities for public employees
- Providing paid sick, paid family and medical leave to public employees
- Maintaining county jails such as sanitation and improvement of social distancing measures
- Caring for homeless

12

## Substantially Dedicated

### Let's explore this a bit more – other staff:

- This can also include staff that were “repurposed” to previously “unbudgeted” function instead of laid off
- Could include overtime if those additional hours are outside normal/historical duties
- There is no percent threshold – some discretion, with appropriate documentation, like time keeping system or rationale for change in duties/functions
- Can use the CRF to other funds that may have incurred the initial expense

10

## Costs Incurred (3/1 – 12/30/20)

- Initial guidance required funds to be “spent” by December 30, 2020 (not just obligated)
- Recent revision (6/30/2020) allows for a liquidation period (generally 90 days)
  - Performance/delivery **must** be during the covered period
  - Bulk purchases can be used beyond December if portion is used during the covered period
  - Recognizes supply chain disruptions may result in delays beyond recipient’s control
- Grants and loans must be during this window

15

## Six Expenditure Categories

### 5 – Economic Support

- Grants to small businesses for costs of business interruption
- Grant or financial assistance – payment of overdue rent/mortgage to avoid eviction or funeral expense
- Payroll support program
- Unemployment insurance (UI) costs if those costs are not reimbursed by federal government – generally applies to local governments using “reimbursement method” to finance UI

13

## Unspent Funds

- Unspent funds must be returned to the US Treasury
- Subrecipients are also bound by this requirement – that means all expenses must be incurred during the covered period
- An obligation or award is not considered spent
- The direct recipient of the funds (state) is ultimately responsible for compliance with this limitation on the use of the funds
- Unspent funds may be reallocated by the state – based on September 1 expenditure reports

16

## Six Expenditure Categories

### 6 – Other

- Any other COVID-19 expenses “reasonably necessary” to the function of government that satisfies the broader eligibility criteria:
  - Hazard pay and overtime if substantially dedicated
  - Increased workers compensation costs due to COVID
  - Leases renewed solely to respond to COVID-19
  - Public health emergency recovery planning
  - Support for private hospitals (grant/short-term loan)
  - Enrollment in government benefit programs

14

## Process and Timeline

### Adherence to Public Health Orders

- Monthly attestation for GF backfill of realigned programs will be used for compliance determination
- Finance will coordinate with CDPH and CalOES to verify county compliance
- State may withhold (and redirect) funds if not in compliance
- State officials will collaborate with local leaders to encourage compliance
- No county ordinances or resolutions inconsistent with state's stay-at-home orders

19

## Stafford Act – Match for FEMA

- Most recent Treasury guidance notes that CRF may be used to meet the non-federal Stafford Act match
- Applicants for FEMA Public Assistance (PA) have flexibility to determine the federal fund source that best meets response needs
- FEMA may decide to not pay for certain costs and may direct entities to another agency/fund source
- FEMA has determined that contract tracing is more appropriately paid from either CRF or CDC funding.
- Coordinate closely with CalOES to use CRF as a PA match – both CRF and FEMA eligibility must be met

17

## Process and Timeline

### Public Health Conditions – Counties Must Meet

- Meeting current requirements for county variance:
  - At least 15 staff per 100,000 people trained and available for contract tracing
  - Ability to isolate positive cases (quarantine contacts)
  - Ability to shelter at least 15 percent of residents who are experiencing homelessness
  - Ability to test 1.5 per 1,000 residents daily
- Testing sites close to where most residents live
- Evidence of a plan to contain the virus

20

## Process and Timeline (CS11.90)

- All counties completed certification by 7/10/20
  - Use funds consistent with federal CARES Act
  - Adhere to state EOs and California Department of Public Health orders, directives, and guidance
  - Report on expenditures and summarize regional collaboration and non-duplication of efforts by September 1, 2020
  - Return unspent funds by October 30, 2020 unless extended by Finance based on reported expenditures
  - Repay any costs disallowed after federal review
  - Retain records (5 years) to support reported expenditures and participate in state and federal audits

18

## Reporting Process

- Report to the State by September 1, 2020 per CS11.90
- Will cover expenditures from March 1, 2020 through June 30, 2020 – assuming CRF will reimburse
  - Will need this for detailed federal report due 9/21
- Also report expended or obligated since July 1
- Project expenditures through December 30, 2020
  - Demonstrate a realistic plan for spending by the end of the year to avoid reallocation
- Majority of funds expected to be spent early on
- Summary: regional collaboration/unduplicated costs

23

## Reporting Process

- State (other direct recipients) must report on CRF expenditures between March 1 and June 30, 2020
- For the interim report (due July 17) the state would report on amount identified for local governments

| Category of spending  | Amount        |
|---|---------------|
| Transferred to other governments  | \$0.00        |
| Payroll for public health and safety employees                            | \$0.00        |
| Budgeted personnel and services diverted to a substantially different use | \$0.00        |
| Improvements to telework capabilities of public employees                 | \$0.00        |
| Medical expenses  | \$0.00        |
| Public health expenses  | \$0.00        |
| Distance learning   | \$0.00        |
| Economic support  | \$0.00        |
| Expenses associated with the issuance of tax anticipation notes           | \$0.00        |
| All items not listed above  | \$0.00        |
| <b>Total</b>  | <b>\$0.00</b> |

24

## Process and Timeline

### Public Health Conditions – Counties Must Meet

- Actively participate in County Data Monitoring Program:
  - Currently required commitment to participate
  - Undertaking efforts advised by the state if on the County Data Monitoring List
    - Source of disease transmission
    - Action plan and timelines
- Ready to reinstitute non-pharmaceutical interventions [NPIs] (e.g. closure of indoor spaces) as needed

21

## Process and Timeline

- Initial Payment – 1/6 of overall amount (\$215 M)
  - Prepare schedule and notification this week
  - Given size of payment both the Controller and Treasurer have been notified to speed up processing
- Controller should allocate in 10-14 days
- Additional 1/6 of overall amount to counties that remain in compliance on August 1 and September 1
- Balance of Funds (\$650M) will be paid after report and summary from counties in compliance with health orders and federal laws – likely before October 1

22

## Other CRF Information

- CFDA Number: 21.019
- Funds can be in interest bearing accounts; interest proceeds must be used for same purposes
- Assets purchased may be retained (e.g. homeless)
- Funds are subject to the Single Audit Act
- Must follow Uniform Guidance regarding subrecipient monitoring
- Funds may be used to cover expense related to audit conducted under the Single Audit Act
- Competitive bidding is not required

27

## Quarterly Reporting Process

- By September 21, 2020 state must submit detailed quarterly report (3/1/20 – 6/30/20)
- Next quarterly report (7/1/20 – 9/30/20) due to federal government by October 13, 2020
- Current guidance requires reporting on funds expended or obligated for each project or activity
- Detailed list (Name/Description) projects/activities
- Detailed list of loans issued; contracts and grants awarded; transfers to other government entities; and direct payments made by recipient over \$50K

25

## Questions/Follow-Up

Local Government Unit:

[CRFApplications@dof.ca.gov](mailto:CRFApplications@dof.ca.gov)

Federal Reporting/Research Unit:

[COVIDFederalTracking@dof.ca.gov](mailto:COVIDFederalTracking@dof.ca.gov)

GF Realignment Backfill:

[CountyGFAllocations@dof.ca.gov](mailto:CountyGFAllocations@dof.ca.gov)

US Treasury/OIG CRF Information:

<https://home.treasury.gov/policy-issues/cares/state-and-local-governments>

28

## Records Retention

- Retain records 5 years after final payment is made; make available on request for audits
- All documents and financial records sufficient to establish compliance: (1) Necessary, (2) Not in recent budget, (3) Incurred 3/1/20 – 12/30/20
  - General ledger, subsidiary ledger
  - Budget records 2019 and 2020
  - Payroll and time keeping records
  - Receipts of purchases
  - Contracts and subcontracts, including any performance outcomes
  - Documentation of reports, audits, monitoring of recipients
  - All CRF internal and external e-mail/electronic communications

26

# **ATTACHMENT # 2**

## **Union Station:**

Union Station Homeless Services is on the front lines of the homeless crisis each and every day – but our role during the pandemic has been more vital than ever.

We have done all we can to be at the forefront of precautionary measures regarding COVID-19 to protect our clients, as well as our volunteers and staff. We acted swiftly and put into place emergency response protocols at our bridge and permanent supportive sites, as well as our community meals and wraparound support programs.

The impact of COVID-19 has altered our day to day lives, especially in our congregate living settings, where stopping the spread of the virus poses unique and immediate challenges. We worked swiftly to decompress our bridge housing (shelter) sites by moving our most vulnerable residents to motels to self-isolate, including our elderly residents and those with complex health needs.

This intervention enabled us to decrease population density at our bridge housing sites, allowing for social distancing. In addition, we increased cleaning and laundry services, with “high-touch” surfaces cleared, cleaned and sanitized regularly; designated isolation areas and strict policies at our bridge housing facilities, should individuals exhibit symptoms; increased handwashing stations and hand sanitizers; rearranged beds in congregate sleeping areas in a head to toe format to enable social distancing while sleeping; and equipped all facilities and vehicles with personal protection equipment and cleaning supplies.

This pandemic is scary for all of us, but changes to daily life in residential sites can be particularly frightening for our residents, especially those living with trauma or a mental health diagnosis. This has created an added layer of service for our staff, who have responded with incredible care and compassion.

In October, we began weekly on-site COVID testing at our residential site. As we slowly recompress our sites, we want to ensure that our community remains healthy.

Our Meals Program has been profoundly impacted. A Food insecurity during COVID forced us to expand our weekly meal delivery from 2,000 meals per week to more than 6,000 meals per week during the crisis. Our meal service was expanded to feed not only our bridge housing residents, but also hundreds of clients staying in our permanent supportive housing, as well as in apartments throughout the area -- many of whom have mobility and complex health issues that prevent them from securing their own food at the time. Our expanded meal services are a reflection of our core philosophy to meet people ‘where they are’—physically and emotionally. Our staff and volunteers have done an amazing job over the past 6 months with our food distribution network. In order to ramp up meal production and food delivery we purchased additional food supplies, rented additional equipment to expand our kitchen capacity; expanded our kitchen team through the use of the culinary staffing agency, and provided hazard pay to staff members who were jeopardizing their personal health by working on-site daily in the kitchen

and on door-to-door food deliveries. Food distribution would not have been possible without pro-bono, discounted, and paid food delivery partners such as Patina Restaurant Group, Penny Pound Ice, and Rusnak Motors. These efforts were also supported in part by grants from California Community Foundation and Pasadena Community Foundation and the Georgia B Ridder Foundation.

Our critical work during these past 6 months of the pandemic simply would not have been possible without the support of the community. Their gifts have enabled us to sustain our efforts and remain flexible and innovative to best meet the needs of those we serve. This pandemic is not yet over, and we continue to work round the clock to keep our most vulnerable neighbors safe, fed, and sheltered.

## **Foothill Unity Center:**

### **Brief update on COVID-19 Response:**

Foothill Unity Center has been playing a critical role in providing the essential support for our COVID-10 Response efforts that help to address the immediate needs of our most vulnerable population suffering disproportionately from the effects of the COVID-19 crisis. We have been helping to meet basic needs from our Food Program - food distribution, meal deliveries, to the individuals and families, including children, seniors, adults, and the homeless experiencing food insecurity, and shelter and support for our most neighbors in need from our Housing and Homeless, Health, Crisis Case Management, and Job Development programs.

In response to COVID-19, to date for 2020 (with the remaining a few months of the year left), we have provided to an approximately 300% increase in individuals and families, equal to over 700,000 meals, with 70% of the services to new families, even if they fall outside of the 12 cities we serve. This includes emergency family food sized to last a week, the delivery of food to our seniors, disabled, and homebound, and bag lunches and hygiene kits for those experiencing homelessness. This is a significant increase compared to last year. We have been collaborating with 20 senior housing entities to increase food deliveries and 10 community partners to serve as food pantries (utilizing our food) to expand our reach.

### **Describe briefly what additional funds can do to help support COVID-19 Response efforts:**

Foothill Unity Center would utilize additional funds to continue to support the unexpected and unprecedented increases in our programs and services, serving basic needs for our community in the local Pasadena and Altadena area. The demands on our basic, essential needs for our families, have placed Foothill Unity Center in a position where we have been fortunate to be able to step up to meet the approximate 300% increase. It is however only with the additional funding are we able to continue these ongoing demands to our organization and staff.

With the anticipated continuation of the increased need in services, or further increases with the impact of the economy, the unemployment rate at 17% in Los Angeles, and the spread of Covid-19 cases, Foothill Unity Center looks to our key partners and collaborators to ensure we are able to continue to be an anchor for those relying on our programs and services to survive during their time of crisis. Additional funding support would help meet the needs from our Food Program - food distribution, meal deliveries, to the individuals and families, including children, seniors, adults, and the continuation of our partnerships to expand our reach to address the food insecurity. Additionally, it would support and the homeless experiencing food insecurity, and shelter and support for our most neighbors in need from our Housing and Homeless, Health, Crisis Case Management, and Job Development programs.

### **Friends in Deed**

Our Food Pantry continues to see significant growth in numbers of new clients. We are trying to make sure that people are getting enough healthy and fresh food. Funds to help with that would be most appreciated. The new people are primarily related to COVID struggle.